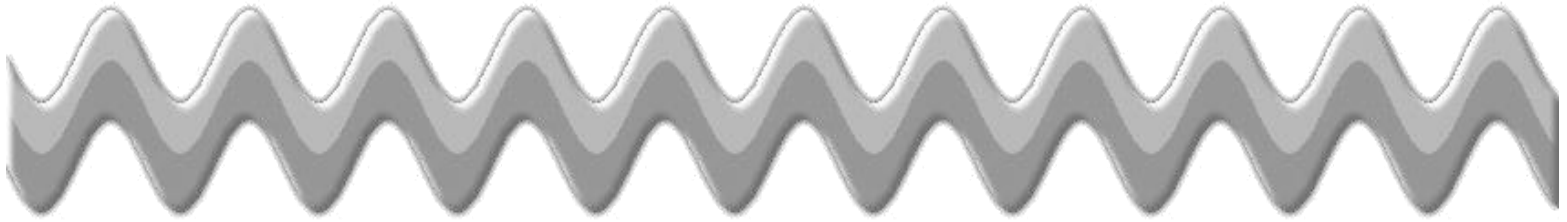


K-12 Student Handbook



2015-2016



Hoven School District
PO Box 128
Hoven, SD 57450

Phone Number: (605) 948-2252

High School Extension 2 – Elementary Extension 1

Fax Number: (605) 948-2477



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Preface

To Students and Parents:

The Hoven School Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board Policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

The Student Handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered in the handbook should arise, the superintendent will make every effort to act fairly and quickly. The best interests of each student, school and community member will be considered. Each situation is different and will be handled on an individual basis. It is sincerely hoped that each one of you will have a successful and enjoyable school year. Take the time to know the rules you are expected to follow and many of the small problems can be avoided. If you have any questions or concerns, please, feel free to come in and visit with the superintendent.

Hoven School does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

The following District staff members have been designated to coordinate compliance with these requirements:

Superintendent

Bob Graham

PO Box 128

Hoven, SD 57450

Phone: 605-948-2252

Title IX/504 Coordinator

Bob Graham

PO Box 128

Hoven, SD 57450

Phone: 605-948-2252

Welcome to Students

Hoven School welcomes you as a member of its student body. We are proud of the best accomplishments of our students, and we know we will be equally proud of you. Our philosophy is to recognize and provide for the individual needs, interests, and abilities of all students. We are concerned not only with the accumulation of knowledge, development of skills, and the improvement of understanding but also with the development of interests, tastes, appreciations, ideals and attitudes, and the functioning of all these in our local community, state and nation.

The information in this handbook has been prepared and presented to every Hoven School student so that it will be of value in helping you adjust to our school, and to become an integral part of it. Become familiar with the contents of this handbook because, contained in it, are the rules and regulations by which you will abide while you attend this school. Following the rules will help all students have a successful and pleasant career at Hoven School. We encourage you to take advantage of the academic and extra-curricular opportunities that are available to you while you attend. Your success in school will be directly proportional to your efforts.

Additions, Deletions, or Other Modifications to the Handbook

Anyone wishing to recommend additions, deletions, or other modifications to the Student Handbook is encouraged to write their ideas down and submit them to the Superintendent for consideration for inclusion in a future handbook. We are always open to any suggestions that you might have. Stop by the school office, call, or email your suggestions and ideas to bob.graham@k12.sd.us.

Calendar of Events – Important Dates to Remember

August 13 – First Day of FB Practice
August 13 – First Day of VB & XC Practice
August 24 – Teacher Inservice
August 25 – First Day for Students (Grades K-12) Dismiss at 2:30pm
September 7 – NO SCHOOL – Labor Day
September 8 – First day of Preschool
September 22 – School Pictures
September 25 – Midterm
September 28 – Coronation 7:00pm
October 2 – Homecoming (dismiss 11:30am) Parade 1:30pm
October 9 – Dismiss at 1:30pm – Teacher In-service 1:30-4:00
October 12 – NO SCHOOL – Native American Day
October 23 – End of 1st Quarter (42 Student Contact Days + 1 In-service)
October 29 – Dismiss at 2:00pm
October 29 – Parent-Teacher Conferences 3-8PM
October 30 – NO SCHOOL
November 20 – Midterm
November 25 – Dismiss at Noon – NO HOT LUNCH
November 26-27 – NO SCHOOL – Thanksgiving Break
December 18 – Dismiss at 1:30pm for Christmas Break – Teacher In-service 1:30-4:00
December 18 – End 2nd Quarter/First Semester (37 Student Contact Days + 1 P/T Conf Day)
December 19-January 3 – NO SCHOOL – Christmas/New Year's Break
January 4 – School Resumes
January 29 – Dismiss at 1:30 – Teacher In-service 1:30-4:00
February 5 – Midterm
February 11 – Dismiss at 2:00pm
February 11 – Parent-Teacher Conferences 3-8PM
February 12-15 – NO SCHOOL – President's Day Holiday
February 26 – NO SCHOOL – State Wrestling
March 11 – End of Third Quarter (47 Student Contact Days + 1 P/T Conf Day)
March 18 – Dismiss at 1:30pm – Teacher In-service 1:30-4:00
March 25-28 – NO SCHOOL – Easter Holiday
April 15 – Midterm
May 15 – Graduation 1:30pm
May 17 – Last Day for Elementary Students
May 18 – Last Day for Jr High/High Students – Dismiss at 11:30am
May 18 – End of Fourth Quarter/Second Semester (46 Student Contact Days)

Potter County Battler 2015-2016 Sports Schedules

*Denotes Yellowstone Trail Conference games.

2015 CROSS COUNTRY SCHEDULE

DAY	DATE	OPPONENT	SITE	GAME TIME
Sat.	8/29/15	Mobridge Invitational	Mobridge	10:00 AM
Thurs.	9/3/15	Redfield Invitational	Redfield	4:00 PM
Sat.	9/12/15	Ipswich Invitational	Ipswich	9:30 AM
Tues.	9/15/15	Wakpala River Run	Wakpala	2:30 PM
Sat.	9/19/15	Potter County Invitational	Gettysburg	10:00 AM
Wed.	9/23/15	Lakeside Invitational	Faulton	1:00 PM
Mon.	9/28/15	Miller Invitational	Miller	4:30 PM
Sat.	10/3/15	Highmore Invitational	Highmore	10:00 AM
Wed.	10/7/15	YTC & CSDC	Gettysburg	1:00 PM
Sat.	10/10/15	Potter County Invitational	Hoven	10:00 AM
Wed.	10/14/15	Region 2B Meet	Gettysburg	1:00 PM
Sat.	10/24/15	State Meet	Sioux Falls	1:00 MST

2015 VARSITY FOOTBALL SCHEDULE

DAY	DATE	OPPONENT	SITE	GAME TIME
Fri.	8/28/15	Stanley County	Ft. Pierre	7:00
Fri.	9/4/15	Miller	Gettysburg	7:00
Fri.	9/11/15	Highmore/Harold	Gettysburg	7:00
Fri.	9/18/15	Faulton	Faulton	7:00
Fri.	9/25/15	Hitchcock/Tulare	Gettysburg	7:00
		(G-Homecoming)		
Fri.	10/2/15	Herreid/Selby Area*	Hoven	7:00
		(H-Homecoming)		
Fri.	10/9/15	Eureka/Bowdle*	Eureka	7:00
Fri.	10/16/15	Bye		
Thurs.	10/22/15	Sully Buttes*	Onida	7:00
Tues.	10/27/15	1st Round Playoffs	TBD	TBD
Mon.	11/2/15	Quarter Final Playoffs	TBD	TBD
Sat.	11/7/15	Semi Final Playoffs	TBD	TBD
Thurs.	11/12/15	Championships	Vermillion	TBD

2015 VARSITY GIRLS VOLLEYBALL SCHEDULE

DAY	DATE	OPPONENT	SITE	GAME TIME
Sat.	8/29/15	Yellowstone Trail Conf.	TBD	11:00 am CST
Thurs.	9/3/15	Strasburg/Zeeland, ND	Strasburg	6:00 PM
Tues.	9/8/15	Dupree	Gettysburg	6:00 CST
Thurs.	9/10/15	Faulton	Faulton	6:30 PM
Sat.	9/12/15	Miller	Miller	6:30 PM
Tues.	9/15/15	Highmore/Harold	Gettysburg	6:30 PM
Thurs.	9/17/15	McLaughlin*	Hoven	6:30 CST
Tues.	9/22/15	Ipswich	Gettysburg	6:30 PM
Thurs.	9/24/15	St. County	Ft. Pierre	6:30 PM
Sat.	9/26/15	CSDC Tourney	Onida	11:00 AM
Tues.	9/29/15	Sully Buttes*	Hoven	6:30 PM
Mon.	10/5/15	Hitchcock/Tulare	Tulare	6:30 PM
Tues.	10/6/15	Herreid/Selby*	Hoven	6:30 PM
Thurs.	10/8/15	JV vs Edmunds Central	Roscoe	6:30 AM
Sat.	10/10/15	Battler Tourney	Gettysburg	10:00 AM
		Faith, Faulton, Herreid-Selby Area, Highmore/Harold, Ipswich, McIntosh, Potter County, T Lake		
Tues.	10/13/15	Chey-Eagle Butte	Gettysburg	6:30 pm CST
Thurs.	10/15/15	Northwestern	Mellette	6:30 PM
Mon.	10/19/15	Mobridge/Pollock	Gettysburg	6:30 PM
Fri.	10/23/15	Faith	Faith	6:30 pm CST
Mon.	10/26/15	Eureka/Bowdle*	Bowdle	6:30 PM
Tues.	11/3/15	District 3B – 1st Round	#3 & #4	7:00 PM
Thurs.	11/5/15	Districts 3B – 2nd Round	#1 & #2	7:00 PM
Fri.	11/6/15	District 3B Championship	Top remaining seed	7:00 PM
Tues.	11/10/15	Region 2B	Site of Dist 4B	7:00 PM
Th-Sat	11/19-11/21	State	Sioux Falls	TBD

2015-2016 VARSITY BOYS BASKETBALL SCHEDULE

DAY	DATE	OPPONENT	SITE	GAME TIME
Sat.	12/12/15	Lyman (DH)	Presho	2:00 PM
Tues.	12/15/15	Miller	Miller	6:30 PM
Sat.	12/19/15	Mobridge/Pollock	Gettysburg	6:30 PM
Mon.	12/21/15	Warner (DH)	Gettysburg	4:30 PM
Tues.	12/22/15	Langford @ NSU Classic	Aberdeen	TBD
Weds.	12/30/15	Huron Classic	Huron	TBD
Sat.	1/2/16	Wolsey/Wessington @ Wolsey Classic		TBD
Mon.	1/4/16	Northwestern	Mellette	6:30 PM
Sat.	1/9/16	Strasburg/Zeeland (DH)	Hoven	1:00 PM
Tues.	1/19/16	Herreid/Selby Area*	Gettysburg	6:30 PM
Thurs.	1/21/16	JV vs. Edmunds Central	Roscoe	8:00 PM
Fri.	1/22/16	Stanley County	Ft. Pierre	6:30 PM
Tues.	1/26/16	Eureka/Bowdle*	Hoven	6:30 PM
Tues.	2/2/16	Redfield/Doland	Redfield	6:30 PM
Thurs.	2/4/16	Sully Buttes* (DH)	Gettysburg	4:00 PM
Fri.	2/5/16	Sunshine Bible Acad. (DH)	SBA	4:00 PM
Thurs.	2/11/16	Faulton	Faulton	6:30 PM
Sat.	2/13/16	Hitchcock/Tulare (DH)	Gettysburg	1:00 PM
Thurs.	2/18/16	Ipswich (DH)	Ipswich	4:00 PM
Fri.	2/19/16	Highmore/Harold	Gettysburg	6:30 PM
Mon.	2/29/16	District 3B	Higher Seeds	7:00 PM
Tues.	3/1/16	District 3B	Higher Seeds	7:00 PM
Fri.	3/4/16	District Championship	Neutral Site	7:00 PM
Tues.	3/8/16	Region 2B	NSU	TBD
Th-Sat	3/17-3/19	State B	NSU-	
		Aberdeen	TBD	

2015-2016 VARSITY GIRLS BASKETBALL SCHEDULE

DAY	DATE	OPPONENT	SITE	GAME TIME
Thurs.	12/10/15	Miller	Gettysburg	6:30 PM
Sat.	12/12/15	Lyman (DH)	Presho	2:00 PM
Thurs.	12/17/15	Highmore/Harold	Highmore	6:30 PM
Fri.	12/18/15	Faulkton	Hoven	6:30 PM
Mon.	12/21/15	Warner (DH)	Gettysburg	4:30 PM
Tues.	12/29/15	Huron Classic	Huron	TBD
Sat.	1/2/16	Wolsey Classic	Wolsey	TBD
Tues.	1/5/16	Redfield/Doland	Redfield	6:30 PM
Sat.	1/9/16	Strasburg/Zeeland (DH)	Hoven	1:00 PM
Tues.	1/12/16	St. County	Ft. Pierre	6:30 PM
Thurs.	1/14/16	Dupree	Dupree	6:00 CST
Mon.	1/18/16	Northwestern	Hoven	6:30 PM
Thurs.	1/21/16	JV vs. Edmunds Central*	Roscoe	6:30 PM
Mon.	1/25/16	Mobridge/Pollock	Mobridge	6:30 PM
Sat.	1/30/16	Groton	Gettysburg	3:00 PM
Thurs.	2/4/16	Sully Buttes* (DH)	Gettysburg	4:00 PM
Fri.	2/5/16	Sunshine Bible Acad. (DH)	SBA	4:00 PM
Tues.	2/9/16	Eureka/Bowdle*	Bowdle	6:30 PM
Sat.	2/13/16	Hitchcock/Tulare (DH)	Gettysburg	1:00 PM
Tues.	2/16/16	Herreid/Selby Area*	Gettysburg	6:30 PM
Thurs.	2/18/16	Ipswich (DH)	Ipswich	4:00 PM
Mon.	2/22/16	District 3B	High Seeds	TBD
Tues.	2/23/16	District 3B	High Seeds	TBD
Thurs.	2/25/16	District 3B Championship	High Seeds	TBD
Thurs.	3/4/16	Regions 2B	Neutral Site	7:00 PM
Th-Sat	3/11-3/13	State	Huron	TBD

