

Waverly-South Shore School



K-12 Student Handbook 2024-25

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Foreword

The Student Handbook comes to you courtesy of the Waverly-South Shore Board of Education. In it you will find information regarding the regulations and policies set up for a successful school. We hope that you and your parent(s)/guardian(s) will enjoy reading the contents and know both what is offered for you and what is expected of you as a student and citizen of the Waverly School District.

Mission Statement

The mission of Waverly-South Shore School is to equip students for life-long learning as responsible and respectful citizens.

Vision Statement

In partnership with families and community, we will create relevant learning opportunities for students that help them develop the knowledge, critical thinking skills, and strength of character necessary to thrive in an advanced world. We will provide opportunities for our students to foster the respect for self, for others, and for the world around us that is necessary to be an impactful member of society.

School Board Philosophies, Goals, and Objectives

The Board is responsible to the people for whose benefit the school district has been established, and committed to the education of all students as appropriate to the best of their individual abilities. It is charged with accomplishing this while also being responsible for wise management of resources available to the district. By virtue of its responsibility and commitment the Board must establish those purposes, programs, and procedures that will respond to the District's immediate problems and long-range needs.

The Board must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy by selecting an executive officer to implement policy and by evaluating the results. Further, it must carry out its functions openly, while seeking the involvement and contributions of public, students, and staff in its decision-making process.

Additionally, the Board commits itself to the following objectives:

1. To provide an educational program and instructional arrangements which will permit each child to develop to his/her full potential;
2. To interpret the educational needs and aspirations of the community, and to meet them through the formulation of policies that stimulate the learner and the learning process;
3. To provide for the best possible school staff, including both professional and support personnel;
4. To encourage the development of meaningful interpersonal relationships among students, the staff, and community;
5. To ensure that staff, students, and parents are afforded opportunities for participation in the development and evaluation of programs and policies;
6. To strive for maximum efficiency in the use of district resources to meet the goals and objectives of the various programs and services;
7. To provide the superintendent with sufficient and adequate guidelines to effectively carry out the goals and objectives of the school district.

Welcome to the Waverly-South Shore School

As a student of the Waverly-South Shore School, you are expected to follow the rules that are established for the benefit of the entire student body. This is your school. You should be proud of it, take good care of it, and be willing to make suggestions to improve it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help students to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and find those within our school that will prepare you to live a good life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

To promote better understanding and relations between the school, students and their parent(s)/guardian(s), honest communications must take place.

It is possible that a classroom situation could be very uncomfortable to a student without the teacher being aware. Cooperation between parent(s)/guardian(s) and teachers can also improve a teacher's effectiveness and relationship with the students. Parent(s)/guardian(s) should understand that the teacher has a difficult and demanding position and that parent/guardian support is essential.

Parent(s)/guardian(s) should feel free to visit the school and to communicate with school personnel. However, parent(s)/guardian(s) shall take problems to the teacher individually by appointment only. Comments from parent(s)/guardian(s) are welcome. Gossip and unfair judgment should not be used by any group. A concerned person should become an informed person.

No parent(s)/guardian(s) shall organize a special group meeting with a teacher, relative to any problem concerning the teacher, unless authorized by the superintendent or principal. If patrons have a complaint, they are asked to please follow the District's "Public Complaints about School Personnel Policy."

Together
Everyone
Accomplishes
More

School-Home Compact

To promote better understanding and communications among all involved in the education of the students of the Waverly-South Shore School, it is important that all parties read and commit to the following:

Students:

- Always try to do my best in my work and in my behavior.
- Show respect for my classmates, my teachers, and myself.
- Obey the school and bus rules.
- Take pride in my town and my school.
- Support the academic, athletic, and artistic programs of others.
- Come to school prepared each day.
- Believe that I can and will learn.

Parent(s)/Guardian(s):

- See that my child attends school regularly and punctually.
- Support my child in supervising homework completion.
- Regularly attend parent-teacher conferences and other such conferences as needed to stay informed on the progress my child is making.
- Encourage my child always to learn.
- Set a good example to my child.
- Show respect and support for my child, the teachers, and the school.
- Support my child's academic, athletic, and artistic activities.
- Respect the confidential nature of school matters.

Teachers:

- Show respect for each student and his or her family.
- Provide an environment conducive to learning.
- Enforce rules as fairly and consistently as possible.
- Maintain open lines of communication with each student and his/her parent(s)/guardian(s)
- Welcome parent/guardian volunteers.
- Demonstrate professional behavior and positive attitude.
- Be a good role model for all students.
- Believe that all children can learn.
- Respect the confidential nature of school matters.

Administrators:

- Provide an environment that allows for positive communication between the student, parent(s)/guardian(s), and teachers.
- Enforce the rules of the school as fairly and consistently as possible.
- Welcome and support parent/guardian volunteerism.
- Be a leader and role model in the educational community.
- Support and encourage learning for all ages.
- Believe that all children can learn.
- Be a positive link between the community, school staff, and the Board of Education.

School Support Staff:

- Show respect for each student, parent/guardian, and teacher.
- Be a good role model for all students.
- Respect the confidential nature of school matters.
- Show a positive attitude in school.
- Keep an open line of communication with other school staff.
- Encourage all children to learn.

Accidents

All accidents occurring during the school day are to be reported to the superintendent's or principal's office immediately. If there should be an accident during the school day or at a school activity, every effort will be made to see that the student receives proper medical care. Parent(s)/Guardian(s) will be notified.

Accident and Dental Insurance

At the beginning of each school year, every student is provided forms concerning accidents and dental insurance. These forms are sent home to parent(s)/guardian(s) who may or may not opt to subscribe. The school does not provide this insurance. The forms are simply distributed by the school. Policies offered are limited pay policies and are not major medical policies. Limitations are placed on many types of injuries. Students and parent(s)/guardian(s) should make certain they understand what is and is not covered in the policy before subscribing to the insurance.

Attendance

A student's contribution to and achievement in class is directly related to attendance. Both students and parents/guardians must understand that a vital portion of the educational experience is missed when a student is absent from school. The school will cooperate and assist students and parents/guardians regarding attendance while striving for the development of good attendance practices. All absences will become a consideration in the classroom teacher's final evaluation of the student's academic performance, contribution to class, and final grade. Students are expected to attend all classes and study halls for which they are registered every day that classes are in session.

6-12 students' attendance will be based on an seven (7) period day. K-5 students' attendance will be based on a four (4) period day. Perfect attendance awards will be given to students who are not absent for a single period and have no more than one (1) unexcused tardy. Excellent attendance awards will be given to students who are absent six-sevenths (6/7) of a day or less and no more than four (4) unexcused tardies. The awards for perfect attendance will be a pin and certificate, and the award for excellent attendance will be a certificate. High School students who achieve perfect attendance all four (4) years will receive a plaque.

Absenteeism is defined as an absence from school during regularly scheduled school hours. All school lessons and class discussions assigned during the duration of the absence become the responsibility of the students and parents.

At parent request, students may be excused from school attendance and/or extra-curricular activities for up to five (5) days for the purpose of attending events and/or youth programs of educational value (ex. FFA, 4-H, etc.). Absences for these purposes will be recorded as exempt absences.

Effect of Absenteeism on Extra-Curricular or Co-Curricular Activities

Unless approval is made with administration prior to the absence, students must be in school one-half (½) day in order to participate in extra-curricular/co-curricular activities on that day. Co-curricular activities are those that take place both during the school day **and** before or after school hours. Extra-curricular activities include any activity which takes place before or after the school day, or is away from the school grounds.

Students missing four (4) periods or more due to illness or other reasons will not be permitted to attend extra-curricular or co-curricular activities on the day of the absence. If the student attends the last four periods of the school day after missing the first four due to an illness, that athlete will be able to participate in the evening's event. This includes practices and rehearsal times for all activities and includes all students in kindergarten through grade twelve (12).

District attendance policies apply to all students participating in remote learning.

Steps to follow when absent:

- 1) For any age student, the parent/guardian should phone the school (886-9174) and inform the office of a student's absence prior to 9:00 am or prior to the day of a planned absence.

- 2) If a student arrives late for school or is gone to an appointment, he/she must check in at the office first upon arrival, so attendance can be verified. A member of the office staff will then write a pass to allow them into class.
- 3) A student who was absent shall provide the office with written parent/guardian verification of the absence. The note must include the student's name, date of absence, reason for absence, and signature of parent/guardian. An Unexcused Absence will be issued if no verification is received from the parent/guardian.
- 4) Whenever possible, all work (for absences known in advance) must be made up at least one day ahead of the absence. Students will be allowed two (2) days for the first day of absence and one (1) day for each consecutive day of absence following to make up work from the missed day(s).
- 5) Make-up work shall be done only at a time that does not interfere with class instruction. Request for teacher assistance is encouraged but shall be scheduled at the convenience of the instructor.
- 6) Any work not completed in the allotted time may be reflected in the student's grade, and no credit will be given for incomplete assignments unless prior extension of time was granted in writing.
- 7) Failure to complete make-up work on time will result in after school late work time to complete outstanding coursework. Failure to remain after school for late work time may result in detention time before and after school until the work is completed.

Regarding testing as it applies to the make-up slip process:

If the student is in school and a test is assigned for the day on which the student will be absent, the student will take the test on the first day that he/she returns to class. Therefore, the normal 2 to 1 does not apply. The rationale is that a student who does not test on the day he/she returns from the absence is taking unfair advantage of the testing process. Other test situations are under the discretion of each teacher.

Missed Classes

After nine (9) non-exempt absences from any period in a semester, a meeting will be held with parents and school administration to develop a plan that will allow the student to complete all missing work in a timely manner and to prevent future absences from occurring. After fifteen (15) non-exempt absences from any period in a semester, credit may be withheld for that class. Non-exempt absences above the number allowed in a given semester will be considered excessive, calling for special action by the student, parent/guardian, and the school. Parents/Guardians will be notified after seven (7) non-exempt absences to discuss attendance concerns. Absences due to illness or hospitalization will require medical verification. Allowances can be made to attendance cases of extreme emergencies or illnesses, which will be determined by the superintendent or principal.

The parent/guardian may appeal to the principal the decision of the teacher to withhold credit. Parent/Guardian appeals must be made in writing to the principal within two weeks of the school's written notice to the parent. Failure to submit a written appeal within two weeks will result in the students being pulled out of the class(es) involved and assigned to ISS for those specified time periods. If credit is to be withheld for three (3) or more classes, student and parent/guardian must attend a meeting with the school administration to discuss plans for alternative placement. The superintendent will serve as the final appeal for withholding of credit.

Tardies

Tardiness cannot, and will not, be tolerated. Unexcused and/or excessive tardiness shall carry consequences, which may include conferences with parents/guardians, detention, and/or suspension. Tardies will be excused only when accompanied by a written note from either a parent/guardian or health care facility.

Students will be considered tardy if they are not in their classrooms when the bell rings. Exempt tardies will be allowed for 1) late bus; 2) bad weather; 3) impassable roads; and 4) having a pass from a teacher, counselor, principal, or superintendent. All other tardies are unexcused.

Keeping Children After School

Children may be kept after school to receive special help or for disciplinary reasons. In any case, an attempt will be made to have the child notify his/her parents. Students in after school activities will be late or possibly miss the activity or practice as they first must finish their school-time obligation.

Bullying Policy

Section 1 – Policy Statement

The District is committed to maintaining a constructive, safe, and bullying-free school climate that is conducive to all students' educational opportunities and which fosters an environment in which all students are treated with respect and dignity. Bullying can inhibit a student's educational opportunities and may also have long-term negative effects on a student. Bullying of students shall not be tolerated and is strictly prohibited. Bullying of students from other schools who are at a District activity, parents, school employees, guests, visitors, volunteers and vendors of the District shall also not be tolerated and is strictly prohibited.

This policy shall not be interpreted or applied to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. However, conduct which substantially interferes with the work of the school, causes material and substantial interference with schoolwork and discipline, and might reasonably have led school authorities to forecast substantial disruption of or material interference with school activities is not constitutionally protected speech and is therefore prohibited under this policy.

All students, parents, employees, guests, visitors, volunteers and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies related to student, parent, employee and visitor conduct. This policy prohibiting bullying shall apply to all students, parents, employees, guests, visitors, volunteers and vendors while on school property, while attending or participating in school activities, on school-owned property or on non-school property, while in any school-owned or leased vehicle, while at a school bus stop, or when in a private vehicle located on school property during school or during school activities.

The District shall investigate all reported instances involving bullying. Unless a different person is designated by the Superintendent to conduct the investigation, the Principal of the school attendance center where the bullying is alleged to have occurred is responsible for investigating the alleged bullying. Allegations of bullying may also be reported by the administration to other authorities, including but not limited to law enforcement.

Students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. Parents, guests, visitors, volunteers and vendors who violate this policy may be prohibited from being on school property.

Pursuant to state law:

1. Any school district employee, school volunteer, student, or parent who promptly reports in good faith an act of bullying to the appropriate school district official as designated in the school district's policy, and who makes the report in compliance with the provisions of the school district's policy, is immune from any cause of action for damages arising from failure to remedy the reported incident, and
2. No cause of action is created against the school district, school district employee, school volunteer, student, or parent unless there has been substantial noncompliance with the school district's policy which results in injury to a person.

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting bullying conduct must understand that should the administrator who is investigating the report determine there is reasonable cause to suspect that bullying did occur which could

result in administrative discipline or a referral to the School Board, the person alleged to have abused the other person may have the right to know the identity of the person(s) making the report in order that he/she may have an opportunity to defend himself/herself.

The District strictly prohibits retaliation against any person because he or she has made a report, testified, assisted, or participated in the investigation of a report of alleged bullying. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have bullied another person shall not directly or indirectly (such as through another person) harass, pressure, or retaliate against any other person because of the complaint being reported. A violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he or she is being subjected to retaliation because of his or her involvement with a bullying report should immediately contact a school administrator.

Section 2 – Bullying Defined

1. Bullying is an intentional isolated act or pattern of repeated conduct toward another person that is sufficiently severe and offensive to a reasonable person, and
 - a. Has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, parents, employees, guests, visitors, volunteers or vendors, and/or
 - b. Has the purpose or effect of substantially or unreasonably interfering with a student’s educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment), employee’s and volunteer’s work environment or performance, or access by parents, guests, visitors or vendors, and/or
 - c. Places a person in reasonable fear of harm to his or her person or damage to his or her property, and/or
 - d. Causes physical hurt or psychological distress to a person, and/or
 - e. Constitutes retaliation against any person for asserting or alleging an act of bullying, and/or
 - f. Disrupts the orderly operation of a school.
2. Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking (SDCL 22-19A-1), harassment (SDCL 22-19A-4), and threatening or harassing contact by telephone or other communication devices, commonly referred to as cyberbullying (SDCL 49-31-31). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in SDCL 13-32-15.
 - a. Hazing defined – any verbal or physical act or acts done on school property or at a school activity which is directed toward another person and done for the purpose of initiation into any group, regardless of whether the group is a school sanctioned organization, when the act or acts causes or may create a reasonable risk of causing mental, emotional or physical harm to the person who is the recipient of the act or acts.
 - b. Stalking defined – willfully, maliciously, and repeatedly following or harassing another person; making a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or willfully, maliciously, and repeatedly harassing another person by means of any verbal, electronic, digital media, mechanical, telegraphic, or written communication.
 - c. Harass defined – a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.
 - d. Threatening or harassing contacts by telephone or other electronic communication device defined – using or knowingly permitting a telephone or other electronic communication device under his or her control for any of the following purposes:
 - i. 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,

- ii. To contact another person with intent to threaten to inflict physical harm or injury to any person or property,
- iii. To contact another person with intent to extort money or other things of value,
- iv. To contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.

