

DELL RAPIDS PUBLIC SCHOOLS

STUDENT & PARENT

HANDBOOK

2025-2026

Approved by the Dell Rapids School District 49-3
Board of Education
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PREFACE

NON DISCRIMINATION

The Board reaffirms the principle that every child -- regardless of race, creed, color, sex, cultural or economic background, or handicap -- should be given maximum educational opportunity for educational development.

Further, no student will, on the basis of sex, be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The school district will treat its students without discrimination on the basis of sex as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

Students, their parents, and employees of the Dell Rapids District are hereby notified that this school district does not discriminate on the basis of sex and is required by Title IX not to discriminate on the basis of sex in its educational activities and employment practices. Any person having inquiries concerning the Dell Rapids School District's compliance with Title IX is directed to contact John Silvernail at 428-5473. Mr. Silvernail has been designated by the Board of Education to coordinate the school district's effort to comply with Title IX.

FOREWORD

This handbook is addressed to the student body and parents of Dell Rapids Public Schools. Please read and discuss its contents within your family to become more familiar with the rules and regulations which govern student life at Dell Rapids Schools. All students who attend our schools are required to follow the rules outlined here, in addition to the rules set by individual classroom teachers for their own rooms. If you have a question that is not answered within these pages, please feel free to contact the principal of your building or your teacher. We recognize that educating children requires a team effort and we look forward to joining you in this vital pursuit.

DISCIPLINE & ATTENDANCE POLICY DEFINITIONS & PROCEDURES

The following definitions and outline of procedures are intended to help you understand terms used to describe actions which may be taken by school personnel as a consequence of your actions. It should be understood that serious and frequent violations of rules will result in more serious consequences. At times, some disciplinary actions may be used in conjunction with others. The due process rights of the individual will be honored in administering disciplinary and attendance procedures.

Notification of Parents - Parents will be notified about their child's misconduct or detention assignments when it becomes apparent they may need to become involved in support of the school or when their attendance at conferences is required. While it is best to notify parents in advance, with large numbers of both parents working and working outside our community during the day, telephone notification is difficult, if not impossible. When parents cannot be reached by telephone, a notice may be mailed to the student's home address or electronic notification may be utilized. Students, too, have a responsibility to

inform their parents of disciplinary action taken as a result of their violations of rules and procedures or instances of misconduct.

Classroom Detention is assigned by teachers and may be held before or after school for a period of time not to exceed 30 minutes per detention period. Teachers may also require a student to eat lunch in a noon detention. Classroom Detention must be served as assigned. Students are responsible for making whatever transportation arrangements are necessary and may delay the Classroom Detention assignment to the next day as long as arrangements are made with the teacher in advance.

Temporary Removal From Class - Occurs when a student's behavior is in violation of classroom rules and is disruptive to the classroom procedures. This action may be initiated by the teacher when she/he sends the student to the office. A discipline notice will be filled by the teacher in Campus, and sent to the office. Removal from class for a period of time of more than one class period will be administered by the principal only.

Permanent Removal From a Class - Occurs when a student's behavior is a violation of safety procedures established for the class, or when the student's misbehavior is serious, threatening to others either verbally or physically, frequent (as determined by the Principal). When a student is permanently removed from a class, she/he will be assigned to a study hall or the student's class schedule may be adjusted. No credit will be granted for the class from which the student has been removed. This action may be administered only by the principal. Parents will be notified when this action is taken.

Short Term Suspension - Denial of the opportunity to attend school for a period of time from one through ten school days. This action can be imposed by the superintendent, principal, or other person designated to oversee the school. Students will earn full credit during the time of the suspension.- A parent conference is required before a student can return to school following an out-of-school suspension.

In-School Suspension - Occurs when a student displays inappropriate behavior that is disruptive to the learning environment. This could include the classroom, hallways, lunchroom, or other areas on school grounds. A student will be expected to complete homework during the suspension that was missed because she/he was removed from class. Students will receive full credit during the suspension. Contact with other students will be limited while the suspension is served and all electronic devices will be removed from student possession unless they are necessary for coursework. In-School Suspension will be assigned by the principal. Parents will be notified when In-School Suspension is assigned to a student.

Long Term Suspension or Expulsion - Denial of the opportunity to attend school for a period of time of more than ten school days, but not exceeding ninety days during which the suspension or expulsion is imposed. This action can be administered only by the Superintendent with an appeal process to the Board of Education. Full credit will be granted during the time of a long term suspension. In the high school, no credit will be allowed to be made up during the time of an expulsion.

STUDENT RESPONSIBILITIES

ELEMENTARY SCHOOL BEHAVIOR EXPECTATIONS

Playground Expectations

1. Students will play in the designated playground areas appropriate for their grade level and play safely at all times.
2. Students will treat playground equipment with respect, use equipment appropriately, and return equipment when recess is over.
3. Aggressive play is not allowed. This includes wrestling, pushing, kicking, tripping, or tackling.
4. Slides are to be used one student at a time. Students must go down the slide feet first.
5. Students will share and include others in their play.
6. Students will treat supervising adults and other students respectfully.

Winter Weather Expectations

1. Students must wear the appropriate winter gear including snow pants, boots, coats, hats, and gloves/mittens.
2. Students are not allowed to throw ice, snow, or snowballs.
3. Students are not allowed to play or slide on the ice.
4. Students will be allowed to play on small snow hills. When snow hills become too large or slippery, students will not be allowed on them.

Bathroom Expectations

1. Students will use quiet voices in the bathrooms.
2. Students will keep their hands, feet, and objects to themselves.
3. Students will keep the restroom clean and pick up after themselves.
4. Students will go, flush, wash, and exit the bathroom.

Hallway Expectations

1. Students will walk on the right side of the hallway. No running.
2. Students will keep their hands, feet, and objects to themselves.
3. Students will use a quiet voice.

Lunchroom Expectations

1. Students will treat the lunchroom staff and supervisors with respect.

2. **Students will use a regular speaking voice at the table.**
3. **Students will use good table manners.**
4. **Students will clean up their table spot and put their trays, silverware, and trash in the appropriate places.**
5. **Students will keep their hands, feet, and objects to themselves.**

Each student is responsible for the following areas if she/he is to receive an education in the Dell Rapids Public Schools:

1. Students are responsible for doing all assigned schoolwork and for doing their very best.
2. Students are responsible for having appropriate books, equipment and materials with them for each class period.
3. Students are responsible for doing their own schoolwork, for not copying work from others, and for not allowing others to copy work from them.
4. Students are responsible for their attendance at school and must attend school and all classes regularly and on time.
5. Students are responsible for their own behavior and for respecting the rights of other students to attend school here without classroom disruptions.
6. Students are responsible for respecting the right of other students to attend school without fear of physical or verbal abuse.
7. Students are responsible for following the rules and regulations governing conduct established by law, the Board of Education, the administration, and the teaching staff.
8. Students are responsible for following safety expectations while on campus, on buses, and off campus, when involved in a required school sponsored activity.

WHAT HAPPENS IF STUDENTS DON'T LIVE UP TO THEIR RESPONSIBILITIES?

Please refer to Appendix B page 52 for discipline matrix

As a student progresses from Kindergarten to 12th grade, the degree of academic and social independence increases. Students who refuse to accept their responsibilities will undergo restrictions on their independence. If behaviors continue to occur, the degree of restriction increases. In the most severe cases, students who refuse to accept their responsibilities will be subject to action which may lead to the denial of the opportunity to attend the Dell Rapids Public Schools.

DRHS INCENTIVE/ACCOUNTABILITY POLICY

The DRHS Incentive Policy is designed to reward students who meet academic, behavioral, and attendance expectations. Students on the incentive list are granted the privileges listed below. Incentive status is subject to change at any time, based on administrative review. The incentive list will be a fluid document.

ELIGIBILITY BY GRADE LEVEL

- **FRESHMAN**
- Not eligible for incentives. Freshman focus on establishing a foundation of good habits and performance.

- **SOPHOMORES**
- Eligible **2nd quarter**, based on **1st quarter** and **freshman year** performance.
- Open campus for lunch and study halls.

- **JUNIORS**
- Eligible at the **start of the year**, based on performance from the previous **two years**.
- Open campus for lunch, study halls, and dual credit courses.

- **SENIORS**
- Eligible at the **start of the year**, based on performance from the previous **three years**.
- Open campus for lunch, study halls, and dual credit courses.
- Preferential parking in north lot

INCENTIVE LIST REQUIREMENTS

1. Academic Achievement

- Meet **individual growth goals** in **3 out of 4 subject areas** on the **NWEA MAP** test or score in the **blue (high performance) area** in **3 out of 4 subject areas** on MAP
- A grade **lower than a C-** will remove you from the list.
- Having **missing assignments will remove you** from the list.

2. Attendance & Tardies

- No more than **5 absences** per semester (excused or unexcused)
- No more than **3 tardies** per semester
- Receiving a tardy while on the list results in a **two week loss of privileges**

3. Behavioral Expectations

- No **major behavioral infractions - this will be handled by administration.**

There is an appeal process if you wish to be on the incentive list and don't meet the criteria due to extenuating circumstances. See Mr. Denning for more information.

WHAT HAPPENS IF STUDENTS MISBEHAVE OR DON'T FOLLOW THE RULES?

All students are responsible for their behavior at school and at school sponsored events both at home and at other schools. Following rules established by the Board of Education, the teachers, or administration are not optional.

All school employees have a responsibility to maintain order and to enforce rules. This is necessary so that learning can take place. In addition to their classrooms, school employees have a responsibility to enforce school rules in all other areas of the school and at school events when they are present.

Classroom teachers have a wide variety of strategies they will use to maintain proper order in their rooms. First, and probably the most used, is the verbal reprimand. Teachers will also assist students in developing plans to improve their conduct or approach to learning. Teachers will notify parents to ask for their help if students are not cooperating. In the event immediate help from parents is needed, teachers will make telephone calls to student homes to explain problems and expectations. Teachers may require students to come to his/her room for a conference to discuss problems students are experiencing or causing for others. Students must attend conferences assigned by their teachers. At times, teachers may contact parents and request their attendance at a conference at school to resolve problems.

Teachers may schedule a conference with the principal during which time the student, teacher, and the principal will discuss the problems being experienced and set up conditions for continued attendance in class.

Teachers may have other strategies set up which are appropriate for each individual classroom situation. In the event students are not responding appropriately to the procedures outlined above, teachers may send students to the principal's office. Being sent to the principal's office for misconduct or violations of school rules is a step which may lead to extended removal from a class, in-school or out-of-school

suspension for a period of time, or a recommendation for permanent removal from school. Parents or guardians will be notified when students are assigned in-school suspension or out of school suspension. Students who misbehave or do not follow the rules will be subject to the actions outlined in the school's Progressive Discipline Plan. (See Appendix B)

SEXUAL HARASSMENT

It is the policy of the Dell Rapids School District that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible expulsion or termination for violation of this policy.

DRESS CODE

Any articles of clothing which are a distraction must be avoided. Grooming and clothing that prevents individuals from producing quality work because of blocked vision or restricted movement must be avoided. Hats, caps, hoods, or head coverings are not to be worn in the building. All students must wear shoes while in school or while representing the school. Any articles of clothing, or lack of clothing, which is distracting to others is prohibited. Book bags/backpacks are not allowed in classrooms unless specifically allowed by the principal for extenuating educational purposes. NO dual meaning attire will be allowed. (This is not Board Approved)

Elementary School:

Snow boots - Students must wear snow boots when there is snow and/or ice on the ground. Students who do not have snow boots during these times will be restricted to certain areas of the playground.

