

# **BIG STONE CITY SCHOOL DISTRICT # 25-1**

"Educating all students for a lifetime of success!"

## **STUDENT/PARENT HANDBOOK 2016-2017**



**BIG STONE CITY SCHOOL DISTRICT  
655 Walnut Street  
Big Stone City, SD 57216  
605-862-8108 (Phone)  
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Website: [bigstonecity.k12.sd.us](http://bigstonecity.k12.sd.us)**

## INTRODUCTION

The philosophy of the Big Stone City School District #25-1 shall be so designed to implement such educational programs that will best meet the needs of each individual student according to his/her potential. Each student shall be treated as an individual, and educators shall build upon the student's strengths, and also help the student learn to compensate for areas of lesser abilities.

The purpose of this handbook is that of providing the students and parents of Big Stone City School with the expectations as well as the rules and regulations associated with attendance. We welcome each and every student and wish to have them enjoy their efforts while striving to be successful. A part of this enjoyment is the assurance of knowing which choices are the best in most circumstances.

## SCHOOL DAY

The school day will follow these hours:

- Preschool will run 8:30 to 11:15 and 12:00 to 3:20 Monday - Thursday.
- Grades K-8 will start at 8:30 AM and be dismissed at 3:20 PM.

Bus students may come into the building and report to the cafeteria for breakfast, or go to the playground (or gym in inclement weather). Students living in town are asked not to arrive on the school grounds until 8:00 AM.

At the end of the day, students must leave the school building and grounds by 3:30 PM, unless supervised by a staff member.

## ATTENDANCE PROCEDURES

Students must attend classes regularly and be on time. Regular attendance at school provides maximum benefit from the instructional program; develops habits of punctuality, self-discipline and responsibility; and keeps the disruption of the educational environment to a minimum. While absent students may make up much of the schoolwork missed, it is impossible to completely compensate for absence from classes.

Attendance is a part of each student's permanent record. It is one of the major concerns of an employer. A casual attitude toward school attendance extends into adulthood. Days of absence will be accumulated and recorded on report cards each quarter and on permanent records at the end of the year.

1. **Parent/guardian must call the school office (862-8108) by 9:00 a.m. to report the reason for the student's inability to attend school or to be dismissed during the school day. Messages can be left 24 hours a day.**
  - a. **Homework** - if wanted needs to be requested in the morning when you call in and can be picked up at the end of the school day.
  - b. **Future Absences** - can be called in at any time.
  - c. **The same procedure should be followed EACH DAY the student is absent.**
  - d. **No Call** - If the school is not notified of an absence by 9:00 am, a call may be made to parents.
  - e. School sponsored activities do not require a phone call.
2. **During the School Day**
  - a. **Picking up Students** - If a student needs to leave for an appointment, it is their responsibility to come to the office and check out at the time they are scheduled to leave. If a phone call or note has not been received by the office, the student will not be allowed to leave.

- b. **Dropping off Students** - Students are required to check in at the office when they return to school. Parents do not need to accompany the student or call the office for a student to return to school unless they have not reported the absence.
- c. **Illness** - If a student feels sick during the school day, they should ask their classroom teacher to go to the office. Either the teacher or office personal needs to speak to a parent/guardian or emergency contact before a child will be allowed to leave.

#### **FOLLOWING AN ABSENCE, STUDENTS MUST:**

1. Work with teachers to receive make up work and determine due dates.
2. Students will be allowed 2 days for the first day of absence and one day for each additional day of absence. (If a student misses school due to a scheduled activity, schoolwork is due upon return to class.)
3. Make up assignments and tests.
4. May be required to make up time missed from school.

#### **EXCESSIVE ABSENCES**

1. **Attendance:** All students will be allowed 10 absences per semester (Absences will not be classified as excused or unexcused).
  - a. After 7 absences in one or more classes per semester, school personnel will send a letter or Messenger e-mail to parent or guardian.
  - b. After 10 absences in one or more classes per semester, students are considered excessively absent and a letter will be sent to parent/guardian. Henceforth, the student will only be excused in the case of serious illness (doctor's verification necessary within 2 days of absence) or other extreme necessity. If the student is failing a class, other interventions will be determined.
2. **Grouping absences:**
  - a. If a student has an extended illness (verified with a doctor's note that explains non-attendance), those days may be "grouped." (determined by an administrator)
  - b. Grouping will take place only if a student exceeds the 10-day limit for excessive absence and will return a student's attendance back to ten days absent.