2016 VARSITY TRACK SCHEDULE

Tues.	4/5/16	Ipswich	
Invitational		Ipswich	12:30
Tues.	4/12/16	SBA Invitational	Huron 9:30
Sat.	4/16/16	Gettysburg Invitational	Gettysburg 11:00
Thurs.	4/21/16	Redfield	
Relays	Redfield	10:00	
Sat.	4/23/16	Tiger Invitational	Ipswich 10:00
Thurs.	4/28/16	Yellowstone Trail Conference	Eureka 2:30
Sat.	4/30/16	Potter County Invitational	Gettysburg 10:00
Tues.	5/3/16	Eureka Lions	Eureka 12:30
Fri.	5/6/16	Howard Wood Dakota Relays	Sioux Falls TBD
Sat.	5/7/16	Howard Wood Dakota Relays	Sioux Falls TBD
Tues.	5/10/16	Eureka Legion	Eureka 11:00
Sat.	5/14/16	CSDC Meet	Gettysburg 10:00
Thurs.	5/19/16	Regions	Gettysburg 10:30
Fri.	5/27/16	State	Sioux Falls 9:30
Sat.	5/28/16	State	Sioux Falls 9:00

2015-2016 WRESTLING SCHEDULE

DAY	DATE	MEET	SITE	TIME
Sat.	12/5/15	St. County Tourney	Ft. Pierre	9:00 AM
Sat.	12/12/15	Faulkton Tourney	Faulkton	10:00 AM
Sat.	12/19/15	MVPC Titan Tourney	Plankinton	9:30 AM
Sat.	1/2/16	McCook Central	Salem	9:00 AM
Fri/Sat	1/8 & 1/9	Lyman Tourney	Presho	11:00 & 10:00
Sat.	1/16/16	Battler Tourney	Gettysburg	10:00 am CST
CEB/Dupree, Chamberlain, Deuel, Faulkton, Lemmon, McLaughlin, Mobridge/Pollock, Pierre JV, Potter County, Redfield/Doland, South Border, Standing Rock, Stanley County, Sunshine Bible, Warner/N'western, W Springs/Woonsocket				
Thurs.	1/21/16	Tri - Potter County, Highmore/Miller & Sunshine Bible	Gettysburg	6:00 PM
Sat.	1/23/16	Winner Tournament	Winner	9:30 AM
Sat.	1/30/16	Lee Wolff Tourney	Aberdeen	10:00 AM
Sat.	2/6/16	Big Dakota Conference	Ft. Pierre	10:00 am CST
Thurs.	2/11/16	Faulkton	Faulkton	6:30 PM
Sat.	2/13/16	Holland Tournament	Howard	10:00 am CST
Sat.	2/20/16	Region 1B Tourney	Britton	TBD
Fri/Sat	2/26 & 2/27	State Tourney	Rapid City	TBD

2015-2016 JH/JV WRESTLING SCHEDULE

Thurs.	11/24/15	Lyman Invitational	Presho	5:00 PM
Mon.	11/30/15	Faulkton Invitational (6-8)	Faulkton	6:00 PM
Mon.	12/7/15	Potter County Invitational	Gettysburg	6:00 PM
Sat.	12/19/15	Pierre MS Tourney	Pierre	10:00 AM
Mon.	1/11/16	Ipswich Invitational	Ipswich	6:00 PM
Mon.	1/18/16	Redfield Invitational	Redfield	6:00 PM

2016 JUNIOR HIGH TRACK SCHEDULE

Thurs.	4/14/16	Potter County Invitational (6,7&8)	Gettysburg	12:30
Fri.	4/22/16	Eureka Jaycees Meet (6,7&8)	Eureka	4:00
Fri.	4/29/16	Mobridge Youth Meet (6,7&8)	Mobridge	2:00
Tues.	5/3/16	Pierre Invitational (6,7 & 8)	Pierre	3:45
Mon.	5/9/16	Yellowstone Trail Conf. (6,7&8)	Gettysburg	2:30
Sat.	5/14/16	CSDC Meet (6,7&8)	Gettysburg	10:00

All sports schedules are subject to change due to weather and other situations outside the control of the schools involved.

Hoven School District Staff Directory 2015-2016

Administration

Bob Graham – Superintendent/K-12 Principal
Amy Arbach – Business Manager

Instructional Staff – K-6

Elaine Erickson – Preschool/Kindergarten
Amanda Frost – 1st Grade
Terri Ladwig – 2nd Grade
LaDeen Krueger – 3rd Grade
Lyndsey Dixon – 4th Grade
Kirsten Cronin – 5th Grade
Linda Vail – 6th Grade

Instructional Staff – 7-12

Elizabeth Bengs – K-12 Music
Spencer Cody – 7-12 Science
Sara Colombe – Ag/FFA
Linda Coyne – French, Social Studies,
Psychology
Peter Frickson – 7-8 Math, K-12 PE/Health
Colette Maier – 8-12 English
Marjorie Schaffer – Business/Social Studies
Chantel Stoecker – 9-12 Math

Instructional Staff – Special Services

Linnea Groz - Counselor
Laurel Kaiser – Title I
Vicki Love – Psychologist
Deb Oster – Speech
Haley Paplow – Pre-School SPED

Classified Staff

Marissa Badger – Special Education Aide
Kim Hoerner – High School Secretary/Yearbook/Student Council
Dori Lunders – Elementary Secretary/Librarian
Paulette Maursetter – Head Cook
Stephanie McDaniel – Elementary Custodian
Christina Schaefer - Special Education Aide
Chuck Seurer – High School Custodian
Jane Ulrich - Special Education Aide
Andriea Van Well - Special Education Aide
Grace Van Well – Assistant Cook
Jonie Wipf – Technology Coordinator

Coaching Staff

Norm Stethem – Athletic Director
Vern Smith – Head FB & Head Track
Brady Hartung – Asst FB
Keith Scott – JH FB & Asst Track
Jessica Larson – Head XC
Jamie Cronin – Head VB & Track
Kirsten Cronin – Asst VB
Sally Simon – JH VB

Michael Schlachter – Head WR
Eric Stuwe – Asst WR
Aimee Burmester – Head GBB
Wendy Rausch – Asst GBB
Bryce Hall – Asst FB & Head BBB
Jason Hanson – Asst BBB
Chuck Seurer – Asst XC
Tim Hagedorn – Asst BBB

Acceptable Computer/Technology Use Policy

-Introduction

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5) require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This District's Acceptable Network and Internet Use Policy (hereinafter "AUP") is intended to set forth the specific obligations and responsibilities of all users, including students and staff, who access the District's Network, and to ensure such use complies with the CIPA requirements.

"Network" is defined as any and all District owned computers, servers, hardware or software, the District's local area network, wireless access points, the Internet, Internet 2, the District intranet, email, chat rooms, other forms of direct electronic communications or other communications equipment provided by the District regardless of the physical location of the user. This AUP applies even when District provided equipment (laptops, tablets, etc.) is used on or off premises of District property.

-Acceptable Use

The Network may be used only as a tool to support and advance the functions of the District as well as its curriculum and educational programs. Access to the District's Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District's Internet Safety Policy and this AUP.

Students may use the Network only in support of educational activities consistent with the educational objectives of the District. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the District. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however, such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including all copyright laws and all materials on the Network should be presumed to be copyrighted.

All members of the staff who wish to use the Network must sign this AUP whenever requested by the District, to confirm that the staff person has read and understands this policy and agrees to abide by it. Each student must sign this AUP annually to confirm that the student has read and understands this policy and agrees to abide by it. Students who are under 18 must have their parents or guardians sign this AUP and submit it to the District.

All material and data saved on school servers, computers, or any school equipment or resource including but not limited to email accounts and online learning accounts is considered property of the school district and can be inspected at any time.

-Network Etiquette

Users are expected to abide by generally accepted rules of network etiquette (netiquette). These include but are not limited to:

- A. Be polite. Do not send or encourage others to send messages that are abusive or otherwise fall in the definition of Prohibited Use in Section IV.

- B. Use appropriate language. Remember you are a representative of your school on a non-private network. You may be alone on a computer but what you write can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language.
- C. All communications and information accessible via the Network should be considered private property that you cannot appropriate for your own use without appropriate attribution and consent.

-Prohibited Use

The District reserves the absolute right to define prohibited use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes a prohibited use of the Network, and determine the consequence of such inappropriate use. Prohibited use includes but is not limited to the following:

- A. Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- B. Criminal activities that can be punished under law;
- C. Selling or purchasing illegal items or substances;
- D. The unauthorized collection of email addresses ("harvesting") of e-mail addresses from the Global Address List and other District directories;
- E. Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- F. Circumvention of the District's Technology Protection Measure/filter to access blocked sites;
- G. Disclosure of minors' personal information without proper authorization;
- H. Students' disclosure of personal information such as the student's name, address, phone number, password or social security number, to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites
- I. Causing harm to others or damage to their property, such as:
 - 1. Using profane, abusive, or impolite language; threatening, harassing, bullying or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 - 2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 - 3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 - 4. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
 - 5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- J. Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
 - 1. Using another's account password(s) or identifier(s);
 - 2. Interfering with other users' ability to access their account(s); or
 - 3. Disclosing your own or anyone's password to others or allowing them to use your or another's account(s).
- K. Using the network or Internet for Commercial purposes:
 - 1. Using the Internet for personal financial gain;
 - 2. Using the Internet for personal advertising, promotion, or financial gain; or

3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.
- L. Installation of any software onto computer equipment with the approval of Technology Staff.
- M. Instant messaging and chatting are prohibited during the school day. Also, the use of non-school email accounts, Facebook, and other forms of social networking are also prohibited.
- N. Only district owned devices are allowed to access the district network either through the wired or wireless network unless approval has been granted from the technology staff.

-Off-Premise Use of Network

Students under the age of 18 should only access District-assigned email accounts and/or other Network components including but not limited to school-assigned computers such as laptops, tablets or e-readers off of District premises if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's off-premise use of the Network and ensuring such use complies with this AUP.

-Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the Network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

-Enforcement

Prohibited use of the Network may, for students, result in disciplinary action up to and including suspension or expulsion from school or, for employees, suspension or termination of employment. Where circumstances warrant, prohibited use of the Network may be referred to law enforcement authorities.

When a school administrator has a reasonable belief that a student has violated a school rule, policy or the law, and there are facts and inferences that would cause a reasonable person to suspect that a search of the student's personal technology device(s) will reveal evidence of a violation of said school rule, policy or the law, the administrator shall have the authority to search such device, provided that the scope of the search relates to the suspected violation giving rise to the reasonable suspicion.

-Technology Guidelines/Regulations

The technology provided by the Hoven School District has become an integral part of the learning environment. State mandated tests, Dakota Digital Network classes and special sessions, staff e-mail, lesson plans, student grades, student information, transcripts and student e-mail, will all be accessible through the internet. Altering or abusing this resource, in any way, is considered (at the very least vandalism) and will result in penalties being imposed. The guidelines/rules are as follows:

- Students are not allowed to download programs to any workstation. If you are caught using a program that was downloaded to the workstation, you are as guilty as the one who downloaded it, and the punishment will be the same for the user, as for the downloader.

- Instant messaging requires that a program be downloaded from the internet, which is not allowed. Instant messaging and chatting are not allowed. Students in grades 9-12 will be assigned a state K-12 e-mail address. E-mail is subject to inspection by school administration. Use of Facebook, MSN Messenger, Hot-mail, My Space or any other similar program during the school day is **not** allowed.
- Music and MP3's also require downloading from the internet. Again this is not allowed. Morpheus, KaZaA, Audio Galaxy, Sonique, WinMX, BonZiBuddy, Gator and all other MP3 downloads are prohibited. Volume should be muted at all times. Headphones are allowed at the workstations if allowed by the teacher in charge.
- Altering the workstation environment is prohibited. This includes changing the desktop, mouse configuration, screensaver, etc. If the settings are not standard on your computer, notify the staff member present, otherwise it will appear that you were the individual who altered the settings.
- State law requires all students to be supervised if they are working at a computer. Any student in a lab or at a workstation must be accompanied by a teacher.
- The school system has an excellent content filter, but occasional inappropriate websites will pop up from time to time. Leave the site immediately.
- Students are required to use technical equipment as intended.
- Remember, if you are taking a DDN class or are attending a special session, you are being taped, and you represent your school and community.

The penalties for violation of the above guidelines are as follows:

- First Offense – ½ hour of detention
- Second Offense – 1 hour of detention – Grades 9-12 Suspended Privileges (See Tablet Handbook)
- Third Offense – 1 day of in-school suspension
- Fourth Offense – Banned from using school computers for the remainder of the semester.

Admission to Events

Activity tickets may be purchased from the school office for the 2015-2016 sports seasons at the following prices: \$10.00 for students in grades K-6, \$20.00 for students in grades 7-12, and \$30.00 for adults. Senior Citizens age 65 and older may pick up a Golden Battler Card at the school business office. This card can be presented to ticket takers for free admission to regular season home events in Hoven and Gettysburg. Tickets may also be purchased individually at the gate for the following prices: \$3.00 for students and \$5.00 for adults.

Advisor's Offices

All students are welcome to their respective advisor's office. The advisor is there to assist you with educational, vocational, social and personal problems or planning. Your discussion with the advisor will be kept confidential. The following are examples of the types of aid you can receive from the school advisor. It is highly recommended that take advantage of working with your advisors. They can assist you in a variety of matters. The examples are: How to study; student achievement; social relationships; activities; and goals.

1. High school and advanced educational planning, selection of courses and subjects.
2. Information concerning further education – college, technical school, nursing school, etc.
3. Information concerning correspondence courses.
4. Financial aid for additional schooling, grants, scholarships, loan programs.
5. Information concerning a career in the armed services.

6. Vocational information such as job trends and employment opportunities.
7. Test information including National Merit, PSAT, ACT, and GED.
8. Interpretation of test results.
9. Schedule changes and registration.
10. Grade transcript.
11. Arrangements of conferences with teachers or parent/guardians.
12. Recommendations.
13. Referrals to agencies outside of school.

After School Rules

At the conclusion of the school day, students are expected to leave the building/grounds after dismissal unless under the supervision of a teacher for extra-curricular activities or academic related reasons.

Elementary Students:

If parents are at the school and visiting teachers or other parents, students need to go directly to their car and wait for their parents. If students are waiting for a ride with older siblings from the high school, they are to wait patiently on the sidewalk to be picked up. Everyone is to stay off of the grass. There are no teachers on duty after school so students are to abide by these rules.

AP Courses

A maximum of two AP Courses may be taken during any one school year.

Asbestos Management

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the local district to annually inform its building occupants and employees of potential or confirmed asbestos containing building materials (ACBM) contained in school facilities.

1. All asbestos containing materials in the high school are in good safe condition and we will continue to monitor them in place, as recommended by Intermountain Technical Services.
2. The Hoven Elementary School was inspected and asbestos containing building materials were located as follows and all remain in good condition:
 - a. 12"x12" ceiling tiles in corridors
 - b. 9"x9" floor tile throughout the building
 - c. Thermal systems insulation (e.g. mudded pipe fittings, hot water storage tank, insulation, and boiler breeching insulation)
 - d. Vibration isolators on the gymnasium air handling units

The custodial and maintenance staff has been trained in the proper handling of the asbestos containing materials. They will conduct visual inspections as they perform daily cleaning. Every six months – November and May – a thorough inspection will be conducted by the "Designated Person," Chuck Seurer. Every three years a re-inspection of all friable and non-friable ACBMs in each building is done by an accredited inspector from Intermountain Technical Services. Intermountain Technical Services, Inc. has been contracted to provide environmental services, which includes maintaining compliance with Federal regulations regarding asbestos and other regulated environmental concerns. A record of these semi-annual inspections and three-year inspections is kept on file in the office of the superintendent. The Building Inspection Report and Asbestos management Plan are also on file in the Office of the Superintendent and may be examined at any time upon request.