Outerwear - Students should be prepared with appropriate outerwear for the weather. Coats, snow pants, hats, mitten/gloves, and boots are necessary for winter weather. Not only do they keep the student warm, but also protect their shoes and clothes from getting wet. It is recommended that between seasons, students be prepared for days when the temperature fluctuates from cold mornings to warmer afternoons.

Students attending Dell Rapids Public Schools or representing the school at a school sponsored function will not be allowed to wear:

- Any clothing conveying any message of profanity, drug/alcohol/nicotine/tobacco advertisement or use, a sexually suggestive nature, racial slurs, or gang affiliation.
- Any head coverings while indoors (Hats, caps, hoodies, etc.)
- Clothing that shows undergarments.
- Accessories that could be used as a weapon.
- Any attire that has a dual meaning printed on it.
- This list is not all inclusive.

Violation of any of these rules will result in the student being asked to cover or remove the offending item. A student may be given an alternate item of clothing to wear for the day. Multiple violations will be handled as insubordination.

TOBACCO, ALCOHOL, & DRUGS

The use or possession of tobacco, alcohol, or drugs in the school building, on the school grounds, in school vehicles, or at school events at home or away is strictly forbidden. Students in school or at school functions, home or away, who are to any degree under the illegal influence of alcohol or drugs are prohibited. Students who are in violation of the rules governing tobacco, alcohol, or drugs will be suspended from school and may lose their privilege to attend or participate in school functions.

PROCEDURE FOR LEAVING SCHOOL

If a student needs to leave school once the school day has begun, she/he must check out at the School office. Students will only be released to their parent or guardian or to an adult that has been previously identified by a parent or guardian through a written or electronic note. Students who leave school without checking out at the office will have their absence recorded as unexcused and will be subject to the rules and penalties for unexcused absences.

If a student knows that she/he will need to leave school early for such things as medical appointments, she/he needs written permission or a phone contact from parents to the office to verify the reason and time of the student's departure. Excuses for leaving school, unless the student checked out at the office, will not be accepted the next day. Planning in advance is the student's responsibility and strongly encouraged.

If a student is released to a parent/guardian/adult designee and the student remains on school property, the parent/guardian/designee must directly supervise the student while still on school grounds.

If parents/guardians need to remove their child(ren) during school hours, they will report to the office first. The person removing the child from school will be asked to sign the child out of school. If someone other than a parent/guardian requests that a student be allowed to leave during school hours, the parent is expected to advise the school of permission before the school will allow the student to leave. The school will be extremely reluctant to make exceptions to this expectation if the parent cannot be contacted.

Emergency Dismissal

Official announcements regarding the operations of Dell Rapids Schools are broadcast on local television stations. You should also receive a text and/or phone call via Apptegy communications with any school delay or cancellation information. Please do not call the school.

If school is in session and the weather does not permit the buses to return the children to their homes, the school will refer to the in-town contact designated by the parent/guardian on their contact information sheet.
*****Please plan in advance with your child for emergency dismissal situations.***

Emergency Phone Numbers: We must have on file the name, address, and phone number of a relative or friend in case we cannot reach parent(s)/guardian(s) in an emergency. It is important that this record be kept current. Please notify the office if there are changes or additions during the school year.

ABSENTEE PROCEDURE

Students who return to school after an absence must have a written note from their parent or guardian unless the office receives a telephone call explaining the absence prior to the return. All absences that have not been verified in writing or on the telephone by a parent or guardian prior to the student's return will be considered "unexcused".

Frequent absenteeism or tardiness is to be referred to the principal by the counselor or your child's teacher. The office determines excused and unexcused absenteeism or tardiness. The principal will determine a course of action to remediate unexcused and/or frequent tardiness and absences upon conferring with your child's teacher. In the case of frequent absenteeism, a statement from the family physician explaining absence from school may be requested. Parents not cooperating with school efforts to remediate frequent absenteeism will be referred to the superintendent, the district truant officer.

TARDY TO SCHOOL

Students who arrive to their first period class after the scheduled starting time (Elementary 8:30) for any reason other than the failure of the school district to provide transportation are recorded as Tardy. All students who are tardy to school must report to the office for a Tardy Pass. All reasons for being late to school will be considered "unexcused" unless verified as "excused" by the school and is also verified by a parent or guardian on the day the tardy occurs.

ATTENDANCE AND BEING ON TIME

The State of South Dakota has laws requiring mandatory attendance for all young people who have not yet reached their 18th birthday. Our Board of Education lists "punctual and regular attendance" as a responsibility for all students attending our schools.

Students will not be allowed to participate in or attend co-curricular activities if they have not been present at school for the full school day on the day of the event or the half day directly preceding the event, unless special permission has been obtained in advance from the Principal. Valid reasons for exceptions to this rule will include medical appointments, family emergencies, or attendance at other scheduled school events.

Some written assignments can be completed for make-up after an absence, but there is much that happens during a class period which cannot be replicated. When a student misses classroom instruction and presentations, classroom discussions, audio-video presentations, time for guided practice, and classroom participation, they miss learning opportunities which can't be made-up. Students miss a vital part of their education when they are absent from school.

After an absence, students have the responsibility to complete all make-up assignments within the time frames established by their teachers, or students may not receive credit for work missed. This time period is typically two days for each day missed. Students may not receive full credit when they have not been in attendance.

"EXCUSED" AND "UNEXCUSED" ABSENCE

All absences and tardies, except those for participating in school sponsored events, are recorded as either "excused" or "unexcused." The Principal has the responsibility to determine whether an absence will be recorded as "excused" or "unexcused," and will make a decision about how an absence will be recorded after reviewing information supplied by a parent or guardian.

The Principal has the responsibility to follow the laws of the State of South Dakota, which lists only three reasons for which a student may be excused for not attending school. The three reasons are personal illness, an emergency in the family such as a death or serious illness of a family member, or for participation in school-sponsored activities which require students to miss classes. The school will work with families for other extenuating reasons if the reason for an absence is discussed with the Principal in advance.

When a student's absence is recorded as "Excused", he/she will be allowed to do whatever make-up work is available and will receive full credit for the quality of the work done, provided it is completed within the time frames established by the teachers.

Parents will be notified of all "Unexcused" absences. All absences for reasons other than those provided for in the laws of the State of South Dakota or those that have not been cleared in advance by the Principal after discussions with parents or guardian will be considered "Unexcused." Skipping school for any part of the school day or any absence that has not been verified as excusable by parents or guardian prior to the return to class will be recorded as "Unexcused."

For Clarification:

1. School-sponsored activities do not count towards the total number of absences.
2. Absences due to prolonged illness, hospitalization, counseling, or series of medical treatments with medical note/documentation may be counted as one absence.
3. Absences due to bereavement or serious illness in the immediate family may be counted as one absence.

4. All other absences, excused or unexcused, will count as one-for one days missed.
5. A student may be excused for an exceptional reason with approval of the principal.

PLEASE NOTE – DOCUMENTATION WILL BE REQUIRED IN SOME SITUATIONS.

Parents will be notified if student absences are a problem each quarter.

Elementary School

Dell Rapids Elementary School will recite the Pledge of Allegiance daily during the school year.

When a child is not in school, parents/guardians **are to call the school** to verify the absence by 9:00 AM (605-428-5473 - Option #4). During off hour's parents have the convenience of leaving a message on the elementary school answering machine .

A student who misses more than 1 hour and 45 minutes per day will be recorded as absent half of a day.. When the student returns to school, please have him/her bring a written excuse from home when he/she returns if no prior contact has been made. If a student's absence is not verified with a call, answering machine message, or note, the absence or tardy will be unexcused.

High School ATTENDANCE SPECIFICS

Attendance is important, and in South Dakota, it is compulsory for all children ages 6-18. Absences and tardies are recorded on your permanent record. Future employers are concerned about your school attendance, not to mention that excessive absenteeism is not conducive to achieving success in the classroom. Research shows chronic absenteeism is directly tied to academic failure and eventually to high dropout rates. We do understand there are days when students must miss school, but we ask that you take attendance seriously and do your best to have your kids in the building.

School administration determines which absences are excused or unexcused.

There are three types of absences:

1. EXEMPT
 - a. School Sponsored Activity
 - b. College visitation (limited to 2 per year)
2. EXCUSED
 - a. Medical appointment
 - b. Funeral
 - c. Illness/Hospitalization
 - d. Out of town with family
 - e. Court or legal appointment

- f. Family emergency or sick family member requiring care
- g. Attending state or national event of activity
- h. Car trouble
- i. ISS/OSS

3. UNEXCUSED

- a. No parent confirmation of excused absences listed above.
- b. Truant
- c. Overslept
- d. Skipping class or leaving without parent or school permission
- e. Missed bus
- f. Run away
- g. Excessive tardies that turn into absence

- Even though the parent/guardian excuses the student, the school might not. The school reserves the right to determine when an absence shall be excused.
- If a student is expected to be absent, parents should call the school before 8:30 AM. If no call is received, the school will call the home to contact a parent to verify the absence. A written excuse is not necessary if a phone call has been made by the parent. **The parent must verify absences by the end of the day of the occurrence or they will be considered unexcused.**
- If a student becomes ill while in school, he/she shall report to the principal's office. An attempt will be made to contact a parent before allowing the student to go home. Students will be retained until contact can be made with a responsible adult who will take charge of the student.
- Students must be in attendance on the day of an evening activity in order to participate, unless prior arrangements have been made with the Activities Director and/or Principal.
- In the event of a planned absence (leaving for an activity, family vacation, etc.) students are expected to complete all assignments before they leave unless the student and teacher have made other arrangements.
- Students may or may not be allowed to make up work done in class for unexcused absences based on teacher discretion.
- Missing more than 10 minutes of a period results in an absence, not a tardy. This is also true for students who leave class during the period and are gone for an extended time.
- 3 tardies in a certain period will turn into an absence for that period.

DAILY ATTENDANCE PROCEDURES:

- At 9:00 AM daily, an automatic email notification will be sent out to all parents of students who were absent 1st period.

- Around 9:00 AM, an absent list will be emailed out to all teachers.
- At the start of 2nd period, the HS office will attempt to reach each parent they have not
- Throughout the day, adjustments will be made to attendance classifications based on parent communication.
- **Students and parents need to understand that class attendance is a requirement for passing coursework. After 12 absences in a semester (EXCUSED OR UNEXCUSED), credit can be withheld at the discretion of the teacher and administration regardless of the current grade.**
 - After 8 absences a letter will be sent home to the parents notifying them that excessive absences are a concern.
 - After 10 absences a meeting will be set up with the parent and student to discuss the situation and sign an attendance contract.
 - After 12 absences, another letter will be sent home to the parent notifying them that any more absences without extenuating circumstances will result in credit being withheld.
 - After 12 full-day absences, truancy charges will be filed.
 - At the 13th absence a letter will be sent home to the parents notifying them of the loss of credit. Students will receive a 65% or their current average, whichever is lower.

Middle School REQUIRED AND ELECTIVE CLASSES

Fifth-Eighth grade students are required to take English Language Arts, Social Studies, Math, Science,, Physical Education, Health, Art, Computers, Spanish (8th only) and Tiered Interventions, students also will have the choice of Band or Choir or both.

High School Graduation Requirements

The South Dakota Department of Education requires 22 credits to graduate.

Dell Rapids Public Schools require 24 credits to graduate.

