

JONES COUNTY SCHOOL DISTRICT 37-3

Home of the Jones County Coyotes

PO Box 109
Murdo, SD 57559

Grades K-6

305 Jefferson Ave.
Phone: 605-669-2297
Fax: 605-669-3248

Grades 7-12

404 Jackson Ave.
Phone: 605-669-2258
Fax: 605-669-2904

School Website: <https://jonesco.k12.sd.us>

Mrs. Lorrie Esmay, Superintendent
Mrs. Missy Herr-Valburg, Dean of Students
Mrs. Beth Feddersen, Business Manager
Mrs. Lenae Tucker, Activities Director/ Secretary
Mascot: Coyote
School Song: Notre Dame Victory March

Jones County School Song

Come on and Cheer
Cheer for Jones County High
Blue and Orange our colors to fly
Come on team and let's get hot
Don't let the _____ get a shot
Win win this contest tonight
Show the _____ how we can fight
We must never show defeat
But victory for Jones County High
C-O-Y-O-T-E-S

JC/White River Wolverine School Song

Hail! to the Wolverines
Hail! to the Blue and Black
Let's go, Let's fight and win tonight
Let's go Wolverines!
Come on and work tonight
Let's win, win this fight tonight
Let's go. Let's fight and win tonight
Let's Go Wolverines!
W-O-L-VE-RI-N-E-S
Wolverines

Hail! to the Wolverines
Hail! to the Blue and Black
Let's go, Let's fight, and win tonight
Let's Go Wolverines!

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JONES COUNTY SCHOOL DISTRICT 37-3

Dear District Parents and Students:

Enclosed you will find policies and procedures that govern Jones County students in the Jones County School District (hereinafter “District”). Together the Jones County School Board (hereinafter “Board”), administration and staff have developed these guidelines to make the educational environment safe for children of all ages. The Jones County School District Parent/Student Handbook (hereinafter “Handbook”) gives an overview of the expectations and responsibilities of both the students and parents, but it certainly does not encompass all situations that may arise. The staff, administration, and Board have the discretion to use their judgement when dealing with student actions. Not all proceedings are black and white and we ask the cooperation of students and parents when these circumstances arise.

Please take some time to read this Handbook and become familiar with its contents. It is our hope that this Handbook will be helpful to parents as they guide their children on the path to educational success.

****On file in business office and on District website* <https://jonesco.k12.sd.us>

BOARD OF EDUCATION

Andy Rankin—President

Jessie Tucker—Vice President

Scott Mathews—Member

Levi Newsam—Member

Rachel Talich—Member

PHILOSOPHY AND PURPOSE STATEMENT

The District has been created by the patrons of the Jones County attendance area to ensure continued quality education substantiated by an adequate tax base.

The District is uniquely located in the sparsely populated west river area of South Dakota. The District is comprised of an elementary/middle school and a middle school/high school attendance center located in Murdo. The economy of this area is primarily dependent on agriculture, and secondarily relies on services provided for I-90 tourist traffic.

The District recognizes that its prime function in education is to adequately prepare the youth of this area for their future position as citizens in a rapidly changing and highly mobile society. The Board and administrative staff shall make every possible effort to secure a highly trained staff that is capable of providing the broad as well as the in-depth body of knowledge that will be universally accepted as necessary for the citizens of tomorrow. The District shall realistically plan and provide services and facilities for the District and community. Teachers and other supportive staff shall be consistently involved in providing an adequate education for each individual student. As preparation for this process, administrators, teachers and support staff shall be involved yearly in some type of in-service, workshop and/or continuing education. The teaching/learning process for each student shall include the meeting of all state requirements for each grade level and subject area. Reinforcement and/or remediation for those below grade level will be provided. Whenever facilities for the District and services and personnel cannot be practically provided, every attempt shall be made to combine or share with another district of like circumstance in this area of South Dakota.

All future planning by the District shall be oriented more toward the individual and less toward the group. A concentrated effort shall be made to provide activities so that all students can actively participate in areas of their interest and choice. There shall be special emphasis on necessary life skills for every student.

The philosophy is formulated to serve and hope that all students shall become constructive members of society with a wholesome appreciation of life.

MISSION STATEMENT

The District believes the educational focus should be the development of students of all abilities. Most of all, to produce motivated and competent learners, capable of solving the intellectual, emotional, and ethical problems they encounter, and of reaching their personal goals.

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NON-DISCRIMINATION NOTICE

It is the policy of the Board of the District to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, with regard to public assistance, age or disability, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection.

The District has implemented a management system to comply with the provisions the Federal Anti-Discrimination Laws pertaining to schools. The District will evaluate on a continuous basis the District's operation in terms of the requirements of federal and state law prohibiting discrimination and will modify any aspects of the District's operation not in conformance. Remedial steps will be taken to eliminate the present effects of past discrimination, data will be maintained of any modifications made and upon request, and this data will be forwarded to the U.S. Department of Education.

The District has appointed a Title IX Coordinator who has responsibility for the implementation of provisions of Civil Rights Law, who has designed and implemented a training program to acquaint the District's staff with its civil rights responsibilities, who has established and published a grievance procedure for students and staff as required under provisions of Title IX and who has and will disseminate the District's non-discriminatory policy to clients, the general public and others.

****On file in business office and on District website <https://jonesco.k12.sd.us>*

CHANGES TO POLICIES AND STUDENT/PARENT HANDBOOK

The information in this handbook is provided for students and parents. It is accurate at the time of printing, but is subject to change when deemed appropriate. Any such changes may be implemented without prior notification and, unless specified otherwise, are effective when made. The online handbook is the official version of the handbook. Visit <https://jonesco.k12.sd.us> for the most current information.

CIVIL RIGHTS

The District in compliance with the Office of Civil Rights Guidelines which is based on the following authorities: Title VI of the Civil Rights Act of 1964 (Race, Color, National Origin), Title IX of the Educational Amendments of 1972 (Sex), Section 504 of the Rehabilitation Act of 1973 (Disabled), informs its students and staff and all parties to whom this might pertain that educational programs or activities and employment opportunities will be offered without regard to sex, race, color, national origin, or disability. Any questions about any of these may be directed to Superintendent, Jones County School District 37-3; PO Box 109; Murdo, SD 57559; phone number (605) 669-2258. You may further contact the Regional Director, Department of Education; Office of Civil Rights; Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, MO 64106, Telephone: 816-268-0550, Fax: 816-268-0599, TDD: 800-877-8339 Email: OCR.KansasCity@ed.gov Any student or staff who feels he/she has been aggrieved may contact the Superintendent's office for procedures to follow for complaints alleging any discriminatory practice.

COMPLAINT POLICY AND PROCEDURE

If a District patron has a complaint involving a District staff member or District policy, the following procedures shall be followed:

1. Step 1—If complaint pertains to District staff, complainant should make an appointment to visit involved staff.
2. Step 2—If Step 1 fails to resolve complaint—complainant should put the complaint in writing, sign and present it to assigned administrator. A conference with the administrator to resolve the complaint shall take place.
3. If Steps 1 and 2 fail to provide a justifiable answer to complaint—complainant should notify the superintendent and a conference will be arranged.
4. If complaints cannot be solved with the superintendent, a notice should be given to the superintendent that complainant desires to appear before the Board.

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Complaints

Parents or students who have other complaints about the District should follow the procedure adopted by the Board for handling complaints. The procedure asks that the complaint be brought to the attention of the person who is seen as the closest to the problem. If this action does not produce satisfactory results, the complaint should be taken to the person's supervisor. If still not satisfied, the superintendent should be consulted and if the complaint is still not resolved, the Board may be brought into the matter. As an example, a person who feels a teacher is not doing something right in a classroom should discuss the problem with the teacher. If the person is not satisfied as a result of this discussion, the person should discuss the matter with the teacher's supervising administrator. If still not satisfied, the matter should be taken up with the superintendent and if satisfaction is still not received, then the person may ask to be placed on the agenda of the next regular Board meeting and the matter taken up with the Board. This same policy applies to student activities.

***Forms on file in business office and on District website <https://jonesco.k12.sd.us/default.aspx>.

COMPLAINT POLICY FOR FEDERAL PROGRAMS

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

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly to the school they choose, as well as at the District's Homeless Liaison's Officer, Lorrie Esmay. The parent, guardian, or unaccompanied youth shall be provided with a written explanation of the District's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved. If the complaint remains unresolved, the stakeholder may address in writing the complaint to the South Dakota Department of Education.

EQUAL OPPORTUNITY EMPLOYMENT

It shall be the policy of the District to recruit and select for employment the best-qualified applicant for each position without regard to, race, color, national origin, or handicap, nor shall any person be denied employment or professional advancement solely because of sex or marital status.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) requires that the District annually notify all parents of their rights under the law. Under the FERPA law, parents have the right to:

1. Know the location of all records kept on a student; including computerized data;
2. Inspect and review all educational records; to receive explanations and interpretations of the records; and to obtain copies upon request;
3. Request to amend educational records believed to be inaccurate, misleading or in violation of a student's privacy;
4. Request an impartial hearing if the District refuses to amend an educational record; and
5. The assurance that no student record will be disclosed without informed parental consent, except to persons with a legitimate educational interest.

If you have a question regarding the FERPA, please call the District at 669-2258. Complaints regarding violation of rights accorded parents and students should be submitted to the Superintendent of Schools of the Jones County School District, or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave, S.W., Washington W.C. 20202-5901.

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Student Records—Directory Information

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate District personnel, be accessible to the student's parents, legal guardian, or the student in accordance with law and yet be guarded as confidential information.

It will be the responsibility of the superintendent to provide for the proper administration of student records in keeping with the state law and federal requirements, and to standardize procedures for the collection of necessary information about individual students throughout the District.

FERPA requires that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain District publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; or
- Sports activity sheets, such as for basketball, showing height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1. The District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports

***Complete copy on file in business office and on District website <https://jonesco.k12.sd.us>

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LINE OF AUTHORITY

1. Jones County School Board
2. Lorrie Esmay, Superintendent/Elementary Principal
 - K-6 Student Affairs
 - Special Education Director
3. Missy Valburg, Junior High/High School Dean of Students
 - 7-12 Middle School/High School Student Affairs
 - Truancy Officer
4. Beth Feddersen, Business Manager
 - School Business Affairs
 - Fiscal Programs Agent

PUBLIC NONDISCRIMINATION STATEMENT

The District does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. In compliance with applicable federal laws and regulations, the Board has appointed the following person to handle inquiries regarding the non-discrimination policies:

504 Coordinator

Missy Valburg, Dean of Students
Jones County School District
PO Box 109
404 Jackson Avenue
Murdo, SD 57559
Phone (605) 669-2258

Title IX Coordinator

Missy Valburg, Dean of Students
Jones County School District
PO Box 109
404 Jackson Avenue
Murdo, SD 57559
Phone (605) 669-2258

South Dakota Regional US Office for Civil Rights:

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd Floor, Suite 320
Kansas City, MO 64106
Telephone: 816-268-0550
Fax: 816-268-0599, TDD: 800-877-8339
Email: OCR.KansasCity@ed.gov

OPPORTUNITIES AVAILABLE FOR ALL STUDENTS

The District will make modifications to its programs, facilities, employment practices, and activities to accommodate all qualified individuals with a disability. The District will assure that all educational services will be provided and offered to all students including disabled/disadvantaged students. The District assures that all students will receive an equal opportunity to achieve educational benefits including vocational technical education programs

ASBESTOS NOTIFICATION

Asbestos is a naturally occurring fibrous material with excellent insulation and fire retardant properties. Asbestos is also a health hazard, especially when it is inhaled. Recently, the adverse health effects associated with asbestos have come into the limelight, due to increased scientific inquiries into these health problems.

Asbestos is a serious problem that affects all states, including South Dakota. Mandates from the United States Environmental Protection Agency (EPA) have been raised which require state government and all educational institutions to begin addressing asbestos abatement. Health hazards

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associated with asbestos exposure have been well established and provided the basis for their concerns.

The EPA has mandated that all private and public schools must conduct an asbestos assessment, to determine if their facilities contain asbestos. By October 12, 1988, all schools must submit to their respective state Governor, a plan for management of asbestos in their facilities.

(AHERA) Asbestos Hazard Emergency Response Act requires that we notify you in writing and it must be documented that you were notified.

The elementary building in the District has a certain amount of contained asbestos. The business office also has on file the Management Plan. The Management Plan shall be available, without cost or restriction, for inspection by representatives of the state, the public, including teachers, other District personnel and their representatives and parents. The District may charge a cost to make copies of management plans.

BAD WEATHER AND ROADS

Situation 1—Inclement weather is threatening or apparent and the **opening** of school for the day is questionable.

- The superintendent will make a decision based on the weather conditions observed and the advice and recommendations thus obtained from others nearby and bus drivers.
- In all cases, the final decision as to whether or not to send children to school on questionable days shall rest with the parents.
- If the decision reached is NO SCHOOL FOR THE DAY, the following procedure shall be in effect:
 - A call will be sent from Infinite Campus “School Reach”
 - News stations: KELO and KSFY will be notified.

Situation 2—School is already in session for the day and inclement weather is threatening or apparent and the **continuation** of school for the day is questionable. (After consultation with the various individuals, the decision will be made as to whether or not buses will operate.)

- School is being closed; **buses will operate.**
- Administration will notify the respective personnel under their supervision as to the decision to dismiss school for the day and time for the anticipated bus arrival.
- The superintendent will notify “School Reach” and the various news media.

Situation 3—School is being closed and **buses will not operate.**

- Experience has taught us that South Dakota weather is extremely unpredictable and that we should be prepared to accommodate students who are unable to return to their respective homes for the night.
- During the first few weeks of school each fall, each rural student attending elementary school in Jones County will be asked to provide the name of an emergency contact.
- Again, it is emphasized that the final decision will rest with the parents or guardian. This is especially true in the rural areas. Parents are urged to watch the local weather conditions during periods of inclement weather to help assure the safety of their children.

Situation 4—Weather is inclement to the degree that the decision is made to hold school with a late start.

- If we have a late start, 10:00 is our normal starting time.
- Classes will run on an abbreviated school schedule.

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CHILD CUSTODY

If a parent has a court order that limits the right of the other parent in matters such as custody or visitation, a copy of that order must be placed on file in the administrator's office. Unless the court order is on file in the office, District officials cannot be expected to abide by it. Parents should provide the District administrator with the name and address of non-custodial parents. The non-custodial parent has a right to certain information about the child such as report cards. These will be mailed to the non-custodial parent whose address is on file in the office.

