

# Waverly-South Shore School



K-12 Student  
Handbook  
2017-2018

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## Foreword

The Student Handbook comes to you courtesy of the Waverly-South Shore Board of Education. In it you will find information regarding the regulations and policies set up for a successful school. We hope that you and your parent(s)/guardian(s) will enjoy reading the contents and know both what is offered for you and what is expected of you as a student and citizen of the Waverly School District.

## School Board Philosophies, Goals, and Objectives

- I.** We believe that the School Board is responsible to the public and therefore should attempt to reflect the opinion of the community; however, school board members must look to the future more closely than is required of the average citizen. The results of many of the decisions and actions of the Board will not be realized at once, but will set the course of education for future years. The Board should fearlessly support those educational philosophies and procedures needed to promote an adequate education for this community based upon the needs of the pupil population.
- II.** The Board should reflect the policies of behavior and lifestyle as required by employee and community.
- III.** The following goals and objectives have been adopted by the Waverly-South Shore Board of Education as a guideline for the operation of the Waverly-South Shore School. We encourage every effort to attain these goals and objectives.

### **A. Children Are Important**

- 1. We believe that our schools exist for all children.
- 2. We believe that we need to know each child as an individual—we need to know his/her strengths, weaknesses, interests, aspirations, and needs.
- 3. We believe that we need to make provisions for all children to participate as individuals and as members of groups in order to accomplish the following:
  - a. Give children a sense of belonging.
  - b. Teach children to solve problems, plan, decide, act, and evaluate.
  - c. Encourage children to grow creatively.
  - d. Help children appreciate other persons.
  - e. Teach children to accept responsibility.

### **B. Children Can Develop into Capable Citizens**

All pupils need to learn to be active, functioning citizens of our changing society through the following provisions:

- 1. By acquiring competence in the basic tools of learning mathematics, reading, literature, listening, spelling and writing.
- 2. By growing in their knowledge and understanding of geography, history, science, and government in their selection and training for a suitable vocation.
- 3. By living democratically in the schools to acquire a love of and appreciation for the American way of life.
- 4. By enjoying the privileges and accepting the responsibilities of citizenship.

### **C. The Stage for Learning Must Be Set**

We believe that learning takes place best under the following conditions:

- 1. The experiences planned foster developmental growth of pupils.
- 2. Activities are vital and meaningful to those participating.
- 3. The experiences are cooperatively planned and carried out by teachers and pupils.
- 4. A safe and stimulating environment is provided.
- 5. There are a great variety of learning experiences.
- 6. Pupils set for themselves high-quality standards in work habits and workmanship.
- 7. Pupils are aware of their own goals and of their progress toward these goals.

- IV. We believe that education is a life-long process of growth which, in addition to the accumulation of information, results in changes in behavior—thinking, feeling, and doing; and schools have a responsibility to help adults by offering instruction in vocations, vocational interest, home and family life problems and citizenship responsibilities.

### **Welcome to the Waverly-South Shore School**

As a student of the Waverly-South Shore School, you are expected to follow the rules that are established for the benefit of the entire student body. This is your school. You should be proud of it, take good care of it, and be willing to make suggestions to improve it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help students to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and find those within our school that will prepare you to live a good life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

To promote better understanding and relations between the school, students and their parent(s)/guardian(s), honest communications must take place.

It is possible that a classroom situation could be very uncomfortable to a student without the teacher being aware. Cooperation between parent(s)/guardian(s) and teachers can also improve a teacher's effectiveness and relationship with the students. Parent(s)/guardian(s) should understand that the teacher has a difficult and demanding position and that parent/guardian support is essential.

Parent(s)/guardian(s) should feel free to visit the school and to communicate with school personnel. However, parent(s)/guardian(s) shall take problems to the teacher individually by appointment only. Comments from parent(s)/guardian(s) are welcome. Gossip and unfair judgment should not be used by any group. A concerned person should become an informed person.

No parent(s)/guardian(s) shall organize a special group meeting with a teacher, relative to any problem concerning the teacher, unless authorized by the superintendent, principal, or assistant principal. If patrons have a complaint, they are asked to please follow the District's "Public Complaints about School Personnel Policy."

**T** ogether  
**E** veryone  
**A** ccomplishes  
**M** ore

## School-Home Compact

To promote better understanding and communications among all involved in the education of the students of the Waverly-South Shore School, it is important that all parties read and commit to the following:

### Students:

- Always try to do my best in my work and in my behavior.
- Show respect for my classmates, my teachers, and myself.
- Obey the school and bus rules.
- Take pride in my town and my school.
- Support the academic, athletic, and artistic programs of others.
- Come to school prepared each day.
- Believe that I can and will learn.

### Parent(s)/Guardian(s):

- See that my child attends school regularly and punctually.
- Support my child in supervising homework completion.
- Regularly attend parent-teacher conferences and other such conferences as needed to stay informed on the progress my child is making.
- Encourage my child always to learn.
- Set a good example to my child.
- Show respect and support for my child, the teachers, and the school.
- Support my child's academic, athletic, and artistic activities.
- Respect the confidential nature of school matters.

### Teachers:

- Show respect for each student and his or her family.
- Provide an environment conducive to learning.
- Enforce rules as fairly and consistently as possible.
- Maintain open lines of communication with each student and his/her parent(s)/guardian(s)
- Welcome parent/guardian volunteers.
- Demonstrate professional behavior and positive attitude.
- Be a good role model for all students.
- Believe that all children can learn.
- Respect the confidential nature of school matters.

### Administrators:

- Provide an environment that allows for positive communication between the student, parent(s)/guardian(s), and teachers.
- Enforce the rules of the school as fairly and consistently as possible.
- Welcome and support parent/guardian volunteerism.
- Be a leader and role model in the educational community.
- Support and encourage learning for all ages.
- Believe that all children can learn.
- Be a positive link between the community, school staff, and the Board of Education.

### School Support Staff:

- Show respect for each student, parent/guardian, and teacher.
- Be a good role model for all students.
- Respect the confidential nature of school matters.
- Show a positive attitude in school.
- Keep an open line of communication with other school staff.
- Encourage all children to learn.

### **Accidents**

All accidents occurring during the school day are to be reported to the superintendent's, principal's or assistant principal's office immediately. If there should be an accident during the school day or at a school activity, every effort will be made to see that the student receives proper medical care. Parent(s)/Guardian(s) will be notified.

### **Accident and Dental Insurance**

At the beginning of each school year, every student is provided forms concerning accidents and dental insurance. These forms are sent home to parent(s)/guardian(s) who may or may not opt to subscribe. The school does not provide this insurance. The forms are simply distributed by the school. Policies offered are limited pay policies and are not major medical policies. Limitations are placed on many types of injuries. Students and parent(s)/guardian(s) should make certain they understand what is and is not covered in the policy before subscribing to the insurance.

### **Attendance**

A student's contribution to and achievement in class is directly related to attendance. Both students and parents/guardians must understand that a vital portion of the educational experience is missed when a student is absent from school. The school will cooperate and assist students and parents/guardians regarding attendance while striving for the development of good attendance practices. All absences will become a consideration in the classroom teacher's final evaluation of the student's academic performance, contribution to class, and final grade. Students are expected to attend all classes and study halls for which they are registered every day that classes are in session.

6-12 students' attendance will be based on an eight (8) period day. K-5 students' attendance will be based on a four (4) period day. Perfect attendance awards will be given to students who are not absent for a single period. Excellent attendance awards will be given to students who are absent seven-eighths (7/8) of a day or less. The awards for perfect attendance will be a pin and certificate, and the award for excellent attendance will be a certificate. High School students who achieve perfect attendance all four (4) years will receive a plaque.

Absenteeism is defined as an absence from school during regularly scheduled school hours. All school lessons and class discussions assigned during the duration of the absence become the responsibility of the students and parents.

### **Effect of Absenteeism on Extra-Curricular or Co-Curricular Activities**

Unless approval is made with administration prior to the absence, students must be in school one-half (½) day in order to participate in extra-curricular/co-curricular activities on that day. Co-curricular activities are those that take place both during the school day **and** before or after school hours. Extra-curricular activities include any activity which takes place before or after the school day, or is away from the school grounds.

Students missing four (4) periods or more due to illness or other reasons will not be permitted to attend extra-curricular or co-curricular activities on the day of the absence. If the student attends the last four periods of the school day after missing the first four due to an illness, that athlete will be able to participate in the evening's event. This includes practices and rehearsal times for all activities and includes all students in kindergarten through grade twelve (12).

### **Steps to follow when absent:**

- 1) For any age student, the parent/guardian should phone the school (886-9174) and inform the office of a student's absence prior to 9:00 am or prior to the day of a planned absence.
- 2) If a student arrives late for school or is gone to an appointment, he/she must check in at the office first upon arrival, so attendance can be verified. A member of the office staff will then write a pass to allow them into class.
- 3) A student who was absent shall provide the office with written parent/guardian verification of the absence. The note must include the student's name, date of absence, reason for absence, and signature of parent/guardian. An Unexcused Absence will be issued if no verification is received from the parent/guardian.