South Dakota High School Graduation Requirements

Approved by the South Dakota Board of Education Standards in July 2018

LANGUAGE ARTS must include:
 Writing: 1 unit
 Speech or Debate: .5 unit
 Literature: 1 unit (must include .5 unit American Literature)
 Language Arts electives: 1.5 units

MATHEMATICS must include:
 Algebra I: 1 unit
 Mathematics electives: 2 units

SCIENCE must include:
 Biology: 1 unit
 Science electives*: 2 units

SOCIAL STUDIES must include:
 U.S. History: 1 unit
 U.S. Government: .5 unit
 Social Studies electives: 1.5 units

ANY COMBINATION of the following:
 Approved CTE
 Capstone Experience
 World Language

1 UNIT

1 UNIT ● FINE ARTS

1/2 UNIT OF EACH

● PERSONAL FINANCE or ECONOMICS

● PHYSICAL EDUCATION

● HEALTH or HEALTH INTEGRATION

5 1/2 UNITS ● ELECTIVES

TOTAL: 22 UNITS

*A state-approved advanced computer science course may be substituted for one unit of a science elective, but may not replace Biology. A list of approved courses is available at <http://doe.sd.gov/gradrequirements>.

Students are required to meet the above High School Diploma requirements, also known as the 'base diploma'. Students may earn advanced endorsements with their high school diploma. A student's personal learning plan must document a minimum of 22 credits that include the above requirements.

**** Advanced Endorsements Available**


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DRHS CREDIT RECOVERY POLICY

Policy Overview

The Credit Recovery Program at Dell Rapids High School is designed to support students in regaining academic credit for failed courses, while encouraging responsibility, effort, and academic growth. The policy below outlines eligibility criteria and recovery pathways based on students' performance in the original course.

1. In-Class Retake Requirement for Students Earning Below 50%

Policy:

Any student who fails a course with a final grade below 50% will be required to retake the full course in a traditional classroom setting during the school year or summer session.

Rationale:

This policy aims to reinforce the importance of consistent effort and engagement throughout the semester. A score below 50% indicates that the student has not demonstrated sufficient understanding of the course content or made an adequate effort to participate in the learning process. By requiring in-person instruction, the school can provide a more structured environment for reteaching foundational skills and ensure closer academic support. This approach also discourages students from giving up early in the semester, knowing that an in-class retake will be necessary if minimal effort is shown.

2. Online Credit Recovery Eligibility for Students Earning 50% or Higher

Students who earn a final grade between 50% and 67.5% in a failed course are eligible to complete the course through the school's online credit recovery program. This program will use a prescriptive model, allowing students to focus on only the content they have not yet mastered. A minimum passing threshold of 80% must be achieved in the online modules to earn course credit.

Allowing students with a 50% or higher to recover credit online recognizes the partial understanding they

have already demonstrated in the original course. The prescriptive online model supports targeted remediation without requiring repetition of the entire course. Setting an 80% mastery threshold ensures students fully comprehend the material before regaining credit.

Middle School Activity Eligibility

Participation in the various extracurricular programs is predicated upon successful work in the academic classroom. Every Thursday (or second to last day of each school week), the teaching staff creates a list of students who are failing or have incomplete work in their course (Ineligible List). The list will be created after the second week of each academic quarter. Students failing or who have three (3) or more incomplete assignments, or by teacher discretion are placed on the “Ineligible List” for the following week (Monday- Saturday), making the student ineligible to participate in, or ride the bus to, any athletic or extracurricular competition/event, this includes any class field trip/class activity not taking place in the building, this includes activities outside the building that would be graded as a part of that given class, Teachers would need to create an alternate assessment for the student to receive full credit for the activity missed. However, the student can participate in practice during that time.

Any student who is failing three (3) or more classes or who has six (6) or more incomplete assignments will not be allowed to attend practice. Any student who has an “I” at the end of a grading period will not be allowed to participate in practice, ride the bus to, or participate in any extracurricular competition until the incomplete/s is resolved and a final grade is submitted by their teacher/s. A student can also be placed on the “Ineligible List” if an incomplete assignment/s is not completed within a reasonable period of time as determined by the principal.

TO CLARIFY:

Students can practice – Cannot compete: one failing grade, three (3) or more incomplete assignments.
 Students cannot practice – Cannot compete: three or more failing grades, six (6) or more incomplete assignments, an “I” at the end of a grading period.

Extracurricular activities include, but are not limited to: football, cross country, boys/girls track, boys/girls basketball, girls” volleyball, jazz band, marching band choir, quiz bowl, wrestling, golf, FFA, FCCLA, one act play, three act play, oral interpretation, clubs, cheerleading, and student council.

High School Activity Eligibility

Students must pass all of their classes to be eligible for Dell Rapids Co-op Activities. Any student with a failing grade (F) in one or more classes will be placed on **academic probation** for one week in all classes. The student must be passing all classes with no missing assignments in any class by the end of the probationary week to continue to be eligible for all activities. If not, the student becomes ineligible to play, participate, and or compete for a period of one week. Students must have a passing grade (D- or higher) and no missing

assignments in all classes before he or she can resume play, participation, or competition in all extra-curricular activities. Students who have missing assignments due to an extended excused absence or illness will not have these missing scores figured into their eligibility status for a period of one week upon their return to school from said absence or illness. Students will only be granted **one** probationary week per semester.

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

All students will be eligible at the beginning of the year or semester unless ineligible according to the South Dakota High School Activities Association guidelines.

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

This policy affects all extra –curricular activities to include athletics and fine arts.

Students who are found to be ineligible may not:

I.) Participate in school sponsored extra-curricular contests/events or be dismissed from a portion of the regular school day to travel with their respective team.

II.) Participate in any school sponsored co-curricular or fine arts contests/events that would require that student to miss a portion of a regular school day or take place outside of the school day.

GUIDANCE

All three Dell Rapids Schools have a professional guidance counselor in the building. This individual is available to help students with information about courses, scheduling, careers, and life skills. Additionally, the counselor is available to assist students with personal, school and academic issues. When students would like to visit with the counselor, they are to make arrangements with the counselor for an appointment time. Students may also contact their homeroom teacher or the office to schedule an appointment with the counselor.

GRADES & REPORT CARDS

Elementary School:

Report cards for grades 1st through 4th are issued at the end of each quarter.

Students are evaluated in all subject areas, as well as, in study habits and social-emotional growth areas.

Progress Reports	K Prep & Kindergarten
Achievement Marks	1st - 4th grade
	92.5 - 100% E (1st & 2nd) A (3rd & 4th)
	85.5 - 92% S+ (1st & 2nd) B (3rd & 4th)
	77.5 - 85% S (1st & 2nd) C (3rd & 4th)
	69.5 - 77% S- (1st & 2nd) D (3rd & 4th)
	0 - 69% N (1st & 2nd) F (3rd & 4th)

The school will make a report to parents about progress a minimum of four times each year in the form of a Report Card. The grades and marks used on report cards are listed below and the percent listed will be used as a guideline for assigning grades. There will be no grade point average calculated in Elementary or Middle School.

Middle School:

Teachers send out a minimum of eight grade reports throughout the school year. These reports come at each quarter and at each midterm of each quarter Please watch for these. If you do not receive this information, please contact the school office. Monitoring the Parent Portal through DDN as well as any other school literature may assist in communication.

Middle and High School Grading Scale:

Grade	Percentage	Grade Point		Grade	Percentage	Grade Point
A	95-100%	4.0		D	70.5-73.49%	1.0
A-	92.5-94.49%	3.67		D-	68-70.49%	0.67
B+	90-92.49%	3.33		F	0%-67.49%	0 GP
B	86.5-89.49%	3.0		I	Incomplete	0 GP
B-	83.5-86.49%	2.67		WP	Withdraw Pass	0 GP
C+	81.5-83.49%	2.33		WF	Withdraw Fail	0 GP
C	78.5-81.49%	2.0		WD	Withdraw Discipline	0 GP
C -	75.5-78.49%	1.67		P	Pass	0 GP
D+	73.5-75.49%	1.33				

FIRE & TORNADO DRILLS

Fire and tornado drills are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and follows all directions given by teachers, associates or other adults.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, equipment, technology, and furniture provided by the school. Students who do damage to supplies, equipment, furniture, or the buildings will be suspended from school for a period of time, and/or be required to pay for all damages done, and/or be referred to the appropriate law enforcement agency for prosecution.

BANNERS AND SIGNS

Students may not post banners or signs on the school premises without prior approval from administration.

CHROMEBOOKS

All students will be issued a Chromebook (iPad K prep - 2nd) for use in school. Students are responsible for the proper care of the device issued to them and must follow the guidelines established for proper use established through the Technology Acceptable Use Policy. Acknowledgement of Acceptable Use Policy requires both student and parent signatures which must be completed before the issuance of a device.

BUILDING ENTRY AND START OF SCHOOL

Elementary School

If your child does not arrive by bus, please time his/her arrival **NO EARLIER** than 8:05 AM. Supervisors are on duty at 8:05 AM. All students arriving to school by walking, riding bike, or by car should enter the front doors of the school building. The students may come into the classroom when the first bell rings at 8:25 AM. Class begins when the bell rings at 8:30 AM. Students are allowed to ride bikes to school. All bikes must be parked in the bike racks provided. The school district assumes no responsibility for damaged or stolen bicycles.

School is dismissed at 3:18 each day. Students attending afternoon Haven are dismissed first (3:13), followed by walkers (3:17), riders (3:19), and finally bus students (3:21) are dismissed from classrooms.

Dell Rapids Community Haven is a before and after school program that is available to all students in the Dell Rapids School District. Additional information is available at the elementary office or Dell Rapids Community Haven at <https://dellrapidshaven.org/>

Middle School

The Middle School doors open at 8:00 each morning. Upon entering the building in the morning, all students are to take their book bags, coats, and gym bags to their lockers, returning immediately to the Commons area. Students may also take their band instruments to the band room (immediately back to the Commons). Students are welcome to study, visit respectfully, and eat breakfast in the Commons. Students may work in classrooms only if a teacher or associate is present in the room. To be in any other part of the Middle School before 8:25 AM, a student must have a valid pass from a staff person.

Middle School students are not to be in the High School without a valid reason AND a pass from a staff person during the school day OR before or after school.

High School

High School students are to enter through either the main HS entrance on the south side of the building or through the north entrance. Parking is available, but limited on the north side of the building. Students may also park on the streets south of the school grounds.

LOCKERS

Each student is assigned a locker at the beginning of the school year and may not change his/her locker assignment without permission from the principal. Your locker has a combination lock with a combination known only to you. You must not share your locker combination with others. You will not be assigned a new locker because someone else knows your combination. You are to always keep materials, books, supplies, and equipment locked in your locker when they are not in use. The locking mechanism on your locker must not be altered or prevented from working in any way.

Lockers are the property of the school and are loaned to you for your use. You are responsible for their proper use and care, and you may be assessed a fine for damages. The administration of the school has the responsibility to search lockers if there is reason to believe they contain articles which violate the law, school rules, or pose a potential hazard to others, or contain stolen property.

There are times when it may be necessary to send money to school with your child (ex. Field trips, lunch accounts, etc.) If you send cash, please seal it in an envelope labeled with your child's full name and teacher's name/grade. Except for these special circumstances, we discourage students bringing money to school to avoid it being lost or stolen.

Please have discussions with your child regarding personal belongings they bring to school that are not necessary for their education. While we understand that students are excited to share special items, we do not want these items to be lost. Please help avoid having your child bring items of great monetary or sentimental value to school if they are not needed for their education.

Each year we have a large collection of apparel which has not been claimed. Careful consideration should be given to the following suggestions to help eliminate lost items.

- Clearly label your child's belongings with his/her full name. This includes items such as coats, boots, mittens, school bags, supplies, lunch boxes, etc.
- When a personal item is lost, have your child report the loss as soon as possible.
- Lost articles that are not claimed by the end of the year will be given to charity.