COMMUNICABLE DISEASES (STUDENTS)

Students who are afflicted with a communicable contagious and/or infectious disease and who are infected with communicable parasites or who are liable to transmit such a disease or parasite may be excluded from school. The Board recognizes the need and right of all children to receive free and appropriate education. The Board further recognizes its responsibility to provide a healthy environment for all students and District employees. A determination of whether an infected student be excluded from the classroom or District activities shall be made on a case-by-case basis, under the direction of building administrator or designee. In situations where the decision requires additional expertise and knowledge, the building administrator will refer the case to an advisory committee for assistance in the decision-making.

The advisory committee may be composed of the following:

1. Representative from the State Health Department;
2. Student's physician;
3. Student's parents or guardians;
4. Dean of students/principal or designee;
5. School health professional;
6. Superintendent or designee; or
7. Primary teachers.

In making the determination, the advisory committee shall consider:

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

The advisory committee may officially request assistance from the State Department of Health. If it is determined that the student will not be permitted to attend classes and/or participate in District activities, arrangements will be made to provide an alternate educational program. If that requires personal contact between student and District employees, only trained volunteer employees shall be utilized. Public information will not be revealed about the student who may be infected. If the student is permitted to remain in the school setting, the following procedure will be followed by the superintendent/principal. Information will be provided, as appropriate, to District employees who have regular contact with the student, as to the student's medical condition and other factors needed for consideration. Health guidelines for District attendance are established and interpreted within the context of the case. The guidelines are not inclusive but are available to be used as a resource. District personnel will refer to school health professionals for specific judgments in interpreting the guidelines. Instruction in appropriate handling of blood and body fluids will be provided.

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COUNSELING

- Provide information and resources for parents on a variety of issues.
- Assist with future planning and preparation.
- Make referral to other agencies when necessary.
- Work collaboratively with parents for the best interest of the student.

Confidentiality between Student and Counselor

The counselor has an obligation to the student to keep what is shared in a counseling session confidential unless it falls under one of the following exceptions:

- There is intent by the student to harm him/herself;
- There is intent by the student to harm someone else;
- The activities the student speaks of put his/her life at risk;
- The student speaks of situations that may be considered child abuse or neglect;
- By law the situations above must be reported to the proper reporting agency or persons; or
- In the event that a parent wishes the counselor to share any other information rendered during a counseling session, the counselor prefers to first obtain permission from the student.

CHURCH NIGHT

Wednesday nights have been reserved for church activities. No formal District events will be scheduled by students or teachers on Wednesday nights. The District is not responsible for conference, district, region or state events that are sometimes scheduled on Wednesdays. Practice sessions must be concluded no later than 6:30 p.m.

DRILLS

FIRE

Fire drills are held throughout the year without advance notice. The sounding of the fire bell is the signal to vacate the building for practice or because of fire. Teachers, students and custodians must leave the building. Fire drill routes are posted in each classroom and practiced so students become familiar with route.

- Signal—continuous horn.
- Directions for fire drills.
 1. Leave all equipment in the room and leave the building in an orderly manner using the regular exits.
 2. Move at least seventy-five (75) feet from the building. Remain in groups so that roll call can be taken by teachers.
 3. Do not get excited; remain calm and quiet as possible
 4. Four drills are held per school year.

TORNADO

- Notification is given over the intercom also without advance notice after one practice.
- Students are shown where and how to sit in the hallway.
- For the most protection inside a building, you should go to the inner hallway.
- Drills are held for staff and students so they are aware of where to go for safety.

CRISIS

- Drills are held for various scenarios.
- One may be where classrooms continue with regular classes, but doors are locked and shades are drawn.
- Another drill may be where students hide out of sight of a possible intruder and remain quiet until all clear sign is given.

Another drill may include removing students from the building to a safe location. These practices ensure a smooth transition in case of severe weather or if other dangerous situations arise.

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FIRST AID

Pupils requiring first aid can secure service from the business office or elementary office after first obtaining permission from the teacher in charge. School nurse or designee shall administer medications.

HARASSMENT

Harassment, whether it be physical or verbal, will not be tolerated within the District. Any conduct that has the effect of unreasonably interfering with an individual's academic, extracurricular, or work performance or of creating an intimidating, hostile or offensive educational environment regardless of intent may be interpreted as either physical or verbal harassment. Any student who believes he or she has been a subject of physical or verbal harassment by another student or District employee should report this incident immediately to the administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Such action could consist of suspension and or expulsion depending on the severity of the situation. Confidentiality consistent with due process will be maintained. If a student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

HEAD LICE

Sometimes there have been isolated cases of head lice in the District. To prevent the problem, we ask that parents check their child's hair for lice. Use a bright light to look for small silvery eggs (nits) that are attached to the individual hair, close to the scalp. Head lice live mainly at the back of the head behind the ears, but are also found near the hairline above the forehead. If lice are discovered, please do not send children back to school until this has been treated with medicated shampoo. All members of the family should use the medicated shampoo at the same time. Bedding and washable clothing should be washed in hot water followed by a hot dryer cycle, and dry clean items that cannot be washed. Thoroughly vacuum carpet, upholstery, mattresses and pillows. The District gratefully appreciates your cooperation in helping us control this problem. The school nurse will do routine head checks as needed. Please call the school nurse if you have any questions.

HOURS (SCHOOL)

- Students in Grades K-6
 - Begin the school day at 8:20 and dismissal at 3:35. Bus students load at 3:30
 - Students in Grades K-6 must remain in the entry hallways until supervising teacher arrives
- Students in Grades 7-12
 - Begin the school day at 8:16 with dismissal of 3:35 with bus students loading at 3:30.
 - Students in Grades 7-8 must remain in the hall outside their classroom until supervising teacher arrives
 - Students in Grades 9-12 must remain in the locker area unless previous arrangements have been made with a staff member
- Punctuality is an important lesson for a student to learn. All children are expected to be on time. A good District citizen takes pride in an excellent attendance record. Students riding the bus and who are late because of bus trouble or poor road conditions will not be counted tardy.

GRIEVANCE (STUDENT)

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices:

1. That a District rule is unfair.
2. That a District rule or regulation discriminates between students based on sex, age, race, color, religion, national origin or handicap.
3. That an unfair procedure has been used in arriving at a punishment.

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If a student has a grievance, he/she should present it in writing to the following:

Level I—The administration shall schedule an informal discussion of said grievance with the student. It is expected that many grievances may be resolved at this level. The administrator must hold a conference within five (5) days of the date of filing.

Level 2—If a student is not satisfied with the resolution made at Level I, he/she may appeal to the superintendent for an informal conference and discussion of said grievance.

Level 3—Complaints that remain unresolved following any action of the superintendent may be referred in writing to the Board for review. The Board's decision will be final unless an appeal is requested.

On all three levels, an informal conference is to be held within five (5) days of the date of filing the complaint so that no student's complaint shall consume more than fifteen (15) days in all. The burden of proof is upon the student to show that a rule is unfair, is discriminatory or that an unfair procedure (lack of due process) has been perpetrated. The final resolution of the grievance is to be in writing at the administrator's level and designed to provide the student with a basis for resolution of the program as originally stated in the complaint.

INCLEMENT WEATHER PROCEDURE

School will be held unless otherwise announced. Since we live in a large attendance area where weather conditions may vary, parents should judge the advisability of sending children to school during adverse weather conditions. Whenever possible, notification will be made the night before.

ACCEPTABLE NETWORK AND INTERNET USE POLICY

Introduction

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

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

Acceptable Use

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

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

All members of the staff who wish to use the Network must sign this AUP to confirm that the staff person has read and understands this policy and agrees to abide by it. Each student must sign this AUP annually to confirm that the student has read and understands this policy and agrees to abide by it. Students must also have their parents/legal guardian sign this AUP annually and submit it to the District.

Rights and Expectations

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- A. Free Speech—Student’s right to free speech and access to information applies to their use of the Internet. The District may restrict access to materials for valid educational reasons. The District will not restrict access to information and ideas based on viewpoint discrimination.
- B. Privacy—Students should expect only limited privacy in the contents of their personal files on the District Network and records of their Network and online activity. Student’s parents/legal guardian have the right to request to see the contents of their child’s Network account and e-mail files at any time.
- C. Due Process—The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the District Network.

Supervision and Monitoring

Student use of the Network will be supervised by staff in a manner that is appropriate for the age of the students and circumstances of use. Electronic devices used by students will be positioned so that the screens are generally visible to facilitate supervision. The District will also monitor student Network use. Users will be made aware that they have a very limited expectation of privacy when they using the District Network and Internet.

Prohibited Use

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

- A. Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyright materials;
- B. Selling or purchasing illegal items or substances;
- C. The use of email addresses (“harvesting”) from the Global Address List;
- D. Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- E. Circumvention of the District’s Technology Protection Measure/filter to access block sites;
- F. Disclosure of minors’ personal information without proper authorization;
- G. Student’s disclosure of personal information such as the student’s name, address, phone number, password or social security number, to other users when engaging in online activities;
- H. Causing harm to others or damage to their property, such as:
 - 1. Deleting, copying, modifying, or forging other users’ names, emails, files, or data; disguising one’s identify, impersonating other users, or sending anonymous or irrelevant messages;
 - 2. Damaging computer equipment, files, or the Network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 - 3. Using any District computer to pursue “hacking,” internal or external to the District; or
 - 4. Accessing, transmitting or downloading “chain letters” or any type of “pyramid schemes;”
- I. Engaging in uses that jeopardize or lead to unauthorized access into others’ accounts such as:
 - 1. Using another’s account password(s) or identifier(s);
 - 2. Interfering with other users’ ability to access their accounts(s); or
 - 3. Disclosing your own or anyone’s password to others or allowing them to use your account(s).
- J. Using the Network for commercial purposes:
 - 1. Using the Network for personal financial gain, advertising, promotion, or financial gain; or
 - 2. Engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Resource Limits

- A. Students will not download or print large files unless absolutely necessary.
- B. Students will limit their usage of printing files, pictures or images in color unless absolutely necessary.
- C. Excessive use of the District Internet system may raise a reasonable suspicion that you are using the system in violation of District AUP.

Off-Premise Use of Network

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

Cyberbullying

The District's Network, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyberbullying. The term "cyberbullying" includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate or hurtful emails, instant messages, text messages, digital pictures or images, or web site postings, including blogs.

- A. All forms of cyberbullying are unacceptable and viewed as violations of this AUP, Internet Safety Policy, Distant Learning Policy and the Handbook and will be treated accordingly.
- B. Students, parents/legal guardians, community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material. A copy of the material should be brought to the attention of an administrator or teacher.
- C. In situations in which cyberbullying originated from a non-District computer, but brought to the attention of District officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also violate a District policy. Such includes, but is not limited to, threats, or making a threat off District grounds, to harm a member of the District staff or a student.
- D. Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyberbullying.
- E. Any kind of threat that is communicated or when a hate crime is committed, it shall be reported to local law officials.

Education about the Safe and Responsible Use

Teachers, administrators and students will learn about issues related to the safe and responsible use of the Internet. Students will receive instructions about protecting their personal information when on the Internet. The District will also be providing information to parents/legal guardian about these issues.

Penalties

Penalties for violating the AUP may result in:

- A. Restricted network access;
- B. Loss of network privileges; or
- C. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

Disclaimer

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

Enforcement

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

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

DISTRICT SPONSORED TRIPS

Pupils authorized by the District to go on sponsored trips must ride in the conveyance both ways unless specifically approved by the administration or the teacher/coach/driver in charge, to go with his/her parents or other properly sponsored conveyance. Only in this way can the District be certain that all pupils are accounted for and that pupils will be at scheduled places at scheduled times for a scheduled group or individual activity.

FUND RAISING

All fund raising must be approved and monetary limits will be set by administration. Guidelines for fund raising are as follows:

1. Fund raised must be deposited and/or withdrawn through an account in the name of the organization in the business office.
2. Only approved and recognized clubs and organizations of Jones County School District will be considered for fund raising.
3. Projects will be considered from the standpoint of service or goods rendered.
4. Any moneys raised and not spent will remain in account for next year's use or used for purchase of item/services for school improvement or student involvement.

CLASS ORGANIZATION

Each class will have a class organization

PURCHASES POLICY

Under no condition should students charge supplies of any type without permission of the instructor in charge or clearance from the administration. When such permission has been granted, the student shall make sure that he or she signs the order indicating the group or organization and brings a copy of the order back to the instructor who authorized the purchase. Copies of the tickets must be returned to the business manager after the purchase has been made for accountability reasons due to internal control policies required by federal and state governments.

LUNCH AND BREAKFAST

Lunch Account Policy—It is expected that students will have money in their lunch account to cover the purchase of any meals or al a carte items. When a student's lunch account balance is zero, the student will be allowed to continue to charge up to \$10 to their account for the meal only. No al a carte items (extra entrees, extra milk, juice, water etc.) will be charged to the account. All students must have money in their account to purchase any al a carte items. When a student's account reaches the \$10 charging limit, they will no longer be able to purchase a meal until additional funds are deposited in their account. Students eligible to receive free meals will always be allowed to receive the regular meal, but must have money in their account to purchase any al a carte items.

Notices are sent home with students when their balance falls below \$15 for full priced students and below \$5.00 for reduced priced eligible students, so be sure to check with your student for any notices that may have been sent home. Parents may also check their student's lunch account balance by calling the high school office at 605-669-2258. When a student's account balance falls below \$0, notices will be mailed home and/or parents called using the parent messaging system. If a student's lunch account balance reaches the \$10 charging limit, they will also be given the opportunity to call a parent before lunch to make payment arrangements, or they may bring their own sack lunch from home. Please note if

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choosing to bring a sack lunch, that in agreement with the District's Wellness Policy, pop and energy drinks are not allowed in the lunchroom. In addition, there are no microwaves available.

Guests and parents are always welcome in the lunchroom; however, they must bring money in order to purchase a meal. The cost of an adult or guest lunch is \$3.60, and an adult or guest breakfast is \$2.10. Please keep this in mind especially if your student is bringing a friend to visit for the day.

Free/reduced priced meal applications are mailed to each District household prior to the beginning of the school year or given directly to parents when a new student is enrolled. If you think, you may be eligible for free/reduced priced meals, please return your application prior to your student starting school. Free or reduced priced meal benefits cannot be granted until a completed application is on file. If you do not receive one, you may pick one up at the high school office. If your income or household situation changes at any time during the school year, you may apply for free/reduced benefits at that time.

Paid Lunch and Breakfast Prices

Breakfast		Lunch	
Grades K-12	\$1.75	Grades K-5	\$3.05
		Grades 6-12	\$3.05
Extra Breakfast Entrée	\$1.10	Extra Lunch Entrée	\$ 1.65
Extra Cereal	\$.95	Extra Milk	\$.50

Breakfast

- Served from 7:45-8:10.
- Students must be in lunchroom by 8:00 to have time to eat breakfast. You can drop your child off at the breakfast/lunch room. An adult will walk students back to elementary at 8:15.