*Due to SDCL 13-27-1 (Compulsory School Attendance), caregivers are required by law to send their child(ren) (six years-eighteen years old) to school on a regular basis. After 10 absences, the Big Stone City School District may submit a truancy report to law enforcement indicating missed classes/days of school. Law enforcement will submit all truancy requests to the Deputy State's Attorney's office.*

#### **NOON PERIOD**

Noon hour runs from 11:15 AM - 12:45 PM on a staggering basis, so as to give each grade level equal time on the playground. Playground supervision is provided, and all students are expected to go outside, except in inclement weather. Students may not leave school grounds during the lunch period unless accompanied by a parent.

#### **SCHOOL LUNCH**

The Big Stone City School participates in the Federal Hot Lunch Program. The price to the students will be determined each year by the expense involved. Free and reduced meals are available to those who qualify through the guidelines as set forth in the annual directives to parents. *ALL FAMILIES ARE ENCOURAGED TO APPLY—CERTAIN FUNDING FOR THE SCHOOL IS TIED TO THE NUMBERS OF STUDENTS IN THE DISTRICT WHO QUALIFY FOR FREE AND REDUCED LUNCH!*

Lunch fees are as follows:

Breakfast - \$2.05

Student Lunch - \$2.75

Adult Lunch - \$3.80

Big Stone City School utilizes prepaid lunch accounts. You will receive a notice via email or standard mail when your child or children have \$5.00 or less remaining on the lunch account.

Students may have second helpings at lunch for an additional charge after their plates have been cleaned.

Students with special dietary requirements or allergies should fill out paperwork at registration.

### **ELEMENTARY MILK BREAK**

Big Stone City School utilizes prepaid milk tickets. Your child will receive a notice when he/she has two milks remaining. Students without a milk ticket will not be offered milk at milk break.

### **HOMEWORK/GRADING**

Each student should be able to do most of his/her schoolwork in school. Some homework is necessary and should be encouraged.

The school grading periods shall be in nine-week blocks. Grades shall be placed upon the report card for that purpose, and duplicate grades shall be kept on permanent records and class registers.

The following is our current grading scale:

100-99 (A+)	93-92 (B+)	85-83 (C+)	75-74 (D+)	69-0 (F)
98-96 (A)	91-89 (B)	82-79 (C)	73-72 (D)	
95-94 (A-)	88-86 (B-)	78-76 (C-)	71-70 (D-)	

This grading scale is not applicable in K, 1, & 2, where H, S, N, I, and U may be used instead. Grades shall be kept in class registers, placed on the report cards, and at the end of each nine-week period, placed on permanent report cards. Pertinent information may be written on the comment area of the report card.

### **HONOR ROLL**

The middle school honor roll is calculated quarterly. Students qualify for the A Honor Roll if they hold a 3.5 or above GPA. The B Honor Roll includes students with a 3.0 to 3.45 GPA. GPA is calculated with weights according to the credit load of each class. A grade of a "D" or "F" automatically disqualifies a student for the honor roll.

### **EXTRA-CURRICULAR ELIGIBILITY POLICY**

The Big Stone City School Board feels that academic achievement takes precedence over extra-curricular participation. Eligibility for participation will be checked each week for participation. Students who have an incomplete or are failing a class will be put on academic probation for one week from the date the assignment was due, or one week from when the grade became failing. During this time, students may still participate in sports practices and games. It is during this probation week that parents will be notified by the teacher as to their student's

incomplete or failing grade. After the probation week, if the student is still failing or has incomplete work, he or she is considered academically ineligible. The student who is ineligible will be allowed to practice with their respective teams, but is ineligible to participate in games. If a student is ineligible for more than two consecutive weeks, the student will not be allowed to practice with the team until they become eligible again. Students who have a grade of "F" or an "Incomplete" at the end of the quarter will be considered ineligible for the first week of the new quarter. The student with the "F" or "I" remains ineligible until the grade is brought up to the passing level. If found to be in compliance with grades, the student may compete immediately. A student with an "Incomplete" may participate as soon as the unfinished work is finished, unless the grade is an "F".

This policy extends to all extracurricular sports (Big Stone City School and Ortonville Junior High) as well as working concessions, participating in student council, and running the clock at basketball games.