- 4) Upon returning after an absence, students must pick up a make-up slip from the office before the school day begins. For absences known in advance, make-up slips must be picked up and filled out in advance. Whenever possible, all work (for absences known in advance) must be made up at least one day ahead of the absence. The make-up slip allows two (2) days for the first day of absence and one (1) day for each consecutive day absent to make up work from the missed day(s).
- 5) The student shall present the make-up slip to each teacher of classes missed (or to be missed) for admission into class and gathering of assignments. Such make-up work shall be done only at a time that does not interfere with class instruction. Request for teacher assistance is encouraged but shall be scheduled at the convenience of the instructor.
- 6) Upon completion of assignments and securing of teacher signatures, students must return the make-up slip to the office. Any work not completed in the allotted time may be reflected in the student's grade, and no credit will be given for incomplete assignments unless prior extension of time was granted in writing.
- 7) Failure to complete make-up work and turning in of make-up slip on time will result in after school late work time to complete outstanding coursework. Failure to remain after school for late work time may result in detention time before and after school until the work is completed.

#### **Regarding testing as it applies to the make-up slip process:**

If the student is in school and a test is assigned for the day on which the student will be absent, the student will take the test on the first day that he/she returns to class. Therefore, the normal 2 to 1 does not apply. The rationale is that a student who does not test on the day he/she returns from the absence is taking unfair advantage of the testing process. Other test situations are under the discretion of each teacher.

#### **Missed Classes**

After nine (9) non-exempt absences from any period in a semester, a meeting will be held with parents and school administration to develop a plan that will allow the student to complete all missing work in a timely manner and to prevent future absences from occurring. After fifteen (15) non-exempt absences from any period in a semester, credit may be withheld for that class. Non-exempt absences above the number allowed in a given semester will be considered excessive, calling for special action by the student, parent/guardian, and the school. Parents/Guardians will be notified after seven (7) non-exempt absences to discuss attendance concerns. Absences due to illness or hospitalization will require medical verification. Allowances can be made to attendance cases of extreme emergencies or illnesses, which will be determined by the superintendent, principal, or assistant principal.

The parent/guardian may appeal to the principal or assistant principal the decision of the teacher to withhold credit. Parent/Guardian appeals must be made in writing to the principal or assistant principal within two weeks of the school's written notice to the parent. Failure to submit a written appeal within two weeks will result in the students being pulled out of the class(es) involved and assigned to ISS for those specified time periods. If credit is to be withheld for three (3) or more classes, student and parent/guardian must attend a meeting with the school administration to discuss plans for alternative placement. The superintendent will serve as the final appeal for withholding of credit.

#### **Tardies**

Tardiness cannot, and will not, be tolerated. Unexcused and/or excessive tardiness shall carry consequences, which may include conferences with parents/guardians, detention, and/or suspension. Tardies will be excused only when accompanied by a written note from either a parent/guardian or health care facility. *Please see Discipline Grid for consequences.*

Students will be considered tardy if they are not in their classrooms when the bell rings. Exempt tardies will be allowed for 1) late bus; 2) bad weather; 3) impassable roads; and 4) having a pass from a teacher, counselor, principal, or assistant principal. All other tardies are unexcused.

#### **Keeping Children After School**

Children may be kept after school to receive special help or for disciplinary reasons. In any case, an attempt will be made to have the child notify his/her parents. Students in after school activities will be late or possibly miss the activity or practice as they first must finish their school-time obligation.



## Bullying Policy

1. Definition of Bullying: Bullying is a pattern of abuse that involves a student being “picked on”. Bullying includes physical intimidation, or assault; oral or written threats; teasing; putdowns; name calling; threatening looks, gestures, or actions; cruel remarks; false accusations; social isolation.
2. Bullying is Prohibited: The Waverly-South Shore School and staff shall not tolerate any bullying on school grounds or any school activity on or off school grounds.
3. Staff Intervention: The school expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene – unless intervention would be a threat to the staff member’s safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal or assistant principal for further investigation.
4. Students and Parents shall report Bullying: The school expects and encourages students and parents who become aware of an act of bullying to report it to a teacher, the school principal, or assistant principal for further investigation. Any student who retaliates against another for reporting bullying will be subject to consequences listed on the school discipline grid.
5. Investigating Procedures: Upon learning of a bullying incident, the teacher, principal, or assistant principal shall contact the parent of both the aggressor and the victim, interview both students, and school staff; review of school records; and identification of parent and family issues.
6. Consequences/Intervention: Consequences for students who bully others will be determined on a case by case basis by the administration. The principal or assistant principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for the students as necessary; reporting incidents to law enforcement if appropriate; recommending students for the school behavior program (PSI) and developing a supervision plan with parents.

## Buses

The bus drivers are responsible for the buses and discipline on the buses. The driver’s relationship with the students should be on the same level as that of a teacher in the classroom. Bus transportation for students is not entirely a right, but more like a privilege, conditioned upon courteous behavior and obedience to the established rules. THE SAFETY OF THE BUS AND ITS PASSENGERS demands complete cooperation from the students.

It shall be the duty of the driver to report to the school administrator the names of any students who persist in violating the rules and regulations. The administrator may find it necessary to withhold the privilege of riding the bus from those students who fail to cooperate accordingly.

Please read the following rules and discuss them with your children. We ask for your cooperation in enforcing these rules. The safety of our students, your children, depends upon it.

- 1) Students shall obey all instruction from the school bus driver and/or authorized student monitors.
- 2) Students MUST ride on assigned buses and MUST occupy the seat assigned to them if seats are assigned.
- 3) The same courteous conduct as is expected in the classroom must be observed while on the bus. Ordinary conversation is permitted. Loud and vulgar language is NOT PERMITTED.
- 4) Students must refrain from unnecessary conversation with the driver. His/her job requires his/her full attention.
- 5) Students must be on time at the designated bus stops; the bus cannot wait beyond its regular time schedule for tardy students. If more than one child from each family rides, they should all be on time.
- 6) Students will assist the bus driver in keeping the interior of the bus clean, sanitary, and in orderly condition. Students must not throw waste paper or rubbish on the floor or out the windows of the bus.
- 7) Students will not open or close the windows without the permission of the driver.
- 8) Students must not—at any time—put head, hands, or arms out the bus windows.
- 9) Students must not move about inside the bus or try to get on or off while the bus is in motion.

- 10) Students will immediately report to the driver any damage occurring on the bus. Students responsible for any damage will naturally be held liable for payment.
- 11) Students must follow the instructions of the driver when entering or leaving the bus, and when they must cross the road or highway.
- 12) Students must await the signal from the driver to cross a road or highway, then cross promptly. The crossing should be made approximately ten (10) feet in front of the bus in full view of the driver.
- 13) Students desiring to leave the bus at other than their designated bus stop must present the driver with written permission to do so from their parents.
- 14) Students who do not normally ride the bus need written permission from their parents with approval through the principal's or assistant principal's office to board a bus.

### **Bus Discipline Policy**

**Level 1:** Bus drivers/staff monitors will give students two warnings and parents will be called for inappropriate behavior. The third warning will result in the loss of bus riding privileges for one day. Parents and bus drivers/staff monitors will discuss the situation before riding privileges are suspended.

**Level 2:** If the disciplinary action described in the first incident is not sufficient to encourage proper student conduct, the driver/staff monitor will involve the principal or assistant principal. The principal or assistant principal may suspend some student privileges or assign detention. Parents, driver, staff monitor, student, principal, and/or assistant principal will become involved.

**Level 3:** If further disciplinary action is required, students will lose riding privileges for ten (10) days without exception. A meeting will be held with student, parents, driver, staff monitor, principal, and/or assistant principal.

**Level 4:** The final disciplinary action taken by the school will result in the loss of riding privileges for the remainder of the year. Serious disciplinary problems may result in loss of riding privileges immediately.

### **Activity Buses**

In the interest of school safety, program cohesiveness, and school liability, it is required that each student who rides the team or activity bus to an out-of-town event should ride home on the bus. Students not riding the bus home will be permitted to ride with their parent(s)/guardian(s) only if they have notified the school administration, program director or coach with a written note and verbal confirmation from the parent or guardian. Parent(s)/guardian(s) must sign their student out by signing a release with the coach, director, or advisor prior to leaving the event. Parent(s)/Guardian(s) must notify the program director or coach in advance of intent to allow their child(ren) to ride with other adult. Students not following this policy will be referred to the discipline policy.

In the interests of the safety and well-being of the student-athletes, coaches/advisors have the authority to collect cell phones at any time during an athletic or academic activity. If collected, cell phones will not be returned to students until either the student checks out with the coach/advisor to ride home with his/her parents or until the bus is thirty (30) minutes away from Waverly. On trips of an academic nature, advisors/chaperones reserve the right to allow students to retain their cell phones for the purpose of picture-taking only.

### **Child Abuse and/or Neglect**

The Code of South Dakota, an area of Chapter 26, requires all school employees to report suspected child abuse or willful neglect.

### **Child Find**

The Waverly School District 14-5, in order to fulfill the obligations of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act is required to inform and provide full educational opportunities to all individuals with disabilities ages birth through twenty-one.

