

Sioux Falls School District Washington High School

2025-26

Student/Parent-Guardian Handbook



**WASHINGTON HIGH SCHOOL
501 N. Sycamore
Sioux Falls, SD 57110**

Telephone (605) 367-7970

Relay Services for Hearing Impaired: Dial 711, then the desired number

Washington High School Mission Statement

To develop lifelong learners to succeed in a changing world.

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WHS Administration

Principal	Kari Papke
Assistant Principal	Heidi Jorgenson
Assistant Principal	Preston Kooima
Assistant Principal for Activities	Nate Malchow

Sioux Falls School District 49-5 Administration

Superintendent	Dr. James Nold
Assistant Superintendent	Dr. Dan Conrad
Assistant Superintendent	Dr. Kirk Zeeck
Business Manager	Todd Vik
Federal Programs Director	Sara Klaahsen
HS Curriculum Coordinator	Kristin Grinager

School Board

Board Member	Nan Baker (President)
Board Member	Elizabeth Duffy
Board Member	Dawn Marie Johnson
Board Member	Marc Murren (VP)
Board Member	Gail Swenson

MISSION STATEMENTS

Sioux Falls School District Mission:

To educate and prepare each student to succeed in a changing world.

Washington High School Mission:

To develop lifelong learners to succeed in a changing world.

CIRCLE OF COURAGE

The Circle of Courage represents Washington's educational philosophy and mission statement. The Circle is based upon the Native American concept of holism and the belief of equality and the necessary parts of the greater whole. In education, the concept relates holistically to the total needs of the student (academic, vocational, personal, and social) and encourages maximum growth and development in each student. To achieve this, one must address the four quadrants of the Circle of Courage through academic and co-curricular programs.

BELONGING is found in a safe, friendly, and nurturing environment where each individual is recognized as a unique human being to be treated with dignity and respect. All people are accepted, valued, and treated equally. It is the belief that in diversity there is strength, and by working together we create a positive learning environment for all students.

MASTERY recognizes the identification and building of one's strengths, attainment of personal goals, and learning to share in the achievements of others. WHS believes all students have strengths and can learn and grow.

GENEROSITY creates opportunities of caring for others and finding a purpose beyond oneself. It is the belief that acceptance and collaboration are essential in a positive learning environment and that involving students in service to others provides a valuable learning experience.

INDEPENDENCE provides opportunities to develop the skills and confidence to assert positive leadership and achieve self-discipline. WHS believes each individual has the right of choice within reasonable restraints and accepts responsibility for choices made. The cooperative relationship of the student, parents, school, and community promote autonomy, development and growth.

Academic and co-curricular programs at Washington High School are designed to promote these values. We believe it is important for students to grow not only as individuals, but also as part of the larger community. In so doing, students learn the importance of accepting and learning from one another.



I. ACADEMIC INFORMATION

1. **GRADING:** Washington High School utilizes the A-F grading system. The numerical scores for grades are as follows: A = Excellent 90-100; B = Above Average 80-89.9; C = Average 70-79.9; D = Below Average 60-69.9; and F = Failing 59.9 and every score below. There will be two class rankings for each student. One will represent the student's standing under a non-weighted GPA. The other will show class rank under a weighted GPA. Class rank is calculated at the end of each semester for which credit is awarded.

2. **SCHEDULE CHANGES:** Students who feel their schedule contains an error or would like to change a class should pick up a schedule change form in the counseling office. Parents must sign the schedule request form. Students get the first five days of each semester to submit a **signed** schedule change form. Please consider the following reminders:
 - **schedule changes for order of class, switching of teachers, and/or request for a different lunch period will not be considered.
 - **It is the responsibility of the student to consider how course selections will impact graduation requirements, college entrance requirements, NCAA Clearinghouse eligibility requirements and/or scholarship opportunities.Students **must** follow their present schedule and attend all classes listed until a schedule change is made and teachers are notified.

3. **DROPPING A COURSE:** Students must receive written permission from a parent/guardian and administrator to drop a course. Students who drop a course must select a similar or more advanced course. **Students who drop a course after the first 5 school days of a semester will receive an "F" grade, which will appear on their transcript and be included in their grade point average.** However, changes to a course of varying difficulty in the same subject area may occur with approval of the administrator and the teacher after the first five days without receiving an "F" grade.

4. **ACADEMIC PROGRESS:** Parents/guardians are encouraged to access Canvas and Infinite Campus through the Internet to view a student's academic progress (www.sf.k12.sd.us). Teachers update online information every two weeks. It is important to note that some classes are involved in longer, more in-depth projects and may not have new data each week.

5. **GRADE CLASSIFICATIONS:** Student's grade classification is determined by the number of earned credits at the beginning of the school year. This classification will remain for the entire school year, except for those 4th year students who earn 16 credits by the beginning of the second semester. These students will be reclassified as seniors and will be reassigned ad rooms.
 - Freshman = less than 5 credits
 - Sophomore = 5
 - Junior = 11
 - Senior = 16

- 6. ACADEMIC DISHONESTY:** Students will be expected to follow classroom instructions relating to academic integrity. When the teacher believes that a student has cheated or plagiarized, the teacher will conference with the student to discuss the circumstances. If it is determined that academic dishonesty has occurred, the teacher will contact the parent/guardian and refer the student to administration for appropriate consequences following the guidance of the district discipline matrix.
- 7. SCHOOL RECORDS:** The school has on file student grades, attendance, standardized test scores, and discipline. Students, parents and/or guardians may see the contents of these records by making an appointment with the principal or counselor. Copies may be made of school records for a nominal fee. Records cannot be transferred, in writing or orally, to any other place, college, university, vocational school or prospective employer, without the written consent of the student and the parent/guardian, with the exception of a transfer to another public school. Student records are released when all financial and disciplinary obligations are met. Examples include library fines, textbooks, and suspensions/expulsions.
- 8. ACADEMIC LETTER:** In order to qualify for a letter, a student must earn a minimum of a 3.5 GPA or above for *two consecutive* semesters. Each subsequent time a student qualifies, he/she may receive a pin to be placed on his/her letter.
- 9. NATIONAL HONOR SOCIETY:** Any Junior or Senior who has a cumulative GPA above 3.5 is eligible to apply for membership in the National Honor Society. In addition to academic qualification, a faculty committee selects students based upon evidence of exceptional leadership, character, and at least six hours of community service within the current school year.
- 10. RENAISSANCE PROGRAM:** This program acknowledges student recognition at Washington High School. A committee of students, teachers, and parents work to recognize outstanding academic achievement, attendance and citizenship. Students are recognized for the Academic Letter and the 4.0, 3.5-3.99 or 3.0-3.49-honor roll. Incentives are given away each week through the Circle of Courage drawing. Students are randomly selected for these gift certificates. The culmination of the student recognition program is HonorFest. This is an academic pep rally held to honor students for their achievements throughout the year. Renaissance is a program that recognizes and rewards students for their efforts to make Washington a better place to learn and grow.
- 11. TEXTBOOKS:** Basic textbooks are furnished by the school district at no cost. Students are responsible for returning texts when courses are completed or dropped. Students are responsible for replacement costs for lost books and repair costs of damaged books. Students may receive a replacement for a book lost during the semester if the lost book is paid for or a deposit secured. See the classroom teacher for a replacement.

- 12. CHROMEBOOKS:** Chromebook devices (or other appropriate technology devices) have been provided to students as a learning tool and should be used for educational purposes only. Students are fully responsible for the chromebook, its general handling, care, cleaning, power cable, protective case, and fees. When using the chromebook at home, school, and anywhere else, students will follow the policies of the District – Acceptable and Ethical Use of Technology Resources (IJNDC/IJNDC-R) and abide by all local, state and federal laws.

II. STUDENT INTERVENTIONS

- 1. VIRTUAL/ONLINE COURSEWORK PROGRAM:** An independent study program is available for students to earn credit. Courses are available in English, Math, Science, Social Studies and elective courses. Students may take virtual/online courses during the school day and will report to the online courseroom. Students may enroll in virtual/online courses after school hours, and would be required to provide their own internet access. A fee is assessed for after hours courses. Further information is available in the WHS counselor's office. **There is no Virtual Academy School Option for students in the Sioux Falls School District.**
- 2. FRESHMAN TUTORING:** Freshman Tutoring is offered each Monday, Tuesday, Wednesday, and Thursday from 3:15-3:45 p.m. for all 9th grade students. Contact Wade Kippley, Freshman Academy Coordinator (Wade.Kippley@k12.sd.us), for questions on Freshman Tutoring.
- 3. SAT REFERRAL:** The purpose of the WHS Student Assistance Team is to identify and help students who may be experiencing personal or school-related problems that appear to affect the student's ability to perform at school. Students, staff members or parents/guardians can make referrals to the SAT. Students can submit a self-referral. Referral forms are available in the Counselor's Office.
- 4. MAKE-UPS (DETENTION):** A make-up is a time penalty assigned by the office for failure to adhere to a school rule. The time penalty for make-up is 30 minutes. Make-ups can be completed during the lunch portion of Warrior Halftime or after school Monday - Thursday. Students have five school days in which to complete their make-ups. In some instances, SAS (suspension after school) may be assigned. Students must complete assigned make-ups within five days or be subject to further consequence. Students are expected to work on schoolwork during make-up time.
- 5. SUSPENSION AFTER SCHOOL (SAS):** Suspension After School is a longer time penalty assigned for failure to adhere to a school rule. SAS is Monday - Thursday from 3:15-4:30 p.m. Students are required to bring work to study. Failure to attend SAS may result in out-of-school suspension.

III. ATTENDANCE

- 1. ATTENDANCE EXPECTATIONS:** Attending class every period, every day is critical to academic success and mastery learning. WHS values student attendance and strives to preserve the academic environment and time structure of students who are on time for class. Students who are late to school or class will not be allowed into class. The only exception that would allow a student into class late would be a medical note from a medical provider due to an appointment or a court summons.
- 2. ABSENCE PROCEDURES:** When students are absent, a parent/guardian should call the **Student Services Office (605-367-7970)** before 8:00 a.m. each day. Parents can also submit full-day absences via messaging on the Parent Portal. Students may be sent to the office to clear unknown absences. Students must have either a note or phone call from a parent/guardian before re-admittance to classes after an absence. When absent from school, students are not allowed to participate in functions or activities that day or evening. **Students must be in school the last three periods in order to participate in a practice or event scheduled that day. If a student accumulates ten (10) absences or more during a semester, the school will require official medical documentation.**

Students who are arriving after an appointment should **always** check in to student services for a pass to class - even if it is between periods or during lunch.

Students who have unresolved absences, meaning the school was not notified, will be sent to Student Services to clear up those absences before they are allowed to return to class.

Students who miss school/class and are not coded as Sweep or Skip will be able to make up any missed work within two times the number of days absent not to exceed 6 days.

****Please see Policy JH-R for more information.***

Students who have excessive numbers of office referrals and/or tardies are placed on the Restricted List. These students' privileges are curtailed, in that they are no longer able to leave the classroom without an escort.

3. TARDY PROCEDURES:

Freebies: We understand that "life" happens (such as getting a flat tire), so students may use 6 "freebies" each semester should they experience a "life" circumstance. Freebies allow students to enter their ***first period class*** late if they arrive at Student Services within 15 minutes after the tardy bell has rung. Students arriving after the first 15 minutes will report to the commons for the duration of 1st period if they do not have a verified doctor's note, appointment card, or court summons.

Sweep: In high school, when students are late for class they are “swept” to a designated location for the remainder of the period. First period sweeps will be considered skips. “Sweeps” (SWPT) are counted as an absence. Teachers may determine that students are not able to make up the assignments and/or tests missed due to being swept. Students will report to the commons or sweep room for the remainder of the class period and may not be permitted to enter class late. Students will receive consequences per the district discipline matrix after they have used their freebies for the quarter.

