

GROTON AREA SCHOOL DISTRICT

MIDDLE/HIGH SCHOOL INFORMATION HANDBOOK FOR PARENTS AND STUDENTS

2023



2024

502 N 2nd Street
GROTON, SD 57445

School Phone: (605)397-8381
Administrative Offices: (605)397-2351

Fax Number: (605)397-8453
Website: www.grotonarea.com



2023-2024 Groton Area School District



Adopted 02/13/2023

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
21 - Faculty Inservice						
22 - Faculty Inservice						
23 - 1st Day of School						

Student Contact: 7; Inservice: 2

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September						
1 - NO SCHOOL						
4 - Labor Day - NO SCHOOL						
15 - Homecoming						
28 - Parent/Teacher Conferences (1:30-8:00)						
29 - Faculty Inservice - NO SCHOOL						
Student Contact: 18; Inservice: 2						

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October						
9 - Native American Day - NO SCHOOL						
13 - Lake Region Marching Festival						
20 - End of 1st Quarter (39)						

Student Contact: 21; Inservice: 0

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November						
10 - Veterans Day Program						
22-24 - Thanksgiving - NO SCHOOL						

Student Contact: 19; Inservice: 0

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December						
7 - MS/HS Christmas Concert (7:00)						
21 - Elementary Christmas Concert (1:00)						
21 - Early Dismissal (2:00)						
21 - End of 1st Semester (41/80)						
22-31 - Christmas Break - NO SCHOOL						
Student Contact: 15; Inservice: 0						

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January						
3 - School Resumes						

Student Contact: 21; Inservice: 0

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

February						
15 - Parent/Teacher Conferences (1:30-8:00)						
16 - Faculty Inservice - NO SCHOOL						
19 - President's Day - NO SCHOOL						

Student Contact: 19; Inservice: 2

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March						
8 - End of 3rd Quarter (46)						
14-15 Spring Break - NO SCHOOL						
29 - Good Friday - NO SCHOOL						

Student Contact: 18; Inservice: 0

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April						
1 - Easter Monday - NO SCHOOL						
7 - Pops Concert (2:00 & 5:00)						
20 - PROM						
25 - Middle School Spring Concert (7:00)						
30 - Elementary Spring Concert (7:00)						
Student Contact: 21; Inservice: 0						

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May						
2 - High School Concert/Awards/Art Show (7:00)						
12 - Graduation						
15 - End of 2nd Semester (44/90)						
16 - Faculty Inservice						
Student Contact: 11; Inservice: 1						

Faculty Inservice
No School
Important Dates

End of Quarter/Semester
Early Dismissal



THE STUDENT HANDBOOK FOR GRADES 6-12

From the Principal....

It is my pleasure to welcome you back for the 2023-2024 school year! As a new principal I look forward to getting to know all of you as we return. We are excited to have all of you back, filling the classrooms and hallways with enthusiasm and excitement.

I will work with teachers, students, and family members to ensure that individual student success continues to be the focus and priority of our daily work, and with this work ensuring the fulfillment of the mission of our school district. As an academic community, we will collectively work to maintain an understanding, sensitivity, and adherence to the current policies set in place by the Groton Area School Board. I assure objective decisions to create a safe, productive, and respectable culture for learning.

This handbook was written for you. It contains valuable information about our schools policies that require understanding by both students and families. Some changes have been made, and it is important to know what is expected; please take time to review it together. I must also note that the handbook is not necessarily all-inclusive of every possible scenario, and when issues arise, I will address them accordingly.

I am honored to serve as the principal in the Groton Area 6-12 building. It is a privilege to be a part of a community where parents, teachers, and students strive for positive relationships, academic excellence, and social growth.

Please do not hesitate to stop in with questions, concerns, or just to say hi!

Go Tigers!

Sincerely,

Shelby Edwards

Ms. Edwards

MS/HS Principal

Groton Area High School

FOREWORD

Welcome to the Groton Area School System. New students will find some things unfamiliar at first, but should soon become accustomed to them and little by little should learn the necessary and useful skills needed for the future.

The school was established for the entire student body so be proud of it, take good care of it, and feel free to make suggestions for improving it. As a citizen of the school, it is hoped that each student will conduct himself properly, have respect for the school, and follow the rules that are established for the welfare of everyone. By following the rules, each student becomes a better school citizen.

We encourage you to make the most of your Middle School and High School educational opportunities and hope that each experience will challenge you both academically and socially.

In order to keep the students, staff, and general public informed, a school calendar has been established by the Board of Education. The calendar includes in-service days, approximate days taught per month, days when school is not in session, vacation days, etc. The calendar also shows ending dates for each quarter and semester. Since 169 days of instruction are required for a school year to be complete, the final day of school is subject to change.

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GROTON AREA SCHOOL PHILOSOPHY

The primary responsibility of Groton Area School District #06-6 is to provide its students with a rounded education. Within the limitations of funding as provided by our resources, the district must strive to educate a student so that he/she develops a sense of the rights of others to their person and property, develops philosophies based on moral, ethical, and religious considerations, respects life in all forms, recognized the value of cultural and artistic achievements, is able to interact with those of other cultural backgrounds, and can comprehend, compete, and be an asset to and a productive member of the society in which the student lives.

The district recognizes that basic educational philosophies remain constant, yet the complementary demands of society are in a changing and fluctuating state, and the educational programs provided must fulfill the demands of both, balancing traditional values of the locality with the complex and competitively demanding mores of the larger community.

Although education by nature is a collective process, the district takes cognizance of the fact that the dignity of the individual is the cornerstone of a democratic society and this requires the promotion of individual self-confidence while tempering such rights to the common good of society.

Each individual student has a mental, physical, social, and emotional dimension with unique capacities, unique limitations, and unique talents. The educational experience provided by the district must aid a student in discovering and developing these capacities, understanding their limitations, and providing an outlet for their talents.

To promote this philosophy, the district acknowledges the following objectives:

1. To provide each student with the opportunity to acquire basic knowledge in generally accepted fields of learning in an atmosphere conducive to the acquisition of such knowledge.
2. To provide the student with an environment that promotes the development of an individual sense of moral and civic responsibility while acquiring basic fundamental skills.
3. To provide for the development of respect for authority and the recognition of an individual's right to person and property.
4. To provide a curriculum both varied and extensive, challenging to the intelligence and aptitude of the student, based on an understanding of the free enterprise system.
5. To provide a periodic evaluation of the curriculum so that changes can be made to meet the demands of a changing culture.
6. To provide leadership and guidance stressing basic subject matters common to general scholastic achievement.
7. To provide the student with the initiative to actively participate in the learning process.
8. To provide a qualified staff with the ability, dedication and willingness to further the education of the student.
9. To provide opportunity through the reasonable offering of workshops, visual aids, technical equipment, and other means for educational growth.
10. To provide an environment which stresses upon students, teachers, and administrators, sound moral, ethical, and democratic philosophies.
11. To promote stronger community relations through greater use of school facilities and a greater involvement of students, teachers, and administrators in all areas of community activity and affairs.
12. To provide an environment which recognizes individual differences yet promotes the common good.

13. To provide for the development of an understanding of the value of accepted social, moral, and ethical principles in personal living.
14. To provide for the development of a sense of responsibility, self-discipline, and self-worth of each individual student.

GROTON AREA SCHOOL MISSION STATEMENT

The Groton Area School will foster a climate conducive to learning by encouraging good behavior and citizenship, good attendance, a thirst for knowledge, and high academic standards. Teachers will employ strategies and approaches to instruction to meet the needs of all children assigned to them. With proper motivation and instruction, all children can learn.

Groton Area Middle and High School Staff

Board of Education

Tigh Fliehs
Deb Gengerke
TJ Harder
Dr. Heather Lerseth Fliehs
Kara Pharis
Grant Rix
Martin Weismantel

Administrative Team

Joe Schwan	Superintendent
Shelby Edwards	MS/HS Principal
Becky Hubsch	Business Manager
Kristi Peterson	Assistant Business Manager
Sue Wattier	Principal's Secretary
Alex Homsombath	Office Assistant

Instructional Staff

Lindsey Tietz	FACS I, II, III, IV, MS FACS, (FCCLA)
Don Donley	Industrial Technology I, II, III, IV, MS Industrial Technology
Sydney Kurtz	Special Education Teacher 6-12
Todd Peterson	Special Education Teacher 6-12
Adam Franken	Ag I, II, III, IV, Horticulture, (FFA, Head Cross Country Coach)
Kristen Gonsoir	Chemistry I & II, Biology II, Physics
Emily VanGerpen	K-12 School Counselor, K-12 Standardized Testing Coordinator
Sarah Hanten	English II, English III, English IV, Honors English IV K-12 Music and Choir
Lance Hawkins	6 th grade Math, 6 th grade Science, 8 th grade Science, (7 th & 8 th Football Coach)
Janene Harry	Art I, II, III, MS Art
Aaron Helvig	Technology Coordinator, Middle School Computer Instructor, (Assistant Track Coach)
Desiree Yeigh	5-12 Band Instructor
Greg Kjellsen	Algebra I, Algebra II, Pre-Calculus, Discrete Math
Chantel Duerre	Special Education Teacher 6-12
Brittany Hubbart	Physical Science, Senior Internship Coordinator, Gateway to CNA, Medical Terminology, Sports Medicine Instructor
Jordan Carson	Pre-Algebra, Informal Geometry, Geometry, Personal Finance
Reilly Fuhrman	Special Education Teacher 6-12
Travis Kurth	Biology I, Physical Science, 7 th grade Science (Assistant Football Coach, 7 th & 8 th Track Coach)
Diane Kurtz	7 th grade English, 8 th grade English, 9 th grade English
Kyle Gerlach	6-8 th Grade PE and 6-9 th grade Health (Assistant Boys Basketball Coach)
Eric Swenson	7 th grade Math, 8 th Trans Math, Intro to Business, Business Law
Rachael Pederson	7 th grade Reading, 8 th grade Reading, 7 th grade Social Studies
Jodi Schwan	9-12 High School Opportunities Coordinator, 9-12 Non-Standardized Testing Coordinator
Scott Thorson	8 th grade Social Studies, Geography, Government
Shaun Wanner	US History, Honors US History, Psychology, Sociology, Driver's Education, 9 th PE, (Head Football Coach)
Brooke Malsom	6 th grade Reading, 6 th grade English, 6 th grade social studies, Jr. High Track Coach