Section 3 – Reporting Procedure

Any individual who believes that he or she has been or is being subjected to bullying or has reason to suspect another person has been or is being subjected to bullying should immediately report it to a teacher or school administrator. The report may be made verbally or in writing. A report may be made anonymously, although disciplinary action may not be based solely on an anonymous report. If disciplinary action is being requested, the individual reporting the bullying will be asked to either submit a signed written complaint or sign a completed Bullying Report Form, Exhibit JFCD-E(1), verifying the accuracy of its content. The written complaint or Bullying Report Form must include the following:

The date the written complaint was filed or the Bullying Report Form was completed;
 The school employee receiving the complaint (if applicable);
 The name of the person reporting the bullying;
 The address/phone number of the person reporting the bullying;
 The specific conduct or nature of the bullying complaint including the person(s) alleged to have bullied the complaining party or another person, the date(s) and location where the conduct occurred, witnesses, etc.;
 The date the school employee completed the form (if applicable);
 The date and signature of the person reporting the bullying.

If the signed written complaint was given to a teacher, or if the Bullying Report Form was completed by a teacher, the teacher shall forward the complaint or Bullying Report Form to the teacher's building principal.

Section 4 – Procedure for Addressing Bullying Complaints

Step 1: Principal

Should there be a report which alleges a District student, parent, employee, guest, visitor, volunteer or vendor has been subjected to bullying, an investigation into the alleged bullying will be initiated. The District's investigation may include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct negatively affects the educational opportunities or employment condition of the victim, identifying prior history of a similar nature by any of the individuals involved, and attempting to obtain possible verification from other persons. The investigation shall be conducted promptly and completed in a reasonable time frame given the nature of the complaint.

The person alleged to have bullied another person will be notified that a complaint has been filed pursuant to this policy and that the complaint is being investigated. The name of the person making the complaint will not be disclosed to the person alleged to have violated this policy unless and until the investigation results in a determination that there is reasonable cause to suspect that bullying did occur.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of bullying may be true, the employee, student or other person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, including a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim.

The person alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond to the allegation of bullying but is not required to submit a response.

Pending the outcome of the investigation the school administrator responsible for conducting the investigation may take such action consistent with school policy and state law as deemed appropriate in order to facilitate the investigation and protect the rights of all persons involved. If there is reasonable suspicion to believe that a person bullied another person while at school or at a school activity on non-school property in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of bullying may be true, the employer, student or other person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim and complaining individual(s).

The person alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond in writing to the notification of alleged bullying but is not required to submit a written response.

At the conclusion of the investigation, the Principal shall make a determination as to whether bullying did occur or whether the facts are insufficient to determine that a determination that bullying occurred. The complainant and the person alleged to have bullied another person will receive written notice of the Principal's determination. Should the Principal conclude that bullying did occur, the Principal shall take such action as deemed appropriate, which may include imposing disciplinary consequences on the person found to have violated this policy prohibiting bullying.

Step 2: Appeal to the Superintendent

The following procedure shall be used to address an appeal of the Principal's decision in Step 1 to the Superintendent:

1. If either party is not satisfied with the Principal's decision, or if the Principal does not render a written decision within fourteen (14) calendar days of the request for a decision on the merits of the complaint, that party may appeal to the Superintendent by filing form JFCD-E(2). The appeal must be filed within ten (10) calendar days of receipt of the Principal's written decision, or ten (10) days of the deadline for the Principal's written decision, whichever comes first. The appealing party must attach the Principal's written decision.
2. Within fourteen (14) calendar days from the date the appeal was filed, the Superintendent shall render a decision in writing. All parties shall receive copies of the decision. The Superintendent shall uphold, reverse, modify the Principal's decision, or the Superintendent may refer the matter back to the Principal for further investigation and supplemental decision which decision may restate, modify, or reverse the Principal's initial decision. A supplemental decision by the Principal after a referral back to the Principal is subject to appeal to the Superintendent. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to all parties, which notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.

Step 3: Appeal to the Board

If either party is not satisfied with the Superintendent's decision, or if the Superintendent does not render a written decision within fourteen (14) calendar days of the receipt of the appeal, that party may appeal to the School Board by filing with the Business Manager using Form JFCD-E(3) within ten (10) calendar days of receipt of the Superintendent's written decision, or ten (10) days of the deadline for the Superintendent's written decision, whichever comes first. The appeal shall be in writing and the appealing party must attach to the appeal the Principal's written decision, the appeal to the Superintendent, and the Superintendent's written decision or notice of the Superintendent's failure to render a written decision.

The following procedure shall be used by the Board to address an appeal of the Superintendent's decision on the merits related to a bullying complaint:

1. Upon receipt by the Board President of an appeal by the Complainant, a copy of the appeal shall be given to the person alleged to have violated the bullying policy.
2. Upon receipt of an appeal, the Board shall at its next meeting schedule a date, time, and location for the appeal hearing.
3. The following procedure shall be applicable at the appeal hearing before the Board:
 - a. The Board shall appoint a board member or a person who is not an employee of the school district as the hearing officer;
 - b. Within thirty (30) calendar days of an appeal being filed with the Board, the Board shall conduct a hearing in executive session;
 - c. The complainant, person alleged to have violated the bullying policy, and Superintendent each have the right to be represented at the hearing;
 - d. The Board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
 - e. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified;
 - f. All parties shall be given the opportunity to make an opening statement, with the appealing party being given the first opportunity, followed by the other party, and then the Superintendent;
 - g. The appealing party shall present his or her case first, and the other party shall then present his or her case. Both parties shall have the opportunity to ask questions. The hearing officer and board members may also ask questions of the Superintendent;
 - h. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the hearing officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board president, hearing officer or other person authorized by law to take oaths and affirmations;
 - i. The hearing officer shall admit all relevant evidence. The hearing officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 585.602 (S.C. 1979);
 - j. All parties shall be given the opportunity to make a closing statement, with the appealing party having the first opportunity, followed by the other party, and then the Superintendent. The appealing party shall be given the opportunity for a brief rebuttal;
 - k. After the evidentiary hearing, the Board shall continue to meet in executive session for deliberations. No one other than the hearing officer may meet with the Board during deliberations. The Board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of both parties and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date. Within twenty (20) calendar days of the hearing, the Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to both parties and the Superintendent, and the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered;
 - l. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion to uphold, reverse, or modify the Superintendent's decision shall be made and voted upon. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion shall be in writing and approved by the Board. Both parties, the Principal and the Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the Board.
 - m. Following the Board hearing, should the Board determine there has been a violation of this policy prohibiting bullying, Board action may include but is not limited to the following:

- i. Suspend or expel a student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities;
 - ii. Pursuant to statute, reprimand, suspend without pay, or terminate the contract of an employee; or
 - iii. Prohibit a person from being on school property or at school activities for such time as may be determined by the Board;
- n. If either party is dissatisfied with the Board's decision, that party may appeal the decision by filing an appeal to circuit court pursuant to SDCL 13-46-1.

Buses

The bus drivers are responsible for the buses and discipline on the buses. The driver's relationship with the students should be on the same level as that of a teacher in the classroom. Bus transportation for students is not entirely a right, but more like a privilege, conditioned upon courteous behavior and obedience to the established rules. THE SAFETY OF THE BUS AND ITS PASSENGERS demands complete cooperation from the students.

It shall be the duty of the driver to report to the school administrator the names of any students who persist in violating the rules and regulations. The administrator may find it necessary to withhold the privilege of riding the bus from those students who fail to cooperate accordingly.

Students are expected to discipline themselves and comply with the instructions of the bus operator. The driver will be in full charge of the bus and the 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 should always be at the bus stop at least five minutes before the bus is scheduled to be there. Students should remain well back from the roadway while awaiting the arrival of the bus.
2. Bus riders should not move to board a bus until it is completely stopped and the door is open.
3. Students will enter the bus in an orderly fashion and go directly to a seat. Student must stay in their seats and in a sitting position when the bus is in motion.
4. Bus riders should leave their seats only after the bus has come to a complete stop at their bus stop.
5. Bus riders who must cross a street at their bus stop will cross in front of the bus.
6. Students will keep their hands, arms and heads inside the bus.
7. Shouting, screaming, smoking, running, fighting, vulgar talk and pushing are not permitted.
8. All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles.
9. All riders should help to keep the bus clean and sanitary on the inside.
10. Any damage to the bus will be paid for by the rider inflicting damage and will be subject to suspension or expulsion from school.
11. Bus riders are expected to be courteous and obedient to bus drivers at all times.

Bus Discipline Policy

Level 1: Bus drivers will give students two warnings and parents will be called for inappropriate behavior. The third warning will result in the loss of bus riding privileges for one day. Parents and bus drivers will discuss the situation before riding privileges are suspended.

Level 2: If the disciplinary action described in the first incident is not sufficient to encourage proper student conduct, the driver will involve the principal. The principal may suspend some student privileges or assign detention. Parents, driver, student, and/or principal will become involved.

Level 3: If further disciplinary action is required, students will lose riding privileges for ten (10) days without exception. A meeting will be held with student, parents, driver, and/or principal.

Level 4: The final disciplinary action taken by the school will result in the loss of riding privileges for the remainder of the year. Serious disciplinary problems may result in loss of riding privileges immediately.

Activity Buses

In the interest of school safety, program cohesiveness, and school liability, it is required that each student who rides the team or activity bus to an out-of-town event should ride home on the bus. Students not riding the bus home will be permitted to ride with their parent(s)/guardian(s) only if they have notified the school administration, program director or coach with a written note and verbal confirmation from the parent or guardian. Parent(s)/guardian(s) must sign their student out by signing a release with the coach, director, or advisor prior to leaving the event. Parent(s)/Guardian(s) must notify the program director or coach in advance of intent to allow their child(ren) to ride with other adult. Students not following this policy will be referred to the discipline policy.

In the interests of the safety and well-being of the student-athletes, coaches/advisors have the authority to collect cell phones at any time during an athletic or academic activity. If collected, cell phones will not be returned to students until either the student checks out with the coach/advisor to ride home with his/her parents or until the bus is thirty (30) minutes away from Waverly. On trips of an academic nature, advisors/chaperones reserve the right to allow students to retain their cell phones for the purpose of picture-taking only.

Child Abuse and/or Neglect

The Code of South Dakota, an area of Chapter 26, requires all school employees to report suspected child abuse or willful neglect.

Child Find

The Waverly School District 14-5, in order to fulfill the obligations of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act is required to inform and provide full educational opportunities to all individuals with disabilities ages birth through twenty-one.

Jon Meyer, Superintendent of the Waverly School District 14-5 needs your assistance to identify, locate, and evaluate all children with disabilities. This public awareness notice is to inform parents and other individuals/agencies of the availability of educational services and related services to all individuals who reside within the jurisdiction of the Waverly School District 14-5 and who are between the ages of birth through twenty-one, regardless of the severity of their disability. This includes individuals in all public and private agencies and institutions and highly mobile children with disabilities, such as migrant and homeless children, who reside within the legal boundaries of the district.

Anyone aware of an individual who may benefit from educational services and related services is encouraged to call the Waverly School District 14-5 at 605-886-9174.

Cheating

Students are expected to do their own work. Students who need assistance with schoolwork should consult their teachers. Students who are caught cheating will automatically receive a zero percent (0%) on that particular academic obligation, his/her parent(s)/guardian(s) will be contacted. Plagiarism is a form of cheating. Repeat offenders of this policy will be referred to the administration for further disciplinary actions which may include suspension from the class the cheating took place for the remainder of the semester.

Use of Artificial Intelligence in Schoolwork

Students are prohibited from incorporating artificial intelligence (AI) technology into their assignments or projects, unless instructional staff tells students that AI can be used for a specific assignment, portion of assignment, or project. Student assignments and projects must rely solely on human effort and intellect. Students must uphold the principals of academic integrity by submitting work that is solely their own, demonstrating their knowledge, skills, and abilities acquired through personal effort and study. The unauthorized use of AI technology in assignments and projects undermines the authenticity and individuality of students' work, and is therefore considered a form of cheating.

AI technology includes any form of digital content, such as text, images, videos, or audio, that is created by artificial intelligence systems without direct human intervention. AI technology tools include resources such as ChatGPT, Google Bard, and other AI content generator projects.

Church Night/Sunday

Students or teachers will schedule no formal school events on Wednesday nights. The local school is not responsible for conference, region, or state events sometimes scheduled on Wednesdays. ONLY with the superintendent's, principal's, or activities director's permission may activities be scheduled on Sunday.

Communicable Disease Policy

Waverly-South Shore School will follow the South Dakota Department of Health's guidelines. The following health guidelines shall apply and specific needs will be addressed on a case-by-case basis. This policy shall apply to all communicable diseases including, but not limited to the following:

Disease	Incubation Period	Rules for School Attendance
Acquired Immune Deficiency Syndrome (AIDS)	6 months to 5 years*	Determination will be made as outlined in the Communicable Disease Policy.
Chicken Pox	14-21 days*	The student may attend after all pox are dry and scabbed.
Cytomegalovirus CMV Salivary Gland Viruses		The student may attend school. Precautions should be taken by contacts with immunosuppression as anti-cancer or organ transplants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate the risk of transfer of infection.
Fifth Disease (Erythema Infectiosum)	6-14 days*	The student may attend school with physician's permission.
Giardiasis (Intestinal Protozoan Infection)	9-25 days or longer*	The student may attend school if the student practices independent and hygienic bathroom skills. Other students may attend school after the third day of drug treatment. Good hand washing in all cases should eliminate risk of transfer of infection.
Herpes Simplex	2-12 days*	The student may attend school during an active case if the student has the ability and practices personal hygiene precautions and the area of lesion is covered.
Impetigo	Variable 4-10 days*	The student may attend school if treatment is verified and covered or dry.
Infectious Hepatitis	15-40 days (Average 25 days)*	The student may attend school with physician's written permission and if the student has

		the ability to take appropriate personal hygiene precautions.
Measles (Red, Hard, Rubeola, 7-day)	8-14 days*	The student may attend school after a minimum of seven (7) days. Students who have had contact with measles may attend school if immunization is up to date.
Infectious Mononucleosis (Glandular Fever)	2-6 weeks*	The student may attend school with physician's permission. The student may need adjusted school days and activities.
Mumps	12-21 days*	The student may attend school after swelling has disappeared.
Pediculosis (Lice)		The parent of a student found to have live head lice will receive a personal call or a note sent home regarding treatment. The student may attend school after treatment. Upon returning to school, the student will be evaluated to determine if any lice or eggs are present. If lice or eggs are detected, the student shall be sent home for further treatment.
Pink Eye (Conjunctivitis)	5-12 days*	The student may attend school after the eye is clear, under treatment, or with a physician's written permission.
Plantar's Wart		The student may attend school. Students should not be permitted to walk barefoot.
Ring Worm (Scalp, Body, Athlete's Foot)		The student may attend school if the area is under treatment and covered. Restrict known cases of athlete's foot from locker room showers until under treatment.
Rubella (3-day, German Measles)	14-21 days*	The student may attend school after a minimum of four (4) days. Prevent exposure of pregnant women.
Scabies (7-year itch, Mites)		The student may attend school after treatment.
Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat)	1-3 days*	The student may attend school 24 hours after initiating oral antibiotic therapy, and clinically well.

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

All communicable and chronic disease should be reported to school administration.

Complaint Policy

There may be conditions in the school district that are in need of improvement and parents and students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships between the school and the students and community.

The Board desires any student complaints and grievances to be resolved through orderly processes and at the lowest possible level, but that channels profile for eventual hearing by the Board in instances when this becomes necessary. Therefore:

1. Any student or his or her parent or guardian will be provided the opportunity to discuss with the student's teacher a decision or situation which the student, parent, or guardian considers unjust or unfair.
2. If the incident remains unresolved, the student or his or her parent or guardian or the teacher, may bring about the matter to the principal's attendance center for consideration and action.
3. The student may also bring a matter of general student concern to the attention of class officers or the student council (in grades and schools where such are elected) for possible presentation to the principal.
4. If the matter is still unresolved after the procedure outlined above, it may be brought to the Superintendent for consideration.
5. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board for review.

The Board's decision will be final unless an appeal hearing is requested.

Complaint Policy for Federal Programs

The District will not violate any of the provisions of applicable federal programs, statutes or regulations, including but not limited to Title IX, ESEA/Title I, Rehabilitation Act Section 504, Title II (Americans with Disabilities Act), ESSA, and McKinney-Vento Act (homeless children). The District will not discriminate in any of its polies and programs on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability.