IV. STUDENT EXPECTATIONS AND CONDUCT

1. **STUDENT DRESS CODE:** Students have a right to choose their own style of dress and personal appearance, as long as it does not interfere with the educational process or learning environment, endanger student health and safety, disrupt school, offend other students/staff, or relate to gangs, drugs, sex, violence, or alcohol. Students are encouraged to “dress for success” as mature, young adults and make clothing choices consistent with a positive and safe learning environment. To ensure effective and equitable enforcement of this dress code, school staff shall apply the dress code consistently and in a manner that does not discriminate against any group based on race, sex, gender identity, gender expression, disability, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

The school dress code below has been established to maintain an appropriate balance to promote learning, maintain safety, and recognize the need for culturally responsive practices. Additions to the head coverings category allow students to wear appropriate hair coverings that do not hinder an individual’s identification, which is paramount to maintaining safety in our schools and recognizes the changes over time of socially acceptable clothing attire.

The purpose of the Washington High School’s dress code is as follows:

- a. To ensure the safety, health, and well-being of all students and staff.
- b. To further the school’s mission and values by providing a positive learning environment.
- c. To ensure that clothing and personal appearance do not distract others from the pursuit of their academic goals.
- d. To discourage the endorsement of alcohol, tobacco, drugs, and disruptive behaviors.

In order to promote a positive and safe learning environment, all students need to follow these guidelines:

- a. Students are expected to wear shirts that do not inappropriately expose undergarments or the body.
- b. Students are expected to wear pants, dresses, skirts, shorts, sweatpants, or leggings that do not inappropriately expose undergarments or the body.

- c. Students may not wear clothing with writing, slogans, pictures, or symbols that depict alcohol, tobacco, or drugs (or their manufacturers), obscenities, vulgarity, racism, sex, sexual innuendo, violence, or gang affiliation.
- d. Shoes shall be worn at all times.
- e. Students may not wear, carry, hang, or display hats, caps, beanies, stocking caps and bandanas during the school day; additionally, students must also have their hoods down during the school day. Students may wear headbands, headwraps, bonnets, durags, skull caps or scarves for the purposes of covering their hair.
- f. Students may not wear or carry blankets.
- g. Students may not wear chains that hang down or are used as belts.
- h. Students may not wear clothing or accessories with spikes.
- i. Students may not wear sunglasses during the school day.

Violations of the dress code shall be handled in accordance with the District's Progressive Discipline Plan:

- a. Students must put away or remove the offending item. It may be necessary to call a parent/guardian to provide alternate clothing items.
- b. Students may be given an alternate item of clothing to wear for the day.
- c. Multiple violations shall be handled as insubordination.

2. CELL PHONE AND EARBUD USE

Cell phones and earbuds are allowed before and after school and during lunch. Washington is committed to protecting the learning environment from the adverse impacts of increased screen time usage on developing minds. In the learning environment, students are expected to have phones off and stored. Students may be asked to store their phone in a particular location (phone holder, cabinet, etc.) Teachers do have the right to take a student's phone and turn it into the office when the student has violated the expectations of the learning environment.

3. OTHER ELECTRONIC DEVICES

Electronic devices such as, but not limited to, radios, CD, & MP3 players, over the ear headphones, laser lights, wireless speakers, and pager-type devices are not allowed while school is in session. If students are observed with such a device while school is in session, the item may be confiscated and turned into the office. Administration may conference with families regarding alternate options.

4. PUBLIC DISPLAYS OF AFFECTION: Students will display school appropriate behavior while in the hallways and classrooms.

5. STUDENT IDENTIFICATION BADGES GUIDELINES: ID badges may not be altered or defaced in any way. (i.e. stickers, written markings, photo alterations, mutilation, etc.) Students with an

altered ID are required to purchase a new ID badge and may be subject to further disciplinary measures.

Students need their ID badge to identify their student status, eat lunch and check materials out of the library. Students also need to show their ID for admittance to school dances.

Students are to notify the office immediately if they lose their ID. Replacement ID's are provided for a \$5.00 fee. The office will notify the cafeteria of lost ID's.

6. **MESSAGES: Students are not called to the office for messages except in emergency situations. Parents/Guardians are highly encouraged not to text or call students via personal devices during class time.**

7. **FOOD AND BEVERAGE:** Food and beverages (except for bottled water) are not to be consumed outside of the Commons area. This includes all classrooms (Ad rooms as well as classes) and all hallways. Students may carry such items to their lockers and keep them there for consumption at lunch or after school. Such items should not be open in the hallways and should remain in lockers or in book bags.

Students may consume flavored water during the school day in some areas of the building provided it is in a clear plastic, screw-top 20 oz. (or smaller) container. Water is not to be consumed in shop areas, library, or computer labs. Teachers may also request students not bring water into classrooms.

8. **MEDICATION ADMINISTRATION:** The District's Medication Administration Policy/Regulation JLCD/JLCD-R can be found on the District's website www.sf.k12.sd.us.

9. **MISUSE OF ALL MEDICATION:** Students are prohibited from transferring, delivering, or receiving any medication to or from another student. All violations will result in confiscation of the medication and subject student(s) to discipline in accordance with the District's progressive discipline policy. Students who use medication for purposes other than for its intended use will be disciplined and will no longer be allowed to carry self-administered medications.

10. **HARASSMENT & DISCRIMINATION POLICY:** The Sioux Falls School District is committed to providing a learning environment free of discrimination and harassment. The District prohibits discrimination/harassment on the basis of race, color, creed, religion, age, gender (including pregnancy), sexual orientation, disability, national origin or ancestry, military/veteran status, genetic information, or any other category protected by law. Additionally, the District provides equal access to the Boy Scouts and other designated youth groups.

The District will investigate all reports of harassment/discrimination, and will discipline, or take appropriate action, against any student or employee who is found to have violated the Harassment and/or Discrimination Policies and Regulations:

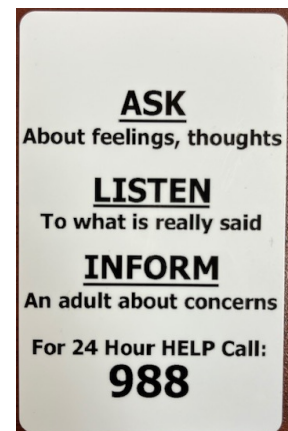
- a. Students should report complaints of harassment to a building administrator.
- b. If a student prefers, the student may first report a concern to a counselor, or other trusted adult. That staff member will report the concern to the administrator.
- c. Parents/guardians are encouraged to call an administrator if they are concerned about harassment or intimidation issues.
- d. An administrator will investigate all complaints and determine an appropriate course of action.
- e. Submission of a complaint or report of harassment will not affect the student's status with the District. The District prohibits retaliation against any individual who reports a claim under this policy or participates in an investigation of any such claim.

More information can be found on the District's website:

<http://www.sf.k12.sd.us/our-district/report-of-concern>

V. SERVICES AVAILABLE TO STUDENTS

1. **COUNSELING:** A variety of services are available to WHS students in the counseling office. Counselors provide confidential assistance for personal and academic problems, help with educational planning and post-high school career plans. Counselors have access to many agencies for services in addition to those available through the school system. Students can find information on careers, colleges, vocational schools, financial aid, scholarships and test preparation in books, computer software and videotapes in the counselors' offices. Counselors are available between 7:30 a.m. and 3:30 p.m. or other times by appointment. **Except in an emergency, students should not attempt to see a counselor during academic classes.**
2. **ALI CARDS:** These cards are available throughout the building. Anonymous and self-referrals can be made to WHS counselors by writing a name on the back of a card and dropping it in the box outside the Counseling Office. The ALI card includes a 24-hour Helpline printed on the back of student identification cards. Referrals can be made for any concern (depression, family issues, eating disorders, drug/alcohol issues, suicide, etc.).
3. **THE HELPLINE CENTER** provides support for students through 988 on topics relating to depression, grief, drugs, alcohol, suicidal thoughts, and concern for others.



4. **LIBRARY:** The library is open from 7:00 a.m. to 4:00 p.m. daily. To use the library during class time, students must present a pass and have their student ID. During a study period, students must first report to study hall and then receive a pass to go to the library. Students must also bring their ID to the library, and they may only spend 5-10 minutes to find a book or print a project. Students must report back to their study hall. The computer rooms may be used only with permission from a librarian or a teacher.

Open Lunch in the Library: Students who choose to spend their open lunch in the library must

- a. Present their student ID to enter
- b. Report at either the beginning of Warrior Halftime to the midway break or report at midway break until the end.

The school library serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem solving skills. School librarians select materials in consultation with teachers using standard professional school library review sources to identify resources that are appropriate for the varied interests, abilities, learning styles, and maturity levels of the students served. Materials are intended to stimulate growth in factual knowledge, literary appreciation, aesthetic values and to promote reading for enjoyment. To encourage students to develop the practice of critical analysis to make informed decisions in their daily lives, materials representing more than one point of view are available. Considering the diverse backgrounds and points of view represented in the pluralistic society served by the public school, individuals may occasionally object to materials available through the school library. Upon parental request, the school librarian will work with individual parents to guide their children to books and resources that align with their family values. In the event a parent believes a specific title should be removed from circulation for all students, the parent should contact the librarian and/or school principal according to Policy KEC/KEC-R Concerns/Complaints about Programs or Instructional Materials.

5. **PARKING:** Student parking is available on the south, southwest and west sides of the building. Students should not park in staff designated areas. Students parking in staff designated areas may be towed at their own expense. The WHS parking lot, as with all school district property, is drug, vapor, alcohol, and tobacco free.
 - a. Parking fees for students are \$25 per semester or \$50 for the year. There are a limited number of student parking spots and they are sold on a first come first serve basis. (Reminder—students without parking tags cannot park in the lot at any time.) If you lose your parking tag, the cost of a replacement tag will be \$10.00. Students driving in a reckless or dangerous manner are subject to loss of parking privileges, suspension, and/or possible referral to the police.

6. **BUSING:** WHS employs a parking lot attendant who collects parking fees and distributes parking tags, monitors the parking lot, and sells bus passes. Students who qualify for free or reduced price lunch tickets or Aid to Families with Dependent Children (AFDC) may purchase their bus tickets at a reduced rate. Special WHS rates are issued to students who ride the city buses. The parking lot attendant is located in the Welcome Window, next to the administration office area.