Jon Meyer, Superintendent of the Waverly School District 14-5 needs your assistance to identify, locate, and evaluate all children with disabilities. This public awareness notice is to inform parents and other individuals/agencies of the availability of educational services and related services to all individuals who reside within the jurisdiction of the Waverly School District 14-5 and who are between the ages of

f birth through twenty-one, regardless of the severity of their disability. This includes individuals in all public and private agencies and institutions and highly mobile children with disabilities, such as migrant and homeless children, who reside within the legal boundaries of the district.

Anyone aware of an individual who may benefit from educational services and related services is encouraged to call the Waverly School District 14-5 at 605-886-9174.

### **Cheating**

Students are expected to do their own work. Students who need assistance with schoolwork should consult their teachers. Students who are caught cheating will automatically receive a zero percent (0%) on that particular academic obligation, his/her parent(s)/guardian(s) will be contacted, and further consequences as described in the appropriate Disciplinary Grid. Plagiarism is a form of cheating. Repeat offenders of this policy will be referred to the administration for further disciplinary actions which may include suspension from the class the cheating took place for the remainder of the semester.

### **Church Night/Sunday**

Students or teachers will schedule no formal school events on Wednesday nights. The local school is not responsible for conference, region, or state events sometimes scheduled on Wednesdays. ONLY with the superintendent's, principal's, or activities director's permission may activities be scheduled on Sunday.

### **Communicable Disease Policy**

Waverly-South Shore School will follow the South Dakota Department of Health's guidelines. The following health guidelines shall apply and specific needs will be addressed on a case-by-case basis. This policy shall apply to all communicable diseases including, but not limited to the following:

Disease and Incubation Period	Rules for School Attendance
Chicken Pox	The infected individual may attend school after all pox are dry and scabbed.
Fifth Disease, Measles, Mumps, and Mononucleosis	The infected individual may attend school with physician's permission.
Impetigo	The infected individual may attend school if treatment is verified and lesions are covered and dry.
Pink Eye	The infected individual may attend school after the eye is clear; after treatment is verified; or with physician's permission.
Ring Worm	The infected individual may attend school if the area is under treatment and covered.
Scabies	The infected individual may attend school after treatment.
Streptococcal Infections (Strep Throat, Scarlet Fever)	The infected individual may attend school 24 hours after initiation and verification of antibiotic therapy.

Head lice can spread as long as lice or eggs remain alive on infested person. Medicated shampoos or cream rinses containing pyrethrin (RID), permethrin (NIX), lindane (Kwell), or malathion (Ovide) are used to kill lice. Upon discovering that a student has head lice, the student will be sent home to be treated and may not return to school until the following school day. Upon returning to school, the student will be evaluated to determine if any lice or eggs are still present. The student shall not be allowed to return to class until all traces of lice or eggs are gone.

### **Complaint Policy**

Questions or concerns often develop, but school staff may not be aware of them. Therefore, IT IS ESSENTIAL THAT PARENTS CONTACT THE SCHOOL WHEN THESE CONDITIONS EXIST. The staff is committed to the total welfare of children and any information is important to meeting their needs. It has to be a cooperative effort between home and school.

A parent should follow the following procedure when a problem, concern, or question exists:

1. Contact your child's teacher - often a question/concern can be answered before a problem arises.
2. Arrange a conference and discuss the issue.
3. Determine resolution.
4. If unresolved, refer to principal or assistant principal.
5. Principal or assistant principal will arrange follow-up.
6. If unresolved, refer to Superintendent.
7. If unresolved, refer to Board of Education.

### **Complaint Policy for Federal Programs**

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

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

### **Concealed/Dangerous Weapons at School**

Students bringing weapons such as guns, (as defined in Section 921 of Title 18 of the United States Code), knives, martial arts weapons on school property may be expelled from school by the Board of Education for a period not less than one year. The superintendent of schools may modify the one-year expulsion on a case-by-case basis. Repeat offenders shall be expelled from school for not less than one year. Students who use weapons to commit a crime on school property or endanger the safety of other persons shall be expelled for not less than one year.

Any student who violates this policy shall be referred to the criminal justice or juvenile delinquency system immediately upon verification that said policy has been violated.

### **Counseling Services**

A professional counselor is available to provide the following school counseling services:

- All students participate in classroom guidance on a regular schedule.
- Groups will be offered as needed.
- Individual counseling for a variety of issues.
- Information and resources for parents on a variety of issues.
- Behavior modification programs for students at school and/or home.
- Academic planning and preparation.
- Career planning and preparation.

- Testing services.
- Referral to other agencies when necessary.

Parent permission for counseling services:

- The main goal of school counseling services is to foster healthy development in students in the following areas: academic, social, and emotional.
- The school counselor will make his/her best effort to work collaboratively with parents in providing students with counseling services.
- The school counselor will pursue permission from parents before long-term individual counseling.
- The school counselor will pursue parental permission before students are allowed to participate in any group counseling offered by the counselor.
- The school counselor reserves the right to provide any classroom guidance activities, short-term individual counseling, teacher-referred counseling, or crisis intervention services to students without the permission of parents.

Confidentiality between student and school counselor:

- The school counselor has an obligation to the student to keep what is shared in a counseling session confidential except in the following circumstances:
  1. There is intent by the student to harm him/herself or put his/her life at risk;
  2. There is intent by the student to harm another person or put their life at risk;
  3. The student speaks of situations that may be considered child abuse or neglect.
- By law the situations listed above must be reported to the proper reporting agency or persons.
- In the event that a parent wishes the counselor to share any other information rendered during a counseling session, the counselor must first obtain permission from the student.
- The school counselor will do his/her best to work collaboratively with parents for the best interest of the student.
- For any student who is receiving services at the request of a parent, parents will receive appropriate updates as to how their daughter/son is progressing in counseling.

Students and parent(s)/guardian(s) are welcome to visit with the counselor at any time.

### **Defacement of School Property**

State laws make the student and his/her parent(s)/ guardian(s) responsible for damages and defacement of school property. Any pupil who intentionally or accidentally destroys, damages, or defaces school property will face the appropriate disciplinary action. *See Discipline Grid.* Each student is expected to assume responsibility for the care of all school property. Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced at the expense of the student at fault. Students will pay the replacement cost for damaged books and materials. *Vandalism will be immediately reported to the appropriate law enforcement agency for investigation.*

### **Directory Information**

During the school year, Waverly-South Shore students are involved in many activities such as music, athletics, publications, debate, drama, academic programs and special events. Some of these activities are given news coverage through school publications or bulletins and special coverage by newspapers, television, and radio stations. The superintendent or principal may release personally identifiable information known as “Directory Information” surrounding these activities at their discretion unless a written objection is filed by the parent(s)/guardian(s) of the student or an eligible student.

“Directory Information” includes the following information relating to a student: student’s name, address, telephone number, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic teams, dates of attendance, grade level, degrees and awards received, most recent previous education agency or institution attended by the student and other similar information. The type of information mentioned above may also be included in class rosters, student directories, school annual and publications.

If you do not want the Waverly-South Shore School to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by August 31.

### **Disaster/Fire Drills**

Fire drills are required to be held at regular intervals. Plans for procedures during fire drills have been posted in each classroom. When all students have been evacuated, each teacher must take roll to account for all students and report to the principal or assistant principal as soon as possible. Students will follow the instructions of the teacher where special situations warrant.

Instructions for disaster drills will be displayed in each classroom. When a tornado drill signal is sounded, all students should go to their assigned locations where they get down on their hands and knees and cover the backs of their heads with their hands.

### **K-12 Discipline Policy Discipline**

The Waverly-South Shore School disciplinary policy applies to any student who is on school property, who is on school-owned and operated school buses and/or vehicles, or on chartered buses, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place interferes with or obstructs the goals or operations of the school district or the safety or welfare of student or employees.

All disciplinary offenses are first handled by the teacher or paraprofessional using an established classroom discipline policy. If the behavior is excessive or has exceeded the behavioral steps in the classroom, then a student shall be sent to the office for disciplinary action by the principal or assistant principal. Students may be pulled from class to discuss disciplinary issues.

A student may be reported for failing to abide by school regulations and/or failure to demonstrate the qualities of good citizenship expected of all students.

The following specific inappropriate behaviors will result in disciplinary actions that may include detention, suspension, or expulsion.

- Disrupting classes or school activities
- Granting access to school facility through unauthorized means (windows, exit-only doors, etc.)
- Using or possessing alcohol, tobacco, illegal drugs, or other mood altering substances on campus or at school events
- No candy, gum, pop, food, or beverages allowed in classrooms, including study hall and homeroom, unless permission is given by the principal or assistant principal
- Stealing
- Fighting or harassing others
- Wearing clothing that may disrupt the educational process
- Unsafe or disruptive driving on or near the campus
- Vandalizing school or personal property
- Occupying restricted areas of campus
- Using skateboards, bicycles, mopeds, motorcycles, automobiles, or trucks other than for transportation to and from campus
- Refusing to comply with directions from teachers, administrators, or other school personnel
- Using profanity or improper language, or showing disrespect to the dignity of other students or staff on campus or at school events
- Displaying abusing epithets or threatening gestures to other students, teachers, administrators, or other school personnel
- Displaying conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of a school-related activity
- Participating in documented conduct detrimental to the best interests of the school district
- Exhibiting disruptive behavior in the lunchroom
- Expressing unsportsmanlike conduct involving visiting teams and representatives
- Displaying affection; no handholding, embracing, kissing, etc.
- Gambling

- Inappropriate use of school computers
- Violations of the school's cell phone/electronic device policies

**Parents can assist in promoting good behavior by:**

- 1) Supporting the school in requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior on the part of students.
- 2) Maintain an active interest in your child's daily work. Make it possible for students to complete assigned homework, particularly by providing suitable conditions for study at home.
- 3) Check both sides of the story before taking action.