Activities Staff

Lynette Grieve	7 th grade Girls Basketball Coach, Assistant Track Coach
Joel Guthmiller	Head Golf Coach
Darin Zoellner	Head Wrestling Coach
Ryan Scepaniak	Assistant Wrestling Coach
Jo-Ann Donley	Destination Imagination Co-Coordinator
Julie Milbrandt	Destination Imagination Co-Coordinator
Chelsea Hanson	Head Volleyball Coach
Jenna Strom	Assistant Volleyball Coach

Brian Dolan	Head Boys Basketball Coach
Aubrey Miller	Football, Boys and Girls Basketball Cheerleading Coach
	Head Boys Soccer Coach
Amanda Bisbee	All School Play
Chris Kucker	Head Girls Soccer Coach
Matt Locke	Head Girls Basketball Coach
Seth Erickson	Assistant Football Coach

Non-instructional Staff

Brenda Madsen	Librarian, E-Mentor, National Honor Society Advisor, and Senior Class Advisor
Carrie Weisenberger	ELL Coordinator
Jan Hoffman	Special Needs Para-professional
	Special Needs Para-professional
Jaimie Mitchell	Special Needs Para-professional
Beth Gustafson	School Nurse
Mike Nehls	Head Custodian
Lea Wimmer	
Clayton Farnen Jr.	
Tom Pigors	
Duane Fliehs	
Claire Fliehs	
Lois Krueger	
Brandon Clocksene	Head Cook
Karin Bartell	Assistant Cook/Baker
Rita Kampa	
Deb Tietz	
Jana Simunek	

<u>Transportation Director</u>	<u>Damian Bahr</u>
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Don Donley	Bus Driver
Butch Farnen	Bus Driver
Randy Hjermstad	Bus Driver
Deb Tietz	Bus Driver
Joel Guthmiller	Bus Driver
Adam Franken	Bus Driver
Mike Nehls	Bus Driver

I. Bell Schedule

Regular Schedule

Warning Bell	8:25
First Period	8:30-9:23
Second Period	9:27-10:20
Third Period	10:24-11:17
1st Fourth Period	11:21-12:14
1st Lunch	11:17-11:42
2nd Fourth Period	11:46-12:19
2nd Lunch	12:14-12:39
Fifth Period	12:43-1:36
Sixth Period	1:40-2:33
Seventh Period	2:37-3:30

One Hour Late Start Schedule

Warning Bell	9:25
First Period	9:30-10:15
Second Period	10:19-11:03
Third Period	11:07-11:52
1st Fourth Period	11:56-12:40
1st Lunch	11:52-12:17
2nd Fourth Period	12:21-1:06
2nd Lunch	12:40-1:06
Fifth Period	1:10-1:54
Sixth Period	1:58-2:43
Seventh Period	2:47-3:30

Two Hour Late Start Schedule

Warning Bell	10:25
First Period	10:30-11:06
Second Period	11:10-11:46
Third Period	11:50-12:26
1st Fourth Period	12:30-1:06
1st Lunch	12:26-12:51
2nd Fourth Period	12:55-1:31
2nd Lunch	1:06-1:31
Fifth Period	1:35-2:11
Sixth Period	2:15-2:51
Seventh Period	2:55-3:30

Parent-Teacher Conferences Schedule

Warning Bell	8:25
First Period	8:30-9:04
Second Period	9:08-9:42
Third Period	9:46-10:20
Fourth Period	10:24-10:58
1st Fifth Period	11:02-11:36
1st Lunch	10:58-11:23
2nd Fifth Period	11:27-12:01
2nd Lunch	11:36-12:01
Sixth Period	12:05-12:38
Seventh Period	12:42-1:15

10:00 AM Start Schedule

Warning Bell	9:55
First Period	10:00-10:40
Second Period	10:44-11:24
Third Period	11:28-12:08
1st Fourth Period	12:12-12:52
1st Lunch	12:08-12:33
2nd Fourth Period	12:37-1:17
2nd Lunch	12:52-1:17
Fifth Period	1:21-2:01
Sixth Period	2:05-2:45
Seventh Period	2:49-3:30



II. Educational Requirements

A. Classifications

- 1. High school diplomas and participation of graduation ceremonies will be granted only upon successful completion of required courses. As a current policy of the Groton Area Public School system, certificates of attendance will not be issued. In order to receive a high school diploma and participate in graduation ceremonies, the individual student must successfully complete the required courses listed below.
- 2. To be classified as a sophomore, the student must complete 5 required units of study.
- 3. To be classified as a junior, the student must complete 10 required units of study.
- 4. To be classified as a senior, the student must complete 15 required units of study.
- 5. To graduate, the student must complete 22 required units of study.
- 6. Students are required to carry a full load (6 classes) during the regular school day. A school day is defined as period 0 through period 8 (7:30 am–4:30 pm).

B. Grading System

- 1. The following is the grading system *guideline* set forth for grades 6-12:

A	100%-94%	Excellent
B	93%-87%	Above Average
C	86%-80%	Average
D	79%-70%	Passing
F	below 70%	Failing

C. Middle School Retention Policy

- 1. If a student is failing three or more of the primary classes at the end of the third nine weeks, a parent meeting will be arranged to discuss the possibility of grade retention.

D. State Graduation Requirements

- 1. To graduate from high school each student must meet the state regulations regarding graduation. Students need a minimum of 22 credits to graduate.
- 2. A maximum of two credits of independent study from an accredited school will be allowed. This may include courses taken online. Exceptions can be granted by administration during the student’s junior and senior years to allow for credit recovery necessary for graduation, which may extend into summer sessions.
- 3. Students must have all work completed by June 30 in order to be considered a member of the current graduating class. Groton Area School District will make an attempt to appeal a student’s graduation date to the Department of Education of the student completes all coursework by August 1 of the intended graduation year. The South Dakota Department of Education will determine the date of graduation of all students who complete coursework between June 30 and August 1.
- 4. For any independent study course, the student must complete the ½ credit course within one semester or the grade will become an “F.”

**Groton Area High School
Graduation Requirements**

	Basic Diploma	Advanced Career Endorsement	Advanced Endorsement	Advanced Honors Endorsement
English	1 Unit Writing 0.5 Units Speech 1.0 Unit Literature (including 0.5 unit American Literature)			.5 additional unit writing
	4 Total Units Required	4 Total Units Required	4 Total Units Required	4 Total Units Required
Mathematics	1 Unit Algebra I 1 Unit Geometry		1 Unit Algebra II	1 Unit Algebra II 1 Unit Advanced Math
	3 Total Units Required	3 Total Units Required	3 Total Units Required	4 Total Units Required
Science	1 Unit Physical Science 1 Unit Biology		1 Unit Chemistry	1 Unit Chemistry 1 Unit Science Elective
	3 Total Units Required	3 Total Units Required	3 Total Units Required	3 Total Units Required
Social Studies	1 Unit US History 0.5 Unit US Government 0.5 Unit World History 0.5 Unit Geography			
	3 Total Units Required	3 Total Units Required	3 Total Units Required	3 Total Units Required
Foreign Language/CTE		1 unit of any combination	1 unit of any combination	Regents Scholar Certificate: 2 units foreign language, or 2 units foreign language and/or Career and Technical electives
		1 Total Unit Required	2 Total Units Required	2 Total Units Required
				Fine Arts: 1 Total Unit Required
				Physical Education: 0.5 Total Units Required
				Health/Health Integration: 0.5 Total Units Required
				Personal Finance/Economics: 0.5 Total Units Required
				Electives: 5.5 Total Credits Required
				TOTAL: 22 Total Credits Required

E. Dual Credit Courses

1. A qualified high school student may enroll in a college-level course either on-line or on campus, and may be released from high school attendance for such hours as are required for the college course(s). Students wishing to enroll in dual credit courses must meet the requirements of both the Groton Area School and the South Dakota Board of Regents (BOR). Information about dual credit courses, a list of offered courses through BOR universities and SD Technical schools, as well as the application may be found at www.sdmylife.com. All related costs, including tuition (\$48.33 per credit hour), fees, books, and supplies will be the responsibility of the student.
 - a. Groton Area High School Requirements
 - Student must be classified as a junior or a senior.
 - Student GPA must be 3.0 or higher.
 - With approval from the principal and guidance counselor, a student with an average GPA of 2.0 but less than 3.0 may enroll.
 - b. South Dakota Board of Regents Requirements
 - High School junior
 - Earn an ACT composite score of 24; or
 - Rank in the upper one-third of their graduating class; or
 - Earn a cumulative GPA of at least 3.5 on a 4.0 scale
 - High School senior
 - Earn an ACT composite score of 21; or
 - Rank in the upper one-half of their graduating class; or
 - Earn a cumulative GPA of at least 3.25 on a 4.0 scale
2. Students will receive 4.5 weight for those dual-credit courses equivalent to the classes that would be traditionally assigned a 4.5 weight at Groton, including physics, pre-calculus, discrete math, advanced chemistry, advanced biology, honors English, and honors US history. Students may seek appeal from the principal and guidance counselor of this guideline for upper-level college courses.
3. All dual-credit courses, whether they are taken during the summer or the school year, will appear on the student's high school transcript and will be included in the GPA configuration. Only those courses taken during the school year will follow the weighted policy (see E2). All summer courses will be assigned a 4.0 weight. Students should be cognizant that the grades earned in these courses will be recorded as part of their permanent post-secondary record.
4. Juniors may enroll in up to 2 classes (2 periods per day per semester). Seniors may enroll in up to 4 classes (4 periods per day per semester).