Assemblies

From time to time assemblies are planned and placed on the school calendar by the staff or administration. Students are expected to give quiet, courteous attention to every assembly presentation. Students are required to attend all assemblies. Those who refuse are to be referred to the office.

Athletics and Extra-Curricular Activities

Extra-curricular activities are part of the educational program of our community. The participant directly represents his/her school and indirectly serves as an example for the community. The staff always has the local pride in mind and expects everyone on the staff and the student body to be a proud example. Anything that lessens our pride in the Hoven Greyhounds or Potter County Battlers will not be tolerated in a participant who represents our school. Each participant is expected to display favorable conduct, attitude and cooperation as a team member in practice, play, classroom, halls, downtown, and on school property or attending a school sponsored activity (home and away). This is given first consideration when we form and enforce our policies.

You are given the opportunity to participate in extra-curricular activities as a part of your education – you do not go to school to participate in extra-curricular activities. Please keep these priorities in order at all times.

-Activities Considered Extra-Curricular

The following activities are considered extra-curricular in nature and are subject to the eligibility and training rules outlined below:

Football	Track	School Play
Volleyball	FFA Trips and Competitions	Oral Interp
Basketball	FCCLA Trips and Competitions	Student Council
Cross Country	Band/Chorus Competitions (Gypsy Days,	
Wrestling	Small/Large Group, All State Band/Chorus)	

-Alcohol Use/Drug Abuse/Chemical Abuse by Students

The Hoven School District recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the districts' schools. Alcohol and drug dependency is an illness and a hazard that can interfere with a student's ability to learn and function responsibly in the school setting and community. Anything that can interfere with the development of an adolescent, therefore, must be evaluated as to its impact to both the young person and the community. Psychoactive and mood altering drugs can destroy the health and well-being of an individual. The school community defines drug use as a serious health problem and is committed to discouraging this behavior and to encouraging young people to seek help should a problem arise.

As educators, we recognize that chemical abuse (drugs and alcohol) has become a serious problem in our country. We accept our obligation to establish a positive environment in which these problems can be addressed locally in a helpful and positive rather than a punitive way. One of our goals is to prevent abuse. Accomplishing this goal, we realize, will entail training teachers, counselors, and other staff members to educate the community about drug abuse. Other goals are to teach staff to identify chemical abuse problems and to know what resources are available to address these problems if they are observed. The administration recognizes that the problems of chemical abuse exceed the boundaries of the school. Therefore, we are prepared to cooperate with agencies and community groups that address these problems.

The following document outlines policy on student abuse of psycho-active or mood-altering chemicals in the school district. THIS POLICY IS IN EFFECT ON PROPERTY OWNED, LEASED, OR MAINTAINED BY THE SCHOOL DISTRICT, AT ALL SCHOOL SANCTIONED ACTIVITIES ON AND OFF CAMPUS, ON VEHICLES USED TO TRANSPORT STUDENTS TO AND FROM SCHOOL OR AT OTHER ACTIVITIES AND IN VEHICLES PARKED ON SCHOOL PROPERTY.

Student and parent members of the school community are expected to be aware of and understand these policies and comply with them. A copy of the policy will be provided to all students and parents.

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver nor be under the influence of narcotics, drugs, or alcohol, materials/substance represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals.

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.

-Violations

The following procedures will be used in dealing with possession, use, transmission or being under the influence of illicit drugs and alcohol.

A. First Offense

1. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.
2. The administration may suspend the student for up to five (5) days in compliance with student due process procedures.
3. Within thirty-six (36) hours, the principal will notify the Parent(s)/guardian(s) in writing of the suspension.
4. Notify available law enforcement authorities.

The school district strongly recommends that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results.

The suspension of a student who agrees to be evaluated and treated may be commuted to three (3) days or less. The administration will provide a list of agencies/professionals that can do the assessment and provide treatment. 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 that the student is willing to be evaluated and to comply with the treatment process.

B. Second and subsequent offense

1. The administration will suspend the student for up to ten (10) days in compliance with student due process procedures.
2. The administration will contact the parent(s)/guardian(s) to arrange for a conference.
3. Notify available law enforcement authorities.
4. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.
5. The administration may recommend to the School Board that the student be expelled unless the following procedure is followed:
 - a) The student must agree to be evaluated and treated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency.

- b) Upon appropriate authorization, the agency or professional notifies the administration that the student has accepted treatment. If the student is accepting treatment, the recommendation for expulsion may be commuted. Fees for this assessment are the responsibility of the student and family.
- C. Supplying/distributing or selling chemical (drugs/alcohol) or material represented to be a controlled substance.
 - 1. Within thirty-six (36) hours, the administration will notify parent(s)/guardian(s) in writing of the suspension.
 - 2. Supplying or selling chemicals will result in five (5) days suspension while expulsion is considered.
 - 3. The administration will refer the case to available law enforcement authorities.
 - 4. A hearing may be conducted by the School Board pursuant to due process, which may include expulsion.
- D. Pupils who appear to be impaired from use of the illicit drugs/alcohol will be referred to the administration. The building administrator will determine whether to contact the parent for further instruction, refer to the emergency authorization form or immediately seek additional medical treatment. Following the handling of the medical emergency, the Progressive Discipline Plan will be followed.
- E. A biennial review of the School District's program will be made:
 - 1. To determine the program's effectiveness and implement changes to the programs if they are needed; and
 - 2. To insure that disciplinary sanctions are consistently enforced.

-Athletic and Activity Training Rules (Mood-Altering Chemicals)

The following regulations are minimum school regulations. Regulations exceeding these in each sport may be determined by the Head Coach of a particular sport, provided that such regulations are approved by the Activities Director and the Principal, and provided that written notification is given to students involved in the particular sport and to their parents.

The Gettysburg and Hoven School Districts recognize the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The use and abuse of mood-altering chemicals for some adolescents affect co-curricular and extra-curricular participation and development of related skills.

There are two categories of activities. One category includes all activities that have a regular season including speech, drama, cheerleading, student managers, statisticians, sports, etc. A second category does not have a regular season; All-State Band, All-State Chorus, FCCLA, FFA, Jazz Band, NHS, etc. To be fair to both categories the training rule for mood-altering chemicals applies on a 12 month basis.

The violations of alcohol, tobacco, mood altering chemicals, and controlled substance policies have an accumulative effect on the participant's eligibility. These rules and regulations will be applied on a twelve-month basis. Should law enforcement officials give notification of rules infractions that have occurred during times in which school or activities are not in session (i.e. Summer, and breaks between seasons), these rules and regulations will apply. It is understood that the specified length of time a student would not participate in games or contests could extend from one sport or activity as per the requirement set forth in the penalty code. Penalties are accumulative and carry-over from one year to the next

-Attendance

In order to be eligible to participate in a contest the student must be in school **all day** on the day of the event. This includes practice, extra-curricular or co-curricular activity later that day.

Exceptions may be made at the principal's discretion for doctor's appointments, a school activity or trip during the same day, or an unexpected family emergency. Parents must contact the principal before the start of the school day if exceptions are being requested. Students who are ill during the day are presumed to be too ill to participate in the activity later that day.

-Behavior at Ball Games

All students should limit their trips to the lobby/foyer, bathroom, or concessions to game breaks. No supervision is provided outside of the auditorium. Behavior at extra-curricular functions should be the same as in-school behavior. **PARENTS ARE RESPONSIBLE FOR THEIR CHILD AND SHOULD SEE THAT HE/SHE BEHAVES.** If a student leaves an activity they will not be allowed re-admittance.

Student behavior while in attendance at school sponsored activities remains subject to school rules and discipline policy.

-Church Night and Sunday Activities

There shall be no school events, practice sessions, or meeting of any sort on Wednesday evenings after 5:45 pm or on any Sunday unless specifically authorized by the Superintendent of Schools. There will be no JH practices of any kind on Wednesday. The only exceptions to this policy are JH students who are competing at the Varsity level. JH students who currently hold a varsity position may practice with signed permission from their parents/guardians and only while slotted in the Varsity position. This permission slip must be filed with the administration.

-Concussion Policy

A concussion is any alteration of mental status due to a sudden, and violent, rocking of the brain inside of the skull caused by a traumatic blow to the head or upper body. Concussion symptoms, which can last various lengths of time, may include: headache, nausea, vomiting, balance problems, dizziness, fatigue, drowsiness, sensitivity to light, sensitivity to noise, irritability, sadness, feeling foggy or groggy, visual problems, nervousness, feeling more emotional, difficulty concentrating, trouble sleeping, and difficulty remembering.

Most athletes who experience an initial concussion can recover completely as long as they are not returned to exertion or contact too soon. An athlete who returns to play too soon before the brain has had time to heal is at greater risk for further, more serious injury.

In accordance with improved understanding of concussions the National Federation of State High School Associations (NFHS) has instituted the following rule regarding concussions. Any player who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional.

Understanding the danger of concussion injuries to our student athletes the Potter County coaching staff will adhere to the following action plan:

1. The coach will remove the participant from play. Athletes may be sent off the field of play by an official who **suspects** a head injury. (Officials are not making a determination of a concussion but can send a player out of a contest for evaluation. It is important to note that the responsibility of the officials is limited to activities that occur on the field, court or mat.) Once the participant has been removed from a contest due to a suspected concussion, the coach or appropriate health-care professional(s) assumes full responsibility for that athlete's further evaluation and safety.

2. The coach, an assistant coach, or administrator will inform the student athletes' parents or guardians about the possible concussion.
3. The coach will keep the student athlete out of play the day of the suspected concussion injury and will not allow them to return to play.
If in doubt, the coach will sit them out.
4. The Return to Competition form must be completed before the student athlete will be allowed to return to participate after a concussion. The Return to Competition Form is available at the school office. It may also be found at the end of the handbook

It will be the policy of the Gettysburg and Hoven School Districts that when an athlete exhibits signs of a concussion either at a game or practice that the athlete will not participate until they have been cleared to play by a healthcare professional and their parents.

-Eligibility

Participation in all junior high and high school extra-curricular activities is dependent upon scholarship. A student must be passing in all his/her classes to be considered eligible for extra-curricular participation in trips, games, or competitions. In the event the student is not passing in one or more classes, the following procedures will be in effect:

- Academic eligibility will be reported each week beginning on September 8th.
- All subsequent grading reports will be posted on the first school day of the week.
- If a student has a D+ or lower in any class, they will be put on the eligibility list and a report will be sent to the parents via email or US mail.
- If a student has an (F) or lower in any one class, they will be placed on academic probation.
 - If a student is on academic probation, he/she will have one week to bring this grade up to passing. If the student has not brought the grade up to passing in that class by the following week's grade check they will be ineligible to participate in any extra-curricular activities, including SDHSAA sponsored activities or events, until the next week's eligibility report is published.
 - The student may be allowed to continue to practice while on probation but will not be allowed to miss any school time for activities.
- If a student has a (F) or lower in more than one class, they will immediately be ineligible to participate in any extra-curricular activities, including SDHSAA sponsored activities or events during that week.
 - The student may be allowed to continue to practice while on probation but will not be allowed to miss any school time for activities.
- Grades will be posted on the Monday following the end of each quarter and these grades will be used to determine eligibility for the next two week period. Any probation at these times will be in effect until the next eligibility check which is listed in the student handbook for each school district.
 - 1st Quarter grades will be posted on October 26th and will be in effect until the next check on November 23rd.
 - 2nd Quarter grades will be posted on December 21st and will be in effect until the next check on February 1st.
 - 3rd Quarter grades will be posted on March 14th and will be in effect until the next check on March 25th.
 - 4th Quarter grades will be posted on May 9th and will be in effect until after the state track meet is finished.
- Students who have un-served detentions will remain ineligible to participate until the detention is served.

-Deficiency Reports

Students earning below 77% will receive a deficiency notice. Deficiency reports will be sent midterm via email or US mail. The school year is divided into four quarters. Quarter progress by each student will be shown for the record by distribution of the report card at the end of each school quarter.

-Dual Athletic Participation

A student/athlete may participate in two activities during the same season provided that the practice times for both are not in conflict so that a student may not miss any regularly scheduled practice or contest in an activity without the consent of each coach or advisor. The purpose of this rule is to prevent a student from trying out for more than one activity occurring at the same time, thus eliminating another student from participation, and then not fulfill his/her obligation to practice and perform in both of them. Request for dual participation requires a meeting between the student, AD, and both coaches for establishing a participation plan.

-Minimum Practices Required

Each athlete is required to participate in a minimum of 10 practices before he/she is able to compete in their first event of the season, unless extenuating circumstances warrant the administration and coaching staff to allow exceptions based on an individual's request/status.

-Physical Examination Requirement

Each participant must have had a physical examination prior to participation in an activity. Initial and interim physical examination packets are available at the school office.

-Student Appearance and Dress

Student athletes must adhere to the same dress regulations during practice as during the school day. Clothing must be appropriate length and under garments must be adequately covered. Male athletes will wear shirts at all times and female athletes must have their sports bras adequately covered.

-Suspensions

Students on in-school suspension or out-of-school suspension may not participate in or attend any co-curricular or extra-curricular activities, including practice, on the day or days of their suspension. Students on out-of-school suspension must remain out of the school building and off school property for the period of suspension and will not be allowed to attend any school or coop functions.

-Training Rules

Junior and senior high school extracurricular activities are completely voluntary programs. No student is obligated to take part in school athletics or cheerleading or other extracurricular activities. Participation is not required for advancement or graduation. Therefore, to prevent adverse public reaction, prevent dissension on teams, and for the general welfare of teams and participants, the following rules will be enforced for extracurricular participants.

-Philosophy and Purpose

A. Philosophy

The Gettysburg and Hoven School Districts recognize the use of alcohol, tobacco, mood altering chemicals, and controlled substances as a significant health problem for many

adolescents that results in negative aspects on behavior, learning, and the total development of the individual.

B. Purpose of this Policy

1. To encourage the growth of responsible citizenship among students.
2. To emphasize the school's concern for the health of the students in areas of safety while participating in activities, and the long-term physical and emotional effects of chemical use on their health.
3. To promote equity and a sense of order and discipline among all students.
4. To confirm and support existing state laws which restrict the use of alcohol, tobacco, mood altering chemicals, and controlled substances.
5. To establish standards of conduct for students who are leaders and standard bearers among their peers.
6. To assist students who desire to resist peer pressure directed toward alcohol, tobacco, mood altering chemicals, and controlled substances.
7. To assist students who should be referred for assistance or evaluation regarding their use of alcohol, tobacco, mood altering chemicals, and controlled substances.
8. All summer activity violations will be dealt with on the 1st day of school (except for FFA activities).