We discourage trading cards at school as they have shown to interrupt the education process and can cause distraction from learning. Should your child bring trading cards (ex. Pokemon cards) to school, they may be asked to leave them at home by the classroom teacher if they are posing a problem between students in the classroom or at recess.

FIGHTING

Fighting is prohibited on school grounds and/or at school activities at home or away. Students involved in fighting will be suspended in accordance with the Progressive Discipline Plan (PDP) (Elementary School Behavior Expectations and Behavior/Response Matrix - see Appendix B)

FOOD AND DRINKS

Food and drinks will be allowed only in the lunchroom. Students carrying their own lunches must eat them in the lunchroom unless they are in an area supervised and permitted by a teacher. Students are not to have soda or candy in school unless permission has been granted by a teacher or the office. Open cans or bottles are not allowed in the hallways, gym, or library and are permitted in classrooms only with teacher's permission. Sunflower seeds are not permitted in any of the school buildings or in school vehicles at any time.

HALLWAYS

Students are subject to the same rules which govern behavior in the classroom while they are in the hallways at school. Running is not permitted at any time. Quiet, respectful and courteous behavior is expected.

MEDIA CENTER / LIBRARY

Elementary School:

Students in kindergarten prep through fourth grades will have library once each week as part of their schedule. Students may have the opportunity to check out books from the school library during their scheduled library time.

Middle and High School:

The media center is open to students before school. The school maintains a well-stocked and equipped media center for student use. It is a place to use for study, research, or for leisure reading to catch up on current magazines. Materials may be loaned to the student by checking them out of the media center. Students are responsible for the prompt return of all materials checked out so that others may share them. Fines may be assessed for materials returned late, and replacement costs may be charged for materials damaged or not returned. Students are subject to the same rules and procedures which govern conduct in any other part of the school when they are in the media center.

ACTIVITY TICKETS

Activity tickets are available to each student through myschoolbucks.com. The charge for an activity ticket for students in grades K - 12 is \$20.00. Purchase of an activity ticket entitles the student to attend all home events (except for tournaments) without an additional charge.

Students must have their activity ticket with them when they attend events, or they will be charged the established entrance fee. Replacements for lost activity tickets may be purchased in the office for \$1.00 during the regular school day only. Activity tickets are non-refundable.

SCHOOL REGISTRATION

All students must be registered to attend classes.

The Dell Rapids School District Would like to thank you for choosing Dell Rapids School District for your students' education. We are asking that parents register their student(s) for school using Infinite Campus Online Registration. You must have an Infinite Campus Parent Portal account to register your student(s). If you don't know if you have an Infinite Campus Parent Portal account or need help with your user credentials, please contact your student's building office for more information. If you are unable to register online from your home, please contact your student's building office, so they can assist you with the Infinite Online Registration process.

To start the Online Registration process please navigate to the Dell Rapids School Parent Portal.

1. Click the link below or use the following URL to access the Parent Portal.
https://sis1.ddncampus.net/campus/portal/parents/dell_rapids.jsp
2. From the Parent Portal Dashboard
 1. Locate the shortcut tab
 2. Locate Existing Student Registration
 3. Click Start
3. Please verify your students are listed and the student name / Grade level is correct.
 1. Click Begin

4. Fill out the Authorization Section
 1. Click Submit
5. Proceed to fill out Online Registration Information for Student(s) listed.
6. After finishing the Registration process, please verify that everything is correct and click submit.
7. Please print out a PDF Copy of your registration for your records.

If you have questions or need assistance please contact your student's building office assistant, at (605) 428-5473 and select your building code.

Elementary Classroom/Teacher Requests

Each year a combination of elementary staff work to develop class lists. There are several factors that go into dividing our groups of students into the next year's classes. We do our best to balance each classroom and consider each student's academic skills, behavior, social-emotional skills, friend dynamics, additional support needed, etc. If as a parent, you wish to make a request for a specific placement for your student these requests must be submitted in writing by May 1 to the building principal. Along with your request, parents/guardians must state an educational reason for their teacher request. We will take parent requests into consideration. However, we are not able to guarantee parent requests.

HEALTH POLICIES

The Dell Rapids School District employs a full-time school nurse. If your child becomes ill or is hurt (outside of minor scrapes and bruises), we will attempt to contact you. If we are unable to contact you, we will attempt to contact a person named by you on the Student Health and Emergency Update completed during registration week. For more serious injuries, an accident report will be completed by the school following the injury.

Medication Sent to School

It is our hope that medication can and will be administered at home. Only professionally prescribed medicine by a doctor and filled by a pharmacy will be administered by the school. If there is a need for the student to take medicine during the school day, the medicine must be brought to the office and will be administered by trained personnel. As described by Board of Education policy, the following procedures must be followed:

All medications, required to be taken at school, **must be** in a container from the pharmacy labeled with the student's name, name of the medication, correct dose, time to be given, and doctor's name (no unlabeled medication will be given). Ask your pharmacist for a second container with the above information on the label for school use. Every medication must have a Medical Authorization Form with the student's name, medication name, dose, time to be given, and a parent's signature. No telephone permission will be allowed.

Only the School Nurse and those who have taken the medication administration course will be allowed to measure medications. If a liquid medication must be taken at school, it must be sent to school on a daily basis with only the amount to be given that day. The container will be returned to the student to be refilled for the next day. A small bottle with the correct label should be obtained from your pharmacist.

All scheduled II controlled substances, such as Ritalin and Dexedrine, must be brought to the school by the parents. Transportation of these medications by the student will not be allowed. Parents must bring in enough medication for one calendar month at the beginning of the month and the empty bottle will be sent home with the student at the end of the month for a refill.

Any health-related service provided at the school, particularly physician prescribed services, may or may not be appropriate for the district to provide. Requests to determine if specific services are appropriate for the district to provide are made to the school nurse. Requests made to the nurse are subject to referral, review, and determination by the administration. Such services as medication and tube feedings fall under such review and determination.

The following rules shall apply:

1. The district shall not provide medical diagnosis and treatment of illness by any school personnel including the school nurse. Medical diagnosis and treatment are not the responsibilities of the district and shall not be practiced by any school personnel.
2. School personnel shall not provide aspirin or any other medication to students. The only exception to this rule shall be school personnel specifically designated by the school nurse and confirmed by the building principal.
3. PRESCRIPTION: Medications shall be stored in a locked location provided for medication storage.
4. Students requiring prescription medications at school shall be identified by the parent to authorized school personnel.
 - a. A completed "Request and Authorization for Medication" form shall be submitted to the school office. This form must be completed for each medication to be given at school. This form must be updated annually or with any change in medication dose or time to be given.
 - b. Medication shall be brought to school by the parent in a bottle, labeled by the pharmacy, including the student's name, medication name, physician and dosage of the drug to be taken.
 - c. The medication shall be supervised and recorded immediately after being administered by trained school personnel as delegated and supervised by the school nurse.
 - d. In specific situations, students may be responsible for their own medication and self-administration. Parents shall send only the medication needed for the day with the student.
 - e. All medication not picked up by a parent by the last day of school will be destroyed.

5. The need for other physician prescribed services shall be reported to the principal and school nurse.
6. Recording forms for physician prescribed services will be retained at school in a Health Services working file for a year and then destroyed. The Health Record for physician prescribed services other than oral, topical and inhalation medications will reflect that services were provided by a summary in the space provided for additional information. Records for services reimbursed by Medicaid will be retained for six years.

Elementary School

Dell Rapids Elementary School is a Peanut Aware school. This means *we will make every attempt to keep peanuts and peanut products out of the facility*. Please keep this in mind when sending school lunches or classroom snacks. Classroom teachers will update parents concerning any allergies within each classroom. Please consult the classroom teacher before sending snacks. We also recommend that no pop or candy be given to students for their lunchtime meals.

Vision and hearing screenings will be held regularly or by parent/teacher request. Parents are notified if results are not within normal limits. Routine screenings are not intended to replace medical check-ups by your doctor.

A child should be excluded from school for the following health conditions:

1. Contagious disease – chicken pox, mumps, pink eye, impetigo, strep throat, etc. The student must be treated for at least 24 hours before they can return to school.
2. Skin eruptions or suspicious rash
3. Vomiting and/or diarrhea – the student must stay home for 24 hours **after** the last incident of vomiting or diarrhea.
4. Abnormal temperature (100 degrees or more) – student must remain at home until 24 hours after their fever has broken without medications.
5. Persistent cough to the point of vomiting or disruption of class – student may return to school once the cough is under control.

A child who has been absent from school for several days because of an infection or contagious condition is required to present a statement from a doctor upon return to school. Contagious conditions such as pink eye, strep throat, and impetigo must be treated for 24 hours prior to your child returning to school.

If your student is found to have head lice, fleas, or scabies, you will be notified, and your student will be sent home. It is the expectation of the school that you and your children will seek the appropriate medical attention immediately. Appropriate steps need to be performed to your home *in addition* to those being done on your child and family. They may then return to school after the appropriate treatment(s) have been performed.

All accidents must be reported to the school nurse's office as soon as possible. A written report will be completed by the school personnel involved with an accident requiring medical attention at the clinic or

emergency room and will be kept on file in the nurse's office.

Immunization Policy

Parents will be asked to show the school nurse that immunizations have been given or have been started. IF there is a medical reason why the child cannot be vaccinated or parent/guardian objects to the immunization this must also be documented on the appropriate form which is available from the school nurse.

Recess Required (Elementary, Middle Schools)

We believe that if a student is healthy enough to be in school, he/she should be able to go outside for a short recess. The length of daily recess is typically 15 minutes and gets adjusted when deemed appropriate. Children benefit from the fresh air they get while outside. We realize there are special situations where students should remain indoors for a short period of time after an illness. If this is necessary, please send a written excuse to the teacher with the reason specified for keeping the child indoors. If your family doctor feels your child should stay indoors for an extended period of time longer than two days, please have the physician write us a note stating his/her medical opinion regarding outdoor activities for your child.

***Elementary** - If the Fahrenheit temperature is at zero or below OR the wind chill is at zero or below the students WILL stay indoors during any recess or noon time. If it is raining, we WILL stay inside. If there is snow, mud, or puddles on the playground, students will be required to wear boots. If they do not have boots, they will be required to stay in a designated area.

SCHOOL VISITATION & COMMUNICATION

Elementary School

Parent-teacher conferences are scheduled twice within the school year. Parents or teachers may request special conferences at any other time of the year. Due to the limited amount of time during conferences, each child will be allotted one conference time for both parents. Exceptions for extenuating circumstances should be approved by the building principal. Please make every effort to attend your child's conferences as they are a very important part of your child's education.

In order to provide a safe and secure environment for our students, the district policy requires that all guests who come into the building must register with the office manager. You will be given a name tag to indicate to other school staff members that you have been in the office. Your cooperation each and every time when you visit our school is greatly appreciated.

Before pets/animals are brought into the school building, permission must be obtained from the classroom teacher and the building principal. There are many different situations that need to be considered. Examples include allergies, intolerance to animals, student safety, and school liability. The principal will evaluate the situation on an individual basis and will determine whether or not the visit is safe and/or enhances an educational experience.

Upon approval, visitors and volunteers may enter the school. District administration has the authority to temporarily pause access if deemed necessary for any reason. Please check in at the office upon your entrance to the building. We also encourage parents to visit with teachers about any concerns regarding their child. Teachers are available to communicate during planning periods as well as before and after school. Messages can be left via telephone, emails may be sent, or visits can be scheduled through the Schools secretary.

FIELD TRIPS

Occasionally, classrooms will take short trips away from the building. Parents will be informed about these trips in advance. Students will be supervised during the field trip just as during the course of the school day.

