

PLATTE-GEDDES HIGH SCHOOL



2023-2024

6-12th Grade
STUDENT
HANDBOOK

PLATTE-GEDDES SCHOOL DISTRICT 11-5 FORWARD

To the Students:

Welcome to the new school year! Each of us can expect to earn recognition, experience disappointments, and achieve our goals. My wish for each of you is that this school year be satisfying, rewarding and most of all that the learning you acquire is fun.

There are many rules, regulations, and policies that our school must operate under. The Platte-Geddes School Board and administration are bound to abide by these rules, regulations, and policies.

Similarly, our students are bound by state rules, regulations, and laws for their patterns of conduct. An understanding of these school rules, plus knowledge of basic information is of importance to you. It is the hope of the Platte-Geddes School Board, administration, faculty and staff that this student handbook is of help to you, and to your parents as you move toward a complete and better understanding of school rules, regulations, and policies.

To the Parents:

“A child’s education cannot merely be turned over to the public schools.” The Platte-Geddes School needs your support. It is our responsibility to provide the students of this district with the best possible education. But, to do this, we need your support and input. If you think we are right, back us up at home. If you feel we are wrong, stop by the school or call us so that we can discuss the problem in order to work out a suitable solution. This is the most reasonable course to take when we have the same goal – that of providing a safe and sound education for our children. This handbook will give you an idea of what the school expects from our students. Please know this handbook serves as a guide to the safe and orderly workings of the school. It is more of an overview than an all-inclusive document when it comes to rules, regulations, and parental rights, Situations may occur that are not addressed in this handbook. After you have read this handbook, please feel free to call or stop by the school and make any pertinent statements regarding this handbook. Thank you for your cooperation and your support!

Parents have the Right to Expect:

1. That the schools will be operated in a business-like and responsible manner with both requirements and regulations being reasonable.
2. That a reasonable required work load will be established for all students and that progress in studies be given first claim on the resources of the school.
3. That parental inquires, visits, and complaints receive prompt and courteous attention, and that the school’s response to those inquires or complaints reflect a constructive and helpful attitude.
4. That teachers’ grading will be as fair and impartial as possible and the basis for such grading be understood by both the students and the parents/guardians.
5. That as much individual help be given to all students as time and resources will permit.

The School has the Right to Expect:

1. That parents will assure that their child or children will have regular and punctual attendance.
2. That parents of a child or children who is/are absent from school, will notify the school of such absence.
3. That concerns or complaints from parents be first registered with the lowest level, so as to provide quick and meaningful resolution to the concern or complaint.
4. Students will be respectful of others, themselves, school property, and others’ property.
5. Students, staff, and parents will adhere to the rules, regulations, and policies set down by the state, the School Board, and the administration.

PLATTE-GEDES SCHOOL DISTRICT #11-5 PHILOSOPHY

The Platte-Geddes School District seeks to have each person reach his or her personal potential and recognize the dignity and worth of others. Education must provide the leadership, tools, and knowledge necessary to develop constructive ideals, attitudes, life skills, and aesthetic values characteristic of responsible citizens. The school will treat each individual fairly, regardless of race, religion, sex, or abilities.

The function of the school is to provide students with worthwhile educational experiences in an ever-changing global world. Through a comprehensive, balanced curriculum and co-curriculum, the school seeks to promote and develop the awareness that learning is a life-long process. The school strives to promote knowledge, life skills, values, and goal setting through learning experiences, and instill in the students their responsibility for reaching their full potential. The respect for the rights of others, authority, property, and laws are fundamental to our society.

The Platte-Geddes School seeks to stimulate the student to develop critical and original thinking skills, self-confidence, and self-respect in an ever-changing environment. The school encourages self-discipline, honesty, fairness, and responsibility. The school promotes the value of personal wellness and self-esteem.

Because learning is a life-long process, we need to be aware of current trends and changing technology that might enhance learning. Communication with and involving the community, parents, teachers, students, administrators, and board of education is essential for a successful learning environment.

VISION STATEMENT

Preparing dynamic real world problem solvers for college, career, and life readiness.

NON-DISCRIMINATION POLICY – Title VI, Title IX and Section 504 Compliance Notice

“Students, parents, and employees of the Platte-Geddes School District #11-5 are hereby notified that this school does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, handicap, national origin, or ancestry. Inquiries concerning the application of Title VI, Title IX, or Section 504 may be directed to the Superintendent of Schools at the Platte-Geddes School, P.O. Box 140, Platte, SD, 57369 or by phone to (605) 337-3391, or to the Regional Director, Department of Education, Office of Civil Rights, 1244 Spear Blvd., Suite 310, Denver CO 80202-3582.”

BASIC RULES AND POLICIES FOR PLATTE-GEDES JUNIOR AND SENIOR HIGH STUDENTS

The following are some basic rules and policies that are used to govern the action and conduct of students in our school. These are necessary to maintain a pleasant school environment for the students and the staff. It is important that we understand what is expected as we start the new year. All rules and policies are at the discretion of the administration.

SCHOOL DAY AND CLASS LOAD

School will begin at 8:00 and dismiss at 3:28 on Monday through Thursday. On Friday school will begin at 8:00 and dismiss at 2:08. The school day will consist of eight class periods. Five minutes will be allowed between class periods for students to get to their next class.

The minimum load for high school students is seven subjects, provided it fits into the student’s schedule. Music classes will be credited after the 6th subject. The **minimum** requirements for graduation from a four-year high school are 22 credits.

Students will be allowed to change classes only at the beginning of each semester and will have to change classes within the first 3 days or they will not be allowed to change. A change of schedule form will need to be filled out and signed by parent, guidance counselor, and principal.

STUDENT CONDUCT

FILE: JFC

The Board expects students in the district to act in such fashion that their behavior will reflect favorably on the individual student and on the school; will show consideration for fellow students; and will create a harmonious school atmosphere.

Students are expected to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property; while on school owned and/or operated school or chartered vehicles; or while attending or engaged in school activities.

To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations.

Any of the following actions or similar behaviors will subject a student to suspension, expulsion, or other school disciplinary measure:

1. Intentionally causing or attempting to cause substantial damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause substantial damage to private property; stealing or attempting to steal private property.
3. Intentionally causing or attempting to cause physical injury to another person except in self-defense.
4. Knowingly possessing or transmitting any firearm, knife, explosive, or other dangerous object.
5. Knowingly possessing, using, transmitting or being under the influence of, any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, alcoholic beverage, or intoxicant of any kind except pursuant to a valid prescription which has been provided to the school;
6. Knowingly using or copying the academic work of another and presenting it as his own without proper attribution.
7. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators, and/or causing interruption of the school program.
8. Using a substance or device to communicate a terroristic threat;
9. Using a hoax substance or device to cause fear of a terroristic act;
10. Falsely reporting a threat.

In addition to school disciplinary measures some of the above actions are subject to punishment through civil and criminal authorities.

The above prohibited actions will be printed in a handbook or other publication and made available to students and parents.

School building administrators will not recommend a student for suspension or expulsion, except with the student has engaged in one of the prohibited actions mentioned above or other acts of misconduct while on school property or taking part in a school activity off school grounds.

Legal References:

- SDCL 13-32-5 (Injury to school property)
- SDLC 13-32-6 (Disturbance of school misdemeanor)
- SDLC 13-32-7 (Possession of firearms on school grounds)
- SDLC 22-14A-24 (Use of device to communicate a threat)
- SDLC 24-14A-25 (Use of hoax substance or device to cause fear) SDLC 25-5-15 (Parental liability for willful acts of a child)

BUS PROCEDURES

1. The bus will leave Geddes from the community building at 7:15 a.m. every morning.
2. All students who ride the bus will be dropped off in Platte on the north side of the elementary school. Students will use the crosswalk.
3. The bus will leave Platte from the north side of the elementary at 3:45. Students will be dropped off in Geddes at the community building.
4. While on the bus, the following behavior expectations are to be followed:
 - a. Remain seated at all times on the bus.
 - b. No swearing, yelling, or screaming.

- c. No horseplay or throwing of objects.
 - d. Listen to the bus driver at all times.
5. Students need to be dressed appropriately for the season in case the bus would have trouble and students would be out in the elements.
 6. BE ON TIME! THE BUS WILL LEAVE ON TIME.
 7. If possible, let the bus driver know if you will not be riding the bus.

ATTENDANCE POLICY

School attendance in South Dakota is compulsory for all children from age 6 until the age of 18. Absences and tardies are recorded on your permanent record. Colleges, as well as employers, are concerned about your school attendance.

A student's contribution to and achievement in class are directly related to attendance. Both students and parents must understand that students miss a vital portion of their education when they are absent from school. If a student misses an excessive number of days or individual classes excessively, the parents will receive a letter or a phone call from the school encouraging better attendance. If the attendance does not improve, the parents will be asked to come to school and talk to school personnel about their child's attendance patterns. It may be necessary to set up an individual attendance policy for that student.

In instances of chronic or irregular absence, reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable. An absence other than excused absences may be considered truancy.

Irregularity in attendance may have a serious effect on your school program. While it is true written work can be completed for make-up, class instruction or presentations, discussions, or student-teacher interactions can never be made up.

A student shall not be absent more than six (6) class sessions per semester. Any student with more than six (6) absences in any one class may not receive credit for the class. After six absences in any one particular class period, it will be determined by the building administrator, classroom teacher, and school counselor, if the student is allowed to continue on with the class or if he/she shall be dropped from the class. Students will be assigned to study hall for the period/periods from which they are dropped. If it is determined that the student will not be allowed to continue in any particular class, the parent/guardian of the student will be notified verbally or in writing by the administration.

We understand the need to be absent from school for particular appointments and illness that you cannot control. As a school district we want to emphasize the importance of being in school and understanding the importance of responsibility and making decisions that will help formulate those responsibilities. Understanding that students need to be absent from school for specific reasons we will implement the following policy:

1. When a student reaches six (6) absences we will contact parents by phone or letter.
2. After 10 absences, we will ask for a meeting with parents, student, and staff.
3. When the 15th absence is reached, students and parents will meet with the principal and superintendent.

Again, it is stressed that we must take into account illness, as well as doctor appointments that cannot be scheduled any other time. We will take these into account when we review the records. We will still require a note and phone call from the parents **any** time a student will be absent from school. The above policy applies to single classes as well as to the school day as a whole. When a student misses **fifteen (15)** unexcused consecutive days of school, we are required by the state to remove them from our records.

Advance Make-Up:

If it is known that a student will be gone prior to his absence, the student should get an advanced make-up slip and have all of the work made up before leaving. If a student will be absent from school for any extra-curricular activities at Platte-Geddes School he/she must get an advanced make-up slip, have work completed, and have the make-up slip signed and handed in prior to leaving. Students not having work done, or having fallen behind in a class and having work outstanding, will not be allowed to participate in the up-coming event. This will not include excused absences,

unless work is not handed in according to policy. It is recommended that students have the work done the day prior to the extra-curricular event, but if the work is done before the departure time students will be allowed to participate. Teachers will inform the office if work is not completed prior to the student leaving.

Excused Absences:

Certain absences of students will be excused by the principal on receipt of a written, signed explanation from the parent or phone call from the parent or guardian. Excused absences will include:

1. Illness and/or doctor appointments.
2. Bereavement or serious illness in the family.
3. Weather that would endanger the health of the student.
4. Work on a limited basis.
5. Approved family outings.
6. Observance of major religious holidays.
7. Students may be excused from school attendance for up to 5 days each term for attendance at state or nationally recognized youth programs of educational value.
8. A student may be excused for other exceptional reasons by the principal, but the reasons must be approved in advance.
9. We encourage students to visit schools that may be of interest to them, thus, students will be excused for two visits to colleges or technical schools during their high school years.

Unexcused Absences:

An unexcused absence indicates a student is absent from school with or without the consent of the parents but for a reason which is not acceptable to the school. Suspension is classified as an unexcused absence. When a student earns suspension time, (in or out of school), he/she must get work for the period of time that will be missed. The work should be handed in the day the student returns. The student may not get full credit for this work. Parents will be a part of the decision making process, when it comes to absences beyond the 3rd offense. Students will not have as long to hand in make-up work. The student will be allowed a day for every day missed. It is important to be an active part in the school setting. Your future could be greatly affected if absences become excessive in a job setting. The following will be the sequence of consequences that will be followed:

1. The first offense could be a grade dockage for the work that is done, if it is late. You will also serve a two day detention penalty. Parents will be notified by phone.
2. The second offense will lead to a 1 day in-school suspension. The rules apply from number 1 above. Parents again will be notified by phone and warned of the next step.
3. The third offense will lead to a meeting with the parents and from this point the penalties will be discussed as a group.