In accordance to SDCL 13-32-9, any student who is adjudicated, convicted, or the subject of suspended imposition of sentence for possession, use or distribution of controlled substance or marijuana shall be ineligible to participate in SDHSAA extracurricular activities for one year. If, however, the student participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program, the suspension will be reduced to sixty school days. If the assessment indicates a need for a higher level of care, the person will be required to complete the prescribed care before becoming eligible to participate in extracurricular activities. Upon a second offense, the ban becomes permanent.

The following rules apply to a member of an athletic team or cheerleader or school activity member who uses alcohol, tobacco, mood altering chemicals, or controlled substances or is arrested and/or referred to the court system for purchase, possession, or consumption of alcohol, tobacco, mood altering chemicals, or controlled substances:

- First Violation: will have a minimum of ten (10) calendar days (which is to include at least two (2) regularly scheduled extra-curricular activities/events) suspension. The student will meet with the principal and the parents will be notified.
- Second Violation: Upon the second violation the student shall lose eligibility for six (6) weeks or six (6) extra-curricular events, whichever is longer. Parent and student will meet with the principal.
- Third Violation: Upon the third violation the student shall lose eligibility for all extra-curricular activities for one year from the time of the violation. Parent and student will meet with the principal.
- Fourth Violation: Upon the fourth violation the student shall lose eligibility for all extra-curricular activities. Parent and student will meet with the principal.
- Suspensions at the 3rd or 4th level will be moved down one level upon completion of an approved drug/alcohol counseling program. This does not erase the violation.
- If a student is questioned by staff, coaches or administration as to the possible involvement in a violation and it is later shown that the students initial statement was falsified, the punishments for the violation will be doubled.

The following rules apply to a member of an athletic team or cheerleader or school activity member who is found to be **in the presence of** alcohol, tobacco, mood altering chemicals or controlled substances that are being consumed in an illegal manner.

- First Violation: will have a minimum of five (5) calendar days (which is to include at least one (1) regularly scheduled extra-curricular activity/event) suspension. The student will meet with the principal and the parents will be notified.
- Second Violation: Upon the second violation the student shall lose eligibility for two (2) weeks or two (2) extra-curricular events, whichever is longer. Parent and student will meet with the principal.
- Third Violation: Upon the third violation the student shall lose eligibility for all activities for the remainder of the school year, or for a minimum of twelve (12) consecutive extra-curricular events a student is a participant. Parent and student will meet with the principal.
- Fourth Violation: Upon the fourth violation the student shall lose eligibility for all extracurricular activities. Parent and student will meet with the principal.
- Suspensions at the 3rd or 4th level will be moved down one level upon completion of an approved drug/alcohol counseling program. This does not erase the violation.
- If a student is questioned by staff, coaches or administration as to the possible involvement in a violation and it is later shown that the student's initial statement was falsified, the punishments for the violation are subject to being doubled.

It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the individual student's use by his/her doctor.

Penalties for students who violate the activity training policy while participating in or at a student activity.

- A student, who is a member of a student activity group: and, while the group is performing, the student uses or is under the influence of alcohol, tobacco, mood altering chemicals, or controlled substances will be suspended from participation in all activities for a period of 18 weeks of school.
- In accordance to SDCL 13-32-9, any student who is adjudicated, convicted, or the subject of suspended imposition of sentence for possession, use or distribution of controlled substance or marijuana shall be ineligible to participate in SDHSAA extracurricular activities for one year. If, however, the student participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program, the suspension will be reduced to sixty school days. If the assessment indicates a need for a higher level of care, the person will be required to complete the prescribed care before becoming eligible to participate in extracurricular activities. Upon a second offense, the ban becomes permanent.
- The student(s) will serve in-school or out-of-school suspension for five (5) days. During the period of suspension, the student(s) will not be permitted to attend or participate in any school function or activity.

Individuals on suspension may not travel with or sit with the team at home or away events. These individuals may practice with the team at the coach's discretion. The previous rules apply if the report is made by the following only: Any Potter County coach or teacher, any Gettysburg or Hoven School administrator, the parent/guardian of the student, the voluntary admission of the student, or any written notification from law enforcement or the court system.

1. Parent/guardian will be notified of every violation of the rules. They will be advised of any penalty that has been administered.
2. The head coach of the sport/activity involved, athletic director, cheerleading advisor, and the individual principal, reserve the right to take disciplinary action for any conduct unbecoming of an athlete or cheerleader.

3. Students who have assumed a leadership role such as team captain or who were elected to an office (Student council, FFA, FCCLA) will forfeit their leadership roll upon any violation of this policy.

Due Process procedures following state rules, as applicable, will apply to suspensions under these Activity rules.

-Traveling to and From Activities

All students participating in extra-curricular activities will ride in school-designated transportation both to and from out-of-town activities. Exceptions may be granted according to the following provisions:

1. Parents who wish their students to ride with them either to or from an event must make arrangements in advance with the principal by writing a note specifying the name(s) of the student(s) affected, the reason for the request, the planned destinations, and the name of the driver. This note must be in the hands of the principal prior to the departure of the activity trip. The principal will determine whether the request is to be granted. Requests will be granted by the principal ONLY when the circumstances warrant an exception and ONLY with the understanding that a parent will be driving the car until the students return home.
2. If a note is written to the principal or coach that upon later information proves to be false or if it is determined that a parent was not the driver of the car, further requests from the parent signing the note for exceptions to the policy will be denied.
3. If a situation arises at the out-of-town event that could not have been anticipated and the principal, athletic director, or superintendent is not present at the event, the advisor of the activity may accept the note and make the decision. This provision may not be applied to ride with other students' parents.
4. The Principal may grant exceptions for special circumstances. These considerations must also include parental notification.

-Conduct and Regulations on Bus

The bus driver is in complete charge. The students who ride the buses are expected to act like ladies and gentlemen. Appropriate dress is required. During the winter no shorts or flip flops are allowed.

Destruction and misbehavior will be reported to the administration. If you ride the bus to any school function, the authority and responsibility for order within the bus is again delegated to the bus driver in charge.

Food items may be eaten on the school bus ONLY if all papers and waste foods are placed into trash containers at the end of the trip. Abuse of this rule will result in the prohibition of food items on the bus at any time.

Attendance

Due to compulsory school attendance laws and the fact that academic achievement is directly affected by student attendance, it is in the best interest of the student, administration and board of education to minimize daily student absences. Daily attendance is required of all elementary and secondary students at all scheduled classes and study halls, with exceptions only for personal illness, family obligations, or inclement weather. Consequently, excessive and/or unexcused absences may result in disciplinary action. SDCL 13-27-1 explains:

Any person having control of a child, who is not younger than five or older than six years old by the first day of September, or any child who, by the first day of September, is at least six years old, but who has not exceeded the age of eighteen, shall cause the child to regularly

attend some public or nonpublic school for the entire term during which the public school in the district in which the person resides, or the school to which the child is assigned to attend, is in session, until the child reaches the age of eighteen years, unless the child has graduated

There are two kinds of student absences – EXCUSED and UNEXCUSED. The three legitimate reasons for being absent from school are personal business, serious illness or death in the immediate family, and days held sacred by parents. Excuses will also be issued for serious family emergency, court summons, and urgent necessity.

Any student needing to leave the school building during the school day must have a note from home, or have the parent call and explain the reason for the absence so that all necessary arrangements are completed prior to the student being dismissed. No students shall leave the building during school hours without the knowledge and permission from the principal or superintendent. Signing out in the Elementary or Secondary office is required before leaving the premises. Failure to comply with this rule, however, will be considered “skipping” and will result in a one to three day in-school suspension.

Absences are calculated on a period by period basis for high school and junior high school students. For elementary students absences are calculated on a $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, and full day basis dependent upon how much time is missed. (NOTE: A full day of school is 6 $\frac{1}{2}$ hours long.) Students participating in school sponsored activities or performing a voluntary community service will not be counted as absent if they complete the advance notice required. Students leaving after 3:00 PM will not be counted absent, as long as they have a valid excuse.

In accordance with SDCL 13-27-6.1, an elementary or secondary pupil shall be eligible to be counted for school attendance up to five (5) days in a school term when an excuse from actual school attendance is requested by a parent or guardian for the purpose of attending events of state or nationally recognized youth programs of educational value. A parent or guardian must submit such request to the administration a minimum of ten school days prior to the absence in order to allow administration sufficient time to determine whether the event is a state or nationally recognized youth program of educational value.

-College/Technical School/Armed Forces Visits

Seniors will be allowed one day for college/technical school/armed forces visitation. This visitation day will be excused and will not count toward their total absences, as long as proper documentation of the visit is provided to the school upon their return.

-Dental and Health Appointments

If possible, it is recommended that medical and dental appointments be made after school, on Saturdays, or vacation days. Students must present, to the principal, an appointment slip for the day missed, if they do not want an absence to count toward the seven (7) day limit per semester.

-Maximum of Seven Days of Absences per Semester

Students missing more than seven (7) days per semester or a class seven (7) times must provide written justification for his/her absenteeism and will have to attend a hearing with either the Superintendent or the Board of Education. His/her parent/guardian will be required to attend this same meeting with their son/daughter. If this is not done the student will not receive academic credit for the semester.

The superintendent/principal will give written notice to a child's parents following the fifth (5) and seventh (7) absence. School sponsored trips and activities do not count as a day absent.

-Procedure upon Return to School or Prior to Leave When There is Advance Notice

A written excuse is to be brought from home and cleared through the Office upon return from an absence. This note must be signed by the parent or guardian and must state the date of the absence and the reason for it. If the student returns from an absence without the written excuse from home, that absence will be unexcused. The student has one additional day to provide the school with a note excusing the absence. It is the student's responsibility to pick up an admit slip from the office prior to the beginning of the class. The student will not be re-admitted to class without this slip. When a student knows in advance that he/she will be absent from school for all or part of a day, he/she should have his/her parent or guardian notify the school, so that an advance makeup slip can be given to the student. Any student attending a school sponsored activity that will cause him/her to miss school, must pick up an advance makeup slip from their coach/advisor, complete the required work, and hand the completed slip into their coach/advisor. An incomplete makeup slip will result in the student not attending the school sponsored activity. Non-participants that want to attend a school event must complete the following:

1. Note or telephone call from parent;
2. Pick up a makeup slip;
3. Complete their work ahead of time and secure teacher signatures;
4. Turn these assignments into the office;
5. Understand that they will not be dismissed for an activity prior to the participants in said activity.

Students will have the opportunity to make up school work missed due to an excused absence. The make-up procedure shall be initiated upon the student's return to school. All make up work shall be completed within a reasonable time following the excused absence. One school day is allowed for each day that the student has been absent.) School work missed during an unexcused absence or skip will not be granted extra time to complete their assignments. A student will receive full credit for school work made up pursuant to an excused absence. If assignments are not made up during the allotted time, the student will receive zeroes for the work not completed. Students who miss a test the first day of absence must make up that test at the teacher's discretion.

-Tardiness

Students will receive an unexcused tardy if they are late to class unless they have been delayed by a teacher or the office. A student is tardy if he/she is not seated in his/her assigned seat when the tardy bell rings. When tardy, the student must report at once to the principal's office for a tardy permit slip to gain admittance to class or study hall. Any student receiving four (4) tardies in a semester will receive thirty (30) minutes of detention, and an additional thirty (30) minutes for each tardy thereafter – until the end of the semester. In School Suspension may be assigned for any tardy after the 6th tardy in a semester by the principal/superintendent. Habitual tardiness (7 or more) will require a meeting between the parents, student, and superintendent so that an improvement plan can be written up. Each semester is a new slate and all consequences start new at the beginning of each semester.

Automobiles

Vehicles must be parked in the school parking area. **PARKING IN FRONT OF THE SCHOOL IS NOT ALLOWED.** High school staff will park on the east side of the high school. **Once a student drives his/her vehicle onto the school parking area, it cannot again leave the school grounds without permission from the principal/superintendent, until the end of the school day.** Students can receive permission to drive their vehicles downtown for good reason. No student is

allowed to borrow another student's vehicle. Students are not allowed to drive school vehicles. Traffic laws must be observed at all times.

Backpacks

Backpacks are allowed for the transporting of school and personal materials to and from school only. Backpack will remain in the student's lockers or class coatrooms during school time. The administration has the right to check student's backpacks during the school day, at school events before/after school, or anytime there is reasonable suspicion of inappropriate or illegal items.

Band Regulations

The Hoven School District is proud to have a complete band program. Students are encouraged to participate and to obtain their own instruments from a music store in the area. The school will furnish the more expensive instruments if they are required to consummate a complete band organization. Also, free lessons will be given on all instruments as time allows during the school day. Lessons are also available during the summer.

The High School Band will be composed of volunteer members of the student body. All members who register for band will be provided an opportunity to perform, as long as they show they desire to be in the band. This means consistent practice, becoming a member of the Pep Band (no one will be excused from Pep Band, without permission of the instructor), and attend all high school music events as required.

The High School Band shall march in college/university homecoming parades as scheduled by the band director and approved by the principal and perform at any other program or event that is approved by the administration. All band members are required to participate in these events.

The High School Band will practice every school day and members must be present unless excused by the band director.

The High School will present a Christmas Concert and another concert in the spring. Students are required to be part of these concerts.

Bookmobile

Potter County operates a bookmobile that visits each school system once a month. Students and parents are encouraged to utilize this exceptional service.

Book Fines

Textbooks and workbooks are furnished by the district. Book fines will be levied against those students who damage or lose their books. This also pertains to library books or other lost/damaged school materials/equipment. Fines will be determined by the teacher and principal. Fines must be paid prior to receiving the final report card or diploma.

Bullying

The Hoven School District is committed to maintaining a constructive, safe school climate that is conducive to student learning and fostering an environment in which all students are treated with respect and dignity.

Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. The bullying of students by students, staff or third parties is strictly prohibited and shall not be tolerated.

Bullying consists of physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive and objectively offensive that it:

1. Has the purpose of effecting or creating an intimidating, hostile or offensive academic environment, or
2. Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

This policy is in effect while students are on property within the jurisdiction of the board; while students are in school-owned or school-operated vehicles; while students are attending or engaged in school-sponsored activities; and while students are away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

It shall be the responsibility of the superintendent to develop administrative regulations, in accordance with this policy, to protect the district's students from the harmful effects of bullying. Regulations accompanying this policy shall include, but are not limited to:

1. Additional definitions, if necessary, to assist in the implementation of this policy;
2. A procedure to report incidents of bullying;
3. A process to investigate reported acts of bullying;
4. A procedure, consistent with district policy, to provide appropriate consequences for any individual found to have engaged in bullying;
5. A statement prohibiting retaliation against individuals who, in good faith, report acts of bullying; and
6. A process to inform staff, students and parents of the district's bullying prevention policies and efforts.