The District will provide the following:

1. An adequate, reliable, and impartial investigation of complaints, including the opportunity for the complainant and alleged perpetrator to present witnesses and provide evidence;
2. Evaluation of all relevant information and documentation relating to a complaint of discrimination;
3. Specific, reasonable prompt time frames at each state of the grievance process;
4. Written notice to all parties within a specified timeframe of the outcome or disposition of the grievance at each state of the process;
5. An opportunity to appeal the finding or remedy, or both;
6. An assurance that the District will take steps to prevent recurrence of any discrimination and correct discriminatory effects on others; and
7. Language in the policies and grievance procedures indicating that any attempts to informally or voluntarily resolve the complaint or grievance should not delay the commencement of the District's investigation.

In compliance with applicable federal laws and regulations, the Board has appointed the Superintendent as the District's Compliance Officer to coordinate program compliance with the federal programs. The Superintendent can be reached at:

Waverly/South Shore School

319 Mary Place
 Waverly, SD 57201
 Phone #: (605) 886-9174

A parent, student, employee, or stakeholder who has a complaint regarding district compliance with administration of federal programs may file a written complaint using the procedure and forms found in the District Policy and Regulations Manual, Policies AC, AC-E(1), AC-E(2), and AC-E(3).

A complaint may also be filed with the United States Office for Civil Rights, US Department of Education at: One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106; Telephone – 816-268-0550, Facsimile: 816-268-0599; Telecommunications Device for the Deaf: 877-521-2172; email OCR.Kansascity@ed.gov

Concealed/Dangerous Weapons at School

Schools should be an example of what is required regarding the observance and respect for law in society at large. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public.

Various state and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Notwithstanding SDCL 13-32-7, it is the policy of the District to not allow individuals with enhanced conceal carry permits to have firearms on school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. Under state law, a school district may not keep or cause to be kept any list, record, or registry of holders of permits to carry a concealed firearm. (SDCL 22-7-8.6) Due to the safety of the students, staff, and visitors, a record of who has been granted permission to possess a firearm on school grounds is necessary. It is not practical for the District to allow possession of firearms by enhanced conceal carry permit holders while still providing for safety of students, because the District cannot collect any request and verify or keep on record those individuals proven to the District to have a valid conceal carry permit. Under SDCL 13-32-7, the District has the discretion to grant permission for certain individuals to have a firearm, but in the event the District allows it, the law requires such permission to be in writing. But because state law prohibits the District from keeping any written record regarding a concealed carry permit holder, giving written permission and keeping any documentation related to such process makes the District in violation of SDCL 22-7-8.6. Therefore, the District will not grant permission for enhanced conceal carry permit holders to possess firearms.

Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons will be reported to law enforcements. Appropriate disciplinary or legal action or both shall be pursued by the building principal.

A dangerous weapon is defined as any firearm, stun gun, or knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or serious bodily harm.

For the purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions, except for:

1. Firearms under the control of law enforcement personnel.
2. Starting guns while in use at athletic events.
3. Firearms or air-guns at firing ranges, gun shows, or authorized supervised school training sessions for the use of firearms.
4. The ceremonial presence of unloaded weapons at color guard ceremonies.

Any employee violating this policy will be disciplined consistent with district policy, state law, and any applicable negotiated agreement. Any visitor violating this policy may be banned from future entrance onto District property. In addition, violations shall be reported to local law enforcement authorities.

Any student bringing a firearm to school, except as provided by law, shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The Superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504.

Counseling Services

A professional counselor is available to provide the following school counseling services:

- All students participate in classroom guidance on a regular schedule.
- Groups will be offered as needed.
- Individual counseling for a variety of issues.
- Information and resources for parents on a variety of issues.
- Behavior modification programs for students at school and/or home.
- Academic planning and preparation.
- Career planning and preparation.
- Testing services.
- Referral to other agencies when necessary.

Parent permission for counseling services:

- The main goal of school counseling services is to foster healthy development in students in the following areas: academic, social, and emotional.
- The school counselor will make his/her best effort to work collaboratively with parents in providing students with counseling services.
- The school counselor will pursue permission from parents before long-term individual counseling.
- The school counselor will pursue parental permission before students are allowed to participate in any group counseling offered by the counselor.
- The school counselor reserves the right to provide any classroom guidance activities, short-term individual counseling, teacher-referred counseling, or crisis intervention services to students without the permission of parents.

Confidentiality between student and school counselor:

- The school counselor has an obligation to the student to keep what is shared in a counseling session confidential except in the following circumstances:
 1. There is intent by the student to harm him/herself or put his/her life at risk;
 2. There is intent by the student to harm another person or put their life at risk;
 3. The student speaks of situations that may be considered child abuse or neglect.
- By law the situations listed above must be reported to the proper reporting agency or persons.
- In the event that a parent wishes the counselor to share any other information rendered during a counseling session, the counselor must first obtain permission from the student.
- The school counselor will do his/her best to work collaboratively with parents for the best interest of the student.
- For any student who is receiving services at the request of a parent, parents will receive appropriate updates as to how their daughter/son is progressing in counseling.

Students and parent(s)/guardian(s) are welcome to visit with the counselor at any time.

Defacement of School Property

State laws make the student and his/her parent(s)/ guardian(s) responsible for damages and defacement of school property. Any pupil who intentionally or accidentally destroys, damages, or defaces school property will face disciplinary action as deemed appropriate by school administration. Each student is expected to assume responsibility for the care of all school property. Damage of a malicious nature will be considered a

very serious matter and must be repaired or replaced at the expense of the student at fault. Students will pay the replacement cost for damaged books and materials. *Vandalism will be immediately reported to the appropriate law enforcement agency for investigation.*

Directory Information

During the school year, Waverly-South Shore students are involved in many activities such as music, athletics, publications, debate, drama, academic programs and special events. Some of these activities are given news coverage through school publications or bulletins and special coverage by newspapers, television, and radio stations. The superintendent or principal may release personally identifiable information known as “Directory Information” surrounding these activities at their discretion unless a written objection is filed by the parent(s)/guardian(s) of the student or an eligible student.

“Directory Information” includes the following information relating to a student: student’s name, parent’s name(s), address, telephone number (which does not include the parent’s, guardian’s, or eligible student’s personal mobile telephone number), photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic teams, dates of attendance, grade level, degrees and awards received, and educational agency or institution the student attended before he or she enrolled in the Waverly School District 14-5. The type of information mentioned above may also be included in class rosters, student directories, school annual and publications.

If you do not want the Waverly-South Shore School to disclose directory information from your child’s education records without your prior written consent, you must notify the school in writing by August 31.

Disaster/Fire Drills

Fire drills are required to be held at regular intervals. Plans for procedures during fire drills have been posted in each classroom. When all students have been evacuated, each teacher must take roll to account for all students and report to the principal as soon as possible. Students will follow the instructions of the teacher where special situations warrant.

Instructions for disaster drills will be displayed in each classroom. When a tornado drill signal is sounded, all students should go to their assigned locations where they get down on their hands and knees and cover the backs of their heads with their hands.

K-12 Discipline Policy Discipline

The Waverly-South Shore School disciplinary policy applies to any student who is on school property, who is on school-owned and operated school buses and/or vehicles, or on chartered buses, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place interferes with or obstructs the goals or operations of the school district or the safety or welfare of student or employees.

Staff and students share responsibility for maintaining a climate in which education can be pursued. What is best for the individual must be balanced with what is most desirable for the entire school population.

The following principles will be observed by the school staff in maintaining student control and discipline in the schools:

1. It is believed that most individuals modify behavior faster under praise than under blame. Therefore, the general approach to discipline will be a positive one. This will include attempting to identify the social, emotional, and academic problems that underlie a student’s poor attitude or misconduct, and striving to meet his or her social, emotional, and academic needs.
2. Every individual needs to feel worthy and accepted as a person. In criticizing a student for his or her conduct or attitude and in taking disciplinary action, teachers and other staff members will endeavor to show the student that it is his or her behavior that is objectionable, not the student.

3. The best discipline is self-disciplined. Modes of student control over classroom management will offer students the freedom to acquire self-control and self-discipline. This freedom will be extended in keeping with the student's maturity.

Within the above guidelines and specific policies regarding conduct and disciplinary action, the Superintendent will set up procedures for dealing with disciplinary problems.

The Board extends to all of its school employees, professional and nonprofessional, the authority to enforce policy and regulations governing student behavior. Students will comply with the directions given them by staff members.

Examples of student conduct/behavior that will result in disciplinary action include, but are not limited to:

- Disrupting classes or school activities
- Granting access to school facility through unauthorized means (windows, exit-only doors, etc.)
- Using or possessing alcohol, tobacco, illegal drugs, or other mood altering substances on campus or at school events
- No candy, gum, pop, food, or beverages allowed in classrooms, including study hall and homeroom, unless permission is given by the principal
- Stealing
- Fighting or harassing others
- Wearing clothing that may disrupt the educational process
- Unsafe or disruptive driving on or near the campus
- Vandalizing school or personal property
- Occupying restricted areas of campus
- Using skateboards, bicycles, mopeds, motorcycles, automobiles, or trucks other than for transportation to and from campus
- Refusing to comply with directions from teachers, administrators, or other school personnel
- Using profanity or improper language, or showing disrespect to the dignity of other students or staff on campus or at school events
- Displaying abusing epithets or threatening gestures to other students, teachers, administrators, or other school personnel
- Displaying conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of a school-related activity
- Participating in documented conduct detrimental to the best interests of the school district
- Exhibiting disruptive behavior in the lunchroom
- Expressing unsportsmanlike conduct involving visiting teams and representatives
- Displaying affection; no handholding, embracing, kissing, etc.
- Gambling
- Inappropriate use of school computers
- Violations of the school's cell phone/electronic device policies

Parents can assist in promoting good behavior by:

- 1) Supporting the school in requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior on the part of students.
- 2) Maintain an active interest in your child's daily work. Make it possible for students to complete assigned homework, particularly by providing suitable conditions for study at home.
- 3) Check both sides of the story before taking action.

DISCIPLINE GUIDELINES

Classroom, Study Hall, and Lunchroom Behavior

Students are expected to conduct themselves in a polite and respectful manner at all times. Students are to walk at all times when going through the halls and classroom areas. There is to be no whistling, loitering, loud talking, or scuffling in the halls. Horseplay often becomes a fight, and fighting is not permitted.

Students may be allowed to have water bottles in the classroom and/or study hall. However, food, candy, and other beverages (i.e. Gatorade, pop, energy drinks, etc.) are not to be either brought into or consumed in classrooms or study halls without prior permission from the principal.

General Study Hall Rules

The purpose of the study hall is to provide a student with the opportunity to do class assignments. The study hall teacher will provide extra work if students are not on task throughout study hall.

Students should check with each study hall teacher for specific policies for that hour. Some general guidelines to follow when entering any study hall include

1. Immediately proceed and sit in assigned seat.
2. Talk only when permission is granted by the study hall teacher.
3. Use time to study and complete assignments.
4. Have passes signed *before* arriving at the study hall.
5. Sign in and out each time leaving and returning to the study hall. This includes student's name, where student is going, and the time student left and returned.

If for some reason a student misuses his/her study hall privileges, the study hall teacher has the option of discontinuing privileges for that student.

Restroom Regulations:

1. No loitering or congregating in the restroom.
2. Students are expected to act with dignity and respect at all times.
3. Students should keep restrooms clean.
4. Defacement of the bathroom facilities will result in disciplinary action.
5. Gym and locker room bathrooms are restricted to activity and PE use only after 8:15 AM.

K-5 Lunchroom Regulations

1. Students will treat the lunchroom supervisors with kindness and respect.
2. Students will use a regular speaking voice at the table.
3. Students will use appropriate table manners.
4. Staff members may assign seats in the lunch room.
5. When a table is quiet, students will be dismissed.
6. Students will pick up all lunch wrappers, food, and trays and put them in designated areas.
7. Students bringing their own lunches will eat at the lunch tables provided in the lunch area. **NO FOOD WILL LEAVE THE LUNCHROOM.** Students are expected to clean up their tables and scrape their plates. **NO POP** is allowed in the lunchroom.

6-12 Lunchroom Regulations:

Good behavior, proper eating habits, and good manners will be maintained in our lunchroom. Students are expected to walk to and enter the lunch line in an orderly fashion. Students must remain in the lunchroom until they are finished with their meal unless they have a meeting scheduled with a teacher/staff member. Students may leave the commons area or gym only when dismissed by a staff member or when the bell rings. Lunchroom guests must follow school Visitor Policy. (*See page 34*)

Students bringing their own lunches will eat at the lunch tables provided in the lunch area. Students are not allowed to have food delivered to the school. Students who attend Northeast Technical High School classes, or any other class not located on the Waverly-South Shore campus, are not allowed to bring fast food or beverage items with them into the school. **NO FOOD WILL LEAVE THE LUNCHROOM.** Students are expected to clean up their tables and scrape their plates. **NO POP** is allowed in the lunchroom. Students will be allowed to use their cell phones and/or electronic devices during their lunch period.

Waverly-South Shore School has a number of students in its student body with dangerous and/or life-threatening allergies to peanuts. To best protect the health and well-being of all of our students, peanuts, peanut products, foods containing peanuts or peanut products, and foods prepared with peanut oil or exposed to peanut products shall not be allowed at school.

Disciplinary Action

A teacher at his or her discretion may remove any student from class who is disrespectful, discourteous and/or a discipline problem. A student dismissed from class must go immediately to the office for a conference with the principal or superintendent if a principal is not available. Any student removed from a classroom for disciplinary reasons will not be allowed to return to the classroom for the duration of that class period. A student who verbally or physically abuses any school personnel will be recommended for expulsion.

Any disciplinary action involving students will be handled on an individual basis, which could result in permanent dismissal from class, in-school suspension, out of school suspension by the administration or permanent expulsion by the Board of Education.

1. Students will be treated as young adults.
2. Students are expected to show proper respect for teachers and fellow students.
3. Students who use profane, obscene or otherwise offensive language will immediately be sent to the office of the principal.

A variety of corrective measures are authorized for the breach of rules or obligations applicable to students. The corrective measure to be employed shall be determined in each case by the administration, the classroom teacher, or other appropriate educational staff member, except where a Hearing Board is required. Repeated minor infractions may justify the use of more severe measures.

Admonition and Counseling

Admonition and counseling should be used when appropriate to assist students in understanding when their conduct interferes with their own educational progress, threatens the academic or social progress and rights of others, or is contrary to school policy.

Detention

The first two detentions a student earns for any given violation of the school's disciplinary policy shall be served with the staff member issuing the detention. Any subsequent detentions shall be served with either the principal or superintendent.

Late Work

Teachers may require that students who fail to complete any assigned homework/coursework by the designated deadline stay for extra time after school for late work. Failure to stay after for assigned late work time will result in consequences. Students will work on their late and/or missing assignments during this time with the teacher for whom the student is missing work. Extra school time is not considered a detention, and will not be tracked in the students' disciplinary files. Extra school time appointments do take priority over scheduled activity practice times. Teachers may refuse to accept late work at their discretion according to the rules they have established for their classroom. Any work that is more than ten (10) academic days late will not be accepted and will be counted as a zero.

In-School Suspension

In-School Suspension is a form of discipline in which the student is temporarily denied the right to attend class with his/her classmates. The student will attend school and report to the designated area. At the beginning of a term of in-school suspension, the student will go to each of his/her teachers to obtain a list of any and all work that the student needs to complete for the class(es) he/she will miss while suspended. The length of the term of the suspension is to be considered a minimum length. No student shall be released from in-school suspension until all assignments that he/she received at the beginning of the term of suspension, as well as any and all late or missing school work, are completed. If a student does not complete his/her required coursework within ten (10) days in suspension, he/she shall meet with the principal and superintendent, and further consequences will be determined at that time.