Suspension

Any time a student makes decisions that lead to in-school or out-of-school suspension time, or being removed from a class for disciplinary reasons, the following will be in effect:

1. The student will spend the in-school suspension time in the office, and will be able to leave only to use the restroom. Any student serving more than one day of suspension will not be able to attend school functions during the suspension term.
2. Extra work will be assigned in each class missed due to the suspension. The work will be due in time that correlates with the suspension time. Example, if you miss 3 days of classes due to suspension the work will be due on the final day of the suspension.

PROCEDURES TO BE USED IN REPORTING ABSENCES AND BEING ADMITTED BACK TO CLASS ARE AS FOLLOWS:

1. If a student knows he/she will not be attending school before school starts in the morning, parents are asked to call the school between 7:45-9:00 a.m. If no call is received by 9:00 a.m., the school will call the home and make an effort to contact a parent to verify the absence.

- 2 If a student knows in advance he/she is going to be absent for a specific reason, a call from the parents or a written parental excuse explaining the reason for being absent should be presented to the office. An advance make-up slip will be issued and the work must be made up in advance of the absence.
- 3 Make-up slips will be distributed to students for all absences. They must have a slip to get back in class. Slips are to be signed with the assignment on them. The students have until the next day that class meets to make up the work for the day missed. The student must have work done, if possible, prior to leaving in an advanced situation. The teacher may grant extensions at their discretion.
- 4 If a student becomes ill while in school he/she shall report to the office. An attempt to contact the parents will be made before allowing the student to go home.
- 5 A student must be in attendance during the entire afternoon, which includes all class periods after the lunch break, of an evening activity in order to participate, unless an excused absence is received in advance from the principal's office.
- 6 Being late for a class will result in being tardy. Teachers may excuse a classroom tardy by sending an admit slip with the late student. Tardies will be recorded on your student record. Students will be allowed 2 unexcused tardies each 9 weeks. The third unexcused tardy and each tardy thereafter will result in a detention. The principal will determine if parental contact is necessary.
- 7 Detention or suspension may be used for students who are truant from class, or leave anytime during the school day (including not returning at noon) without proper clearance from the office.
- 8 Parents will be notified of unexcused absences, excessive tardiness, and when necessary, unexcused tardies.
- 9 Detention and suspension may be used at the discretion of the principal and will be arranged by the principal. Parents will be contacted.

SUPERVISION OF STUDENTS

FILE: JHFA

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school, and the school is responsible for them. School personnel assigned to their supervision serve in loco parentis.

The Board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices, or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonable prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his or her assigned group unsupervised except as an arrangement has been made to take care of an emergency.

During school hours, or while engaging in school sponsored activities, students will be released only into the custody of parents or other authorized persons.

The school administration will assure that anyone who wishes to contact a student during the school day is doing so for proper reasons.

Superintendents and principals may discipline students for aggressive or violent behavior that disrupts school or that affects a health or safety factor on the school or its programs.

Legal References: SDCL 13-32-1 (Disciplinary authority over students on school premises)
 SDCL 22-42-19 (Drug free zones created)
 SDCL 13-32-1

ICU PROGRAM

ICU stands for Intensive Care Unit, just like in a hospital. ICU is a communication tool, a shared, school-wide document that tracks missing student assignments. The ICU database helps teachers and administrators communicate with each other as well as with the students and their parents. If a student is missing one assignment his or her grade is sick and in need of intensive care.

ICU provides additional opportunities for our students to complete missing assignments and work directly with their teachers to build mastery of concepts. The ICU program is not punishment, it's a chance for our students to make better choices that directly impact their grades.

Students on the ICU list will have a myriad of opportunities to complete their missing work. The first session of ICU will take place during homeroom from 2:55-3:28.

During the home room ICU sessions students will report to the classroom of the teacher that put them on ICU. The teacher that put the student on the ICU list will escort the student from the ICU room to his or her classroom. The student and teacher will work together to complete high-quality work and build mastery of concepts.

The ultimate goal of the ICU program is to have every student complete every assignment to the best of his or her ability.

- After one week of the same assignment being on ICU, the student will stay a minimum of 30 minutes after school or until the assignment is completed. (In compliance of missing work policy).
- After two weeks of incomplete work, the grade will be marked as graded or completed.
 - o If the homework is either incomplete or not turned in, the homework will be graded as a 0%.

BULLYING

FILE: JFCD

SECTION 1 – Policy Statement

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

This policy shall not be interpreted or applied to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. However, conduct which substantially interferes with the work of the school, causes material and substantial interference with 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.

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

The District shall investigate all reported instances involving bullying. Unless a different person is designated by the Superintendent to conduct the investigation, the Principal of the school attendance center where the bullying is alleged

to have occurred is responsible for investigating the alleged bullying. Allegations of bullying may also be reported by the administration to other authorities, including but not limited to law enforcement. Students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. Parents, guests, visitors, volunteers, and vendors who violate this policy may be prohibited from being on school property.

Pursuant to state law:

A. any school district employee, school volunteer, student, or parent who promptly reports in good faith an act of bullying to the appropriate school district official as designated in the school district's policy, and who makes the report in compliance with the provisions of the school district's policy, is immune from any cause of action for damages arising from failure to remedy the reported incident, and

B. no cause of action is created against the school district, school district employee, school volunteer, student, or parent unless there has been substantial noncompliance with the school district's policy which results in injury to a person.

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting bullying conduct must understand that should the administrator who is investigating the report determine there is reasonable cause to suspect that bullying did occur which could result in administrative discipline or a referral to the School Board, the person alleged to have abused the other person may have the right to know the identity of the person(s) making the report in order that he/ she may have an opportunity to defend himself/herself.

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

Complaints against school employees and complaints related to Sexual Harassment are addressed through other school district policies and not through this policy.

SECTION 2 – Bullying Defined

A. Bullying is an intentional isolated act or pattern of repeated conduct toward another person that is sufficiently severe and offensive to a reasonable person, and

1. has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, parents, employees, guests, visitors, volunteers or vendors, and/or
2. has the purpose or effect of substantially or unreasonably interfering with a student's educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment), employee's and volunteer's work environment or performance, or access by parents, guests, visitors or vendors, and/or
3. places a person in reasonable fear of harm to his or her person or damage to his or her property, and/or
4. causes physical hurt or psychological distress to a person, and/or
5. constitutes retaliation against any person for asserting or alleging an act of bullying, and/or 6. disrupts the orderly operation of a school.

B. Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking (SDCL 22-19A-1), harassment (SDCL 22-19A-4), and threatening or harassing contact by telephone or other communication devices, commonly referred to as cyber bullying (SDCL 49-31-31). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in SDCL 13-32-15.

1. Hazing defined: any verbal or physical act or acts done on school property or at a school activity which directed toward another person and done for the purpose of initiation into any group, regardless of whether the group is a school sanctioned organization, when the act or acts causes or may create a reasonable risk of causing mental,

emotional or physical harm to the person who is the recipient of the act or acts.

2. Stalking defined: willfully, maliciously, and repeatedly following or harassing another person; making a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or willfully, maliciously, and repeatedly harassing another person by means of any verbal, electronic, digital media, mechanical, telegraphic, or written communication.

3. Harass defined: a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.

4. Threatening or harassing contacts by telephone or other electronic communication device defined: using or knowingly permitting a telephone or other electronic communication device under his or her control for any of the following purposes:

- (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.

SECTION 3 – Reporting Procedure

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

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

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

SECTION 4 – Procedure for Addressing Bullying Complaints STEP

1: Principal.

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

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

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

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

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

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

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

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

STEP 2: Appeal to the Superintendent The following procedure shall be used to address an appeal of the Principal's decision in Step 1 to the Superintendent : 1. If either party is not satisfied with the Principal's decision, or if the Principal does not render a written decision within fourteen (14) calendar days of the request for a decision on the merits of the complaint, that party may appeal to the Superintendent by filing form JFCD-E(2). The appeal must be filed within ten (10) calendar days of receipt of the Principal's written decision, or ten (10) days of the deadline for the Principal's written decision, whichever comes first.

The appealing party must attach the Principal's written decision.

2. Within fourteen (14) calendar days from the date the appeal was filed, the Superintendent shall render a decision in writing. All parties shall receive copies of the decision. The Superintendent shall uphold, reverse, modify the principal's decision, or the Superintendent may refer the matter back to the Principal for further investigation and supplemental decision which decision may restate, modify or reverse the Principal's initial decision. A supplemental decision by the Principal after a referral back to the Principal is subject to appeal to the Superintendent. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to all parties, which notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.

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

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

Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the person alleged to have violated the bullying policy.

1. Upon receipt of an appeal, the Board shall at its next meeting schedule a date, time and location for the appeal hearing.
2. The following procedure shall be applicable at the appeal hearing before the Board:
 - A. The Board shall appoint a board member or a person who is not an employee of the school district as the hearing officer;

- B. Within thirty (30) calendar days of an appeal being filed with the Board, the Board shall conduct a hearing in executive session;
- C. The Complainant, person alleged to have violated the bullying policy, and Superintendent each have the right to be represented at the hearing;
- D. The Board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
- E. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified;
- F. All parties shall be given the opportunity to make an opening statement, with the appealing party being given the first opportunity, followed by the other party, and then the Superintendent;
- G. The appealing party shall present his or her case first, and the other party shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The hearing officer and board members may ask questions of any witness;
- H. The Superintendent shall present the basis of his/her decision which led to the appeal. Both parties shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent;
- I. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the hearing officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board president, hearing officer or other person authorized by law to take oaths and affirmations;
- J. The hearing officer shall admit all relevant evidence. The hearing officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 595. 602 (S.D. 1979).
- K. All parties shall be given the opportunity to make a closing statement, with the appealing party having the first opportunity, followed by the other party, and then the Superintendent. The appealing party shall be given the opportunity for a brief rebuttal;
- L. After the evidentiary hearing, the Board shall continue to meet in executive session for deliberations. No one other than the hearing officer may meet with the Board during deliberations. The Board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of both parties and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date; Within twenty (20) calendar days of the hearing, the Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to both parties and the Superintendent, and the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered;
- M. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will convene in open session and a motion to uphold, reverse, or modify the Superintendent's decision shall be made and voted upon. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion shall be in writing and approved by the Board. Both parties, the Principal and the Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the Board.
- N. Following the Board hearing, should the Board determine there has been a violation of this policy prohibiting bullying, Board action may include but is not limited to the following: (1) suspend or expel a student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities; (2) pursuant to statute, reprimand, suspend without pay, or terminate the contract of an employee, or (3) prohibit a person from being on school property or at school activities for such time as may be determined by the Board.
- O. If either party is dissatisfied with the Board's decision, that party may appeal the decision by filing an appeal to circuit court pursuant to SDCL 13-46-1.

Legal References:

- SDCL 13-32-15 (Bullying defined)
- SDCL 13-32-14 (Adoption of bullying policy)
- SDCL 13-32-16 (Bullying policy requirements)
- SDCL 13-32-17 (Action for damages from bullying--Immunity for reporting)
- SDCL 13-32-18 (Incidents involving electronic devices)
- SDCL 13-32-19 (Model bullying policy)

SDCL 22-19A (Stalking)
SDCL 49-31-31 (Threatening or harassing contacts by telephone or other electronic communication device)
Moran v. Rapid City Area School Dist., 281 N.W.2d 595. 602 (S.D. 1979)

Cross References:

- ACAA: Sexual Harassment
- JF: Student Rights and Responsibilities
- JFCD-E(1): Bullying Report Form
- JFCD-E(2): Bullying Complaint - Appeal to the Superintendent
- JFA: Student Due Process Rights
- JFC: Student Conduct
- JFCD-E(3): Bullying Complaint - Appeal to the School Board
- JFCC (EEACC): Student Conduct on School Buses
- JG: Student Discipline
- JGD: Student Suspension or Expulsion

BULLYING REPORT FORM

FILE JFCD-E(1)

Date Form Completed: _____

Form Completed by: _____

Person Reporting the Bullying: _____

Address/Phone # of the Person Reporting the Bullying:

Nature of Complaint: (With specificity, identify the person(s) alleged to have bullied, the conduct which is the basis of the bullying complaint, when/where the conduct occurred, the person(s) alleged to have bullied, witnesses, and any other pertinent information):

_____ (use additional sheets if necessary).

Date School Employee Completing the Bullying Report Form

Date Person Reporting the Bullying

BULLYING COMPLAINT APPEAL TO THE SUPERINTENDENT

FILE JFCD-E(2)

I/We Appeal the Principal's Step 1 decision for the following reason(s): [With specificity, Complainant should state how or why the Complainant believes the Principal's decision is wrong]:

ATTACH A COPY OF THE BULLYING REPORT AND THE PRINCIPAL'S DECISION.