This policy shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

- Student Bullying Regulations

A. Definitions

1. *Bullying*: For the purposes of this policy, "bullying" means any physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive, and objectively offensive that it:
 - a. has the purpose of effecting or creating an intimidating, hostile or offensive academic environment, or
 - b. has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

Bullying may include, but is not limited to the following behaviors and circumstances:

- a. Verbal, nonverbal, physical or written harassment, hazing, or other victimization that has the purpose of causing injury, discomfort, fear, or suffering to the victim;
 - b. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
 - c. Implied or explicit threats concerning grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
 - d. Demeaning jokes, stories, rumors or activities directed at a student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; or
 - e. Unreasonable interference with a student's performance or creation of an intimidating, offensive or hostile learning environment.
2. *Electronic*: For the purposes of this policy, "electronic" means any communication involving the transmission of information by wire, wireless broadband, radio, optical cable or similar means. "Electronic" includes, but is not limited to, communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

3. *Third Parties*: For the purposes of this policy, “third parties” includes, but is not limited to, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of business or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-district school events.

B. Reporting

Any individual who believes a student has been the victim of bullying, as defined above, by students, staff or third parties shall report the alleged acts immediately. The report shall be on a form available from the building principal or from the district office. At the time a report is made, district staff may request any evidence of the alleged bullying, including, but not limited to, letters, tapes, pictures or electronic communication devices.

1. *Designated Personnel*. The superintendent is designated to receive written reports of bullying at each school building. Reports may also be received by an alternate, as designated by the building principal. If the complaint involves the superintendent, the complaint shall be filed directly with the school board chairman.
2. *District wide*. The School Board hereby designates the superintendent to receive reports of bullying as outlined above.
3. *Confidentiality*. The District will attempt to respect the confidentiality of the report and the individual(s) against whom the report is filed, consistent with district policy, legal obligations and the necessity to investigate allegations of bullying and take disciplinary action when the conduct has occurred.
4. *Procedure*. Any individual filing a report of bullying will be asked to put the facts surrounding the conduct in writing on a form provided by the District. The form shall include, but is not limited to: individual’s name and address; date of the incident; description of the incident; name of any witnesses; what action, if any, has been taken; and signature of the complainant.
5. *Required Reporting*. If any accusations include possible criminal activity, the superintendent shall comply with all mandatory state reporting requirements.

C. Investigation

Upon receipt of a written report, the superintendent shall be responsible for reasonably and promptly conducting an investigation to determine whether an alleged act constitutes a violation of this policy. At the superintendent’s discretion, an investigation may be conducted by an alternate investigator as designated by the superintendent. After completion of the investigation, the investigating party shall provide written conclusions and findings to the superintendent.

The investigation may consist of personal interviews with individuals named in the report and any others who may have knowledge of the alleged incident(s) or circumstances giving rise to the report. The investigation may also consist of any other methods deemed appropriate by the investigating party.

In addition, the District may take immediate steps, at its discretion, to protect students and employees pending completion of an investigation.

D. Prohibition Against Retaliation

The District prohibits retaliation against any person who, in good faith, makes a report of alleged bullying conduct or who retaliates against any person who, in good faith, testifies, assists, or participates in any investigation, proceeding, or hearing related to a report of bullying.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. If any student who has, in good faith, reported bullying or has testified, assisted

or participated in an investigation, believes that he or she has been retaliated against because of his or her participation, he or she should follow the procedures set forth above.

Any charge of bullying found to have been intentionally dishonest or made maliciously without regard for truth is subject to disciplinary action consistent to district policy.

E. Consequences

Any individual found to have violated this policy will be subject to discipline consistent with district policy. The District will take action it deems necessary and appropriate, up to and including expulsion, dismissal or appropriate sanction determined and imposed by the administration or the Board. Individuals may also be referred to law enforcement.

F. Notification

The district's bullying prevention efforts shall be annually discussed with students and staff and the district's policy and regulation shall be incorporated into the appropriate district handbooks, which shall be made available to district staff, students and parents.

- Cyberbullying

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other anti social behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of a principal or teacher.

The administration shall fully investigate all reports of cyber bullying.

In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or a student.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

Bus Rules

Bus drivers are in direct charge of students while riding the bus to and from school sponsored activities. If there is an advisor traveling on the bus, he/she will be in charge. Students are asked to be on their best behavior while riding the bus. The school district's bus service is a privilege – not a

right. If you abuse your bus riding privileges, they could be suspended for a designated period of time.

When a bus is provided for athletes, cheerleaders or spectators to an extra-curricular event, students are to obey all of the school district rules. No one will be excused from riding the bus to and from home from activities, unless the parent/guardian presents the activity sponsor with a written note allowing the student to go home with them. The permission from parents should be arranged prior to the event so the activity sponsor has an accurate roster when getting ready to leave.

The following rules are adopted in the interest of student safety:

- Complete cooperation is demanded of the students while riding the bus.
- Bus transportation for students is a privilege, conditioned upon courteous behavior.
- Students who are waiting for, entering, or leaving the bus area are expected to act in a responsible manner so as not to infringe on the rights of others.
- The school bus driver is in full charge of the students riding his/her bus. The driver's relationship with the pupils should be on the same plane as that of a teacher in the classroom.
- If seats are assigned, students must occupy them. Pupils are expected to remain seated while the bus is in motion.
- The same courteous conduct, expected in the classroom, must be observed while on the bus. Ordinary conversation is permitted. Loud and vulgar language is not permitted.
- Students will refrain from other disruptions.
- Students will be cited for fighting, use of tobacco products, vandalism, bullying and refusing to obey the driver.

Failure to observe the above rules will necessitate the following action:

- A. First violation – Warning from the bus driver and administration and written report by the administration to the parents.
- B. Second violation – Suspension of bus privileges for three (3) days
- C. Third violation – Suspension for one (1) month
- D. Fourth violation – Suspension for remainder of the school year – or as determined by the superintendent

Cancellation of School

If for some reason school must be cancelled, or the day must be shortened, notification will go out on our automated SchoolReach system, which will automatically call your home telephone number or cell phone number and leave a message. Announcements will also be made on radio station KOLY in Mobridge, KGFX in Pierre, KDLT and on the KELOLAND Closeline, which you can check by going to www.keloland.com and clicking on Closeline or by watching your TV screen..

**** NOTE for Parents: If you feel the weather is too severe in your area to chance sending your son(s)/daughter(s) to school simply call the school and they will be excused. This will not count toward the seven (7) absence regulation outlined in the attendance section of this handbook.

Cell Phones and Other Electronic Equipment

Students may not use cellular phones, pagers, IPOD's, MP3 players, CD players, Video/DVD players or other electronic signaling devices on campus during the school day. Building-level administrators may grant permission for individual students to use and/or possess cellular phones, pagers, IPOD's, MP3 players, CD players, Video/DVD players or other electronic signaling devices, if, in the sole discretion of the administrator, such use is necessary to the safety and/or welfare of the student. Unauthorized use is grounds for confiscation of the device by school officials, including

classroom teachers. The entire device must be turned in to the office (including batteries) before the confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action. No earphones allowed. Headphones may be used by students in their AP English class.

Church Night

Wednesday night is set aside for church activities. School activities should not be scheduled for Wednesday evening, unless scheduling conflicts arise, in which case the administration shall coordinate schedules with church officials.

Class Advisors

Faculty advisors will be assigned to each class at the beginning of the academic year. Class advisors will consult with the principal before any projects or social functions are scheduled, such as Homecoming, Coronation, Dances, Prom, FCCLA, FFA, H-Club, etc. All class advisors must be present at all class meetings.

Class Dues

In grades 7-12 the limit for class dues is \$5.00.

Classroom Parties – K-6

Holiday parties (i.e. Fall Festival, Christmas, Thanksgiving, and Valentine's Day) are usually held during the last hour of the school day. Parents may be asked to assist in the planning and/or preparation of these festivities. Birthday treats for individual students may be passed out during the last fifteen minutes of the school day or during recess or lunch. Any treats distributed in the classroom must meet state and federal guidelines for food consumed by students during the school day. Arrangements should be made in advance with the classroom teacher.

Communicable Diseases

No child should be sent to school with a fever, sore throat, stomachache. Or skin rash. If this is done, the parents will be contacted and will be requested to pick up their son/daughter. In case of strep throat or scarlet fever, a student may return to school twenty-four (24) hours after the start of medication. If the pupil has contacted AIDS, the student will require exacting medical testimony as well as a signed release by his/her attending physician. The superintendent will then make the final determination whether this student may/may not return.

-Regulations Concerning Other Communicable Diseases

1. Whooping Cough – Isolation until two days after the cough has disappeared.
2. Chicken Pox – Out of school seven days from appearance of rash.
3. Measles – Out of school five days from appearance of rash.
4. Pediculosis (Lice) – The parents of students will be notified immediately if their child is found with nits in their hair. The recommended treatment is shampooing with a medicated shampoo sold for the purpose of eliminating nits. The student may return to school after treatment.
5. Pink Eye – Parents will be notified to pink eye is suspected. A student should not return to school until he/she has been seen by a physician and a treatment initiated.

*** Please keep your child home if he/she has vomited in the last 12 hours and does not feel well enough to participate in school activities such as P.E. or recess. Have your child eat something

substantial and be assured the food has settled in their stomach before allowing him/her to return to school.

Conduct

Students are expected to behave in a manner that is a credit to themselves and Hoven Public Schools. As young adults, students should display an attitude of responsibility and common sense. Any behavior that hinders the right of another student to obtain an education is prohibited. **SELF DISCIPLINE WHICH IMPLIES RESPONSIBILITY FOR ONE'S ACTIONS, IS ONE OF THE IMPORTANT ULTIMATE GOALS OF EDUCATION AND THE MARK OF MATURITY.**

Each student is expected to strive to take full advantage of his/her educational opportunities and to do his/her best in all areas of school life. Each student has the right to an education in an orderly, safe, and sanitary atmosphere and is expected to contribute to his/her environment by meeting the following responsibilities:

- Respect and work cooperatively with his/her fellow students and school staff;
- Be punctual and regular in school attendance;
- Respond positively and promptly to direction by faculty or staff members (Insubordination will not be tolerated);
- Every teacher will be addressed respectfully by name as they request;
- Refrain from fighting or other abusive behavior directed toward any student, faculty, or staff member;
- Refrain from the use of profanity or vulgarity;
- Refrain from public displays of affection;
- Refrain from running, pushing, and shoving (Use the right side of the stairs at all times);
- Avoid encouraging or assisting another student to take action which would subject a student to suspension or expulsion;
- Refrain from possession or use of explosives, dangerous chemicals, or weapons on school property or at a school function (this includes in vehicles, in lockers, backpacks, etc.).
- Refrain from damage to or theft of personal property;
- Refrain from unauthorized entry into or misuse or damage of school property;
- Be financially responsible, with his/her parent or guardian, for willful or accidental damage or destruction of school property;
- Refrain from the use of tobacco on school premises and at school functions;
- Refrain from possession, use and/or distribution of illicit/illegal drugs and alcohol on school property or as a part of any school sponsored activity;
- Avoid disruption, on or off school property, of the educational process or other school functions;
- Refrain from throwing rocks or snowballs;
- Students will be responsible for keeping their locker or desk (top/inside/front) and the floor immediately surrounding their desk or locker clean;
- Students reporting to another teacher during class must have a pass signed by the teacher desiring their presence prior to their being excused;
- Go home immediately after school unless under the direct supervision of a staff member;
- No pop, candy, chips, or snacks in the building during class time.

Curriculum

-K-6

A variety of subject areas are addressed in the elementary curriculum. Plans of study have been developed for each subject and grade level and may be requested for viewing. Moreover, South Dakota History is taught in the upper elementary grades, while AIDS Health Education is addressed at the upper elementary grades through the "Growing Healthy Program." Finally, a music and physical education instructor will hold classes twice a week, except in the case of illness or school cancellations.

-High School Requirements

Each student is expected to carry at least six (6) full time academic subjects. Band and Chorus are not academic subjects. A student may graduate at the end of the first semester of their senior year, provided they have earned 22 credits and have taken all the required subjects.

High School students and their parents should be aware of the changing high school requirements that have been put into effect under SDCL 13-3-12.1 and should plan accordingly when choosing classes. Twenty-two (22) units are required to graduate and a complete listing is shown on the chart in the appendix at the back of this handbook.

Dangerous Weapons Policy

State and federal laws as well as board policy forbid any person from bringing any dangerous weapon to school or school sponsored activities, and from carrying, possessing, storing, keeping, leaving, placing or putting into the possession of another person any dangerous or illegal weapons on any school premises or vehicle, or 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, and authorized supervised school training sessions for the use of firearms.

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. The term "firearm" includes any weapon which is designed to expel a projectile by action or an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poisonous gas.

Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police for prosecution of a Class 1 misdemeanor. Appropriate disciplinary or legal action, or both, shall be pursued by the building principal. Any student in violation of this policy may be suspended or expelled from school. Any student bringing a firearm to school 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 firearm expulsion recommendation be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504.

Discipline

All students are expected to conduct themselves in a manner conducive to learning, at all times in all places and activities. Students are asked to assist in enforcement of rules and regulations, when they see fellow classmates in violation.

Teachers are in charge of their classroom and can make any reasonable rule for governing their classroom. Students are expected to respect all teachers at all times and to follow their direction whether in the classroom, on the playground, or in the halls, as well as at any school sponsored activities.

No student, while in school, on school property, or at any school-related activity, is allowed to use, be under the influence of, or be involved in circumstances suspecting one of using any nonprescription drug, including all forms of alcohol and tobacco.

At no time will the school allow students to be intimidated by others involving violent acts. This will apply while students are in school, on school property, or at any school-related activity.

Public display of affection between students, such as hugging and kissing, will not be tolerated while in school, on school property, or at any school-related activity.

Students will not be allowed to go on errands unless a signed note from the parent(s) is presented to the principal or superintendent, stating for what purpose and where the student is going. Student(s) will sign out in the office after receiving approval from the administration.

Minor incidents of misconduct are to be handled by the individual teacher(s) involved. Repeated forms of misconduct by a student or any serious form of misconduct will subject the student or students involved, to disciplinary action taken by the superintendent/principal, which may include but are not limited to: detention, parent conference (including student, parent, teacher, administration), in-school suspension, building/grounds work assignment, out of school suspension, meeting with the Board of Education, expulsion from school, or other consequences deemed appropriate.

-K-6 Disciplinary Procedure

- First Offense – One day of detention
- Second Offense – Three days of detention
- Third Offense – Five days of detention/or a day of in-school suspension – followed by a meeting between the student, his/her parents, and the superintendent
- Fourth Offense – Out of school suspension. The superintendent will determine the number of days. The student, his/her parents, and the superintendent must meet prior to the student being reinstated.
- Fifth Offense – Long term suspension. From 10-90 days.