F. Distant Learning Classes

1. Students wishing to enroll in Advanced Placement (AP) courses must be classified as a junior or senior with a cumulative GPA of 3.0 or higher. Juniors or seniors with a cumulative GPA of 2.0 but less than 3.0 may enroll in an AP course with approval from the principal and guidance counselor. College credit may be granted upon performance on an end-of-course AP exam.
2. Any student in grades 9-12 may enroll in Spanish I, II, or III through Northern State University's E-Learning Center either via DDN or online. These courses are not offered for college credit. A student's cumulative GPA must be at least 3.0 or above. Students with a GPA of at least 2.0 but less than 3.0 may petition to the principal and guidance counselor for enrollment in the course.

G. Honor Roll (grades 6–12)

1. The honor roll at Groton Middle School and High School will be determined on the basis of Grade Point Average (hereafter referred to as GPA). GPA will be computed by dividing the total number of honor points earned by the number of classes taken. All academic classes that meet at least four days a week during the grading period and are evaluated objectively will be used in determining GPA. GPAs will be rounded to two decimal points.

*Grades 6-12 Physical Education, Health, FACS, Industrial Tech, Computers, and Art are included in the honor roll.

**Vocal music, instrumental music, and driver's education are not included in the honor roll, nor are they part of the cumulative GPA.

2. Honor points will be awarded based upon the grades earned. There are three categories for earning honor points. The three categories with their corresponding honor points are listed below.

- a. College Prep Courses (ex: Physics, Pre-Calc, Advanced Chemistry, Advanced Biology, Honors English, Honors U.S. History, AP Calculus offered online from Northern State University.)

A = 4.50 pts.	B- = 3.25 pts.	D+ = 2.00 pts.
A- = 4.25 pts.	C+ = 3.00 pts.	D = 1.50 pts.
B+ = 4.0 pts.	C = 2.50 pts.	D- = 1.25 pts.
B = 3.5 pts.	C- = 2.25 pts.	F = 0.00 pts.

- b. Regular Courses

A = 4.00 pts.	B- = 2.75 pts.	D+ = 1.50 pts.
A- = 3.75 pts.	C+ = 2.50 pts.	D = 1.00 pts.
B+ = 3.50 pts.	C = 2.00 pts.	D- = 0.75 pts.
B = 3.00 pts.	C- = 1.75 pts.	F = 0.00 pts.

- c. Basic Courses (Courses that are given, with a modified curriculum, in the Learning Lab or through RtI Corrective Reading)

A = 3.50 pts.	B- = 2.25 pts.	D+ = 1.00 pts.
A- = 3.25 pts.	C+ = 2.00 pts.	D = 0.50 pts.
B+ = 3.00 pts.	C = 1.50 pts.	D- = 0.25 pts.
B = 2.50 pts.	C- = 1.25 pts.	F = 0.00 pts.

* For the purpose of determining honor points, a committee consisting of the principal, counselor, and two teachers will determine the appropriate category for independent study or online classes.

3. Any "D" or "F" or incomplete grade will exclude a student from the honor roll even if the GPA would otherwise meet one of the criteria in the following number 4.
4. Honor Roll will be listed/reported as follows:
 - a. 4.00 and up: (with weighted grades it is possible to have a GPA higher than 4.00)
 - b. 3.99 - 3.50
 - c. 3.49 - 3.00
5. GPA's below 3.00 do not qualify for the Honor Roll.
6. In any and all published honor rolls, students will be listed/reported from higher to lower GPA within the groupings listed at number 4 above. Where there is a tie, names will be listed alphabetically by last name.

H. Class Rank

1. Class rank will be determined using semester grades only, not 9 week grades.
2. The method used to determine class rank will be the same as that used to determine honor roll in Section E-2, a-c above.
3. Students will not be allowed to repeat a class to obtain a better grade, unless they are retaking a semester class they have failed, they are taking a year-long class in which they have failed one of the semesters, or they are repeating a course for the purpose of qualifying for the South Dakota Opportunity Scholarship or meeting other specified college admission requirements. GPA points will be calculated from all classes completed when figuring total GPA for graduation. Credit towards graduation will be awarded once for each class successfully completed. If a student failed the second semester of a class, but retakes the entire class he/she can earn elective credit for the reviewed material.
4. Students will not be allowed to drop a class during the semester to gain an advantage in GPA and/or class rank.

I. Standards for Graduation Honors

1. With Highest Honor - 3.9 grade point average or above.
2. With Honor - 3.89 - 3.5 grade point average.

*Simply being on the "honor roll" at the end of any nine weeks period does not automatically qualify a student for graduating with honor. The qualifying grade point average for honor roll is 3.0, not 3.5.

**Being a member of the National Honor Society does not automatically qualify a student for graduating with honor.

***The grade point average used for honor students at graduation is an accumulation of a student's grade from eight semesters of high school (9th - 12th grades).

***Any student with an incomplete grade(s), regardless of GPA, will not graduate with Highest Honor or with Honor.

III. School Rules and Policies

A. Attendance

1. The Board of Education and staff of the Groton Area Public School System recognize the education of the student as their primary responsibility. The education of the student involves many facets including: classroom participation, learning experiences, and individual study. A student can never make up the class instruction and participation, the discussions, the audio-visual presentations, and the student/teacher interaction which takes place on the day that a student is absent. A student's educational achievement in school is directly related to attendance.
2. Both the student and the student's parents or legal guardians must realize that a student misses an essential part of his/her education when the student is absent from class.
3. The Groton Area Public School system considers the following as legitimate reasons for absence from school. There may be others. Any exception to those stated below should be cleared with the principal before the absence occurs.
 - a. Illness, quarantine, and medical appointments that cannot be arranged outside of school hours.
 - b. Bereavement or serious illness in the family.
 - c. Inclement weather which would chance to endanger the health of the child, or other conditions over which the student has no control.
 - d. Work at home in case of absolute necessity; however, no student will be excused to work for anyone other than parents.
 - e. Attendance at functions of an educational nature approved by the school (work to be completed before the absence or upon returning to class.)
 - f. Family trips with parents.

*Oversleeping is not considered an excused absence. The student will be reprimanded the first time that it occurs. Any incidence of oversleeping thereafter will result in detention for one hour and an unexcused absence for the class(es) missed. Violations will be recorded for each semester.

**Students who are ineligible will not be allowed to attend regular or post-season activities which are held during the school day. Any absences in violation of this provision will be recorded as unexcused.

***Students are not allowed to attend regular school activities which are held during the school day unless they are watching a sibling, they are accompanied by a parent, and are not on the ineligibility list. All students meeting the aforementioned criteria and who are planning on attending must have their parents notify the office at least one day in advance. Any violations will result

in an unexcused absence. This includes any K-12 classroom or co-curricular activity, unless it is approved by the principal. All work must be completed prior to being excused.

B. Tardiness

1. Being a little late is too late. Any student that is more than 15 minutes late for a class will be counted absent from the class. This will be considered an unexcused absence that may result in detention and no credit for the time missed.
2. Students will be issued a formal warning upon receiving their 3rd tardy. If the student gets a 4th tardy they will receive one ½ hour detention. If a student receives a 5th tardy the student will serve a one hour detention, and a letter will be sent home explaining the consequences. If the student receives a 6th tardy that student will be expected to report to school on the next teacher-in-service day, Saturday school session, or other time outside of the school day to make up the missed time. If the student does not show up a suspension will be issued. The tardy policy will run the duration of each semester.
3. Students arriving late while riding a school bus will not be considered tardy.
4. Two tardies will disqualify a student from the perfect attendance list.

C. Absence

1. When a student is absent from school the parent must call the school stating the cause of the absence. If no call is received by 9:30 a.m., the school will call the home and make every effort to contact a parent to verify the absence. If a phone is not available, a student must have a written excuse, an email, or a phone call from the parent when returning to school. An admit slip will then be issued by the principal's office. This admit slip is then presented by the student to each teacher of the classes he/she missed, including the study hall teacher. The student assumes full responsibility for checking with the instructors on missed assignments. As a general rule one make-up day will be provided equivalent to the days of excused absences. For Example: If a student misses 3 school days they will get 3 school days to make up assignments.