Date

Complainant

Date Received

Superintendent

SCHEDULE TIMES: INCLUDING FRIDAY SCHEDULE & LATE START SCHEDULES

Regular schedule:	Friday Schedule:	10:00am Start:
1 st Period 8:00- 8:55	1st Period 8:00 – 8:50	1 st Period 10:00 – 10:40
2nd Period 8:59 – 9:44	2 nd Period 8:54 – 9:39	2 nd Period 10:44 – 11:24
3rd Period 9:48 – 10:33	3 rd Period 9:43 – 10:28	3 rd Period 11:28 – 12:08
4th Period 10:37 – 11:22	4 th Period 10:32 – 11:17	Lunch 12:08 – 12:38
TAA 11:26 – 12:00	5 th Period 11:21 – 12:03	4 th Period 12:38 – 1:18
Lunch 12:00 – 12:34	Lunch 12:03 – 12:34	5 th Period 1: 22 – 2:02
5th Period 12:34 – 1:19	6 th Period 12:34 – 1:19	6 th Period 2:06 – 2:46
6th Period 1:23 – 2:08	7 th Period 1:23 – 2:08	7 th Period 2:50 – 3:28
7th Period 2:12 – 2:57		
8 th Period 3:01 – 3:28		

PERMIT TO LEAVE THE BUILDING

Any student who needs to leave the building for any reason must stop at the office and pick up a permit to leave slip. Failure to report to the office could result in an unexcused absence. Permit slips will be issued for illness, doctor appointments, and other emergency type situations. A written parental note or phone call will aid in the issuance of a permit slip. In cases where errands can be completed before school, at noon, or after school, permit slips will not be issued.

COMPUTER INFORMATION

The Platte-Geddes School District is pleased to offer students and staff access to technology resources for schoolwork. The purpose of the Platte-Geddes School District's technology resources is to provide additional educational resources and communication tools for the students and staff. These resources include but are not limited to the following resources: network, Internet, computer hardware, computer software, printers and copiers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

The use of the Platte-Geddes School District's technology is a privilege, not a right. Users are to be aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the Terms and Conditions, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

PROVISION

The laptop computer issued with includes the laptop, power supply, battery, and stylus, is on loan from the Platte-

Geddes School District 11-5. The district retains ownership of the laptop and all of its components while your child attends Platte-Geddes Public Schools. The laptop and its components are to be returned to school administration in reasonable condition should your child no longer be enrolled in this district. Students/Parents are responsible for full payment of damages to laptops when the damages are not covered by warranty.

User Terms and Conditions

- i. The use of the technology resources must be in support of education and research and consistent with the educational objectives of the Platte-Geddes School District.
- ii. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.
- iii. Prohibited technology resources activities include, but are not limited to, the following:

Computer Laptop Violations:

- a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, violent, pornographic, obscene, or sexually explicit materials.
- b. Downloading or transmitting multi-player games, music, or video files.
- c. Vandalizing, damaging, or disabling property of the school or another individual or organizations.
- d. Accessing another individual's materials, information, or files without permission.
- e. Using the network or Internet for commercial, political campaign, or financial gain purposes.
- f. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- g. Promoting or soliciting for illegal activities.
- h. Attempting to repair, remove or install hardware components.
- i. Violating copyright or other protected material laws.
- j. Intentionally wasting school resources.

Consequences: 1st offense – Office intervention and Five (5) day computer laptop suspension
2nd offense – Office intervention and ten (10) day computer laptop suspension
3rd offense – Laptop suspension for remainder of the quarter or not less than 15 days.
Habitual offender – Laptop suspension for remainder of the school year.
Referral to law enforcement authorities may take place at any time.

Computer Network Violations:

- a. Attempting to log on to the Internet or network (servers, routers, switches, printers/copiers, firewall) as an administrator.
- b. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- c. Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
- d. Creating, uploading, or transmitting computer viruses.
- e. Attempting to defeat computer or network security.

Consequences: Suspension of the laptop computer and referral to law enforcement authorities. Each situation will be dealt with individually with school consequences ranging from out-of-school suspension to long term suspension or expulsion.

- Platte-Geddes School District does not guarantee that its technology resources will be uninterrupted or error free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.
- Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees charges, and expenses as the school district explicitly agrees to pay.
- Any security or equipment problems arising from the use of technology resources must be reported to the Computer Tech or Principal's Office.

- Student will be held responsible for maintaining their individual school computers and keeping them in good working order.
- Students are required to bring their laptop computer to school each day. Do not leave your computers on top of lockers, hallways, or classrooms. If your computer is found by staff, it will remain in the office.
- Students are responsible for backing up all of their documents and files.
- Computer batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Platte-Geddes School District may be applied to the computers.
- Computers that malfunction or are damaged must first be reported to the Computer Tech. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repair to computers that are damaged intentionally.

Accidental laptop damage: Students who have recorded 1 or more instances of accidental laptop damage may be asked to check their laptop in after school. Laptops may be checked out again before classes begin the next day. Special permission to take the laptop home for class work may be permitted by the student’s teacher and approved by the administration.

- Computers that are stolen or lost must be reported immediately to the Principal’s Office and the Platte Police Department.
- Individual school laptops computers and accessories must be returned to Computer Tech at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Platte-Geddes HS for any other reason must return their individual school laptop computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at PlatteGeddes HS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer. Failure to return the computer will result in a grand theft report being filed with the Platte Police Department.

Lost or Broken Computers or Components

The Platte-Geddes School District recognizes that with the implementation of the 1:1 laptop initiative there is a need to protect the investment by both the District and the Student/Parent.

Furthermore, the student will be responsible for any damages to the computer and must return the computer and accessories in satisfactory condition. The student will be charged a fee for any needed repairs not to exceed the replacement cost of the computer. The following fees are examples of fees assessed for any broken or damaged items:

Broken Screen	Cost of Replacement
Damaged/Lost Cord	Cost of Replacement
Stylus (If Provided One)	Cost of Replacement
Battery	Cost of Replacement
Lost or Stolen Laptop	Cost of Replacement

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to laptops. Warranty and Accidental Damage Protection **DOES NOT** cover intentional damage or neglect of the laptops.

Parent Responsibilities and Terms

Your child has been loaned a laptop computer to improve and personalize his/her education this year. It is essential that the District Use Agreement be followed to ensure the safe, efficient and ethical operation of the district's computer.

In order for your child to use the laptop in class and to take it home, you must be willing to accept the preceding terms and responsibilities:

Parent Signature _____

Date _____

Student Responsibilities and Terms

Your laptop computer should be used for educational purposes only. In order to use the laptop and to take it home, you must be willing to accept the preceding terms and responsibilities:

Student Signature _____ Date _____

Student name (Please print) _____

LIBRARY/STUDY HALL RULES

During the periods which you have no classes, you are to report to the designated study hall. It is your responsibility to take all the needed books, paper, pencils, and materials needed to your study hall. You are to remember that the Library/study hall is to be a quiet place, which is conducive to studying. You are expected to adhere to the rules set forth by the study hall monitor AND the following:

- 1 Quietly enter the room, take your seat, and remain there.
- 2 You are required to use the first 20 minutes of the period studying by yourself without speaking privileges. You will not be allowed to sign out during this time unless you have acquired a pass from another teacher or the Librarian, which will allow you to travel directly to, and work under their direct supervision. The nature of the work to be done is to be academic and in the subject area of the teacher issuing the pass. These passes must be acquired prior to study hall time and must carry the initials of the teacher issuing the pass and the study hall teacher.
- 3 After the first twenty minutes have passed, you may ask permission to speak quietly to another student, to check out to the principal, another teacher who is not having class, or the counselor. Study Hall Supervisor will check to see if these people are available before releasing students.
- 4 About five minutes before the end of the class period, all students are to return to study hall and no further passes will be issued.
- 5 Use the restroom and get a drink between classes. Each student is permitted to check out only ONE time per day. Only one student may be out of the study hall on a pass at a time, with the exception of students who have passes from classroom teachers.
- 6 Work until the bell rings. This means you will bring all necessary supplies to occupy yourself the entire class period. If you have no assignments to work on, bring reading material or review other class material. Work may be provided by the teacher if you do not bring something to work on in study hall.
- 7 Keep in mind that you elected to take a study hall because you needed the study time, therefore this will be a study hall every day and not a social hour.

- 8 Please note that any exceptions to these rules will be dealt with on a case by case basis and must be approved by the study hall supervisor.
- 9 A student that needs to come in and check out a book, needs to do just that. Please do not disturb the study hall students and study hall students please do not disturb them.
- 10 Students are responsible for the library materials they have checked out.

DO NOT BRING:

Cell Phones and other electronic gadgets are not allowed in the library/study hall.

STUDENT DRIVING OF CARS

Students with a valid driver’s license are allowed to drive during lunch period, except to the elementary to eat lunch. Students with a valid driver’s license are to drive responsibly during this time. If they do not drive responsibly and are reported by school personnel or law enforcement, they will have the following consequences:

- 1st Violation: Warning
- 2nd Violation: Lose driving lunch privilege for a period of 20 days in session school days.
- 3rd Violation: Lose driving lunch privilege for the rest of the school year.

During practices and extra-curricular activities all students are to park their vehicles on the north side of the elementary.

BREAKFAST AND HOT LUNCH – LUNCH ROOM

GRADES 6th-8th HAVE A CLOSED LUNCH AND ARE NOT PERMITTED TO LEAVE SCHOOL GROUNDS FOR LUNCH. THESE STUDENTS ARE REQUIRED TO EAT IN THE CAFETERIA, BUT MAY BRING THEIR OWN LUNCH IF THEY SO DO DESIRE.

9th-12th GRADE OFF-CAMPUS LUNCH PARENT PERMISSION FORM

I hereby give my permission for my son/daughter to leave the campus of Platte-Geddes High School during the lunch period.
IMPORTANT NOTICE: If a student does not return to school after lunch their absence will be recorded as a truancy.

In case of an emergency during lunch the parent must call the High School Office at that time. I understand there is no school supervision off-campus. I release Platte-Geddes School District from all liability during the lunch period when my son/daughter is off-campus.

I understand that permission to leave campus at lunch may be revoked at any time if the behavior of my son/daughter is not satisfactory. I also understand that **permission to leave campus may be revoked** if tardiness becomes a problem.

Both student and parent must agree.

Student Name: _____

I do hereby grant permission for the above named student to participate in the Open Lunch program that allows students in grades 9th-12th to leave the high school campus during the lunch period. I assume full responsibility for my child’s actions and behavior when he/she leaves campus for Open Lunch. The signatures below indicate that the student and parent/guardian are aware of and will follow the rules governing the Platte-Geddes Open Lunch program.

Parent/ Guardian Signature: _____

Student Signature: _____ Date: _____

Breakfast is served each day from 7:30-8:00 a.m. for all grades. A nutritious lunch is made available each day for all students wishing to participate. Lunch serving for junior and senior high students will be from 12:15-1:15. Students are not permitted to drive to the lunchroom, but should use the sidewalks, staying off the grass and the playground at the elementary.

Because we have several shifts eating in the lunch room, it is very important that each of us clean up our area when we leave. Students that fail to do this will be assigned a special area to eat, or in some cases will not be allowed to eat at the school lunch.

Students may use the bleacher area for coats and caps. Students wearing caps will not be served.

LUNCH ACCOUNT POLICY

1st Notification: A “Low Balance” notification will be e-mailed daily to parents (or sent home with student or mailed if no e-mail address is available) when the family’s account balance meets or falls under \$10.00. A deposit on the account will be requested at this time.

2nd Notification: When the family account reaches a zero or negative balance, a telephone call will be made informing the responsible party that they will have five (5) days to pay the existing balance and make a deposit on their account. If payment is not received within the next five (5) days, the student will be served an alternative meal of a cheese sandwich and milk at no charge beginning the sixth day. Students can receive the alternative meal a maximum of five (5) times during the school year.