VI. SCHOOL INFORMATION

SCHOOL CALENDAR FOR 2025-2026

August 7	Warrior Day	8:15 am - 2:00 pm
August 7	Freshman Orientation	9:00 am - 1:30 pm
August 14	Orange Rush (PST)	5:30 pm - 9:00 pm
August 21	First Day of School	8:15 am - 3:10 pm
August 21	Picture make-up	8:30 am - 1:30 pm
Aug 29 - Sept 1	NO SCHOOL – Labor Day Break	
September 6	Presidents Bowl v Harrisburg	3:00 pm
September 29	Homecoming Variety Show and Coronation	7:00 pm
Sept 29 - Oct 3	Orange Letter Days (Spirit Week - Homecoming)	
October 3	Homecoming Game vs. Rapid City Central	5:00 pm
October 13	No School - Native American Day Observance	
October 14	No School - District Planned In-Service	
October 16	Jostens Meeting (<i>Seniors Grad Items</i>)	10:00 am
October 20	Fall Parent Teacher Conferences – in person	4:00 pm - 7:30 pm
October 23	Mid-term of 1st Semester	
October 27	Fall Parent Teacher Conferences – virtual	4:00 pm - 7:30 pm
November 11	NO SCHOOL - Veterans Day Observance	
November 13	Jostens Cap & Gown Ordering Day	11:15am - 1:00pm
November 26	NO SCHOOL - Compensatory Day	
November 27-28	NO SCHOOL - Thanksgiving Break	
December 6	Winter Formal	8:00 pm - 10:30 pm
December 23	Early Release - All Levels	
Dec. 24- Jan. 2	NO SCHOOL - Holiday Break	
January 5	Classes Resume	8:15 am - 3:10 pm
January 8 & 9	Semester Tests - Testing Schedule	
January 9	End of 1 st semester	
January 12	NO SCHOOL – Teacher Work Day	
January 19	NO SCHOOL - Martin Luther King Jr. Day Observance	
February 16 & 17	NO SCHOOL - Presidents Day Break	
February 19	Jostens – Sophomore Class Presentation	10:00 am
March 5 & 6	ACT testing	
March 9	Spring Parent Teacher Conferences – in person	4:00 pm - 7:30 pm
March 15	NO SCHOOL - Teacher In-Service	
March 16	Spring Parent Teacher Conferences – virtual	4:00 pm - 7:30 pm
March 19	Mid-term of 2 nd semester	
March 20	NO SCHOOL - Compensatory Day	
April 3-6	NO SCHOOL - Spring Break	
April 25	Prom	8:00 pm - 11:00 pm
April 29	Honorfest	
May 4-8 & 11-15	AP Testing	
May 17	Graduation at the Sioux Falls Arena	1:45 pm
May 19 & 20	Semester Tests - Testing Schedule	
May 20	LAST DAY OF SCHOOL - End of 2nd semester	

PLEASE CHECK OUT <https://www.gobound.com/sd/schools/siouxfallswashington> FOR ACTIVITY SCHEDULES.

End of semester testing subject to change if there are inclement weather days.

2. BELL SCHEDULE

25-26 WHS Bell Schedule

Regular Schedule		In-Service <i>and</i> Tournament Schedule		Semester Test Schedule Day 1	
1 st Period	8:15a - 9:10a	1 st Period	7:30a - 8:14a	Period 1	8:15a - 9:55a
2 nd Period	9:15a - 10:05a	2 nd Period	8:20a - 9:04a	Period 5	10:00a - 11:30a
Reading Period	10:10a - 10:25a	Reading Period	9:10a - 9:25a	Lunch (in 6 th)	11:35a - 12:05a
3 rd Period	10:25a - 11:15a	3 rd Period	9:25a - 10:09a	Period 6	12:05p - 1:35p
Warrior Halftime	11:20a - 12:25a	<i>*Warrior Halftime*</i>		<i>* Dismissal - Busses will run at 2:05pm</i>	
Freshman		5 th Period	10:15a - 10:59a	<i>* Make up/Recovery will be 1:40p - 3:10p</i>	
Study	11:20a - 11:50p	6 th Period	11:05a - 11:44a		
Lunch	11:55p - 12:25p	7 th Period	11:50a - 12:30p		
Sophomores		CTE Schedule			
Lunch	11:20a - 11:50p	Block I - 7:45a-9:25a			
Study	11:55p - 12:25p	CTE Load Bus	7:00 a	Semester Test Schedule Day 2	
Juniors & Seniors		Leave WHS	7:10 a		
Lunch/Intervention	11:20a - 12:25p	Leave CTE	9:40 a		
5 th Period	12:30p - 1:20p	Return to WHS	10:10 a		
6 th Period	1:25p - 2:15p	<i>* Block I cancelled for 1hr & 2hr Late Start</i>			
7 th Period	2:20p - 3:10p	Block II - 9:40a-11:20a			
One Hour Late Start Schedule		CTE Load Bus	9:10 a	Period 2	8:15a - 9:55a
1 st Period	9:15a - 9:55a	Leave WHS	9:15 a	Period 3	10:00a - 11:30a
2 nd Period	10:00a - 10:40a	Leave CTE	11:25 a	Lunch (in 7 th)	11:35a - 12:05p
Reading Period	10:45a - 11:00a	Return to WHS	11:45 a	Period 7	12:05p - 1:35p
3 rd Period	11:00a - 11:40a	<i>* Block II will start at 9:45 for 2hr late start</i>			
Warrior Halftime	11:45a - 12:54a	Block III - 1:20p-3:00p			
Freshman		CTE Load Bus	12:40 p	Two Hour Late Start Schedule	
Study	11:45a - 12:18p	Leave WHS	12:45 p		
Lunch	12:21p - 12:54p	Leave CTE	3:05 p		
Sophomores		Return to WHS	3:30 p		
Lunch	11:45a - 12:18p				
Study	12:21p - 12:54p				
Juniors & Seniors					
Lunch/Intervention	11:45a - 12:54p				
5 th Period	12:59p - 1:40p				
6 th Period	1:45p - 2:25p				
7 th Period	2:30p - 3:10p				
				1st Period	10:15a - 10:50a
				2nd Period	10:55a - 11:28a
				Warrior Halftime	11:33a - 12:38p
				Freshman	
				Study	11:33a - 12:03p
				Lunch	12:08p - 12:38p
				Sophomores	
				Lunch	11:33a - 12:03p
				Study	12:08p - 12:38p
				Juniors & Seniors	
				Lunch/Intervention	11:33a - 12:38p
				3rd Period	12:43p - 1:16p
				5th Period	1:21p - 1:54p
				6th Period	1:59p - 2:32p
				7th Period	2:37p - 3:10p

- 3. READING PERIOD:** Reading Period is held daily and an additional 13 minutes is added to the beginning of the third period. This is reading time for all students and staff. This time **may not** be used by students as study or work time. No passes will be given to students, including to the bathroom or office. The expectation is that all students and staff will read during Reading Period and remain in the room.

4. WARRIOR HALFTIME:

What is Warrior Halftime?

It is 65 minutes in the middle of the day for students to use for tutoring, lunch, socializing, studying, academic review sessions and more. There are two 30 minute blocks. Teachers have a 30 minute lunch and 30 study hall to work with students. 9th and 10th grade students will be assigned to a study hall for one of the 30 minute blocks. 11th and 12th grade students who are on track by credit and cohort, will receive open lunch, unless they have a D or F, in which case they may be assigned to a study hall.

Why Warrior Halftime?

Mastery (Goal 1)

We recognize not every student learns at the same pace but we believe all students are capable of learning. Warrior Halftime provides daily academic support and enrichment for students within the structure of the school day. It allows students to have additional access to all of their teachers and vice versa which increases learning, restores hope, and builds confidence. (150 additional minutes of support/week)

Belonging/Emotional Well-Being (Goal 2)

Warrior Halftime provides an opportunity for students and staff to decompress, connect with their peers, develop positive relationships, have fun and/or move their bodies.

Independence and Generosity (Goal 3)

Most high school schedules are compartmentalized and leave little or no room for students to develop the skills necessary for life after high school. This includes organization, time management, responsibility, study skills, etc. Warrior Halftime provides the opportunity for students to develop these skills while still in high school.

Mastery	Independence & Generosity	Belonging
<ul style="list-style-type: none">○ I have missing work○ I need extra help○ My grade is low○ I am confused about a concept or assignment○ I need tutoring○ Access to technology	<ul style="list-style-type: none">○ I am in a study group○ I am doing AP prep○ I need to apply for college○ I want to work on an art project○ I want to tutor someone for volunteer hours	<ul style="list-style-type: none">○ I am working on a class sponsored activity○ I want to participate in an intramural activity○ I want to learn more about a variety of topics offered by Warrior 24

It is important that we help students to use their time responsibly. Students develop that skill by being given the freedom to make decisions about how to best manage their time.

What will teachers do during Warrior Halftime?

Every Monday in study hall, teachers will utilize the advisory tool and flagged assignments report in Infinite Campus to monitor student progress and advise/intervene when necessary. This may result

in sending students to a teacher for help, a study hall change, and/or contact with the student's counselor.

Teachers will utilize the sign in/sign form to keep record of where students are going during their study time. Teachers will ensure all students have a pass when leaving their classroom. When we recognize a pattern of behavior that is negatively impacting a student's academic performance (i.e. skipping, missing work, etc.), we will notify the necessary stakeholders who can help intervene including but not limited to counselors, administrators, Mr. Jones, etc.

What are the consequences for a student who does not use Warrior Halftime appropriately?

If a junior or senior uses Warrior Halftime inappropriately (fails to report to assigned location, creates a disruption to others, etc.) he/she will be assigned to a mandatory study hall during Warrior Halftime. If a freshman or sophomore uses Warrior Halftime inappropriately, he/she will be assigned "Sideline" time during their respective lunch time. The student will eat his/her lunch in the designated location and work to complete class assignments.

Locations where students MAY and MAY NOT be during Halftime:

Students may spend their lunch portion of Warrior Halftime in the commons, library, gym, or in a classroom with a teacher if receiving academic support. Students will need to scan their ID prior to receiving entrance into the gym or library. A Wing, C Wing, and E Wing are reserved for study hall and academic help. Students should refrain from entering those wings during their lunch time, unless they are receiving academic help from a teacher. Students receiving academic assistance during this time are encouraged to have a pass. Staff will be stationed at the entrance of each Wing.

Students are able to eat their lunch in the commons and then go to the gym or library. We ask that students throw away trash and return trays to the tray return prior to leaving the commons. To keep traffic ways and sight lines clear, we ask that students do not wander around the commons or hallways during their lunch time.

Outside Food and Drink

Students who are expected to remain on campus may eat from the cafeteria or bring food from home. Outside fast food and drink are not allowed. No Door Dash or anything similar is allowed.

5. Late Starts/Early Dismissals

In the event of an emergency, notification of school closing will be broadcast over all local radio and TV stations no later than 7:00 AM. Should school be dismissed early during the school day, the announcement will also be made via the above-mentioned stations and WHS' intercom system. **When school is canceled or dismissed early, all school activities are also canceled. When there is a late start, any activities prior to the start of the school day are also canceled.** (see Washington High School Daily Bell Schedule)

6. LUNCH: There are a variety of food choices in the cafeteria lines. Students may pay cash or deposit money into their account which allows students to purchase food by using their Student ID. Deposits can be dropped off in the wooden box located in the Student Services Office. Additional ala carte items will be available for sale.

JUNIOR / SENIOR OPEN LUNCH CRITERIA

- students must have either junior status (11 credits earned prior to the start of the school year) and be on track with your graduation cohort (i.e. a student going into his/her 4th year with between 11 and 15.5 credits does not earn open lunch) or senior status (16 credits prior to the start of the school year)
- students must be in good standing (no major discipline violations, no continually repeated disciplinary infractions, no habitual attendance concerns, no self-selected open lunch in grades 9/10)
- parents/guardians must have completed the Annual Student Information Update online prior to August 12th.

In order to maintain the open lunch privilege students must remain in good standing. Open lunch privileges may be revoked by administration for attendance, disciplinary and academic reasons. Students and parents must read and sign a contract at the beginning of the school year. If the contract is violated, students lose open lunch privileges as determined by a principal. Students are not to bring outside food and beverages into school during lunch. Students with open lunch should consume their lunch off-campus.

Students not qualifying for open lunch must eat lunch in the building. Students are not allowed to leave school for lunch unless a parent picks them up in the Student Services Office and accompanies them. **Students are not allowed to leave school to go to the parking lot to retrieve forgotten items without permission from the Student Services Office.**

- 7. VISITORS:** Students are not allowed to bring visitors to school. Parents/Guardians should check in at the Welcome Window and will need to present a picture ID.
- 8. PERMISSION TO LEAVE SCHOOL:** Unless a school sponsored event is scheduled out of the building, students may not leave the school building before the end of the school day without first checking with the Student Services Office. Students who are ill **must check with School Nurse in the Student Services Office.** Students who leave during the school day for an appointment or other necessary commitments, should bring a note or have a parent/guardian call the Student Services Office at **605-367-7970** prior to 8:10 a.m the day of the appointment. When parent/guardian permission has been received, a pass to leave will be issued. Upon returning, students need to check back in the Student Services Office.