Elementary - Room Parties, Birthdays/Party Invitations

Time is set aside for room parties on Halloween, Christmas vacation, and on Valentine's Day. Each classroom and/or grade level decides on planning and activities for their parties. Parents who do not wish for their child to participate in these activities will be excused. Students who wish to share treats on their birthday may bring treats to be passed out. Please be mindful that we are a Peanut Aware school, and do not send any treats or snacks containing nuts for birthdays or classroom parties.

Party invitations are not to be handed out at school. This helps to prevent hurt feelings among those not invited. Thank you for your cooperation in doing this.

PHONE CALLS, CELLULAR PHONE AND ELECTRONIC DEVICE USE

The school will gladly cooperate with parents or guardians to relay messages to students during school hours. Arrangements for after-school activities should be completed through the school office before, during and after school. There are phones available in each school office for students to use to call caregivers, students are NOT to use their personal cellular device to place or receive calls during the school day.

Dell Rapids School District Cell Phone Policy

In this section, "personal technology devices" refers to smartphones, headphones, earbuds, gaming devices, smartwatches, and other connected devices.

At Dell Rapids, we believe that limiting device use during school hours is essential—not as a form of punishment, but to minimize distractions and create an environment where students can focus, engage fully in learning, and build meaningful relationships with their peers and teachers. By reducing device use, we aim to provide the best possible opportunities for our students to thrive academically, socially and to foster positive mental health. This policy is intended solely to support a positive learning environment and promote students' focus, safety, and well-being.

Elementary and Middle School

- **Device Restriction:** Personal technology devices (including smartphones, headphones, earbuds, gaming devices, and smartwatches) **are not permitted** during school hours.
- **Encouragement:** Students should leave devices at home.
- **On-campus Rules:** If a device is brought to school, it must be **turned off** and stored in the student's locker.

High School

- **Limited Usage:** Students may use personal technology devices (including headphones, earbuds, gaming devices, and smartwatches) **only before and after school and during lunchtime.***
 - **Exceptions may be granted upon provision of written documentation under an IEP, 504, or medically directed by a physician*
 - **Storage Requirement:** At all other times, devices should be **turned off** and stored in backpacks or lockers.
- **Enforcement and Consequences:**
 - **First Violation:** The device will be confiscated and kept on the teacher's desk until the end of the period.
 - **Second Violation:** The device will be taken to the administrative office and returned to the student at the end of the day.
 - **Third and Subsequent Violations:** The device will be held in the main office and can only be picked up by the student's parent or guardian (contacts listed in Infinite Campus). Parents are encouraged to review this policy with their students to help avoid disruptions. Devices will be labeled and stored securely until retrieved.

Repeated non-compliance may result in further disciplinary actions in line with school policies on insubordination.

Misuse of Recording Devices

Any use of cameras, camera phones, or recording devices in locker rooms, restrooms, or for inappropriate purposes on school property, at events, or in school vehicles—including but not limited to depictions of nudity, graphic content, taking of unwanted photos, or sexual innuendos—will be subject to disciplinary action. Consequences for violations will follow the district's disciplinary procedures, with possible referral to law enforcement depending on severity. Thank you for supporting our efforts to create a focused and positive learning environment.

APPENDIX A: STUDENT RELATED BOARD POLICIES

(complete list of district policies can be found on the district website <https://www.dr-k12.org>)

JFC STUDENT CONDUCT

The Board of Education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and to provide an effective school program. Positive behavior is based on respect for one's self and for the worth and human dignity of others. Development of such positive behavior in students is a dual function of the home and of the school.

The Board of Education requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus (see policy JFCC or EEACC).

Each student is responsible for the following areas if he/she is to receive an education in the Dell Rapids School District:

1. Do the required school work and put forth a reasonable effort in assigned work.
2. Bring appropriate equipment and materials.
3. Be responsible for his/her own school work.
4. Attend school and classes punctually and regularly.
5. Respect the rights of fellow students to receive an education free from physical and verbal abuse and intimidation.
6. Respect the rights of fellow students to receive an education free from disruption in an orderly learning environment.
7. Abide by the rules and regulations governing conduct established by law, the Board of Education, the administration, and the teaching staff.

Students who refuse to accept the above responsibilities will be subject to disciplinary action.

Students in the district schools are expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school; will show consideration for other students; school employees and guests at the school, and will create a positive school environment in which to learn and work. All students have individual responsibilities and obligations in their conduct towards other people and with respect to property.

Examples of student conduct on school grounds or at school activities which will subject a student to suspension, expulsion or other disciplinary action, and which may be reported to the legal authorities and subject to legal consequences, include, but are not limited to:

1. Intentionally or recklessly causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
2. Intentionally or recklessly causing or attempting to cause damage to private property; stealing or attempting to steal private property.
3. Intentionally or recklessly causing or attempting to cause physical injury to another person except in self-defense, or threatening to do so.
4. Possession of any firearm, knife, explosive, or other dangerous object.
5. Possession, use, transmitting, or being under the influence of any controlled drug or substance without a physician's prescription.
6. Possession of, use or under the influence of alcohol.
7. Possession or use of any tobacco product.
8. Making false fire alarms or bomb threats or similar threats.
9. Communicating a terrorist threat or using a hoax substance or device to cause fear of a terrorist act.
10. Falsely reporting a threat.
11. Cheating with respect to school work or tests.
12. Using lewd, profane or obscene language, or displaying lewd, profane or obscene language or pictures.
13. Sexually harassing any other person.
14. Harassment of any other person (harassment means intentional conduct directed at another person which seriously annoys, alarms, or offends the person and the conduct has no legitimate or valid reason, and includes bullying/hazing).
15. Repeatedly and intentionally defying the valid authority of school employees and personnel, or conduct which disrupts, interrupts and interferes with the educational process or the rights of other students to learn.

Copies of this policy shall be made available to parents and to all students, either through being reprinted in student handbooks or through some other means.

JFCA STUDENT DRESS CODE

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

There are certain restrictions necessary on a student's dress and grooming when such dress and grooming may create a health or safety hazard; invade the rights of others; or, be disruptive to the educational

environment by detracting from the decency and decorum in school. These restrictions can be found in the student handbook for each building. It will be the responsibility of the building principal to determine violations of the intent to this policy and to take necessary corrective action.

Students attending any of the schools in the Dell Rapids School District 49-3 or representing the school district at a school sponsored function will not be allowed to wear any articles of clothing which convey any message of profanity, or drug, alcohol or tobacco, are sexually suggestive, or display racial slurs.

JFCC STUDENT CONDUCT ON SCHOOL BUSES

Buses are provided for those students whose distance from school or health makes this service essential. Misconduct on buses will not be tolerated and will result in forfeiture of the privileges of riding.

Students are expected to discipline themselves and comply with the instructions of the bus operator. The driver will be in full charge of the bus and the passengers. There must be no disturbance of any kind that might distract the driver and imperil the safety of the passengers.

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

1. Students must be on time at bus stops. Students should always be at the bus stop at least five minutes before the bus is scheduled to be there. Students should remain away from the roadway while awaiting the arrival of the bus.
2. The bus drivers shall not start the bus until all students are seated. While the bus is in motion all students must remain seated. When students are leaving the bus, they must wait until the bus comes to a complete stop before leaving their seats. This rule is critical to student safety and must be enforced.
3. Students must keep their hands, arms, and heads inside the bus at all times.
4. Students should not cross a highway before the bus arrives.
5. When leaving the bus, if it is necessary to cross the road, do not cross before the driver signals you to do so. Students should cross at least 10 feet in front of the bus and cross only after looking both ways to be sure no cars are approaching from either direction.
6. Bus drivers will not discharge students at any place other than the regular bus stop at home or at school without proper authorization from the parents or school officials.
7. The aisles must be kept clear. All articles such as athletic equipment, books and book bags, musical instruments, etc., must be kept out of the aisles.
8. Conversation must be carried on in a normal tone of voice. Shouting, screaming, running, fighting, vulgar language, and pushing are not permitted on the bus. When approaching a railroad crossing, absolute quiet is required.
9. It is against state laws to throw anything from a vehicle upon the streets or highways.
10. Students will not be destructive (removing screws from back of seats or cutting upholstery) as it could affect the safety of the bus. Any damage to the bus will be paid for by the rider or riders inflicting the damage and will be subject to suspension or expulsion from school.

11. The driver of the bus is in charge and must be obeyed.
 - a. In the event of a road emergency, children are to follow the directions of the driver.
 - b. The bus driver is authorized to assign seats.
12. Drivers and students will treat each other with mutual respect. If a student becomes a problem the bus driver will assign the students to a seat and inform the student of what is expected of him or her. The driver will also inform the parents of his or her action and why it was necessary to take the action.

If the student continues to violate the bus regulation after he or she has been assigned a seat, the driver will report the violation to the appropriate principal (Public or St. Mary's).

The principal will talk to the student and inform the parents of the rule violation, and will inform the parents that another violation will result in the student losing the bus privileges for the balance of the school year.

Students are expected to obey the rules or they will lose the privilege of riding the bus. Drivers are expected to enforce the rules or they will be replaced.

JFCD BULLYING

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

This policy shall not be interpreted or applied to prohibit civil exchange of opinions or debate protected under the state or federal constitutions. However, conduct which substantially interferes with the work of the school, causes material and substantial interference with school work and discipline, and might reasonably have led school authorities to forecast substantial disruption of or material interference with school activities is not constitutionally protected speech and is therefore prohibited under this policy.

This policy shall apply to persons on school property and at school activities and events on non-school property, including when the person is in any school vehicle or when in a private vehicle located on school property. The prohibition against bullying shall also apply to Dell Rapids School District students when not on school property or at a school event off school property when the bullying conduct results in substantial interference with the work of the school, causes material and substantial interference with school work and discipline, or reasonably causes school authorities to forecast substantial disruption of or material interference with school activities.

Dell Rapids School District students and employees who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion or loss of employment.

JFCD-R BULLYING REGULATIONS

Definitions:

1. Bullying: “Bullying” is defined as any physical, verbal, written or electronic conduct directed toward a student that is sufficiently severe and offensive to a reasonable person that it:

**has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, and/or

**has the purpose or effect of substantially or unreasonably interfering with a student’s educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment).

The definition of bullying specifically includes stalking, harassment and threatening/harassing contacts by telephone or other communication devices as set forth in SDCL 22-19A-1, SDCL 22-19A-4 and SDCL 49-31-31:

SDCL 22-19A-1. Stalking; No person may:

1. Willfully, maliciously, and repeatedly follow or harass another person;
2. Make a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or
3. Willfully, maliciously, and repeatedly harass another person by means of an verbal, electronic, digital media, mechanical, telegraphic, or written communication.

SDCL 22-19A-4. Harasses defined. Harasses means a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.

SDCL 49-31-31. Threatening or harassing contacts by telephone or other electronic communication device. No person may use or knowingly permit a telephone or other electronic communication device under his or her control for any of the following purposes:

1. To contact another person with intent to terrorize, intimidate, threaten, harass or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act;
2. To contact another person with intent to threaten to inflict physical harm or injury to any

- person or property;
3. To contact another person with intent to extort money or other things of value;
 4. To contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.

Examples of bullying prohibited by this policy include, but are not limited to intentional or reckless verbal, nonverbal, physical, written or electronic conduct that:

- is threatening in nature (implied or explicit)
- is demeaning in nature
- causes fear, suffering, discomfort or injury to a student;

2.Electronic: “Electronic” is defined as any communication involving the transmission of information by wire, wireless broadband, radio, optical cable or similar means, and includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, land-line telephones, electronic text messaging or similar technologies. Bullying through electronic means is often called “cyber-bullying.” Cyberbullying includes sexting or the possession of sexting images, including creation, possession, dissemination, accessing, sale or any other use of synthetic media (AI) and/or deep fakes’.