3rd Notification: If payment is not received within five (5) days after the 2nd Notification, the responsible party will be advised by letter that the student’s account will be closed and the student will not be provided food by the school district.

POP – LUNCH ITEMS

Students may not have pop in the school building before school and during the school day. Students – finish your pop and treats before you get to school in the morning and at noon. We have adequate number of water fountains for all to use during the school day.

Candy and gum will be allowed in school, unless it becomes a distraction or a problem. Large candy bars, candy on sticks, or ice cream will not be allowed in school during the school day. When we have a special occasion, and when approval has been given, treats will be allowed.

When returning from lunch, students are to return to the upstairs hall and locker area, Students are not to sit on the floors in the hallways. This would be the same as when you report to school in the morning. The gym or designated outside playground area may be available for use on some occasions. If the weather is nice outside, stay outside and gather with your friends.

STUDENT DRESS

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress which may be considered contrary to good hygiene or may be considered distracting or disruptive in appearance and detrimental to the purpose of conduct of the school will not be permitted. Clothing that exposes bare midriffs or bare shoulders will not be permitted. Tops should meet bottoms so that midriffs are not exposed. Clothing advertising alcoholic beverages, tobacco products or those with obscene or questionable printing will not be permitted in the school building. Caps, hats, or hoods are not allowed to be worn in the school building.

Halter tops, strapless tops, spaghetti strap tops, midriff tops, short shorts, and see-through garments are not permissible attire for school.

Exposure that extends below the armpits will be deemed as inappropriate.

Clothing that is excessively revealing or permits excessive exposure is not allowed. Examples include, but are not limited to attire which reveals, breasts, buttocks, belly buttons, and underwear. School officials will determine whether attire is deemed inappropriate.

ALCOHOL AND OTHER DRUG USE BY STUDENTS

FILE: JFCH

The following document outlines policy on student use of alcohol and other drugs in the school district. This policy is in effect on premises owned, leased or maintained by the school district, at all school related activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. Student and parent/guardians are expected to know and understand the policy provisions and its mandatory nature. A copy of the policy will be provided to all students and parents.

Policy

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of alcohol and/or other illegal drugs. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs. Students shall not engage in Smoking and/or Possession/Use of Tobacco Products, or any device or product that contains nicotine, or a device that is used for inhaling or ingestion, unless used for medicinal purposes with a prescription

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

Disciplinary sanctions and Implementation Procedures

A. The following procedures will be used in dealing with possession, use distribution, or being under the influence of alcohol and other drugs. State and federal regulations regarding special education students will be followed.

First Offense:

1. The administration will notify the parent(s)/guardian(s) and schedule a conference;
2. The administration shall suspend student for ten (10) days in compliance with student due process procedures;
3. The administration shall notify available law enforcement authorities;

The suspension of a student who completes a drug/alcohol assessment from a certified or licensed addition counselor or a licensed physician trained in chemical dependency and recommended program, if any, will be commuted to three (3) days, provided the assessment and program are completed, unless good cause is shown to and approved by the administration, within twenty (20) school days. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration in writing that the student has been evaluated and to comply successfully, completed any recommended treatment program.

Second Offense:

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
2. The administration shall notify available law enforcement authorities.
3. The administration shall suspend for ten (10) days in compliance with student due process procedures.

A long-term suspension hearing shall be scheduled before the school board pursuant to due process rules for long-term suspension. The administration will recommend to the school board that the student be suspended for ninety (90) school days. The ninety (90) day suspension for a second offense may be reduced to ten (10) school days if the student completes an accredited intensive prevention or treatment program. Fees for this assessment and/or treatment are the responsibility of the student and family.

Subsequent Offenses:

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
2. The administration shall notify available law enforcement authorities.
3. The administration shall suspend for ten (10) days in compliance with student due process procedures.

4. An expulsion hearing shall be scheduled before the school board pursuant to due process rules for expulsion. The administration will recommend to the school board that the student be expelled.

B. Distributing (supplying free or selling) Alcohol and Other Drugs or Material Represented to be a Controlled Substance - (all occurrences):

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
2. The administration shall notify available law enforcement authorities.
3. The administration shall suspend for ten (10) days in compliance with student due process procedures.
4. A long-term suspension hearing shall be scheduled before the school board pursuant to due process rules for long term suspension. The administration will recommend to the school board that the student be suspended for up to ninety (90) school days.
5. A second offense for distributing alcohol or drugs shall result in an expulsion hearing being scheduled before the school board and the administration will recommend the student be expelled for one year.
6. State and federal regulations regarding special education students will be followed.

USE OF ALCOHOL SENSORS

In keeping with its commitment to protect all pupils and the school community from the harm of alcohol use, the Board authorizes the Superintendent, Principals, and designee(s), to use a portable breath test (PBT) and passive breath alcohol sensor device (PBASD) to screen for evidence of breath alcohol.

The purpose for using a PBT and PBASD is to protect pupils who may be under the influence of alcohol, other pupils, staff and community members attending school events and to deter the use of alcohol by pupils. As PBT and PBASD implementation is intended primarily as a deterrent to student and youth alcohol use, nothing set forth in this policy precludes school district personnel from using the power of observation and professional judgment when there is reasonable suspicion of youth alcohol consumption.

The Board authorizes PBT and PBASD screening of students during the school day upon reasonable suspicion that a student may have consumed alcohol, and of attendees before, during and after school activities/events including, but not limited to dances, athletic events, proms, class trips, drama productions, graduation ceremonies, or school assemblies.

Procedurally, district personnel will not vary from the normal course of action outlined in ASBSD's Reference Policy JGD: Student Suspension or Expulsion when evidence of alcohol consumption is derived from a PBT, PBASD reading or personal observation.

If the PBT or PBASD screening indicates the presence of alcohol on District student, the matter shall be reported to the Principal or designee and law enforcement. District students violating this policy will be disciplined according to the discipline procedures outlined in this policy and other relevant policies. School age persons from other districts attending school and district sponsored events who are suspected of alcohol consumption will be reported to the Principal or designee and law enforcement.

The Board shall provide notices to students, staff, parents and guardians of this policy.

LOCKERS

Lockers are school property for student use. Lockers are to be used for school books and supplies along with being a place for coats, caps, etc. Please keep your books, materials, and computers inside your locker – not on top! The hanging of posters promoting alcohol, tobacco products, or pictures that may be considered obscene will not be permitted. Please respect and stay out of other students' lockers. School officials have the right to search lockers if the need arises.

Searches by Staff

The right of inspection of students' school lockers is inherent in the authority granted school boards and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own property and school property.

Nevertheless, exercise of that authority by school officials places unusual demands on their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

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

1. There should be reasonable cause for school authorities to believe that articles are kept in the locker, desk, or other storage space whose possession constitutes a crime or rule violation.
2. Search of an area assigned to a student should be for a specifically identified item, and should be conducted in his or her presence and with his or her knowledge.
3. General housekeeping inspection of school property may be conducted with reasonable notice.
4. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Searches of Student Property by Police

A proper search warrant is required for any search of a student's personal property kept on school premises; however, if the police have reason to believe any item that might pose an immediate threat to the safety or security of others, searches may be conducted without a previously issued warrant.

Interrogations by Police

The school district has legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day periods of extra-curricular activities, the school principal or the principal's designee will cooperate. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
2. Parents or guardians will not be contacted in child abuse cases if the law enforcement official requests confidentiality.
3. If custody and/or arrest is involved, the principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

BACKPACKS

Backpacks are not allowed in the classrooms.

POSTERS

All posters and other information to be posted, must receive prior approval from the principal's office before being posted.

RESPECT

Respect for teachers, all staff members and other students are necessary to maintain an environment for learning. Elementary teachers and aides as well as high school staff have authority to maintain discipline in and around the school.

The respect for school and study property is important to maintain the fine facilities that we have in Platte. Anyone who willfully and carelessly damages or destroys school property will be responsible and will be required to fix, replace, or pay for such property. Other appropriate disciplinary action may be taken as needed.

We have a beautiful school, so please don't write on things, throw trash around or just generally make a mess. When people come into our school we want them to be impressed with our school and how we take care of it.

ACTIVITIES – PROGRAMS – PEP FESTS

An excellent activity program is available for students in Platte-Geddes High. You are encouraged to participate in the activities provided. Courtesy, sportsmanship and cooperation are essential parts of an activities program whether taking part as a participant or spectator.

Activities need financial support from students as well as the community. Students that participate in an activity will be allowed in free of charge. Student spectators will be charged \$3.00 for admission or can enter free if they have purchased an activity ticket for \$30.00. These thirty dollars are a very good bargain as there are about 30 home events during the year when the activity ticket can be used.

Assembly programs and pep fests are scheduled during appropriate times of the year. All students are required to attend unless excused for an appropriate reason. Special programs are made available for the enjoyment and enrichment of the students. Guest performers should be made to feel welcome and comfortable within our school. Pep fests are held to create school spirit at our athletic contests. Take pride in our school and actively involved in the many activities that we have.

SCHOOL INSURANCE

The school's insurance does not cover students while they are at school or on school trips. The school makes available private insurance to parents who want to cover their children. Insurance forms of two (2) kinds are available and coverage begins for your children with the initial payment. The first is the regular school plan for students, the second is dental insurance. If you are interested in enrolling your children, send in your premium at once. The school office makes the forms available.

SCHOOL PICTURES

Pictures for students in grades 6-11 will be taken in early fall. Envelopes will be sent home ahead of time for you to decide which package you wish to order. Pictures must be pre-paid at that time.

TELEPHONE

The hall telephone is for the convenience of the students. **ONLY LOCAL CALLS CAN BE MADE ON THIS PHONE.**

CELL PHONES AND PORTABLE DIGITAL MEDIA DEVICES

FILE: JFCK

The School District, as part of a commitment to upholding academic integrity and providing a safe learning environment free from distraction, limits student use of cellular phones and portable digital media devices.

Students may possess cellular phones and portable digital media devices on school property, while in school-owned or school-operated vehicles and while students are attending or engaged in school-sponsored activities, subject to limitations of this and other policies and regulations of the District.

Unless specific permission is granted by school personnel, cellular phones and portable digital media devices are: To remain powered-off and inoperable during the regular school day or when their use is otherwise prohibited by school personnel; and

To be stored in a student's locker or car during the regular school day.

Students found to have violated this policy shall be subject to disciplinary action, which may include confiscation of the cellular phone or portable digital media device. The Board acknowledges that certain violations of this policy pose severe risks to academic integrity or student safety. Students found in severe violation of this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Severe violations of this policy involve highly inappropriate activities including, but not limited to:

Electronic communication that contains inappropriate content, profanity, intimidation or threats to others;

Sexting, which includes intentionally creating, producing, distributing, presenting, transmitting, posting, exchanging, disseminating, or possessing, through any computer or digital media, any photograph or digitized image or any visual depiction of a person in any condition of nudity, or involved in any prohibited sexual act;

Academic dishonesty or cheating;

The use of camera or recording features of cellular phones and portable digital media devices in restrooms, locker rooms or for any use constituting an invasion of any person's reasonable expectation of privacy;

Communicating in any way with outside groups or individuals to participate in violent acts or other inappropriate or unlawful activities on school property or at school-sponsored activities; or Refusal to relinquish phone to persons of authority upon request.

This policy shall not be interpreted to justify unreasonable searches of cellular phones or other digital media devices by school personnel. Any search of a student's cellular phone or portable digital media device by school personnel shall be:

Justified at its inception and based on reasonable grounds that the search would reveal evidence of a student's severe violation of this policy;

Reasonably related to its objectives and not excessively intrusive in light of the nature of the infraction; and

Conducted in accordance with district policy and in the presence of a student's parent or guardian.

As necessary for the implementation of this policy, the superintendent may establish regulations, consistent with this policy, further limiting or prohibiting the possession and use of cellular phones or portable digital media devices.

The District assumes no responsibility for loss, damage or theft of cellular phones and digital media devices, whether in the possession of students, on school property or if confiscated by school personnel pursuant to this policy.