-Removal from Class

The teacher may dismiss a student from his/her class if their conduct is such that it interferes with the work of the remainder of the class. After the first incident of a student being removed from class, the student will not return to that class unless a commitment is made to improve their behavior. Reinstatement to a class can only be granted by the superintendent. On the second dismissal from the same class a meeting will be scheduled between the student, parent/guardian, teacher, and superintendent. Readmission to that class is contingent upon that meeting. Once the meeting has been held, the teacher and superintendent will decide on whether or not to readmit the pupil. If said student is readmitted and then a third offense occurs, the student will be dropped from the class and be required to serve a three day in-school suspension. The student will also receive a failing grade for the course and will not be allowed to return to that class until the following semester.

-Detention

Detention time will normally be served immediately following the regular school day dismissal, beginning at 3:35 p.m. Detention for any student shall be limited to one hour per night, unless other

mutual arrangements are made with the parents and administration. Any student skipping a detention period will spend double the assigned detention time. Failure to show on the second night will result in in-school suspension for one day, with repeated detention violations resulting in possible suspension from school. To be reinstated a student may be required to bring his/her parents to school to discuss the matter with the administration. Assigned Saturday detention will be arranged by the principal at a time convenient for the principal. Saturday detentions may range from one to three hours.

-In-School Suspension

If a student has in-school suspension the following shall apply:

- Assignments will be picked up before school.
- All books etc. will be picked up and brought to the office before school.
- He/she will eat lunch with the superintendent.
- He/she will not be excused to get teachers' help or return an assignment.
- He/she will not practice, play, or participate in any extra-curricular activity for that day.
- Washroom and restroom privileges will be given only at times other than between classes.
- During the student's in-school suspension time the student will not be allowed to talk, sleep, walk around, or make or receive telephone calls.
- The student is restricted from assemblies.

-Suspension or Expulsion

Suspension is considered a serious penalty, and will be implemented in those situations deemed appropriate by the superintendent.

Suspension may be used if the staff witnesses any serious misconduct or if information is brought to the administration for immediate removal of certain students to restore order, or protect people in the building or on school property. The student(s) may be suspended for up to 10 school days. An offense of a more serious nature may result in a more long-term suspension. The superintendent has legal authority to suspend students for up to 90 days.

Before returning to school the suspended student(s) and at least one of his/her parents/guardians must appear before the superintendent. The purpose of this conference is to discuss the reason for the suspension and to establish a pattern of expected behavior (of the student) for the remainder of the school year. In all cases, the parent/guardian will be notified of the suspension of their son/daughter whether it's for in-school or out of school suspension. Students who are suspended shall not be allowed to participate in any school or extra-curricular activities whether they are practices, games, concerts, or contests during the time of suspension. The suspended student will be eligible to resume participation in these activities when they are eligible to return to school the day after the suspension is served.

Expulsions will be imposed only to deal with the most severe of discipline cases. The Board of Education, only, has the power to impose an expulsion after a fair hearing. The parents of the student shall have the opportunity to be represented by counsel, to explain the alleged misconduct and to present affidavits, exhibits, and such witnesses as desired, as well as the opportunity to question witnesses. The affected student shall be suspended pending the hearing and the final board decision.

In all student suspension and expulsions, student due process procedures shall be guaranteed.

District Philosophy

About Students and Learning, We Believe That Students....

- Have the opportunity to develop according to their learning styles
- Have access to adequate support systems
- Are empowered through a strong knowledge base and creative problem solving skills
- Will be challenged to maximize their potential
- Develop life skills necessary to be a productive citizen
- Have a right to a positive learning atmosphere that develops a positive self image
- Need to experience success.

About Teachers and Teaching, We Believe That Teachers.....

- Are professional and will act and be treated as such
- Behave with consistency and fairness
- Provide the time for all students to complete an identified level of learning
- Must teach kids HOW to learn
- Will have ample opportunities to receive ongoing staff development
- Must create a positive learning atmosphere in the classroom and community to enhance self esteem and professionalism
- Need to be positive and enthusiastic about their profession.

About Schools and the School District, We Believe That.....

- Educating a child is a joint responsibility of the school and the family and that schools require family support to be most effective
- The community and staff need to take pride in their school system and maintain mutual respect for one another
- The district will promote a mission and vision of what the school expects of its students, staff, and district
- Schools provide a safe and productive learning environment
- Staff, administrators, school board, and community will work as a team and maintain open lines of communication
- The school district will continually strive for educational excellence
- “Quality” of education will be the district’s number one priority.

District Educational Goals

The educational goals of the District are:

1. To develop a sense of responsibility, self-discipline, and self-worth on the part of each student.
2. To provide each student with the fundamental skills of communication, comprehension, and critical thinking.
3. To develop skills and attitudes that will lead to worthy utilization of leisure time.
4. To develop good habits of physical health, mental health, and safety.
5. To provide opportunities for students to discover truths for themselves through exploration and independent and self-directed study.
6. To develop an appreciation for the aesthetic, moral and spiritual values that comprises the framework of our culture, and to appreciate the cultural backgrounds of others.
7. To provide vocational knowledge and skills and academic opportunities for all students.
8. To provide services for personal, educational, and vocational guidance.
9. To provide opportunities for students to explore and express their interests, aptitudes, and capabilities.

10. To provide an environment in which an individual may prepare himself/herself to fulfill their moral, social, political, economic, and cultural responsibilities to themselves, their family, their community, their state, nation, and their world.

Dress Code

All students are expected to use good judgment for proper dress and personal appearance. Any student who presents himself or herself in a manner or appearance that is detrimental to the education process, may create a health or safety hazard, or invade the rights of others will be requested to leave the school premises or remove the inappropriate apparel. Such violations shall be sufficient reason for suspension or expulsion from school. Violations of this nature may require a parent or guardian to make a personal request for re-admittance to the school.

When trying to decide if your apparel is appropriate for school, please, use good common sense and review the rules below.

- Students are generally expected to be clean, and to wear clothing that is reasonably clean and free of offensive odors and substances.
- Wearing of hats, caps, bandanas, visors, sweatbands, hoods, or sunglasses will not be allowed in the school building during the school day, unless approved by the principal for special occasions or special recognition days. (Hooded sweatshirts may be worn but the hood may not be covering the head.)
- Shirts, sweaters, and tops must cover the back, shoulders, midriff area, and naval. They must not be sheer, provocative, and undergarments must be covered. (No halter tops, bare midriff tops, spaghetti strap tops, strapless shirts, tube tops) Tank tops may be worn if the bra straps are not showing.
- Shorts, skirts and dresses must be long enough to cover your mid thigh when sitting down or at least as long as your longest finger tip when your arms are hanging down at your sides. Undergarments must not be showing.
- Pants must cover undergarments and should not droop below the waistline.
- Shoes must be worn. Bare feet are not permitted.
- Outerwear including coats and dusters should be stored appropriately in the student's locker during the school day.
- Jewelry or accessories that can be perceived as a weapon and chains that are heavier than typical necklace or bracelet jewelry chains or are large or heavy enough to cause injury or damage may not be worn.
- No jewelry or accessories attached to the nose, tongue, cheek, or eyebrow will be permitted.
- All clothing should be free from words, symbols, pictures, graphics that contain the following:
 - Are profane, lewd, vulgar, rude, disrespectful, or indecent
 - Are legally libelous or defamatory
 - Reference, depict, or promote drugs, alcohol, or tobacco products or their use (This includes shirts with bar logo's)
 - Depict nudity, or contain suggestive sexual messages
 - Are associated with gangs, intimidation, violence, or violent groups
 - Promote any activity that is prohibited by the student code of conduct
 - Substantially interferes with the educational setting.

-Consequences for violation of the dress code

At any time that a student's dress or lack of cleanliness is in violation of this Policy, the student will be referred to the office and parents/guardians will be called to bring proper school attire or to provide other corrective measures. If parent/guardian cannot be reached, the student will be placed

in an alternative setting. Time missed from classes will be considered an unexcused absence. Students shall not be permitted to attend classes when dressed in violation of this policy.

- First Offense – a written warning will be issued, and a discussion of the violation and review of the student handbook will take place with the student. The student will be required to adjust or change clothes to be in compliance.
- Second Offense – detention
- Third Offense – one day of in-school suspension
- Any Other Offenses – five day out of school suspension and conference with parent/guardian before being readmitted to school.

Dropping a Subject

No student may drop a subject without first securing permission to do so from the superintendent or principal. After a student's schedule of classes has been arranged, permission to change will be granted within one week of the semester's beginning, only when very good reasons can be shown for doing so, based on extenuating circumstances and/or individual academic needs.

Evacuation Drills

There will be Fire and Tornado drills periodically held during the 1st & 2nd semester with specific procedures posted in each classroom. The purpose of a fire drill is to make the exit of pupils from the building as nearly automatic as possible, and will take precedence over every other school activity. Principals and teachers will be responsible for the enforcement of the following rules.

FIRE

- A. Each teacher shall lead their own lines of students.
- B. There should be no talking.
- C. All lines shall move steadily and rapidly until they reach their assigned places along the street.
- D. No coats, school, or personal property shall be taken by the children.
- E. Fire bells shall be the signal in the new building and in the old building.

TORNADO

- A. Signal - 5 second alarm bell with 1 second intervals.
- B. Follow teacher. Use the most direct, unobstructed path.
- C. Students must not run or talk. Listen for directions.
- D. Roll will be taken by teachers.
- E. Face wall and assume crouch position until the "clear" signal is given.

Examinations/Tests

All pupils in grades 3-8 and 11 will be given achievement tests in the spring of the year. Results of all tests will be reported to parents. Permission for any testing that is conducted on a select group of students or individual must have prior parental permission. Other assessments may take place at various times of the year and will be allowed at the discretion of the superintendent.

Federal Programs – Complaint Policy

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district superintendent.

Disputes addressing the enrollment, transportation, and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the district office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgement in writing addressed to the district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.
- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review.

FERPA Notification

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age, certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Hoven School receives a request for access. Parents or eligible students should submit to the school administration a written request that identifies the record(s) they wish to inspect. The principal 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 student educational records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students should write the school administration, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, psychologist or test examiner, or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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.
 - A. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

-Public Notification for Release of Directory Information for Public Schools

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Hoven School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the Hoven School District may disclose appropriately designated "directory information" without written consent, unless you have advised the Hoven District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Hoven School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in the drama production,
- The annual yearbook,
- The honor roll or other recognition lists,
- Graduation programs,
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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 with a parent'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 local education agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with the three directory information categories – names, addresses, and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

If you do not want the Hoven School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by September 1st of each academic year. The Hoven School District has designated the following information as directory information:

1. The student's name
2. The student's address
3. The student's telephone listing
4. The student's electronic mail address
5. The student's photograph
6. The student's date/place of birth
7. The student's major field of study
8. Dates of the student's attendance
9. The student's grade level
10. The student's participation in officially recognized activities and sports
11. The weight and height of the student
12. Degrees, honors, and awards received by the student
13. The most recent educational agency or institution attended.

Complaints regarding violation of rights accorded parents and students should be submitted to the Superintendent of Schools of the Hoven School District at 948-2252, or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

Freedom of Expression

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of opinion on school premises is to be encouraged so long as it does not substantially disrupt the operation of school.

Fund Raising/Sale of Merchandise

All fund raising for school organizations, clubs, or activities must have prior approval of the superintendent or a designee. Only those fund raisers currently approved and in place shall be allowed. Requests for additional fund raisers must be submitted to the superintendent. No items or merchandise shall be sold by teachers or students on school premises or under the auspices of school unless they have been approved by the superintendent or a designee. Scheduling of fund raisers shall be done in a manner that prevents duplication of items, and distributed over the course of the year to avoid customer saturation at certain times of the year.

In an effort to promote community support for our educational system and the activities associated therewith, all fund raisers and other selling activities should be kept to a minimum. All proceeds and expenses of fund raising activities must be channeled through the school district's trust and agency accounting procedures.

Grades

- Grading Scales for the Elementary

K-2 Grading Scale

<u>Minimum %</u>	<u>Grade Symbol</u>
98.5 -100+	E+
95.5-98.4	E
93.5-95.4	E-
91.5-93.4	S+
84.5-91.4	S
79.5-84.4	S-
0-79.4	U

E=Excellent

S=Satisfactory

U=Unsatisfactory

N= Needs Improvement

3-6 Grading Scale

<u>Minimum %</u>	<u>GPA Value</u>	<u>Grade Symbol</u>
98.5-100+	4.0	A+
95.5-98.4	4.0	A
93.5-95.4	3.7	A-
91.5-93.4	3.4	B+
88.5-91.4	3.0	B
86.5-88.4	2.7	B-
84.5-86.4	2.4	C+
79.5-84.4	2.0	C
77.5-79.4	1.7	C-
75.5-77.4	1.4	D+
71.5-75.4	1.0	D
69.5-71.4	0.7	D-
0-69.4	0	F
Incomplete		I

Art, music, handwriting, and physical education will be graded S, N, and U.

7-12 Grade Point Scale

<u>Minimum %</u>	<u>GPA Value</u>	<u>Grade Symbol</u>	<u>Minimum %</u>	<u>GPA Value</u>	<u>Grade Symbol</u>
98.5-100	4.00	A+	84.5-86.4	2.40	C+
95.5-100	4.00	A	81.5-84.4	2.00	C
93.5-95.4	3.70	A-	79.5-81.4	1.70	C-
91.5-93.4	3.40	B+	77.5-79.4	1.40	D+
88.5-91.4	3.00	B	71.5-77.4	1.00	D
86.5-88.4	2.70	B-	69.5-71.4	0.67	D-

- Incomplete Grades

Incomplete grades will not be carried beyond 10 school days beyond the end of any grading period. The exception to this is the 4th quarter and year end grade period. Any deviation beyond this must be approved by the principal. All situations will be dealt with on an individual basis. Moreover, a nine (9) week grade can be obtained as follows: No one assignment, project or test will carry a weight of more than 1/5 or 20% of the final grade for any one grading period, this includes any nine (9) weeks test that may be given. The remaining 4/5 or 80% of the grade will be determined by a combination of daily work, projects, and testing that is done throughout the grading period. The semester grade is obtained as follows: Each nine (9) week grade counts 2/5 and the semester test grade 1/5.

- Honor Roll

Honor roll requirements are:

- A – 94% average (3.70-4.0), with no grade below 87% (B-)
- B – 89% average (3.00-3.69), with no grade below 80% (C-)

Graduation

Students short the minimum number of credits to graduate will not receive a signed diploma until all work is completed. Students will be able to participate in graduation exercises. Minimum Graduation Requirements may be found in Appendix A at the back of this handbook.

Health Services/Certificates

All new students to the district and all kindergarten students are required to have a completed “Certificate of Immunization” as required by the State Health Department. Also required is a copy of his/her birth certificate. The Hoven School District contracts with the Bowdle Hospital for both health services and health education. Questions may be referred to the classroom teacher, superintendent, or the contracted health nurse.