**DISCIPLINE GUIDELINES**

**Classroom, Study Hall, and Lunchroom Behavior**

Students are expected to conduct themselves as ladies and gentlemen at all times. Students are to walk at all times when going through the halls and classroom areas. There is to be no whistling, loitering, loud talking, or scuffling in the halls. Horseplay often becomes a fight, and fighting is not permitted. Students may be allowed to have water bottles in the classroom and/or study hall. However, food, candy, and other beverages (i.e. Gatorade, pop, energy drinks, etc.) are not to be either brought into or consumed in classrooms or study halls without prior permission from the principal.

**General Study Hall Rules**

The purpose of the study hall is to provide a student with the opportunity to do class assignments. The study hall teacher will provide extra work if students are not on task throughout study hall. Students should check with each study hall teacher for specific policies for that hour. Some general guidelines to follow when entering any study hall include

1. Immediately proceed and sit in assigned seat.
2. Talk only when permission is granted by the study hall teacher.
3. Use time to study and complete assignments.
4. Have passes signed *before* arriving at the study hall.
5. Sign in and out each time leaving and returning to the study hall. This includes student's name, where student is going, and the time student left and returned.

If for some reason a student misuses his/her study hall privileges, the study hall teacher has the option of discontinuing privileges for that student.

**Restroom Regulations:**

1. No loitering or congregating in the restroom.
2. Students are expected to act with dignity and respect at all times.
3. Students should keep restrooms clean.
4. Defacement of the bathroom facilities will result in disciplinary action.

**K-5 Lunchroom Regulations**

1. Students will treat the lunchroom supervisors with kindness and respect.
2. Students will use a regular speaking voice at the table.
3. Students will use appropriate table manners.
4. Staff members may assign seats in the lunch room.
5. When a table is quiet, students will be dismissed.
6. Students will pick up all lunch wrappers, food, and trays and put them in designated areas.
7. Students bringing their own lunches will eat at the lunch tables provided in the lunch area. NO FOOD WILL LEAVE THE LUNCHROOM. Students are expected to clean up their tables and scrape their plates. NO POP is allowed in the lunchroom.

**6-12 Lunchroom Regulations:**

Good behavior, proper eating habits, and good manners will be maintained in our lunchroom. Students are expected to walk to and enter the lunch line in an orderly fashion. Students must remain in the lunchroom until they are finished with their meal. Once students are finished and have returned their tray, they may go to the gym only when supervised by a staff member. Students must wear tennis shoes if they

wish to play on the gym floor during this time. Students shall not be allowed in the locker rooms during this time. Students may leave the commons area or gym only when dismissed by a staff member or when the bell rings. Lunchroom guests must follow school Visitor Policy. (See page 34)

Students bringing their own lunches will eat at the lunch tables provided in the lunch area. Students are not allowed to have food delivered to the school. Students who attend Northeast Technical High School classes, or any other class not located on the Waverly-South Shore campus, are not allowed to bring fast food or beverage items with them into the school. **NO FOOD WILL LEAVE THE LUNCHROOM.** Students are expected to clean up their tables and scrape their plates. **NO POP** is allowed in the lunchroom. Students will be allowed to use their cell phones and/or electronic devices during their lunch period.

#### **Disciplinary Action** *See also Discipline Grid.*

A teacher at his or her discretion may remove any student from class who is disrespectful, discourteous and/or a discipline problem. A student dismissed from class must go immediately to the office for a conference with the principal or superintendent if a principal is not available. Any student who does not immediately go to the office after removal from class will automatically be suspended 1 to 10 school days. The parent(s)/guardian(s) will be contacted immediately and informed of the incident and action taken. A student who verbally or physically abuses any school personnel will be recommended for expulsion.

Any disciplinary action involving students will be handled on an individual basis, which could result in permanent dismissal from class, in-school suspension, out of school suspension by the administration or permanent expulsion by the Board of Education.

1. Students will be treated as young adults.
2. Students are expected to show proper respect for teachers and fellow students.
3. Students who use profane, obscene or otherwise offensive language will immediately be sent to the office of the principal or assistant principal.

A variety of corrective measures are authorized for the breach of rules or obligations applicable to students. The corrective measure to be employed shall be determined in each case by the administration, the classroom teacher, or other appropriate educational staff member, except where a Hearing Board is required. Repeated minor infractions may justify the use of more severe measures.

### **K-5 Discipline Grid**

Waverly/South Shore 6-12 Discipline Grid	1 <sup>st</sup> offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
<b>Class One-Per Quarter</b>					
Unexcused Tardy to school or class	Warning	Warning	Parent Contact	Parent Contact	Parent Meeting
Cell Phone Violation ( <i>Recess time will be spent with classroom teacher or principal if available, can also be served on the sidewalk outside</i> )	Warning	Phone taken away, principal referral	Phone taken away, loss of recess time, Parent Contact	Phone taken away, loss of recess time, Parent Contact- recommend that the phone not be brought to school	Phone will be turned into administration each day for a month- parent contact
Bus Offense	Warning	Warning; principal contact parent contact	Discipline during recess, principal meeting, parent meeting, discuss loss of riding privilege	Loss of riding privileges 1-10 days; parent and principal meeting	Loss of riding privileges for remainder of the year with parent and superintendent
Food/Candy/Pop/Gum ( <i>Recess time will be spent with classroom teacher or principal if available, can also be</i>	Warning	Warning, parent contact	Loss time of recess, meeting with the principal, parent contact	Loss time of recess, parent and principal meeting	Los time of recess, superintendent and parent meeting



<i>served on the sidewalk outside)</i>					
Profanity ( <i>Recess time will be spent with classroom teacher or principal if available, can also be served on the sidewalk outside)</i> )	Principal referral	Principal referral, loss of recess time, parent contact	Principal referral, loss of recess, parent and counselor meeting	2 Saturday School Points; parent meeting	ISS 2-5 days; parent meeting
Class Two-Per Semester	1 <sup>st</sup> offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
Classroom, Library or Lunchroom Disruption ( <i>Recess time will be spent with classroom teacher or principal if available, can also be served on the sidewalk outside)</i> )	Warning	Parent Call, eat lunch in the principal's office	Parent Call, eat lunch in the principal's office, loss of recess	Parent meeting, principal referral, loss of recess	ISS 1 day, meeting with the counselor, principal, and parent
Dress Code Violation ( <i>Mrs. Schonebaum or Mr. Reed may have extra clothing)</i> )	Warning and change/cover violation	Change/cover violation; parent and principal referral contact	Change/cover violation; parent contact, meeting with principal	Change/cover violation; parent, principal and counselor meeting	ISS 1 day; change/cover violation; parent meeting
Skipping/Unauthorized leave of campus/classroom/Unexcused absence ( <i>Recess time will be spent with classroom teacher or principal if available, can also be served on the sidewalk outside)</i> )	Make up skipped time after school or during recess or specials; parent contact	Make up time skipped time after school or during recess at a 2:1 ratio; parent contact	Parent and principal meeting	ISS 1 day	ISS 2 days, meeting with parent and superintendent
Disobeying Rules set by Staff ( <i>Recess time will be spent with classroom teacher or principal if available, can also be served on the sidewalk outside)</i> )	Warning	Principal referral	Loss of recess time, principal referral and lunch in his/her office	Loss of recess time, principal referral and lunch in his/her office, parent meeting	ISS 1 day, parent, principal, and counselor meeting
Class Three-Per Semester	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	
Insubordination ( <i>Recess time will be spent with classroom teacher or principal if available, can also be served on the sidewalk outside)</i> )	Warning	Loss of recess, parent contact, principal referral	Loss of recess, parent meeting, lunch detention with the principal	ISS 1 day, parent, principal and counselor meeting	

Cheating/ Plagiarism (Recess time will be spent with classroom teacher or principal if available, can also be served on the sidewalk outside)	0/redo on the assignment; Parent contact	0/redo on the assignment; parent contact, principal referral	0 on the assignment; loss of recess, principal lunch time; parent meeting	0 on the assignment; parent, principal and counselor meeting
Disrespectful/Obscene Language or Actions-Major (Recess time will be spent with classroom teacher or principal if available, can also be served on the sidewalk outside)	Parent contact, loss of recess time, principal referral	Parent contact, loss of recess time, lunch detention	Meeting with the parents, principal and counselor, loss of recess and lunch detention	ISS 1 day
Possession of Object with Potential Harm	Parent contact, principal referral	Parent principal counselor meeting	ISS 1 day	OSS 3 days
Pulling fire alarm	Parent contact, principal meeting	ISS 1; parent meeting	ISS 3 days	OSS 5 days
Class Four-Per Year	1 <sup>st</sup> offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> offense	
Destruction of Property	Loss of recess, lunch detention, possible ISS parent meeting, counselor referral; restitution/police referral when necessary  (Recess time will be spent with classroom teacher or principal if available, can also be served on the sidewalk outside)	OSS/ISS 1-3, parent meeting, counselor referral; restitution/police referral when necessary	Long-term suspension or expulsion, police referral when appropriate; student and parent attend conflict resolution before return to school; outside counseling referral	
Harassment including Verbal, Physical, or Sexual				
Possession of Object with Intent to Harm				
Theft				
Obscene Language or actions directed at a staff member				