Legal References: ARSD 24:07 (Student due process) SDCL 13-32-4 (School board to assist in discipline)
SDCL 49-31-31 (Harassment by electronic devices)

Cross References: JFA: Student Due Process Rights
JFC: Student Conduct
JFCC (EEACC): Student Conduct on School Buses
JFCD: Cyber Bullying
JFCF: Hazing
JFCE: Student Bullying

CELL PHONE / ELECTRONICS POLICY

Cell phones are not to be used during school. Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

DAILY PROCESS

As students Arrive to School, they will:

- 1) Turn their cellphone off or put them in airplane mode upon entering their first period and fifth period classrooms after lunch
- 2) Place their cellphone and smart watch inside the Pouch and secure them in front of school staff
- 3) It is recommended that students keep their pouch with them during the school day. They may place the pouch in their backpacks or lockers.
- 4) When dismissed for lunch, 9th -12th grade students may unlock their pouches before leaving the building. Unlocking bases will be attached to the walls near the east, north, and south entrances and located in the principal and superintendent offices
- 5) When returning from lunch, students will repeat steps 1-2.
- 6) At the end of the day, students will open their Pouch, remove their phone, and put the pouch in their backpack or locker. Students must bring their Pouch to school with them each day. Students who do not bring their pouches will be assigned a loner pouch for the day. Students must return the loner pouch to the high school office at the end of the school day.
- 7) Students who do not have a cell phone will be issued a pouch. They will receive a laminated card that states "no cell phone". The card will be placed inside the pouch. The students will follow same procedures as students with a cell phone.
- 8) Due to the large distraction cell phones cause during lunch, 6th-8th grade students will not be allowed to un-pouch their cell phones during lunch

- Students arriving late or leaving early will pouch/un-pouch their phones in the principal's office. Students with open-campus privileges need to check-in and pouch their cell phones before entering the classroom. Students need to checkout by un-pouching their phone in the principal's office. Students who do not check in or out of the high school principal's office will lose their open-campus privileges.

- Students who need their phones for medical reasons will work with the administration to devise a plan to ensure the cell phone is only used for medical reasons

- Students taking dual credit courses who need their cell phones to access the course work will be required to complete this process in the presence of an administrator or teacher. The cell phone will be secured in the pouch once the student is logged into their course.

- Students will not be allowed to leave their cell phones in their vehicles to circumvent the Cell Phone Free School Procedures

- If an eligible student wants to work in the student lounge, they are required to give their pouched cell phone to the librarian. The librarian has the right to ask the student to open their pouch to ensure their actual cell phone is in the pouch. The pouched cell phone will serve as their pass to the student lounge.

HOW TO CONTACT YOU CHILD DURING THE SCHOOL DAY

If you need to contact your child during the school day, please call the office at 605-337-3391. Every Platte-Geddes student also has access to email in which messages can be received.

VIOLATIONS

Pouch Damage / Lost Pouch / Using Cellphone During School

1. If a student intentionally damages their Pouch or is caught on their phone the Administration will collect the cellphone/Pouch and the student will call home for a parent to pick up the phone. The phone will not be able to be picked up until the end of the school day and only by a parent/guardian. (Applies to all students in grades 6-12)
 2. Damaged or lost pouches will require a \$25 pouch replacement fee. Students who do not pay the \$25 replacement fee, will turn their phone in to the office at the beginning of every school day. (Applies to all students in grades 6-12)
 3. Students caught attempting to open the Yondr pouch without using an unlocking base or not using their pouch when required, will immediately turn their phones into the secondary principal and lose all open-campus privileges for five days. The student will also be required to call home to report the infraction. (First offense) (Applies to students in grades 9-12)
 - 3a. Students caught attempting to open the Yondr pouch without using an unlocking base or not using their pouch when required, will immediately turn their phones into the secondary principal and will be required to call home to report the infraction. Students will serve five days of after school detention. (First offense)
(Applies to students in grades 6-8)
 4. Students caught attempting to open the Yondr pouch without using an unlocking base or not using their pouch when required, will immediately turn their phones into the secondary principal and lose all open-campus privileges for the remainder of the semester. The student will also be required to call home to report the infraction. (Second offense) (Applies to students in grades 9-12)
 - 4a. Students caught attempting to open the Yondr pouch without using an unlocking base or not using their pouch when required, will immediately turn their phones into the secondary principal and will be required to call home to report the infraction. Students will serve after school detention for the remainder of the semester. (Second offense) (Applies to students in grades 6-8)
 5. Students caught attempting to open the Yondr pouch without using an unlocking base or not using their pouch when required, will immediately turn their phones into the secondary principal and lose all open-campus privileges for the remainder of the school year. The student will also be required to call home to report the infraction. (Third offense) (Applies to students in grades 9-12)
 - 5a. Students caught attempting to open the Yondr pouch without using an unlocking base or not using their pouch when required, will immediately turn their phones into the secondary principal and will be required to call home to report the infraction. Students will serve after school detention for the remainder of the school year. (Third offense) (Applies to students in grades 6-8)
 6. The district bears no responsibility for damaged or stolen cell phones if a student opts to leave their phone in their vehicles during the school day. These students will still be issued a pouch and follow the procedures set forth
 7. Students who are caught going to their vehicles to check their phones during the school day will be subject to the same disciplinary action as stated above (Violations section, steps 3-5)
 8. Any student who chooses not to use the Yondr pouch and is found in violation of the Cell Phone Free Procedures, will be required to begin using the pouch for the remainder of the school year.
- Additional disciplinary measures may be taken for other infractions not listed above or for infractions beyond the third offense

Forgotten Pouch

Students who do not bring their pouches will be assigned a loner pouch for the day. Students must return the loner pouch to the high school office at the end of the school day.

If a student consistently forgets their Pouch, it is considered Lost.

Refer to the Lost Pouch policy above. (Violations, step 2)

Examples of Damage:

- Deep scratches on the globe and on the green ring around it
- Intentional pen marks on the inside of the Pouch
- Bent pins
- Pin and button not fully recessing, due to pin damage

Discipline Explanation

High school students who lose open-campus privileges are required to attend school from 8 a.m. until 3:28 p.m. Students are also required to eat lunch in the multipurpose room gym and must remain in the gym until dismissed by administration or the administrator's appointee. Students **are not allowed** to remain in the high school building during the lunch period. Students will either eat school lunch or bring a lunch from home.

TRANSPORTATION TO AND FROM ACTIVITIES

Transportation to and from any out-of-town school activity will be school provided and with a school approved adult driver. If this is not followed, the student will not be allowed to participate in the activity.

GRADING SYSTEM

A = 94-100

D = 70-77

B = 87- 93

F = Below 70

C = 78-86

COMPUTING CLASS RANK

All students in the class are included in the class rank with number 1 being the highest possible position. All high school classes are used to determine grade average with the exception of chorus and band. Class rank is computed at the end of each semester. These numbers will be used to compute grade point average: A = 4.0/semester, B = 3.0/semester, C = 2.0/semester, and D = 1.0/semester. Dual-credit courses will use the following numbers to computer grade point average: A=4.5, A-=4.15, B+=3.90, B=3.50,B-=3.30,C+=2.95,C=2.70,C-=2.35,D+=2.00,D=1.45,D=1.45,D-=1.0 In the event there is a tie among students, the district will then look at the student's overall grade percentage average to determine the class rank.

Incomplete

Students will be required to complete work prior to the end of a particular grading period. Students are responsible to get work done if they have been, or will be absent. There may be extenuating circumstances that could extend the time, but the extenuating circumstances will be discussed by teachers who are involved, the principal, and the parents. An example of this may be a long-term illness or an accident.

Honor Students

Honor students will be recognized when they graduate as seniors. To be an Honor Student you will need to meet the following criteria:

Highest Honors – 97 cumulative average (22 credits)

Honor Student - 94 cumulative average (22 credits)

CREDIT RECOVERY

A program through SD Virtual School has been implemented to help students stay on track to graduate on time. If students fail certain classes, they may take on-line classes through the Virtual School to stay on track. The cost for this on-line program is the student's responsibility. We strongly encourage students to work hard, to successfully complete these classes in school, so that credit recovery does not need to be utilized.

ON-LINE CLASSES

There are a number of classes that students may take on-line. The school district will pay for these courses, unless the student does not pass the class or if the same class is offered in-house. If the student does not successfully pass the on-line course, it becomes their responsibility to pay for it. Due to the rigor, responsibility, and independence required to complete online courses, students in grades 9-10 will be encouraged to take courses within the Platte-Geddes master schedule. For more information, please see the Platte-Geddes online class contract.

Students must take (2) credits of Science, (2) credits of English, (2) credits of Math, (1) credit of Speech in house to be eligible for online courses. No student will be allowed to take a course that we offer as an online course, unless of a scheduling conflict or the student is taking the course Dual Credit. The Administration may deviate from the policy to fit the individual needs of the students.

DUAL CREDIT ENROLLMENT

Dual credit enrollment is an opportunity for students to apply coursework to both high school graduation requirements and post-secondary degree completion. Students must meet certain eligibility requirements to be considered for enrollment. Dual credit courses could include virtual or online courses at the post-secondary institution.

The following provisions apply to any student requesting enrollment in a dual credit course.

Eligible Students

- Students in grades eleven (juniors) and twelve (seniors) are eligible for dual credit enrollment.
- Students must have no grade lower than a C during the previous school year (inclusive of both semesters) in any class or by discretion of administration.
- Students must have the required prerequisites for the coursework.

South Dakota Board of Regents High School Dual Credit Program

High school juniors and seniors attending a public high school within South Dakota may be eligible to receive both high school and college credit at a reduced rate of \$48.33 per credit. Students must meet the following requirements:

- Meet undergraduate admissions requirements (ACT or coursework) or
- If high school senior, rank in upper one-half of class or score at or above 50th percentile on a nationally standardized, norm-referenced test, such as the ACT or SAT; or
- If high school junior, rank in upper one-third of class or score at or above 70th percentile on a nationally standardized, norm-referenced test, such as the ACT or SAT.
- Registration in select courses may require placement via ACT/SAT and/or Accuplacer. Application must be renewed for each semester of participation.

Eligible Courses

- Dual credit courses will be offered via distance learning providers as recognized by the South Dakota Department of Education. The student must obtain the school district's approval of any dual credit course or courses prior to enrolling.

Class Load

- Each student is required to be enrolled in at least six (6) academic courses each semester inclusive of both quarters. Each dual credit course which a student takes through a post-secondary institution will count to one (1) of the six (6) courses.
- Students will be limited to a maximum number of dual credit courses per semester as follows: Junior – one (1), Senior-- two (2) The administration may deviate from the policy to fit the individual needs of the students.

Credit Earned

- The eligible student may enroll only in dual credit classes that carry at least three (3) semester hours of credit. Platte-Geddes High School will award 1credit upon completion of the dual credit class of three (3), four (4) or five (5) semester hours of credit.

Cost to the Student

- The student shall be responsible for all fees, tuition, materials books and other costs associated with the course.

Curricular Eligibility (Extra-curricular and Co-curricular Activities)

- Students who are enrolled in a dual credit course are required to meet all extra- and co-curricular eligibility requirements as set forth in the extra- and co-curricular handbooks to be eligible for any curricular activities.

Grading, Class Rank and GPA The grades of all dual credit courses will be recorded on the student's official transcript and will be calculated into the student's grade point average and class rank. The grading scale and letter grade system of the cooperating provider will be used in the determination of letter grades and grade point average calculation.

Transferring Post-secondary Credit

- It is the student's responsibility to insure that the cooperating provider or post-secondary institution send an official grade report or transcript to Platte-Geddes High School. High school credit will not be issued until this documentation is received.

Attendance

- The student will be expected to meet all high school attendance requirements inclusive of tardies.

Dropping a Post-secondary Course

- The student or parent/guardian may request to reverse this decision process at any time prior to the third week of class. If a student drops a dual credit course she/he is required to enroll in a Platte-Geddes High School provided course and is responsible for completing previous coursework.
- Dropping the course may carry with it a failing grade as per the determination of the post-secondary institution. This score will be recorded on the official transcript and calculated into the student's grade point average.

Failing a Post-secondary Course

- If a failing final course grade is received in a dual credit course, the student receiving the failure is no longer eligible to enroll for dual credit work. The failing grade will be recorded on the official transcript and calculated into the student's grade point average.

ONLINE COURSES

Students applying for permission to take a distance/online course will do the following:

Meet with the school counselor and principal to assess the student's maturity and ability to function effectively in an online learning environment.

Complete all prerequisite courses with a grade of a "C" or above.

Obtain written approval of the principal before the counselor enrolls the student in a virtual course.

Obtain written permission of parent/guardian for the student to pursue distance/online coursework. This document must be presented to the principal.

Adhere to the District Acceptable Use Policy and the PGHS Student Handbook, including rules of behavior and consequences for violations.