Lunchroom Guidelines

- All students are encouraged to eat lunch at the lunchroom.
- All students eating at the lunchroom will remain seated until dismissed by the supervisor.
- Boisterousness or unruly conduct at the school lunchroom is to be corrected by the supervisor.

Rules for Lunchroom

1. First ten (10) minutes of lunch will be quiet/whisper so students can eat.
2. Walk—NO RUNNING!
3. Talk in low voice—no shouting.
4. Hands and feet to yourself!
5. No throwing or smashing of food.
6. Follow traffic directions.
7. No sharing of food.
8. If you bring a lunch, it must be eaten in the lunchroom.
9. If on a sidewalk or in hall must be quiet due to classes that are still in session.

Breaking the Rules in the Lunchroom

1. Student will be reprimanded by supervisor. If your supervisor is not the Grades K-6 classroom teacher, the supervisor must report incident to classroom teacher.
2. First offense will be handled by supervisor and classroom teacher.
3. Second offense will be handled as in Step 2 except the building administrator will be notified and the building administrator will notify parents.
4. Third offense will be handled as in Step 3; the result may be suspension from the lunchroom.

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MEDICAL

Guidelines from the State Department of Health impose restrictions about medications taken at school. No student shall hold prescription or non-prescription medication in his/her possession while attending school. Both non-prescription and prescribed drugs should be given to the teacher or office personnel when arriving at school. If a student needs to take any type of medication, please send the medication with complete instructions for administering the medication.

- **Prescribed medications should be in their original containers.**
- **The District does not have non-prescription supplies such as aspirin to administer to students.**

If medication is required for students in order to help them function in the school setting, the parent/guardian should contact the administrator for further guidelines. Paperwork will need to be completed and signed in the District office before medications can be administered in school. Please send no more than 30 pills at a time.

POLICE QUESTIONING AND APPREHENSION

Law enforcement officers may not remove a child from a District building for questioning while the child is properly in attendance, without permission of the child's parent, regardless whether the child is below or above sixteen (16) years of age. However, the situation would be different where an enforcement officer has a warrant for the child's arrest or an order signed personally by the judge of the children's court. Also, where a crime has been committed on school premises, pupils may be questioned in the District without parental consent.

SEXUAL HARASSMENT POLICY

Policy—It is the policy of the District that sexual harassment is unacceptable and shall not be tolerated, that no member of the District community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

Definition—Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- Submission to or reflection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual.

Regulations—Whether the incident(s) occurs on District property, out of District or by electronic means, if such conduct has the purpose or effect of reasonable interference with an individual's academic or work performance or is creating an intimidating, hostile or offensive employment or educational environment it shall be considered sexual harassment.

Accountability—Sexual harassment is illegal under both South Dakota (Executive Order 81-08) and federal (Title VII, Title IX) law. In some cases, it may be liable to prosecution under the criminal sexual conduct law. All reported incidents of sexual harassment will be promptly and thoroughly investigated and all substantiated acts of sexual harassment will result in immediate and appropriate corrective action. Confidentially consistent with due process will be maintained.

Reporting—Any employee or student who feels that he or she has been subjected at school or in the work place, to sexual harassment should report the incident immediately to his or her immediate supervisor and /or to the superintendent. If the immediate supervisor is involved in the activity, the violation should be reported to that supervisor's immediate supervisor. Students may report such incidents to the administration. Resolution of complaints or problems may be pursued informally or formally at the option of the person who feels he or she has been subjected to sexual harassment.

The faculty, staff, administrators and students of the District are responsible for maintaining a working and learning environment free from sexual harassment. It is the obligation of each employee and student to become fully informed of the provisions of this policy and assure individual compliance. To assure dissemination of this policy, copies will be posted at appropriate locations.

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RETENTION

The District attempts to identify students who are at risk of academic failure and offer those students appropriate remedial interventions during the school year. These interventions may include, but are not limited to the following:

- Tutorial assistance;
- Extended learning time; or
- Modifications in curriculum and/or instruction.

However, in spite of interventions, some students may not successfully meet standards for promotion to the next grade. The decision of promotion or retention is based on what is best for the individual student.

Students shall not be promoted to the next grade level based solely upon age or any other social reason unrelated to academic performance. A student, who is retained at the end of the school year, may be given the option of attending a District-sponsored summer school program if one is conducted. Should the student successfully complete the summer school program, he/she may be promoted to the next grade level in the fall. Students who do not attend summer school or who do not successfully complete the summer program will continue in the same grade level.

Middle School (Grades 5-8):

Guideline 1: To be promoted, the student must achieve satisfactory report card grades.

- Pass four (4) core subjects with a grade of 69% or above.
- Core subjects include:
 - Reading;
 - Math;
 - Language arts;
 - Social studies; and
 - Science.

Guideline 2: To be promoted, the student must attend school on a regular basis.

- A student is allowed seven (7) unexcused absences per semester.
- Excused absences will be addressed in accord with the Handbook.

Procedures and Timetable (Grades 5-8)

The promotion standards and retention criteria apply to all regular education students. However, in every case, the building administrator shall make the final determination regarding the retention of students in accordance with District policies.

It is the intent of the District to provide parents with timely information regarding the possible retention of their child. Following are the steps in the retention process:

- During the entire school year, students at risk of failure are identified through such means as teacher referral, report card grades, special reports and attendance. Parents will be notified of the difficulties their child is experiencing through conferences, phone conversations, and/or written notices (such as report cards, special reports, etc.). Appropriate remedial interventions will be implemented to assist and support these students.
- Regular parent-teacher conferences are scheduled for the fall and winter. Additionally, parents or teachers may request a conference at any time to discuss progress.
- Building administrators will maintain a list of students to be considered for possible retention. This list will be updated after each grading period and notification will be sent to parents regarding possible retention. However, because school attendance and fourth quarter report cards are used as criteria in determining retention, not all parents may receive written notification after each grading period.
- The building administrator or his/her designee will direct that a student profile be developed. The profile will include at least the following:
 - Student's age appropriate grade level;
 - Student's academic history;
 - Student's attendance record;

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- Student's conduct record;
- Diagnostic, standardized, and academic test records;
- Intervention measures that were implemented;
- History of home/District communications;
- Parent, teacher, and if applicable, student comments; and
- Other information requested by the administrator or his/her designee or parent.
- A letter indicating retention of the student will be sent to the parents at the end of the fourth grading period. Included in this letter will be information regarding summer school. Promotion or retention will also be indicated on the student's report card.
- Parents of students who attend summer school will be notified by the building administrator as to whether their child successfully completed the summer program and if he/she will be promoted to the next grade in the fall.

Intervention Procedures. Students experiencing academic difficulty and at risk for retention are to be identified as early as possible within the first grading period of enrollment. After being identified, an intervention plan is to be developed to assist each student to meet standards for promotion. The following intervention procedures are to be utilized prior to the retention of a student.

Description	Timeline
Teacher identifies students not demonstrating satisfactory achievement of learning objectives identified in the core curriculum areas.	As early as possible after the end of the first grading period of enrollment.
Teacher Assisted Team (TAT) team will meet and develop strategies to assist student mastery of needed skills.	Within (10) ten days after identification, a parent conference will be held and an intervention plan will be developed.
Intervention plan is implemented and reviewed.	TAT team will meet to discuss.
TAT team reconvenes for the student not demonstrating satisfactory achievement of the learning objectives identified in the core curriculum areas. If retention is being considered, the administrator will send a written notice to parents.	By the end of the third grading period.
The final authority for promotion or retention rests with administration.	Administration will notify the parents of any student being retained by mail prior to the issuing of the last report card.

WEAPONS POLICY

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

State and federal laws as well as Board policy forbid the bringing of dangerous or illegal weapons to school or District 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 superintendent.

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

No dangerous weapons are permitted on any District premises, District vehicle or any vehicle used for District purposes, in any District building or other building or premises used for District functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at fire ranges, gun shows, and authorized supervised District training sessions for the use of firearms.

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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 poisonous gas.

SENIOR OPEN CAMPUS

The senior class students may be excused from study halls the last nine weeks of the school year with Board approval. To be eligible for open campus students must meet all the below criteria:

- **Grades**—Students must have at least a “C” average, with no more than (1) one “D” during the preceding quarter. An “F” during the preceding quarter automatically disqualifies a student from receiving privileges for the entire fourth quarter. Must be in good standing with Dual Credit classes. If there is any question of the student not graduating, senior open campus will not be granted.
- **Behavior**—If a student receives any detentions for tardiness, misbehavior, etc., privileges may be revoked for the remainder of the quarter.
- **Attendance**—If a student has more than seven (7) absences the first semester, in any given class, which are not excused, privileges may not be granted.
- **No Driving**—Students will not be allowed to drive during the school day, unless their open campus period is at the very end of the day.
- **Sign-in/sign-out sheet**—Students must sign in the office before leaving the building for open campus, and when returning prior to their next class.
- **Returning to campus**—Eligible senior students should return to their assigned class upon returning from open campus.

TITLE I

Parents Right-to-Know - Title I Part A, Section 1111 (h) (6)

At the beginning of each school year, any school receiving Title I funds shall notify the parents of each student in their district and let them know that they may request, and the school will provide the parents in a timely manner, information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived. (Authority to Act) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certificate or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents may also request additional information on the level of achievement of their child in each of the state academic assessments. If you would like this information, please send a letter to the School Assessment Coordinator—Missy Valburg, PO Box 109, Murdo, SD 57559.

Parent Involvement

Jones County Title I ensures parents that their child will receive adequate opportunity to meet their special needs. The following activities may be included in the program:

1. Notifying a child’s parents that the child has been selected to participate in Title I.
2. Informing parents that Title I activities and regular classroom activities will be coordinated.
3. Reporting a child’s progress to their parents.
4. Providing materials and suggestions to parents upon request to help them promote the education of their children at home.

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Jones County Title I will hold at least one formal parent meeting during the school year. Another meeting opportunity is parent-teacher conferences. A parent may request a meeting with the Title I staff at any time during the school year. Advisory plans may include:

1. Information concerning the Title I program plans and evaluations.
2. Involvement of parent's suggestions in planning, developing, and implementing the program.
3. Opportunity for parental input to achieve objectives.
4. Training programs for teachers and parents.

A survey for Title I parents will be sent home at the end of the school year. Information requested from parents will include strengths and weaknesses of the Title I program, changes needed on the Parent Involvement Policy, and suggestions for improvement.

Reading and Math Programs

The Title I programs are highly individualized. Children differ in their learning potential, and achievement must be judged in relation to the child's learning capacity. These children are given special attention until they reach their full potential or cease to progress within the program. All students are thoroughly evaluated before they are assigned to the reading and math programs. No child will be placed into this program unless it is felt he/she will benefit from the program. Students who are assigned to these programs will remain in the regular classroom for a majority of their school day. As soon as these children have reached their potential, they will be taken out of the program. The purpose of the Title reading and math programs is to correct poor habits and to improve the children's skills until they have reached their full potential. The reading and math programs are able to serve a limited number of children; therefore, it is necessary to set up a priority system giving preferences to those in the preferred grades and those showing the greatest discrepancy between their present classroom performance and present grade levels. It must be noted that through their knowledge of the child, educational expertise, and close cooperation with the specialized teachers, the regular classroom teachers provide a great deal of talent needed to make our specialized programs a success.

TRANSPORTATION RULES AND REGULATIONS

The District provides bus transportation to Grades K-8 students who travel from Draper and White River.

Claims for School Transportation are allowed for students that have residence in Jones County, Grades K-8, that are not on the bus route. Transportation allowance for distance actually traveled by the shortest route on publicly traveled roads after the first five (5) miles. If children from more than one family are transported in the same vehicle, payment shall be made to only one family. Claims for mileage **MUST** be filed with the Business Manager the last day of school for payment at the June, 2020 meeting. Failure to respond by the specified date may waive your right for reimbursement. Mileage forms can be found on the school website jonesco.k12.sd.us under School Policies or you may request a copy from the High School Office

In order to keep the buses on schedule, any student who fails to meet the bus at the scheduled time will be left to be transported by the parents, with no mileage reimbursement. Routes and time for pick-up will be set up by the bus driver and superintendent. Buses will pick up students when it is feasible to do so. Changes may occur if drivers feel that distance is a factor for the safety of students. Parents with concerns about bus safety procedures and policies should contact the school bus driver serving their area.

School Bus and Transportation Rules and Regulations—The driver of a school bus is in complete charge of the passengers and the bus. The driver's relationship with the students is on the same basis as that of a teacher in the classroom. Bus transportation of students is a privilege, conditioned on courteous behavior and observance of the rules for bus riding. The safety of the bus and its passengers requires total cooperation from everyone. The driver's duties include reporting to the superintendent the names of any students who persist in violating the rules and regulations of safe riding. Repeated violations may lead to short-term suspension, long-term suspension or expulsion from bus riding privileges.

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1. Students should always be at the bus stop at a reasonable time before the bus is scheduled to be there. Students should remain a reasonable distance from the roadway while awaiting the arrival of the bus.
2. Bus riders do not cross the road to load or unload. Bus riders who must cross the street or road must wait until the bus is completely stopped and the bus driver clearly signals riders to cross.
3. Students will enter the bus in an orderly fashion and go directly to a seat. Students must stay in their seats and in a sitting position when the bus is in motion.
4. Bus riders shall leave their seats only after the bus has come to a complete stop at their bus stop.
5. Students will keep their hands, arms and heads inside the bus.
6. Inappropriate behavior is not permitted.
7. All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles.
8. Students shall not eat or drink on the bus without the driver or supervisor's permission.
9. Students shall help to keep the bus clean and sanitary on the inside. Do not throw articles inside of the bus or out the bus window.
10. Students shall not write or display obscene words or pictures.
11. Students shall not intimidate other students.
12. Students may not carry or have in their possession tobacco, alcoholic beverages or illicit drugs nor may they be under the influence of alcohol or illicit drugs in any degree on school buses.
13. Students are expected to be courteous and obedient to bus drivers at all times.
14. Pre-school and high school students will be allowed to ride the bus if there is sufficient room and they acquire prior permission from either the route driver or superintendent.

The first report of a violation of bus rules will result in disciplinary action by the superintendent, which may include up to a three (3) day suspension of bus privileges. The second violation could result in up to five (5) days suspension of bus privileges. The third violation could result in up to ten (10) days of suspension of bus privileges. Subsequent violations may result in a suspension of bus privileges for up to the remainder of the school year.