### K-5 Recess Discipline Grid

Per Quarter	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Physical Harm (hitting, tripping, kicking, pushing, fighting)	5 minutes on the sidewalk, principal referral	10 minutes on the sidewalk, principal and counselor referral	Loss of recess, parent meeting, lunch detention with the principal	ISS 1 day, parent, principal and counselor meeting
Disrespect/Insubordination	Warning	5 minutes on the sidewalk	10 minutes on the sidewalk, principal referral	Loss of recess, lunch detention, parent contact
Disrespectful/Obscene Language	5 minutes on the sidewalk, parent contact	10 minutes on the sidewalk, principal referral, parent contact	Loss of recess, principal referral, parent contact	Loss of recess, lunch detention with principal, parent meeting with counselor
Teasing/Bullying Verbal or nonverbal	5 minutes on the sidewalk, counselor referral	10 minutes on the sidewalk, counselor and	Loss of recess, lunch detention, parent, counselor	ISS 1 day

		principal referral, parent contact	and principal meeting	
Destruction of School Property	Loss of recess, principal referral, parent contact restitution/police referral when necessary	Loss of recess, lunch detention, parent meeting, restitution/police referral when necessary	ISS 1 day, restitution/police referral when necessary	ISS/OSS 1-3 days, restitution/police referral when necessary
Threats and or verbal abuse	10 minutes on the sidewalk, counselor referral, parent contact	Loss of recess, lunch detention counselor and principal referral, parent contact	Possible ISS 1 day, lunch detention,	ISS/OSS 1 day; meeting with parent and superintendent

### 6-12 Discipline Grid

Waverly/South Shore 6-12 Discipline Grid	1 <sup>st</sup> offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
Class One-Per Quarter					
Unexcused Tardy to school or class	Warning	Warning	Saturday School Point and lunch detention	Saturday School Point and lunch detention	Saturday School Point and lunch detention
Bus Offense	Warning	Warning; parent contact	Saturday School Point and lunch detention; parent meeting	Loss of riding privileges 1-10 days; 2 Saturday school points and lunch detentions; parent meeting	Loss of riding privileges for remainder of the year; ISS 3-5 days; meeting with parent and superintendent
Food/Candy/Pop/Gum	Warning	Saturday School Point and lunch detention	Saturday School Point and lunch detention; parent contact	2 Saturday School Points and lunch detentions; parent meeting	ISS 1-3 days; parent meeting
Profanity	Warning	Saturday School Point and lunch detention	Saturday School Point and lunch detentions 1-3 days; parent call	2 Saturday School Points and lunch detentions; parent meeting	ISS 2-5 days; parent meeting
Excused absence from NTHS when W-SS is not in session	Saturday School Point per offense; invalidation of NTHS flexible schedule agreement				
Class Two-Per Semester	1 <sup>st</sup> offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
Cell Phone Violation	Warning	Loss of phone for remainder of the day; Saturday School Point	Saturday School Point and lunch detention; loss of phone for remainder of the day	Saturday School Point and lunch detention 1-3 days; remainder of the day	ISS 1 day; parent contact
Classroom, Library, Study Hall, or Lunchroom Disruption	Saturday School Point	Saturday School point and lunch	2 Saturday School Points and lunch	ISS 3-5 days; parent meeting	ISS 5-10 days; meeting with

	and lunch detention	detention 1-3 days; parent call	detentions; parent meeting		parent and superintendent
Dress Code Violation	Warning and change/cover violation	Saturday School Point and lunch detention; change/cover violation; parent contact	Saturday School Point and lunch detention; change/cover violation; parent contact	2 Saturday School Points and lunch detentions; change/cover violation; parent meeting	ISS 3-5 days; change/cover violation; parent meeting
Driving to NTHS without permission/Unauthorized leave of campus/classroom	Saturday School Point and lunch detention	Saturday School Point and lunch detention; not allowed to drive to NTHS for remainder of semester	2 Saturday School Points and lunch detentions; not allowed to drive to NTHS for remainder of year; parent meeting	ISS 3-5 days; parent meeting	ISS 5-10 days; meeting with parent and superintendent
Skippping	Saturday School Point and lunch detention for every period missed; parent contact	2 Saturday School Points and lunch detentions for every period missed; parent meeting	ISS 1 day; parent meeting	ISS 2-5 days; parent meeting	ISS 5-10 days; meeting with parent and superintendent
Unexcused Absence	Saturday School Point for every period unexcused				
Overt Displays of Affection	Saturday School Point and lunch detention	Saturday School Point and lunch detention; parent call	2 Saturday School Points and lunch detentions; parent meeting	ISS 3-5 days; parent meeting	ISS 5-10 days; meeting with parent and superintendent
Disobeying Rules set by Staff	Saturday School Point and lunch detention	Saturday School Point and lunch detention; parent call	2 Saturday School Points and lunch detentions; parent meeting	ISS 3-5 days; parent meeting	ISS 5-10 days; meeting with parent and superintendent
Technology Misuse-Minor	Saturday School Point and lunch detention	Saturday School Point and lunch detention; parent call	2 Saturday School Points and lunch detentions; parent meeting	ISS 3-5 days; parent meeting	ISS 5-10 days; meeting with parent and superintendent
Class Three-Per Semester	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	
Insubordination	Saturday School Point and lunch detention; parent contact	Saturday School Point and lunch detention; parent meeting	ISS 3-5 days; parent meeting conference	OSS 5-10 days; meeting with parent and superintendent	
Pornographic Materials	ISS 3 days; parent contact	ISS 3-5 days; parent meeting	ISS 5-10 days; meeting with parent and superintendent	OSS 5-10 days; appear before the school board	

Cheating/ Plagiarism	0 on the assignment; Saturday School Point and lunch detention	0 on the assignment; 2 Saturday School Points and lunch detentions; parent contact	0 on the assignment; ISS 1-3 days; parent meeting	0 on the assignment; ISS 3-5 days; parent meeting		
Disrespectful/Obscene Language or Actions-Major	Saturday School Point and lunch detention; parent contact	ISS 1-3 days; parent contact	ISS 3-5 days; parent meeting	OSS 5-10; meeting with parent and superintendent		
Gambling	2 Saturday School points and lunch detentions; parent contact	ISS 1-3 days; parent contact	ISS 3-5 days; parent meeting	OSS 5-10; meeting with parent and superintendent		
Possession of Object with Potential Harm	2 Saturday School Points and lunch detentions; parent contact	ISS 1-3 days; parent contact	ISS 3-5 days; parent meeting	OSS 5-10; meeting with parent and superintendent		
Technology Misuse-Major	Loss of all computer privileges for 30 days; ISS 3-5 days; parent meeting	Loss of all computer privileges for 90 days; 5-10 days ISS; meeting with parent and superintendent	Loss of all computer privileges for one year; OSS 5-10 days appear before school board	Loss of all computer privileges for one year; OSS 5-10 days appear before school board		
Pulling fire alarm	2 Saturday School Points and lunch detentions; parent contact	ISS 1-3 days; parent contact	ISS 3-5 days; parent meeting	OSS 5-10; meeting with parent and superintendent		
Class Four-Per Year	1 <sup>st</sup> offense		2 <sup>nd</sup> Offense		3 <sup>rd</sup> offense	
Violence/Fighting/Physical Injury	ISS 3-5 days, parent meeting, counselor referral; restitution/police referral when necessary		OSS 5-10 days, parent meeting, counselor referral; restitution/police referral when necessary		Long-term suspension or expulsion, police referral when appropriate; student and parent attend conflict resolution before return to school; outside counseling referral	
Intimidation						
Destruction of Property						
Harassment/Threats including Verbal, Physical, or Sexual						
Hazing						
Possession of Object with Intent to Harm						
Theft						
Tobacco						
Obscene Language or actions directed at a staff member						
Class Five-Per School Career	1 <sup>st</sup> Offense			2 <sup>nd</sup> Offense		
Drugs, Alcohol, performance-enhancing drugs, mood-altering drugs-Using or under the influence or possessing drug paraphernalia; abuse of OTC/prescription medications	OSS (15 days), parent conference, police referral. Reduce suspension to 5 days if student and parent participate in school approved drug/alcohol evaluation and counseling. Student activity rules apply			Long-term suspension or expulsion, police referral. Student and parent must attend drug/alcohol evaluation and counseling before student returns to school.		
Drugs, Alcohol, performance-enhancing drugs, mood-altering drugs, OTC/prescription medications-Possessing	Long term suspension or expulsion. Student must attend drug/alcohol evaluation and counseling before student returns to school.					

an amount that suggests Distribution	
Class Six-Per School Career	
Weapons, Bomb Threats, Arson, Firearms, or Endangering the Life of Others	Long-term suspension or expulsion, parent conference, referral to authorities if deemed necessary by administration.