*Any parent that phones in to request assignments for their son/daughter should do so before noon in order to allow enough time to notify teachers and collect assignments/books.

2. If it is known in advance that a student will be absent on a certain day, the student will check with all instructors for work which will be missed, along with notifying the office about the absence.
3. A student participating in school activities which will cause the student to be absent from class must have his/her work completed before the absence or upon returning to class.
4. Unexcused absences will result in hourly equivalent out-of-school time. Necessary time will be made up during teacher in-service days and/or after the last day of school. For example, if a student accumulates 2 days of unexcused absences, he/she will be required to spend 14 hours (2 days x 7 hours) in school during a time when school is not in session.
5. Parents must call the office within three days of an absence or tardy. Otherwise the absence will be recorded as unexcused.
6. In order to participate in a contest or practice, students must be in school for 3 complete academic periods on the day of the event. Special consideration may be given for routine appointments supported by a physician's note or family emergencies.

D. Excessive Absence

1. Absences that accumulate to 10 or more periods of a particular class per semester are considered excessive.
2. Students will be required to compensate (hour-for-hour) for any time beyond 10 days during a time when school is not in session such as during teacher in-service days and/or after the last day of school. For example, if a student has 13 absences during 4th period, he/she will be required to spend 3 hours in school after the last day of school to compensate for the time missed.
3. For the purpose of determining absences beyond the limit of 10, the following will not be counted as days of excessive absence:

- a. Absence for school sponsored events.
- b. Visit to the doctor that can be substantiated by a note from the doctor.
- c. Medical absence with a doctor's approval that may or may not include a visit.
- d. Hospitalization and prolonged illness or injury supported by a doctor's statement.
- e. Funeral of an immediate family member (parent, grandparent, brother, sister, aunt, or uncle.)

*Any absences up to 10 per semester must be excused by the parent and approved by the principal. The principal has authority to grant exceptions to the "excessive absence" rule based on the student's current circumstances and/or past attendance patterns.

E. Truancy

1. Unexcused absence without parental knowledge (skipping or playing hooky) will result in suspension. Failure to cooperate could result in as much as five days out of school suspension.
2. Unexcused absence with parental consent (student does not follow absentee procedures as listed in the school attendance policy) may result in the loss of credit for the class. An example of this would be parents requesting that their child be allowed to leave school to work for someone other than a parent at home. Another example would be if a parent permitted their child to ride with another parent or student on a trip during school time.

F. Cheating

1. Cheating is acting in a dishonest or unfair manner. Teachers will take the test paper or homework assignment of any student caught cheating and give a failing grade for that particular test or assignment. Parents will be notified immediately in all cases. Teachers should move about the classroom and be alert to the possibilities of cheating. Plagiarism (using another's work as one's own) will result in the same action by the teacher.
2. Students that talk or have to be disciplined while they or others are taking a test will receive a failing grade and removed from the classroom, if necessary. Disciplinary action may follow.

G. Removal from Class

1. Students are expected to conduct themselves as ladies and gentlemen while in class. If the conduct of a student interferes with the work of the teacher or with that of other members of the class, that student will be dismissed to the principal's office.

First removal from a class - 1 hour detention or possible suspension from the class or from school. The parents will be notified, either verbally or in writing, of the removal.

Second removal from a class - suspension from the class or possible suspension from school. The parents will be notified of the removal.

7. If continued dismissals from any one class occur, the parents of the student will be informed and the student will be removed from the course. A failure will be recorded in the permanent records for the semester of that particular course.
8. To gain re-admittance it will be necessary for the student to receive reinstatement from the principal and still not until a satisfactory adjustment has been made.

H. Detention

1. When students are required to make up time after school, the student shall report to the teacher that issued the detention or to the principal's office immediately after school is out. Failure to serve detention may result in additional detention or suspension as determined by the principal. Detention must be served the day of or the following day, as arranged by the teacher that issued the detention or by the principal. Any detentions issued by the office and/or served in the office must be served after school. Detention has priority over any activities including work.
2. Students will be issued one day of in-school suspension on every 4th detention they receive.

I. Suspension and Expulsion.

1. The Board of Education grants the authority to suspend students (in or out of school) temporarily to the building principal. Expulsion from school can be authorized only by the Board of Education upon request by the principal through the superintendent of schools.
2. In-School Suspension.
 - a. In-school suspension will run from 8:30 until 3:30 on school days.
 - b. The number of days suspended will increase with the number of suspensions the student has accumulated throughout the school year.
4. Out of school Suspension.
 - a. Incidents for out of school suspension may include, but are not limited to, any tobacco, alcohol, or drug violation, fighting, or any other incidents as determined by the principal. The number of days suspended will increase with the number of suspensions the student has accumulated throughout the school year and/or the severity of the offense.

*Student athletes who are suspended from school (in-school or out-of-school) are prohibited from participation in practices and interscholastic events during the length of the suspension.

J. Withdrawal from School.

1. Students who withdraw from school shall present to the principal:
 - a. written parental consent.
 - b. written clearance from the guidance counselor.
 - c. written clearance from all teachers as to return of materials
 - d. written clearance from the business office.
2. If records are to be transferred to another school, an additional release form must be signed by the parent.

K. Bullying

1. Bullying -- A definition of bullying -- bullying among children can be defined as intentional, repeated hurtful acts, words or other behavior, such as name-calling, threatening and/or shunning committed by one or more children against another. These negative acts are not intentionally provoked by the victim, and for such acts to be defined as bullying, an imbalance in real or perceived power must exist between the bully and the victim.

Bullying Behaviors:

Name-calling	Mimicking
Indifference and exclusion	Hitting
Kicking	Pushing/shoving
Invasion of personal space	Extortion (money & belongings)
Hazing	Initiation rites
Fistfights	Spitting
Defacing victim's property	Repeated physical attacks
Same gender & cross gender sexual harassment	

2. Cyber-bullying -- is the sending or posting of cruel or harmful texts, or images using the internet, or other digital communication/media such as cell phones. 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 education process so that it markedly interrupts or severely impedes the day-to-day operation 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.

3. It is the Groton Area School's mission to foster a climate that is conducive to learning. Any form of bullying will not be tolerated and is contrary to our district's mission. Students are encouraged to report any form of bullying behavior to a teacher or building administrator. Any bullying behavior will be dealt with in accordance to the school's discipline policy.
4. Individuals who feel they are being harassed should report the incident(s) to the principal. Appropriate disciplinary action will follow and may be reported to law enforcement.
5. A more detailed bullying policy is on file in the school office (Board Policies JFCD and JFCE).

L. Harassment

1. Sexual harassment is a form of misconduct that undermines the integrity of the district's employment and academic relationships. All employees and students must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment refers to behavior that debilitates morale, and therefore interferes with the working or learning effectiveness of its victims and peers. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and file a written complaint with the administration.
2. If a student who files a written complaint is dissatisfied with the handling of that complaint, he/she may utilize the discrimination grievance procedure as described in the Groton Area School District's Policy Manual.
3. Hazing activities of any type are inconsistent with the educational process and will be prohibited at all times. Hazing is defined as follows: Doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in the policy. Appropriate disciplinary action will follow and may be reported to law enforcement.

M. Smoking/Vaping

1. It is unlawful for a minor to purchase, possess, receive or consume tobacco products which includes electronic cigarettes, vaping or to have possession of any vaping device. Any student that is caught possessing or using tobacco products in the school building or on school property is subject to suspension.
2. Any and all students seen smoking or vaping on property adjacent to or near the school grounds should be reported to the principal. The principal will take the appropriate disciplinary action and will also notify local law enforcement.

N. Alcohol and Other Drug Use By Students

The Board recognizes its share of the responsibility for the health, welfare, and good of the students who attend the district's schools. Underage consumption of alcohol and illicit drug use is illegal and harmful and 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 (alcohol and drugs) has become a serious problem in our country. We accept our obligation to establish a positive environment in which these problems can be presented through a comprehensive school drug free program and be addressed locally in a helpful and supportive, rather than a punitive way. One of our goals is to prevent all use by students. Accomplishing this goal, we realize will entail training teachers, counselors and other staff members to educate themselves and the community about the impact of drug abuse. Other goals are to teach staff to identify indicators of alcohol and/or other drug use problems and to know what resources are available to address these problems if they are observed. The administration recognizes that the problems of alcohol and/or other drug use is a school and community issue. Therefore, we are committed to cooperate with agencies and community groups that address these issues.

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

POLICY

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of alcohol and/or other drugs. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs. Students shall not engage in the use of alcohol and/or other drugs.

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

DISCIPLINARY SANCTIONS AND IMPLEMENTATION PROCEDURES

The following procedures will be used in dealing with possession, use, distribution, or being under the influence of alcohol and other drugs:

First Offense - (Other than distribution)

The administration will try to notify the parent(s)/guardians(s) by phone to explain the incident and arrange a conference;

The administration may suspend the student for up to ten (10) days in compliance with student due process procedures;

The administration will notify the parent(s)/guardian(s) in writing by first class mail at last known address of the suspension within thirty-six (36) hours;

The administration may notify available law enforcement authorities;

State and federal regulations regarding special education students will be followed.