VIDEO SURVEILLANCE CAMERAS

The Jones County School District may utilize information gathered from video surveillance as evidence in disciplinary action and/or criminal prosecution. This includes on district transportation, in district buildings, and on school grounds. The Jones County School District may utilize information gathered from audio surveillance on district transportation as evidence in disciplinary action and/or criminal prosecution.

VISITORS

Classroom visitation by parents is encouraged. **Please check in at the office when entering the building.** Because of the schedule and flexibility of each classroom, it is suggested that parents contact the teacher before a visitation is made. Other children will not be permitted to "visit" in the classrooms without teacher and administration approval. This includes brothers, sisters, friends, and relatives. If you have questions regarding visitation, contact the administration.

I. ACADEMICS

PROGRESS REPORTS (ACADEMIC)

In compliance with SDCL 13-26, our school term consists of the required hours of actual classroom instruction. This is subdivided into two (2) semesters; each semester consisting of two (2) nine-week periods. Each mid-nine week period, staff members will print grades and submit to office who will send out an academic progress report to parents of students that are having difficulty in subject matter, work habits and/or school behavior. Upon receiving such a report, the parents are urged to contact their student's teacher.

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ELIGIBILITY

Let it be noted that the District encourages participation in all activities and District sponsored activities; however, academics come first. All students will need to be eligible, academically or otherwise stated, to participate in activities. Academic eligibility will be checked on a regular basis by administration for all students in grades 5-12. It will be expected that all participants of interscholastic contests, as sanctioned by the South Dakota High School Activities Administration (SDHSAA), meet the requirements set forth by that governing body <http://www.sdhsaa.com/Portals/0/PDFs/Handbook/Athletics/3-ConstitutionByLaws.pdf>, as well as, the District requirements. Students active with Future Farmers of America (FFA) will meet the requirements set forth by the local, state and national governing body https://www.ffa.org/SiteCollectionDocuments/about_constitution.pdf, as well as, the District requirements.

Students must pass at least four (4) subjects at the end of any given semester. Those students not passing at least four (4) subjects are ineligible for the entire succeeding semester in any District sponsored activity.

Academic Eligibility

Grades will be checked weekly to determine academic eligibility. Checking will begin after the first two full weeks of school, two weeks after the nine-week period and two weeks after the semester ends. Grades will be checked by 9:00 am on Monday or, in the event of a District closure, the first school day of the week.

A student is deemed ineligible if any weekly posted grade is an “F”. The ineligible period will last from Monday through Sunday. Students who are found to be ineligible may not participate in District sponsored activity (not to include Prom) for the remainder of the week. Students that are ineligible are not allowed to travel with the team/group to out of town contest/events, but are expected to participate in practice sessions during the ineligible period.

If the student is ineligible for three or more consecutive weeks, the student will not be allowed to participate in practice sessions, and will be required to work with teacher(s) he/she is ineligible for after school until the student is once again eligible.

At the end of the fall semester, students who are found to be ineligible will continue to be ineligible through the Christmas Break until the start of the spring semester. Ineligibility status will not be carried over from spring semester to fall semester.

Chorus and band are co-curricular programs that are used as part of a student’s grade. A student may not be withheld from participation in regularly scheduled chorus or band events due to academic ineligibility if that event is a graded event.

DISTANCE LEARNING POLICY

***On file in business office and on District website <https://jonesco.k12.sd.us>

STUDENT COUNCIL—CONSTITUTION OF THE STUDENT ASSOCIATION

Preamble: We, the members of the student body of Jones County High School, in order that we may obtain a more effective student government, widen our scope of learning, provide for individual equality, promote, better student—faculty relationships, encourage and develop a more pleasant atmosphere in our inter-school activities, and secure the blessings and wealth of this knowledge to ourselves, and the future students of this District, do ordain and establish this constitution.

Article I—Membership Student Association

1. All regularly enrolled students of Jones County High School shall be considered members of the student association.

Article II—Officers of the Association—There shall be elected:

1. A president, from the junior class, who shall preside over all meetings of the association and council, make appointments, and be responsible for effective leadership of the council and association.

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2. A vice president, from the sophomore class, who shall meet the same qualifications as for the office of the president and assume all the duties and responsibilities of the president when the president is absent or at the discretion of the council. The vice president will plan, organize, and coordinate all social functions sponsored by the association or council.
3. A secretary-treasurer, from the freshmen, sophomore, or junior class, who shall keep an accurate account of all meetings and assume the management of the association and council funds as directed by the faculty advisor.
4. All elected officers of the student council must have maintained a "C" average or above the year prior to election.
5. All elected officers of the student council must have been enrolled at Jones County High School 18 weeks preceding the election.
6. Elected officers of the student council are not eligible for class offices during their term of office.
7. A parliamentarian and sergeant-of-arms from the freshman, sophomore or junior class who is active on the council and doesn't already hold a council office shall be appointed by the advisor and president as soon after May 1 as possible. They will be responsible for keeping the meetings running smoothly and properly.

Article III—Elections

1. New council officers will take office on May 1 and continue until that date of the following year. Class representatives and presidents will also become members of the council at this time but won't take class office until the beginning of the next school year.
2. Five (5) school days prior to the election, a candidate will place their name in nomination by submitting a petition containing the signatures of ten percent (10%) of the members of the Student Association five (5) school days prior to the election.
3. The existing council shall adopt any rules and regulations concerning campaigns as are considered necessary.
4. Election will be by secret ballot. The faculty advisor will tally all ballots and the results will be announced at the annual spring awards night
5. If no candidate files for any office the existing council shall appoint such officers prior to the end of the school term.

Article IV—Meetings

1. The council shall meet at least once per month during the school year.
2. The president, upon recommendation of the faculty advisor, may call a meeting of the student association whenever necessary.

Article V

1. The council shall have all powers necessary and proper to promote the academic and social welfare of the student association with the consent and recommendation of the faculty advisor.

Article VI—The Council

1. The membership shall be as follows:
 - (a) The president of each class, grades 7-12
 - (b) An elected representative from each class, grades 7-12
 - (c) The duly elected officers as set forth in Article II.
2. All members of the council shall have voting privileges except the president, who shall vote only in case of a tie.

Article VII—Student Organizations and Activities

1. Any recognized association, club, or activity may be represented by representatives with debating, but not voting privileges when business that is pertinent to said organization is being conducted by the Council.

Article VII—Faculty Advisor

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1. A faculty advisor appointed by the administration shall be responsible for promoting the work of the council, advising the council in their work and representing the administration and faculty at meetings of the council and association.

Article IX—Amendments

1. Amendments shall be proposed by a majority vote of the council.
2. The student association shall approve the amendment by a two-thirds (2/3) majority vote.

Article X

1. The constitution will be in effect upon the approval of two-thirds (2/3) of the members of the student association on April 1 of the school year in which it is adopted.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society (NHS) is one of the highest honors that can be awarded to a high school student. The NHS works to bring the accomplishments of outstanding students to the attention of parents, teachers, peers, and community. Chapters all across the nation strive to give practical meaning to the society's goals of Scholarship, Service, Leadership, and Character. These four ideals are considered as a basis for selection of NHS. No student is inducted simply because of a high academic average. The NHS strives to recognize the total student.

Steps to Become Eligible for Membership in Jones County NHS

1. Cumulative GPA—3.5 for sophomores, juniors, and seniors.
2. Fill out and return an application resume.
3. Approval by faculty council—considers attitude, extra/co-curricular activities, church, and community involvements and conduct in the classroom.

Article I—Name and Purpose

- Sec 1. The name of the local chapter shall be "The Orange and Blue Chapter of the National Honor Society" as granted on March 1, 1979 by the National Organization.
- Sec 2. The purpose of the Chapter is to create enthusiasm for scholarship, to stimulate a desire to render service to the school and community, to promote leadership, and to develop character.
- Sec 3. The chapter shall be under the supervision of the National Honor Society chapter adviser and the Jones County High School dean of students.

Article II—Local Chapters

- Sec 1. Each school with chapter shall pay an annual affiliation fee approved by the NASSP Board of Directors.
- Sec 2. No annual dues will be charged to Jones County NHS members.

Article III—The Administration

- Sec 1. The administration shall reserve the right to approve all activities and decisions of the chapter.
- Sec 2. The administration shall appoint a chapter adviser and faculty council members.
- Sec 3. The administration shall receive appeals in cases of nonselection of candidates, and the disciplining or dismissal of members.

Article IV—The Chapter Adviser

- Sec 1. The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and the community.
- Sec 2. The chapter adviser shall maintain files on membership, chapter history, and activities. The chapter adviser shall complete the annual survey and submit it to the national office.
- Sec 3. The chapter adviser shall regularly review each member for compliance with Society standards and obligations.
- Sec 4. The chapter adviser shall be an ex-officio, non-voting, sixth member of the faculty council.

Article V—The Faculty Council

- Sec 1. The faculty council shall consist of five faculty members appointed annually by the administration. The dean of students may NOT be included on the faculty council.
- Sec 2. The term of the faculty council shall be one year. Members may be appointed to consecutive terms.

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- Sec 3. The faculty council shall meet at least once a year to select members and to consider non-selection, dismissal, other disciplinary actions, and warning cases.
- Sec 4. The faculty council will develop and revise, when necessary, all chapter procedures for selection, discipline, and dismissal of members, all of which must remain in compliance with this constitution and NHS policy.

Article VI—Membership

- Sec 1. Membership is an honor bestowed upon a student. Selection for membership is by faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.
- Sec 2. Membership shall be known as: active, honorary, and alumni. Active members shall become alumni members at graduation. Alumni member shall have no voice in chapter affairs.
- Sec 3. Candidates become members upon induction at a special ceremony.
- Sec 4. A National Honor Society member who transfers from another school and brings a letter from the former administrator or chapter adviser shall be accepted automatically as a member in the chapter. Transfer members must meet the chapter's standards within one semester in order to retain membership.
- Sec 5. Members who resign or are dismissed are never again eligible for membership in the chapter.

Article VII—Selection of Members

- Sec 1. To be eligible for membership the candidate must be a member of those classes (sophomore, junior, or senior class) designated as eligible in the chapter bylaws. (Freshmen [ninth graders] are not eligible). Candidates must have been in attendance at the school for at least one semester.
- Sec 2. Candidates must have a cumulative scholastic average of at least 3.5. Candidates shall then be evaluated on the basis of service, leadership, and character.
- Sec 3. The selection of each member shall be determined by the scoring of the faculty council. Prior to notification of any candidates, the chapter adviser shall review with the administration the results of the faculty council's deliberations.
- Sec 4. A description of the selection procedure is available to all students and parents of the school. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of NHS.
- Sec 5. NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.
- Sec 6. The procedure for non-selection will be as follows:
- Students who are not selected for membership in the NHS shall be notified in writing of their non-selection by the chapter adviser;
 - Specific reasons will not be given; however, the faculty council shall provide general statements as to which component the students rated highest in and what components they were rated lowest in by the faculty council;
 - The administrator will review complaints concerning procedure or technical errors (scoring, a student omission), however since the judgment of the faculty council is subjective and will not in every case satisfy everyone, it must be understood that a different group of people may result in a different decision. This does not mean the process is flawed. The members of the faculty council understand their responsibilities and in the absence of specific evidence, to the contrary it must be assumed that the faculty council has acted with the good faith in exercising their duties. Therefore, no appeals will be discussed pertaining to faculty council judgment.
- Sec 7. All candidates for induction to the chapter must attend a formal induction ceremony unless excused by the adviser. The ceremony will take place in the month of March or April during the second semester of each school year. Candidates, upon recitation of the National Honor Society pledge, become active members and will receive tokens of membership.
- Sec 8. The tokens of membership shall be a Certificate of Membership, a personal membership card, a National Honor Society pin, and upon graduation, an honor cord for commencement ceremonies.

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Article VIII—Criteria for Continuing Membership

Sec 1. Active members shall show continuing progress in fostering the standards of the NHS by: maintaining a 3.5 cumulative grade point average, exhibiting leadership and character, attending formal NHS meetings, maintaining good standing with regard to school policies, and attending the formal induction ceremony each year.

Article IX—Discipline and Dismissal

- Sec 1. The faculty council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.
- Sec 2. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned.
- Sec 3. The faculty council shall determine when an individual has exceeded a reasonable number of warnings.
- Sec 4. In all cases of pending dismissal, a member shall have a right to a hearing before the faculty council. (Note: This hearing is required and is considered “due process” for all members).
- Sec 5. For purposes of dismissal, a majority vote of the faculty council is required.
- Sec 6. A member who has been dismissed may appeal the decision of the faculty council to the administration and thereafter under the same rules for disciplinary appeals in the school district.
- Sec 7. NASSP shall hear no appeals in dismissal cases.
- Sec 8. Members who fail to meet the criteria for continuing membership by the end of each semester shall be assigned probationary status for the next semester. They will receive a written notice from the chapter adviser. Probationary members must meet or exceed the standards during the next semester to regain active membership.
- Sec 9. Terminated members may not be reconsidered for membership.

Article X—Chapter Officers

Sec 1. This chapter does not elect officers.

Article XI—Meetings

- Sec 1. The chapter meetings shall be held as called for by faculty adviser during the school year.
- Sec 2. Meetings shall be conducted according to *Robert’s Rules of Order, newly revised*, in all points not expressly provided for this constitution or the chapter bylaws.
- Sec 3. Meeting times shall be announced in advance.

Article XII—Activities

- Sec 1. Service projects will be decided for each school year.
- Sec 2. All members shall participate in the service projects unless excused by the faculty adviser.
- Sec 3. These projects shall have the following characteristic: Fulfill a need within the school or community; have the support of the administration and faculty; be appropriate, educational, defensible; be well planned, organized, and executed.
- Sec 4. Each member shall have the responsibility for choosing and participating in 10 (ten) services hours each school year that reflect their particular talents and interests. This is in addition to the chapter's projects to which all members contribute.
- Sec 5. The projects shall be publicized in a positive manner.

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Article XIII—Jones County National Honor Society Chapter Bylaws

- Sec 1. Each chapter shall write bylaws to amplify sections of this constitution and to clarify operating procedures of the chapter. Bylaws do not need approval of NASSP but must be consistent with their Constitution.
- Sec 2. Jones County National Honor Society Chapter bylaws will clarify operating procedures of the Jones County Chapter and shall contain information concerning membership, the schedule of meetings, member obligation, and the like.