3.Third Parties: “Third parties” is defined as persons, including but not limited to, school volunteers, school guests and visitors, students from other schools when at a Dell Rapids School District activity, and contractors (including contractor’s employees).

Reporting Procedure:

Any individual who believes that he or she has been or is being subjected to bullying or has reason to suspect another person has been or being subject to bullying should immediately report it to a school administrator. The report initially may be made verbally or in writing. If the person making the complaint wishes the District to take disciplinary action against another person, the individual making the complaint will be required to either submit a signed written complaint or sign an information reporting statement written by the person to whom the report was given and verifying the contents of the reporting statement. The written complaint or reporting statement must include the name of the person making the complaint, the person(s) alleged to have bullied the complaining party or another person, the date(s) and the specific conduct giving rise to the bullying complaint. The District shall investigate all written reported instances involving bullying.

Prohibition against Retaliation:

The District strictly prohibits retaliation against any person because he or she had made a report, testified, assisted, or participated in the investigation of a report of alleged bullying. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have bullied another person shall not directly or indirectly (third person) harass, pressure, or retaliate against any other

person because of the complaint being reported and a violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he/she is being subjected to retaliation because of his or her involvement with a complaint should immediately contact a school administrator.

Procedure for Addressing Complaints:

1. Should there be a written complaint of bullying which alleges a Dell Rapids School District student has been subjected to bullying or has been bullied by a third person and the person alleged to have committed the bullying act(s) is subject to this policy, an investigation may include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct negatively affects the educational opportunities of the victim (and if so, in what manner), identifying prior possible verification and from other persons. If the alleged conduct may constitute a violation of SDCL 22-19A-1 (Stalking), SDCL 22-19A-4 (Harassment) or SDCL 49-31-31 (threatening or harassing contacts by telephone or other electronic communication device) the District shall notify local law enforcement or state's attorney.
2. The person alleged to have bullied another person will be notified in writing that a complaint has been filed to this policy and that the complaint is being investigated. The name of the person making the complaint will not be disclosed to the person alleged to have violated this policy unless the investigation results in a determination that there is reasonable cause to suspect that bullying did occur.
3. Pending the outcome of the investigation, the Superintendent may take such action consistent with law as deemed appropriate in order to facilitate the investigation and protect the rights of all persons involved.
4. Upon reasonable suspicion by the person responsible for the investigation that the allegation of bullying may be true, the student or their person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim and complaining individual(s).
5. The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting bullying conduct must understand that should the administrator investigating the complaint determine there is reasonable cause to suspect that bullying did occur which could result in administrative discipline or a referral to the Board of Education, the person alleged to have abused the other person has the right to know the identity of the person(s) making the complaint in order that he/she may have the opportunity to defend himself/herself against the complaint.
6. The student alleged to have bullied another person in violation of this policy shall be

- afforded an opportunity to respond in writing but is not required to submit a written response.
7. At the conclusion of the investigation, the administration may, up to the extent of administrative authority, impose disciplinary action or alternatively refer the matter to the Board of Education. Should the administration impose discipline upon the student and not refer the matter to the Board, the student disciplined may file an appeal (grievance) directly with the Board of Education pursuant to the applicable grievance policy.
 8. If the administration refers the matter to the Board of Education, the student alleged to have bullied another person will be granted a hearing to be held before the Board of Education consistent with due process procedures.
 9. If there is reasonable suspicion to believe that a third person bullied a Dell Rapids School District student, employee or guest while at school or at a school activity on non-school property in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

Board Hearing:

1. Should the matter be referred by the Administration to the Board, a formal hearing shall be held before the Board in executive session.
2. At the hearing, the Administration shall present evidence relative to the allegation of bullying and the student accused of violating this policy will have an opportunity to present evidence in his/her defense.
3. The standards of Due Process shall be adhered to at the Board hearing, including the right of the person accused of violating this policy to have representation and to cross-examine the complaining party.

Disciplinary Action:

If following the Board hearing the Board determines there has been a violation of this policy prohibiting bullying, Board action may include but is not limited to the following:

1. If the person found violating this policy is a student, the Board may suspend or expel the student from any or all school programs, including but not limited to classes, extra-curricular activities, co-curricular activities, or attendance at school activities.
2. If the person found violating this policy is a third person, that person may be prohibited from being on school property or at school activities for such time as may be determined by the Board.

JFCH ALCOHOL USE, DRUG AND CHEMICAL ABUSE BY STUDENTS

The Board of Education recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the districts' schools. Anything that can interfere with the development of an adolescent, therefore, must be evaluated as to its impact to both the young person and the community. Psycho-active and mood altering drugs can destroy the health and well-being of an individual. The school community defines drug use as a serious health problem and is committed to discouraging this behavior and to encouraging young people to seek help should a problem arise.

This policy is in effect on property owned, leased or maintained by the school district, at all school sanctioned activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. This policy is not intended to address the use and possession of tobacco products.

1. **STUDENT DRUG AND ALCOHOL EDUCATION AND PREVENTION PROGRAM:** An age appropriate developmentally based drug and alcohol education prevention program will be incorporated into the curriculum for all students. This drug and alcohol education prevention program shall address the legal, social and health consequences of drug and alcohol use. Through the drug and alcohol education and prevention program techniques for resisting peer pressure to use illicit drugs or alcohol will be provided.
2. **POSITION STATEMENT:** The Dell Rapids School District believes that the use, sale, and possession of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. This statement will be part of the Student Handbook.
3. **STANDARDS OF CONDUCT:** A student shall not possess, use, transfer, conceal, sell, attempt to deliver, deliver, nor be under the influence of alcohol or a controlled/illegal substance while at school or while participating in or attending a school activity. Nor shall a student possess drug paraphernalia while at school or while participating in or attending a school activity. Students who use medication as prescribed by a licensed physician are not in violation of this policy.
4. **DISCIPLINARY SANCTIONS:** The following procedures will be used in dealing with possession, use, transmission or being under the influence of illicit drugs and alcohol:
 - A. **First Offense**
 1. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.
 2. The administration will suspend the student according to the suspension policies of the school district.
 3. If appropriate, the administration will notify law enforcement authorities.

- A. Second and subsequent offenses
 1. The administration will contact the parent(s)/guardian(s) to arrange for a conference.
 2. If appropriate, the administration will notify law enforcement authorities.
 3. The administration will suspend the student for long term suspension or expulsion according to the policies of the school district.
 - a. The student must agree to be evaluated and treated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency.
 - b. Upon appropriate authorization, the agency or professional notifies the administration that the student has accepted treatment. If the student is accepting treatment, the recommendation for expulsion may be commuted. Fees for this assessment and treatment are the responsibility of the student and the family.
 - c. The administration will recommend to the School Board that the student be expelled, unless the following procedure is followed:

The following procedures will be used in dealing with students supplying/distributing or selling chemical (drugs/alcohol) or material represented to be a controlled substance:

- A. First Offense and subsequent offenses:
 1. Supplying or selling chemicals will result in a five (5) day suspension according to the suspension policies of the school district.
 2. The administration will refer the case to available law enforcement authorities.
 3. The administration will recommend to the School Board that the student be expelled. Expulsion may be recommended by the Superintendent.
5. PROVISION OF DRUG AND ALCOHOL TREATMENT INFORMATION: The superintendent of school will provide to any person, upon request, information identifying programs regarding drug and alcohol counseling and rehabilitation. Such information is available to students through the superintendent's office or the guidance counselor's office.
6. PROVISION OF WRITTEN POLICY: Parents of students will be provided a copy of the standards of conduct and the statement of disciplinary sanctions as part of the Dell Rapids School District's drug prevention program. Student and parent members of the school community are expected to be aware of and understand these policies and comply with them.
7. COMPLIANCE MANDATORY: Compliance with the Standards of Conduct in this policy is mandatory of all students.
8. BIENNIAL REVIEW: A biennial review by the District of this drug prevention program to (1) determine its effectiveness and to implement changes to the program if they are needed and (2) ensure that the Disciplinary Sanctions in this policy are consistently enforced. This will occur as part of the Board of Education review and approval of student handbooks.

JFCJ DANGEROUS WEAPONS IN THE SCHOOLS

The possession/use of weapons or look-alike weapons are regulated by state law and the School Board policies.

SDCL 13-32-7. Possession of firearms on elementary or secondary school premises or vehicles as misdemeanor— Exceptions. Any person, other than a law enforcement officer, who intentionally carries, has in his possession, stores, keeps, leaves, places, or puts into the possession of another person, any firearm, or air gun, whether or not the firearm or air gun is designed, adapted, used, or intended primarily for imitative or noise making purposes, or any dangerous weapon, on or in any elementary or secondary school premises, vehicle, or building or any premises, vehicle, or building used or leased for elementary or secondary school functions, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor. This section does not apply to starting guns while in use at athletic events, firearms, or air guns at firing ranges, gun shows, and supervised schools or sessions for training in the use of firearms. This section does not apply to the ceremonial presence of unloaded weapons at color guard ceremonies.

PROHIBITION: No person, shall intentionally carry, have in his or her possession, store, keep, leave, place or put into the possession of another person any weapon on any school premises, (in any vehicle on any school premises) in any school vehicle used by the school or for school purposes, in any school building or other building or premises used for school functions, whether or not any person is endangered by such actions.

For purposes of this policy, the term “weapon” shall include:

- A. Any controlled weapon including a firearm silencer, machine gun, or short shotgun as those terms are defined in SDCL 22-1-2(16), 22-1-2(17), 22-1-2(23), and 22-1-2(46);
 - a. SDCL 22-1-2(17) “Firearm silencer,” any instrument, attachment, weapon or appliance for causing the firing of any gun, revolver, pistol, or other firearm to be silent, or intended to lessen or muffle;
 - b. SDCL 22-1-2(23) “Machine gun,” any firearm, whatever its size and usual designation, that automatically discharges two or more cartridges by a single function of the firing device;
 - c. SDCL 22-1-2(46) “Short shotgun,” a shotgun having a barrel less than eighteen inches long or an overall length of less than twenty-six inches:
- B. Any “dangerous weapon” or “deadly weapon,” including any firearm, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or serious bodily harm;

- C. Any “destructive device” including any bomb, grenade, explosive missile or similar device or any launching device therefore or any breakable container which contains flammable liquid with a flash-point of one hundred and fifty degrees Fahrenheit or less and has a wick or similar device capable of being ignited. For purposes of this policy, this term includes fireworks, rifles used for sporting purposes and other devices which would otherwise be excluded under the definition found in SDCL 22-1-2(13);
- D. Any “explosive” including any substance, or combination of substances, that is used for the purpose of detonation and which, upon exposure to any external or internal force or condition, is capable of a relatively instantaneous release of gas and heat, including fireworks;
- E. Any “firearm” including any weapon from which a projective or projectiles may be discharged by gunpowder. As used in this provision, the word “gunpowder” includes any propellant that up upon oxidation emits heat and light and is commonly used in firearms cartridges;
- F. Any “stun gun” including any battery-powered, pulsed electrical device of high voltage and low or no amperage that can disrupt the central nervous system and cause temporary loss of voluntary muscle control of a person;
- G. Any “ballistic knife”: including and knife encased in a tubular metal sheath which when removed, uncovers a detachable blade that can be propelled by a spring mechanism operated at the push of a button;
- H. Any “knife,” “club,” “nunchuk,” “SLING-SHOT-DEVICE” or similar item which is designed to, intended to or used in such a manner as to incapacitate or cause any bodily injury or any threat of bodily injury BY THE DESIGNER OR USER OF THE ITEM.