### **Admonition and Counseling**

Admonition and counseling should be used when appropriate to assist students in understanding when their conduct interferes with their own educational progress, threatens the academic or social progress and rights of others, or is contrary to school policy.

### **Detention**

Detentions earned through violations of the disciplinary policy will be served during that student's lunch period in a classroom supervised by either the principal or assistant principal.

### **Late Work**

Teachers may require that students who fail to complete any assigned homework/coursework by the designated deadline stay for extra time after school for late work. Failure to stay after for assigned late work time will result in consequences as outlined in the Discipline Grid. Students will work on their late and/or missing assignments during this time. Extra school time is not considered a detention, and will not be tracked in the students' disciplinary files. Extra school time appointments do take priority over scheduled activity practice times. Teachers may refuse to accept late work at their discretion according to the rules they have established for their classroom.

### **Saturday School**

Saturday School is a form of discipline in which the student is required to attend school on the first Saturday of each month unless specified by a member of the administration team. The student will attend school and report to the designated area that will be established at the start of the school year. The student will be asked to complete a Saturday school form on Friday that will include all homework needed to be done during Saturday School. A student who receives five Saturday School points in a semester will be required to attend Saturday School from 8 a.m.-10 a.m. If a student obtains another five points in the same semester, he/she will attend Saturday School from 8 a.m.-12 p.m. If a student does not attend the half day of Saturday School, he/she will have to complete a day of in school suspension on the first day of school after the Saturday School session. If a student does not attend their full day of Saturday School, he/she will be required to complete 2 days of in-school suspension.

### **In-School Suspension**

In-School Suspension is a form of discipline in which the student is temporarily denied the right to attend class with his/her classmates. The student will attend school and report to the designated area. At the beginning of a term of in-school suspension, the student will go to each of his/her teachers to obtain a list of any and all work that the student needs to complete for the class(es) he/she will miss while suspended. Assignments issued during the term of the suspension may be docked up to 15% at the discretion of the individual teacher. The length of the term of the suspension is to be considered a minimum length. No student shall be released from in-school suspension until all assignments that he/she received at the beginning of the term of suspension, as well as any and all late or missing school work, are completed. If a student does not complete his/her required coursework within ten (10) days in suspension, he/she shall meet with the principal, assistant principal, and superintendent, and further consequences will be determined at that time.

### **Out-of-School Suspension**

A form of discipline in which the student is temporarily denied the right to attend class, school, or school-sponsored activities. The superintendent may suspend students for up to ninety (90) school days without a board hearing or action. The principal or assistant principal may suspend students from school,

class, or any activity for up to 10 school days without a board hearing. Suspension beyond ten (10) school days (by the principal or assistant principal) requires a hearing before the school board. Suspension may be for 1) the rest of the day; 2) a specific period of time; 3) until a conference with parent(s)/guardian(s) is held; or 4) until specified conditions are met by the pupil. Suspension is used in cases of misconduct, nonconformity to school regulations, destruction of school property, or actions endangering the welfare of others. The suspended student will not attend any school-related functions as a participant or observer and will not be in contact with school property. A copy of the standards for hearing procedures for suspension can be obtained from the administrative office.

Any student under suspension will be expected to complete all assignments given during the suspension period. Assignments will be made available for the student's parent/guardian to pick up at school. All such assignments must be handed in to the respective classroom teacher on the day the student returns from his/her suspension, and assignments issued during the term of the suspension may be docked up to 30% at the discretion of the individual teacher. Assignments turned in after the first day will not be accepted.

Reinstatement after suspension is granted when the principal, assistant principal, or his/her representative is convinced that the conduct of the student will be consistent with that which is expected of good school citizens. Usually reinstatement will occur only after a parent(s)/guardian(s) conference, which may include the school personnel involved. Continuation of those acts which led to the suspension of the student is just cause for recommendation to expel the student by the Board of Education.

### **Expulsion**

A type of discipline in which the student is removed from the school by the Board of Education after recommendation from the principal and/or assistant principal and superintendent. A copy of the standards for hearing procedures for expulsion can be obtained from the administrative office.

Reinstatement after expulsion is action taken only by the Board of Education after its representatives are satisfied that the student intends to correct the behavior that led to expulsion. Student Due Process is covered under SDCL Article 24:7.

## **Dress Code**

**Proper attire – South Dakota law states that it is the responsibility of the school to determine student's dress.**

Therefore, any style of dress, article of clothing, or hairstyle that interferes with or disrupts the learning environment is unacceptable in the Waverly-South Shore School.

- Students should wear clean clothing and be dressed and groomed in a way that is not offensive to others or distracting from the operation of the school.
- School clothing should be appropriate as to time, place, and weather. Please be advised of daily weather conditions for the health and safety of all students.
- Mark all jackets, coats, hats, shoes, boots, mittens, gloves, etc. with a permanent label or marker so that students can always identify their own belongings. It is suggested that families plan early for cold and wet weather.
- The following cold or wet weather items of clothing are necessary for K-5: coat, jacket or sweater, snow pants, gloves or mittens, head wear, scarves, snow boots or overshoes. K-5 students who do not wear boots or snow pants during wet and snowy conditions will be restricted to a designated area. (More weather wear instructions may be forthcoming from K-5 teachers.)
- The following cold or wet weather items of clothing are suggested for 6-12: coat, jacket or sweater, gloves or mittens, head wear, scarves, snow boots or overshoes. .
- Each Friday is **Spirit Day**. All students are encouraged to wear Coyote apparel or black and white.

**All K-12 students should be aware of the following rules regarding specific types of clothing:**

- 1) **No** spaghetti-strap tops, halter tops, tube tops, tank tops with less than a 2" strap, mesh jerseys, half shirts, or muscle shirts.
- 2) **No** short shorts or short skirts. A rule of thumb for shorts/skirts is that they should extend to the fingertips when arms are extended at the student's side.
- 3) **No** clothing that conveys any message (in print, or picture) of profanity, drugs, tobacco, alcohol or bars, is sexually suggestive, displays racial slurs, is objectionable, or depicts acts of violence.

- 4) **No** revealing low-neck shirts, dresses, blouses, tops or camisoles.
- 5) **No** undergarments should be visible, no matter the position of the body (standing, sitting, leaning, etc.).
- 6) Bottom half clothing (pants/shorts/skirts) must reach the top of the hipbone.
- 7) **No** bare midriffs, short tops or tattered clothing. Tops should be long enough what when a student raises one hand above his/her head that no skin is exposed. .
- 8) **No** hats, caps, bandanas, sweat bands, berets, hoods or sunglasses in school. An exception will be made only for safety purposes in Northeast Technical High School classes, and in case of a special day approved by the principal.
- 9) **No** jackets worn in classrooms.
- 10) **No** visible chains.

### **Consequences for wearing inappropriate attire**

In the judgment of staff and administration, students who wear restricted clothing will be required to change into office-issued clothing provided by the counselor's office. Students' clothing will be returned when the borrowed items are brought back to the office. See Discipline Grid for consequences.

Out of concern for health and safety, footwear must be worn during school at all times. Students must wear footwear appropriate to the school activity or season of the year. Please be advised

- No non-soled slippers.
- No shoes or boots that leave excessive black marks on the floors.
- Tennis shoes must be worn for physical education classes. Students not wearing tennis shoes for physical education classes will not be allowed to participate in class that day and may have their grade docked for lack of participation.

### **Youth Gang Apparel and Behaviors**

For the safety and welfare of students and the continued maintenance of a positive and secure learning environment, the following rules (relative to youth gang apparel, possessions and behaviors) apply to all students on the school grounds **and** at school activities.

- Any clothing identified as gang-related apparel by the Waverly-South Shore School is not allowed.
- Any item worn or carried to identify a person as a gang member is not allowed.
- Writing gang graffiti, possessing items containing gang graffiti, or the display of gang hand signs can be an indication of possible gang involvement and are not acceptable in the school setting.

### **Youth Possessions – Bookbags, Backpacks, and Purses, and Electronic Devices.**

1. In accordance with South Dakota Board Policy 502.6, lockers, book bags, handbags and purses are subject to searches at any time by the administration.
2. Pagers, iPads, iPods, mp3 players, Nooks, Kindles, and other electronic devices unrelated to use in the classroom must be turned off and stored in lockers or backpacks during school hours. These devices should not be seen, heard, or used at any time during the school day other than during the student's lunch period or between class periods because of the disruption they cause in the learning environment. If seen or heard, these devices will be confiscated and brought to the office, and students will receive appropriate disciplinary action. (See Discipline Grid)

### **Drop-Adds**

Students will be allowed to drop or add a class through the fifth school day of the semester. Students may withdraw from a class within the first two weeks of a semester and receive a "W" on their transcript if:

- Continued enrollment in the class will have a negative impact on the student's academic progress;
- There is another academic class that the student can join at the beginning of the ensuing semester.

Any class dropped after the fifth day and does not meet the requirements for a "W" will be recorded on the report card and the transcript as a failing grade (F). Students removed from classes for disciplinary reasons will receive a failing grade (F). The administration, school counselor, parent(s)/guardian(s), teacher and student must mutually agree upon any exceptions to this policy.