Credit for Distance/Online Coursework

Credit from an online course or distance course may be earned by meeting the following requirements:

The course is not offered by the Platte-Geddes School.

The Platte-Geddes School does offer the course, but the student is unable to take it do to an unavoidable scheduling conflict.

The student needs to complete the course in order to graduate on time (credit recovery).

Do to the rigor, responsibility, and independence required to complete online courses, students in grades 9-10 will be encouraged to take courses within the Platte-Geddes master schedule.

Awarding Credit for Distance/Online Coursework

The school must receive an official record of the final grade before awarding credit toward graduation. Only approved courses shall be recorded on student transcripts.

Costs Students will not be charged for any District approved distance/online course that is part of the student's full credit load for the semester, **unless the student fails the class**. If a student fails the online class, the costs of the class then become the responsibility of the student/parent/guardian.

If the student is taking the course for credit recovery reasons, the student will assume full responsibility for the cost.

The District will provide textbooks for approved online/distance courses, but they remain the property of the District at the end of the course.

Platte-Geddes School District Online/Distance Learning Agreement

I, _____, have read and understand the Platte-Geddes School District Policies for Virtual High School/Distance classes. I understand that online/distance learning requires a great deal of personal responsibility and motivation, as well as excellent time management skills. I have discussed the demands of the online/distance learning with my teachers, parents, counselor, and principal and I understand that these courses often require work outside the normal daily class schedule.

Students are committed and responsible for their coursework, as well as initiating contact with their teacher and/or mentor, when necessary. The student code of conduct, grading scales, grading deadlines, course content, and other important information are all available online. Students are expected to work independently, but must take the responsibility to ask for help when needed.

Always keep the lines of communication open between you and your online instructor. I understand that the Platte-Geddes School will provide me with an on-site mentor to assist me with technical issues, proctored tests/quizzes, and monitoring my progress.

However, I know that my online /distance instructor is my first point of contact for questions/problems with coursework, and it is my responsibility to stay in close contact with my online/distance instructor and to monitor my own progress.

The Platte-Geddes School District will not provide textbooks and other materials required for this course. Any materials provided by the school must be returned to the school upon completion of the course. The student /parent is responsible for any damage and/or missing materials checked out and agrees to pay the replacement cost of such items, if necessary.

I understand that my online/distance course(s) are checked for eligibility purposes, and any failing grades in these courses may make me ineligible for activities, as per school policy. The on-site mentor will be responsible for doing grade checks, providing periodic progress reports, and recording final grades to the student's report card and transcript.

This course, _____ is a _____ semester course, counted as _____ credit at the Platte-Geddes School District. Final grades will be recorded on the student grade report and transcript.

The start date, _____; midterm deadline is _____, with grades posted on _____, and a final end date of _____.

Payment: (District Personnel please check all that apply below – Parent/Guardian and Student please initial)

___/___ The district agrees to pay the cost of the course because it is part of the student’s normal schedule and is not due to **Dual Credit/Credit Recovery**.

___/___ If the student fails the class, the cost of the class becomes the responsibility of the student. The student is also not allowed to take additional on-line courses until the cost of the failed class has been paid.

___/___ The student/parent agrees to pay the cost of this course, as it is due to **Dual Credit/Credit Recovery**.

Parent/Student Class/School Attendance Agreement – Parent/Guardian and Student must initial

___/___ As a junior or senior student taking an online or dual credit course, I understand that I am not required to be in the school building during the class period/s that I am taking the online or dual credit course. Students who are not on track or failing the online or dual credit course will be required to be in school during the class period/s that they are taking their online or dual credit course/s.

District Approval:

I, _____, give approval for _____ to take the online/distance course as indicated above.

High School Principal Signature _____ Date _____

High School Counselor Signature _____ Date _____

I understand my responsibility as an online/distance learning student/parent. I have asked and received answers to questions, and thereby, agree to the terms of this opportunity. As a junior or senior student taking an online or dual credit course, I understand that by signing below I am not required to be at the

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

PARENT PORTAL

The grading program, DDN Campus, used by the school has a parent portal where parents can view their child’s grades in each class, attendance, and discipline/behavior record. To request an account, send an email to PlatteGeddesInfo@k12.sd.us. After your account is set up, to access this portal you must go to the school website www.platte-geddes.k12.sd.us. Click on the DDN Campus link, then click on the Parent Portal link.

PARENT-TEACHER CONFERENCES

Scheduled conferences for all students are held twice during the year. Conference dates for the 2022-2023 school year will be Oct. 6 from 1:00-8:00. The second conferences date will be Feb. 9 from 1:00-8:00. There will be no school for students or staff on Oct. 7 and Feb. 10.

SENIOR PRIVILEGES (OPEN CAMPUS)

Seniors will have the opportunity to earn senior privileges (open campus) by meeting the following criteria:

1. A student must have attained senior status;
2. A student may earn senior privileges (open campus) if the first criteria is met and have earned an accumulative grade average of 87 or above;

3. A student may earn open senior privileges (open campus) if criteria #1 is met and miss two or fewer days the preceding semester.

Any student who is reported by school personnel or law enforcement for driving irresponsibly will have the following consequences:

1st Violation: Warning.

2nd Violation: Lose senior privilege/**open lunch** for 20 in-session school days.

3rd Violation: Lose senior privilege/**open lunch** for rest of the school year.

Driving violations are accumulative and all driving incidents will be reported to school administration.

All seniors are required to take **six** classes per semester. Seniors will be allowed to have one open period in the seven day. Senior privileges (open campus) will be lost if you fail any class at the 9-weeks break. All privileges will be subject to the discretion of the building principal, as well as the parents. Seniors must attend Teachers As Advisers.

2022-2023 SEMESTER TEST SCHEDULE:

To Be Determined

NATIONAL HONOR SOCIETY

The purpose of the National Honor Society is to create enthusiasm for scholarship, stimulate a desire to render serve, promote leadership, and develop character.

Sophomores and juniors are eligible to become candidates if they have a grade point average of 94% in all classes (**excluding classes whose grade are primarily based on participation**), after the first semester in the core curriculum specified by the state of South Dakota. Students must be enrolled in five classes and involved in at least one extracurricular activity. Selection is based on scholarship, leadership, serve and character. Selection of each member shall be by a majority vote of the faculty council.

Candidates become members when inducted at a special ceremony. Members who are seniors in good standing are eligible to be nominated to compete in the NHS Scholarship Program.

STUDENT COUNCIL

The Student Council organization is made up of representatives of all high school classes and organizations. The Vice President from the preceding year will become the student body president. All other representatives will be elected at the beginning of the school year. Interested candidates for vice president will sign up in the office. All high school students will then vote for this office. The student body president and the high school principal, the Student Council faculty advisor, will schedule meeting times.

ELIGIBILITY

Eligibility for South Dakota High School Activity sponsored events is based upon the successful completion of at least 5 classes during the previously completed semester. If you do **NOT** pass 5 classes you will be ineligible for all South Dakota High School Activities for the next semester.

Eligibility for activities sponsored by the SDHSAA and the Platte-Geddes School District is a privilege, not a right. Any student in grades 6-12, who is participating in any school sponsored activity in the Platte-Geddes School and earning a grade lower than a D (70%) after the **third week of each semester**, will lose the privilege to participate in any competition or performance for one week at a time. If after the 3rd-week period, the student is below a D (70%) average, the privilege will be lost for a week. The week period will run from Tuesday to Tuesday. Students will be required to participate in practice sessions until earning back the privilege to compete or perform. This policy would apply to school trips when students would be absent during the school day, also. Example: Senior trip to Pierre, the FFA trip, or Career Days in Mitchell. Exemptions to this rule would be when students are required to go beyond the classroom to fulfill requirements for grades. Example: A band or chorus student participating in a

Christmas or Spring concert performed in the evening in town. The Science Fair would be another example of participating beyond the classroom.

PROCEDURE FOR HANDLING ATHLETIC COMPLAINTS

All coaches, athletes, and parents/guardians are expected to read and follow the guidelines below. In order to insure the reasonable expression of differences that can occur in athletic activities, these procedures have been developed to establish a line of communication between school, parent, athletes, and coaches when a problem arises.

When students choose to participate in extracurricular programs, they take on the responsibility of developing a relationship with a coach that shows respect and dedication to the team on which they are a member. In that, open communication is encouraged by the district between the coach and player. Parents are encouraged to support their player in developing this relationship and following the communication between player and coach. When an issue arises, unless there is a safety concern to the player, the first line of communication should be between player and coach.

Platte-Geddes Administration will review these procedures with all athletic personnel at the start of each season. Parents should remember that all Platte-Geddes athletic staff and students are required to follow these procedures. Should need arise, parents are expected to adhere to this process as well.

Steps for conflict resolution:

1. If athletes have an issue with a coach, a meeting should be arranged with the coach to discuss the situation. This should always be the first step with any conflict.
2. If a further meeting is needed, the coach, athlete, and/or parent may request a second meeting with the coach through the Athletic Director (AD). The Athletic Director will attend and keep notes of the meeting.
3. If the conflict is still not resolved, the Athletic Director will inform the Superintendent of the situation and they will decide how to proceed.
4. Parents and players should refrain from sending derogatory comments via social media including texting and personal messaging. Issues of a negative context should be discussed in person so that resolution can be attained.

Expectations:

1. No conflict between a parent, student, official, or coach should be addressed before, during or immediately following a game. The game sites, practice field, lobby, or locker rooms are not appropriate places to handle conflict or disagreement.
2. Coaches are not expected to give equal playing time to all players. Play is based on meeting team expectations and player ability. This is a coaching decision.
3. Coaches are not expected to discuss team strategy with parents, nor are they expected to follow any strategy suggested by a parent or player.
4. Coaches are not expected to discuss any player with a parent who is not their own.
5. We ask that parents and guests respect the decisions of the coaches and officials during contests and practice. We realize that you may disagree with these decisions from time to time. In order to teach sportsmanship and fair play, we need the adults to be visible role models. Keep cheering and comments in a positive mode and encourage our athletes.
6. Coaches are expected to discuss safety concerns that arise during practice, events or travel time.
7. Coaches and the AD are expected to hear concerns about player treatment (not including playing time).
8. Upon request, coaches are expected to provide improvement strategies for players so that parents can support their child's skill development in the activity.

9. Coaches are expected to communicate to players and parents when player eligibility is jeopardized based on grades, training rule infractions or meeting team expectations.

The Platte-Geddes Athletic Program is a part of the overall educational program of the school. We recognize that the athletic program is meant to serve the development and enhancement of the participating athletes, within the framework of the school's philosophy. As difficult as it can be at times, parents are expected to abide by coaches' decisions regarding a student's playing time and related issues.

Outcomes:

The district will intervene when player safety issues are the center of the concerns. All other issues brought forth as complaints or concerns will be evaluated individually and there may or may not be action on the part of the district. Should complaints or concerns begin to interfere with the player or other team members, action to remove the parent or player from the team or events will be reserved as a final action.

OPEN GYM

The Platte-Geddes school will follow the SDHSAA policy related to this situation. Information is found on pages 3 & 4 of the Athletic Handbook under "Out of Season Rules".

RESTRAINT AND SECLUSION

Policy Rationale and Philosophy:

The District believes that the school environment should be one in which the care, safety, and welfare of all students and staff members are priorities. In the event that an individual's behavior presents a threat of imminent harm to self or others the use of restraint or seclusion to maintain a safe environment may be used as a last resort.

Definitions

Restraint: Personal restriction that immobilizes or reduces the ability of a student to move the torso, arms, legs, or head of the student freely. Such term does not include physical escort, mechanical restraint, or chemical restraint. Such term does not include:

- a. Temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of encouraging a student to move voluntarily to a safe location;
- b. A behavioral intervention used as a response to calm and comfort an upset student;
- c. Less restrictive physical contact or redirection to promote student safety;
- d. Physical guidance or prompting when teaching a skill or redirecting the attention of the student;
- e. Knocking a weapon away from a student's possession or to break up a fight;
- f. Physical contact to prevent an impulsive behavior that threatens the student's immediate safety (i.e. running in front of a car).

Seclusion: Involuntary confinement of a student alone in a room or area from which the student is prevented from leaving but not including classroom timeouts, quiet rooms, in-school detentions/suspensions, or out-of-school suspensions.

Time Out/Quiet Rooms: A behavioral intervention in which a student, for a limited or specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior.