Students not qualifying for open lunch must eat lunch in the building. Students are not allowed to leave school for lunch unless a parent picks them up in the Student Services Office and accompanies them. **Students are not allowed to leave school to go to the parking lot to retrieve forgotten items without permission from the Student Services Office.**

- 9. AFTER SCHOOL POLICY:** All students are expected to **exit the building and school grounds by 3:20 pm each day.** Students who are in a supervised activity such as an extracurricular activity,

detention/SAS, weightlifting, meeting with a teacher, etc. are expected to exit the campus within 10 minutes after the completion of the activity.

Students who need to wait for transportation after 3:20 pm are expected to wait in the commons until their ride arrives. All rides should arrive prior to 4:30 pm.

Administration will work with students/guardians to accommodate transportation circumstances. For bus information, please stop by the Welcome Window.

10. CANCELLATION OF SCHOOL: If severe weather conditions require the delay or cancellation of school, local radio and television stations will broadcast the pertinent information. Snow days may trigger virtual learning days if elementary school students have had an opportunity to bring home a device to access learning. If preparation has been made ahead of time, virtual days will negate the need to make up days at the end of the school year. In the event that a cancellation must be made without prior preparation, make up days will be added to the end of the school year. Cancellation of school also means cancellation of **all** school activities. If school starts late due to bad weather, any activities scheduled before school are canceled.

11. POSTER POLICY: All items posted or displayed in the school must be approved prior to displaying. Those items not approved are removed. Approved posters are stamped with the Circle of Courage in the bottom left or right hand corner. Any students who vandalize posters or signs will receive appropriate consequences as outlined in the District Discipline Policy.

Approval:

- a. Must be approved by the Activities Administrator prior to displaying. A Circle of Courage stamp in the bottom right or left-hand corner indicates approval.

Location:

- a. Posting of posters or signs are not allowed on classroom doors or windows.
- b. Posting of posters or signs is only allowed on these designated bulletin boards.
 - *Above all water fountains*
 - *North wall in commons (bulletin board strips)*
 - *Counselor bulletin board*

Removal:

- a. All posters and signs must be removed one day after event.
- b. Organizations/Clubs are responsible for removal of posters.

Quality:

- a. Posters or signs must positively reflect the school or organization.
- b. Posters may not include any direct or indirect obscenities or offensive language or gestures.

12. DAILY ANNOUNCEMENTS: Daily student announcements inform students and teachers of school events. These are emailed daily. No announcements are placed in the bulletin or read

over the intercom without a sponsor/advisor signature. All such announcements or messages must be cleared by a principal prior to broadcast.

- 13. FIRE AND EVACUATION DRILLS:** When the fire alarm sounds, students are to walk rapidly and immediately to the proper exit, then move to the area of the football field designated by students' first period teacher. The exit to be used is posted in each room and explained by the teacher in that room. For evacuation drills, follow the instructions of the teacher.

- 14. LOCKERS:** Lockers are the property of the school and are provided for student use at his/her request. All lockers are subject to inspection for cleanliness, and may be entered by a principal or his/her representative any time there is a suspicion the locker may contain items of a theft or items that may be illegal, dangerous, or harmful to others in the building. Locker combinations should not be given to peers **nor** should lockers be **shared** with others unless special arrangements are made through the office. Students are expected to keep their lockers locked; this includes PE and athletic lockers. Students may request a locker be assigned in the counseling office.

- 15. PERSONAL PROPERTY:** Students assume sole responsibility for loss or damage to any personal property, such as garments, electronic equipment, or musical instruments. Washington High School and the Sioux Falls School District are not responsible for any lost, stolen, or missing items. Large sums of money or jewelry of either real or "keepsake" value should not be brought to school. ****Authorized school personnel may search personal property with reasonable suspicion. Students should not expect an assumption of privacy. School district officials only need "reasonable suspicion" in order to search lockers, cell phones, or vehicles on school property. Lockers and parking lots are property of the Sioux Falls School District.*

- 16. CHANGES AT WHS:** Students who want to suggest changes at WHS, should contact the following in the order they are listed:
 - a. Principal's Advisory Council or Student Council
 - b. Teacher
 - c. Department Chairperson (especially curriculum changes)
 - d. Principal
 - e. Superintendent—201 East 38th Street - 605-367-7920
 - f. School Board—public meetings—second and fourth Monday of each month

- 17. LOST AND FOUND:** Lost and Found items are located outside the main gym. The exception is jewelry, wallets, purses, eyeglasses, cameras and other such valuables which can be identified in Student Services. Any article found by students/staff should be turned into the office. Periodically lost items are given to Goodwill. Students need to report all lost/stolen items to the office and complete a stolen/missing property report.

- 18. STUDENT STORE:** School supplies, spirit items, and some food items are available for sale in the school store. Store hours are before and after school and during Warrior Halftime.

VII. ACTIVITY/ATHLETIC INFORMATION

- 1. ATHLETIC PASSES:** Students may buy an athletic pass for \$20.00, which reduces the cost per event to about \$.50 (regular single student admission is \$6.00 per event). This pass can be used at all four public high school events. This does not include district, regional, or state tournaments, President's Bowl game, or any O'Gorman home games. Activity passes and single event tickets can be purchased through Bound:
<https://www.gobound.com/sd/districts/sfsd/stores/S115>
- 2. WHS CLUBS AND ORGANIZATIONS:** Involvement in activities, clubs and organizations provides an enriched high school experience. There are a number of clubs and organizations active at Washington High School. Questions regarding clubs and activities can be directed to Mr. Nate Malchow in the Admin Office.

WHS Activities, Clubs and Organizations

Check those clubs and organizations you are involved in during the school year.

Student Name:			ID #		
SCHOOL SPONSORED ACTIVITIES					
Band	Mr. Kenny	C107	Chess Club	Mr. Reiner	A139
Basketball Girls (winter)	Mr. Parish	Gym	Tennis Boys (spring)	TBD	
Basketball Boys (winter)	Mr. Tobin	Gym	Tennis Girls (fall)	Mr. Sieber	Counseling
Chamber Orchestra	Ms. Chiarello	C111	Track Boys (spring)	Mr. Reilly	A148
Cheerleaders (Sideline)	Ms. Franzen	A116	Track Girls (spring)	Mr. Reilly	A148
Chemistry Club	Ms. Mehlbrech	A217	Visual Arts	Mr. Schuldt	A205
Chorus	Mr. Spencer	C110	Volleyball (fall)	Mr. Schroeder	Gym
Classic Connection	Mr. Spencer	C110	Warriors Read Together	Ms. Fedders	E104
Competition Cheer (fall)	Ms. Boysen	Off Campus	Warrior Sports Game Day Crew	Mr. Schlekeway	A118
Competition Dance (fall)	Ms. Nelson	Off Campus	Warrior Yearbook	Mr. Malchow	Office
Cross Country Boys (fall)	Mr. Reilly	A148	WHS Book Club	Mr. Uecker	A122
Cross Country Girls (fall)	Mr. Reilly	A148	Wrestling (winter)	Ms. Smith	Library
DECA	Ms. Edmunds-Reed	A108		Mr. Peters	E116
Drama Club	Mr. Kennett	A103	NON-SCHOOL SPONSORED ACTIVITIES		
	Mr. Aukerman	A115	Amigos Hispanos	Mrs. Tulson Robles	A250
	Mr. Reiner	A139	Asian Pacific Islander SA	Ms. Smith	Library
	Mr. Haddican	A137	Best Buddies	Ms. O'Brien/Ms. Thompson	E101
Drama Theater (winter)	Mr. Haddican	A137	Boys VB Club	Ms. Samson	A153
Drama Theater (fall)	Mr. Reiner	A139	Building Future Readers	Ms. Siebenahler	A134
Drama Theater (spring)	Mr. Aukerman	A115	Chess Club	Mr. Smith	A220
Espanol AP Club	Ms. Lueck	A152	Christians in Action Club	Ms. Samson	A153
Football (fall)	Mr. Evans	A126	Collision	Mr. Glasser	Off Campus
French Club	----	----	Color Guard Club	Mr. Kenny	C107
German Club	Ms. Samson	A153	Cosmetology Club	Ms. Thu	A158
Golf Boys (fall)	Ms. Kool	A203	Gardening Club	Mr. Johnson	A207
Golf Girls (spring)	Mr. Hulstein	A252		Ms. Smith	Library
Gymnastics	Ms. Piggry	Off Campus	Green Club	Mr. Johnson	A209
HOSA: Future Health Professionals	Ms. Mehlbrech	A217	GSA Club	Mr. Heyd	A127
Jazz Choir	Mr. Spencer	C110	Jesus Club	Ms. McNamee	A201
JROTC Color Guard	CPT Jones/SFC Finck	E121	Kunama Club	Ms. Tulson Robles	A250
Link Crew	Mr. Kippley	A226	Latin American Society Club	Ms. Nieuwsma	A122
Marching Band	Mr. Kenny	C107	Philosophy Club	Mr. Smith	A220
National Honor Society	Ms. Samson	A153	Psychology Club	Ms. Terhorst	A120
N.O.W. (Newspaper)	Ms. Siebenahler	A133	Primateology Club	Mr. Whitney	A121
Okichiyap Club	Mr. Rekstad	A123	SALSA	Ms. Woundedhead/Ms. Mayer	Lib
One Act Play	Mr. Aukerman	A137	Tabletop RPG	Mr. Aukerman	A115
Oral Intero	Ms. McIntyre	A227	Tech Club	Ms. Wilson	A204
Orchestra	Ms. Chiarello	C111	The Art Club	Ms. Castro	C105
Powerlifting (Girls)	Mr. Uecker	A122	Washington Dance Crew	Ms. Blair/Ms. Wagenaar	
Principal Advisory Council	Mrs. Papke	Office	Young Democrats	Ms. Woundedhead	A159
Quiz Bowl	Mr. Reiner	A139	Young Poetry Club	Ms. McIntyre	A227
Renaissance	Mr. Kooima	Office	Young Republicans	Ms. Samson	A153
Senior Events Committee	Ms. Nieuwsma	A122	NON-STATE SANCTIONED SPORTS (Club Sports)		
	Ms. Nichols	A145	Baseball (spring)	Mr. Thurlow	Off Campus
Soccer Boys (fall)	Mr. Dandley	Off Campus	Bowling Boys (winter)	Mr. Michalov	Off Campus
Soccer Girls (fall)	Mr. Schaefers	A253	Bowling Girls (winter)	Mr. Michalov	Off Campus
Softball (spring)	Ms. Bazata	A241			
Stage Lights Show Choir	Mr. Jacobson	C110			
Student Ambassadors	Ms. Wiese	Counseling			
Student Council	Ms. VanderWall	A114			
	Ms. Stahlberg	A126			

SUMMARY OF SIOUX FALLS SCHOOL DISTRICT YEAR-ROUND ACTIVITY RULES District Policy JJAA/JJAA-R



*The complete Policy/Regulation is available at www.sf.k12.sd.us

STUDENT PARTICIPATION IN SCHOOL ACTIVITIES IS A PRIVILEGE – NOT A RIGHT

SCHOOL ACTIVITY – School activities include, but are not limited to, sanctioned and club athletics, band, cheerleading, chorus, school sponsored clubs, dance, DECA, debate, drama, drill team, JROTC, National Honor Society, oral interpretation, orchestra, royalty candidates, student council, theater, visual arts, and any other student school activities.