### **TEAM SPORTS**

Team sports are voluntary and are extra-curricular in nature. Both boys and girls have equal opportunity to participate. Team sports shall be after school hours. They are provided to give students an opportunity to learn and practice the rules of the game.

Team sports include basketball and cheerleading within the Big Stone City School. Junior High students may participate in Ortonville Junior High sports, as provided by the Ortonville School District.

It is the responsibility of the school to provide adequate leadership as to the number of games to be played per week, as the child's physical/mental health and academic progress must be our first concern. There shall be no more than two night games per week. The games may be scheduled on Tuesday and Thursday, or Monday and Thursday. Wednesday is reserved for church activities, and no school activities are scheduled on that day. Saturday tournaments are allowed.

Good sportsmanship must be exhibited at all times by both coaches and players. Academic probation prohibits the player from playing and practicing. If a student is sick and does not attend school, or goes home sick, the student will not be able to attend the game that evening.

Students in grades 7 & 8 need a physical (which is good for 3 years). This form needs to be on file before beginning team sports.

### **CONFERENCES**

Parent-Teacher Conferences will be held following quarters one and three. A file is to be kept on each student's work. Either the parents or teacher may request additional conferences as needed. Care will be taken to schedule conferences at a time that is mutually agreeable to parents and other teachers.

### **ANNOUNCEMENTS**

School activity announcements will be made through the newsletter, by sending notes home with students, or phone call using the automatize dialer system. Encourage students to bring this material home and read each directive carefully. Other announcements for students may be given via the intercom system during the school day. Announcements will also be posted on the website and school calendar throughout the year.

### **EMERGENCY/SNOW DAYS**

Listen to KDIO or KELOland for school closings due to inclement weather. The automatize dialer system will be utilized to inform parents/guardians of school closures. We will close for

emergencies when the Ortonville School does, except in situations that are unique to the Ortonville school, such as furnace, water, or sewage problems, etc.

Days when the school board closes the school because of inclement weather or any kind of emergency situation, may be made up by teaching additional days not to exceed 10 days. Such days shall be scheduled from vacation days not yet taken, or added to the end of the regular school term.

### **FIRE DRILLS**

Fire drills will be held twice per semester. Procedures to be used for fire drills should be thoroughly explained to students the first week of school. Alternative exits should be designated instead of those exits that would normally be used by the children, including escape windows, other doors, and areas where students are to assemble when leaving the building. The United Methodist Church basement (grades 6-8) and the St. Charles educational building (grades PK-5) have been designated as the places to go if a real fire occurs.

### **TORNADO DRILLS**

These drills are to be held once per semester. This alarm will be a verbal warning through the intercom system. Students are to follow the designated routes based on their location and are to assume the correct emergency position. The locations and the correct emergency position should be explained to all students the first week of school.

### **HEALTH SERVICES**

The Grant County Public Health Nurse visits our school as necessary in order to coordinate required health programs. Notices will be sent home as soon as the schedule is arranged.

#### **Health Screenings**

1. Vision & hearing can be done upon request. They are done yearly for 1st through 5th grades.
2. It is recommended that 6th grade students to get a physical before school starts to have a good baseline of health.

#### **Immunization Requirements (vaccine)**

- Current immunization requirements can be found on the South Dakota Department of Health website at: <http://doh.sd.gov/Immunize/School.aspx>

#### **Medication**

- Student prescription medication is to be taken in the school office. Parents are requested to complete the proper approval form. Tylenol and cough drops may be administered with a completed approval form.

### **COUNSELOR**

The purpose of the counseling program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. We try to do this in several ways.

1. Helping student(s) feel at home in our school with teachers and friends.
2. Scheduling individual or group conferences whenever a student, a teacher/administrator, parent/guardian, or the counselor deems it necessary.
3. Counseling program for grades PK-8. Each grade will receive developmental counseling which focuses on helping students cope with normal developmental problems, such as self-awareness, self-esteem, social skills, decision-making, problem-solving, making new friends, dealing with feelings, getting along better with family, and studying skills, as well as many other topics.

## **FIELD TRIPS**

Educational field trips are encouraged. Trips are to be planned in advance so that there is ample time to prepare the students for the trip. There should always be a project connected to such trips. Field trips are not just a day off. All trips are cleared through the office so there is ample time to arrange for transportation. Although parental consent forms are sent home at the beginning of the year, parental notification is required again prior to the field trip. This will be done by utilizing the newsletter or by a note sent home by the classroom teacher.