Notification

The Platte-Geddes School District will notify the parent or guardian of the student, unless the student is emancipated, of an incident requiring the use of restraint or seclusion. This will be done within the school day if school is still in session that day.

Prone Restraint

No employee of the Platte-Geddes School District will use the method of prone restraint, defined as physical pressure applied to any part of the student's body to keep the student in a face down position on the floor or other surface, except when that use is necessary and reasonable in manner and moderate in degree.

Involuntary Confinement

No student will be placed in involuntary confinement in a locked room alone unless there is a clear and present danger.

DANGEROUS WEAPONS IN THE SCHOOL

FILE: JFCJ

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

State and federal laws as well as board policy forbids the bringing of dangers or illegal weapons to school or school sponsored activities. Any weapons taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons will be reported to law enforcement. Appropriate disciplinary or legal action or both shall be pursued by the building principal.

A dangerous weapon is defined as any firearm, or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

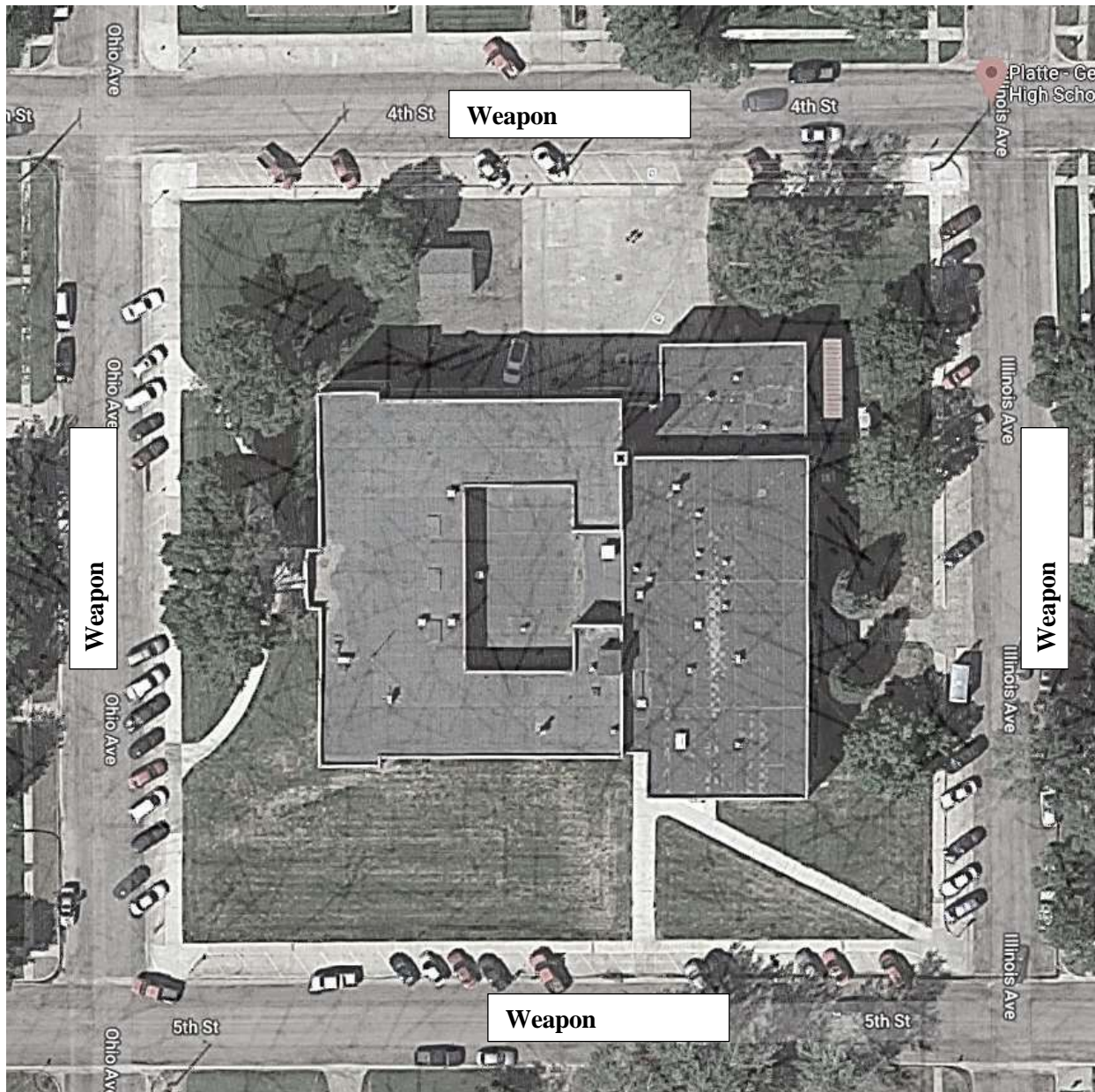
No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at fire ranges, gun shows, authorized supervised school training sessions for the use of firearms and to the ceremonial presence of unloaded weapons at color guard ceremonies. Any violations shall be reported to local law enforcement authorities.

Any student bringing a firearm to school, except as provided by law, shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

Legal References: SDCL 13-32-4.2 (Procedure for suspension) SDCL 13-32-7 (Possession of firearms) SDCL 22-1-2 (Definition of terms) Public Law 103-382 (The Improving America's Schools Act of

PLATTE GEDDES HIGH SCHOOL

The Platte-Geddes High School is a gun free zone at all times. The gun free zone spans from within the school building to the parking areas around the perimeter of the school. Any individual found in violation of the gun free zone will be turned over to the authorities.



PLATTE GEDDES ELEMENTARY SCHOOL



The Platte-Geddes Elementary is a gun free zones at all times. The gun free zone spans from within the school building to the parking areas around the perimeter. The parking lots north and northwest of the elementary building are also gun free zones. Any individual found in violation of the gun free zone with be turned over to the authorities.

PLATTE GEDDES PRACTICE FOOTBALL FIELD



The Platte-Geddes practice football field is a gun free zone. The field and parking areas surrounding the field establish the gun free zone. Any individual found in violation of the gun free zone will be turned over to the authorities.

PLATTE GEDDES ATHLETIC COMPLEX



The Platte-Geddes Athletic Complex is a gun free zone at all times. The area within the chain link fence, the north parking lot and the parking areas around the perimeter of the complex lie within the gun free zone. Any individual found in violation of the gun free zone will be turned over to the authorities.

REPORTING CHILD ABUSE (Including sexual or emotional abuse)

Any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by a parent or other person, will report orally or in writing this information to the building principal or Superintendent. The principal or Superintendent should immediately report this information to the state's attorney; or the department of social services; the county sheriff or the city police. If the principal or Superintendent does not confirm to the teacher or other employee within 24 hours that action has been initiated, the employee will report this information directly to the proper authorities.

The report will 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; and any other information that might help establish the cause of injuries or condition.

School employees, including administrators, will not contact the child's family, or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protections, but only to report suspicions of abuse or neglect.

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 result from the reporting, or from any resulting judicial proceeding, even if the suspicion is proved to be unfounded.

Any personal interview or 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. The release to persons other than those provided by law is a class one misdemeanor. Failure to make a report of abuse or neglect is a class one misdemeanor.

STUDENT DIRECTORY INFORMATION

FILE: JOA

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the District, with certain exceptions, obtain written consent from parents, guardians or from students who are 18 years of age or older ("eligible students"), prior to the disclosure of personally identifiable information from the student's education records. The main exception is that the District may disclose designated "directory information" without written consent, unless the parent, guardian or eligible student has informed the District that prior written consent is required before disclosing the directory information. The primary purpose of directory information is to allow the District to include this type of information from the student's education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's, guardian's or eligible student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require the District to provide military recruiters, upon request, with the names, addresses and telephone listings of the students unless parents or guardians have advised the District that they do not want their student's information disclosed without their prior written consent.

If a student's parent, guardian or an eligible student, does not want the District to disclose directory information from the student's education records without prior written consent, the student's parent, guardian or an eligible student must notify the District in writing within thirty (30) days of the beginning of the school year or, if enrolling after the beginning of the school year, within thirty (30) days of enrollment.

The District has designated the following information as directory information:

1. Student's name;
2. Address;

3. Telephone listing;
4. Name(s) of Parent(s)
5. Photograph;
6. Date and place of birth;
7. Dates of attendance;
8. Grade level;
9. Participation (including video) in officially recognized activities and sports;
10. Weight and height of members of athletic teams;
11. Degrees, honors, and awards received;
12. The most recent educational agency or institution attended.

As required by state law, the District shall provide, by November first of each year, a list of students by name in grades seven to twelve, inclusive, together with their mailing addresses, to the executive director of the Board of Regents unless the parent has directed that the District not release directory information about the student.

As required by federal law, the District shall provide to military recruiters the same access to secondary school students as is provided generally to postsecondary educational institutions or to prospective employers of those students; and shall, upon a request made by military recruiters for military recruiting purposes, provide access to secondary school student names, addresses, and telephone listings, unless the parent of the student has submitted a request to the District that the student's information not be released without prior written parental consent.

The District shall annually notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's or eligible student's right to request that information not be disclosed without prior written consent;
2. Notice that the school routinely discloses names, addresses, and telephone numbers to the South Dakota Board of Regents and, upon request, to military recruiters, subject to a parent's or eligible student's request not to disclose such information without written consent; and
3. Notification on how the parent or eligible student may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

Legal References:

- 10 USC §503 (Recruiting campaigns, compilation of directory information)
- 20 USC §1232g (Family Education Rights and Privacy Act)
- 20 USC §7908 (Armed forces recruiter access to students information)
- 34 CFR Part 99 (FERPA Regulation)
- Public Law 103-382 (Improving America Schools Act)
- SDCL 13-28-50 (School districts to provide student mailing lists to Board of Regents)

STUDENT RECORDS

FILE: JOA-E

(Notification to Parents Form)

It is the policy of the district to notify an 18-year old student's parent or guardian of certain student records which must be disclosed under the No Child Left Behind Act, P. L. 107-1 10 (Title IX, Sec. 9528), and also to notify a parent or guardian of his or her right to request the district not to release such information without prior written consent.

Date: _____

Dear Parent/Guardian:

Pursuant to the federal "No Child Left Behind Act," P. L. 107-1 10 (Title IX, Sec. 9528), the School District must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses, and telephone numbers of high school students.

The district must also notify parents/guardians of their right and the right of an 18-year old child to request that the district not release such information without prior written consent.

Parents/guardians or eligible 18-year old students wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and institutions of higher learning must sign the form below and return it to the building principal by _____. (date)

Denial of Consent for the Release of Certain Student Information Under the "No Child Left Behind Act"

Please do not release the name, address, and telephone number of, _____ to military recruiters and institutions of higher learning. (Name of Student)

(Print Name of Student)

(School)

(Grade)

(Parent's/Guardian's or 18-year old Student's Signature)

(Date)

SEVERE WEATHER SAFETY

We have a number of outdoor activities during the school term that may be affected by severe weather. We will address activities that may be affected by thunderstorms. We will follow the guidelines as set by the National Weather Service. These guidelines state that when a storm is approaching, as soon as you hear thunder the outdoor activity shall be interrupted. People will be asked to go into the armory. The activity will not resume until ½ hour after the last sound of thunder has occurred. School officials and game officials will determine if the contest will resume that evening or at another agreeable time. We will try to monitor the weather far enough in advance so that we could make a decision on holding the event at the regularly scheduled time or not.

EMERGENCY CLOSING

All parents will be called with the School Reach program and will be posted on the homepage of the Platte-Geddes website. If school is cancelled or delayed because of snow or inclement weather, it will also be announced over the following stations:

RADIO:	TV:
KWYR (93.7)	KDLT
KGRD (92.3)	KELO
KMIT (105.9)	KSFY
KOOL 98 (98.3)	
KPLO (94.5)	
WNAX (570)	

CRISIS AND BUILDING EMERGENCY PROCEDURES

Fire – After evacuating the building and making sure all students are accounted for, secondary teachers will lead their classes to a secure area. All students will be held with their class and parents will be notified through School Reach to pick their children up at the assigned area.

Tornado – Students will go to designated safety areas in the school. Teachers will keep students until parents or another family member can pick them up.

Lockdown – When notified by authorities or a staff member that the students' safety is in jeopardy the school will go into lockdown. Classroom doors and all exterior doors to the building will be locked. Students are not allowed to leave the classroom until authorities have determined the threat. The building will be in lockdown until the threat has been removed.

Bomb Threat – Middle and high school students will be evacuated by class to a secure area.