SCHOOL ACTIVITY EVENT – A public presentation, performance, competition, or trip associated with participation in a school activity.

THE CONSEQUENCES LISTED BELOW ARE MINIMUMS ONLY. THE ADMINISTRATOR AND COACH/ACTIVITY SUPERVISOR MAY ENFORCE A MORE SEVERE PENALTY WHICH MAY INCLUDE TERMINATION FROM SCHOOL ACTIVITIES. THE DISTRICT SUSPENSION PERIOD BEGINS ON THE DATE OF THE NEXT SCHOOL ACTIVITY EVENT IN WHICH THE STUDENT IS INVOLVED.

OFFENSES	FIRST VIOLATION	SECOND VIOLATION	THIRD & SUBSEQUENT VIOLATIONS
Violations Involving OSS Occurring on School Property, in District Vehicles/Buses or at District Events	Lighters, matches, or any act requiring OSS that is not defined in other places.	One game or activity suspension.	One game or activity suspension.
Violations including controlled substances and drugs will follow state law or District consequences, whichever is greater. To count toward the minimum number of school activity events affected by any suspension, the student must participate in the entire season for the school activity, and may not drop out or quit to avoid suspension. A suspension that is not completed by the student during one school activity season shall carry over to the next school activity season in which the student participates. If a student commits a second violation, the consequence will be that which is listed for the second violation of the most recent offense. The same rule will apply for any subsequent violations.			
Class 4 Offenses Occurring on School Property, in District Vehicles/Buses or at District Events AND Crimes against Persons/Property away from District Property/Events <i>Excluding lighters & matches</i>	Bullying, harassment, hazing, destruction of property, theft, trespassing, sexual misconduct, intimidation/ threat/physical injury-student, fighting, tobacco and other inhalant devices (i.e. vape pens, e-cigarettes, etc.).	Suspension* from any school activity events for fourteen consecutive calendar days or two (2) events whichever is greater, not to exceed 25% of the regularly scheduled events for the school activity.	Suspension* from school activity events for 28 consecutive calendar days or four (4) activity events, whichever is greater.
Class 5 Offenses Occurring on or off School Property, in District Vehicles/Buses or at District Events	Gang activity-high level, drugs and alcohol – using, possession, or being under the influence of any mood-altering chemicals, substances such as steroids, marijuana, inhalants, alcohol, or controlled substances or controlled substances without a valid prescription or other drugs, or possession of drug paraphernalia, intimidation/threat/physical injury-staff, possession of a weapon without a threat, and misuse of fire alarms/extinguishers.	Suspension* from any school activity event for fourteen consecutive calendar days or two (2) events whichever is greater, not to exceed 25% of the regularly scheduled events for the school activity. If violation is related to alcohol/drugs, the student must participate in a drug/alcohol evaluation.	Suspension* for 60 student attendance days & the student may not participate in a total of six (6) school activity events within or after the 60 days. Those school activities with less than six (6) events within a school term will be addressed on a case by case basis to determine the appropriate number of school activity events for which the student is ineligible to participate. If the second violation is for a drug/alcohol violation, the student and at least one parent/guardian must attend every session of the District Drug Prevention Program before participation in any further school activity events.
Class Six and Seven Offenses Occurring on School Property, in District Vehicles/Buses or at District Events	Bomb threat, fires, possession of a weapon with a threat, engaging in illegal activities, distribution of drugs or alcohol, sexual violence, endangering the lives of others/causing serious bodily injury, or possession of firearm.	Suspension* from school activity events for 28 consecutive calendar days or four (4) activity events, whichever is greater.	The student is ineligible to participate in any school activity events for the remainder of high school.

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APPEAL: If it is believed that a student's rights have been violated, the suspension may be appealed by filing a written request for appeal with the Superintendent or designee within five (5) school days. The Superintendent or designee will respond in writing within five (5) school days. The student will remain ineligible during the appeal process.

PARTICIPATION IN PRACTICE: Students are ineligible to participate in any school activity events during the suspension period but are allowed to participate in practices so long as the student is not suspended from class or school.

RECORD OF VIOLATIONS: Violations accumulate for one (1) year in middle school (grades 6-8). Violations accumulate for four (4) years in high school (grades 9-12). If a middle school student participates in high school activities, violations accumulate starting when the student's participation begins.

CLEAN RECORD PROVISION: Students who have one (1) violation and remain violation-free for 12 consecutive months receive a clean record. This opportunity applies only once during a student's high school career and does not apply to a suspension for a criminal drug conviction, adjudication, diversion, or suspended imposition of sentence or suspended adjudication of delinquency.

STATE LAW – SDCL 13-32-9 Participation in Extracurricular* Activities	
Violation: Drug conviction, adjudication, informal adjustment or court approved diversion program, or suspended imposition of sentence or suspended adjudication of delinquency for possession, use or distribution of controlled drugs or substances or marijuana or for ingesting, inhaling or otherwise taking into the body substances prohibited by law.	
First Violation	<p>Consequence Ineligible to participate in any activity sanctioned by the SDHSAA for one (1) calendar year from the date of adjudication, conviction, diversion, informal adjustment, suspended imposition of sentence or suspended imposition of delinquency.</p> <p>Alternative A suspension** of 30 calendar days, or two SDHSAA events, whichever is longer, if the student participates in an assessment with a certified chemical dependency counselor and if the assessments indicates a higher level of care, completion of the prescribed program before becoming eligible to participate.***</p>
Second Violation	<p>Consequence Ineligible to participate in any activity sanctioned by the SDHSAA for one (1) year from the date of adjudication, conviction, diversion, informal adjustment, suspended imposition of sentence or suspended imposition of delinquency.</p> <p>Alternative A suspension** of 60 calendar days, or six SDHAA events, whichever is longer, if the student completes an accredited intensive prevention or treatment program. ***</p>
Third or Subsequent Violation	<p>Consequence Ineligible to participate in any activity sanctioned by the SDHSAA from the date of adjudication, conviction, diversion, informal adjustment, suspended imposition of sentence or suspended imposition of delinquency.</p> <p>Alternative None</p>
*	Extracurricular activities means any activity sanctioned by the South Dakota High School Activities Association (SDHSAA)
**	A suspension begins on: (1) the day following the notification to a District Administrator that a student has been convicted, adjudicated, received an informal adjustment or court approved diversion program, or received a suspended imposition of sentence or suspended adjudication of delinquency or (2) the day following the student's admission to a school administrator that the student committed an offense enumerated in subdivision (1), which shall be made with the student's parent or guardian present if the student is an unemancipated minor, and the school administrator gives notice to the South Dakota High School Activities Association.
***	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. In addition, a suspension that is reduced pursuant to SDCL 13-32-9 is only in effect during the South Dakota High School Activities Association's activity year, which begins on the first day of its first sanctioned event and concludes on the last day of its last sanctioned event. A reduced suspension that is not completed by the end of one activity year shall carry over to the next activity year.
Students are ineligible to participate in any school activity event but are allowed to participate in practices during the suspension period so long as the student is not suspended from class or school.	

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District-Wide High School Rules

Due Process: Students shall be afforded due process rights. This includes the right to (1) be informed of conduct which would result in disciplinary action against the student; (2) notice of the rule violation; (3) explanation of the evidence supporting the charge; (4) an opportunity to present the student's side of the story; (5) a penalty that is proportionate to the violation.

Consequence Definitions

Detention: Discipline which requires students to serve time before or after school with no credit for class work missed.

In-School Suspension (ISS): Temporary denial to a student by a principal of participation in a class. Suspension will be served in school and the student will receive credit for completed class work.

Suspension After School (SAS): Discipline which requires students to serve up to 60 minutes of time at the end of the school day.

Short-Term Suspension (STS): Temporary denial to a student by the Principal, Superintendent, or School Board, of participation in a class or classes. The duration of the suspension may be reduced if student agrees to participate in an appropriate counseling program.

Long-Term Suspension (LTS): Temporary denial to a student by the Superintendent or School Board of participation in school for more than ten days, but not to exceed ninety days.

Expulsion: Denial of a student's membership in school by the school board for a period of time.

*Complete CSTAG

Where appropriate, the following additional interventions may be added to any violation:

Choices counseling/conflict resolution: Programs designed to teach students to deal with conflict in a constructive manner.

Community service: May be served at the school outside of the school day by assisting school staff in carrying out their duties.

Counselor referral: Student is referred to their school counselor or an independent counselor.

Drug/Alcohol evaluation and counseling: Student must complete a drug/alcohol assessment to determine appropriate course of treatment. Once the assessment is completed student must participate in recommended counseling sessions.

Out-of-School Suspension Alternative (OSSA): Optional short-term placement program for students who are out of school suspended.

Police referral: When appropriate students will be referred to the police for violations that are also violations of city, state, or federal laws.

Reassignment: Reassignment of a student to a school or school program because of student misbehavior. When a student is reassigned for misbehavior, transportation will be provided by the parent at no expense to the District.

Restitution: When appropriate students will reimburse the school or others for financial damages.

Restrictions: Removal of student privileges.

Risk /Threat assessment: Assessment conducted by an outside agency to determine the safety risk a student poses to a school environment.

Problem Solving Team (PST): A team of staff members who work together to help students become and remain successful in school.

Student conference: A meeting with administration and/or a counselor or team.

Student contract: A written plan or agreement to address discipline concerns.

Warning: Discussion and plan for change.

The progression of consequences resets according to the following schedule: Class 1: Per Quarter | Class 2, 3: Per Semester | Class 4: Per Year | Class 5, 6, 7: Entire HS Career

When discipline is imposed, parents/guardians will be contacted by email and/or mailing of the office referral and/or by phone to make them aware of the situation and, where appropriate, to discuss appropriate steps to resolve the situation or to address a future situation.

Infraction	Class	Infraction Definition	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
Academic Infractions	3	Academic Dishonesty: Using or submitting work that is not your own, also known as cheating, plagiarism, copying, transferring computer files, etc. Academic Dishonesty includes the unapproved use of artificial intelligence for credited work. Students will be expected to follow classroom instructions relating to academic integrity.	ISS/SAS (1 day) Restrictions No credit	ISS/SAS (3-5 days) Restrictions No Credit	Withdrawn from class with failing grade	
	3	Neglecting Obligations: Neglecting to complete disciplinary obligations such as detention, suspension after school, or community service.	ISS/SAS (1 day)	ISS/SAS (1-3 days)	STS (1 day)	STS (1-3 days)
Attendance Related Infractions	1	Sweep: Tardy to school or class.	Detention	Detention	Detention	ISS/SAS (1 day)
	1	ID Badge: Unable to produce the school ID badge when requested.	*No credit	*No credit	*No credit	
	2	Closed Campus: Leaving school without the permission of administration.	Detention	ISS/SAS (1-3 days)	ISS/SAS (3-5 days)	
	2	Skiping: Unapproved absence from a class period within the school day, including leaving class without permission. Skipping academic classes: <i>See JH/JH-R.</i>				
	3	Unauthorized Visit to Another School: Visiting another school during the school day without administrative permission.	ISS/SAS (1-2 days) Restrictions	ISS/SAS (3-5 days) Restrictions	STS (1 day) Restrictions Police referral	STS (3 days) PST Referral Police referral