## **APPEARANCE AND DRESS OF STUDENTS**

Students should be dressed according to the weather conditions on any given day. Boots and warm clothing are often essential, both for out of doors play and in case of bus emergency. In the interest of cleanliness, decency, and good taste, restrictions on a student's dress and grooming are necessary when there may be concern to the student's health and safety, interference with the education process, or potential disruption in school. The superintendent/principal reserves the right to make final decisions regarding appropriate student dress and grooming.

The following are not allowed:

- Excessive body piercing
- Clothing with obscene words or pictures
- Clothing advertising or promoting the use of alcohol, drugs or tobacco.
- Caps, hats, hoods, or bandanas in the school building.
- Short skirts or shorts that, when standing upright with hands to the side, do not extend beyond the fingertips.
- Any clothing that, when worn, will expose undergarments.
- Short shirts that expose midribs
- T-shirts, jackets or other items of wearing apparel that have markings, pictures or lettering that convey profane or offensive meaning.
- Flip-flop or open backed sandals.
- Tank Tops or Tops with spaghetti straps
- Pants or tops that are manufactured to be ripped, ragged, torn or frayed and pants that have rips or holes by accident or by wear and tear that are above the knees.
- Offensive haircuts

Students wearing restricted clothing will be asked to change. If they cannot change, they will be asked to either go home and change or have their parents bring them a change of clothing. Any class time missed due to clothing issues will be classified as unexcused.

## **SCHOOL PROPERTY**

An attractive school building in good repair provides a pleasant and safe environment for learning, and is a source of pride to the community. All students are expected to treat our school and its contents with respect and care.

Big Stone City School children are provided with the necessary books for their classes. Each child is responsible for the good care and return of the books and equipment that he/she receives from the school. Restitution for lost or damaged textbooks and library books is expected.

## **BICYCLE**

Students are allowed to ride bicycles to school. They should be placed in the rack and locked in some fashion. Students must walk once they reach school grounds.

### **GYM LOCKERS**

Each student in grades 4-8 shall rent a lock for his/her gym locker. The rental fee is \$1.00 and will be refunded to the student at the end of the year if the lock is returned in working condition. The school will not be responsible for any lost articles. All lockers are the property of the school and may be inspected at any time.

### **PHONES**

Cell phones are to be kept in the students' lockers and may not be used during the school day. Violations may result in an infraction for the student and phone may be taken and held until parent/guardian claims it. Students may use the school telephone only after securing permission from a teacher or office personnel.

### **HEAD START/PRESCHOOL FEES**

Preschool students who are not eligible for the Head Start program pay \$90/month to attend preschool class. This fee will be prorated on basis of free and reduced lunch qualifications. For more information on the Preschool/Head Start class, please contact the school and a brochure will be provided to you.

### **TRANSPORTATION**

Bus service will be contracted annually. Services will be provided using the contracted bus, the city bus, or school-owned vehicles. Although transportation is not required of school districts in South Dakota, bus service will be given to all prek-8 students if they meet the guidelines established in policy EEAA.

### **BUS SAFETY**

Please encourage your children to keep rules in mind in order that our buses may always be a safe means of transportation. It is a privilege to ride the bus and students can and will be removed for inappropriate behavior.

- Students should enter the bus quietly and in an orderly manner, find their seats and clear the aisles as soon as possible.
- Students may talk quietly with one another.
- All trash and waste material must be put in the waste pail.
- All students must be seated and quiet when the bus is in motion.
- Students must be on time at all designated bus stops.
- Students must follow the directions of the bus driver when entering or leaving the bus and make all road crossings in view of the driver.
- The driver is always in full charge of the students and the bus.
- The driver may have assigned seating if it is necessary to do so.
- Safety on the bus requires the cooperation of all students and any problems will be reported.
- Please contact the bus driver if you are not going to ride.

### **LINE OF AUTHORITY**

Any problem involving students shall go through proper channels. Problems should be resolved in a reasonable manner by the classroom teachers if possible. If such problems cannot be resolved, the



teacher or parent/student should report the problem to the principal. If not resolved, the parent/student may bring the issue to the CEO. If the CEO cannot resolve the problem, then the parent/student may bring the problem to the school board for final disposition.