Article XIV—Amendments

- Sec 1. Amendments to the bylaws shall be by a majority vote of the faculty council.
- Sec 2. Voting on amendments shall be deferred to at least the next meeting after introduction.
- Sec 3. Amendments must be consistent with the NASSP constitution.
- Sec 4. Final approval by the administrator is required. *Adopted 2020*

GRADING SYSTEM (GRADES K-12)

Grades 9-12 Grading System (Semester)

First nine weeks grade	45%
Second nine weeks grade	45%
Semester test grade	10%

Kindergarten Grading System

E	Exemplary
S	Satisfactory
N	Not working at grade level

Grades K-8 Grading System (Final)

First nine weeks	25%
Second nine weeks	25%
Third nine weeks	25%
Fourth nine weeks	25%

Grades 4-6 Technology Grading System

Grades 5-6 Band Grading System

S+	Excellent progress
S	Satisfactory
S-	Not quite satisfactory
N	Needs Improvement

GRADING SCALE (GRADES 2-12)

<u>Percentage</u>	<u>Letter Grade</u>
96% - 100%	A
93% - 95%	A-
91% - 92%	B
88% - 90%	B
85% - 87%	B-
83% - 84%	C+
80% - 82%	C
77% - 79%	C-
75% - 76%	D+
72% - 74%	D
69% - 71%	D
68% and Below	F
*Incomplete	I

*Students with an Incomplete (I) in any class will have two (2) weeks after the end of the semester to get their coursework completed. If after two weeks they have not completed the incomplete coursework, no credit will be given for the missing coursework.

*Students will receive a Pass (P) or Fail (F) grade for Project Skills class.

*Students that have taken Drivers Education must present a copy of their Certificate of Completion to the high school office to receive a .5 credit for completing.

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SCHEDULING & ACADEMIC LOAD

1. In grades 9 and 10, students must carry a minimum of six (6) classes per semester.
2. In grades 11 and 12, students must carry a minimum of six (6) classes per semester.
3. A student requesting more than six (6) credits per semester must have a conference with an administrator.
4. Schedule changes will be made where additional course work is needed in order to meet graduation and/or credit needs.
5. A student who has an unresolved conflict on his/her schedule following the completion of the computer scheduling will be allowed adjustments in order to settle the conflicts. This may require changing other previously scheduled classes. Students should advise an administrator if problem arises.
6. Some elective subjects are offered only one period per day. If there is little demand for a specific elective it may be dropped from the schedule. In some cases, a class may be dropped because there is no teacher available.
7. A minimum number of students must be signed up for a course before it is offered unless the course has a specific approval of the Board of Education.

Reporting Periods

Report cards will be distributed to students and parents two (2) times per year. These times will be at the end of each semester. Grades will be posted on Infinite Campus under both the parent and student portal for access at 2nd and 4th midterm and quarter ends. Progress reports will be distributed at mid-term during first and third quarter Parent-Teacher Conferences.

GRADUATION REQUIREMENTS/REGISTRATION OF CLASSES

The District policy determines that no student will participate in commencement exercises if that student does not have the proper credits as determined by the South Dakota Department of Education and the Board.

Any exceptions to this policy must be requested in person or in a formal written request made to the Board. The Board will address the request at its next regularly scheduled meeting.

The District recognizes those students with a GPA of 4.0—3.9 as students with Highest Honors and students with a 3.89—3.5 with Honors during the graduation ceremony.

Credit Classification (22 Units required for graduation)

Sophomores..... 5.5 Units

Juniors..... 11 Units

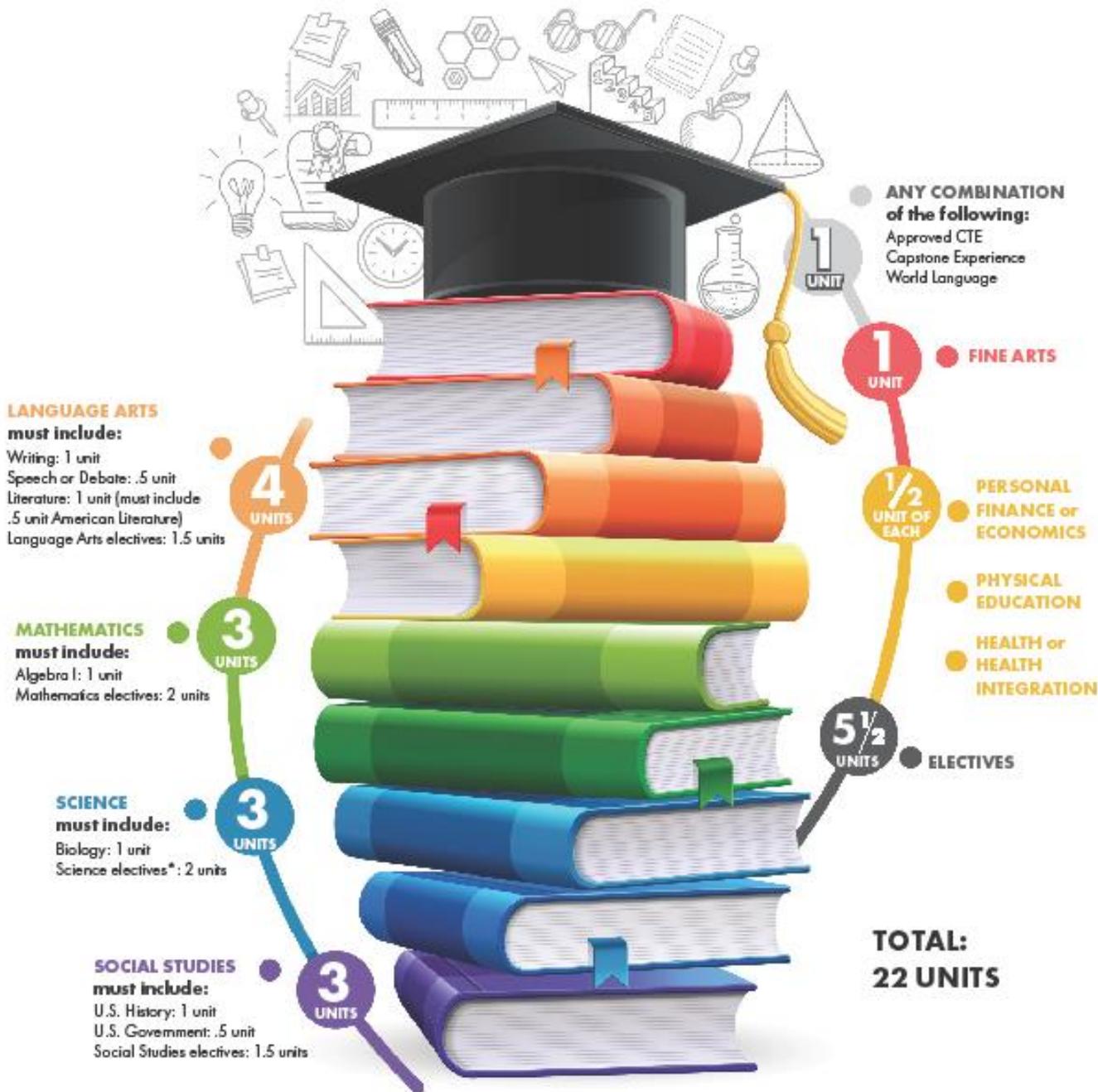
Seniors..... 16.5 Units

Jones County High School has seven periods each day. All enrolled student must be in a minimum of six class periods of course work and one study hall. Not all courses may be offered each semester/year due to the lack of student interest, master schedule conflicts, or other factors beyond our control. Students have two weeks at the beginning of each semester to change classes.

The District requires the above graduation requirements, as well as: both Economics (.5 unit) and Personal Finance (.5 unit); whole year of U.S. Government (1 unit); and Computers (.5 unit).

South Dakota High School Graduation Requirements

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



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

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

****Advanced Endorsements Available**



South Dakota High School Graduation Requirements

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

ADVANCED ENDORSEMENTS

In addition to the base requirements for the High School Diploma, students may earn advanced endorsements that are in alignment with the student's personal learning plan. Advanced endorsements outline specific coursework within the base diploma requirements to denote specific emphases. Students may earn one or more of three advanced endorsements: Advanced Endorsement, Advanced Career Endorsement and Advanced Honors Endorsement.

The requirements beyond the base high school diploma requirements are in red text in each advanced endorsement section below.

ADVANCED ENDORSEMENT REQUIREMENTS		ADVANCED CAREER ENDORSEMENT REQUIREMENTS	
Indicates a student has pursued coursework consistent with entrance requirements for postsecondary education at a university.		Indicates a student has career experience in a concentrated area, based on academic and/or workplace experience and a related credential.	
4 UNITS OF LANGUAGE ARTS must include: <ul style="list-style-type: none"> • Writing: 1 unit • Speech or Debate: .5 unit • Literature: 1 unit (must include .5 unit American Literature) • Language Arts electives: 1.5 units 	1 UNIT OF FINE ARTS	4 UNITS OF LANGUAGE ARTS must include: <ul style="list-style-type: none"> • Writing: 1 unit • Speech or Debate: .5 unit • Literature: 1 unit (must include .5 unit American Literature) • Language Arts electives: 1.5 units 	1 UNIT OF FINE ARTS
3 UNITS OF MATHEMATICS must include: <ul style="list-style-type: none"> • Algebra I: 1 unit • Geometry: 1 unit • Algebra II: 1 unit 	½ UNIT OF PERSONAL FINANCE or ECONOMICS	3 UNITS OF MATHEMATICS must include: <ul style="list-style-type: none"> • Algebra I: 1 unit • Mathematics electives: 2 units 	½ UNIT OF PERSONAL FINANCE or ECONOMICS
3 UNITS OF SCIENCE must include: <ul style="list-style-type: none"> • Biology: 1 unit • Other Lab Sciences: 2 units 	½ UNIT OF PHYSICAL EDUCATION	3 UNITS OF SCIENCE must include: <ul style="list-style-type: none"> • Biology: 1 unit • Science electives: 2 units (a state-approved computer science course may be used as 1 unit elective) 	½ UNIT OF PHYSICAL EDUCATION
3 UNITS OF SOCIAL STUDIES must include: <ul style="list-style-type: none"> • U.S. History: 1 unit • U.S. Government: .5 unit • Social Studies electives: 1.5 units 	½ UNIT OF HEALTH or HEALTH INTEGRATION	3 UNITS OF SOCIAL STUDIES must include: <ul style="list-style-type: none"> • U.S. History: 1 unit • U.S. Government: .5 unit • Social Studies electives: 1.5 units 	½ UNIT OF HEALTH or HEALTH INTEGRATION
1 UNIT OF ANY COMBINATION of the following: <ul style="list-style-type: none"> • Approved Career & Technical Education • Capstone Experience • World Language 	5 ½ UNITS OF ELECTIVES	2+ UNITS OF ANY COMBINATION of the following: <ul style="list-style-type: none"> • Approved Career & Technical Education units from the same career cluster OR • Capstone Experience AND Attainment of an industry-recognized credential or National Career Readiness Certificate of Silver or higher	4 ½ UNITS OF ELECTIVES

ADVANCED HONORS ENDORSEMENT REQUIREMENTS			
Indicates a student has pursued advanced rigorous, academic coursework consistent with § 13-55-31 (High school course requirements for opportunity scholarship eligibility).			
All high school coursework completed with a "C" or higher			
4 UNITS OF LANGUAGE ARTS must include: <ul style="list-style-type: none"> • Writing: 1.5 units • Speech or Debate: .5 unit • Literature: 1.5 unit (must include .5 unit American Literature) • Language Arts electives: .5 unit 	1 UNIT OF FINE ARTS	3 UNITS OF SOCIAL STUDIES must include: <ul style="list-style-type: none"> • U.S. History: 1 unit • U.S. Government: .5 unit • World History: .5 unit • Geography: .5 unit • Social Studies electives: .5 unit 	½ UNIT OF HEALTH or HEALTH INTEGRATION
4 UNITS OF MATHEMATICS must include: <ul style="list-style-type: none"> • Algebra I: 1 unit • Geometry: 1 unit • Algebra II: 1 unit • Advanced Mathematics: 1 unit (details at sdos.sdbor.edu/require/require.html) 	½ UNIT OF PERSONAL FINANCE or ECONOMICS	2 UNITS OF ANY COMBINATION of the following: <ul style="list-style-type: none"> • Approved Career & Technical Education OR • Modern or Classical Language (including American Sign language); must be in the same language 	2 ½ UNITS OF ELECTIVES
4 UNITS OF SCIENCE must include: <ul style="list-style-type: none"> • Biology: 1 unit • Any Physical Science: 1 unit • Chemistry or Physics: 1 unit • Science elective: 1 unit 	½ UNIT OF PHYSICAL EDUCATION		

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HONOR ROLL

The honor roll at Jones County Middle School/High School is computed based on the number of points acquired for work in academic subjects. To attain the honor roll a student must carry more than five (5) subjects and have a grade point average of 3.0 or above in academic subjects. The honor roll will be based on the 4.0 grading system.

HOMEWORK (Grades 5-12)

Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of the Jones County staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom-learning objectives. Homework should provide students with the opportunity to apply the information they have learned, complete unfinished class assignments, and develop independence.

Homework assignments include:

- Practice exercises to follow classroom instruction.
- Preview assignments to prepare for subsequent lessons.
- Extension assignments to transfer new skills or concepts to new situations.
- Creative activities to integrate many skills toward the production of a response or product.

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers.

Homework Room /Late Work Procedure

Homework is an essential part of a student's educational experience. By having homework, there is reinforcement of information that was taught for a particular lesson, plus students learn to take responsibility of his/her choices. Students are expected to turn work in on time. Any student absent for any cause is expected to make up all work missed because of that absence. It is the student's responsibility to get work missed. 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 and notify the office of the absence. Make-up work for a planned absence or absence for a District activity must be complete upon returning to class. All make up work for other absences are left to the discretion of the teacher. Credit will be given for make-up for any unexpected illness or emergency provided it is accomplished within the time limitations set up below:

½ day absent—1 day

1 day absent—2 days

2 days absent—4 days

Work is due at the beginning of class. Any homework difficulties should be addressed with the teacher before school begins or at noon. Students who turn in late assignments will receive the following:

Credit

- Regular late assignment—partial credit—starts at 30% deduct and assignment must be completed within three days.
- Major projects—major projects include research papers, book reports, presentations, and other assignments that teachers designate as major projects. Each teacher will determine the grading assessment for his/her assignment.

Communication with Parents

- Contact parents after two (2) late assignments per nine weeks
- Request a meeting with parents after three (3) late assignments per nine week

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Procedures:

- Each late assignment will result in a consequence on top of grade deduct:
 - Grades 11-12—30% deduct, a grade of zero if not turned in (no mandatory Homework Room)
 - Grades 5-10—30% deduct, 30 minutes after school with teacher, in Homework Room or office
 - **Student will stay immediately after school unless there is an emergency**
 - Transportation of the student who chose not to complete the homework is the responsibility of the parent
- If a student skips Homework Room they will serve an additional thirty (30) minutes.
- If a student receives ISS, see the School Discipline Matrix.