Infraction	Class	Infraction Definition	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
Bullying/ Harassment/ Hazing	4*	Bullying: Physical, verbal, written or electronic conduct directed toward a student that is 1) Unwanted, 2) Repeated, and 3) Involves an imbalance of power. These actions are so pervasive, severe and objectively offensive that they: 1) have the purpose of creating or resulting in an intimidating, hostile, or offensive academic environment, or 2) have the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities. See <i>Policy JFCE</i> .	STS (3 days) PST referral Counselor referral	STS (5 days) PST referral Counselor referral	LTS or Expulsion Conflict Resolution Choices Counseling	
	4*	Harassment: Harassment is a form of discrimination. Physical or verbal conduct related to a person's race, religion, national origin, age, sex (including pregnancy), disability, sexual orientation, military status, genetic information or other category protected by law that has the purpose of creating or resulting in an intimidating, hostile, or offensive academic environment or which deprives the student access to educational opportunities. See <i>Policies AC/AC-R and JIAA/JIAA-R</i> .				
	4*	Hazing: Committing an act against a student or coercing a student to commit an act that creates risk of harm to a person, in order to be initiated into a student organization or class, or for any other purpose. See <i>Policy JICFA/JICFA-R</i> .				
Disrespect and Disobedience	3	Disrespectful Behavior: Communication or actions that demonstrate a lack of respect or courtesy toward an individual.	ISS/SAS (1-3 days) Restrictions	ISS/SAS (3-5 days) Restrictions	STS (2-3 days) Restrictions	STS (4-10 days) PST referral
	3	Offensive Language/Gesture: Use of disgusting, hurtful, obscene, or foul language, communication, or action.				
	3	Insubordination: Student conduct deemed as unwillingness to submit to authority or refusal to respond to a reasonable request (including providing false information).				
	3	Offensive Language Directed at a Person: Offensive language or gesture as defined above directed at another person.	STS (1-3 days) Restrictions	STS (3-5 days) Restrictions	STS (5 days) Restrictions	STS (10 days) PST Referral
Disruption	2	Class/Hallway Disruption: Creating or contributing to a disturbance that disrupts the normal operation of the school environment but does not pose a threat to the health or safety of others.	Detention	ISS/SAS (1 day)	ISS/SAS (3 days)	STS (1 day)
	3	School Disruption (Electronics): Taking unapproved images or recordings of students, staff, or others for any non-school purpose (e.g., use on social media, student bullying), which unreasonably interferes with the normal operation of the school, a student's education, or the staff working environment.	ISS/SAS (1-3 days) or Detention (1-3 days) Student conference	ISS/SAS (3-5 days) Student contract Counselor referral	STS (1-3 days)	STS (3-5 days)
	4*	School Disruption: Creating or contributing to a disturbance that disrupts the normal operation of the school environment, poses a threat to the health or safety of others, or unreasonably interferes with a student's education.	STS (3 days) PST referral Counselor referral	STS (5 days) PST referral Counselor referral	LTS or Expulsion Conflict Resolution Choices Counseling	
Dress Code	2	Inappropriate Dress: Violation of the school's dress code including but not limited to wearing clothing with profanity, suggestive themes such as alcohol, drugs, sex, death, or violence.	Detention Change clothes	ISS/SAS (1 day) Change clothes	ISS/SAS (2 days) Change clothes	See insubord. 2 nd violation Change clothes
Electronic Devices	2	Cell phones/Electronic Devices: Possessing a cell phone, or other personal device, that is turned on and/or within view, on school property in any academic class or hallway between the first bell and last bell of the school day, unless authorized directly by the school principal. Cell phone use will be allowed in the lunchroom during student's lunch. A 4 th violation will not be considered unless the infraction has been habitual in nature, otherwise the infraction remains on 3 rd violation.	Warning	Device confiscated for class period and returned at end of class period Parent notified	Detention Device confiscated for class period and returned at end of class period Parent notified	SAS Plan created Parent notified
	3	Technology Misuse: Unauthorized use of District technology. District technology is a privilege and not a right and acceptable use is set forth in <i>Policy IJNDC/IJNDC-R</i> . If the misuse also constitutes another violation, consequences consistent with the other violation may also be given.	ISS/SAS (1-3 days) Restrictions	ISS/SAS (3-5 days) Restrictions	STS (1-2 days) Restrictions	STS (2-3 days) PST Referral
Gang Activity	3	Gang Activity-Low Level: Wearing or possessing gang-related apparel and/or communication, whether verbal, gestures, handshakes, drawings, or writings, to convey membership or affiliation with a gang.	Warning	Warning ISS/SAS (1-3 days)	STS (3 days) Restrictions Risk assessment	STS (5 days) PST Referral
	5*	Gang Activity-High Level: Participation or association with a group in which the student's conduct presents a threat to himself/herself or others, is not in the best interest of the school, or causes a substantial disruption in the school environment.	LTS Threat assessment referral	LTS or Expulsion Threat assessment referral		
Substantial Disruptions and Illegal Activities <i>Cont. Next Page</i>	6*	Bomb Threat or threat of school shooting: A threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists or a substantial threat or plan to conduct a school shooting.	LTS or Expulsion Police referral Threat assessment referral			
	6*	Fires and Misuse of Fire Alarms/Extinguishers: Causing, or attempting to cause, a fire on school grounds, pulling a fire alarm, or using a fire extinguisher without valid cause.				
Infraction	Class	Infraction Definition	Minimum Consequences			

			1st Violation	2nd Violation	3rd Violation	4th (or more)
Continued... Substantial Disruptions and Illegal Activities	5*	Weapons – No Malicious Intent: Possession of an item considered to be a weapon when student brought the item to school (i) without the intent to harm others and (ii) by accident or without knowing it was a weapon. This category does not include the possession of a dangerous weapon.	STS (2-5 days)	LTS or Expulsion Police referral		
	6*	Weapons – Intent/Dangerous Weapon: Possessing, handling, or transmitting a dangerous weapon, any object or material that is ordinarily considered a weapon, look-alike weapons, or any object that could place a person in reasonable fear of physical harm. Including, but not limited to knives, razor blades, mace, and pepper spray. The term "dangerous weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocketknife with a blade of less than 2¼ inches in length.	LTS or Expulsion Police referral Threat assessment referral			
	6*	Engaging in Illegal Activities: Any other law-breaking event which poses a threat to the student or others, causes a substantial disruption in the school setting, and/or is not in the best interests of the school.				
	7*	Firearms: Carrying, possessing, storing, keeping, leaving, placing, or putting into the possession of another person, any firearm including an air gun.	Expulsion (12 months) Police referral Threat assess. referral			
Property Infractions	3	Graffiti/Vandalism: Marking or defacing premises or other property without permission.	ISS/SAS (1-3 days) Community service	ISS/SAS (3-5 days) Community service	STS (1-3 days) Community service Police referral	STS (3-5 days) Community service Police referral
	4	Destruction of Property: Causing or attempting to cause damage to private or school property, or the repeated damage involving private or school property. This includes the alteration of student or school computer programs or systems.	STS (1-3 days) PST referral Counselor referral	STS (3-5 days) PST referral Counselor referral	STS (5-10 days) PST referral Counselor referral	LTS or Expulsion Restitution/Community service
	4	Theft: Taking something that does not belong to you. Stealing, or attempting to steal, private or school property.	Restrictions Restitution Community service	Restrictions Restitution Community service	Restrictions Restitution Community service	
	4	Trespassing: Entering or remaining on school grounds or facilities without authorization and with no lawful purpose including visiting another school while on an out-of-school suspension.				
Tobacco and Vapor Products, Alcohol, and Drugs	3	Lighters and Matches: Possession of lighters or matches.	ISS/SAS (1-3 days) Restrictions	ISS/SAS (3-5 days) Restrictions	STS (1 day) Restrictions	STS (2-3 days) PST Referral
	4	Tobacco and Vapor Products: Using, possessing, selling, or dispensing of tobacco or vapor products, and related items, regardless of nicotine content, such as, but not limited to: cigarettes, cigars, chewing tobacco, loose leaf tobacco, vapor pens, e-cigarettes, and e-liquids and oils. See Policy JICG.	STS (1 day) PST referral Counselor referral Restrictions Police referral	STS (3 days) PST referral Counselor referral Restrictions Police referral	STS (5 days) PST referral Counselor referral Restrictions Police referral	STS (7 days) PST referral Counselor referral Restrictions Police referral
	5	Mood Altering Chemicals, Substances, and Paraphernalia: Using, possessing, or being under the influence of any mood-altering chemicals, substances, controlled substances or controlled substances without a valid prescription, or drug paraphernalia, including vapor pens/ e-cigarettes. This includes transferring, delivering, or receiving any medications to or from another student and using medication for purposes other than for its intended use. See Policy JLCD/JLCD-R. Under the Influence: Any detectable amount of a mood-altering substance, such as THC, steroids, marijuana, inhalants, alcohol, or other drugs.	STS (5-8 days) Police Referral PST Referral Drug/Alcohol evaluation and counseling referral	LTS Police Referral Drug/Alcohol evaluation and counseling referral	LTS or Expulsion Police Referral Drug/Alcohol evaluation and counseling referral	
	5	Mood Altering - Alcohol: Using, possessing, or being under the influence of alcohol.				
	6*	Distribution: Selling, dispensing, or possessing an amount that suggests distribution of a mood altering chemical or substance or medication. See Policy JLCD/JLCD-R.	LTS or Expulsion Police Referral Drug/Alcohol eval & counseling referral			
Sexual Misconduct	3	Pornographic Materials: Possessing, creating, or viewing obscene writings, drawings, photographs, videos, sound recordings, or the like.	ISS/SAS (1-3 days) Restrictions	ISS/SAS (3-5 days) Restrictions	STS (1 day) Restrictions	STS (2-3 days) PST Referral
	4*	Sexual Activity: Touching of a sexual nature, attempting to engage or engaging in sexual activity, or exposing private body parts on school property, within the school environment, in a school owned, leased or contracted vehicle, or at any school sponsored activity or event.	STS (3 days) PST referral Counselor referral Restrictions	STS (5 days) PST referral Restrictions	STS (10 days) Conflict resolution Choices Counseling	LTS or Expulsion
	6*	Sexual Violence: Physical sexual acts against a person's will, or where a person is incapable of giving consent.	LTS or Expulsion Police referral			