Highly Qualified Teachers

Federal legislation better known as the No Child Left Behind or NCLB Legislation requires all core academic subject teachers be “highly qualified.” It is the parents’ right to know if their child’s teacher is highly qualified. Parents may request such information from the superintendent who has it on file in his/her office. The school will inform parents if their child has been taught four or more consecutive weeks by a teacher not highly qualified.

Homeless and Unaccompanied Youth - Enrollment, Transportation, School of Origin and the Elimination of Barriers

The Hoven School District policy is to:

- Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.
- Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child’s or youth’s parent or guardian.
- Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.

- Provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:
 - Transportation services
 - Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
 - Programs in vocational and technical education
 - Programs for gifted and talented students
 - School nutrition programs

Homework

Homework can be a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized; must be viewed as purposeful to the students; and must be evaluated and returned to students in a timely manner.

Injuries/Accidents/Illness

All accidents are to be reported to the Superintendent. If medical attention may be necessary, contact to the parents/guardians will be made. Parents/guardians will also be contacted if their child becomes ill during the school day. Arrangements will be made at that time if it becomes necessary to remove the student from school.

Kindergarten

A student must meet state requirements to start Kindergarten. Kindergarten takes place all day Monday, Wednesday and Friday; and morning only on Tuesday and Thursday (dismiss at 11:15am).

Medications

Whenever possible, students are encouraged to receive medicine outside school hours. However, when a child needs to have over-the-counter medication dispensed during the school day, a note must accompany the medication along with instructions on how to administer this medication. Aspirin or non-aspirin cannot be given to students unless the school has a signed permission form from a parent/guardian on file. Prescription medication cannot be carried by the student throughout the school day nor stored in the locker. It must be dropped off at the office, in the container from the pharmacy, and will be dispersed to the student as directed on the label.

Parent – Teacher Conferences

In order that parents/guardians may have the opportunity to visit individual teachers about their son/daughter's academic progress, there will be Parent-Teacher Conferences following the end of the first quarter and at midterm of the third quarter. Parents are encouraged to meet with the teacher at other times if they have questions or concerns regarding their child's program. Teachers are available for conferences before or after school, but parents should schedule an appointment if at all possible.

Pets/Animals

Home pets and farm animals may not be brought into the school or on the school grounds for show and tell during school time. No classroom pets will be allowed in the classrooms.

Playground Guidelines

Teachers on playground duty will supervise activities and attempt to encourage team or organized play among students. Tackle football, snowballs, and hard baseballs are NOT allowed as part of playground equipment. Playground equipment will be utilized for its intended purpose only. Teachers will enforce playground rules for the safety of all students. The playground will be supervised by a teacher during all recesses and 15 minutes immediately before school. Remember that recess is a time for relaxation and getting away from lessons unless work is being made up. No one is to remain inside at recess time without permission from the teacher or a note from a parent explaining the reasons for not going outside.

Preschool

The Hoven School District has a preschool program for children who turn age four prior to September 15. The preschool program takes place on Tuesdays and Thursdays from 12:30pm to 3:34pm. Any parent/guardian requesting more information about the program should contact the Superintendent/Principal.

Recess Guidelines

- Outdoor Recess

1. Coats – Children will be allowed to decide whether or not a coat is needed as long as their decision is reasonable.
2. Cars are not permitted on the school playground during school hours (8:00 AM to 4:00 PM)
3. Trees – Students are NOT allowed to play under the trees on the east side of the playground. They will not be allowed to use playground balls in this area due to the close proximity to the road nor will they be allowed to pull branches from the trees. Children are not allowed to play in/around the “new” trees on the southern end of the playground.
4. Children will be allowed to play on snow hills as long as they do not shove, push, etc. and are wearing appropriate snow gear (hat, gloves, snow-pants, and boots).
5. No throwing of rocks or snow at any time.
6. No tackle football.
7. Slides/Swings – use the playground equipment as it was meant to be used...slide down the slide, no hanging or jumping from slide, swing straight rather than side to side or twisting.
8. Students will stay away from the large cement slab/dumpsters while at play.
9. The sidewalks on the eastern side of the playground are the playground “boundary”. Students play within these boundary lines. Playground rules are enforced and students are supervised in this area during school hours. There will be a teacher on duty starting at 8:00 AM. Please do not drop off students before that. Also, students are expected to go home right afterschool is dismissed at 3:34 PM.
10. No football on grass in front of the building. Direct students to play their game on the playground lot.
11. No playground balls around the playground equipment.

- Indoor Recess

1. Recess will be held indoors during inclement weather or if the temperature is 0 degrees F. or below. (This temperature includes wind chill.)
2. When recess is indoors, students will bring their coats etc. to their classrooms and pick up any toys before they go to the gym. They will not be permitted to go back to their classrooms.

Any other problems should be addressed by the individual on duty. Use your adult and professional discretion. Any item that one chooses to enforce on their duty does not necessarily apply to all others on duty.

Recommendations

Hoven High School students receive many scholarships during the school year. If seniors need recommendations from the staff, three days notice should be given before they are needed.

Report Cards

Report cards will be issued at the end of each nine weeks, and will show your progress as of that time. These report cards need not be returned to the office. Be certain that you take them home and show them to your parent/guardian.

Retention

- Grades K-6

Students in grades K-6 are evaluated closely the entire academic year and their progress is reported regularly to the parent/guardian. If for some reason normal progress is not made by the pupil, the teacher, parent and principal will confer and, if possible reach consensus on proper placement of the child. The superintendent retains final authority in retaining students for low level achievement.

- Grades 7-8

Seventh and eighth grade students who fail two or more subjects will be retained in the same grade for another school year.

Safety

- Accident Prevention

Student safety on campus and at school related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the Superintendent, Principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

- Accident Insurance

The District does make available, to all students, an optional, low-cost accident insurance program, to assist parents in meeting medical expenses as well as a dental insurance program. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the claims office. Each student must return his/her registration letter before their application is considered complete.

- Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc... Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care

information up-to-date (name of doctor, emergency phone numbers, allergies, etc....). Please, contact the office to update any information.

School Board Meetings

The school board meetings are held on the second Monday of each month. Parents wishing to be placed on the agenda are to contact the superintendent at least one week in advance. Personnel and/or student issues must be discussed in executive session and should be addressed with the superintendent first.

School Lunch Program

Hoven Public School participates in the State and National Lunch Program. The program is designed to make available to every student a nutritious lunch, served cafeteria style. Elementary students will walk to the high school, with supervision, each day for lunch.

Free and reduced meal applications are available at the business office. Meals may be purchased from the central office for \$ 2.40 per meal for grades K - 6; \$ 2.90 per meal for grades 7 - 12; and \$ 3.95 per meal for adults. Parents will be billed at the end of each month for meals eaten by their children. School lunch payments are due by the 15th of the month for both students and staff. After 20 meals without pay, anyone delinquent at this time will not be allowed to charge but will be asked to pay for each meal on a daily basis or bring a sack lunch. Parents will be notified prior to this action.

Good conduct and good manners are expected of all students in the lunch line and lunch room at all times. Students shall go through the lunch line single file. There will be no cutting into the line at any time, unless by administrative request. If you spill or make a mess in the lunch room, by common courtesy you will be expected to clean it up.

School Newsletter

A monthly newsletter will be sent home with each student on the first day of each month. The newsletter will contain information about school activities, special programs, and school holidays. A monthly calendar will be included.

School Pictures

A professional photographer will take individual and class pictures. Complete information will be sent home prior to the date the photographer will arrive in Hoven. The packages will be sold on a pre-pay basis and students will be required to bring the payment on or before the day the pictures are taken. The company will handle all correspondence and money relative to the picture package, retakes, and customer satisfaction.

Searches

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

-Students' Desks and Lockers

- Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.
- Students are fully responsible for the security and contents of the assigned desks and lockers.

- Searches of desks or lockers may be conducted at any time there is a reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy.
- Students' desks and lockers may be inspected for cleanliness on a random basis.
- The parent will be notified if any prohibited items are found in the student's desk or locker.
- Vehicles may be searched if there is reasonable suspicion of illegal, illicit, or inappropriate items on board.

Senior Privileges

Senior privileges may be granted some time during the final nine weeks upon request to the administration from the class officers. Such request shall annually be presented by the administration to the Board of Education for sanction. A detailed list of criteria regarding eligibility of privileges will be developed at the time of request and signed by the student and parent assuring compliance throughout the duration of granted privileges. Consequences for violating will result in loss of senior privileges.

Sexual/Verbal/Physical Harassment Policy

It is the Hoven Board of Education's policy that sexual/verbal/physical harassment is illegal, unacceptable, and shall not be tolerated; and, that not employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including termination and/or expulsion for violation of this policy.

Any unwelcome sexual advance, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitutes sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment and/or educational environment.

School district employees and students are responsible for maintaining a working and learning environment free from sexual/verbal/physical harassment. Careful scrutiny will be undertaken of all allegations of sexual/verbal/physical harassment. False allegations that are malicious or if found to be true, may constitute libel or slander.

Any employee/student who believes he/she has been a subject of sexual harassment by another employee/student should report this incident immediately to his/her supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the guidance counselor, who will immediately notify the superintendent. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he/she may utilize the applicable grievance procedure.

Special Services:

Psychological, special education, and speech services are available for any student upon parent/guardian or teacher referral, evaluation, and placement. Children may be referred for any problem that is interfering with his/her school performance. No evaluations will be conducted without written parental permission.

Spirit

Spirit and yell leaders will be allowed provided they appear in appropriate dress. Suggestive gestures and painted bodies are prohibited. The booing of officials or opponents is also prohibited and violators may be removed from the event.

Student Complaints and Grievances

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 the community.

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

1. Any student or his parents or guardian will be provided the opportunity to discuss with the student's teacher a decision or situation which he/she considers unjust or unfair.
2. If the incident remains unresolved, the student or his parents or guardian or the teacher, may bring the matter to the principal's attention for his/her consideration and action.
3. The student may also bring a matter of general student concern to the attention of the class officers or the student council (in 7-12) for possible presentation to the principal.
4. If the matter is still unresolved after the procedure outlined above it may be brought to the superintendent for her 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.

A copy of the grievance form may be found in the appendix at the back of this handbook.

Study Hall

Study hall is a place of work and preparation. Students without proper study hall etiquette will lose library privileges and be required to make up the time not spent on task after school.

Telephone Use

Please do not abuse your privileges of using the school telephone and always secure permission before doing so. Do not ask to use the telephone during regular school hours unless it is an emergency. High school students may use the phone right outside the principal's office with permission of a teacher or administrator. Plan to do your calling either before school begins, at noon, or after school. Students will not be called out of class or study hall unless a telephone call is very urgent. Tell your parents and friends of this ruling. Phone calls that do not relate to school business and long distance phone calls must be made from outside the school.

If someone calls for you we will take a message pass it on to you via the message board – unless it's an emergency. No one will be excused from class to take a telephone call unless it is an emergency.

Transcripts

All student transcripts are on file in the administrative offices. They may be viewed by the student or parent/guardian at any time. They are not to leave the administrative offices. A copy may be obtained by making a written request. Transcripts may be sent to other schools with the consent of the parent/guardian or student, if said student is 18 years of age.

Title I Parental Involvement Policy

The Hoven Board of Education believes in equality for all students. They also believe that parents have the right to know and understand information that affects their sons and daughters. Therefore, the Board believes:

1. That parents play an integral role in assisting their child's learning.
2. That parents should be encouraged to be actively involved in their child's education.
3. That parents are full partners in their child's education and are included, as appropriate, in the decision making process and on advisory committees which will be working to assist their child.

Title I regulations require that each school served under Title I jointly develop with and distribute to parents of participating children, a written parental involvement policy agreed on by the parents that describes the requirements of (c) through(f) as listed below and outlined in Title I law:

- Policy Involvement

The Hoven Elementary School shall convene an annual meeting and involve parents, in an organized, ongoing, and timely way in the planning, review, and improvement of programs. The annual meeting will be held at Hoven Elementary School within the first thirty (30) days of school each fall. The date for this meeting will be advertised in the local paper, the school newsletter, and a parent note will go home to all parents. Parents will review and update the Title I policy as needed. They will be informed of their child's instructional objectives for the school year. They will also receive the following materials:

- Report on their child's progress;
- Materials, suggestions, and information that may assist them in working with their child in the home environment;
- Timely information about the School-wide Title I program;
- A description and explanation of the curriculum that is being used at the school and the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet; and
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate as appropriate in decisions relating to the education of their children, and respond to any suggestions as soon as practically possible.

To ensure that parents are able to attend these meetings, the school will make every effort to offer flexibility in the number of meetings provided. Staff will try to schedule these meetings in conjunction with or prior to other school activities when appropriate (parent-teacher conferences, open house, etc.). Staff will also attempt to schedule the meetings at various times during the day/evening and on different days of the week to try to work within parent schedules.

To ensure the effective involvement of parents and to support a partnership among the Hoven Elementary School, parents, and the community whose shared goal is to improve student academic achievement, the school and district shall:

- Provide assistance to the parents of children served by the Hoven School District, as appropriate, in understanding such topics as the State's academic content standards and the State student academic achievement standards, state and local academic assessments

the requirements of Title I Program and how to monitor a child's progress and work with educators to improve the achievement of their children;

- Educate teachers, pupil services personnel, principals, and other staff, with the assistance for parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
- To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head start, reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities such as parent resource centers, that encourage and support parents in more fully participating in the education for their children;
- Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and to the extent practicable, in a language parents can understand;
- Enable teachers and parents to better work together by providing videos and materials to be shown at meetings or be checked out by parents in order to further the goal of parents as equal partners.
- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
- Establish a district parent advisory council to provide advice on all matters related to parental involvement in Title I School-wide programs;
- Provide such other reasonable support for parental involvement activities under this part as parents may request

- Assessability

In carrying out the parental involvement requirements of the Title I School-wide Program the Hoven School District and Hoven Elementary School will to the extent practicable provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

- Information from Parental Resource Centers

Schools shall assist parents under this part and parental organizations by informing such parents and organizations of the existence and purpose of such centers

<http://www.sdpirc.org> phone 1-800-219-6247

Title 1 – School-Parent Compact

“Hand in hand we can learn and work together to build a better world.”

- School-Parent Compact

The Hoven School District and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the academic school year.