The school district will require that students with alcohol and other drug abuse problems seek professional assessment 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 assessed will be commuted to three (3) days. The administration will provide a list of agencies/professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family. The student will be allowed 12 weeks from the date of the offense, to complete the chemical dependency assessment, and to follow through with the prescribed treatment or class/classes. Failure to complete the assessment and prescribed treatment within the 12 week time frame will result in the student serving the remaining 7 days of suspension.

In the event that the violation occurs at the end of a school year the student will still be required to complete the recommended evaluation, complete the recommended class/classes, and if necessary to serve the suspension at the beginning of the next school year.

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.

Second and Subsequent Offenses - (Other than distribution)

The administration will contact the parent(s)/guardian(s) to arrange for a conference.

The administration may notify available law enforcement authorities.

The administration may suspend for up to ten (10) days in compliance with student due process procedures.

Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.

The administration will recommend to the school board that the student be expelled unless the following procedures are followed:

The student must agree to be assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency at his or her own expense; students who agree to be assessed will have their suspension commuted from 10 days to 6 days.

Upon appropriate authorization, the agency or professional notifies the administration that the student has been assessed and does or does not require treatment. If the student is accepting needed treatment, the recommendation for expulsion may be commuted. Fees for this assessment and/or treatment are the responsibility of the student and family. The student will be allowed 4 weeks from the date of the offense in which to complete the chemical dependency evaluation and to begin treatment or classes. Failure to complete the assessment and to begin the prescribed treatment or classes within the 4 weeks will result in the student serving the remaining 4 days of suspension.

In the event that the violation occurs at the end of a school year the student will still be required to complete the recommended evaluation, complete the recommended class/classes, and if necessary to serve the suspension at the beginning of the next school year.

Supplying/Distributing or Selling Alcohol and Other Drugs or Material Represented to be a Controlled Substance - (all occurrences)

Within thirty-six (36) hours, the administration will notify parent(s)/guardian(s) in writing of the suspension.

Supplying or selling chemicals may result in a ten (10) day suspension.

The administration will refer the case to available law enforcement authorities.

A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion. Expulsion may be recommended by the administration.

State and federal requirements regarding special education students will be followed.

ALCOHOL AND/OR OTHER DRUG ABUSE

Students, whose observed behavior indicates possible use of alcohol and/or other drugs will be referred to the building administrator and/or "first-responder" medical personnel will determine whether to contact the parent for further instruction, or immediately seek additional medical treatment. Following the handling of the medical emergency, this Policy Statement for Alcohol and/or Other Drug Abuse will be followed.

O. Weapon Policy

State and federal law as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary or legal action or both shall be pursued by the building principal. Disciplinary action could range from detention to out of school suspension.

A dangerous weapon is defined as any firearm, air-gun, knife or device, chain, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. This is also to include any item that the administration or staff sees as being potentially threatening to the welfare of staff or students.

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, or any school building or other building or premises used for school functions. This would include personal vehicles parked on or adjacent to school property or used for school purposes. An exception would be weapons under the control of law

enforcement personnel, starting guns while in use at athletic events, or authorized supervised school training sessions in the use of firearm.

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 chief executive officer (CEO)/superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

Legal Reference: SDCL 13-32-4.2; 13-32-7; 22-1-2 Improving America's Schools Act of 1994, P.L. 103-382

P. Terrorist Threat/Hoax

1. According to SDCL 22-14A-24 through 22-14A-27, enacted by the 2002 Legislature, the communication of a terrorist threat or hoax is a criminal offense and can carry felony penalties of \$10,000 and 10 years in prison. The activity can be verbal, written, or physical in nature.

Q. Student Conduct Policy

1. Students in the Groton Area School District are expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school; will show consideration for fellow students; and will create a harmonious school atmosphere. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations.

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

Note . . . All situations may not be listed below and each will be handled on a case-by-case basis.

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

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

R. Personal Technology

1. **Personal Technology Device (PTD):** includes but not limited to cell phones, pagers, Walkmans, portable CD players, MP3 players, or iPods.
 - a. Students may possess cell phones and other digital media devices on school property, while in school-owned or school-operated vehicles, and while students are attending or engaged in school-sponsored activities.
 - b. Students may operate personal technology devices before school, after school, at lunch, and during passing times.
 - c. Students **WILL NOT** be permitted to operate devices in any part of the building while classes and/or advisory are in session. For example, you may **NOT** use your cell phone or iPod in the restrooms or hallways while classes are in session.
 - d. **Cell phones will be OFF and out-of-sight in the classroom.**

Consequences of misuse

- 1st Offense: Device will be confiscated for the remainder of the day. Student will serve 1 hour detention.
- 2nd Offense: Device will be confiscated for the remainder of the day. Student will serve 2 hours detention.
- 3rd Offense: Device will be confiscated for the remainder of the day. Parent or guardian will be notified of the 3rd offense, and the student will serve 3 hours Saturday School Detention with the Principal.
+ After the 3rd Offense, the Principal will suggest to the student's parents that their child's device/cell phone remain in the school office during the school day for the remainder of the school year, in order to support the student and family in avoiding a 4th offense and day of ISS for the student.
- 4th Offense: Device will be confiscated. Student will serve one day of ISS during the following school day.
- Subsequent Offenses beyond a 4th will result in one day of ISS for each incident, and the device will be confiscated.

Cameras

1. Cameras: includes but not limited to cameras, digital cameras, iPod cameras, and cell phone cameras
 - a. Taking photos without direct permission from a teacher via a special activity is not permitted. For example, you may **NOT** take photos during lunch, during passing, in the hallways, or in any classroom.

Consequence of misuse

- 1st Offense: Device will be confiscated for the remainder of the day. Student will serve 1 hour detention.
- Subsequent Offense: Device will be confiscated for remainder of the day. Student will spend the next day in ISS.

Cameras

1. Cameras, digital cameras, and cellular phone cameras are strictly prohibited in any areas where an expectation of privacy exists (includes but is not limited to restrooms and locker rooms).

Consequence of misuse

- 1st Offense: Device will be confiscated only to be returned to a parent. Student will receive in school suspension (# of days at principal's discretion), and incident to be reported to the appropriate law enforcement authorities.
- Subsequent Offenses: Student will receive in-school suspension or out-of school suspension (at principal's discretion), and the incident will be reported to the appropriate law enforcement authorities.

*Any use of personal technology is subject to our academic integrity statement, and the granted privileges can be revoked at any time at the discretion of the principal.

S. Grievance Procedure/Due Process

1. All students of the Groton Area School District are entitled to civil rights—including the rights to equal educational opportunity and freedom from discrimination. They also have the responsibility not to discriminate against others. In an effort to assure these rights and responsibilities, if a parent has a particular concern about his/her child's progress or about what is happening on the bus, at school, in a class or activity, he/she should discuss it with the driver, teacher, or director of the activity. If the concern or grievance remains unresolved at that level, or if there is a need to share the concern, contact the principal. If the concern/grievance remains unresolved at that level, contact the superintendent. If school policy is at issue or if the concern/grievance remains unresolved, the parent may request that the superintendent include the subject on the school board meeting agenda. To maintain confidentiality, student matters may be confined to an "executive session" with the Board and administration.

2. As a student if you have been disciplined and feel that it was unfairly administered, you do have the opportunity to appeal. The Groton School Board of Education has outlined specific steps that need to be followed in this event.

Level 1: The school counselor should be scheduled for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The counselor must hold a conference within five days of the date of filing.

Level 2: If a student is not satisfied with the resolution made at level one, she/he may obtain a form from the principal's office to file in writing to the principal for pupil services for an information conference and discussion of said grievances.

Level 3: If a student is not satisfied with the resolution made at level two, he/she may appeal to the superintendent for an informal conference and discussion of said grievance.

Level 4: Complaints that remain unresolved following any action of the superintendent may be referred in writing to the School Board for review. The Board's decision will be final unless an appeal is requested.

T. Bus Conduct

1. The Board of Education provides transportation for all rural students. The bus driver is responsible for the safety of all students and will expect each individual rider to behave accordingly. Rules and consequences are established for students riding the bus and students may be suspended for a specified period of time if behavior is such that it endangers the safety of all students on the bus.

U. Driving

1. Students will not be permitted to drive their cars during the school day except to and from school. Students are not allowed in an automobile at any time during the school day unless special permission to drive or go to the car is obtained from the office.
2. Students are to park their vehicles in an orderly manner. Students' vehicles will be towed, at the students' expense, if they are parked in "no parking" areas or areas designated as "faculty parking."
3. Failure to comply may result in the parents being notified and the student being suspended.

V. Leaving the Building

1. No excuses to leave the building will be granted unless the student can provide the principal with a written request from home or a phone call from his/her parent.
2. No student will leave the building while school is in session for any cause except by permission of the principal or superintendent. In extreme emergency, permission may be granted by an instructor.
3. Students in grades 6-8 will have a "closed" lunch hour. It is felt that the importance of a well-balanced and a nutritional meal is something which plays an important part in the learning that takes place. Students who live in town, and with parents notifying the office, can and will be allowed to walk home for lunch. This does not include going to a friend's house or uptown.
4. Students in grades 9-12 can earn an "open" lunch hour, meaning they will be allowed to leave the building and premises to eat lunch, if they are not on the ineligibility list and have less than 10 absences. All students who do not qualify for open lunch must remain in the gym over the lunch period. Students must also walk to and from their desired destination. Students may ONLY ride in a vehicle with their own parent.