Infraction	Class	Infraction Definition	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
Verbal and Physical Altercations	2	Verbal Dispute: A confrontation between two or more students without physical aggression or injury.	Detention	ISS/SAS (1-3 days)	ISS/SAS (3-5 days)	
	3	Verbal Altercation: A hostile confrontation between two or more students involving the use of profanity and causing a substantial disruption.	STS (1-3 days) Restrictions	STS (3-5 days) Restrictions	STS (5 days) Restrictions	STS (10 days) PST Referral
	3	Physical Aggression-Student: Aggressive behavior with the potential to cause physical harm towards others including a forceful action, attitude, or behavior that is expressed physically toward another student.				
	4*	Intimidation/Threat-Student: Use of coercion, force, threats, intimidation, or similar conduct, that constitutes a threat to another student's safety or interferes with school purposes.	STS (5 days) PST referral Counselor referral Restrictions Police referral	STS (10 days) PST referral Counselor referral Restrictions Police referral	LTS or Expulsion Conflict Resolution Choices Counseling Police referral	
	4*	Fighting: A physical conflict involving two or more students.				
	5*	Intentional Violence-Student: Planned or intentional striking of or violence to another person against his or her will; intentionally causing bodily harm to another student. Cases in which physical injury are caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.	STS (5-10 days) Police referral	STS (10 days) Police referral	LTS or Expulsion Police referral Counselor referral	
	5*	Physical Aggression-Staff: Aggressive behavior with the potential to cause physical harm towards others including a forceful action, attitude, or behavior that is expressed physically toward a staff member.	LTS Choices Counseling Police referral Threat assessment referral	LTS or Expulsion Conflict Resolution Police referral Threat assessment referral		
	5*	Intimidation/Threat-Staff: Use of coercion, force, threats, intimidation, or similar conduct, that constitutes a threat to a staff member's safety or interferes with school purposes.				
	5*	Intentional Violence-Staff: Planned or intentional striking of or violence to a staff member against his or her will; intentionally causing bodily harm to staff. Cases in which physical injury are caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.				
	6*	Endangering the Lives of Others or Causing Serious Bodily Injury: Actions causing serious bodily harm or actions that significantly jeopardizes an individual(s) safety or well-being.	LTS or Expulsion Police referral Threat assessment referral			
Vehicle Infractions	2	Parking Lot Violations-School Rules: Failure to comply with school parking lot rules and regulations. Students are expected to park in parking lots and spaces as assigned by administration.	Detention Restrictions	ISS/SAS (1-3 days) Restrictions	ISS/SAS (3-5 days) Restrictions	Loss of parking privileges/Vehicle may be towed
	3	Parking Lot Violations-Laws: Failure to comply with City and State traffic laws in school parking lots and on District property.	ISS/SAS (1-3 days) Restrictions	ISS/SAS (3-5 days) Restrictions	Loss of parking privileges/Vehicle may be towed	
ADDITIONAL INFRACTIONS						
<p>Accessory: Students who cause someone else to commit a violation, help in the commission of a violation, or encourages, advises, or acts with another to commit violation will be disciplined as if they committed the violation themselves.</p> <p>Bus/Cab Behavior: While on district-provided transportation (including but not limited to a bus or cab), students shall adhere to the same behavior expectations, standards, and consequences as at school. Consequence will be consistent with the violation committed which may also include suspension of riding privileges. <i>See Policy EE/EE-R.</i></p> <p>Infractions off school grounds: Activities that occur outside of the school environment but substantially disturb the school environment are subject to the consequences listed in this matrix.</p> <p>Other campuses: Any violation committed by a student on another campus shall be punished in the same manner as if the violation had been committed at the student's assigned school.</p>						
<p>Activity (Participation) Rules: The District's Activity Rules apply for a class FOUR (4) violation or above and consequences for participation in co-curricular or extracurricular activities are in addition to the above listed consequences, <i>See Policy JJAA/JJAA-R.</i></p>						



SIOUX FALLS SCHOOL DISTRICT MIDDLE SCHOOL & HIGH SCHOOL BUS BEHAVIOR DISCIPLINE RULES

A STUDENT'S ABILITY TO RIDE THE BUS IS A PRIVILEGE – NOT A RIGHT

THE CONSEQUENCES LISTED BELOW ARE MINIMUMS ONLY. ADMINISTRATION MAY ENFORCE A MORE SEVERE PENALTY WHICH MAY INCLUDE INDEFINITE REMOVAL FROM THE BUS. INFRACTIONS ARE ADDRESSED IN POLICY/REGULATION JK/JK-R, AND IN THE DISTRICT WIDE DISCIPLINE MATRIX.

INFRACTIONS	FIRST VIOLATION	SECOND VIOLATION	THIRD VIOLATION	FOURTH & SUBSEQUENT VIOLATIONS
LEVEL 1				
All Class 2 district discipline violations that occur on the bus	Warning and phone call home	Phone call home and 1 Day ISS or 1 SAS	Phone call home and 1-3 days ISS or 1-3 SAS	Four Level 1 violations in a semester will result in a Level 2 violation
LEVEL 2				
All Class 3 district discipline violations that occur on the bus	Bus removal 5 days	Bus removal 10 days	Bus removal 20 days	Bus removal remainder of the year
LEVEL 3				
All Class 4 district discipline violations that occur on the bus	Bus removal 10 days	Bus removal 20 days	Bus removal remainder of the year	NA
LEVEL 4				
All Class 5 district discipline violations that occur on the bus	Bus removal 20 days	Bus removal 40 days	Bus removal remainder of the year	NA
LEVEL 5				
All Class 6 & 7 district discipline violations that occur on the bus	Bus removal 40 days	Bus removal remainder of the year	NA	NA

ISS or SAS: In-School-Suspension or Suspension After School.

Level 1 Infractions: Level 1 infractions restart at the beginning of each semester. Four Level 1 infractions will result in a level 2 consequence and will not be removed at the end of the semester.

Level 2-4 Infractions: Levels 2-4 are cumulative throughout the school year. Any infraction in levels 2-4 will result in the next infraction being addressed as a subsequent violation consequence. All consequences are for one school calendar year and start over the next school year unless the Superintendent or Superintendent's Designee has determined the violation warrants additional consequences.

Due Process: Students shall be afforded due process rights. This includes the right to: 1) be informed of conduct which would result in disciplinary action against the student; 2) notice of the rule violation; 3) explanation of the evidence supporting the charge; 4) an opportunity to present the student's side of the story; and 5) a penalty that is proportionate to the violation.

Appeal: If it is believed that a student's rights have been violated and the removal is in excess of 10 days, the violation may be appealed by filing a written request for appeal with the Superintendent or designee within five (5) school days. The Superintendent or designee will respond in writing within five (5) school days. The student will remain ineligible to ride the bus during the appeal process.

August 2022

IX. 6-12 Student Information on Discrimination and Harassment

Sioux Falls School District

6-12 Student Information on Discrimination and Harassment

Equal Access/ Non-Discrimination

The Sioux Falls School District believes that a valuable element of education is the development of respect for all individuals and seeks to provide equal access/equal opportunity for students to all District programs and activities. In an effort to provide a safe, respectful educational environment, the District prohibits discrimination. Harassment is one form of Discrimination.

Harassment

What is Harassment?

Harassment is physical or verbal conduct related to a person's race, color, religion, creed, ancestry, gender (including pregnancy), sexual orientation, national origin, age, disability, military/veteran status, genetic information or other basis prohibited by law when the conduct is severe or repetitive and objectively offensive that it creates an intimidating or hostile school environment or deprives a student of an opportunity.

Examples of conduct that may cause harassment:

- Use of racial, sexual, ethnic, or other types of slurs or insults
- Intimidation
- Online or text messaging of an offensive manner
- Explicit notes or graphic drawings
- Unwanted touching
- Stereotyping
- Use of food to harm or tease someone with food allergy

Reporting discrimination/harassment and investigation:

All reports of discrimination or harassment will be investigated.

- Students should report complaints of harassment to principal, program supervisor, or Civil Rights Officer (367-4670).
- If a student prefers, the student may first report a concern to another trusted adult. That staff member will report the concern to the principal.
- The principal will ask you to complete a Complaint Investigation Form.
- Parents/guardians are also encouraged to contact the principal if they are concerned about harassment.
- All allegations will be timely investigated.
- When interviewed, you can have someone with you.
- You can speak confidentially to a counselor about your concern.

The student complaint investigation form is available at all schools, or on the District's website:

<http://www.sf.k12.sd.us/our-district/report-of-concern>

Retaliation:

Making a complaint will not affect your status at school. Retaliation for making a complaint, or participating in an investigation, will not be tolerated and should be reported immediately.

Remedy:

- The School will make sure the harassment ends.
- Students responsible for harassing others will receive a consequence in accordance with the student discipline policy.

More information:

More information can be found on the District's website: <http://www.sf.k12.sd.us/our-district/report-of-concern>

X. Sioux Falls School District Annual Notifications

All current official notices and District policies can be found on the District's website at <http://www.sf.k12.sd.us/our-district/district-policies>, or can be obtained from any school office or the Instructional Planning Center.

1. Discrimination and Harassment:

The Sioux Falls School District is committed to providing a learning environment free of discrimination and harassment. The District prohibits discrimination/harassment on the basis of race, color, creed, religion, age, gender (including pregnancy), sexual orientation, disability, national origin or ancestry, military/veteran status, genetic information, or any other category protected by law. Additionally, the District provides equal access to the Boy Scouts and other designated youth groups.

The District will investigate all reports of harassment/discrimination, and will discipline, or take appropriate action, against any student or employee who is found to have violated the Harassment and/or Discrimination Policies and Regulations:

- (1) Students should report complaints of harassment to a building administrator.
- (2) If a student prefers, the student may first report a concern to a counselor, or other trusted adult. That staff member will report the concern to the administrator.
- (3) Parents/guardians are encouraged to call an administrator if they are concerned about harassment or intimidation issues.
- (4) An administrator will investigate all complaints and determine an appropriate course of action.
- (5) Submission of a complaint or report of harassment will not affect the student's status with the District. The District prohibits retaliation against any individual who reports a claim under this policy or participates in an investigation of any such claim.

More information can be found on the District's website:

<http://www.sf.k12.sd.us/our-district/report-of-concern>

2. NOTICE: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTIFICATION - Policy Regulation JRA/JRA-R

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("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 of the day the School receives a request for access. Parents/guardians or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal

will make arrangements for access and notification 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/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. This does not include the right to request a change to any specific grade. Parents/guardians or eligible students who wish to ask the school to amend a 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, the school will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- (3) The right to privacy of personally identifiable information (PII) in 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. A school official is a person employed by the school 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 or contractor outside of the school who 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/guardian or student volunteering to serve on an official committee, a parent/guardian, student, or other volunteer assisting another school official in performing his or her tasks, or a service provider or vendor providing the District with online educational services or applications. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks to enroll if the disclosure is for the purposes of the student's enrollment or transfer.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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. Dept. of Education, 400 Maryland Ave., SW, Washington, DC 20202.

3. NOTICE: DIRECTORY INFORMATION

FERPA requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information (PII) from your child's education records. However, the District may disclose appropriately designated "directory information" (information that is generally not considered harmful or an invasion of privacy if released without written consent), unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information in certain school publications. Directory information may also be provided to outside organizations. The District classifies and identifies directory information as follows:

A. Directory Information for Use in School Publications:

The District designates the following as directory information for use by the District in school publications without prior parental written consent:

- (1) Student's name;
- (2) Grade level;
- (3) Student's participation in officially recognized activities or sports;
- (4) Weight and height of athletes;
- (5) Honors, awards, and degrees;
- (6) Information which denotes accomplishments and achievements;
- (7) Individual and group photographs;
- (8) Dates of attendance;
- (9) School attending; and
- (10) Parent/Guardian name.

Examples of the use of the above information in school publications by the District include, but are not limited to: class rosters posted inside school buildings; a program showing a student's role in a music or drama production; the annual yearbook; school newspaper; honor roll or other recognition lists; graduation programs; and sports activity programs, such as for wrestling, showing weight and height of team members.

B. Directory Information for Student Contact Lists and Public Requests (Outside Organizations): The District designates the following as directory information that may be disclosed by the District without prior written parental consent to outside organizations:

- (1) Student's name;
- (2) Address;
- (3) Telephone number;
- (4) School attending; and
- (5) Grade level.

Examples of the use of outside organization directory information include, but are not limited to: use in a parent/student contact list (e.g. buzz book, school telephone directory, school contact list), providing

information, upon request, to individuals, groups or organizations outside of school (e.g. parent groups [booster groups, PTA], outside organizations serving youth, companies that manufacture class rings or supply graduation items, photographers).

In addition, the District may provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents/guardians have advised the District that they do not want their student’s information disclosed without their prior written consent. This written notice must be given to the student's building principal/program administrator or the Director of Technology & Information Services/Student Records within fifteen (15) days after notice is given.

Upon directory information from either category A or B being made public by the District (e.g. a program distributed at school event or information provided to manufacturer of class rings), that specific information, unless excluded by law, may fall within the definition of a public record and be accessible to the citizens of South Dakota in accordance with South Dakota’s open record laws.