Problems involving teachers shall also follow the designated line of authority:

1. Teacher
2. Principal
3. CEO
4. Board of Education

### **STUDENT INTERNET USAGE**

Internet access is available under teacher supervision to further educational goals and objectives. We believe that the educational benefits of the internet exceed the disadvantages. We have software to filter offensive internet sites. Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or in the hallways. General school rules for behavior and communications apply. *The use of the network is a privilege, not a right, and may be revoked if abused.*

**Below are guidelines to follow to prevent the loss of computer network privileges.**

1. Do not share your user name or password nor allow anyone to use a computer under your login account. Anything that happens under your account is your responsibility.
2. Do not damage or misuse the computer, accessories, or the network in any way.
3. Do not interfere with the operation of the network by installing software, shareware, or freeware.
4. Do not view, display, download, import, copy, or share offensive or prohibitive materials such as pictures, music, video files, and games. [If students encounter such material by accident, they should report it to their teacher immediately to protect themselves against a claim of violation of computer guidelines.]
5. Do not waste limited school resources such as paper and ink cartridges.
6. Do not trespass into restricted accounts or another's folders, work, or files.
7. Do not access personal e-mail accounts, chat rooms, or other questionable websites.
8. Do not plagiarize works that are found on the Internet or any other electronic resource. Plagiarism is presenting the ideas or writings of others as one's own.
9. Students are NOT allowed on teachers' computers.

Loss of privileges or disciplinary action may occur if these guidelines are violated.

### **STUDENT BEHAVIOR**

The Big Stone City School has certain standards for student behavior and has adopted PBIS school-wide approach to discipline. PBIS (Positive Behavior Interventions and Supports) is a systems approach to enhancing the capacity of the schools to educate all children by developing research-based, school-wide and classroom discipline systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. PBIS allows parents/guardians and teachers to have open communication about what is expected in all areas of the school.

Our school's behavior expectations center on the idea of ROAR:

**R: Respect - Self, others, staff, and school**

**O: Open Arms - Unconditional positive regard for EVERYBODY**

**A: Academic excellence - 110% for myself, my school, and my future**

**R: Responsibility - My behavior...my choice**

The staff at Big Stone City believes that:

1. Behaviors (both positive and negative) are a choice.
2. Students should be encouraged and reinforced for positive behavior
3. Consequences should be in place for negative behaviors
4. Every negative behavior is a learning opportunity and should be used to teach appropriate replacement skills
5. All students can exhibit appropriate social and academic behavior

The infraction system is set up as a way for students to track their own negative behaviors throughout the school year, as a way for parents to be aware of the behavior of their child, and most importantly, for the students to become responsible for their own behavior. An infraction sheet will be attached to every student planner/folder. When a student fails to display expected conduct, they will receive an infraction. The following behaviors will receive infractions:

**A = arguing**

**B = blurting (vocal interruptions)**

**FD = not following directions**

**NPA = inappropriate non-verbal /  
physical actions**

**L = inappropriate language**

**HD = harassment / disrespect of others**

**LA = late assignments**

**U = Unprepared for class**

**MI = major infractions (Immediate  
office referral)**

**THE FOLLOWING BEHAVIORS ARE MAJOR INFRACTIONS AND WILL RESULT IN AN IMMEDIATE OFFICE REFERRAL:**

- **ABUSIVE LANGUAGE/OBSCENITIES** - The use of improper, profane, or threatening language/gestures toward another student or staff member is prohibited and offenders may be removed from classes/cafeteria/playground.
- **ALCOHOL/DRUGS** - Any student possessing, consuming, or under the influence of alcohol or drugs will result in immediate suspension and police involvement. This applies to the regular school day and all school-sponsored events.
- **FIGHTING** - Fighting before or after school or during the noon hour in/on school property is not permitted.
- **INSUBORDINATION** - Defying or opposing a person of authority is unacceptable and will result in an immediate office referral.
- **SECTION 13-32-6. DISTURBANCE OF SCHOOL AS MISDEMEANOR.** A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order or management of a public or nonpublic school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor. (PL13-32-6)
- **SEXUAL HARASSMENT** - See district Sexual Harassment Policy
- **SMOKING** - Use, or possession, of tobacco products within the building, on the school grounds, or at school activities will result in immediate suspension and police involvement.
- **SNOWBALLS** - Throwing snowballs on school grounds is prohibited and will result in after school detention. We ask that no snowballs be thrown in any area adjacent to the schools.
- **STEALING** - Taking the property of someone else without permission or payment is dishonest and will result in police involvement if totaling over \$10.00.
- **THREATS/HARASSMENT/BULLYING** - No student will physically or verbally threaten, coerce, intimidate, or annoy, either singly or in groups, any other students or staff members.