Out-of-School Suspension

A form of discipline in which the student is temporarily denied the right to attend class, school, or school-sponsored activities. The superintendent may suspend students for up to ninety (90) school days without a

board hearing or action. The principal may suspend students from school, class, or any activity for up to 10 school days without a board hearing. Suspension beyond ten (10) school days requires a hearing before the school board. Suspension may be for 1) the rest of the day; 2) a specific period of time; 3) until a conference with parent(s)/guardian(s) is held; or 4) until specified conditions are met by the pupil. Suspension is used in cases of misconduct, nonconformity to school regulations, destruction of school property, or actions endangering the welfare of others. The suspended student will not attend any school-related functions as a participant or observer and will not be in contact with school property. A copy of the standards for hearing procedures for suspension can be obtained from the administrative office. Any student under suspension will be expected to complete all assignments given during the suspension period. Assignments will be made available for the student's parent/guardian to pick up at school. All assignments given during the term of the suspension must be completed and handed in within three days of the student's return to school after completion of the term of suspension. Any work not completed and turned in within three days shall be counted as a zero.

Reinstatement after suspension is granted when the principal or his/her representative is convinced that the conduct of the student will be consistent with that which is expected of good school citizens. Usually reinstatement will occur only after a parent(s)/guardian(s) conference, which may include the school personnel involved. Continuation of those acts which led to the suspension of the student is just cause for recommendation to expel the student by the Board of Education.

Expulsion

A type of discipline in which the student is removed from the school by the Board of Education after recommendation from the principal and superintendent. A copy of the standards for hearing procedures for expulsion can be obtained from the administrative office.

Reinstatement after expulsion is action taken only by the Board of Education after its representatives are satisfied that the student intends to correct the behavior that led to expulsion. Student Due Process is covered under SDCL Article 24:7.

Dress Code

The Board recognizes that it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual, the school, and the community.

There are certain restrictions necessary on a student's dress and grooming when such dress and grooming may create a health or safety hazard, invade the rights of others, or be disruptive to the educational environment by detracting from the decency and decorum in school. It will be the responsibility of the building principal to determine violations of the intent to this policy and to take necessary corrective action.

- Students should wear clean clothing and be dressed and groomed in a way that is not offensive to others or distracting from the operation of the school.
- School clothing should be appropriate as to time, place, and weather. Please be advised of daily weather conditions for the health and safety of all students.
- Mark all jackets, coats, hats, shoes, boots, mittens, gloves, etc. with a permanent label or marker so that students can always identify their own belongings. It is suggested that families plan early for cold and wet weather.
- The following cold or wet weather items of clothing are necessary for K-5: coat, jacket or sweater, snow pants, gloves or mittens, head wear, scarves, snow boots or overshoes. K-5 students who do not wear boots or snow pants during wet and snowy conditions will be restricted to a designated area. (More weather wear instructions may be forthcoming from K-5 teachers.)
- The following cold or wet weather items of clothing are suggested for 6-12: coat, jacket or sweater, gloves or mittens, head wear, scarves, snow boots or overshoes. .
- Each Friday is **Spirit Day**. All students are encouraged to wear Coyote apparel or black and white.

All K-12 students should be aware of the following rules regarding specific types of clothing:

- 1) **No** spaghetti-strap tops, halter tops, tube tops, tank tops with less than a 2” strap, mesh jerseys, half shirts, muscle shirts, bare midriffs, or short tops.
- 2) **No** short shorts or short skirts. A rule of thumb for shorts/skirts is that they should extend to the fingertips when arms are extended at the student’s side.
- 3) **No** clothing or headgear that conveys any message (in print, logo, or picture) of profanity, drugs, tobacco, alcohol or bars, is sexually suggestive, displays racial slurs, is objectionable, or depicts acts of violence.
- 4) **No** revealing low-neck shirts, dresses, blouses, tops or camisoles.
- 5) **No** undergarments should be visible, no matter the position of the body (standing, sitting, leaning, etc.).
- 6) Bottom half clothing (pants/shorts/skirts) must reach the top of the hipbone.
- 8) **No** bandanas, sweat bands, berets, hoods or sunglasses in school. Exceptions can be made for safety purposes in Northeast Technical High School classes or in case of a special day approved by the principal. Individual staff members do reserve the right to not allow hats to be worn in their classrooms. In these instances, staff shall state this expectation clearly to students.
- 9) **No** blankets.
- 10) **No** visible chains.

Consequences for wearing inappropriate attire

In the judgment of staff and administration, students who wear restricted clothing will be required to change into office-issued clothing provided by the counselor’s office. Students’ clothing will be returned when the borrowed items are brought back to the office.

Out of concern for health and safety, footwear must be worn during school at all times. Students must wear footwear appropriate to the school activity or season of the year. Please be advised

- No non-soled slippers.
- No shoes or boots that leave excessive black marks on the floors.
- Tennis shoes must be worn for physical education classes. Students not wearing tennis shoes for physical education classes will not be allowed to participate in class that day and may have their grade docked for lack of participation.

Youth Gang Apparel and Behaviors

For the safety and welfare of students and the continued maintenance of a positive and secure learning environment, the following rules (relative to youth gang apparel, possessions and behaviors) apply to all students on the school grounds **and** at school activities.

- Any clothing identified as gang-related apparel by the Waverly-South Shore School is not allowed.
- Any item worn or carried to identify a person as a gang member is not allowed.
- Writing gang graffiti, possessing items containing gang graffiti, or the display of gang hand signs can be an indication of possible gang involvement and are not acceptable in the school setting.

Youth Possessions – Bookbags, Backpacks, and Purses, and Electronic Devices.

1. In accordance with South Dakota Board Policy 502.6, lockers, book bags, handbags and purses are subject to searches at any time by the administration. Please note that there is no expectation of privacy with regards to any district-owned property, including but not limited to lockers, desks, computers, etc. This includes district-owned property issued to staff
2. Pagers, iPads, iPods, mp3 players, Nooks, Kindles, phones, and other electronic devices unrelated to use in the classroom must be turned off and stored in lockers or backpacks during school hours. These devices should not be seen, heard, or used at any time during the school day other than during the student’s lunch period or between class periods because of the disruption they cause in the learning environment. If seen or heard, these devices will be confiscated and brought to the office, and students will receive appropriate disciplinary action.

Drop-Adds

Students will be allowed to drop or add a class through the fifth school day of the semester. Students may withdraw from a class within the first two weeks of a semester and receive a “W” on their transcript if:

- Continued enrollment in the class will have a negative impact on the student’s academic progress;
- There is another academic class that the student can join at the beginning of the ensuing semester.

Any class dropped after the fifth day and does not meet the requirements for a “W” will be recorded on the report card and the transcript as a failing grade (F). Students removed from classes for disciplinary reasons will receive a failing grade (F). The administration, school counselor, parent(s)/guardian(s), teacher and student must mutually agree upon any exceptions to this policy. This drop/add policy applies to all dual credit, distance learning, online, etc. classes as well as to classes offered by Waverly-South Shore staff.

Dual Credit Courses

Juniors and seniors may have the opportunity to participate in dual credit courses through Waverly-South Shore. Dual credit courses will be offered in partnership with South Dakota Board of Regents-affiliated higher education institutions only (ex. SDSU, USD, LATI, etc.). Students and their families will be responsible for any costs associated with college credit earned through these courses. Students who pass the Dual Credit course with an A grade will be reimbursed \$40 for each college credit earned; students who pass the Dual Credit course with a B grade will be reimbursed \$20 for each college credit earned. Students who do not obtain an A or B grade will not receive reimbursement, but will be given credit for the grade he/she earns. Reimbursement does not include books and supplies and any other costs that come along with the course. Students are responsible for obtaining a transcript or grade report from the college they are taking the class through and submitting it to administration prior to receiving reimbursement for the Dual Credit course. Reimbursement is not offered for any dual credit courses taken outside of the school year. Requests for reimbursement must be submitted to the school within thirty (30) days of the last day of the semester in which the class was taken.

One full credit will be awarded for each Dual Credit course successfully completed due to the higher amount of coursework that accompanies such courses. Beginning in 2024/25 school year, per South Dakota Board of Education Standards rule, students will be awarded one-half high school credit for Dual Credit courses worth zero to three post-secondary credits, and one high school credit for Dual Credit courses worth four or more post-secondary credits.

Students must satisfy the following requirements in order to participate in dual credit courses through Waverly-South Shore:

High School Juniors: Must satisfy any one of the following criteria:

- Earn an ACT composite score of 24 reflexive of the 70% percentile;
- Rank in the upper one-third of their graduating class;
- Earn a cumulative GPA of at least 3.50 on a 4.0 scale

High School Seniors: Must satisfy any one of the following criteria:

- Earn an ACT composite score of 21 reflexive of the 50% percentile;
- Rank in the upper one-half of their graduating class;
- Earn a cumulative GPA of at least 3.25 on a 4.0 scale

High School Juniors and Seniors may also qualify if they:

- Earn an ACT composite score of 18 (or 21 for the University of South Dakota and South Dakota School of Mines and Technology **AND**
- Successfully complete the following coursework:
 - Four years of English
 - Three years of advanced mathematics
 - Three years of laboratory science
 - Three years of social studies
 - One year of fine arts
- Earn a qualifying score on:
 - The 10th Grade ACT Aspire Summative Assessment (434 or higher) **OR**

- The Accuplacer Exam (Score of 86 or higher on Sentence Skills **AND** 76 or higher on Elementary Algebra)

Electronic Devices

If students need to bring items such as iPods, iPads, Kindles, Nooks, MP3 players, phones, etc., with them to school, it is to be turned off and stored in their lockers or backpacks. Students shall be allowed to use such devices during their lunch period. Students shall not use electronic devices to record classroom discussion, instruction, or extra-curricular activity practice without prior staff/coach consent.

If a student is caught using their electronic device outside of the allowed time period, he/she will have it taken away and given to the office where it can be picked up at the end of the day. Repeat incidences of using their phone or electronic device will result in keeping the device in the office and the parent/guardian stopping by to discuss the behavior and picking up of the device. If you need to get a message to your student, please call the office and that message will be delivered. School staff do have the discretion to allow students to use personal electronic devices as they deem appropriate or beneficial to classroom discipline and instruction.

K-5 Extra-Curricular/Co-Curricular Activities

Spelling Contest

Spelling is a secondary skill achieved by students which is used all through life. Students are encouraged to participate in the annual competitions on the local level and the conference level which usually takes place in March. As educators we urge parents to encourage and support his/her child if he/she wishes to be a part of that challenge. Words for the contest are taken from the Scripps National Spelling Bee program.

Science Fair

The Science Fair, which is held in March, is another form of attaining self-esteem or self-worth for an individual student by allowing students in Grade 5 to explore an area of science he/she is interested in. The Science Fair allows the students a chance to show what they have learned. The goal is not just to learn about the topic, but also for them to communicate what they have learned.

Music

Music and band classes will include special practices and concerts which require extra time and effort. The music classes will be included in the Christmas Concert and the Spring Concert.

Band is offered to students beginning in the 5th grade. Beginners are expected to meet for lessons and in group rehearsal. After successfully completing beginner training, they are invited to participate in Band and Pep Band. The Band, which includes grades seven through twelve, is expected to participate in concerts, festivals, and contests depending on their individual and group capabilities.

Musical success is often based on knowledge, skill, participation, and positive attitude. The grades earned in music and band should reflect these qualities of musicianship.

Physical Education

Physical education is an integral part of the child's overall educational package. It is open to all students K-5. Here we learn how important it is to develop physical skills as well as mental skills. Students must wear non-marking shoes.

Field Trips

Students may be involved in educational field trips during the school year. Parents will be notified by notes from the teacher of upcoming field trips. The note will explain the purpose, date and time of the event. The blanket permission form signed during student registration at the summer Open House event shall be considered as granting permission for your student to attend any trip that your student may have the opportunity to attend. . All basic school rules apply to school events including field trips. All school employees or chaperones have authority over students during the above activities. Students violating the rules of good conduct are liable to disciplinary action, including suspension. When activities (field trips,

etc.) require a student to pay money, it must be paid in advance before the student is allowed to attend. All field trips must be scheduled and approved through the activities director.

Eligibility

Students are required to keep their grades up in order to participate. Any student failing in any class may not be able to participate in any events until all grades are brought up to passing. Students must remember why they are in school.

5th/6th Grade Extra-Curricular Athletic Activities

Basketball

Basketball is open to all 5th and 6th grade boys and girls. Both boys and girls will play games in the fall. Everyone is expected to be at practices and games unless emergencies occur. At this level, focus is on developing the fundamentals of the game and knowledge of the game at an introductory level. Hard work, sportsmanship, teamwork, and fun will be stressed. Winning and losing are not the main priorities.

Track

Track is open to all 5th and 6th grade boys and girls. Students will compete in the conference track meet. Everyone is encouraged to participate.

6-12 Extra-curricular/Co-Curricular Activities and Field Trips

All basic school rules apply to athletic contests, music and any other school-related activity including field trips. All school employees or chaperones have authority over students during the above activities. Students violating the rules of good conduct are liable to disciplinary action, including suspension. When activities (field trips, etc.) require a student to pay money, it must be paid in advance, before the student is allowed to attend. The blanket permission form signed during student registration at the summer Open House event shall be considered as granting permission for your student to attend any trip that your student may have the opportunity to attend. All activities, field trips, etc. must be scheduled through, and approved by, the activities director.

Extra-Curricular Academic Eligibility Requirements

The Waverly-South Shore School Board has approved the following guidelines and consequences regarding eligibility for students participating in activities sponsored by the Waverly-South Shore School:

- Any student in grades 6-12 who is failing a course (calculated Monday morning through the end of the school day Friday) will be ineligible to participate in middle and high school activities the following week.
- Late assignments must be submitted by **9:00 AM** on Monday mornings to be considered for the eligibility time frame.
- The weekly eligibility-grading period commences at the beginning of the third week of each quarter.
- A failed course will cause the student to be ineligible for the first two weeks (or after the tenth day) of the following quarter. The third week then constitutes the beginning of the weekly eligibility.
- This rule is applicable from the spring semester to the fall semester of the new school year.
- Some cases may warrant individual consideration at administration discretion.
- Any student who is failing multiple classes at any one grade check may be referred to the school counselor for mandatory academic counseling.
- Any student who appears on the weekly failing list for three (3) consecutive weeks will be referred to the school counselor for mandatory academic counseling. High school students who appear on the weekly failing list for three (3) consecutive weeks will be required to report to guided study tables until they no longer appear on the list.
- Students who appear on the failing list shall check their cell phones in to the Principal's office each morning upon arrival at school until the teacher(s) for the course(s) the student is failing has

verified that the student has raised his/her grade to passing. Cell phones that are checked in may be returned to the student at the end of the school day.

Extra-Curricular Participation

The years in which you represent Waverly-South Shore School in interscholastic competition, conducted under the auspices of the South Dakota High School Activities Association, may be the most enjoyable years in your young life. Waverly-South Shore School has established rules and regulations for participation in all high school activities that meet or exceed the guidelines set forth by the SDHSAA.

Waverly-South Shore School and its staff feel that participation in activities is a very beneficial part of a student's education. These activities offer the students the opportunity to develop the qualities of honesty, self-motivation, and leadership. Students also learn the value of working as a member of a team in a competitive environment.

Students choosing to participate in activities are asked to put forth 100% effort. Putting in any less cheats themselves and the other students involved in the activity. Students choosing to participate in activities should realize that their primary responsibility must always be academic success. Extra-curricular activities are provided to enhance the educational experience, but must always be considered secondary to academic goals.

When a student enters an activity, the student is making a commitment to himself/herself, the coach or advisor, the other students, the school, and the community. The student agrees to follow the rules and regulations established by the Waverly-South Shore School Board and the South Dakota High School Activities Association. The rules have been formulated to emphasize excellence in academic development, physical development, and character development. The rules and regulations apply to:

1. All sports and fine art activities sanctioned and under the governance of the South Dakota High School Activities Association, and
2. All field trips or activities **that would require students to miss class time**, including but not limited to decorating for prom, preparations for homecoming, FFA events, band trips, senior trips, yearbook workshops, student council meetings, etc.