SEMESTER TESTS

Semester examinations for Grades 9-12 are given at the end of each semester. All high school students will be required to take the semester tests scheduled in December and May.

II. ATTENDANCE

ATTENDANCE POLICY

According to state law, specifically SDCL 13-27-1, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training, and if of compulsory age (under 18), attends school. A student's contribution to and achievement in class are directly related to attendance. Both students and parents must understand that students miss a vital portion of their education when they are absent from school. While it is true that written work can be completed for make-up, class instruction of presentations, discussions, and student teacher interaction can never be made up. In addition to this, schools have found that irregularity in attendance is the most frequent cause of failures; therefore parents will greatly aid their child's education and District in promoting the welfare of the pupils if they will not ask to have them excused except when absolutely necessary. In the case of appointments with dentists, doctors or working at home for parents, the District will be glad to cooperate with the parents. However, hair appointments, shopping trips, tanning and the like should be made outside of school hours or on weekends. No student should be expected to earn a passing grade that has been absent an unreasonable number of days. Keep in mind that on permanent attendance records a student is considered either absent or present, regardless of the reason. Any days missed for District sponsored activities (i.e. track meets, music trips) shall not be considered an absence—NO COUNT. All other absences will be counted as EXCUSED or UNEXCUSED.

1. Participation in a District sponsored activity—NO COUNT.
2. Any absence for illness or doctor's appointments, which will be verified by a doctor's statement turned in to the administration office within twenty-four (24) hours of returning to school—EXCUSED.
3. A family emergency as interpreted by the administration, such as death in the family, critical illness in family, etc.—EXCUSED.
4. Students suspended out of school will count one (1) day absent for each day suspended—UNEXCUSED.
5. Illness not verified by a doctor's statement will count as one (1) UNEXCUSED absence for each illness.
6. Educational trips such as 4-H, church sponsored trips, etc.—EXCUSED.
7. Seniors making post-secondary visits to vocational or college visitations—two (2) EXCUSED days allowed. If you use one (1) day as a junior, then one (1) day as a senior would be allowed.
8. Absences, which are the result of a requirement by law such as a court appearance, being witness, etc.—EXCUSED.
9. Family trips (immediate family) will count one (1) UNEXCUSED day and one (1) EXCUSED day absent for every two (2) days missed.

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10. Parents are asked to call the school office when a student is absent. When such a call is not made, a call to the parents will be made to make sure the parents are aware of the absence.
11. A student is allowed seven (7) UNEXCUSED absences per semester. After a student has been absent from any class during a semester five (5) times, a letter stating this fact will be sent to parents. The letter will stress the importance of good attendance to good schoolwork.
12. On the eighth absence from a class in a semester, the student will receive a 3% grade deduction on their quarter grade for each UNEXCUSED day absent beyond the allowed seven (7) days and the local law enforcement will be contacted on the grounds of truancy. Extenuating circumstances will be reviewed by the administrative team prior to contacting the States Attorney.
13. Absences allowed will be prorated for students who enroll after the first day of the semester (i.e. students who are only enrolled for half of the semester will be allowed half as many unexcused absences as students enrolled the entire semester).

Parents must notify the District when his/her child is absent. If the District is not notified, the office staff will telephone the parent. Any absence that cannot be verified will be dealt with as an unexcused absence, which can result in disciplinary action.

ATTENDANCE ON DAYS OF ACTIVITIES

A student must be in school for at least half ($\frac{1}{2}$) day of a scheduled activity in order to participate, and must have an excused absence. A student must be in school the entire day following a scheduled activity (unless it falls on a weekend day). The dean of students or superintendent may grant an exception to these limitations. Disciplinary action may be given on a case-by-case basis.

ABSENCES

Unplanned Absences: Students absent a full day for excused reasons will have two full school days to make up the work for any day missed, and all work is due to the teacher at the start of the class period on the third day. For example, if a student missed the full day on Monday, he or she would have Tuesday and Wednesday to complete assignments and turn them in no later than the start of the class period on Thursday. For a multi-day absence, students have two days for every day missed, up to a maximum of five school days, with all work due to the teacher at the start of class on the sixth day. Extensions may be granted upon recommendation of the teacher and administrator. Students who fail to turn in work by the due date will receive no credit for the work unless prior arrangements have been made with the teacher.

Planned Absences: When students know in advance that they will be absent for reasons such as student activities, vacations, and legal or medical appointments, they must make arrangements with teachers for the completion of their work prior to the absence. All assignments are due upon return unless alternate arrangements have been made with the teacher. Failure to do makeup work in advance when the teacher requires it may result in receiving no credit for that work.

TARDIES

At the start of each class period a student is to be in his/her assigned room when the final bell rings or he/she will be considered tardy for the period. If a student is late for class or school during the first five (5) minutes, he/she will be considered tardy for that period. If the student comes to school or class after the first fifteen (15) minutes of the class period, he/she will be considered absent. Students who are in school, but tardy and intentionally stay out of class until the first fifteen (15) minutes have passed in order to avoid a tardy will be assigned a skip and given appropriate consequences.

Examples of student tardies that will generally be excused are parent excused medical appointments, legal appointments and emergencies in the home or in transit to school. Examples of student tardies that will not be excused are “running late” and oversleeping. Parent notes and phone calls will be accepted to support excused tardies meeting these criteria.

All students will be allowed two (2) tardies per semester without consequence. A student who has his/her third (3rd) tardy that is unexcused will be assigned detention/detentions for that tardy and for each subsequent tardy in the semester.

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III. STUDENT CONDUCT

JONES COUNTY EXPECTATIONS

- We will be respectful of others, our school and ourselves
- We will arrive to school and to each class on time
- We will come to school prepared to learn and expect challenging work
- We will participate actively in each class
- Each classroom and our school will be neat and tidy
- We will all know the policies listed in our current *Jones County Student Handbook*
- During school hours we will only drink water or beverages sold from our lunch program or vending machines in school
- The teacher's workspace, desk and computer are to be used by the teacher only.

Disturbance of school is a misdemeanor: A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order or management of a public or nonpublic school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor. LEGAL REF: SDCL 13-32-6.

All students are considered to be under the jurisdiction of the regulations in the Handbook while going to, remaining at, returning from school and any time they visit another school. The Board advocates that while education is a right of our youth, it is not an absolute right. It is qualified first by eligibility requirements and secondly by performance requirements. The District must be concerned with the individual and his/her welfare but in working with the individual must at all times be concerned with the welfare of the group.

ASSEMBLY PROGRAMS

Programs are held during the year for student education and enjoyment including both local and outside talent. The quality of our assembly programs depends upon pupil conduct. The more appreciative the audience, the easier it is to get good programs. Student cooperation is expected.

BULLYING

The term "bullying" includes, but is not limited to the repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending himself or herself.

The District has a zero tolerance policy toward bullying. The District is committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Forms of bullying:

- Physical—involves harmful actions against another person's body.
- Verbal—involves speaking to a person or about a person in an unkind or hurtful way.
- Emotional—involves behaviors that upset, exclude, or embarrass a person.
- Sexual—involves singling out a person because of gender and demonstrates unwarranted or unwelcome sexual advances.
- Racial—involves rejection or isolation of a person because of ethnicity.
- Cyber—includes but not limited to texting (cell phones), Facebook, Instagram, Snapchat and Twitter. This type of bullying sometimes happens outside the traditional school day, however this type of bullying does impact a student and/or staff member during the day. Consequences will be consistent for both bullying and cyber-bullying. Consequences for bullying over social media include loss of privilege of having phone or smartphone watch at school, including extra-curricular events for remainder of school year. This includes anyone who forwards on a bullying message or

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picture. We are trying to empower students to put a stop to it and not be part of it. District administrators can search a phone if bullying has been suspected.

Please report any incidences of bullying to either the classroom teacher, administrator, or superintendent. Not reporting bullying enables and gives the bully power and allows an atmosphere of fear and intimidation. Teachers and other District officials cannot possibly address and correct that which they know nothing about.

Offending students will be pursued with disciplinary action up to the point of suspension or expulsion from school, whatever is needed to keep students physically and emotionally safe at school and at District sponsored activities.

Any student found to be bullying would immediately follow the School Discipline Matrix stated in this Handbook. **This is your only warning!**

CELL PHONE AND MEDIA DEVICES

The District, as part of a commitment to uphold academic integrity and providing a safe learning environment free from distraction, limits student use of cell phones and portable digital media devices. Consequences will be stated within the School Discipline Matrix found towards the back of the Student/Parent Handbook.

High School Students (Grades 9-12)

All electronic devices to include: cells phones, I-pods, smart watches, etc., may be used in the school building(s) (to include the Harold Thune Auditorium) in the following locations – the high school locker bay/lobby, hallways and lunch room from 7:30 am to 3:45 pm. Use of camera, audio, and video recording shall not be used. Teachers may request all electronic devices be placed in a designated spot in classroom.

Middle School and Elementary Students (Grades K-8)

All electronic devices to include: cells phones, I-pods, smart watches, etc., may not be used in the school building(s) (to include the Harold Thune Auditorium) from 7:30 am to 3:45 pm. Teachers may request all electronic devices be placed in designated spot in classroom.

The District assumes no responsibility for loss, damage, or theft of cell phones and digital media devices, whether in the possession of students, on District property, or if confiscated by District personnel pursuant to this policy. Any inappropriate behavior with cell phones during extracurricular events or on the District bus may result in consequences listed above or as appropriate by administrator, director or coach. The office will gladly cooperate with parents to get messages to students during school hours. Students will be called to the office when necessary upon request of the parent.

DETENTION

Detention will be located in a designated room and will be held from 7:45-8:15 am (for those students who ride the bus) each morning or 3:35 to 4:05 or Saturday between 9:00 and 10:00 am. Students who are assigned a detention are required to serve those detentions during a morning/afternoon, any detention not served during the week must serve Saturday detention to avoid further consequences. Students who are assigned a detention on Friday have the opportunity of serving the following week before further consequences is taken to allow the student to make arrangements to attend.

One (1) detention= half (1/2) and hour; students with multiple detentions will be expected to consecutively serve all of them on Saturday.

If the Student has a school activity on the day he/she is assigned a detention:

1. If the activity begins after the student has completed his/her obligation then the student can participate in the activity.
2. If the activity is in session while the student is in detention the student will not participate in the activity.
3. If the bus for an out-of-town activity leaves after the student has completed his/her obligation, then the student can ride the bus and participate in the activity.
4. If a student skips detention, including Saturday, they will not be allowed to attend or participate in any school function that day (examples: dances, ball games).

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DRESS CODE

1. For health and safety reasons, footwear is required at all times. Parents should also see that children are dressed properly for weather conditions.
2. Hats, caps, hoods on jackets/sweatshirts, scarves, bandanas, headsets (to include earbuds), sunglasses or other headwear are not appropriate and are not to be worn in the District buildings during the day.
3. T-shirts, jackets, or other apparel that convey profane meaning in regards to sex, drugs, tobacco, alcohol, or derogatory toward race or religion through pictures, lettering, or other markings are prohibited.
4. Wearing inappropriate pants/shorts or tops is prohibited. Clothing that displays bare midriffs, spaghetti straps or tops or pants that are cut too low are not allowed.
5. During the school year special theme days may occur. On these occasions, students may dress accordingly. However, on no occasion will weapons be allowed as part of the costume.

Consequences

Student will be reprimanded by staff member, may be asked to change shirt inside out, change, or cover the inappropriate attire. If needed, a parent will be called and asked to bring appropriate attire.

DRUGS, ALCOHOL AND CONTROLLED SUBSTANCES POLICY

Mood Altering Drugs

The District does not and will not permit the use of mood altering drugs i.e., alcohol, tobacco and drugs, to include e-cigarettes, vaping devices or other such items, at any time, at any place, by any student during the entire school year. **Students violating this policy will be penalized in exactly the same manner as students who violate training rules.** Examples of "events" include, but are not limited to, career days, prom, senior trip and District sponsored dances.

Philosophy and Purpose

- A. Philosophy of the District relating to the use of mood-altering chemicals, i.e., alcohol, tobacco and drugs
 1. The South Dakota High School Activities Association (SDHSAA) recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives.
 2. The close contact in SDHSAA activities of advisors and coaches provides them with a unique opportunity to observe, confront and assist young people. The SDHSAA, therefore, supports education and awareness training in adolescent chemical use problems including the symptoms of chemical dependency and special issues affecting association activities for administrators, athletic directors, coaches, advisors, participants and their families.
- B. Statement of purpose
 1. To encourage the growth of responsible citizenship among the students, District and their personnel.
 2. To emphasize the District's concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.
 3. To promote equity and a sense of order and discipline among students.
 4. To confirm and support existing state laws which restrict the use of mood-altering chemicals.
 5. To establish standards of conduct for those students who are leaders and standard-bearers among their peers.
 6. To assist students who desire to resist peer pressure that directs them toward the use of mood-altering chemicals.
 7. To assist students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals.

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Students

The District recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the District. The District is concerned about the community problem of alcohol and drug abuse and further recognizes that the use of alcohol and/or narcotic drugs, depressants, and other controlled substances illegally and/or inappropriately is wrong and constitutes a hazard to the positive development of students. Therefore, the District's policy on alcohol and drugs requires:

1. Age appropriate, developmentally based drug and alcohol education and prevention programs for all students in all schools operated by the District, from early childhood through Grade 12.
2. The provision of counseling services that will make it possible for alcohol and drug-troubled students to seek and get counseling any time without fear of reprisal and with assurance of the confidentiality of the counseling.
3. Emergency health and safety care which may be in order for students under the influence of alcohol and drugs at District or in connection with any District activity.
4. Close cooperation by District officials with parents of students seriously suspected or reliably reported to be illegally involved with alcohol or controlled drugs. This requires that parents be notified and conferences with them arranged when suspicion of alcohol and/or drug abuse in any form (use, possession, or distribution) is sufficiently founded. This is intended as a time when District officials may work with parents without involving law enforcement agencies and without taking disciplinary action.
5. Students are prohibited from drinking, selling, or having in their possession alcoholic beverages on or in District properties or other areas where regular District functions are in session. This includes the prohibition of alcohol at any interscholastic athletic contest, on any field trip, or any other Board approved trip or activity. The first violation of this may result in suspension from school. A subsequent violation could subject the student(s) to expulsion, as may be determined by the Board.
6. Students are prohibited from use, possession, sale, and/or distribution of illegal drugs on District property or in connection with any District activity. Violation of this provision must be reported to the proper law enforcement agency and may cause for suspension from school.