LOST AND FOUND

Personal property that you bring to school should be plainly marked with the owner's name. We keep a lost and found box, which continually fills with unmarked student items. Although the school takes every precaution to safeguard private property, no responsibility can be assumed for articles brought to school that are lost or stolen. Lost and found articles are kept in the high school office. If by the end of the year, there are still unclaimed articles they will be turned over to Goodwill or the Salvation Army.

MEDICINE

Minor first aid will be given in school. In the event that major first aid is required, the school will attempt to contact in this order: the student's parents, person recommended on emergency form, then the family physician. If none of these can be reached, the school administrator will seek emergency care needed, parents being liable for the expenses occurred.

No internal medicine shall be given unless a written permission statement from the parents has been sent to the school. Aspirin and other drugs are not to be given to any child by a school employee. All internal medicine should be given by the parent. If this is not possible, parents can request school officials to dispense internal medicine by completing a "Permission to Administer Medicine" form.

Parents should make the school aware of any particular chronic illness such as asthma or epilepsy, etc., their child may be subject to, with an explanation of what emergency procedures have been directed by their physician to be followed.

ADMINISTRATION OF MEDICINE TO STUDENTS

FILE: JHCD

Students will not be permitted to take medication while at school unless the administration of such medicine is coordinated by designated school personnel acting under specific written request of the parent or guardian and under the written instructions of the student's physician.

When such a request is made by a parent or guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications must also be presented to the principal by the student's parent or guardian.

Parent/guardian requests to store and/or administer prescription or nonprescription medications to students must be in writing, on a Consent for Medication Administration District Form. The Consent for Medication Administration must be completely filled out, signed and dated by the parent/ guardian. The Consent for Medication Administration must be renewed annually. Any product that could be considered a drug, including "natural remedies", herbs, vitamins, dietary supplements or homeopathic medications will be managed as a prescription medication. These products would require a written order from a physician or licensed health care provider and completion of a Consent for Medication Administration by the parent/guardian.

When medication is brought to school for a student, the student's teacher, building principal, nurse or secretary will be made aware that the student will be taking medication. If a child has medication at school without prior notification the parent/guardian will be contacted. Medications should be transported to and from school by a parent/guardian.

All medications must be stored in a locked medicine cabinet, managed by school personnel. Prescription medications to be stored and/or administered must be in a pharmacy labeled container. The label must specify the student's name, name of physician/licensed health care provider, the date of the prescription and the directions for use. If the dosage of the medication is changed by the physician/licensed health care provider, a new bottle must be received from the parent and a new Consent for Medication completed. Non-prescription medications to be stored and/or administered should be in the original container.

It is the responsibility of the student to come to the office to take his/her medication. Any student who uses the medication in a manner other than the manner prescribed may be subject to disciplinary action.

CONSENT FOR MEDICATION ADMINISTRATION FORM

FILE: JHCD-E

1. I am the parent/guardian of _____ and I authorize my child/ward _____, grade _____, to be administered the prescription/nonprescription medication identified below while on school property or at a school-related event or activity.
2. I hereby release the District and its employees and agents from liability for injury arising from the school's administration of the medication while on school property or at a school-related event.
3. I understand that if the student identified herein uses the medication in a manner other than prescribed, the student may be subject to disciplinary action by the school, however, any disciplinary action may not limit or restrict the student's immediate access to the medication.
4. I authorize the school to inform appropriate school employees who would have a need to know of the administration of medication (i.e., such as school nurse, instructors, teacher aides, school administrators, activity supervisors, bus drivers).
5. I acknowledge and agree that the school shall secure (store) the medication for the student until administration of the medication is necessary, and that in no circumstances shall the medication be stored in the student's locker.
6. I understand that the school district and individuals involved will not be held liable for any adverse effects of the medications. I fully release the school district and individuals involved in the administration, the responsibilities pertaining to the administration, and consequences of such medication.

Medication: _____

Dose: _____

Time: _____

Authorization Start Date: _____

Authorization End Date: _____

Signature of Parent/Guardian Date

STUDENT SELF-ADMINISTRATION OF ASTHMA OR ANAPHYLAXIS MEDICATION FILE: JHCDA

“Self-administration of prescription medication” means a student’s discretionary use of prescription asthma or anaphylaxis medication, or both.

Any student with asthma or anaphylaxis, or both, may possess and self-administer prescription medication while on school property or at a school-related event or activity if

- (1) the prescription medication has been prescribed by a physician or other licensed health care provider for that student as indicated by the prescription label on the medication;
- (2) the self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
- (3) the parent/guardian of the student provides to the school, on a form provided by the school:
 - (a) written authorization, signed by the parent/guardian, for the student to self-administer prescription medication while on school property or at a school-related event or activity;
 - (b) a written statement, signed by the parent/guardian, in which the parent releases the school district and its employees and agents from liability for an injury arising from the student's self-administration of prescription medication while on school property or at a school-related event or activity unless in cases of wanton or willful misconduct;
 - (c) a written statement from the student's physician or other licensed health care provider, signed by the physician or provider and which shall be kept on file in the office of the school nurse, that states:
 - (i) the student has asthma or anaphylaxis or both, and is capable of self-administering the prescription medication;
 - (ii) the name and purpose of the medication;
 - (iii) the prescribed dosage for the medication;

EPINEPHRINE AUTO-INJECTORS

FILE: JHCDB

The District may acquire and maintain a stock of epinephrine auto-injectors pursuant to a prescription issued by an authorized health care provider for use in an emergency situation of a severe allergic reaction causing anaphylaxis.

All epinephrine auto-injectors must be stored in a locked medicine cabinet, managed by school personnel. Epinephrine auto-injectors to be stored and/or administered must be in a pharmacy labeled container. The label must specify the name of physician/licensed health care provider, the date of the prescription and the directions for use.

Pursuant to state law, no administrator or designated school personnel, the District or the School Board, that makes available or possesses or epinephrine auto-injectors pursuant to law, may be held liable for any injury or related damage that results from the administration of, self-administration of, or failure to administer an epinephrine autoinjector that may constitute ordinary negligence, however, this immunity does not apply to an act or omission constituting gross, willful, or wanton negligence.

The District, through the student handbooks and such other means as identified by the Superintendent, shall notify the parents or guardians of each student about the policy.

Legal References: ARSD 20:48:04.01:09 (Training required for delegated prescription medication administration) SDCL 13-33A (School health services) Cross References:

JHCD: Administration of Medications to Students

JHCD-E: Consent for Medication Administration Form

JHCDA: Student Self-Administration of Asthma or Anaphylaxis Medication

JHCDA-E: Authorization for Asthma or Anaphylaxis Self-Administered Medication

VISITOR POLICY

Anyone who enters the school building as a visitor shall report to one of the administrative offices to sign in and receive a visitor badge to report their presence in the building. If a student brings a guest into the school, they should not assume that it is approved for that person to be in the school. Please report to the office for confirmation of approval.

STUDENT COMPLAINTS AND GRIEVANCES PROCEDURES

FILE: JFH

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

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

1. Any student or his or her parents or guardian will be provided the opportunity to discuss with the student's teacher a decision or situation which the student, parent, or guardian considers unjust or unfair.
2. If the incident remains unresolved, the student or his or her parent or guardian or the teacher, may bring the matter to the principal's attention for consideration and action.

3. The student may also bring a matter of general student concern to the attention of class officers or the student council (in grades and schools where such are elected) for the possible presentation to the principal.
4. If the matter is still unresolved after the procedure outlined above, it may be brought to the superintendent for consideration.
5. Complaints that remain unresolved following any action of the superintendent may be referred in writing to the Board for review.

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

EARLY GRADUATION REQUIREMENTS

Graduation in less than a four full academic years will be discouraged. However, students who meet the graduation requirements by the end of the first semester senior year must contact the assigned guidance counselor and must submit a letter of application to the principal not later than the end of their junior year. This letter must be signed by the student's parents and have the approval of the assigned guidance counselor, at least one classroom teacher and the principal. The student may be graduated early at the discretion of the board. **A student who graduates early is no longer an enrolled student and loses all privileges granted an eligible enrolled student.**

SOUTH DAKOTA HIGH SCHOOL GRADUATION REQUIREMENTS

1. Four credits of Language Arts – must include:
 - Writing – 1 credit
 - Literature – 1 credit: Must include .5 credit American Literature
 - Language Arts elective - 1 .5 credits
2. Three credits of Mathematics – must include:
 - Algebra I – 1 credit Mathematics
 - electives: 2 credits
3. Three credits of Lab Science – must include:
 - Biology – 1 credit
 - Science electives: 2 units
4. Three credits of Social Studies – must include:
 - U.S. History – 1 credit
 - U.S. Government - .5 credit Social
 - Studies electives: 1.5 units
5. One credit of the following – any combination:
 - Approved Career & Technical Education
 - Capstone Experience or Service Learning
 - World Language
6. One credit Fine Arts
7. 1/2 credit of each:
 - Personal Finance or Economics
 - Physical Education
 - Health or Health Integration

TOTAL: 22 CREDITS

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.

HOMEcomings GUIDELINES

1. Names of all 1st graders will be placed in a hat, from which will be drawn 1 boy's name for crown bearer, and 1 girl's name for flower girl. The names will be drawn by the Elementary Principal in the presence of the Elementary Secretary.
2. The Student Body votes for Marshal and Queen, from all the senior students, to determine six finalists in each category. Students must be in good standing, eligible to graduate or on track to receive a certificate of completion at the end of their senior year to be eligible to become Marshal or Queen of the Homecoming Activities.
3. The Student Body votes a second time for their first choice of the finalists. Two teachers and a Board Member will count the ballots. All votes will be counted. If a person votes for only one person, the ballot will be valid.
4. At Coronation the Student Council Mistress or Master of Ceremonies will introduce the Marshal candidates on stage and then announce the Marshal. The six Queen candidates will also be introduced on stage, and Miss Platte-Geddes High will then be crowned.
5. Student Council President will be Mistress or Master of Ceremonies unless they are a finalist candidate. In that event, the next available student council officer will lead the ceremonies.
6. The use of ushers is optional.
7. The ~~school~~ Student Council Advisor and Student Council members will be in charge of presenting a suitable program using the students and talents to their best abilities.
8. The seniors are in charge of decorations.
9. Rehearsal for the coronation part of the program will be held at the discretion of those involved.
10. The parade will be held on Friday. Administration will set the time depending on circumstances. Classes will work on floats Friday morning. A theme for homecoming will be decided upon in the spring, allowing for classes and organizations to prepare accordingly.

PROM GUIDELINES

1. Formal, appropriate attire is expected (not limited to tuxedos and formals). No blue jeans or t-shirts. Attire exposing midriffs more than 2 inches or that is too revealing will not be allowed. Slits in skirts should be at fingertip length.

2. Timeline:

4:00-5:45 pm	Professional Photographer (according to schedule)
5:45 PM	Supper @ Platte Community Building
6:50-7:05 pm	Class Pictures in 5 min. increments (Fr., So, Jr., Sr.)

ALL Spectators, including children of all ages and adults, need to purchase Tickets (\$1) for the Grand March.

Junior/Senior parents need to bring their “complimentary” ticket with them.

7:15 pm	Juniors and Seniors line up for the Grand March.
7:30-8:30 pm	Grand March
8:30-11:30 pm	Dance
12:00 am	After Prom Party

3. All spectators are asked to leave at the conclusion of the Grand March so the dance can begin on time as a private affair for the Juniors, Seniors, and their dates.

4. Only Juniors, Seniors, and dates, 9th grade through age 20 years of age, are invited to the dance (one date per person). A guest may remain only as long as the person who invited them stays. Students are responsible for their out-of-school dates who must be registered prior to the dance.

5. Chaperones are expected to dress appropriately in keeping with this formal affair; no blue jeans/t-shirts.

6. This is a school activity. We will follow all rules pertaining to alcohol, tobacco products, and drug use. Use of these substances will result in expulsion from the dance. School policy procedures described in the student handbook will be followed.

7. Juniors will clean up the gym on Sunday at 1:30 pm.

2022-2023 SCHOOL CALENDAR

MONTH

NOTES



If you would like a paper copy of the Platte-Geddes High School Student Handbook, please contact the high school principal's office or an on-line version can be found on our school website www.platte-geddes.k12.sd.us.

Please sign and return this form to the high school principal's office.

I have read the Platte-Geddes High School Student Handbook.

Signature

Parent's Signature

Student's

Date



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