FERPA (Family Educational Rights and Privacy Act) Annual Notices

Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records within 45 days after the day the Waverly-South Shore School receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Waverly-South Shore School to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the

parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Waverly-South Shore School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized

- representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
 - To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
 - To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
 - To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
 - To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
 - To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
 - To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
 - Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
 - To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
 - To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Notice for Directory Information

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's, guardian's or eligible student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, federal and state laws require the District to provide military recruiters and institutions of higher education, upon request, with the names, addresses and telephone listings of the students, and to provide the executive director of the SD Board of Regent and each technical college located in the state with the names and mailing addresses of the students in grades 7-12. This information will be provided unless parents or guardians have completed Form JOA-E(2) which advises the District that they do not want their student's information disclosed without their prior written consent.

If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within thirty (30) days of the beginning of the school year or, if enrolling after the beginning of the school year, within thirty (30) days of enrollment. The District has designated the following information as directory information:

1. The student's name.
2. The names of the student's parents.
3. The student's address.
4. The student's telephone listing (which does not include the parent's, guardian's, or eligible student's personal mobile telephone number)
5. The student's date and place of birth.
6. The student's dates of attendance.
7. The student's grade level.
8. The student's participation (including video) in officially recognized activities and sports.
9. The student's degrees, achievement awards and honors.
10. The student's weight and height if a member of an athletic team.
11. The student's photograph.
12. The educational agency or institution the student attended before he or she enrolled in the Waverly School District 14-5.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

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

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

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

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

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

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Waverly-South Shore School has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Waverly-South Shore School will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Waverly-South Shore School will

also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Waverly-South Shore School will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Pupil Rights Amendment (PPRA) Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Waverly-South Shore School to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

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

This parental notification requirement and opt-out opportunity also apply to the collection, disclosure or use of personal information collected from students for marketing purposes (“marketing surveys”). Please note that parents are not required by PPRA to be notified about the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. Additionally, the notice requirement applies to the conduct of certain physical exams and screenings. This includes any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. This does not include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required by State law.

Waverly-South Shore School will provide parents, within a reasonable period of time prior to the administration of any surveys and activities related to the eight areas listed above, notification of the surveys and activities, an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

NEWS RELEASE

The Waverly School District is a member of the Northeast Educational Services Cooperative along with 23 other area school districts. The purpose of this membership is to provide services to special needs children in the district. It is very important to provide educational assistance to children in need at the earliest possible age. Children can receive services

prior to reaching school age. If you as a parent or concerned citizen are aware of children who may be in need of services please call 605-886-9174 and ask for Jon Meyer, Superintendent.

The services available, along with a brief description of each, include:

A. Speech and Language Therapy

Individual communication disorders are identified and remedial services provided to those in need.

B. Early Childhood

Both school and home based programs are provided to preschool children ages birth - five in need of special assistance due to low intellectual ability, physical impairments, social-emotional difficulties, and language difficulties.

C. School Psychology Assistance

Psychoeducational assessments and programming recommendations are provided to students in need of special education due to learning disabilities, low intellectual ability, social-emotional and behavioral difficulties. Consultation is available to school staff, students and parents.

D. Center-Base Program

The NESc currently operates three day programs which broaden the special education services in the school setting, thereby allowing the child to be educationally served closer to home. The program seeks to develop daily living, academic, and social skills for each student involved.

E. Occupational and Physical Therapy

The NESc provides these services in order to make them available to children who otherwise may not benefit from instruction without them.

Family Resource Programs

There are numerous family resource programs available to assist families through a variety of needs. If you would like to know more about the programs that are available, please contact the school counselor to discuss these programs and your specific needs. All information shared in these conversations will be confidential.

Foreign Exchange Students

Foreign exchange students will be considered a part of the senior class if they meet the requirements for graduation of the state of South Dakota or the Waverly-South Shore School. If they do not meet the requirements, they will be placed in the junior class or their age appropriate class.

Fundraising

All fundraising activities must comply with state and federal food service guidelines and any other applicable state and federal laws. Student organizations intending on conducting a fundraising activity must complete the fundraiser approval form available in the business office, and receive administrative approval for the fundraiser, at least one week prior to beginning the fundraising activity.

Grade Reports

Parents can access their child's/children's grades at all times through Infinite Campus. If parents need to obtain their log-in information, they may visit with the school's technological coordinator.

Progress reports are available at parent request. Report cards will be issued after completion of each grading period. Parent(s)/Guardian(s) are expected to pick up report cards at parent teacher conferences or they will be mailed to primary residence. Extra household requests shall be made to the office.

Grading Scale/Policy

Classes in the grades indicated below will use the following grading systems:

Grades 3-5:

A 100-91.5

Grades 6-12:

A 100-93.5

B	91.49-83.5	B	93.49-85.5
C	83.49-75.5	C	85.49-75.5
D	75.49-67.5	D	75.49-67.5
F	67.49 or below	F	67.49 or below

Teachers will discuss with students their grading procedures and specific standards for passing their courses or College Dual Credit.

All classes in grades kindergarten through second grade will use the “E”=Excellent, “S”=Satisfactory, “U”=Unsatisfactory, I=Improving, “N” = Needs improvement, system. Pluses and minuses may be used to denote improvement in all subjects.

NTHS Grading Scale

For classes offered through Northeast Technical High School (NTHS), the following grading system will be used:

A	100-91.5
B	91.49-83.5
C	83.49-75.5
D	75.49-67.5
F	67.49 or below

Dual Credit/AP Grading Scale

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

Waverly-South Shore School utilizes the following four (4) point scale for the calculation of grade point average.

A+ to A-	4.0
B+ to B-	3.0
C+ to C-	2.0
D+ to D-	1.0
F	0

Due to the increased level of rigor and intensity of required work, certain courses will be given a higher weight when calculating grade point average. All advanced placement and dual credit courses will carry a weight of 5.0, and Physics, and Calculus will carry a weight of 4.5.

Graduation Requirements

The State of South Dakota has established the following as the minimum amount of coursework a student is required to complete in order to receive a high school diploma:

Subject	Within Units Required, Must Include:	Total Units Required
English	1 unit Writing 0.5 unit Speech 1 unit Literature (including 0.5 unit American Literature)	4
Mathematics	1 unit Algebra I	3
Science*	1 unit Biology	3
Social Studies	1 unit U.S. History 0.5 unit U.S. Government	3
Fine Arts		1

Physical Education		0.5
Health/Health Integration		0.5
Personal Finance of Economics		0.5
Approved CTE –OR- World Language –OR- Capstone Experience		1
Electives		5.5

*-A state-approved advanced computer science course (with a list of approved courses provided) may be substituted for 1 unit of science (not including Biology)

Credit for an approved CTE course may count for core content coursework if the district applies through SD DOE's *CTE for Core Content* program. See <http://doe.sd.gov/octe/corecontentcredit.aspx> for more information.

Waverly-South Shore School requires the following credits for graduation in addition to the minimum requirements outlined above:

Social Science	Additional 0.5 unit U.S. Government	
Electives		1.5
Total		24

A student may earn one or more advanced endorsements that are in alignment with the student's personal learning plan. These endorsements, and the coursework necessary to earn them, include:

- **Advanced Endorsement:** Indicates a student has pursued coursework consistent with entrance requirements for postsecondary education at a university
- **Advanced Career Endorsement:** Indicates a student has career experience in a concentrated area, based on academic and/or workplace experience and a related credential
- **Advanced Honors Endorsement:** Indicates a student has pursued advanced rigorous, academic coursework consistent with §13-55-31.1 (High school course requirements for opportunity scholarship eligibility)

Advanced endorsements outline specific coursework completed within the general high school diploma requirements to denote particular emphases. (Substitutions noted above with an * do not apply to Advanced and Advanced Honors endorsement requirements.)

Advanced Endorsement:

Subject	Within Units Required, Must Include:	Total Units Required
English	1 unit Writing 0.5 unit Speech 1 unit Literature (including 0.5 unit American Literature)	4
Mathematics	1 unit Algebra I 1 unit Geometry 1 unit Algebra II	3
Science	1 unit Biology 2 units other Lab Sciences	3
Social Studies	1 unit U.S. History 0.5 unit U.S. Government	3
Fine Arts		1
Physical Education		0.5
Health/Health Integration		0.5

Personal Finance or Economics		0.5
Approved CTE –OR- World Language –OR- Capstone Experience		1
Electives		5.5
	Additional Waverly-South Shore Requirements	
Social Studies	Additional 0.5 unit U.S. Government	0.5
Electives		1.5
Total		24

Advanced Career Endorsement:

Subject	Within Units Required, Must Include:	Total Units Required
English	1 unit Writing 0.5 unit Speech 1 unit Literature (including 0.5 unit American Literature)	4
Mathematics	1 unit Algebra I	3
Science*	1 unit Biology	3
Social Studies	1 unit U.S. History 0.5 unit U.S. Government	3
Fine Arts		1
Physical Education		0.5
Health/Health Integration		0.5
Personal Finance or Economics		0.5
	2 units of either of the following or a combination of the two: <ul style="list-style-type: none"> • Approved CE units from the same career cluster <u>OR</u> • Capstone Experience units <p><u>AND</u> Attainment of an industry-recognized credential <u>OR</u> National Career Readiness Certificate of Silver or higher</p>	2+
Electives		4.5
	Additional Waverly-South Shore Requirements	
Social Studies	Additional 0.5 unit U.S. Government	0.5
Electives		1.5
Total		24

Advanced Honors Endorsement:

All high school coursework must be completed with a “C” or higher.

Subject	Within Units Required, Must Include:	Total Units Required
English	1.5 units Writing 0.5 unit Speech 1.5 units Literature, including 0.5 unit American Literature 0.5 unit Language Arts elective	4
Mathematics	1 unit Algebra I 1 unit Geometry	4

	1 unit Algebra II 1 unit Advanced Mathematics (see https://sdos.sdbor.edu/require/require.html for more information)	
Science	1 unit Biology 1 unit Any Physical Science 1 unit Chemistry or Physics 1 unit Science elective	4
Social Studies	1 unit U.S. History 0.5 unit U.S. Government 0.5 unit Geography 0.5 unit World History 0.5 unit Social Studies elective	3
Fine Arts		1
Physical Education		0.5
Health/Health Integration		0.5
Personal Finance or Economics		0.5
Approved CTE –OR- World Language	2 units of either of the following or a combination of the two: <ul style="list-style-type: none"> • Approved CTE courses <u>OR</u> • Modern Classical Language (including U.S. Sign Language); units must be in the same language 	2
Electives		2.5
	Additional Waverly-South Shore Requirements	
Social Studies	Additional 0.5 unit U.S. Government (would also satisfy the 0.5 unit Social Studies elective listed above)	0.5
Electives		1.5
Total		24

All students will enter their freshman year on the advanced endorsement pathway. As a student advances through his/her educational career, his/her pathway may change to better reflect individual student career/educational needs and goals. Any such change will be made through registration meetings with the school counselor and with the consent of the student's parent(s)/guardian(s).

All fees will be paid prior to graduation. Your graduate will not be able to participate in the graduation ceremony if there are any books, lunch bills, or other outstanding fees. The student will be notified if they are not in good standing before graduation.

Issuance of Diplomas

Any student who has completed four years of high school but has not acquired the necessary credits for graduation may not be eligible to participate in commencement exercises if, at the end of the first semester of their senior year, they are not enrolled in enough classes to meet the graduation requirements.

Early Graduation

While early graduation is not recommended by the Waverly-South Shore School, the Board of Education does realize that on occasion circumstances arise that make early graduation a preferred option for certain students. As such, early graduation is an option, but only under the following terms:

- The student must notify either the superintendent or the principal of his/her intent to graduate early by March 1 of the student's junior year;

- The student must have earned a cumulative GPA of 3.0 or above;
- The student must complete seven (7) semesters of high school attendance before being allowed to graduate;
- The student must have enrolled in or completed all of the courses required for graduation prior to the second semester of his/her senior year, and complete an audit of course requirements with school administration to verify eligibility for early graduation.

Upon completion of the above terms, the student shall be considered graduates of Waverly-South Shore School, and thus no longer entitled to the rights and privileges accorded students, including but not limited to participation in school-sponsored activities. Early graduates may participate in the graduation ceremony held at the end of the school year, but must commit to doing so no later than November 1 of their senior year. Early graduates who choose to not participate in the graduation ceremony after this date shall be billed for the cost of their graduation cap and gown.

Regents Scholar Diplomas

The Division of Education and the Board of Regents annually recognize seniors committed to academic excellence by issuing Regents Scholar Diplomas. Recipients of Regents Scholar Diplomas are accepted for automatic entrance to any of the public institutions of higher education in South Dakota.

To be eligible, a student must have completed the following courses with no final grade below a C and a grade point average no lower than a 3.0.

English.....	4 units	Science.....	4 units
Mathematics.....	4 units	Social Science.....	3 units
Modern/Classical Language.....	2 units	Fine Arts.....	1 unit

The purpose of a high school education is to aid a student in developing his/her interests, abilities, skills, personality, habits, attitudes, thought processes, health, and knowledge of our democratic form of government and its operation. Such an education will allow the student to take his/her place in any community as a happy, well adjusted, and useful citizen.

A student must be enrolled in a minimum of seven (7) academic classes per day. Special circumstances with administrative approval may alter this policy.

Hazing/Froshing

Hazing/Froshing of any student on or off school property is prohibited, whether conducted by school or non-school organizations. No initiations may be held outside of the school organizations’ regular meetings. The advisor and the administration must approve initiations held within meetings. Any initiations, which provide the slightest element of physical danger or poor taste, are not permitted.

Homeless Students

The Waverly-South Shore School Board of Education will insure immediate enrollment of students experiencing homelessness until all enrollment records are secured (ex. academic records, medical records, proof of residency, or other documentation). The administration will eliminate stigmatization or segregated services for homeless students, and work to keep the students experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the student’s parent(s)/guardian(s).

Students who are experiencing homelessness must have services comparable to all other students including: transportation, educational services for which the student meets the eligibility standards, vocational and technical education programs, gifted and talented programs, and nutritional programs.

Homework

Parents should be aware that students will regularly have school work obligations to be completed outside the regular classroom. Deadlines for submission of this work will be set by the classroom teacher. Any

work not completed in the allotted time may result in an after school late work session with the teacher, and may be reflected in the student's grade. If the student does not report to the after school late work session, no credit will be given for the incomplete assignment unless prior extension at time was granted by the teacher.

Honor Roll

An honor roll of students will be posted and published for each of the four nine week periods and for each of the semesters. The Roll of Excellence will consist of those students who have a 4.0. The High Honor Roll will consist of those students who have a 3.6-3.999. The Honor Roll will consist of those students who have a grade point average of 3.0-3.599. Students with a D or below will not be considered for the Honor Roll. Students who earn Roll of Excellence status for all four quarters of the school year will receive a plaque, pin, and certificate; students who earn A Honor Roll status for all four quarters of the school year will receive a pin and certificate; and students who earn B Honor Roll status for all four quarters of the school year will receive a certificate. High School students who achieve honor roll status for all 4 years of High School will receive a plaque for their achievement.

Honor Students

Graduating students with a 3.5 or higher grade point average for their four years of high school will graduate with honors. Graduating students with a 3.8 or higher grade point average for their four years of high school will graduate with highest honors. The class valedictorian will be the student of the graduating class with the highest overall grade point average. The class salutatorian will be the student of the graduating class with the second highest grade point average. Administration reserves the right to declare co-valedictorians in instances where two or more students have identical grades but one student has a higher GPA by virtue of taking fewer classes. If a graduating class has co-valedictorians, there shall be no salutatorian designated.

Illegal Substances

A student shall not possess, use, transfer, conceal, sell, attempt to sell or deliver, nor be under the influence of narcotics, tobacco products, electronic cigarettes, vapes/vaping products, drugs, or alcohol, materials/substances represented to be a drug or controlled substance, over the counter medications, prescription medications, or chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals. Established school policy and state law are violated, regardless of parental attitudes, if the student disregards these guidelines.

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

This policy is in effect on property owned, leased or maintained by the school district, at all school sanctioned activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. The proper law enforcement authorities and/or the school board and/or the school administration will deal with any student who violates this policy.