## Dual Credit Courses

Juniors and seniors may have the opportunity to participate in dual credit courses through Waverly-South Shore. Dual credit courses will be offered in partnership with South Dakota Board of Regents-affiliated higher education institutions only (ex. SDSU, USD, LATI, etc.). Students and their families will be responsible for any costs associated with college credit earned through these courses. Students who pass the Dual Credit course with an A grade will be reimbursed \$40 for each college credit earned; students who pass the Dual Credit course with a B grade will be reimbursed \$20 for each college credit earned. One full credit will be awarded for each Dual Credit course successfully completed due to the higher amount of coursework that accompanies such courses.

Students who do not obtain an A or B grade will not receive reimbursement, but will be given credit for the grade he/she earns. Reimbursement does not include books and supplies and any other costs that come along with the course. Students are responsible for obtaining a transcript or grade report from the college they are taking the class through and submitting it to administration prior to receiving reimbursement for the Dual Credit course.

Students must satisfy the following requirements in order to participate in dual credit courses through Waverly-South Shore:

High School Juniors: Must satisfy any one of the following criteria:

- Earn an ACT composite score of 24 reflexive of the 70% percentile;
- Rank in the upper one-third of their graduating class;
- Earn a cumulative GPA of at least 3.50 on a 4.0 scale

High School Seniors: Must satisfy any one of the following criteria:

- Earn an ACT composite score of 21 reflexive of the 50% percentile;
- Rank in the upper one-half of their graduating class;
- Earn a cumulative GPA of at least 3.25 on a 4.0 scale

High School Juniors and Seniors may also qualify if they:

- Earn an ACT composite score of 18 (or 21 for the University of South Dakota and South Dakota School of Mines and Technology **AND**
- Successfully complete the following coursework:
  - Four years of English
  - Three years of advanced mathematics
  - Three years of laboratory science
  - Three years of social studies
  - One year of fine arts
- Earn a qualifying score on:
  - The 10<sup>th</sup> Grade ACT Aspire Summative Assessment (434 or higher) **OR**
  - The Accuplacer Exam (Score of 86 or higher on Sentence Skills **AND** 76 or higher on Elementary Algebra)

## Electronic Devices

If students need to bring items such as iPods, iPads, Kindles, Nooks, MP3 players, etc., with them to school, it is to be turned off and stored in their lockers or backpacks. Students shall be allowed to use such devices during their lunch period. Students shall not use electronic devices to record classroom discussion, instruction, or extra-curricular activity practice without prior staff/coach consent.

If a student is caught using their electronic device outside of the allowed time period, he/she will have it taken away and given to the office where it can be picked up at the end of the day. (See discipline grid for consequences) Repeat incidences of using their phone or electronic device will result in keeping the device in the office and the parent/guardian stopping by to discuss the behavior and picking up of the device. If you need to get a message to your student, please call the office and that message will be delivered.

## Every Student Succeeds Act (ESSA) Complaints

A parent, student or district stakeholder who has a complaint regarding the use of the federal ESSA funds and is unable to resolve the issue, may address the complaint in writing to the district superintendent. The written complain would first go to the superintendent for an informal conference and

then move to the next level if the complaint remains unresolved following any action of the superintendent. The next level would be putting the complaint in writing to the school board for review. The Board's decision will be final unless an appeal is requested. On all levels an informal conference is to be held within five days of the date of filing of the complaint so that no complaint shall consume more than 20 days time in all. Disputes involving the enrollment, transportation and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. The parent/guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent/guardian or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved. Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD DOE Complaint Procedure)

## **K-5 Extra-Curricular/Co-Curricular Activities**

### **Spelling Contest**

Spelling is a secondary skill achieved by students which is used all through life. Students are encouraged to participate in the annual competitions on the local level and the conference level which usually takes place in March. As educators we urge parents to encourage and support his/her child if he/she wishes to be a part of that challenge. Words for the contest are taken from the Scripps National Spelling Bee program.

### **Science Fair**

The Science Fair, which is held in March, is another form of attaining self-esteem or self-worth for an individual student by allowing students in Grade 5 to explore an area of science he/she is interested in. The Science Fair allows the students a chance to show what they have learned. The goal is not just to learn about the topic, but also for them to communicate what they have learned.

### **Music**

Music and band classes will include special practices and concerts which require extra time and effort. The music classes will be included in the Christmas Concert and the Spring Concert.

Band is offered to students beginning in the 5th grade. Beginners are expected to meet for lessons and in group rehearsal. After successfully completing beginner training, they are invited to participate in Band and Pep Band. The Band, which includes grades seven through twelve, is expected to participate in concerts, festivals, and contests depending on their individual and group capabilities.

Musical success is often based on knowledge, skill, participation, and positive attitude. The grades earned in music and band should reflect these qualities of musicianship.

### **Physical Education**

Physical education is an integral part of the child's overall educational package. It is open to all students K-5. Here we learn how important it is to develop physical skills as well as mental skills. Students must wear non-marking shoes.

### **Field Trips**

Students may be involved in educational field trips during the school year. Parents will be notified by notes from the teacher of upcoming field trips. The note will explain the purpose, date and time of the event. The blanket permission form signed during student registration at the summer Open House event shall be considered as granting permission for your student to attend any trip that your student may have the opportunity to attend. . All basic school rules apply to school events including field trips. All school employees or chaperones have authority over students during the above activities. Students violating the rules of good conduct are liable to disciplinary action, including suspension. When activities (field trips, etc.) require a student to pay money, it must be paid in advance before the student is allowed to attend. All field trips must be scheduled and approved through the activities director.

### **Eligibility**

Students are required to keep their grades up in order to participate. Any student failing in any class may not be able to participate in any events until all grades are brought up to passing. Students must remember why they are in school.

## **6-12 Extra-curricular/Co-Curricular Activities and Field Trips**

All basic school rules apply to athletic contests, music and any other school-related activity including field trips. All school employees or chaperones have authority over students during the above activities. Students violating the rules of good conduct are liable to disciplinary action, including suspension. When activities (field trips, etc.) require a student to pay money, it must be paid in advance, before the student is allowed to attend. The blanket permission form signed during student registration at the summer Open House event shall be considered as granting permission for your student to attend any trip that your student may have the opportunity to attend. All activities, field trips, etc. must be scheduled through, and approved by, the activities director.

### **Extra-Curricular Athletic Activities**

#### **Basketball**

Basketball is open to all 5th and 6th grade boys and girls. Both boys and girls will play games in the fall. Everyone is expected to be at practices and games unless emergencies occur. At this level, focus is on developing the fundamentals of the game and knowledge of the game at an introductory level. Hard work, sportsmanship, teamwork, and fun will be stressed. Winning and losing are not the main priorities.

#### **Track**

Track is open to all 5th and 6th grade boys and girls. Students will compete in the conference track meet. Everyone is encouraged to participate.

### **Extra-Curricular Academic Eligibility Requirements**

The Waverly-South Shore School Board has approved the following guidelines and consequences regarding eligibility for students participating in activities sponsored by the Waverly-South Shore School:

- Any student in grades 6-12 who is failing a course (calculated Monday morning through the end of the school day Friday) will be ineligible to participate in middle and high school activities the following week.
- Late assignments must be submitted by **9:00 AM** on Monday mornings to be considered for the eligibility time frame.
- The weekly eligibility-grading period commences at the beginning of the third week of each quarter.
- A failed course will cause the student to be ineligible for the first two weeks (or after the tenth day) of the following quarter. The third week then constitutes the beginning of the weekly eligibility.
- This rule is applicable from the spring semester to the fall semester of the new school year.
- Some cases may warrant individual consideration at administration discretion.
- Any student who is failing multiple classes at any one grade check may be referred to the school counselor for mandatory academic counseling.
- Any student who appears on the weekly failing list for three (3) consecutive weeks will be referred to the school counselor for mandatory academic counseling.

### **Extra-Curricular Participation**

The years in which you represent Waverly-South Shore School in interscholastic competition, conducted under the auspices of the South Dakota High School Activities Association, may be the most enjoyable years in your young life. Waverly-South Shore School has established rules and regulations for participation in all high school activities that meet or exceed the guidelines set forth by the SDHSAA.

Waverly-South Shore School and its staff feel that participation in activities is a very beneficial part of a student's education. These activities offer the students the opportunity to develop the qualities of honesty, self-motivation, and leadership. Students also learn the value of working as a member of a team in a competitive environment.

Students choosing to participate in activities are asked to put forth 100% effort. Putting in any less cheats themselves and the other students involved in the activity. Students choosing to participate in activities

should realize that their primary responsibility must always be academic success. Extra-curricular activities are provided to enhance the educational experience, but must always be considered secondary to academic goals.

When a student enters an activity, the student is making a commitment to himself/herself, the coach or advisor, the other students, the school, and the community. The student agrees to follow the rules and regulations established by the Waverly-South Shore School Board and the South Dakota High School Activities Association. The rules have been formulated to emphasize excellence in academic development, physical development, and character development. The rules and regulations apply to:

1. All sports and fine art activities sanctioned and under the governance of the South Dakota High School Activities Association, and
2. All field trips or activities **that would require students to miss class time**, including but not limited to decorating for prom, preparations for homecoming, FFA events, band trips, senior trips, yearbook workshops, student council meetings, etc.