Consequence of misuse

- If a student is found to have been driving or riding in an unauthorized vehicle during lunch open campus privileges will be revoked for one month.
- A second violation of the driving policy will result in the revocation of open-lunch privileges for the remainder of the school year.

W. Office Rules

1. The offices of the superintendent, principal, and guidance counselor are open to all students almost any time to come in and talk over their problems. There is one exception, however, and that is when the office is occupied by another visitor, especially one who may not be a member of the school system. In that case the student is asked not to interrupt. If it is something very important, a knock on the door will summon someone to the student's assistance.
2. Students are not to use the high school office as a place to "loiter." Take care of your business and return to your assigned area.

X. Hall Rules

1. Since many students pass in the halls between classes, several rules have been adopted so the halls may be used expeditiously.
 - a. Students are not to loiter nor congregate in groups in the halls at any time.
 - c. Disturbances of all kinds such as unnecessary noise, jostling, or boisterous conduct are not allowed in the halls.
 - d. No running through the halls or on the stairs.
 - e. No littering.
 - e. Students will keep to their right.
 - f. Students shall observe rules of courtesy and consideration for others at all times.

Y. Study Hall Rules

1. Study hall rules are for one purpose - to give all students an opportunity to pursue their studies. With this in mind, students should use their time wisely and constructively.
2. The following are the study halls rules which will be applied:
 - a. No one may leave until attendance has been taken.
 - b. No one may leave without permission.
 - c. One student may check out to the rest room at a time.
 - d. No speaking without permission.
 - e. Arrangements can be made by the teacher should it be necessary for students to study together.
 - f. No material will be furnished by the study hall teacher.

Z. Dress Code

1. Generally, it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. It is hoped that decisions made by parents and students in these matters will reflect favorable upon the individual student, the school and the community. In the interest of cleanliness, decency, and good taste, restrictions on a student's dress and grooming are necessary when they create danger to the student's health and safety, interfere with the educational process, or cause a disruption in school.
2. For health and safety reasons, shoes are to be worn in the building at all times. Parents should also see that children are dressed properly for weather conditions.
3. Caps (including stocking caps), bandanas, chains, and hats are not appropriate and are not to be worn in the school building during the day.
4. T-shirts, jackets, or other items of apparel that have markings, pictures, or lettering that convey profane language, tobacco/alcohol/illegal drug messages, nudity, or offensive meaning are not appropriate and should not be worn during school or at school functions.
5. Clothing that is too revealing or distracting is not appropriate and should not be worn during school or at school functions. This includes but is not limited to tanks tops, shirts, jeans, shorts, and dresses. Shirts/dresses with spaghetti straps or only one strap are not allowed. Bare skin should not be visible between the bottom of the shirt and the top of the pant/shorts. As a general rule, if in doubt, it's probably not appropriate.

6. For health and cleanliness reasons, students are not allowed to wear coats or jackets when going through the lunch line. Coats and/or jackets will not be allowed in the classrooms.
7. If a student is unsure as to what is considered proper dress, the office will give assistance in this area.
8. Shorts are permitted. Please use good judgment.

*If in question, it will be the principal's discretion whether or not a student has violated the dress code.

**Students that violate the dress code will be sent to the office. The principal will determine whether the student will be issued clothing from the school or whether he/she will be sent home to change.

***The first violation of the dress code will result in a written reprimand. The second and subsequent offenses will result in one hour detention per incident.

AA. Custody

1. If there is a custody situation that the school should be aware of, please call the principal's office to make him/her aware of it. For the child's safety, the principal should be aware of all restraining orders and should have a copy of legal documentation on file in the office. The Groton Area School District shall maintain strict neutrality between parents. Unless a parent gives notification, the District will assume that both parents have the right to contact and visit his/her child at school, have access and copies of student records, report cards, etc., and may leave the school premises with his/her child during school hours.

BB. Line of Authority

1. Superintendent: Joe Schwan
2. High School Principal: Shelby Edwards
3. Elementary Principal: Brett Schwan
4. Business Manager: Becky Hubsch
5. Athletic Director: Alexa Schuring

IV. Computer Network/Internet Terms and Conditions

The Groton Area School District has policies in place which address the following areas:

Acceptable use.
Privileges.
Warranties.
Security.
Vandalism.
Exception of Contract and Terms.
WEB Publishing.
Children Internet Protection Act Policy (CIPA)

*A complete copy of the district's Network/Internet terms and conditions will be explained and issued to each student at the beginning of the school year. Additional copies are available in the principal's office or from the technology coordinator.

V. Extra-Curricular Activities

A. Activities and Eligibility

*Activities include: all sports, cheerleading, POPS concert, music contests, debate, school play, oral interpretation, DI, FFA, FCCLA, FBLA, publications, show choir, etc.

**The local music concerts, excluding the POPS concert, pep band, and High School marching band are considered an extension of the classroom because the majority, if not all, of the practices are held during class time. They do not fall under the eligibility criteria of extra-curricular activities.

***Prom is not to be considered an extra-curricular event.

***Class officers, student council members, and homecoming royalty candidates are elected officials. They do not fall under the eligibility criteria of extra-curricular activities. Students should use their best judgment when voting for students to fill these positions, as they are a representation of our student body and the Groton Area School District.

1. It is recommended that high school students participate in some extra-curricular school activity.
2. Students must pass at least four subjects at the end of any given semester. Those students failing four or more subjects are ineligible for the entire succeeding semester in any extra-curricular activity.
3. In order to participate in a contest or practice, students must be in school for 3 complete academic periods on the day of the event. Special consideration may be given for routine appointments supported by a physician's note or family emergencies.
4. MS students can only miss 8 class periods a week for school activities.
5. Students' grades will be checked every two weeks. If a student has a failing grade in a class at reporting time, he/she will be placed on the ineligibility list. Students will only be added or deleted from the ineligibility list every two weeks. Reporting is typically on a Wednesday and the period of ineligibility begins the following Monday and runs for two full weeks. Students **WILL NOT** be removed from the list for any reason after reporting time *unless* a teacher error has occurred. Due to the uneven number of weeks in a quarter, the ineligibility list will not take effect until the 3rd week of each quarter. An end of the quarter grade over-rides any two-week reporting grade. In other words, if a student has a failing quarter grade on his/her report card, he/she will automatically become ineligible. Semester grades do not affect the ineligibility list.
6. Students may be put on the ineligibility list if they are receiving an "incomplete" grade in a class as a result of an extended absence. Once the work is made up, graded, and is above passing, they may then be removed from the ineligibility list. This applies only to students with incomplete grades, not those that are failing.
7. In order to maintain some sense of mental and physical preparation for the various extra-curricular activities, students are still allowed to participate in practice sessions if they are ineligible.
8. Students are not allowed to travel with the team if they are ineligible because of failing grades.
9. Participation in extra-curricular activities is an important component to the overall educational experience of our students, but it is considered a privilege rather than a right. The Groton Area School District believes that its student-participants, as representatives of the school district, are to be held to a higher academic and behavior standard. Any possession or use of alcohol or tobacco at any time is prohibited. Upon law enforcement notification to the school district pursuant SDCL 26-11-5.1, self-admission, adjudication, or observance of use by staff, the principal will notify the student and his/her parents of an alleged violation of policy and conduct an investigation to determine if there has been a violation of district policy. Upon reaching a decision, the principal shall notify the students and his/her parents the results of the investigation.

For a first violation, the individual will sit out the next two extra-curricular events or contests in which he/she is eligible to participate.

The qualifying event is defined as a qualifying event:

- If the student participates to the full extent in the activity, group, club, or sport, including all practices and competitions as normally required by the coach or adviser.
- If the student has been a member of the activity, group, club, or sport beginning the first eligible date.
 - Failure to complete the obligations may result in the reinstatement of the full penalty.

*No more than one activity per calendar day may count for the purpose of serving the consequence.

For a second violation, the individual will be suspended from extra-curricular activities for one year. The suspension may be reduced to thirty calendar days or four events, whichever is longer, provided the individual participates in a chemical dependency evaluation by a certified chemical dependency counselor and agrees to follow the recommendations or course of treatment directed by the chemical dependency counselor.

For a third violation, the individual will become permanently suspended from involvement in extra-curricular activities.

*The term *extra-curricular*, as defined by the Groton Area School District, means any activity sanctioned by the SDHSAA as well as any other school-sponsored activity.

10. Any possession or use of marijuana or other controlled substances as defined in chapter 22-49 at any time is prohibited. Upon issuance of a ticket by law enforcement, adjudication, self-admission, or observance by staff, the individual will be suspended from participation in extra-curricular activities for a period of one year.

For a first violation, the activity suspension may be reduced to thirty calendar days or two events, whichever is longer, provided the student participates in a chemical dependency evaluation by a certified chemical dependency counselor and agrees to follow the recommendations or course of treatment directed by the chemical dependency counselor. The evaluation is to be completed no later than 12 weeks from the date of the offense. Failure to complete the evaluation and to provide evidence of completion of the prescribed treatment or classes will result in the student serving the remaining initial suspension.