See also Extra-curricular/Co-Curricular Activities Code of Conduct for further clarifications if a student is involved in activities.

Immunization Requirements for School Attendance

South Dakota State Law (SDCL 13-18-7.1) requires that any pupil entering school shall, prior to admission, be required to present to school authorities certification from a licensed physician that he or she has received adequate immunizations according to the recommendations of the State Department of Health.

This law applies to all children entering a South Dakota school system for the first time in grades kindergarten through the twelfth grade. A copy of a student's birth certificate and social security number must be on file upon entering school.

Incomplete Work

All incomplete work must be made up within seven school days following completion of the nine weeks or semester grading period. Failure to do so will result in the incomplete being changed to no credit. Instructors, at their discretion, with approval from the Principal, may grant additional time for work to be completed.

Leaving School During School Hours

When a student finds it necessary to leave the school grounds during school hours for *any* reason: work, illness, doctor or dentist appointments, etc., permission must be obtained from the office, granted upon written or oral request of the parent(s)/ guardian(s). During the school day, students must use only the main entrance when leaving or entering the school. No student is to leave the school without first notifying/signing out of the office. Failure to follow this policy will result in consequences as deemed appropriate by school administration.

Lockers

Lockers will be assigned. Students are expected to keep lockers neat and clean. Locker cleaning shall be done before 8:20 a.m. and after 8:37 p.m. Periodic, unannounced locker inspections may be held. **Students shall not possess or store in their lockers any item that is expressly prohibited or violates safety, health, or standard morality.** *Examples are weapons (including but not limited to knives, razors, guns, ammunition, black powder, lighters, matches, chains, clubs, explosives of various types) drugs, alcohol, tobacco, pornographic materials, obscene or suggestive material, including drug and alcohol advertisements and incendiary items, or items that may jeopardize the welfare or safety of other students.*

No posters, signs, etc. will be permitted on the outside of locker doors unless permission is granted by the administration or organization advisors. No materials are to be left beside or underneath the lockers. Students are strongly discouraged from placing any school materials in the locker rooms. All students who enter another student's locker must have prior permission. Students may not switch lockers without administrative approval. Students who violate locker privacy may receive *in or out* of school suspension, depending upon administrative discretion. School-owned combination padlocks are available for students to use for their locker. No personal locks or locks from outside of the school should be used on any school locker. The school assumes no responsibility for articles lost or stolen from the lockers.

Lost and Found

A "Lost and Found" area is maintained by the business office. Students finding unclaimed articles about the building are asked to turn them in to the office. Any items remaining unclaimed at the end of each semester shall be donated to charity.

Meal Substitutions for Medical or Special Dietary Restrictions

If a child is unable to consume a food item because of medical or other special dietary need, he/she may receive a substitute food item only when supported by a statement signed by a recognized physician, physician assistant, nurse practitioner, or other professional specified by the State Agency.

Medication Policy

Medication Administration

The following criteria must be met in order for medications and/or treatments to be administered and/or supervised at school. If the criteria are not in place prior to the administration of the medication the parent/guardian will be notified and will be responsible to administer the medication.

1. A completed "Request and Authorization for Medication/Treatment" form shall be signed by both a physician and parent/guardian and submitted to school officials. These forms may be obtained at your school office.
2. "Over the Counter" medications will not be supervised or kept in the office unless directed by the physician. This requires the above guideline to be completed.

3. District policy and rules state that a student’s parent/guardian **shall** transport medication to and from school, not the student. **Parents/guardians** must bring the medication to the school office in a bottle labeled by the pharmacy to include:
 - Student’s Name
 - Medication Name and Strength
 - Physician’s Name
 - Dosage & Time of Administration of Medication
4. If a student is going to carry their own medication (ex: Inhaler, Tylenol, etc.) parents/guardians need to complete a medication authorization form and mark Option II. Forms can be obtained at your school office. Students should only carry enough medication for one day’s use.
5. At the end of the year, parents/guardians are responsible to pick up unused medication on or before the last day of school. If the medication is not picked up it will be destroyed.

**Nondiscrimination Policy
Waverly-South Shore School**

Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding collective bargaining or professional agreements with Waverly School District 14-5 are hereby notified that this school does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the schools compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA) or Section 504 is directed to contact the following persons designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination:

Title VI, Title IX.....Joe Dalton, Principal
 Section 504.....Misty Hemmingson, Business Manager
 ADA.....Jon Meyer, Superintendent

Waverly School District 14-5
 319 Mary Place
 Waverly, SD 57201

Or you may contact:
 Regional Director
 Office for Civil Rights
 U.S. Department of Education
 8930 Ward Parkway, Suite 2037
 Kansas City, MO 64114-3002
 Telephone: 816-268-0550
 Fax: 816-823-1404
 TDD: 877-521-2172
 Email: OCR.KansasCity@ed.gov

Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by the Waverly-South Shore School, please contact the superintendent, principal, or special education director. We request that you provide 48 hours notice so that proper arrangements may be made.

Northeast Technical High School

Juniors and seniors will have the opportunity to attend the Northeast Technical High School (NTHS). Waverly-South Shore School is allotted no more than two students per course offering; therefore, seniority and a student’s grade point average may be used as a determining factor if more than two students are interested in enrolling in one course offering. Students are not expected to attend NTHS while it is in session. NTHS students do not have to attend if Waverly-South Shore School closes due to inclement weather.

Waverly-South Shore School provides transportation to NTHS. Prior parental notes requesting permission to drive may be accepted. It is generally understood that students who live in/near Watertown may choose to drive directly to NTHS.

Online Classes

Students in grades 9-12 may have the opportunity to participate in online courses through the South Dakota Virtual High School for the purposes of credit recovery, advanced placement courses, courses not currently offered through Waverly-South Shore, and in lieu of a study hall. Students may not participate in these courses in place of a course that is offered through Waverly-South Shore.

Out of School Parties

Invitations to parties are not to be distributed at school. Passing out invitations causes distractions for a part of the teaching day. But above all, this also avoids the problems and hurt feelings associated with some students not getting an invitation.

Parent Teacher Conferences

Parent teacher conferences will be held in the fall and spring. Parents are urged to participate in both parent/teacher conferences each year. Refer to the school calendar for specific dates and times.

Pets

Students need to receive permission in advance from their classroom teacher before a pet may be brought to school. A health certification form signed by a veterinarian must accompany any pets brought to school.

Playground Rules

Our school operates on the assumption that if students are healthy enough to be in school, they are healthy enough to participate in recess. Rules are established for the safety of children. These rules will be taught at the beginning of the school year and reviewed periodically. If students do not follow the rules, disciplinary action will be taken.

1. Students are to play on designated playground areas.
2. Students need permission to leave the playground area.
3. Students are required to wear a coat when the weather is 50 degrees or below. Please wear additional clothing (hat, gloves, boots, and/or snow pants) when appropriate for the weather conditions.
5. Students may play touch or flag football. (Tackle football is not allowed.)
6. Wrestling, pushing, kicking, and tripping is not allowed.
7. Pulling on or taking other students' clothing is not allowed.
8. Each class is allowed to play with balls and miscellaneous equipment designated for their class. Students taking out equipment to be played with must bring it back in when recess is over.
9. Balls should not be thrown or kicked at the building.
10. Slides are to be used by one student at a time.
11. Students need to stay out of mud and water puddles.
12. Skateboards, rollerblades, scooters, etc. are not to be brought to school.
13. When recesses are inside, students should follow the rules of the supervising teacher.
14. Students are expected to go outside for recess unless they have a medical excuse. Students will remain inside if it is raining or when the wind chill factor is 0 degrees or below. The recess supervisor will use discretion for being inside or outside if it is snowing.

Winter/Snow Rules

- 1 Throwing snowballs or ice clumps is not allowed.
2. Students are expected to have boots when there is snow on the ground, gloves or mittens and caps. Students who do not wear boots will be expected to stay on the sidewalk or designated area set by the recess supervisor.

Inside Recess

Recess shall be moved into the gym any time the outside temperature is below zero degrees Fahrenheit. Recess may only be moved into the gym for other reasons with administrative approval.

Lining Up

Students are to line up when the supervisor blows the whistle or gives a designated signal to line up. Upon a signal from the teacher, students will walk to their line. When in line and the teacher signals with a whistle, students need to stop talking immediately, face forward, and prepare to enter the building quietly.

Post Secondary Visitations

Seniors will be allowed to visit a college or vocational-technical school 2 days throughout the year without being counted absent. Juniors will be allowed one college/technical school visitation day. Beginning with the third and all subsequent such visits, the students will be counted absent from school.

All post secondary visitations **must** be arranged by the school counselor who will then notify the office of the student's upcoming absence. A college visit form must be completed prior to a college visit. The student must get a make-up slip in advance of the absence. Any student who does not follow this procedure may be charged with an unexcused absence.

Many post secondary and military recruiters visit our school each year. These visits will be announced in advance and those students who choose to attend must sign up with the school counselor and receive permission from their classroom teacher.

Public Information

The Waverly School District 14-5 has the following documents available for review by parents of children with disabilities and to the general public:

1. Comprehensive Plan for Special Education.
2. IDEA Federal Applications for Funds.
3. Special Education Accountability/Monitoring Final Report.
4. Applications evaluations, periodic program plan or reports relating to federal programs including auditor's reports, statements of assurance, budget, and grant materials.

Promotion and Retention of Students

The administration and teaching staff must strive to create plans of instruction and instructional organization that will permit students to progress through the school according to their needs and abilities.

Students will normally progress annually from grade to grade. However, exceptions to this general policy may be made when it becomes evident that a student should proceed more slowly.

Retention will not be used until other possibilities have been exhausted, including special help, remedial work, and summer school opportunity.

In all cases of retention, parents must be informed of such possibility well in advance (usually by the third reporting period) and a conference with them sought. In all instances, the advice and help of the guidance counselor and other special school personnel will be used by teachers.

Although teachers may recommend retention, all retentions (as well as promotions) will be assigned by the school principal. Teachers, in recommending retentions and the principal in assigning them, will give the reasons why they feel the student should repeat. The school system shall have final authority in promotion or retention of a student in grades 1-12.

The principal will take particular care in assigning more than one retention during a child's elementary school life. The Superintendent must approve a second retention assigned any student.

School Breakfast/Lunch Program

The Waverly-South Shore School is proud of its facilities for providing morning breakfasts and hot lunches. Students are expected to observe good dining room habits, pass to breakfast/lunch in an orderly manner (no running, shoving, or cutting in line) and leave the dining table and surrounding area clean and orderly. No food is to be taken from the dining area.

See also Discipline Guidelines-Lunchroom Regulations.

1. The price per breakfast for students K-12 is \$2.00; Adult \$2.84. The price per lunch meal is: K-5 - \$3.00 and 6-12 - \$3.30, Adult \$5.00. There will be a \$0.35 charge for extra milk and juice and \$1.60 for seconds (grades 3-12 only). (Prices are subject to change at the discretion of the school board)
2. Upon availability, seconds will be given to students.
3. Breakfast will be served from approximately 8:00 - 8:15. No breakfasts will be served after 8:15. The only exception to this policy will be for students riding a bus that arrives to school after 8:15.

School Closings

The Waverly-South Shore School will use radio station KSDR 1480 am, KWAT 950 am, KS93, KKSD 104.3, KIX96, KDLO 96.9, 106.3; TV stations KELO, KSFY, and KDLT; and School Reach to notify the public in case of school closing, delayed starting time, or early dismissal because of poor weather or other causes. If no report is heard, it can be assumed that school will be in session. There will be no breakfast program on late start days.

School Parties

Classroom parties for preschool through grade 5 are scheduled the last hour of the day on or near Halloween, Christmas and Valentine's Day. Parents may be asked to provide treats or assist in the classroom for the parties. Children who do not wish to participate may be excused. Students who wish to share treats on their birthday may bring treats to be passed out at the end of the day. Parents should check with their child/children's teacher about any food allergies that students may have before sending homemade treats for any classroom party.

Section 504 of the Rehabilitation Act of 1973

Annual Internal Notice to Students/Parents and Employees

Section 504 is an Act which prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who .

1. *has a mental or physical impairment which substantially limits one or more major life activities, (Major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);*
2. *has a record of such impairment; or*
3. *is regarded as having such an impairment.*

In order to fulfill obligations under Section 504, the Waverly-South Shore School has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. Section 504 Coordinator, Misty Hemmingson, may be contacted at 886-9174 for more information.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide appropriate educational services. If the parent(s)/guardian(s) disagree with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

Semester Assessments

To obtain uniformity in our grading of semester assessments, each instructor will value assessments equally. Semester assessments in all subjects will count as 10%-20% of the semester grade for grades 9-12.

Teachers have the discretion of how much they want to weight semester assessments. All semester assessments shall be cumulative in nature, but may take the form of traditional tests, projects, reports, research papers, etc.

Sexual Harassment Policy

I. Policy Statement

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. (34 CFR § 106(b)(1))

The District is committed to a school environment which is free from sexual harassment and conducive to all students' educational opportunities. Sexual harassment can inhibit a student's educational opportunities and an employee's work. Sexual harassment of students attending school in the District or students from other schools who are at a District activity, and sexual harassment of school employees, school volunteers, parents, guests, visitors and vendors of the District shall also not be tolerated and is strictly prohibited.

All students, school employees, school volunteers, parents, guests, visitors and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies. This policy prohibiting sexual harassment shall apply to all students, school employees, school volunteers, parents, guests, visitors and vendors while on school property, while attending or participating in school activities, on school-owned property or on non-school property, while in any school-owned or leased vehicles, while at a bus stop, or when in a private vehicle located on school property during school or during school activities.

Federal law (34 CFR § 106.30) defines "sexual harassment" as a conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it is effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. (34 CFR § 106.8(a))

Any student who believes that he or she has been or is being subjected to sexual harassment or has reason to suspect another person has been or is being subjected to sexual harassment may also report it to a teacher, guidance counselor, or school administrator. The report may be made verbally or in writing.

The District's response shall treat complainants and respondents equitably by offering supportive measures to a complainant, and by following a grievance process that complies with Title IX requirements before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. (34 CFR § 106.44(a))

II. Designation of Title IX Coordinator

The Board has designated the following District employee to coordinate its efforts to comply with its responsibilities as set forth in 34 CFR Part 106, who shall be referred to as the “Title IX Coordinator.” (34 CFR § 106.8(a))

Name of Title:	Joe Dalton, Principal
Office Address:	319 Mary Place, Waverly, SD 57201
Email Address:	Joe.Dalton@k12.sd.us
Telephone Number:	605-886-9174

The District shall notify applicants for employment, students, parents or legal guardians of elementary and secondary school students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator. (34 CFR § 106.8(a))

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. (34 CFR § 106.30(a))

III. Dissemination of Policy

The District shall notify persons entitled to the notification under Section I above that the District does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX and this policy not to discriminate in such a manner. Such notification must state that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX to the District may be referred to the District’s Title IX Coordinator, to the U.S. Assistant Secretary of Education, or both.

Special Education

The Special Education Program is set up to help the student, age 0 to 21, to achieve his or her highest potential. For a student to receive services due to academic difficulty, the classroom teacher, parent(s)/guardian(s), or counselor must first refer him or her to the special education director. The TAT (Teacher Assistance Team) consists of the principal, special education teacher, counselor, and classroom teacher(s) who meet to discuss educational planning for the student’s needs. A one-month process occurs where the faculty establishes goals and objectives for working with the student prior to special education testing. If, after the one-month period, the situation warrants, the student will be referred for special education testing. The parent/guardian is then sent a permission form, which needs to be signed and returned to the school to authorize evaluation.

School and cooperative personnel will administer tests that measure achievement skills, cognitive skills, perceptual skills and personality. When the testing is complete and the results cross-referenced, the parent(s)/guardian(s) will be invited to attend a meeting during which the results are explained. If a team—which includes the parent(s)/guardian(s), classroom teacher, special education teachers, principal, and counselor—agrees that certain criteria have been met, then the student is eligible to receive services within the program. An Individual Education Plan (IEP) is then written to address the specific academic needs of the student.