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:

1. The administration designee will try to notify the parents by phone to explain the incident and arrange a conference.
2. The administration designee may suspend the student for up to (10) ten days.
3. The administration designee will notify the parents in writing of the suspension.
4. The administration designee will notify available law enforcement authorities.

***Complete copy on file in business office and on District website <https://jonesco.k12.sd>

EXTRA CURRICULAR RULES SPECIFIC TO ALCOHOL, DRUGS, AND TABACCO

Extra curricular rules apply from the date of the first allowable practice/class at the start of the school year to the final day of a state event. During the school year and the season of practice, play or rehearsal, regardless of the quantity, a student shall not:

- Use a beverage containing alcohol;
- Use or consume, have in possession, buy, sell or give away drugs, tobacco, or any controlled substance, to include e-cigarettes, vaping devices or other such items.

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

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PENALTIES

A. First violation

1. Penalty: After confirmation of the first violation, the student shall lose eligibility for the next three (3) contests or events. No exception is permitted for a student who becomes a participant in a treatment program.
2. Recommendation: When appropriate, the District refer a student to a community agency or a professional individual outside the District for assessment of potential chemical abuse or misuse.

B. Second violation

1. Penalty: After confirmation of the second violation, the student shall lose eligibility for the next eight (8) scheduled contests or events in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.
2. Recommendation: When appropriate, the District refer a student to a community agency or a professional individual outside the District for assessment of potential chemical abuse or misuse.

C. Third violation

1. Penalty: After confirmation of the third violation, the student shall lose his/her eligibility in all district co-curricular activities for the remainder of the school year.
2. Recommendation: It is recommended that the student be referred for assessment of potential chemical abuse, misuse or dependency by a community agency or a professional individual outside the District.

AN OBSERVATION

No one, including the South Dakota High School Activities Association (SDHSAA), expects rules alone to deter students from using chemicals. The clear philosophy and statement of purpose explains the rules and gives direction, encouraging District staff to take an active role in responding to existing chemical use problems, preventing future problems, and promoting the chemical health of all students.

STATE LAW 13-32-9. SCHOOL DISCIPLINE

SDCL 13-32-9 SUSPENSION FROM EXTRACURRICULAR ACTIVITIES FOR CONTROLLED SUBSTANCE VIOLATIONS. 13-32-9. Suspension from extracurricular activities for controlled substances violation--Unified Judicial System to give certain notices. Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to thirty calendar days if the person participates in an assessment with a certified or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Upon a second adjudication, conviction, diversion, or suspended imposition of a sentence for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one year suspension may be reduced to sixty calendar days if the person completes an accredited intensive prevention or treatment program. Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to

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participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court proceeding, the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

Upon placement of the person in an informal adjustment or court-approved diversion program, the state's attorney who placed the person in that program shall give notice of that placement to the South Dakota High School Activities Association and chief administrator of the school in which the person is participating in any extracurricular activity.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association. Students are ineligible to participate in activity events, competitions, and performances, but a local school district may allow a student to participate in practices.

13-32-9.1. Consequences imposed by local school districts. No local school board may impose a lesser consequence than those established in § 13-32-9, but a local school district may adopt a policy, by local school board action, with more strict consequences to meet the needs of the district. Source: SL 2014, ch 88, § 2. 13-32-9.2. Reduced suspensions--Commencement of suspension. If a suspension is reduced pursuant to § 13-32-9, a suspension for a first offense shall make the student ineligible for a minimum of two South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. If a suspension is reduced pursuant to § 13-32-9, a suspension for a second offense shall make the student ineligible for a minimum of six South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. To count toward the minimum number of events the student must participate in the entire activity season and may not drop out or quit the activity to avoid suspension and the failure of a student to complete the entire activity season shall result in the student being ineligible for one year from the date of adjudication, conviction, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one activity season shall carry over to the next activity season in which the student participates.

A suspension begins on the day following the notification to a school administrator by the Unified Judicial System that a student has been adjudicated, convicted, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of a sentence or a suspended adjudication of delinquency for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or

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otherwise taking into the body any substance prohibited by § 22-42-15 and the school administrator gives notice to the South Dakota High School Activities Association and the students. Source: SL 2014, ch 88, § 3.

As used in this section, the term extracurricular activity means any activity sanctioned by the South Dakota High School Activities Association.

The District is a member of the SDHSAA, and conforms to all requirements as set forth yearly in the SDHSAA Official Handbook. Students will be informed of these requirements by their teachers and/or coaches in the respective activities. You can also visit www.sdhsaa.com as used in this section; the term extracurricular activity means any activity sanctioned by the SDHSAA (e.g. athletics, chorus, band, journalism, student council.)

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LIBRARY

All students have at their disposal, a school library. Each student has the privilege to check books out for a one or two week loan period. Students must turn books in or re-check them out after the loan period. Not returning books will forfeit the privilege of checking additional books out.

Library visitations for students in Grades K-6 are scheduled on a weekly basis or more as the need may arise. Students are urged to take special care of library books loaned to them. They must be returned in the condition checked out. If damage or abuse occurs, the student will be financially responsible for the damage or loss of the books. Student report cards and other District reports may be withheld until library and all other types of fines are paid.

LOCKERS/DESKS SEARCH AND SEIZURE

The District policy as well as South Dakota and Federal Law make it clear that responsible District officials have the right to open and inspect students' lockers and school desks.

OUT OF THE BUILDING PASSES

Students must sign out in the main office before leaving the District building. Failure to do so may result in detention and possible unexcused absence.

PARTY AND DANCE

Arrangements—Any student group or organization that wishes to sponsor a party or dance needs to make application to the administrator at least seven (7) days one week prior to the time of the party or dance to do so.

Hours—All District parties and/or dances held on nights followed by a school day should close by 10:00 pm. High school parties and/or dances held on nights not followed by a school day should close by 1:00 am or as designated by the administrator. Middle school parties and/or dances should close by 11:00 pm or as designated by the administrator.

Who May Attend—The only students who may attend middle school parties and dances are students of their respective middle school. At all, school parties, any student who leaves may not be allowed to return after that time, unless permission is granted by the faculty member in charge prior to leaving. High school dances will be open to students and their dates or as designated by the administrator.

Rules for Jones County High School Prom:

1. Age limit—20;
2. Students must be ninth grade or above to attend;
3. A list of guests must be presented to the advisor for approval. Guest's name shall be given to the class secretary who will then prepare a typed guest list for each class. The list will indicate: age, grade in school, town and the student/date issuing the invitation;
4. All freshmen and sophomores have an invitation to attend the prom only with a date;
5. Students will not be allowed to leave the building during the prom and return, unless special permission is granted by the teacher in charge prior to leaving;
6. Visiting will be permitted from 9:00 pm to 10:00 pm for those who wish to see the decorations. No visitors will be allowed after 10:00 pm. Please inform your relatives and friends of rules;
7. Juniors and seniors are welcome to the dance without a date. All other students must have a date to be eligible to attend the prom; and
8. If you have any questions about the above rules, please contact the administration for clarification.

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SERIOUS MISCONDUCT

- Disruption of School: A student shall not by any means cause the substantial and material disruption or obstruction of any lawful mission, process or function of the District. Such behavior will result in disciplinary action that may include but not limited to suspension for up to (10) ten days and a report to the superintendent. The superintendent may also refer the student to the Board for additional disciplinary action, which could include but not be limited to long-term suspension or expulsion for up to (1) one full semester or school year.
- Damage or Destruction of District Property/Stealing: A student shall not intentionally cause or attempt to cause damage to District property or steal or attempt to steal District property. Should the student damage or destroy District property, the student will be required to pay the cost of repairs for the damage; should property be stolen the stolen property shall be returned or reimbursement made to the District. Additional disciplinary action may be taken including suspension.
- Damage or Destruction of Private Property/Stealing or Attempting to Steal Private Property: A student shall not intentionally cause or attempt to cause damage to private property or steal or attempt to steal private property which is on District grounds or while at a District sponsored function or event off District grounds.
- Abuse of District Personnel, Students, or Other Persons: A student may not direct any form of violence or abusive language, taunting, physical violence or harassment to a teacher, District administrator or other District employee, to another student or to other individuals: (a) on District property during or immediately before or after schools hours; (b) on District property at any time when the school is being used by a District group; or (c) off District property while at a District activity or event.
- Threats: A student may not make any threats to do bodily harm to a teacher, administrator or other District employee, to another student or to other individuals: (a) on District property during or immediately before or after schools hours; (b) on District property at any time when the school is being used by a District group; or (c) off District property while at a District activity or event.
- Dangerous Instruments: A student is prohibited from possessing, handling, transmitting or transporting on Districts premises or off District premises at any activity or event, knives, ammunition, fireworks, lasers or any other objects that can reasonably be considered as a dangerous object. The object will be confiscated. State law requires reporting to law enforcement. Because of the seriousness and danger involved, any violation may result in a suspension of up to (10) ten days and being reported to the superintendent for possible Board action including but not limited to long-term suspension or expulsion and reporting to the states attorney.
- Firearms: A student is prohibited from possessing, handling, transmitting or transporting on District premises or off District premises at any activity or event any firearm. The definition of a firearm is found in Section 921 of Title 18 of the United States Code. State law requires reporting to law enforcement. In compliance with the federal Gun-Free Schools Act, Public Law 103-382 and South Dakota Law 13-32-4, disciplinary action will result in a (1) one-year expulsion. The superintendent may increase or decrease the length of expulsion on a case-by-case basis. All violations of this rule will be referred to the states attorney for prosecution.
- Drugs, Alcoholic Beverages: A student is prohibited from using, possessing, transmitting, being involved with or being under the influence of any illegal drug, controlled substance without a valid prescription or alcoholic beverage or inappropriately using any inhalant on District grounds at any time or off District grounds at any District activity, function or event.
- Tobacco: A student is prohibited from using, possessing, being involved with or transmitting tobacco of any kind at any time on District grounds or off District grounds at any District activity, function or event; to include e-cigarettes, vaping devices or other such items.
- Publications: A student may not produce, have in their possession, and/or distribute on District premises petitions, newspapers, leaflets or documents of any kind that are disruptive to the conduct of school. School newspapers, yearbooks, and other District publications which are produced under the supervision of a qualified advisor are endorsed by the Board as the forums for students.

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- Vulgar Language and Conduct: Offensive, indecent or lewd speech, wearing apparel and conduct will not be tolerated in the District. This includes the classroom, hallways or at any District sponsored event.
- Repeated Violations of District Rules: Students will obey District and classroom rules. Students who repeatedly fail to obey District rules and comply with directions of teachers, student teachers, substitute teachers, teacher aides, administration and other authorized District personnel when they are in school, on the District premises or at a District activity will be disciplined by following the School Discipline Matrix.
- Flagrant Disregard of Instructions, Rules and Policies: Students who fail to obey or comply with District rules, policies or procedures and/or fail to obey or comply with directions and instructions given by administrators, teachers, student teachers, substitute teachers, teacher aides, and other personnel authorized by the District when the students are in school, on District premises or at any District related activity will be disciplined accordingly. Any form of flagrant disregard for instructions, rules and policies will be treated as listed in the School Discipline Matrix.
- CHEATING AND PLAGIARISM: Cheating and plagiarism are not allowed. Cheating is defined as, but not limited to, copying or submitting someone else's work as your own, producing cheat sheets, reference sheets, or writing answers on your person for use in a test, using programmed material in watches or calculators when prohibited, exchanging answers with others, or submitting material without giving the name of the author/artist/source. Plagiarism is defined as, but not limited to 'stealing or passing off the ideas or words of another as one's own or to quote someone directly and exactly without crediting the source' (Webster's Collegiate, 10th edition). In other words, if you copy the work of a fellow student, a magazine article writer, a book author, or a newsman's report on television, and do not explain in your assignment that you are using someone else's words, you are committing plagiarism. Plagiarism is illegal under United States Copyright Law. A student who is caught cheating or plagiarizing will receive a zero for that assignment.
- If a student receives ISS or OSS see the School Discipline Matrix. All of the above violations are subject to disciplinary action that may include, but is not limited to detention, ISS, OSS and possible expulsion depending on the severity and frequency of the violations.

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SCHOOL DISCIPLINE MATRIX

Inappropriate Behaviors	Consequences			
Class One	1st Offense	2nd Offense	3rd Offense	4th Offense
1. Classroom Disturbances 2. Insubordination/Disrespectful 3. Profanity/Graffiti 4. Inappropriate Dress 5. Skipping 6. Leaving w/o Authorization 7. Media Device/Phone Violation (see page 37) 8. Excessive Tardies (see page 35) 9. Cheating/Plagiarism	Teacher Intervention	Teacher Intervention/ Detention	In-School Suspension Parent Contact	In-School Suspension or Out-of-School Suspension w/mandatory Parent Conference
Class Two	1st Offense	2nd Offense	3rd Offense	4th Offense
1. Significant Insubordination/Disrespect 2. Offensive/Profanity/Graffiti 3. Pornographic/Obscene Material 4. Falsifying Information	In-School Suspension Parent Call/Letter	In-School Suspension Parent Call	In-School Suspension or Out-of-School Suspension Parent Call	In-School Suspension or Out-of-School Suspension w/mandatory Parent Conference
Class Three	1st Offense	2nd Offense	3rd Offense	4th Offense
1. Theft 2. Tobacco Possession or Use (to include e-cigarettes, vaping devices or other such items.) 3. Vandalism 4. Harassment/Bullying/Cyberbullying 5. Damage of School Property	In-School Suspension Parent Call/Letter	Out-of-School Suspension Parent Contact	Out-of-School Suspension w/mandatory Parent Conference	10 Days Out-of-School Suspension and possible long term suspension Parent Contact
Class Four	1st Offense	2nd Offense	3rd Offense	4th Offense
1. Fighting/Physical Violence 2. Flagrant Insubordination/Disrespect 3. Excessive In-School Suspension 4. Expulsion form In-School Suspension 5. Sexual Harassment 6. Hazing 7. Computer or Device Hacking 8. Use of Hate Symbols/Speech	Out-of-School Suspension Parent Contact	Out-of-School Suspension Parent Contact	10 Days Out-of-School Suspension and possible long term suspension Parent Contact	Long Term Suspension or Expulsion Parent Contact
Class Five	1st Offense	2nd Offense	3rd Offense	4th Offense
1. Alcohol Consumption/Possession/Distribution 2. Drug Consumption/Possession/Distribution 3. Arson 4. Dangerous Weapons 5. Bomb Threat	Referral to Law Enforcement Authorities and either Suspension, Long Term Suspension or Recommended Expulsion from School.			