In the event that the violation occurs at the end of a school year the student will still be required to complete the recommended evaluation, complete the recommended class/classes, and if necessary to serve the suspension at the beginning of the next school year.

For the second violation, the individual will be suspended from participation in extra-curricular activities for a period of one year. The one-year suspension may be reduced to sixty calendar days, or six events, whichever is longer, provided the student completes an accredited intensive prevention or treatment program. The student will be allowed 4 weeks in which to complete the evaluation and to begin the recommended treatment or classes. The student will be allowed the time prescribed in writing by the evaluating chemical dependency specialist in which to finish the treatment or classes. Failure to complete the prescribed treatment or classes in the time prescribed will result in the student serving the remaining initial suspension.

In the event that the violation occurs at the end of a school year the student will still be required to complete the recommended evaluation, complete the recommended class/classes, and if necessary to serve the suspension at the beginning of the next school year.

For a third violation, the individual will become permanently suspended from involvement in extra-curricular activities.

*The term *extra-curricular*, as defined by the Groton Area School District, means any activity sanctioned by the SDHSAA as well as any other school-sponsored activity.

B. Activity Tickets

1. Upon enrollment in this high school, the student is encouraged to pay a student activity fee of \$30.00 (grades 6-12). This will admit the students to all regularly scheduled home athletic contests, except tournaments, and all music concerts, except pops concert.
2. All student participants in activities for which an activity stipend is paid are required to purchase activity tickets, as a condition of participation, since they are the "primary beneficiaries." (Example: All sports; Marching Band; Cheerleading; Debate; Play, Oral Interpretation; Show Choir; DI; FFA; FBLA, FCCLA; Publications; etc.)

C. Athletic Physicals

1. In order to be in accordance with S.D.H.S.A.A. regulations, each student who participates in school athletics at Groton will be required to take a physical. The physical now required is more comprehensive and detailed than the old previous one. Therefore, parents must now make the appointments with your family doctor. The physical is required only every third year.
2. Students are required to complete the following forms each year: Parent's Permission, HIPAA, Interim Pre-Participation Health Questionnaire, Consent for Medical Treatment, Concussion Awareness, and other forms as may be required by the SDHSAA. Students must complete all of the required forms prior to participation in any practices or competitions.
3. All students participating in athletic programs at Groton Area School will be required to participate in the ImPACT Concussion Management program.

D. Awards System

1. Award systems are operative in areas of sports, music, speech, library, FFA, FCCLA, attendance, and scholarships. Awards are attained by superior endeavor in a given activity, and it is expected the goals set will be met fully as outlined by the department.

E. Band/Show Choir Uniform and Instrument Rent

1. A \$10.00 band uniform rental fee will be charged to those students assigned a uniform. Instrument rent is \$40.00 for percussion instruments and \$60.00 for other instruments per year, 1/2 of the amount to be paid at the end of each semester.

*The instrument rental fees are subject to a further increase in future years.

2. There will be an \$80 participation fee for all show choir participants. There will be a \$40 participation fee for show choir pit/crew members.

F. State Tournaments

1. Students may attend the state tournaments if they are not on the ineligible list and if their parents contact the school and request that their child be excused. Work must be made up in advance. AAU wrestling is not a school activity. Wrestlers going with their parents will be excused.

VI. Miscellaneous

A. Registration

1. Preliminary registration is held each spring. In registering, certain subjects are required, but beyond that the choice is left to the student with the advice of their parents and counselor. Subjects that the student will take in the fall are determined by the spring registration and few changes will be made. If class changes are made, the parents must sign change slips.

B. Class Changes

1. If it becomes necessary to change your program during the year, go to the Opportunity Coordinator Office to request a program change. No program change can be made without request from the parents, consultation with the Opportunity Coordinator and teacher, and approval by the principal. All class changes must be completed within the first five days of the semester.

C. Medications

1. Students in grades 6-12 are responsible for self-administration of any medications (prescription or OTC).
2. The policy guidelines on self-administration of medications (as prepared by the SD Department of Health) is on file in the high school office.
3. All student medications including antibiotics, prescriptions, and OTC products will be stored in the office.

D. Notification of Illness/Injury

1. In the event that a child is injured at school, the staff will attempt to handle any minor injury as best we can. For any head or major injury, parents will be notified immediately.

E. Insurance

1. It is recommended that students participating in school sponsored athletic contests carry insurance. All other students may carry the school insurance and thereby will be insured for school hazards as defined in the policy.

F. Open Enrollment

1. Applications to open enroll South Dakota students in another public school will be accepted throughout the year.
2. A student who is a legal resident of another South Dakota district seeking to transfer to Groton Area School District must make application to both the resident and non-resident districts. The application must be on triplicate forms provided by the Department of Education. The application must be made by the student's parent or guardian or by the emancipated student. (Parental authority is recognized as the resident custodial parent.)
3. The application will be approved or disapproved if the transfer does not result in an inability to provide a quality educational program by the Groton Area school board, and the applicant and resident district must be notified of the decision within five (5) days of the decision. Applications will be reviewed in the order received.

*More information regarding open enrollment is available from the superintendent's or principal's office.

G. Lockers and Locker Checks

1. Each student will be provided a locker. Students are expected to keep their lockers neat and clean at all times. It is strongly recommended that you do not leave anything of value in lockers. Skateboards are not allowed to be stored in student lockers.
 - a. The use of a combination lock in grades 6-12 will be optional, however students are strongly encouraged to keep their lockers locked at all times. Students will be able to check out a lock for their assigned locker at no cost. The locks will be collected at the end of the year.
2. Students will be required to keep their coat/jacket, hat/cap (including stocking hat), lunch bags, and backpack in their student locker.
 - a. Students will be allowed one warning, at which time the student will be required to take their belongings to their locker.
 - b. Second and subsequent violations will result in one hour detention per incident. Detentions will be issued and served the day the violation occurs.
3. Lockers are the property of the school district and subsequently subject to inspection by school personnel at any time. This may include the use of "drug sniffing" dogs.

*If "drug sniffing" dogs are utilized, vehicles parked on or adjacent to school property may also be checked.

H. Textbooks

1. Textbooks are furnished free of charge to students. It is the student's responsibility to see that books receive the best of care. Fines are assessed in case of unusual wear, willful destruction, or for loss of book.

I. Gold Key Program

1. A National Honor Society has been established at Groton High School. Candidates are selected from the junior and senior classes at the completion of the first semester. To be considered, a student must have a "B" grade average and submit an application for consideration. Academic grades apply only.
2. A student must attend Groton High School one full semester before he/she is eligible.
3. Candidates are selected by the high school faculty and administration. The following criteria are used in making evaluations:
 - a. Service
 - (1) Willingness to render service to the school when called upon
 - (2) Willingness to do committee or staff work
 - (3) Readiness to show courtesy by assisting visitors, teachers, and students
 - (4) Willingness to represent the school in inter-class or inter-school competition
 - (5) Willingness to render service to community

- b. Leadership
 - (1) Demonstrates leadership in classroom or home room
 - (2) Demonstrates leadership in promoting school activities
 - (3) Successfully holds school offices or positions of responsibility
 - (4) Contributes ideas which improve civic life of the school
 - (5) Exerts type of leadership which directly influences others to do better
- i. Character
 - (1) Meets individual pledges and responsibilities promptly to school and teachers
 - 1. Demonstrates highest standards of attitude toward honesty and reliability
 - 2. Constantly demonstrates desirable qualities of personality such as cheerfulness, friendliness, neatness, poise, and stability
 - 3. Shows courtesy in classroom to all students

Once selected, a member must maintain a "B" average or face expulsion from the society.

The National Honor Society was founded by the National Association of Secondary School Principals in 1921. There are over 11,000 chapters in our nation's schools. Its objectives are high; consequently those selected are well-rounded, complete students, of which we hope there will be many from our school. A member of the National Honor Society is a preferred candidate for a college scholarship and admission will become one of the goals of all those who enter Groton High School.

J. Report Cards

- 1. Students will receive report cards every nine weeks.
- 2. Students' grades are available on-line through DDN Campus. For information on how to access your child's grades contact the technology coordinator for the Groton Area School District.
- 3. For parents who do not have internet access, periodic progress reports may be issued for those students who need to be monitored more closely. These reports should not take the place of direct communication between the teacher and parent(s).

K. Parent-Teacher Conferences

- 1. Parent-Teacher conferences have been scheduled for September 28th and February 15th. Parents may make appointments for additional conferences with teachers or the principal by telephoning the school office anytime during the year.

L. Teacher Qualification

- 1. All teachers of core academic subjects must hold at least a bachelor's degree, have full state certification, and demonstrate knowledge in the core academic subjects they teach. For information regarding your teachers' qualifications, contact the superintendent's office.

M. School Cancellations

- 1. Information as to the cancellation of school because of bad weather will be broadcast via the school district's mass communication system. It is essential that each household has accurate contact information on file at the school office in order to receive these important announcements. Announcements will also be broadcast on television stations KSFY and KELO and through the local newspapers.

N. Student Organizations

- 1. Each high school class will be assigned faculty advisors. All class meetings are to be called by the president with the approval of the advisors, and the time and place of the meeting will be announced to all class members in advance, avoiding undue conflict.