4. Right of Parent/Guardian or Eligible Student to Opt-Out of Disclosure of Directory Information

The District will disclose the above identified directory information without written consent unless a parent or an eligible student “opts-out.” Parents or an eligible student may elect to “opt-out” of one or both categories of directory information (Directory Information for Use in School Publications and/or Directory Information for Student Contact Lists and Public Requests (Outside Organizations)). Any such “opt-out” must be made, in writing, to the building principal within fifteen 15 days after the notice is given. Policy/Regulation JRA/JRA-R can be found on the District’s website at www.sf.k12.sd.us or can be obtained from any school office or the Instructional Planning Center.

5. NOTICE: INFORMATION NOT SUBJECT TO SURVEY, ANALYSIS, OR EVALUATION WITHOUT CONSENT/ PROTECTION OF PUPIL RIGHTS AMENDMENT AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES ANNUAL NOTIFICATION – POLICY ILD

The Protection of Pupil Rights Amendment (PPRA) affords parents/guardians certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. South Dakota Codified Law 13-3-51.2 provides greater rights to parents/guardians. These include the right to:

- *Consent* before students are required to submit to a survey, analysis, or evaluation that concerns one or more of the following protected areas (“protected information survey”):

- (1) Political affiliations or beliefs of the student or student’s parent;
- (2) Mental or psychological problems of the student or student’s family;
- (3) Sex behavior or attitudes;

- (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
 - (5) Critical appraisals of others with whom respondents have close family relationships;
 - (6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - (7) Religious practices, affiliations, or beliefs of the student or parents;
 - (8) Personal or family gun ownership; or,
 - (9) Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
 - (1) Certain non-emergency medical examinations required for school attendance; and
 - (2) 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.

The District has adopted a procedure regarding the above rights and to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. The District will notify parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of surveys for which consent is required. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to consent (protected information surveys) or opt their child out (marketing activities and certain non-emergency medical examinations) as required by the PPRA and state law. Parents/guardians will also be provided an opportunity to review any pertinent surveys.

Parents/guardians who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave., SW, Washington, DC 20202. Policy ILD can be found on the District’s website at www.sf.k12.sd.us or can be obtained from any school office or the Instructional Planning Center.

6. NOTICE OF NON-DISCRIMINATION – POLICY/REGULATION AC/AC-R

In an effort to provide a safe, respectful educational environment, the District prohibits discrimination in its policies, employment practices, and programs on the basis of race, color, creed, religion, age, gender

(including pregnancy), sexual orientation, disability, national origin or ancestry, military/veteran status, genetic information or any other category protected by law. In addition, the District shall not discriminate in the opportunities for students on the basis of parental status, marital status, or pregnancy, nor shall such students be excluded from any program or activity, including any class or any extracurricular activity. Additionally, the District provides equal access to the Boy Scouts and other designated youth groups. Prohibited acts of discrimination include racial, sexual, ethnic or other types of slurs, insults, intimidation, harassment, and other conduct directed toward another person in accordance with Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 (discrimination based on disability); Title VI of the Civil Rights Act of 1964 (discrimination based on national origin or race); Title IX of the Education Amendments of 1972 (discrimination based on gender); the Age Discrimination Act of 1975 (discrimination based on age.); and the Boy Scouts of America Equal Access Act of 2001 (equal access to public school facilities for the Boy Scouts and other designated youth groups). In addition, the District provides equal access/equal opportunity for students, employees, and the public, to District programs and activities.

7. COMPLAINT PROCEDURE – RESOLUTION OF DISCRIMINATION COMPLAINTS

Individuals with concerns or inquiries about discrimination are encouraged to attempt to resolve the concern informally by working with the administrator most directly involved in the situation. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Discrimination based on a student’s disability: Section 504 Coordinator: Health Services Coordinator, 201 East 38th St., Sioux Falls, SD 57105-5898, Ph. (605)367-7933.
- All other forms of discrimination: Civil Rights Officer/Title IX Coordinator (CRO/IX), In-House Counsel, 201 East 38th St., Sioux Falls, SD 57105-5898 Ph. (605)367-4670.

A complaint may be filed by a student, parent/guardian, employee or other citizen when it is felt that a violation of Policy AC Nondiscrimination/Equal Opportunity has occurred. Formal complaints are filed with the persons named above.

(1) The Complaint Investigation Form should be completed by the person filing the complaint or the designated administrator. The form includes the following:

- Complainant’s name and address;
- Date(s) of the incident(s);
- Description of the incident(s);
- Name(s) of the person(s) involved in the incident(s);
- Name(s) of any witness(es) to the incident(s);
- What action, if any, has been taken;

- Requested resolution of the complaint; and
 - Signature of the complainant will be requested, but not required
- (2) An investigation will be initiated. This investigation may be conducted by District officials or by a third party designated by the District. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the Superintendent and the CRO/IX.
 - (3) If the complainant is not satisfied with the decision rendered by the designated administrator, he/she may appeal the decision to the Superintendent within ten (10) working days following receipt of the decision. The appeal must include the original Complaint Investigation Form, a copy of the decision from the designated administrator and a written statement as to a reason for the appeal.
 - (4) The Superintendent or designee will review the materials submitted, investigate the circumstances and respond in writing within fourteen (14) working days from the appeal. At the Superintendent's level, the appeal process may or may not include a conference with the parties involved.
 - (5) If the complainant is not satisfied with the decision rendered by the Superintendent, he/she may request a hearing in executive session with the School Board. The request for hearing must be submitted in writing within ten (10) working days through the Superintendent's Office. The hearing will be scheduled within thirty (30) working days from the request for hearing. The involved parties will be notified in writing of the date and time of the scheduled hearing.
 - (6) The School Board will render a decision in writing within ten (10) working days of the hearing.
 - (7) During the investigation all parties directly involved in the complaint may have legal or other representation. If any party elects to be represented at any step of the complaint procedure, the name of the representative must be declared in writing to the Civil Rights Officer within two (2) days of the filing of the complaint, notification of any investigation, or the filing of any appeal.
- The District prohibits retaliation against any individual who reports a claim under this policy or participates in an investigation of any such claim.

Policy/Regulation AC/AC-R can be found on the District's website at www.sf.k12.sd.us or can be obtained from any school office or the Instructional Planning Center. Concerns and inquiries regarding discrimination rights may be directed to the Office of Civil Rights/ Kansas City Office, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, Telephone: (816) 268-0550, Fax: (816) 268-0559, Email: OCR.KansasCity@ed.gov.

8. NOTICE: SECTION 504 OF THE REHABILITATION ACT OF 1973- Policy/Regulation KED/KED-R DISABILITY DISCRIMINATION IN PROGRAMS/SERVICES

Section 504 of the Rehabilitation Act of 1973 (Section 504) is designed to eliminate discrimination on the basis of disability and requires that qualified individuals be provided equal access to educational programs and services.

ACCESS - Persons with disabilities may contact the building principal or site administrator before the event to obtain reasonable accommodations needed to participate in District programs or activities. If the principal or site administrator is unable to address the request, concerns should be referred to the District's Section 504 Coordinator - Health Services Coordinator; 201 East 38th St., Sioux Falls, SD 57105-5898, Ph. (605)367-7933.

STUDENTS - Policy/Regulation KED/KED-R, Concerns and Complaints about Educational Programs for Students with Disabilities or Students with Substantially Limiting Health Conditions, outlines the District's procedure relating to the identification, evaluation or educational placement of a student under Section 504. Concerns/Complaints relating to the identification, evaluation or educational placement of a student under Section 504 should be referred to the District's Section 504 Coordinator - Health Services Coordinator, 201 East 38th St., Sioux Falls, SD 57105-5898;, Ph. (605)367-7933.

9. **PARENTAL RIGHTS** - You have the right to: (1) Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability; (2) Have your child receive a free appropriate public education; (3) Have your child educated in facilities and receive services comparable to those provided nondisabled students; (4) Have your child have an equal opportunity to participate in nonacademic and extracurricular activities provided by the District; (5) Receive notice with respect to the identification, evaluation or placement (including a substantial change in placement) of your child; (6) Have the identification, evaluation and placement decisions based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options; (7) Have your child receive appropriate educational and related services when eligible and necessary under Section 504; (8) Examine all relevant records relating to decisions regarding your child's educational records, including records related to the identification, evaluation, educational program and placement; (9) Request a review of a Section 504 Team decision relating to the evaluation, educational program and placement (including any substantial change in placement) of your child; (10) Request an impartial due process hearing relating to the evaluation, educational and placement decisions (including any substantial change in placement); (11) Appeal the decision of the impartial hearing officer to a court of competent jurisdiction; (12) Have the District advise you of these rights under the federal law.

The Sioux Falls School District must identify and evaluate students who may be eligible for services under Section 504 due to the following conditions:

- (1) A physical or mental impairment that substantially limits one or more major life activities (including major bodily functions); or

- (2) A record of having an impairment that substantially limits one or more major life activities, or
- (3) An impairment that substantially limits one or more major life activities.

The District will provide prior written notice to parents/guardians before initiating or changing or refusing to initiate or change the identification, evaluation or educational placement of a student under Section 504. Parent/guardian consent is required for all initial evaluations.

10. REVIEW AND IMPARTIAL DUE PROCESS HEARING PROCEDURE - The parent/guardian of a child with a disability who disagrees with any decision regarding the identification, evaluation or educational placement of a student by the 504 Team may request a review by the District's Section 504 Coordinator - Health Services Coordinator or file a Due Process Complaint. Request for review: The District's 504 Coordinator will send a written response to the parent/guardian within ten (10) working days of receiving the request for review. That written response will specifically address the issues raised by the parent/guardian. Impartial Due Process Hearing: A parent/guardian may file a Due Process Complaint at the Instructional Planning Center addressed to the District's 504 Coordinator.

Prior to the initiation of a Due Process Hearing, the Section 504 Coordinator will offer to convene a meeting with the parents/guardians and the relevant member or members of the 504 Team and a representative of the District who has decision-making authority on behalf of the District. The purpose of the meeting is for the parents/guardians to discuss their Due Process Complaint and the facts that form the basis of the Complaint so that the District has the opportunity to resolve the dispute. If the issues raised in the Due Process Complaint are not resolved to the satisfaction of the parent/guardian within 30 days of the receipt of the Due Process Complaint, a Due Process Hearing will be scheduled. An impartial Hearing Officer will be retained to conduct a hearing. Any party to a hearing has the right to:

- (1) Be accompanied and advised by counsel - neither party has the right to be represented by a non-attorney at a hearing;
- (2) Present evidence and confront, cross-examine, and compel the attendance of witnesses;
- (3) Introduce evidence that has been disclosed to the other party at least 5 business days before the hearing;
- (4) Obtain a written, or, at the option of the parent/guardian, electronic, verbatim record of the hearing; and
- (5) Obtain written, or, at the option of the parents/guardian, electronic findings of fact and decisions.

A complete copy of Policy/Regulation KED/KED-R can be accessed at www.sf.k12.sd.us/schoolboard/policies or obtained from any school office.

Concerns and inquiries regarding Section 504 may be directed to the Office of Civil Rights, U.S. Dept. of Education, Kansas City Office, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106. Telephone: (816) 268-0550; Facsimile: (816) 268-0559; Email: OCR.KansasCity@ed.gov.

11. INDIVIDUALS WITH DISABILITIES EDUCATION ACT: CHILD IDENTIFICATION

The District provides free appropriate public education for all children with disabilities from birth through age 21. Any eligible child within the jurisdiction of the District, including those enrolled in any public or private agency or school located in the District, should be referred to the Office of Special Services, Ph. (605)367-7689.

Documents for Public Inspection: The District is operating a project in compliance with the Individuals with Disabilities Education Act. Any funding applications, evaluation, or reports required by the State for operation of the project are available for public inspection. Documents are maintained in the Special Services Office of the Instructional Planning Center, 201 East 38th St., and are available during business hours.