- The administration reserves the right to deviate from this discipline matrix to fit the needs of individual students, school personnel and/or the situation.

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SUSPENSION

Serious infractions of school rules may lead to suspensions from individual classes or from all classes.

In-School Suspension

Teachers will provide the building administrator with assignments for which they will receive credit. These assignments must be completed. The suspension will begin at 8:17 am on the day following the student notification of the decision to place him/her on in-school suspension. The assignments are to be completed and returned to the building administrator on the same day the student receives the work unless other arrangements are made. If that day's work is not turned in by the end of the class day, the student will receive zero credit. It is the responsibility of the student to get his/her work turned in to the administrator. Students on in-school suspension may not participate in or attend any co-curricular or extra-curricular activities, including practice, on the day or days of their suspension.

Students on in-school suspension who fail to comply with reasonable directions and who do not actively work to complete assignments will be subject to further disciplinary action, including increasing the length of time in ISS or out-of-school suspension.

Out-of-School Suspension

Students who are out-of-school suspended must see their teachers before or after school to obtain class assignments. The same amount of time allowed for make-up work is the same as the number of days a student is suspended. A student who is suspended for three days will be expected to hand in his/her work when returning to class. Students should make arrangements with teachers to make up any tests missed due to out-of-school suspension. Any work completed during this time will receive a maximum of 70% credit. If the suspension happens concurrent with semester testing the student will not be allowed to take the semester tests unless granted special approval by a building administrator. Work not completed on time will receive no credit. Students on out-of-school suspension may not participate in or attend any co-curricular or extra-curricular activities, including practice, on the day or days of their suspension.

IV. ELEMENTARY GRADES K-6

BICYCLES AND SKATEBOARDS—(Grades K-6)

All bikes should be parked in the bike rack during school hours. Joy riding with the bicycles around the District premises at recess periods, noon, or immediately after school is dismissed is prohibited because of the danger to other pupils in a crowded area. The District cannot be responsible for bicycles lost at school. Whenever streets are treacherous due to the weather, NO ONE should bring their bicycle to school. Skateboards are not allowed on the District grounds. Parental cooperation is appreciated.

BIRTHDAY/OTHER PARTIES—(Grades K-6)

No invitations will be distributed at school unless all students (or all boys or all girls) in the class are invited. If you are picking up only a select few students from the class after school to attend a party, please try to do so in a discreet manner. Birthday treats may be brought in, but must follow the healthy snack policy and cannot contain nuts. Treats should be in a package so ingredients can be read. No homemade treats without permission from administration or classroom teacher.

ENTRANCE AGE

Kindergarten—South Dakota state law (SDCL 13-28-7.1) requires that any pupil entering school be adequately immunized against certain communicable diseases. A link to the law is provided below.

<http://legis.sd.gov/statutes/DisplayStatute.aspx?Statute=13-28-7.1&>

All children entering kindergarten for the first time must be five (5) years of age on or before September 1. When a child has been enrolled in kindergarten prior to moving to the district and does not meet South Dakota entrance age requirements, a conference involving the building administrator, the teacher, and the parent will be held. The parent will be informed that the child will be placed in kindergarten on a trial basis until such time as the administrator and teacher can determine whether the

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welfare of the child can best be served by retaining him in school or by withholding admission until the following school year. In most cases, the trial period will not exceed two or three weeks.

All kindergarten students must be immunized before coming to school. Medical exemptions are signed by the student's doctor. Religious exemptions are signed by the parent. Philosophical exemptions/personal exemptions are **NOT** permissible under South Dakota law. Children not up to date with immunizations have **45 days** to complete their immunizations or need to be in progress by following a catch up schedule of immunizations through their clinic. Transfer students' immunization records required to follow the same guidelines listed above for kindergarten students.

HOMEWORK—(Grades K-6)

Twenty (20) minutes of reading a night is required and encouraged. Parents are to sign planner or reading log in Grades K-6.

RECESS AND WEATHER CONDITIONS—(Grades K-6)

The determination of indoor recess is as follows according to www.weather.com:

- Wind chill temperature (feels like) of 0 degrees or less = indoor recess
- Wind chill temperature of 1 degree or more=outdoor recess.

It is the parent's responsibility to provide proper clothing for the weather. Winter clothing includes overshoes/boots, a warm coat, gloves, and a head covering. During cold and snowy weather, students will be outside for some of their recess. When it is muddy or wet outside, an extra pair of shoes to wear in the classroom would be helpful.

Proper snow attire is necessary for the students to be allowed to play in the snow (snow pants, winter coats, gloves, boots, etc.). Students will participate in recess unless a documented medical condition exists.

LOST AND FOUND—(Grades K-6)

Each year a countless number of items are forgotten at school. **We urge all pieces of clothing be marked with the student's name.** We can make an attempt to return misplaced clothing if we know whose article it is. Students finding lost or misplace items should present them to their teacher or turn them in to the office. Likewise, students missing clothing or other items are instructed to contact their teacher or check in the office.

MONEY AND VALUABLES

Students are discouraged from bringing large sums of money or valuables to school.

CHILDREN'S CLOTHING (MARKING)—(Grades K-6)

Many children wear similar pieces of clothing, so it is helpful to have mittens, caps, jackets, etc., marked with their names. Indelible ink on tape, securely fastened, may be a satisfactory method for this. Lost articles should be reported immediately. A lost and found box is located by the principal's office in the elementary. Please check this if you are missing items.

PLAYGROUND—(Grades K-6)

There will be playground supervision during recesses, but all supervision will be discontinued at 3:40 pm. Students are to leave the District grounds once school is dismissed. Students should not bring hard balls, any kind of play guns, water pistols or pocketknives to school for play purposes for obvious reasons. No tackling games or games involving hard body contact can be permitted on the playground. Throwing snowballs on the District grounds or around the buildings is dangerous and will not be allowed.

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RESPONSE TO INTERVENTION (RtI)—(Grades K-4)

In the fall of 2010, Jones County Elementary School implemented RtI Response to Intervention (hereafter RtI). This program is designed to help our students achieve reading success early in their academic careers. It is a process that provides intervention and educational support to all students. Jones County Elementary School's RtI model includes children in Grades K-4. There are three tiers of intervention, each tier building upon another, each offering more intensive levels of support. All District students in Grades K-4 are given an academic screening test three (3) times throughout the year (beginning, middle, and end). This screening helps to identify students that may be "at risk" for not meeting grade level standards. Once students have been identified, they may receive (upon parental permission) extra instruction in reading skills.

DISTRICT HEALTH ASSESSMENTS—(Grades K-6)

Screenings that will be provided include:

- Vision screening for students in Grades K-6.
- Hearing screening for students in Grades K-6.
- Head lice checks Grades K-6.

Parents will be notified of any concerns identified during the health screenings so the child can be further evaluated by the provider of the parent's choice. If you prefer not to have your child participate in the screenings, please notify your District personnel.

P.E. SHOES

We encourage students to leave a pair of tennis shoes at school for P.E.

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READING AND MATH (SPECIFIC SUGGESTIONS)—(Grades K-6)

Reading

1. Develop a pleasant association with reading by letting children see the adults around them enjoying it.
2. Start at the beginning. Setting the foundation for reading success is necessary before your child begins first grade, and will be crucial to academic achievement in a variety of subjects. Research shows that reading to children as early as infancy can give them a strong base for language concepts and cognitive skills related to print. Introduce your children to colorful story and picture books to foster a love of reading. Establish a routine; reading stories at bedtime is a cozy way to promote literacy. Make it interactive. Have children help turn pages and encourage them to discuss the story's plot and characters.
3. Enroll your children in after-school, childcare, or summer programs that cultivate and reinforce reading skills. If your District doesn't offer these types of programs,
4. Be a "study buddy." You can help your child organize information, look for key ideas in books, and practice reading aloud. Point out everyday tasks like interpreting instructions, recipes, and road signs that require solid reading skills. Be sure to have plenty of interesting reading materials at home such as books, magazines, and newspapers to encourage your child to read more frequently. Practice makes perfect.
5. Ask for help. If your child is having difficulty with reading, speak with your child's educator about having the problem addressed.
6. Rhyme to reason. Giving children experience with rhyming is an effective way to build phonemic awareness and requires children to focus on the sounds inside words.

Math

1. There is nothing to fear but fear itself. Regardless of your own experience with school mathematics, you can encourage your child to develop a love of math through supporting their performance, helping with school projects, and discussing their homework. Help them appreciate how a strong foundation in math can lead to great opportunities in the future.
2. Make math fun. Spend time with kids on simple board games, puzzles, and activities that encourage better attitudes and stronger math skills. Even everyday activities such as playing with toys in a sandbox or in a tub at bath time can teach children math concepts like weight, density, and volume. Check your television listings for shows that can reinforce math skills in a practical and fun way.
3. Mix in math. The kitchen is filled with tasty opportunities to teach fractional measurements, like doubling and dividing cookie recipes.
4. Use real world examples to teach math. Point out ways that people use math every day to pay bills, balance their checkbooks, figure out their net earnings, make change, and tip at restaurants. Involve older children in projects that incorporate geometric and algebraic concepts like planting a garden, building a bookshelf, or figuring how long it will take to drive to your family vacation destination.
5. Prepare them for a profession. Let kids know what vocations require a sound base in mathematics. Careers in carpentry, landscaping, medicine, pharmacy, aeronautics, and meteorology all require strong math skills. Let them know that they too can be successful in math. Ask local employers to sponsor school-to-work programs and career fairs.
6. Tune into technology. Encourage your child to use computers and the Internet at home, your local library, and after-school programs for tasks like developing charts, graphs, maps, and spreadsheets. Encourage children to solve problems. Provide assistance, but let them figure it out themselves. Problem solving is a lifetime skill.

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TRANSITION—(Grades K-6)

The District supports transition from pre-kindergarten to kindergarten and Grade 4 to middle school. Each transitional level requires different approaches. The kindergarten teacher visits with the pre-school students during the last nine weeks, once a week in the kindergarten room to develop a relationship with them and talks to the parents at a joint Head Start parent meeting to help establish a positive relationship with families. In the spring, kindergarten visitation day is held for all eligible kindergarten children. Informal sessions with families will be held to share the District's approach to meeting the needs of all students. A Handbook will be given to the parents in the spring, which encourages visits and volunteering in the classroom. Helpful pamphlets for families on what the District will expect of them and tips on things they can do at home to prepare their children for school will be provided.

The District staff realizes that moving from an elementary classroom to a middle school evokes a wide variety of emotions, behaviors, and concerns for both young adolescents and their parents. Transition to middle school is marked by several changes in educational expectations and practices. In the elementary, students are taught in a self-contained classroom with a main teacher and different teachers for music, PE, and computers. Once students reach middle school, however, they must interact with more teachers and with intensified expectations for both performance and individual responsibility. In the middle school, students are taught in a self-contained classroom with different teachers rotating in and out during different periods. Each class (Grades K-4) visits next year's classroom and teacher for 15—30 minutes in the spring to see the room, meet the teacher, and find out expectations. A parents/student night is held to explain changes coming in middle school.

WHAT CAN I, AS A PARENT, DO TO HELP MY CHILD AT SCHOOL?

1. Give children a chance to talk, express their ideas and describe their experiences.
2. Learning to listen is most important. A child's ability to learn is improved by his/her feeling that his/her ideas are valued.
3. Provide a variety of experiences that will enrich your child's life and develop curiosity about the world around him/her--visit parks, beaches, zoos, sports events, hikes, camping trips, concerts, art galleries, farms, factories, science fairs, historical sites, government and industrial centers. Then let him/her discuss his/her observations and reactions.
4. Show an interest in the child's work.
5. Become acquainted with the child's teacher.
6. Insist on adequate sleep and rest on nights preceding a school day, and moderation in viewing evening television programs.
7. Take pride in an excellent school attendance record of the child.
8. Encourage the child to work up to the limit of his/her capabilities.
9. Encourage a favorable attitude toward academic learning. Cooperate with the school to establish desirable attitudes toward school life.
10. Try to avoid criticism of the District programs and personnel before the child.
11. Try to not get caught up in gossip and other's school problems. Make your own judgment, come to school and visit with the appropriate District personnel if you have a question or concern.
12. Respond promptly to requests for parent-teacher conferences.
13. Visit the teacher or principal to clear up any suggestions regarding your child's school experience.
14. Don't become discouraged. The improvement of some learning difficulties may be a slow process. There is hope of considerable improvement even after children reach high school.

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STAFF

Kindergarten & Cheer Coach.....	Mrs. Deb Venard
Grade 1	Mrs. Koleene Newbold
Grade 2/JH Volleyball Coach	Mrs. Teri Kinsley
Grade 3.....	Mrs. Jeanette Drayer
Grade 4.....	Mrs. Kayla Bester
Grades 5-8 Reading/PE/JH Basketball Coach	Mrs. Bev Ball
Grades 5-6 Science/6-8 Language	Mrs. Holly Stewart
Grades 5-8 Math	Mrs. Christy Brost
Grades 6-12 Social Studies/Play Director.....	Mr. Andrew Stewart
Grades K-4 Choir/5-6 Band.....	Mrs. Nicole Barnes
Grades 5-12 Choir/7-12 Band.....	Mrs. Rose Comp
Grades 9-12 Math/Track coach.....	Mrs. Jane Daum
Grades 7-12 Special Education Instructor	Mrs. Bonnie Dowling
Grades 9-12 Ag Teacher/FFA advisor.....	Mr. Bill Brunskill
Grades 7-12 Science	
Grades 3-12 Technology/Business Instructor/NHS.....	Mrs. Carmen Miller
Grades K-12 PE/Track Coach.....	Mrs. Ann Geisler
Grades 9-12 English/Journalism.....	Ms. Olivia Saunders
Grades K-8 Title Instructor.....	Ms. Sharon Aman
Speech Therapist.....	Ms. Betty Fairbanks
School Nurse/Special Education Paraprofessional	Mrs. Lea Glaze
Preschool/Title Paraprofessional	Mrs. Jeannette Newsam
Special Education.....	Mrs. Kayla Anderson
Special Education Paraprofessional.....	Mrs. Lana Feddersen
Title I/Special Education Paraprofessional.....	Ms. Janna Glaze
Elementary Secretary/Librarian	Mrs. Tammy Van Dam
High School Secretary/AD/Volleyball Coach	Mrs. Lenae Tucker
Business Manager.....	Mrs. Beth Feddersen
Dean of Students.....	Mrs. Missy Valburg
Superintendent/Elementary Principal	Mrs. Lorrie Esmay
Custodian	Mrs. Kari Harter
Custodian	Mrs. Stephanie Vevig
Custodian	Mrs. Teresa Hatheway

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