Special Education Director Jon Meyer may be contacted at 886-9174 for more information about the Special Education program.

Speech Services

Speech Services are available through the Northeast Educational Service Cooperative. Services are provided by a certified Speech Clinician at the school on a weekly basis. Diagnostic, remedial, and reassessment services are provided for children upon qualification.

This service prepares preschool and school age children for full-functioning roles in the regular classroom. Special Education Director Jon Meyer may be contacted for more information about these services (886-9174).

Student Complaints and Grievances

The board recognizes that there may be conditions in the school district that are in need of improvement and that student should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships between the school and the students and community.

The Board desires any student complaints and grievances to be resolved through orderly processes and at the lowest possible level, but that channels profile for eventual hearing by the Board in instances when this becomes necessary. Therefore:

1. Any student or his or her parent or guardian will be provided the opportunity to discuss with the student's teacher a decision or situation which the student, parent, or guardian considers unjust or unfair.
2. If the incident remains unresolved, the student or his or her parent or guardian or the teacher, may bring about the matter to the principal's attendance center for consideration and action.
3. The student may also bring a matter of general student concern to the attention of class officers or the student council (in grades and schools where such are elected) for possible presentation to the principal.
4. If the matter is still unresolved after the procedure outlined above, it may be brought to the Superintendent for consideration.
5. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board for review.

The Board's decision will be final unless an appeal hearing is requested.

Student Parking

Students driving cars or motorized vehicles to school are to park them on arrival in the designated areas of the school. These areas will be defined at the student assembly on the first day of school. Students are not to drive vehicles during school hours. Vehicles are to be left in the designated parking areas until dismissal. At times there are valid reasons to drive or ride with someone. On these days specific permission must be received from the principal. No visiting cars during the lunch period or any time during the school day.

Student Relationships

All student relationships in and around school are expected to be kept at the highest social level. Handholding, embracing, kissing or other displays of affection in the halls or on school grounds are NOT in good taste and will not be allowed in school, on school property, or at school sponsored events. The administration is not trying to make this an issue; rather it is a request for students to use sound judgments.

Telephone Calls

Phone calls to students during class are discouraged. Students will be called from class to answer phone calls only in the case of an emergency. If it is not deemed an extreme emergency, telephone messages will be taken and posted at the office. A telephone is located in the office and should be used by the students making local calls when given permission by the teacher or principal. Student-placed calls will not be permitted during class time, except in emergencies. If you wish to speak directly with a staff member, please call between 8:00-8:20 am or 3:37-4:00 pm.

Textbooks

Teachers will issue textbooks to students at the beginning of the school year. Textbooks become the responsibility of the students they are issued to. Should the textbook get lost or receive excessive damage, a fine will be levied against the student it was issued to. Fines will be determined by the teacher and the principal. The fine will be determined by the actual cost of replacement of the book.

Title I Services

Title I is a federally funded program designed to assist the student who is having difficulty succeeding in the regular math and reading program in grades K-5. Waverly-South Shore School has implemented a school-wide Title I services program, which opens up Title I services to all students in grades K-5.

Title I is a supplemental program. It is not designed to assist students in completion of homework or other classroom assignments, but rather, by using specifically materials, learning styles, and techniques, return the student to the level of performance of their regular classroom. In compliance with federal rules and regulations for Title I programs, the Waverly-South Shore School states its intent to comply with the law regarding parent(s)/guardian(s) involvement in the following ways.

1. In addition to regularly scheduled parent conferences, teachers will be available for individual conferences as needed. Parent(s)/Guardian(s) are welcome to request a conference whenever they wish to talk to the teacher about a specific problem.
2. Suggestions will be provided to parent(s)/guardian(s) that will help them promote learning for their child at home.
3. At the parent's/guardian's request, Title I staff will work with parent(s)/guardian(s) in writing specific instructional objectives for their child.
4. At least one public meeting will be held annually to which all parent(s)/guardian(s) of students eligible for Title I services will be invited. The purpose of this meeting is to inform parent(s)/guardian(s) of their right to consult in the design and implementation of Title I instruction, solicit parent(s)/guardian(s) input, and provide parent(s)/guardian(s) an opportunity to communicate with teachers.
5. Title I staff welcome the use of volunteer help in the classroom for both social and instructional involvement.
6. Parent(s)/Guardian(s) will be encouraged and invited to participate in all school activities.
7. Parent(s)/Guardian(s) visits to the Title I classroom are always welcomed and encouraged. Please make arrangements with the teacher prior to a visit.
8. Information concerning program plans, implementation, purpose, evaluation, and other factors of the program shall be provided to all parent(s)/guardian(s).
9. Responses to parents'/guardians' recommendations and suggestions shall be made within a reasonable time.

The federal law put in place by President Bush called "No Child Left Behind" requires that all parents in a school receiving Title I funding be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this information, you may send your request to the building principal who will provide a response.

Transcripts

Requests to send transcripts must be made to the administration or counselor. Students must sign a release of information before transcripts may be sent.

Violence Policy

The intentional disruption of the educational process through boisterous conduct, acts of violence, or threatening language that prevents a teacher from performing duties will not be allowed. The Board of Education shall support disciplinary action, which may include suspension and/or expulsion of guilty students. The Board may seek prosecution of perpetrators of violent acts in school situations at no cost to the employee.

Visitor Policy

Parents and district patrons are encouraged to visit our school. Visitors are required to check in at the office. Visitors are encouraged to contact the teacher in advance to avoid conflicts with schedules.

Students are allowed to have student visitors with granted permission only. Any student visitor wishing to attend classes at Waverly-South Shore must follow the following procedures:

1. File a written request and receive principal or counselor approval at least one week in advance of the visitation day.
2. Visitors must check in at the business office.
3. Visiting Students must be in designated areas with their designated student.

All salespersons or visitors (including all family members) must check in at the office before conducting business or visiting with a staff member or a student. All visitors, regardless of age, must follow the school guidelines and policies.

Withdrawal from School

A student wishing to withdraw from school should have his/her parent contact the school. The student will then be given a withdrawal form which must be signed by each individual teacher when his/her books are turned in and any money due is paid.

Elastic Clause

The student handbook does not include every situation that may possibly arise 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 greatly 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. Take the time to know the rules and regulations that students are expected to follow and many of the little problems can be avoided. If students have questions or problems, come see the principal.

For the duration of the time that the State of South Dakota or any county included within the school district boundaries remains under an adjusted state of operations due to the COVID-19 pandemic, the provisions contained in the district's Return to Education Plan shall override any conflicting provisions contained in this handbook.

Extra-Curricular/Co-Curricular Activities Code of Conduct for Waverly-South Shore School

Part I

Introduction

This guide is comprised of the majority of policies and procedures that will affect the extra-curricular/co-curricular activities program in the Waverly-South Shore School. It is not inclusive and it would be a unique situation if some changes were not necessary in the future.

The primary purposes of this guide are as follows:

1. To add a degree of uniformity toward the successful fulfillment of the activity program.
2. To develop an appreciation on the part of each member of the departments for the position and responsibilities of others who are associated with the departments.
3. To provide a quality activity program for students.
4. To establish uniform procedures so that coaches and advisors will use the same procedure in dealing with the public, family, students, and participants.

Part II

Philosophy

The extra-curricular/co-curricular activities programs in the Waverly-South Shore School provide opportunities and experiences that make a contribution to the general growth and development of each individual student and assists to create a healthy climate in the school system and its supporting community.

Participation in sound activity programs contributes to health and happiness, physical skill, emotional maturity, social competence and moral values.

The inter-school competition affords the superior students the opportunity to work toward a high level of achievement and compete with their peers from other schools. Emphasis is placed on teaching special skills and developing desirable habits and attitudes.

School activities are a potential, educative force of great power, whose effectiveness can be greatly enhanced through proper leadership.

Part III

Goal

The goal of the activities program is to create good people, good students, and good athletes through participation and positive experiences in extra-curricular activities.

Part IV

Eligibility Rules

Waverly-South Shore School is a member of the South Dakota High School Interscholastic Activities Association and the school abides by its regulations.

To be eligible to participate in inter-school contests, a student must earn at least three credits each semester. All participating students must have a current SDHSAA physical and ImPACT cognitive assessment baseline test on file with the athletic director before they are allowed to begin practice in any sport. A student must also be in school a half day to be eligible to participate in a school activity that day, subject to administrative discretion. See "Attendance" on page 50 of this handbook for further details.

The eligibility rules apply to all SDHSAA and/or Waverly-South Shore School sanctioned extra-curricular/co-curricular activities. The co-curricular activity code of conduct governs all Waverly-South Shore School student eligibility.

Guard Your Athletic Eligibility—You Are Not Eligible if:

1. You have reached your 20th birthday.
2. You have attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester. Once a student enrolls as a ninth grader, all semesters must be consecutive unless verified in writing by a physician that withdrawal from school is necessary due to a serious illness or injury.
3. You did not pass 20 hours of high school work per week, in courses approved for graduation for the preceding semester.
4. You are not enrolled in and attend a minimum of 20 hours of high school work per week during the current semester.
5. You have graduated from a regular four-year high school or institution of equivalent rank.
6. You have not enrolled by the 16th school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
7. You have been absent from school more than 10 consecutive school days. (Illness of student or death in the immediate family accepted.)
8. You do not have on file, in the principal's office, a signed physical examination and parent(s)/guardian(s) permit form.
9. You have ever participated in an athletic contest under an assumed name.
10. You have ever participated in athletics in any institution of learning of higher rank than a standard secondary school.
11. You have violated your amateur standing.
12. During a high school sport season, you compete on an unattached basis as an individual or as a member of a non-school team.

Consult your coach or principal for additional information.

Guard Your Fine Arts Eligibility

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

You Are Not Eligible if:

1. You have reached your 20th birthday.
2. You have attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester. Once a student enrolls as a ninth grader, all semesters must be consecutive unless verified in writing by a physician that withdrawal from school is necessary due to a serious illness or injury.
3. You did not pass 20 hours of high school work per week, in courses approved for graduation for the preceding semester.
4. You are not enrolled in and attend a minimum of 20 hours of high school work per week during the current semester.
5. You have graduated from a regular four-year high school or institution of equivalent rank.
6. You have not enrolled by the 16th school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
7. You have been absent from school more than 10 consecutive school days. (Illness of student or death in the immediate family accepted.)

Consult your principal or fine arts coach/advisor for additional information. If a student causes Waverly-South Shore School to be disciplined by the South Dakota High School Activities Association (SDHSAA) for any reason, the student will be automatically suspended from all SDHSAA sanctioned activities for a period to be determined by the SDHSAA Board of Directors and/or the Waverly-South Shore School administration. Furthermore, students whose violations cause monetary fines from the SDHSAA will be responsible for payment of this fine in its entirety. The student in question will remain suspended by the Waverly-South Shore School administration at least until the fine has been paid in full.

Part VI Training Rules

Philosophy and Purpose

The Waverly-South Shore School has adopted the following policy relating to the use of mood-altering chemicals, i.e., alcohol, tobacco, vapes/vaping products, e-cigarettes, drugs, marijuana, synthetic marijuana, performance-enhancing drugs, abuse of prescription drugs, etc.

The Waverly-South Shore School recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. The use of mood-altering chemicals for some adolescents affects extra-curricular/co-curricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members, or other significant persons in their lives.

The close contact of advisors and coaches at Waverly-South Shore School activities provides them with a unique opportunity to observe, confront, and assist young people. The Waverly-South Shore School supports education and awareness training in adolescent chemical use problems, including the symptomatology of chemical dependency and special issues affecting Waverly-South Shore School activities for administrators, Activities directors, coaches, advisors, participants, and their families.

Statement of Purpose

1. To provide consistency with the Waverly-South Shore School extra-curricular/co-curricular activities program philosophy: "That provides opportunities and experience that make a contribution to the general growth and development of each individual student and assists to create a healthy climate in the school system and its supporting community."
2. 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.
3. To promote equity and sense of order and discipline among students.
4. To conform to and support existing state laws which restrict the use of such mood-altering chemicals.
5. To establish standards of conduct for those students who are leaders and standard-bearers among their peers.
6. To assist students who desire to resist peer pressure that directs them toward the use of mood-altering chemicals.

Curfew:

- 10:30 p.m. on the night before a game or contest.
- 11:00 p.m. on school nights.
- 12:30 midnight on the weekend - Friday and Saturday

The 10:30 p.m. rule still applies for a Saturday game or contest. Note: The coach, advisor or director has the discretion to extend curfew for special events or occasions.

Consequences:

The coach, advisor or director will handle curfew violations. Consequences may include, but are not limited to, extra conditioning, loss of playing time, and/or suspension from a game or contest.

Attendance:

The coaches, advisors, and directors of Waverly-South Shore High School athletics and activities place a high value on school attendance. In order for a student to participate in a game or contest he/she must:

1. Attend a minimum of ½ day of school, and complete the school day, on the day of the game or contest ... for a Saturday game or contest he/she must attend ½ day, and complete the school day, on Friday.
2. If the leave time for an activity or event is earlier than 12:00 PM, the student must be in attendance from the beginning of the school day (8:15 AM) until the leave time for that activity or event.
3. Be in attendance the entire day after the game or contest. It is imperative that parents reinforce our school philosophy that academics are of paramount importance by insuring that students are in school whenever possible, and especially the day after games or contests.

Failure to meet these requirements will result in consequences enforced by the coach, advisor, or director of the activity. Consequences may include, but are not limited to, extra conditioning, loss of playing time, and/or suspension from a game or contest. The coach, advisor, or director may require a physician's note to verify any absence due to illness. District attendance policies apply to all students participating in remote learning.

Excused/Unexcused Absences From Practices/Activities

The coach, advisor, or director will set specific rules regarding absences or tardiness to a practice, game, or contest. It is expected that the Waverly-South Shore High School policy concerning excused and unexcused absences will be the guideline for athletics and activities. At parent request, students may be excused from school attendance and/or extra-curricular activities for up to five (5) days for the purpose of attending events and/or youth programs of educational value (ex. FFA, 4-H, etc.). Absences for these purposes will be recorded as exempt absences.

Excessive Absences/Tardies From School

The coaches, advisors, and directors of Waverly-South Shore School athletics and activities place a high value on attendance and academic effort on the part of our student athletes/participants. Excessive tardies (five or more accumulated in an academic semester) and/or absences will result in consequences enforced by school administration and by the coach, advisor, or director of the activity. Consequences may include, but are not limited to, extra conditioning, loss of playing time, and/or suspension from a game or contest.

Classroom Behavior:

The coaches, advisors, and directors of Waverly-South Shore High School athletics and activities place a high value on the behavior of the student athletes/participants. Waverly-South Shore athletes and participants are expected to uphold the ideals of Waverly-South Shore School inside the classroom as well as outside the classroom. Failure to meet these requirements will result in consequences enforced by the coach, advisor, or director of the activity. Consequences may include, but are not limited to, extra conditioning, loss of playing time, and/or suspension from a game or contest.

Extra-Curricular Participation

The years in which you represent Waverly-South Shore School in interscholastic competition, conducted under the auspices of the South Dakota High School Activities Association, may be the most enjoyable years in your young life. Waverly-South Shore School has established rules and regulations for participation in all high school activities that meet or exceed the guidelines set forth by the SDHSAA.

Waverly-South Shore School and its staff feel that participation in activities is a very beneficial part of a student's education. These activities offer the students the opportunity to develop the qualities of honesty, self-motivation, and leadership. Students also learn the value of working as a member of a team in a competitive environment.

Students choosing to participate in activities are asked to put forth 100% effort. Putting in any less cheats themselves and the other students involved in the activity. Students choosing to participate in activities should realize that their primary responsibility must always be academic success. Extra-curricular activities are provided to enhance the educational experience, but must always be considered secondary to academic goals.

When a student enters an activity, the student is making a commitment to himself/herself, the coach or advisor, the other students, the school, and the community. The student agrees to follow the rules and regulations established by the Waverly-South Shore School Board and the South Dakota High School Activities Association. The rules have been formulated to emphasize excellence in academic development, physical development, and character development. The rules and regulations apply to:

3. All sports and fine art activities sanctioned and under the governance of the South Dakota High School Activities Association, and
4. All field trips or activities **that would require students to miss class time**, including but not limited to decorating for prom, preparations for homecoming, FFA events, band trips, senior trips,

yearbook workshops, student council meetings, science fair and National History Day competitions (other than those included in class grades), etc.