2. Treasurers are to deposit all money promptly with the business office, and no money may be withdrawn unless approved by the organization and advisor.
3. At the end of their senior year students can vote to donate remaining class funds to any administration approved charity or cause as long as at least half of the funds go back to the school.
4. The same procedure applies to FFA, FCCLA, G-Club cheerleaders, student council, etc.

O. Telephone

1. A telephone is available for student use in the office. Students should remain vigilant to use the telephone for important calls only and are asked to exercise good judgment pertaining to the use of the phone. Whenever possible, students should initiate outgoing calls from the office.

P. Assemblies

1. Assembly programs are usually planned in advance with the aim of providing entertainment, information, and an opportunity to build good citizenship. Sometimes the talent is drawn from the student body, and sometimes it is furnished by agencies outside school.
2. Students should file in and out of assemblies in an orderly manner. Failure to do so will result in regimentation.
3. Students are required to attend assemblies. Conduct at an assembly should be that which would meet standards of courteous behavior in any audience.
4. Full and courteous attention should be given at the performance, and wholehearted cooperation should be given the leaders of the pep assemblies.
5. Hand clapping is the only acceptable kind of applause. Booing will absolutely not be tolerated.

Q. Dances

1. No dances or student gatherings can be scheduled at school unless authorized. Authorization must come through the principal. All school dances must be supervised by four to six adults. Drinking, smoking, and the use of drugs by students and guests at school functions is prohibited. The administration will advise chaperones as to when doors will be closed for dances.

R. Homecoming Floats

1. A maximum of \$50.00 can be expended on a float for Jungle Day from class funds. Any amount in excess must be raised by special assessment upon class members.

S. Church Night

1. Ordinarily there will be no school activities Wednesday evenings. This allows the student to take part in the youth activities of his/her church.

T. Memorials

1. During the time of a tragedy we become very emotional, and it becomes difficult to set a dollar amount on what to spend for memorials. In such case, all classes will be limited to \$50.00, and class advisors must be notified before the purchase is made.

U. Opportunity Coordinator/MS School Counselor

1. There is an Opportunity Coordinator on staff at Groton Senior High School. The coordinator will assist you in securing the best education possible by helping plan your high school program, aiding in selecting your occupation, and helping to provide information of available support resources for both academic and emotional referral needs. There is a Middle

School Counselor on staff at Groton Jr. High School that will support and assist students in learning about the world of work and supporting any individual emotional needs or referrals that students may have.

V. Hot Lunches

1. Hot lunches will be served daily, and breakfast will be available each morning school is in session.
2. Meals are to be paid in advance. School policy limits meal charges to five meals per student.
3. Prices will be set by the Groton Area Board of Education.

W. Junior/Senior Visitation.

1. Visitation includes jobs shadowing and/or college campus visits.
2. When possible, college or trade school visitations should be arranged during days when our school is not in session such as parent/teacher conferences, teacher workshops, spring break, etc.
3. Students will be allowed two visitation days each of their junior and senior years. Students cannot use a visitation day during the semester in which they have reached or exceeded the excessive absence rule.
4. Students cannot attend a visitation day if they have already been absent from school during the week of the visitation or if they anticipate being gone following the visitation. Any exceptions to this policy must be granted by the principal.
5. Students should use the following procedure when planning a visitation day:
 - a. Bring a written permission slip from the parents excusing them for day of the tour – submit the letter to the Opportunity Coordinator.
 - b. Pick up a make-up slip in advance and have work completed before leaving.
 - c. Students cannot use a visitation day during the time that they are on the ineligibility list.

X. Guidelines for Senior Privileges.

1. Students must have at least a 2.0 GPA at the end of the 2nd quarter of their senior year. Students receiving early senior privileges may not have more than one “D” at the time of privilege granting. When 3rd quarter grades are finalized, students may not have more than one “D”. An “F” on the 3rd quarter report card automatically disqualifies a student from receiving privileges for the entire fourth quarter. If there is any question of the student not graduating, privileges will not be granted and/or may be revoked as needed. Students on the ineligibility list will NOT have privileges during the duration of that reporting period.
2. If the student receives any detentions for their tardy, misbehavior, etc., during the fourth quarter, privileges will be revoked for a period of time deemed necessary by the principal. Privileges will be revoked if a student skips school for any period of time or receives suspension during the fourth quarter. If a student has received any suspension during the first three quarters of his/her senior year, privileges will start two full weeks after privileges begin.
3. If a student has more than 10 absences during the first three quarters of his/her senior year, privileges will start two full weeks after the 4th quarter begins. If a student has more than 10 absences during the second semester, in any given class, which are not doctor supported, privileges will not be granted or will be revoked at that point. Privileges will also be revoked if a student has an unexcused absence in any class.
4. If a student is seen smoking or vaping by a school official while school is in session, privileges will be revoked.
5. Students are allowed to drive during their senior privileges. Any abuse of the driving privileges will result in senior privileges being revoked. Senior privileges will also be revoked if a student is driving or riding with any other student(s) that does not have privileges.

6. Students must meet all of the above criteria in order to qualify for senior privileges. Any other situations not outlined in the policy will be handled by the principal.
7. A sign-in/sign-out sheet will be used when a student arrives at school, leaves during his/her study hall, or leaves at the end of the day.

AA. Non-Accredited Education Policy (on file in principal's office).

BB. Disaster Drills

1. A disaster drill should be held in each building a minimum of twice a year.
2. Instruction in disaster drill procedures shall be given to students the first week of school.
3. Disaster drills shall be held without warning and varied in procedure to give the pupils the experience of varying disaster possibilities.
4. Order rather than speed shall be stressed in disaster drills. Definite instructions shall be furnished teachers and pupils as to the quickest route to safety during disaster drills.
5. The entire corridor around the library/computer lab is the safest. Classrooms and large open areas are not safe.
6. The following is a list of the areas to be used in the event of a disaster warning:
 - a. Rooms 202, 204, 206, and 208 move downstairs to the south.
 - b. Rooms 210 and 212 take the back stairs and sit along the north computer lab corridor.
 - c. Computer lab and shop classes move to the west side hallway of the computer lab.
 - d. Room 222 and room 218 move down the west stairs and use the west side hallway of the computer lab.
 - e. Rooms 214, 215 (Opportunities Classroom), 216 take the north stairs and move to the area by the biology room.
 - f. Rooms 220, 224, and 226 move downstairs to the west side hallway of the computer lab.
 - g. Rooms (102), 104, guidance office (106), and 122 step outside of the classroom into the hall.
 - h. Rooms 118 and 120 step 15 feet out of the classroom and use the west side hallway of the computer lab.
 - i. Room 109 move out into the hallway to the east.
 - j. Library and Room 308 move to hallway west of conference rooms.
 - k. Room 302, 304, music, and 306 move out into the hall by the biology room.
 - l. Gym classes use the locker room or bathroom.
 - m. Kitchen use the staff dining room.
 - n. Girls' and boys' locker room stay put.
 - o. Weight room move to the boys' locker room.
7. Everyone must move to these areas and sit down with their knees drawn up close to the chest, with the head down, and arms covering the head. Avoid the auditorium, gymnasium, or other structures with wide free-span overheads with poorly supported roof.

CC. Fire Drills

1. A fire drill should be held in each building a minimum of twice a semester during the school year. The drills should be held in a timely manner as to take advantage of the weather.
2. Instruction in fire drill procedures shall be given to students the first week of school.
3. Fire drills shall be held without warning and varied in procedure to give the pupils the experience of varying fire possibilities.
4. Order rather than speed shall be stressed in fire drills. Definite instructions shall be furnished teachers and pupils as to route and manner of exit during fire drills.
5. Every teacher shall be familiar with the location of fire extinguishers in the building and shall be informed regarding the location and operation of fire alarms.
6. The following is a list of the exits to be used by each of the rooms in the event of a fire drill.
 - a. Rooms 202, 204, 206, 208, 210, 212, 224, and 226 use the front stairs and exit through the front entrance.
 - b. Rooms 214, 215, 216 use the north stairs and exit by the band room.
 - c. Rooms 218, 220, and 222 use the west stairs and exit the west entrance by the shop.
 - d. Rooms 108, 109, 110 and GO use the north exit by the guidance office.
 - e. Rooms 104, 106, 118, 120, and 122 use the South exit.
 - f. Room 109 use the east door and exit out the north side of the building
 - g. Computer lab exit out the west side of the building.
 - h. Shop classes use the shop exits to the west.
 - i. Rooms 302, 304, and 306 use the east corridor entrance.
 - j. Library and room 308 use the east entrance.
 - k. Gym classes use the nearest exit.
 - l. Kitchen use the north entrance.
 - m. Boys' locker room and weight room use the north entrance.
 - n. Girls' locker room use the north entrance by the kitchen.
 - o. Music room use the west exit.
7. Teachers should make sure all windows in the rooms are closed before leaving. If smoke or flames block an exit, keep calm, think, and find an alternative exit. Walk rapidly. Do not run, push, or jump down the stairs.

BB. School Song

“FIGHT ON”

Fight on for Groton High
We are all here
We're here to cheer!
Fight on for Groton High
For victory!

Tigers fight with all your might
To beat that team tonight
FIGHT! FIGHT!

Fight on for Groton High
We all will fight
With all our might
Fight on for Groton High
For victory!

Tigers fight will all your might
To beat that team tonight
FIGHT! FIGHT!

GO! FIGHT! WIN!