- **TRUANCY** - Skipping class/school is unacceptable. Students will make up at least double the time missed from school.
- **VANDALISM AND PROPERTY DAMAGE** - Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension may be necessary along with police involvement. If a student should happen to damage something by accident, that student should report it to a teacher or to the office immediately.
- **WEAPONS** - See district Weapons Policy

Grades K-2 Behavior Consequences Infractions reset daily	Grades 3-5 Behavior Consequences Infractions reset weekly	Grades 6-8 Behavior Consequences Infractions reset each quarter
1 <sup>st</sup> - 5 <sup>th</sup> infraction <ul style="list-style-type: none"> <li>• Marked in planner/folder</li> </ul>	1 <sup>st</sup> - 4 <sup>th</sup> infraction <ul style="list-style-type: none"> <li>• Marked in planner/folder</li> </ul>	1 <sup>st</sup> - 2 <sup>nd</sup> Infraction <ul style="list-style-type: none"> <li>• Written in planner</li> </ul>
6 <sup>th</sup> infraction <ul style="list-style-type: none"> <li>• Detention (10 minute served during recess or after school)</li> <li>• Phone call to parent</li> </ul>	5 <sup>th</sup> infraction <ul style="list-style-type: none"> <li>• Detention (10 minute served during recess or after school)</li> <li>• Phone call to parent</li> </ul>	3 <sup>rd</sup> Infraction <ul style="list-style-type: none"> <li>• Homeroom teacher contacts parent</li> <li>• Middle school team conference with student to review infractions</li> <li>• Completion of "Student Behavior Conference Plan of Action"</li> </ul>
7 <sup>th</sup> infraction <ul style="list-style-type: none"> <li>• ISS (Principal's office / partner classroom)</li> </ul>	6 <sup>th</sup> infraction <ul style="list-style-type: none"> <li>• Detention (30 minute served during recess or after school)</li> </ul>	4 <sup>th</sup> Infraction <ul style="list-style-type: none"> <li>• Teacher or Principal contacts parent</li> <li>• One day of In-School Suspension</li> </ul>
	7 <sup>th</sup> infraction <ul style="list-style-type: none"> <li>• ISS (Principal's office / partner classroom)</li> </ul>	5 <sup>th</sup> Infraction <ul style="list-style-type: none"> <li>• Teacher or Principal contacts parent</li> <li>• Two days of In-School Suspension</li> <li>• Conference with administrator, MS team, counselor, student, and parents</li> </ul>
		6 <sup>th</sup> Infraction <ul style="list-style-type: none"> <li>• Principal contacts parent</li> <li>• Administration decides upon consequences, which could include suspension or expulsion</li> </ul>

### DETENTION

Detentions will be served as soon as possible following the infraction. If parents can be contacted, the detention is to be served after school the very same day. If the parents cannot be contacted, detention should be served the following morning or after school. Teachers will supervise their own detentions. Detentions will be served when assigned or they will be doubled.

### SUSPENSION

In-school or out-of-school suspension will result in ineligibility for all events for the days in which suspension is to be served. This includes participation in practice, games, or as a spectator. Students serving in-school or out-of-school suspension will not be eligible to attend any event outside the regular school hours of 8:30-3:20.

Students serving suspension will receive a 10% reduction in their grades for that day. In other words, they may obtain a maximum of 90% of the total grade each class for each day they are absent due to in or out of school suspension.

**SECTION 1 – Policy Statement**

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

All students, school employees, school volunteers, parents, guests, visitors and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies. This policy prohibiting sexual harassment shall apply to all students, school employees, school volunteers, parents, guests, visitors and vendors while on school property, while attending or participating in school activities, on school-owned property or on non-school property, while in any school-owned or leased 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 sexual harassment. Attempts to informally or voluntarily resolve the complaint should not delay the commencement of the District's investigation. Unless a different person is designated by the Superintendent to conduct the investigation, the school administrator of the school attendance center where the sexual harassment is alleged to have occurred is responsible for investigating the alleged sexual harassment. Allegations of sexual harassment may also be reported by the administration to other authorities, including but not limited to law enforcement.