This section does not apply to starting guns while in use at athletic events, firearms, or air guns at firing ranges, gun shows, and supervised schools or sessions for training in the use of firearms. This section does not apply to the ceremonial presence of unloaded weapons at color guard ceremonies.

PENALTY: Any violation of SDCL 13-32-7 shall be reported to local law enforcement authorities. (SDCL 13-32-4). Violation of this policy will result in suspension or expulsion according to the suspension and expulsion policies of the school district. Referral to the Board of Education for appropriate disciplinary action up to and including expulsion. Unless there are unusual mitigating factors, the penalty for the offense will be expulsion.

The period of expulsion may extend beyond the semester in which the violation, insubordination, or misconduct occurred. If a student has intentionally brought a firearm onto school premises, the expulsion may not be for less than twelve months. However, the school board may increase or decrease the length of a firearm-related expulsion on a case-by-case basis. (SDCL 13-32-4).

LOOK-ALIKE WEAPONS

PROHIBITION: No person shall carry, have in his or her possession, store, keep, leave, place or put in the possession of another person any look-alike weapon on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other building or premises used for school functions, whether or not any person is endangered by such actions. "Look-alike weapon" means any item which resembles or appears to be a weapon, including but not limited to squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades and other similar items.

- **1ST OFFENSE PENALTY:** The school administration shall have the authority to determine the extent and nature of the disciplinary action based upon the student's age, the actions of the student in possessing and using the look-alike weapon, the student's intent and the nature of the look-alike weapon and proximate resemblance to the real weapon. The disciplinary action which may be imposed includes, but is not limited to: conference with the student and parent; detention; suspension for up to six days; and referral to the Board of Education; and referral to the Board of Education for disciplinary action including long-term suspension and expulsion.
- **2ND & ALL SUBSEQUENT OFFENSES PENALTY:** After the first offense, violations will result in suspension or expulsion according to the suspension and expulsion policies of the school district)

JHCC STUDENT COMMUNICABLE DISEASES

The Board of Education recognizes the need and right of all children to receive free and appropriate education. The Board of Education further recognizes its responsibility to provide a healthy environment for students and school employees.

The determination of whether an infected student be excluded from the classroom or school activities shall be made on a case by case basis, under the direction of the building principal.

In situations where the decision requires additional knowledge and expertise, the principal will refer the case to a team for assistance in the decision making. The team may be composed of:

- Representation from the State Health Department;
- The student's physician;
- The student's parents or guardian(s);
- The school principal;
- The school nurse;
- The superintendent or designee;
- The student's teacher(s) and other appropriate school personnel.

In making the determination, the team shall consider:

- The behavior, development level, and medical condition of the student;
- The expected type(s) of interaction with others in the school setting;
- The impact on both the infected student and others in that setting;
- The South Dakota Department of Health guidelines and policies, and
- The recommendation of the State Health Department, which may be controlling.

If the district has reasonable cause to believe that a student is an infected individual, an appropriate medical evaluation of the student may be required.

If an infected student is not permitted to attend classes or participate in school activities, the district will provide the student with an appropriate education program.

Public information will not be revealed about students who may be infected. If the student is permitted to remain in the school setting, appropriate information will be provided to school employees who have regular contact with the student.

Health guidelines for school attendance are established and interpreted within the context of the case. The guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

JHG REPORTING CHILD ABUSE

Because of their regular contact with school-age children, school employees are in an excellent position to identify abused or neglected children.

To comply with the state statutes, it is the policy of the Dell Rapids School District 49-3 that any teacher, school counselor, school official or other school employee who has reasonable cause to suspect that a child under 18 years of age has been neglected or abused (including sexual or emotional abuse) by any person including parent or other person, shall report in writing to the Principal or Superintendent who shall then immediately report orally to the States Attorney, or to the Department of Social Services, or to the County Sheriff, or to the City Police. The Principal or Superintendent shall inform the school employee initiating the action within 24 hours and in writing that the report has been made. The employee shall make the report directly to the proper authorities if the Principal or Superintendent fails to do so.

It is a Class I misdemeanor punishable by up to a \$1,000 fine, or a year in jail, or both, for a teacher, school counselor, school official or other school employee who has reasonable cause to suspect that a child under the age of 18 years has been neglected or abused to knowingly and intentionally fails to report the same as required in this policy and state law.

The report to the principal or superintendent shall contain the following information: name, address and age

of child; name and address of parent or caretaker; nature and extent of injuries or description of neglect; any other information that might help establish the cause of the injuries or condition.

School employees, including administrators, shall not contact the child's family or any other person to determine the cause of the injury resulting in suspected abuse or neglect. It is not the responsibility of the school employees to determine or prove that the child has been abused or neglected, or to determine whether the child is in need of protection. A school employee's responsibility is limited to reporting his or her suspicion of abuse or neglect.

Any physical inspection of the child should be conducted in a considerate, professional manner. Information or records concerning reports of suspected abuse or neglect are confidential and the release to persons other than provided by law is punishable by \$1,000 fine, one year in jail or both.

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting or from any resulting judicial proceeding even if the suspicion is proved to be unfounded.

Copies of this policy shall be distributed by the Superintendent or his or her designee to all school employees at the beginning of each school term and to new employees when they begin employment if at a different time than the beginning of the school term.

The Board will support any employee making a report of suspected child abuse or neglect unless it is determined that the employee was acting in bad faith in making the report.

JO STUDENT RECORDS

Privacy of school records, as protected under law, continues to be an important issue facing education. Public law 93-380, to extend and amend the Elementary and Secondary Education Act of 1965, containing Section 513(a) known as the "Family Educational Rights and Privacy Act of 1974," was signed into law by President Ford on August 21, 1974, and became effective November 20, 1974. Full regulations were published in the Federal Register on June 17, 1976, effective immediately.

This law makes it necessary for schools to develop policies and procedures that insure parents and students the right to inspect and review any and all official records, files and data directly related to their children.

Student records are an essential part of the educational process. To serve this end, information about students as may be required by law, and considered necessary to achieve the educational goals and objectives as stated in the philosophy of the Dell Rapids School District, will be collected and maintained under the supervision of the certified staff. This collection, maintenance, accessibility, dissemination, retention, and confidentiality of such information will be controlled by procedures designed to enhance the primary task of the school while protecting individual student rights and preserving the confidential nature of the various types of records.

A parent of a student or a student may waive any of his/her rights by a written waiver signed by the parent or student, as appropriate. The school may request, but not require, such a waiver and it may be revoked by the student or parent at any time after he/she becomes an eligible student. Any revocation must be in writing.

It is the responsibility of the School Board to annually, through public notice, inform parents of students and eligible students of their right to inspect and review educational records. Requests for review must be directed to the student's building principal.

Parents and students over 18 years of age are entitled:

1. To know the records that are kept;
2. To inspect and review the records or material that pertains to them or their offspring;
3. To receive a copy of the record;
4. To receive a response to a reasonable request for explanation and interpretation;
5. To challenge a record claimed to be inaccurate, false or misleading or otherwise in violation of the privacy or other rights of students, and to a hearing if, after review, no change is made;
6. To place a statement of rebuttal in the challenged record if not change is made;
7. To file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920, if they believe any of these rights are violated.

Students under 18 years of age are entitled to the same privileges as parents and students over 18 years of age.

Public notice must also be made by the School Board of intent to disclose to the news media personally identifiable data designed as directory information.

The parent of a student or an eligible student may refuse to be personally identified in any or all of the information categories. Such refusal must be made in writing to the student's building principal within fifteen (15) days after the notice is given.

The following information will be classified as "directory" information:

1. The student's name.
2. The student's address.
3. The student's phone number.
4. The student's date and place of birth.
5. The student's grade level.
6. The student's electronic mail address.
7. Dates of attendance.
8. Participation in officially recognized activities and sports.
9. Weight & height of members of athletic teams.
10. Degrees, honors, and awards received.
11. The most recent educational agency or institution attended.
12. The student's photograph.

JOA STUDENT DIRECTORY INFORMATION

The Dell Rapids School District designates the following personally identifiable information regarding its students as Directory Information:

- The student's name
- The student's address
- The student's phone number
- The student's date and place of birth
- The student's grade level
- The student's electronic mail address
- Dates of Attendance
- Participation in officially recognized activities and sports
- Weight & height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- The student's photograph

The above information will be provided only to individuals or groups for legitimate educational purposes.

The right of parent, guardian or student to prohibit release of information:

A parent, guardian, or student over 18 years of age, may refuse to permit the release of any of the Directory Information by notifying the Principal of the student'

KL PUBLIC COMPLAINTS AND/OR CONCERNS

Constructive criticism of the schools will be welcomed by the Board when it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. Persons wishing to submit official concerns or complaints relating to the School District, its policies, personnel or instructional materials should begin at the level closest to the source of the concern or complaint. If a concern or complaint is not resolved initially, it may be referred to the next level in accordance with District policy. Appeals to the Superintendent must be presented in writing. Matters referred to the Superintendent should be specific in terms of the action desired. After receiving an appeal, the Superintendent will investigate the matter and respond in writing to the complainant within fourteen

(14) calendar days.

If the Superintendent is unable to satisfy the complainant, the case may be appealed to the School Board. Any appeal of the Superintendent's ruling must be presented in writing to the Superintendent within seven (7) calendar days of his/her decision. Matters referred to the Board should be specific in terms of the action desired. The Superintendent will present the appeal to the Board in accordance with District policy. The Board will consider the appeal at the next regular Board meeting, provided the written appeal is received by 5:00 pm three working days prior to the meeting. The Board will dispose of the matter according to its best judgment.

The Board considers it the obligation of employees of the schools to give serious consideration to the concerns and complaints of parents or the public.

Exceptions to this policy will be made when the concerns or complaints concern Board actions or Board operations only.

KLC PUBLIC CONCERNS/COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

One of the most important goals of education is to help young people understand the diversity of viewpoints, religions, and cultures in the world and learn to make informed choices. An individual's freedom to read and explore diverse ideas and viewpoints is guaranteed in the First Amendment to the Constitution of the United States. As expressed in the American Library Association's Freedom to Read statement, "We believe that free communication is essential to the preservation of a free society and a creative culture."

Despite careful review and selection of instructional materials, parents/guardians and/or students may occasionally have objections to materials that are used in the classroom or that are available through the school library or the school computer network.

When a student or parent/guardian feels significant sensitivity, embarrassment, or moral conflict with the ideas, language, and/or graphics presented in required instructional materials, he or she should express these concerns to the teacher and then the principal. The teacher shall work with the parent/guardian and student as specified in Regulation KLC-R under the heading "Procedure for Requesting Alternatives to Required Instructional Materials."

If the parent/guardian or student feels that the required material is not appropriate for any student's use, the parent/guardian or student should follow the procedures specified in Regulation KLC-R under the heading "Procedure for Reconsideration of Curriculum Adopted Instructional Materials."

The building principal shall review with the complainant the procedures for filing the complaint and shall provide the parent/guardian or student with the appropriate form to file a complaint.

A review of the material shall begin within ten (10) school days of the written complaint reaching the Superintendent, and all steps of the process shall be followed as spelled out in Regulation KLC-R.