- School Responsibilities

The Hoven Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - *Provide quality professional development for teachers in curriculum mapping and use of achievement series, e-metrics, and other activities that support our data driven school-wide goals,*
 - *Hire highly qualified teaching staff and paraprofessionals to work with children,*
 - *Encourage teachers to be well prepared for their teaching discipline,*
 - *Teachers are encouraged to help each child to grow to his/her fullest potential and to show respect for each child and his/her family,*
 - *Support the teachers in their efforts to obtain sufficient materials and resources.*
 - *Provide an environment that is safe and conducive to learning, where school and classroom rules are enforced fairly and consistently,*
 - *Set up special activities in the classroom to make learning stimulating,*
 - *Promote the intellectual, social, and physical development of each child,*
 - *Encourage student participation in a well-rounded education,*
 - *Provide homework assignments that will reinforce classroom instruction.*
2. Parent –teacher conferences will be held twice a year. The first conference will be held at the end of the first quarter (October 29, 2015) and the second will be held at the midpoint of the third quarter (February 11, 2016).
 - *Parents will be encouraged to communicate regularly with their child's teachers if they have any concerns at questions as this does not only need to happen at parent-teacher conference time. Teachers are encouraged to work cooperatively with parents and to communicate with them on a regular basis through notes home, phone calls, or personal contact at times other than the regularly scheduled conferences.*
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - *Progress reports will be provided to parents quarterly.*
 - *Midterm progress reports are also prepared for students experiencing difficulty.*
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - *Staff will be available to parents for consultation at scheduled parent-teacher conferences, ½ hour before the school day begins, ½ hour after the school day ends and as needed during the school day when possible. Parents are asked to make an appointment with the teacher so that scheduling conflicts do not arise.*
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
 - *Parents are encouraged to volunteer in their child's classroom and to share their skills with students,*
 - *Parents and Grandparents are encouraged to volunteer to come in and listen to children read aloud,*
 - *Parents are encouraged to attend our annual open house and parent night activities.*
 - *Parents are encouraged to set up a time with their child's teacher to participate, observe in the classroom, and/or eat lunch with their children.*
 - *Grandparents are invited to participate and observe in the classrooms on Grandparents Day.*

- Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- *Monitoring attendance and making sure that my child attends school regularly and on time.*
- *Support the school in its efforts to maintain proper discipline.*
- *Provide a home environment that encourages completion of homework*
- *Monitoring amount of computer time and the amount of television their children watch.*
- *Encourage my child's efforts and be available for questions.*
- *Spend quality time with my child.*
- *Communicate regularly with my child's teachers.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Show respect and support for my child, the teacher, and the school.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.*

- Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Do my homework every day and ask for help when I need to.*
- *Read at least 30 minutes every day outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*
- *Attend school regularly.*
- *Come to school prepared with my completed homework and my supplies.*
- *Respect and follow school and classroom rules*
- *Always try to do my best in school.*
- *Believe that I can learn and will learn.*
- *Work cooperatively with my classmates, teachers, and administrators.*
- *Take pride in my school.*

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

Virtual High School, Online, and Correspondence Courses

All online courses must have prior approval by the superintendent. The cost incurred for correspondence courses will be the responsibility of the student and his/her parents if the course is already offered through the regular class schedule. No more than two classes will be allowed during

any one grading period. The exception to these regulations will be for those students taking recovery classes through the recovery classroom setting.

Visitors

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the Superintendent's office. Visits to individual classrooms during instructional time are permitted only with approval of the Superintendent and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Courtesy would suggest that the teacher be contacted the day before so that proper arrangements can be made. Student visitors must be approved in advance by the principal/superintendent.

Weight Room

The weight room is located in the basement and **can only be used by students when supervised by school personnel.**

Wellness Policy

To support its mission, the District will provide an environment that cultivates maximum student potential. Nutrition influences a child's development, health, well-being and potential for learning. To afford students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This district-wide nutrition policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices.

Committee Members:

Food Service Representatives: Paulette Maursetter, Head Cook
Grace Van Well, Assistant Cook

Administrator: Bob Graham, Superintendent

Elementary Teacher: LaDeen Krueger, 3rd Grade

High School Teacher: Peter Frickson, Health/PE

Community Member: Kim Hoerner

Students: Kathryn McClure
Ben Krueger

The policy of the School District is to:

1. Provide a positive environment and appropriate knowledge regarding food.
 - a. Ensure that all students have access to healthy food choices during school and at school functions.
 - b. Provide a pleasant eating environment for students and staff.
 - c. Allow a minimum of 25 minutes for students to eat lunch and socialize in the designated cafeteria area.
 - d. Enable all students, through a comprehensive curriculum, to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.
2. When using food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.
 - a. Each party/celebration should include no more than one food or beverage that does not meet the Standards for Food and Beverages on the food pyramid.

- b. School-sponsored events outside of the school day must have healthy choices of food and beverages that meet the Standards for Food and Beverages.
 - c. All foods and beverages sold in school vending must meet the Standards for Foods and Beverages.
3. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.
4. Reduce student access to foods of minimal nutritional value.
 - a. In keeping with contractual obligations to the National School Lunch/Breakfast programs, ensure the integrity of the school lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch/breakfast programs.
 - b. Encourage the practice of good nutrition by reducing the sale or distribution of foods of minimal nutritional value through a four-year plan that focuses on:
 - i. Reducing access to non-nutritional foods.
 - ii. Educating students about healthy foods.
 - iii. Selective pricing that favors sales of healthy foods.
5. Provide physical activity opportunities for every student to develop the knowledge and skills for a physically active and healthy lifestyle.
 - a. All students in grades K-6 will receive 3 days of physical education (30 minutes each, total of 90 minutes per week).
 - b. All students in grades 7-8 will receive 1 day of physical education (total of 50 minutes per week).
 - c. Elementary students will have at least 20 minutes a day of supervised recess, preferably outdoors. Students will be encouraged to engage in moderate to vigorous physical activity.
6. Schools will create an environment that provides consistent wellness messages, is conducive to healthy eating and physical activity; and contributes to forming healthy life long habits.
 - a. Schools will provide community access to the school's physical activity facilities outside of the normal school day.
 - b. School fundraising will support healthy lifestyles, which may include physical activity, school support and/or academic achievement.
 - c. The sale of food or beverages as a fundraiser will not take place from one hour before and one hour after lunch is served.
7. Standards for Foods and Beverages
 - a. Fruits – Grades K-8 will receive $\frac{1}{2}$ cup per day, 2 $\frac{1}{2}$ cups per week. Grades 9-12 will receive 1 cup per day, 5 cups per week
 - b. Vegetables – Grades K-8 will receive $\frac{3}{4}$ cup per day, 3 $\frac{3}{4}$ cups per week. Grades 9-12 will receive 1 cup per day, 5 cups per week.
 - c. Grains – Grades K-8 will receive 1 oz eq per day, 8-9 oz eq per week. Grades 9-12 will receive 2 oz eq per day, 10-12 oz eq per week. All grains offered must be whole grain rich.
 - d. Meat/Meat Alternate - Grades K-8 will receive 1 oz eq per day, 8-9 oz eq per week. Grades 9-12 will receive 2 oz eq per day, 10-12 oz eq per week.
 - e. Milk – K-12 will receive 1 cup per day, 5 cups per week. Fluid milk must be low-fat or fat-free. We offer 1% white and skim chocolate.
 - f. Min-max calories daily amount – K-8 600-700, 9-12 750-850.
 - g. Saturated fat (% of total calories) – K-12 <10
 - h. Sodium (mg) – K-8 \leq 710, 9-12 \leq 740 (new guidelines for 2017)
 - i. Trans Fat – K-12 equal zero grams per serving.
8. To accomplish these goals:

- a. Child Nutrition Programs comply with federal, state, and local requirements. Child Nutrition Programs are accessible to all children.
- b. Sequential and interdisciplinary nutrition education is provided and promoted.
- c. Patterns of meaningful physical activity connect to students' lives outside of physical education.
- d. All school-based activities are consistent with local wellness policy goals.
- e. All foods and beverages made available on campus (including vending, concessions, ala carte, student stores, parties, and fundraising) during the school day are consistent with the current Dietary Guidelines for Americans.
- f. All foods made available on campus adhere to food safety and security guidelines.
- g. The school environment is safe, comfortable, pleasing, and allows ample time and space for eating meals. Food and/or physical activity is not used as a reward or punishment.

SDHSAA Return to Competition Form

This form is to be used after a youth athlete is removed from, and not returned to, competition, practice, or training after exhibiting concussion symptoms. The youth athlete should not be returned to competition, practice, or training until written authorization is obtained from an appropriate health care professional and the parent/guardians. A licensed health care provider is a person who is:

- (1) Registered, certified, licensed, or otherwise recognized in law by the State of South Dakota to provide medical treatment; and
- (2) Trained and experienced in the evaluation, management, and care of concussions.

This form should be kept on file at the school and need not be forwarded to the SDHSAA Office.

Athlete: _____ School: _____ Grade: _____

Sport: _____ Date of Injury: _____

REASON FOR ATHLETE'S INCAPACITY

Guidelines for returning to competition, practice, or training after a concussion

Note: Each step should be completed with no concussion symptoms before proceeding to the next step.

1. No activity, complete rest with no symptoms.
2. Light exercises: walking or stationary cycling with no symptoms.
3. Sport specific activity without body contact and no symptoms.
4. Practice without body contact and no symptoms. Resume resistance training.
5. Practice with body contact and no symptoms.
6. Return to game play with no symptoms.

Note:

1. If symptoms return at any time during the rehabilitation process, wait until asymptomatic for 1 full day, then re-start at the previous step.
2. Never return to competition with symptoms.
3. Do not use "smelling salts".
4. When in doubt, sit them out.

HEALTH CARE PROFESSIONAL'S ACTION

I have examined the named student-athlete following this episode and determined the following:

_____ **Permission is granted** for the athlete to return to competition, practice, or training

_____ **Permission is not granted** for the athlete to return to competition, practice, or training

COMMENT: _____

Health Care Professional _____ Date: _____

Parent/Guardian _____ Date: _____

School Administrator _____ Date: _____

Student Complaint/Grievance Form

A grievance is defined as a complaint in writing presented by a student to the school staff/authorities alleging one or more of the following:

- A. That a rule is unfair; and/or
- B. That a rule in practice discriminates against or between students based on sex, age, race, color, religion, national origin, or handicap; and or
- C. That school personnel used an unfair procedure in assessing a form of punishment against a student.

COMPLAINT

Check One Blank:

Date: _____

Teacher, Level 1 _____

Superintendent, Level 2 _____

School Board, Level 3 _____

I, _____, hereby file a grievance complaint to
_____. My grievance is based on **A.** _____ **B.** _____ **C.** _____

above. (More than one blank may be checked.)

Specifically, my grievance is that:

I hereby petition for a hearing on my grievance at the convenience of the school's personnel.

Student's Signature

The student may be represented at the conference by an adult, but the student must be present to elaborate on his/her grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the student's right to the conference provided by the school, unless extenuating circumstances make it impossible for the student to appear.

SCHOOL'S RECORD

Date Received _____ Date of Conference _____

Place of Conference _____ Time of Conference _____

Comments: _____

Resolution: _____

Signature of School Representative: _____

Minimum South Dakota Graduation Requirement

Minimum South Dakota State Graduation Requirements				
	Applies to seniors graduating 2011-2013		Applies to seniors graduating 2014-2016	Applies to seniors graduating 2017 and after
	<i>Standard</i>	<i>Advanced</i>	<i>All Students Must Have A Personal Learning Plan That Documents a Minimum of 22 Units of Credit That Include the Following.</i>	<i>All Students Must Have a Personal Learning Plan That Documents a Minimum of 22 Units of Credit That Include the Following.</i>
English/ Language Arts	4 units of English/Language Arts Must include: 1.5 units of writing 1 units of literature .5 unit of American literature .5 unit of speech .5 unit of other language arts	4 units of English/Language Arts Must include: 1.5 units of writing 1 units of literature .5 unit of American literature .5 unit of speech .5 unit of other language arts	4 units of Language Arts Must Include: 1.5 units of writing 1.5 units of Literature (must include .5 unit of Am. Lit.) .5 unit of Speech or Debate .5 unit of Language Arts elective	4 units of Language Arts Must Include: 1.5 units of writing 1.5 units of Literature (must include .5 unit of Am. Lit.) .5 unit of Speech or Debate .5 unit of Language Arts elective
Social Studies	3 units of Social Studies Must Include: 1 unit of US history .5units of US government .5 units of geography .5 units of world history .5 units of other social studies	3 units of Social Studies Must Include: 1 unit of US history .5units of US government .5 units of geography .5 units of world history .5 units of other social studies	3 units of Social Studies Must Include: 1 unit of US History .5 unit of US Government .5 unit of World History .5 unit of Geography	3 units of Social Studies Must Include: 1 unit of US History .5 unit of US Government .5 unit of World History .5 unit of Geography
Math	3 units of math Must Include: 1 unit of Algebra 1 or higher 2 units of other math	3 units of math Must Include: 1 unit of Algebra I 1 unit of Algebra II 1 unit of Geometry	3 units of mathematics Must include: 1 unit of Algebra I 1 unit of Algebra II * 1 unit of Geometry *	3 units of mathematics Must include: 1 unit of Algebra I 1 unit of Algebra II * 1 unit of Geometry *
Lab Science	2 units of lab science	3 units of lab science Must include: a minimum of biology and chemistry or physics	3 units of Lab Science Must Include: 1 unit of Biology 1 unit of any physical science 1 unit of Chemistry or Physics*	3 units of Lab Science Must Include: 1 unit of Biology 1 unit of any physical science 1 unit of Chemistry or Physics*

Fine Arts	1 unit of fine arts	1 unit of fine arts	1 unit of Fine Arts (Students may be granted up to 1 credit for participation in extra curricular activities. A maximum of .25 units credit may be granted for each activity in each school year.)	1 unit of Fine Arts (Students may be granted up to 1 credit for participation in extra curricular activities. A maximum of .25 units credit may be granted for each activity in each school year.)
PE/Health	.5 unit of physical education or health	.5 unit of physical education or health	.5 unit of Physical Education	.5 unit of physical education .5 unit of health or health integration
Economics/Personal Finance	.5 unit of economics or personal finance	.5 unit of economics or personal finance	.5 unit of Personal Finance or Economics	.5 unit of Personal Finance or Economics
Other/Electives	2 units of any combination of the following required offerings: World languages, Computer Studies or approved CTE courses , Math courses in addition to above requirements, Science courses in addition to above requirements,	2 units of any combination of the following required offerings: World languages, Computer Studies or approved CTE courses, Math courses in addition to above requirements, Science courses in addition to above requirements	1 unit of the following any combination: Approved Career & Technical Education Capstone Experience or Service Learning World Language	1 unit of the following any combination: Approved Career & Technical Education Capstone Experience or Service Learning World Language
			With school and parent guardian approval, a student may be excused from this course in favor of a more appropriate course. A student may be excused from Algebra II or Geometry, but not both. A student is still required to take 3 units of math. If a student is excused from Chemistry or Physics, the student must still take 3 units of Lab Science.	With school and parent guardian approval, a student may be excused from this course in favor of a more appropriate course. A student may be excused from Algebra II or Geometry, but not both. A student is still required to take 3 units of math. If a student is excused from Chemistry or Physics, the student must still take 3 units of Lab Science.