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting sexual harassing conduct must understand that should the administrator who is investigating the report determine there is reasonable cause to suspect that sexual harassment did occur which could result in administrative discipline or a referral to the School Board, the person alleged to have sexually harassed another 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 sexual harassment. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have sexually harassed another person shall not directly or indirectly (such as through a third 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 sexual harassment report should immediately contact a school administrator.

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. School volunteers, parents, guests, visitors, and vendors who violate this policy may be prohibited from being on school property.

**SECTION 2 – Sexual Harassment Defined**

Sexual harassment is defined as sexually oriented words and actions which tend to annoy, alarm or be physically or verbally abusive toward another person and which serve no legitimate or valid purpose regardless of the intent of the person accused of the sexually harassing conduct. Not all harassment falls within the definition of sexual harassment (i.e., harassment that is of a sexual nature). Other laws, regulations and policies also prohibit inappropriate conduct and provide a means for addressing inappropriate conduct should it occur.

Sexual harassment is a specific type of harassment which is prohibited under this policy. Examples of sexual harassment include, but not limited to:

1. Unwelcome sexual flirtations, advances or propositions;
2. Verbal comments, jokes, or abuse of a sexual nature;
3. Graphic verbal comments about an individual's body;
4. Sexually degrading words used to describe an individual;
5. Displaying pornographic material;
6. Physical contact or language of a sexually suggestive nature.

**SECTION 3 – Sexual Harassment Reporting Procedure**

Any individual who believes that he or she has been or is being subjected to sexual harassment or has reason to suspect another person has been or is being subjected to sexual harassment should immediately report it to a teacher, guidance counselor, 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 sexual harassment will be asked to either submit a signed written complaint or sign a completed Sexual Harassment Report Form, Exhibit ACAA- E(1), verifying the accuracy of its content. The written complaint or Sexual Harassment Report Form must include the

following:

- the date the written complaint was filed or the Sexual Harassment Report Form was completed,
- the school employee receiving the complaint (if applicable),
- the name of the person reporting the sexual harassment,
- the address/phone # of the person reporting the sexual harassment,
- the specific conduct or nature of the sexual harassment complaint including the person(s) alleged to have sexually harassed 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 sexual harassment.

If the signed written complaint was given to a teacher or guidance counselor, or if the Sexual Harassment Report Form was completed by a teacher or guidance counselor, the teacher or guidance counselor shall forward the complaint or Sexual Harassment Report Form to the teacher's building school administrator.

For procedures for addressing sexual harassment complaints refer to Policy ACAA Section 4.

#### **ALCOHOL AND OTHER DRUG USE BY STUDENTS**

**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. Students and parents/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 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, 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)/guardians(s) and schedule a conference;
2. The administration shall suspend the 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/CEO, Principals, and/or designee(s), to use a portable breath test (PBT) and passive breath alcohol sensor device (PBASED) to screen for evidence of breath alcohol.

The purpose for using a PBT and PBASED 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 PBASED 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 PBASED 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, PBASED reading or personal observation.

If the PBT or PBASED 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.

**DANGEROUS WEAPONS IN THE SCHOOL** JFCJ

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon 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.

**BULLYING** JFCD

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.

## SEARCH AND SEIZURE – STUDENT

JFAA

All district property, including, but not limited to, real estate, buildings, offices, desks, storage areas, lockers, computer systems and equipment, voice-mail, and vehicles, is owned by the district, and is intended for educational purposes, and district business, at all times.

Individuals using district-owned property (system users) shall have no expectation of privacy when using school property. The district reserves the right to monitor, inspect, copy, review and store (at any time and without notice) all usage of district property including computer and computer systems, including all internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed and/or received through district computers and computer systems shall remain the property of the school district.

System users have no right of privacy and should have no expectation of privacy in materials sent, received, or stored in district-owned computers or on the district system or within the physical area of the district. School officials reserved the right to review district system/property use at any time to determine if such use meets the criteria set forth in school board policies and district regulations. Routine maintenance and monitoring of the system and physical plant may lead to the discovery that the user has or is violating district policy or law. Once a problem is discovered, an individual search may be conducted. The search/investigation will be reasonable and will be in keeping with the nature of the alleged misconduct.

Employees or students violating acceptable use of district property, or policy, may be subject to disciplinary action by the Superintendent/CEO or designee, depending on the nature of the violation.

## STUDENT RECORDS – NOTICE OF RIGHTS

JO-E

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

1. The right to inspect and review the student's education records within 45 days after the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate,

misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the District to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable Information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.