APPENDIX B: BUILDING STUDENT DISCIPLINE PLAN

ELEMENTARY SCHOOL BEHAVIOR/RESPONSE MATRIX

Subject to Administrative Discretion

LEVEL	BEHAVIOR EXAMPLES	EXAMPLES OF RESPONSE OPTIONS
<p>LEVEL 1</p> <p>Managed by the Teacher/School Staff</p> <p>Behaviors that are minor rule violations that result in an immediate verbal correction with a logical consequence.</p>	<ul style="list-style-type: none"> · Running in the building · Disruptive transitions · Unsafe/rough play · Misuse of property · Play fighting · Spitting · Teasing/name calling · Non-directed inappropriate language · Failure to follow rules · Classroom disruptions · Uncooperative behavior · Lack of self-control in words, actions, or body. 	<ul style="list-style-type: none"> · Apology · Seat or line placement change · Time out/Take a break · Reward appropriate behavior · Wall placement at recess · Loss of privileges · Reminder of school expectations/rules · Student practice of the appropriate behavior · Modeling the appropriate behavior · Redirection · Physical prompts, taps, or look

<p>LEVEL 2</p> <p>Managed by the Teacher and/or Principal</p> <p>Moderate level behaviors or repeated minor behaviors.</p>	<ul style="list-style-type: none"> · Repeated Level 1 behaviors without improvements · Disrespect to peers and/or staff · Non-Compliance · Cheating/lying/stealing · Harassment · Minor vandalism · Mild verbal mistreatment · Inappropriate language directed at others · Intimidation/verbal threats · Mild physical aggression · Biting without a mark · Noncompliance after warning · Inappropriate displays of affection · Inappropriate use of school technology 	<ul style="list-style-type: none"> · Level 1 Response options · Parent contact/conference · Time spent in office · Wall placement at recess · Loss of privileges · Classroom consequences · Student conference with staff · Behavior plan · Time spent after school · Written apology
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<p>LEVEL 3</p> <p>Managed by Principal</p> <p>Behaviors that are serious in nature, threaten the safety of others or themselves, or behavior that has been repeated even when response interventions were used.</p>	<ul style="list-style-type: none"> · Repeated Level 2 behaviors · Abusive language · Strong and repetitive defiance/insubordination · Threatening the safety of others and instill fear · Physical assault · Theft of major property · Destruction of property/vandalism · Weapon violation · Sexual harassment · Illegal substance possession/use 	<ul style="list-style-type: none"> · Office referral · Behavior plan/contract · Conference with parents/student · Time in office · In school or out of school suspension · Resource officer · Detention · Expulsion
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MIDDLE SCHOOL and HIGH SCHOOL BEHAVIOR/RESPONSE MATRIX Subject to Administrative Discretion

Class One & Two

Anytime a student is assigned detention, or ISS, and does not work productively, completing work as assigned, and/or behaves inappropriately at any time during that stay, he/she will start over in that assignment.

<i>Class One</i>	<i>Class One Offenses (per semester)</i>	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Habitual Disobedience (Level 4)</i>
Class 1A	Tardy to School	Student(s) reports to office (1-2 unexcused tardies= 30 minutes of office detention)	Student(s) reports to office (3 unexcused tardies= 45 minutes of office detention)	Student(s) reports to office (4 unexcused tardies= Saturday detention and/or ISS + parent contact)	Student(s) reports to office (5 or more unexcused tardies= Saturday detention and/or ISS + letter & parent conference)
Class 1B	Tardy to Class (periods 2-8)	10 Minute Classroom Detention	20 Minute Classroom Detention	Office Referral: Early Morning Office Detention(s)	Office Referral: Detention/I.S.S./ Saturday/O.S.S. Assigned by Administration

Class Two	Class Two Offenses (per semester)	Level 1	Level 2	Level 3	Habitual Disobedience (Level 4)
Class 2A	Disruptions: School Building, School Grounds, Buses (ex: Library, Commons, Classroom, Hallway, Parking Lot, Bathroom),	Teacher-assigned detention, parent contact by teacher. (No more than 30 minutes. Students may request next day. Students are responsible for transportation.)	Office referral: Saturday detention and/or ISS, parent contact by office.	ISS (1-3 days), parent conference	OSS (1-3 days), parent conference
Class 2A	Inappropriate dress	Student sent to office for proper clothing. Return to class for the remainder of the school day.	Student sent to office for proper clothing. Return to class for the remainder of the school day, parent contact by office.	Considered Insubordination (3A) Level One.	Considered Insubordination (3A) Levels Two, Three, and Habitual.
Class 2A	Cellular phone and other electronic device infraction	Item returned to student at the end of school day	Item return to parent/guardian only, parent conference	ISS (1-3 days), item returned to parent/guardian only, parent conference	ISS/OSS (1-3 days), item returned to parent/guardian only, parent conference

Class 2A	Missed Classroom Detention	Office referral: 60 minutes of early morning detention.	ISS (1-3 days), parent conference	ISS/OSS (3 days), parent conference	OSS (10 days), Suspension may be reduced to 5 days if parent & student participate in conflict resolution training.
Class 2B	Unexcused absences (skipping one class /closed lunch period)	Saturday Detention and/or ISS	ISS (1-3 days), parent contact	ISS/OSS (1-3 days), parent conference	OSS (10 days)

Class Three

Class Three	Class Three Offenses (per semester)	Level 1	Level 2	Level 3	Habitual Disobedience (Level 4)
Class 3A	Unexcused absences (skipping <u>2 or more periods in a day</u>)	Saturday detention and/or ISS (1-3 days), parent contact	ISS (3-5 days), parent conference	ISS/OSS (3 days), parent conference	OSS (10 days), Suspension may be reduced to 5 days if parent & student participate in conflict resolution training.
Class 3A	Insubordination: Failing to respond to a reasonable request.	5 early morning detentions, and/or Saturday detention and/or ISS (1-3 days), parent contact	ISS (3-5 days), parent conference	ISS/OSS (3 days), parent conference	OSS (10 days), Suspension may be reduced to 5 days if parent & student participate in conflict resolution training.
Class 3A	Disrespectful/obscene Language, harassment, physical	Saturday detention and/or ISS (1-3 days), parent contact	ISS (3-5 days), parent conference	ISS/OSS (3 days), parent conference	OSS (10 days), Suspension may be reduced to 5 days if parent & student participate in conflict

	aggression, pornographic materials. Indecent exposure of self/others.				resolution training.
Class 3A	Missed Office Detention	Saturday detention and/or ISS (1-3 days), parent contact	ISS (3-5 days), parent conference	ISS/OSS (3 days), parent conference	OSS (10 days), Suspension may be reduced to 5 days if parent & student participate in conflict resolution training.
Class 3B	Disrespectful/obscene language and/or gesture(s) <u>directed</u> <u>at</u> <u>a person</u>	ISS/OSS (1-3 days)	ISS/OSS (1-3 days) Counselor referral when appropriate.	ISS/OSS (5 days) Counselor referral when appropriate.	OSS (10 days), Suspension may be reduced to 5 days if parent & student participate in conflict resolution training.

Class Four

<i>Class Four</i>	<i>Class Four Offenses (per year)</i>	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Habitual Disobedience (Level 4)</i>
Class 4A	Smoking / Tobacco / Nicotine Delivery Devices.	ISS/OSS (5 days), parent conference, counselor referral, police referral when appropriate, reduce suspension to 3 days if student completes addiction assessment and comply with educational programming recommended from	ISS/OSS (10 days), parent conference, police referral when appropriate, reduce suspension to 5 days if student and parent completes addiction assessment and comply with educational programming recommended from	Long term suspension or expulsion, police referral when appropriate. Student and parent must complete addiction assessment and comply with educational programming recommended from assessment. Restitution and police referral when	

		assessment. Restitution and police referral when appropriate.	assessment. Restitution and police referral when appropriate.	appropriate.	
Class 4B	Cheating	0 on assignment, daily work or test, verbal reprimand, teacher record	0 on assignment, daily work or test, Saturday detention and/or ISS (1-3 days)	0 on assignment, daily work or test, ISS (3-5 days), parent conference	
Class 4B	Theft (Level of consequence is determined by severity of crime)	Verbal reprimand, depending on severity, police referral when appropriate, restitution, teacher record	ISS (1-3 days) and/or Saturday detention, police referral, restitution, parent contact	ISS (3-5 days), restitution, police referral, parent conference	OSS (10 days), restitution, police referral, Suspension may be reduced to 5 days if student complete 10 (ten) hours of approved community service.

<i>Class Four</i>	<i>Class Four Offenses (per year)</i>	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Habitual Disobedience (Level 4)</i>
Class 4C	Sexual harassment: Sexual harassment is a form of misconduct which interferes with the integrity of the learning and working environment. It refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which, therefore, interferes with the learning and work effectiveness of its victims and	ISS/OSS (5 days), parents conference, counselor referral, reduce suspension to 3 days if student participates in threat assessment and completes recommended Sexual Harassment Training for Student. Police referral when appropriate	ISS/OSS (10 days), parent conference, reduce suspension to 5 days if student and parent participate in threat assessment and complete recommended Sexual Harassment Training. Police referral when appropriate.	Long-term suspension or expulsion, police referral when appropriate. Student and parent must participate in threat assessment and complete recommended Sexual Harassment Training before student returns to school	

	their co-workers				
Class 4C	<p>Bullying/Intimidation</p> <p>Bullying occurs when a person willfully and repeatedly exercises power over another with hostile or malicious intent, insulting, teasing, abusing verbally and physically, threatening, humiliating, harassing, and mobbing.</p> <p>“Psychological” bullying includes gossiping, spreading rumors, and shunning or</p>	<p>ISS (1-3 days), parent conference, counselor referral, reduce suspension by 1/3 of total days assigned if student participates in threat assessment and completes recommended Bullying /Harassment Training for Student. Police referral when appropriate.</p>	<p>ISS/OSS (5 days), parent conference, counselor referral, reduce suspension to 3 days if student participates in threat assessment and completes recommended Bullying /Harassment Training for Student. Police referral when appropriate.</p>	<p>ISS/OSS (10 days), parent conference, counselor referral, reduce suspension to 5 days if student participates in threat assessment and completes recommended Bullying /Harassment Training for Student. Police referral when appropriate.</p>	<p>Long-term suspension or expulsion, police referral when appropriate. Student must participate in threat assessment. Parent and student completes recommended Bullying /Harassment Training before student returns to school.</p>

	exclusion.				
Class 4C	Fighting, physical injury, violence, destruction of property, vandalism, defacing school property, secret societies/club	ISS/OSS (5 days), parent conference, counselor referral, reduce suspension to 3 days if student participates in counseling. Restitution and police referral when appropriate.	ISS/OSS (10 days), parent conference, reduce suspension to 5 days if student and parent participate in counseling. Restitution and police referral when appropriate.	Long-term suspension or expulsion, police referral when appropriate. Student must attend Behavioral training and/or approved counseling program before student returns to school.	

Class Five & Six

<i>Class Five</i>	<i>Class Five Offenses</i>	<i>1st Offense</i>	<i>2nd Offense</i>		
Class 5A	Drugs, Alcohol-using or under the influence, or possessing drug paraphernalia	OSS (15 days), parent conference, police referral. Reduce suspension to 5 days if student and parent participate in drug/alcohol evaluation and counseling. Student activity rules will be enforced.	Long-term suspension or expulsion and police referral. Student and parent must attend drug/alcohol evaluation and counseling before student returns to school.		
Class 5B	Drugs, Alcohol-possessing an amount that suggests distribution	Long-term suspension or expulsion, police referral. Students and parent must attend drug/alcohol evaluation and counseling before	Long-term suspension or expulsion and police referral. Student and parent must attend drug/alcohol evaluation and counseling before		

		student returns to school. Student activity rules will be enforced.	student returns to school.		
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Class Six

<i>Class Six</i>	<i>Class Six Offenses (per year)</i>	<i>1st Offense</i>			
Class 6A	Weapon(s), bomb threat, fires, endangering the lives of others	Long-term suspension or expulsion, parental conference, referral to authorities. Mandatory 12 month expulsion for firearm possession.			