Academic Eligibility Requirements

The Waverly-South Shore School Board has approved the following guidelines and consequences regarding eligibility for students participating in activities sponsored by the Waverly-South Shore School:

- Any student in grades 6-12 who is failing a course (calculated Monday morning through the end of the school day Friday) will be ineligible to participate the following week.
- Late work must be submitted by **9:00 AM** on Monday mornings to be considered for the eligibility time frame.
- The weekly eligibility-grading period commences at the beginning of the third week of each quarter.
- A failed course will cause the student to be ineligible for the first two weeks (or after the tenth day) of the following quarter. The third week then constitutes the beginning of the weekly eligibility.
- This rule is applicable from the spring semester to the fall semester of the new school year.
- Some cases may warrant individual consideration at administration discretion.

Students who receive an incomplete will be ineligible as long as he/she has the incomplete grade. Once all work has been completed and turned in, and a passing grade has been earned for the class, the student's eligibility will be immediately restored.

All students in grades 6-12 must earn a minimum of three (3) credits per semester in order to maintain their academic eligibility the following semester. Any student who earns less than three (3) credits in a given semester shall be declared academically ineligible to participate in activities the following semester.

Rule Enforcement:

The policies set forth are for all extra-curricular/co-curricular activities during the school year. The school year for activities starts the first day of football and volleyball practice in the fall and extends to the last day of the state track meet or graduation, whichever is later in the spring. The start date is for all students involved in extra-curricular/co-curricular activities throughout the school year.

Note for the 2024-2025 school year: Students who failed a class the 4th quarter or 2nd semester of the 2023-2024 school year will be ineligible to dress or participate in an event until Monday of the third full week of the first quarter of the 2024-2025 school year. Therefore, the first week of eligibility for those students will be Monday, September 2, 2024.

Inclement Weather:

The Waverly-South Shore School Board is concerned with the safety and welfare of the Waverly-South Shore School students and district personnel, thus, their attendance or scheduling of practices, open gyms, and contests when school has been dismissed or closed due to inclement weather, shall be restricted within the following conditions.

1. When the school is closed or dismissed after the school day has begun and students are dismissed to return to their residences due to inclement weather, there shall not be any practices, open gym, voluntary activities or contests after the closing for any students.
2. When a contest or performance is scheduled, the host school and visiting school shall make the decision regarding whether to continue, cancel and/or reschedule the activity. The decision will be made by the superintendent and activity director after consulting with the superintendent, if available, on or before 2:30PM. If the decision is to cancel or reschedule the activity, an announcement will be made over the radio and television stations on the regular stations utilized for inclement weather notification as well as the school messenger service.
3. When school is dismissed early or closed for the school day and there is a State sponsored contest/event, it shall be the determination of the activities director and superintendent as to the

- appropriateness to participate in the contest/event. The officials/sponsors of the State contest/event will be contacted to determine safety prior to leaving for or returning from the activity/event.
4. When inclement weather develops during a home contest or activity, the superintendent, activities director and a visiting administrator or coach/advisor that is available will make the decision to continue, postpone or cancel the activity or contest. Should inclement weather develop while the district's team/group is at the visitor's venue, the coach/advisor will attempt to contact the activities director or superintendent to determine the safety of returning to the district. Should the activities director or superintendent not be reached, the coach/advisor will make the determination to travel or not to travel. If a bus driver is present, he/she shall be consulted prior to a decision being made to travel or not to travel. In the event the coach/advisor decides not to travel, he/she will arrange for the safety of the students and make appropriate accommodations at the visiting site.

Practices- Wednesdays & Sundays

No practices will be permitted before 6:00am or after 9:00pm. Wednesday night has been set aside as church night. Afternoon practices must end by 6:00 pm. No evening activities are to be scheduled by the school district on that night. Sundays are also non-school sponsored activity days.

Early School Departure

In the event students must leave school early to participate in an activity, the coach/advisor shall submit to the office and the appropriate teaching staff, a list of participants by 9:00 AM the day of the event.

Part VI Drugs/Alcohol/Tobacco

1. The drinking or possession of alcoholic beverages is prohibited.
2. The use or possession of tobacco is prohibited.
3. The use or possession of vapes/vaping products, e-cigarettes, etc. is prohibited.
4. The use or possession of illegal drugs, narcotics, or any mood altering substance is prohibited.
5. The abuse of prescription drugs or over the counter medications is prohibited.
6. The use or possession of steroids or other performance-enhancing drugs is prohibited.

During the school year and the season of practice, play or rehearsal, regardless of the quantity, a student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of narcotics, tobacco products, vapes/vaping products, drugs or alcohol, materials/substances represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals. Established school policy and state laws are violated, regardless of parental attitudes, if the student disregards these guidelines.

Students who use prescription drugs authorized by a licensed physician do not violate this policy if the student conforms to the prescription and appropriate school policies. This policy is in effect outside of school and on property owned, leased, or maintained by the school district, at all school-sanctioned activities on and off campus, in vehicles used to transport students to and from school or at other activities, and in vehicles parked on school property.

The proper law enforcement authorities and/or the school board and /or the school administration will deal with any student who violates this policy.

Violation of Drug/Alcohol/Tobacco Policy:

Illegal Drugs and Narcotics

South Dakota Codified Law 13-32-9: Suspension from extracurricular activities for controlled substance violation--Notice to South Dakota High School Activities Association.

First Offense: Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or

marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to thirty calendar days if the person participates in an assessment with a certified or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities.

Second Offense: Upon a second adjudication, conviction, diversion, or suspended imposition of a sentence for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one year suspension may be reduced to sixty calendar days if the person completes an accredited intensive prevention or treatment program.

Third Offense: Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

Upon placement of the person in an informal adjustment or court-approved juvenile 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 extra-curricular/co-curricular activity means any activity sanctioned by the South Dakota High School Activities Association and/or activities sponsored by the Waverly-South Shore School District.

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

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

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

Alcohol and Tobacco

In-Season Policy

After confirmation by the administration:

1. **First Violation** - The use or possession of alcohol, tobacco products, vapes/vaping products, e-cigarettes, illegal drugs, performance-enhancing drugs, mood altering substances, and/or abuse of prescription drugs will result in immediate removal from the team and/or activity currently in-season. The student must also complete five (5) hours of community service, and verify completion of that service with the head coach of the activity the student had been participating in. The student will be required to attend two conferences with the school counselor. The conferences will be educational and may require more than one assignment to be completed.
2. **Second Violation** – The use or possession of alcohol, tobacco products, vapes/vaping products, e-cigarettes, illegal drugs, performance-enhancing drugs, mood altering substances, and/or abuse of prescription drugs will result in immediate removal from the team and/or activity currently in-season. The student may be suspended from school (1-10 days), and the student shall lose eligibility for the first six weeks of the next activity season in which the student participates, beginning the date of the first scheduled contest for that season. The student must also complete ten (10) hours of community service, and verify completion of that service with the head coach of the activity the student had been participating in. The student will be required to attend three conferences with the school counselor. The conferences will be educational and may require more than one assignment to be completed.
3. **Third Violation** – The use or possession of alcohol, tobacco products, vapes/vaping products e-cigarettes, illegal drugs, performance-enhancing drugs, mood altering substances, and/or abuse of prescription drugs will result in immediate removal from the team and/or activity currently in-season. The student may be recommended for long-term suspension or expulsion, and the student shall lose eligibility for all activities for a one-year period beginning on the first day of the suspension. The student must also complete twenty (20) hours of community service and verify completion of that service with the head coach of the activity the student had been participating in. The student will be required to attend three conferences with the school counselor. The conferences will be educational and may require more than one assignment to be completed. The student may be referred to outside services to complete an evaluation for possible substance dependency and/or diversion programs.
4. **Subsequent Violations** – The use or possession of alcohol, tobacco products, vapes/vaping products, e-cigarettes, illegal drugs, performance-enhancing drugs, mood altering substances, and/or abuse of prescription drugs will result in immediate removal from the team and/or activity currently in-season. The student will be recommended for long-term suspension or expulsion, and the student shall lose eligibility for all activities for the remainder of his/her high school career. The student will be referred to outside services to complete an evaluation for possible substance dependency and/or diversion programs, and any such programs must be successfully completed before the student may appeal for readmission to Waverly-South Shore School.

Out-of-Season Policy

After confirmation by the administration:

1. **First Violation** – The use or possession of alcohol, tobacco products, illegal drugs, performance-enhancing drugs, mood altering substances, and/or abuse of prescription drugs will result in the student losing eligibility for the first consecutive ten percent (10%) of the scheduled contests, with a minimum of one contest, in which the student participates in the next activity season, beginning the date of the first scheduled contest/event of that activity season. The student shall also complete five (5) hours of community service, and verify completion of that service with the head coach of the activity/activities in which the student shall be serving the suspension. The student will be

required to attend two conferences with the school counselor. The conferences will be educational and may require more than one assignment to be completed. The student may not participate in practices while suspended from school, but must participate in practices while otherwise ineligible.

Integrity Clause: If a student turns in himself/herself to a school official for violating any portion of the alcohol and tobacco policy, he/she would then qualify for the integrity clause. In this situation, the student would lose eligibility for the first five percent (5%) of scheduled events, or one event in each activity in which the student participates in the next activity season, whichever is greater, beginning the date of the first scheduled contest/event of that activity season. The student shall also complete five (5) hours of community service, and verify completion of that service with the head coach of the activity/activities in which the student shall be serving the suspension. The student will be required to attend one conference with the school counselor. The conference will be educational and may require more than one assignment to be completed. The student may not participate in practices while suspended from school, but must participate in practices while otherwise ineligible. The integrity clause may be invoked only:

A – This is the first violation of the student’s school career; AND

B – The violation occurred out of season.

This clause may not be invoked under any other circumstances.

2. **Second Violation** – The use or possession of alcohol, tobacco products, illegal drugs, performance-enhancing drugs, mood altering substances, and/or abuse of prescription drugs will result in the student losing eligibility for the first consecutive fifty percent (50%) of the scheduled contests in which the student participates in the next activity season, beginning the date of the first scheduled contest/event of that activity season. The student may be suspended from school (1 to 10 school days). The student must also complete ten (10) hours of community service, and verify completion of that service with the head coach of the activity/activities in which the student shall be serving the suspension. The student will be required to attend three conferences with the school counselor. The conferences will be educational and may require more than one assignment to be completed. The student may not participate in practices while suspended from school, but must participate in practices while otherwise ineligible.
3. **Third Violation** – The use or possession of alcohol, tobacco products, illegal drugs, performance-enhancing drugs, mood altering substances, and/or abuse of prescription drugs will result in the student losing eligibility for a one-year period beginning on the first day of the suspension. The student may be recommended for long-term suspension or expulsion. The student must also complete twenty (20) hours of community service, and verify completion of that service with the head coach of the activity/activities in which the student shall be serving the suspension. The student will be required to attend three conferences with the school counselor. The conferences will be educational and may require more than one assignment to be completed. The student may be referred to outside services to complete an evaluation for possible substances dependency and/or diversion programs. The student may not participate in practices while suspended from school, but must participate in practices while otherwise ineligible.
4. **Subsequent Violations** – The use or possession of alcohol, tobacco products, illegal drugs, performance-enhancing drugs, mood altering substances, and/or abuse of prescription drugs will result in the student losing eligibility for the remainder of his/her high school career. The student will be recommended for long-term suspension or expulsion. The student will be referred to outside services to complete an evaluation for possible substance dependency and/or diversion programs, and any such programs must be successfully completed before the student can appeal for readmission into Waverly-South Shore School.

Violations for all substance-related offenses are accumulative throughout the course of the student’s academic career. Any suspension for out-of-season violations will only be deemed as being fulfilled if the student successfully completes the duration of the activity season in which the suspension is served. “Successfully completes” is defined as having participated in the season from start to finish with no suspensions or ineligibility resulting from nonacademic reasons; completing the season having been academically eligible for no less than 75% of the season; and having completed the season without having quit, been removed from the team, etc.

Weapons

Possession of firearms and other weapons (as defined in Section 921 of USC Title 18) on school grounds is strictly prohibited. Violations of this law shall follow the consequences outlined for in-season/out-of-season violations of drug/alcohol/tobacco policies. Violations for weapons-related offenses are accumulative throughout the course of the student's academic career.

Reporting

Any adult who witnesses the violation may report violations. The reporting person shall testify before a school administrator, Activities director, and/or coach. The accused person and the parent shall have the right to be present at all times. Final decision as to guilt will be made by the administration. The aggrieved party shall have the right to appeal to the Board of Education.

Miscellaneous Considerations

- A. The training rules will apply at all times, not just at school activities.
- B. Violations occurring while on school grounds/property or at a school or state-sponsored activity will also include consequences as outlined in the Behavior Grid in our K-12 Student Handbook.
Exception: Communion during a religious ceremony is an exception. Also, the consumption of an alcoholic beverage at a family ceremony, such as an anniversary or wedding ceremony is permissible with parental consent. (This does not include dances.) The administration should be contacted in advance of the ceremony to clarify the policies.
- C. A student of legal drinking or tobacco usage age must still conform to the policies set forth.
- D. If a student is charged with an alcohol or drug related offense, the student will be suspended from activities until the case is adjudicated or the two-week/two events, or six-week/six events suspension has been met.
Exception: If the student admits guilt to the offense, his/her suspension would start immediately—no matter when he/she goes to court.
- E. Violations will be accumulative for the student's school career.
- F. Guilt by association is not a violation, but if incidents are frequent, a conference with the student and their parent(s)/guardian(s) will be held.
- G. Students who are suspended from activities may not attend an event during the school day for the duration of the suspension. Students will not be allowed to attend the event regardless of parental consent.

Concussions:

According to South Dakota Codified Law and SDHSAA regulations, any time it is suspected that an athlete may have sustained a concussion, that athlete must be removed from the competition or practice immediately. The athlete may not return to competition or practice until he/she has passed the ImPACT cognitive functioning reassessment test, been declared to be concussion symptom-free by a medical doctor, PA, or certified physical therapist, and the athlete submits a return to competition form signed by the medical personnel and the athlete's parent(s)/guardian(s) to the Activities director.

Middle School Participation in High School Athletics:

Participation in high school athletic competitions is meant for students in grades 9-12 only. However, middle school participation in high school activities may be considered under certain circumstances. If the number of 9-12 participants in an activity is not sufficient to field a full team, an invitation will be extended to all middle school participants, beginning with 8th grade participants, to also participate at the higher level. The invitation will be extended to 7th grade participants only if inclusion of 8th grade participants remains insufficient to field a full team. This determination shall be made by the head coach and activities director.

A head coach may also petition to move a middle school student up to high school activities if that student is of such a skill level that he/she will no longer benefit from competition at grade level. Any such petition must follow this procedure:

- The petition must be initiated by the head coach. The head coach shall discuss his/her petition with the members of his/her high school and middle school coaching staff. If all coaches agree that the student should be moved up to the high school level, then:

- The coaching staff shall discuss his/her petition with the activities director and principal. If all agree that the student should be moved up to the high school level, then:
- The head coach shall arrange a meeting with the activities director, principal, student, and his/her parent(s)/guardian(s) to discuss the potential move. If all parties agree that the student should be moved up to the high school level, they shall sign the “Consent to Move Up” form on file with school administration, and that student shall then be allowed to participate in high school activities.

If a student moves up as a result of a coach-initiated petition, he/she then forfeits any possibility of participating in that activity at the middle school level for the remainder of the school year. Once such a move is made, that decision will not be revisited, so it is in the best interests of the student and his/her parent(s)/guardian(s) to take all possible consequences for such a move into account before agreeing to the move. If a student moves up as a result of insufficient participation numbers in grades 9-12, he/she retains the possibility of participating in that activity at the middle school level as well as at the high school level, subject to quarter/match limitation rules that may exist in any given activity.