## **FERPA (Family Educational Rights and Privacy Act) Annual Notices**

### **Family Educational Rights and Privacy Act (FERPA)**

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

1. The right to inspect and review the student's education records within 45 days after the day the **Waverly/South Shore School** receives a request for access.

Parents or eligible students should submit to the school principal or assistant principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the **Waverly/South Shore School** to amend a record should write the school principal or assistant principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

### Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Waverly/South Shore School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Waverly/South Shore School may disclose appropriately designated "directory information" without written consent, unless you have advised the Waverly/South Shore School to the contrary in

accordance with Waverly/South Shore School procedures. The primary purpose of directory information is to allow the Waverly/South Shore School to include information from your child's education records in certain school 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; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations 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, as amended (ESEA) to provide military recruiters, upon request, with the following information – 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 Waverly/South Shore School to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Waverly/South Shore School in writing by September 1, 2017. Waverly School District has designated the following information as directory information:

- Student's name
- Address
- Photograph
- Date and place of birth
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Grade point average

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

### **[What is the Protection of Pupil Rights Amendment \(PPRA\)?](#)**

PPRA applies to the programs and activities of an SEA, LEA, or other recipient of funds under any program funded by the U.S. Department of Education. It governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors. The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

[What types of notification do local educational agencies \(LEAs\), i.e., school districts, have to make to parents about PPRA?](#)

There are three types of notification an LEA must provide parents and students. The first one is a general notification of their rights under PPRA.

The second notice is a notification of *specific* events. The following activities require notification:

Activities involving the collection, disclosure, or use of personal information collected from students for marketing purposes or for selling that information, or otherwise providing it to others for that purpose;

The administration of any survey containing one or more of the eight protected areas listed above; and

Any nonemergency, invasive physical examination or screening that is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The third notice is a notification of the policies LEAs are required to develop, in consultation with parents, under PPRA. The LEA shall provide the notice at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in the policies.

[What policies must an LEA develop under PPRA?](#)

PPRA requires that LEAs, in consultation with parents, develop the following local policies concerning student privacy, parents access to information, and administration of certain physical examinations to minors:

The right of a parent of a student to inspect, upon the request of the parent, a survey created by a third party before the survey is administered or distributed by a school to a student, and any applicable procedures for granting a request by a parent for reasonable access to the survey within a reasonable period of time after the request is received;

Arrangements to protect student privacy that are provided by the LEA in the event of the administration or distribution of a survey to a student containing one or more of the eight protected areas of information;

The right of a parent or student to inspect, upon the request of the parent, any instructional material used as part of the educational curriculum for the student, and any applicable procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received;

The administration of physical examinations or screenings that the school or LEA may administer to a student;

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the LEA in the event of such collection, disclosure, or use;

The right of a parent of a student to inspect, upon request, any instrument used in the collection of personal information (a student or parent's first and last name, a home or other physical address, a telephone number, or a Social Security identification number) before the instrument is administered or distributed to a student, and any applicable procedures for granting a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.

## PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

• *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

• *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

• *Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Waverly School District will/has develop[ed] and adopt[ed] policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Waverly School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Waverly School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Waverly School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202



**The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Waverly School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):**

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student’s parent; or
8. Income, other than as required by law to determine program eligibility.

**This parental notification requirement and opt-out opportunity also apply to the collection, disclosure or use of personal information collected from students for marketing purposes (“marketing surveys”). Please note that parents are not required by PPRA to be notified about the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. Additionally, the notice requirement applies to the conduct of certain physical exams and screenings. This includes any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. This does not include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required by State law.**

**For surveys and activities scheduled after the school year starts, the Waverly School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities, an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)**

## **NEWS RELEASE**

The Waverly School District is a member of the Northeast Educational Services Cooperative along with 23 other area school districts. The purpose of this membership is to provide services to special needs children in the district. It is very important to provide educational assistance to children in need at the earliest possible age. Children can receive services prior to reaching school age. If you as a parent or concerned citizen are aware of children who may be in need of services please call 605-886-9174 and ask for Jon Meyer, Superintendent.

The services available, along with a brief description of each, include:

### **A. Speech and Language Therapy**

Individual communication disorders are identified and remedial services provided to those in need.

### **B. Early Childhood**

Both school and home based programs are provided to preschool children ages birth - five in need of special assistance due to low intellectual ability, physical impairments, social-emotional difficulties, and language difficulties.

### **C. School Psychology Assistance**

Psychoeducational assessments and programming recommendations are provided to students in need of special education due to learning disabilities, low intellectual ability, social-emotional and behavioral difficulties. Consultation is available to school staff, students and parents.

### **D. Center-Base Program**

The NESC currently operates three day programs which broaden the special education services in the school setting, thereby allowing the child to be educationally served closer to home. The program seeks to develop daily living, academic, and social skills for each student involved.

### **E. Occupational and Physical Therapy**

The NESC provides these services in order to make them available to children who otherwise may not benefit from instruction without them.

### Family Resource Programs

There are numerous family resource programs available to assist families through a variety of needs. If you would like to know more about the programs that are available, please contact the school counselor to discuss these programs and your specific needs. All information shared in these conversations will be confidential.

### Foreign Exchange Students

Foreign exchange students will be considered a part of the senior class if they meet the requirements for graduation of the state of South Dakota or the Waverly-South Shore School. If they do not meet the requirements, they will be placed in the junior class or their age appropriate class.

### Fundraising

All fundraising activities must comply with state and federal food service guidelines and any other applicable state and federal laws. Student organizations intending on conducting a fundraising activity must complete the fundraiser approval form available in the business office, and receive administrative approval for the fundraiser, at least one week prior to beginning the fundraising activity.

### Grade Reports

Parents can access their child's/children's grades at all times through Infinite Campus. If parents need to obtain their log-in information, they may visit with the school's technological coordinator.

Progress reports are available at parent request. 6-12 mid-term report cards will be mailed out at the midterm point of each quarter of the school year; K-5 midterm report cards will be mailed out at the discretion of the teacher.

Report cards will be issued after completion of each grading period. Parent(s)/Guardian(s) are expected to pick up report cards at parent teacher conferences or they will be mailed to primary residence. Extra household requests shall be made to the office.

### Grading Scale/Policy

For classes in all grades 3-12, the following grading system will be used:

A	100-93.5
B	93.49-85.5
C	85.49-77.5
D	77.49-69.5
F	69.49 or below

Teachers will discuss with students their grading procedures and specific standards for passing their courses or College Dual Credit.

All classes in grades kindergarten through second grade will use the "E"=Excellent, "S"=Satisfactory, "U"=Unsatisfactory, I=Improving, "N" = Needs improvement, system. Pluses and minuses may be used to denote improvement in all subjects.

#### Dual Credit/AP Grading Scale

A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below

Waverly-South Shore School utilizes the following four (4) point scale for the calculation of grade point average.

A+ to A-	4.0
B+ to B-	3.0

C+ to C-	2.0
D+ to D-	1.0
F	0

Due to the increased level of rigor and intensity of required work, certain courses will be given a higher weight when calculating grade point average. All advanced placement and dual credit courses will carry a weight of 5.0, and Physics, and Calculus will carry a weight of 4.5.

### Graduation Requirements

A student must have 24 academic credits to graduate as set forth by the Waverly-South Shore Board of Education. Students are encouraged to check annually with the counselor to make sure they are completing all requirements for graduation. Specific course/credit requirements are as follows:

4 Units of Language Arts, including:	4 Units of Social Science, including:
-1.5 Units of Writing	-1 Unit of Geography
-1.5 Units of Literature	-1 Unit of World History
-0.5 Units of Speech	-1 Unit of American History
-0.5 Units of Language Arts Elective	-1 Unit of Government
3 Units of Mathematics, including:	3 Units of Lab Science, including:
-1 Unit of Algebra I	-1 Unit of Physical Science
-1 Unit of Algebra II	-1 Unit of Biology
-1 Unit of Geometry	-1 Unit of Chemistry or Physics
1 Unit of any of the following:	1 Unit of Fine Arts
-Approved Career & Technical Education (CTE) course	0.5 Units of Physical Education
-Senior Capstone	0.5 Units of Health
-World Language	0.5 Units of Personal Finance
6 Units of Electives	0.5 Units of Personal Law

All fees will be paid prior to graduation. Your graduate will not be able to participate in the graduation ceremony if there are any books, lunch bills, or other outstanding fees. The student will be notified if they are not in good standing before graduation.

### Issuance of Diplomas

Any student who has completed four years of high school but has not acquired the necessary credits for graduation may not be eligible to participate in commencement exercises if, at the end of the first semester of their senior year, they are not enrolled in enough classes to meet the graduation requirements.

### Regents Scholar Diplomas

The Division of Education and the Board of Regents annually recognize seniors committed to academic excellence by issuing Regents Scholar Diplomas. Recipients of Regents Scholar Diplomas are accepted for automatic entrance to any of the public institutions of higher education in South Dakota. To be eligible, a student must have completed the following courses with no final grade below a C and a grade point average no lower than a 3.0.

English.....4 units	Science.....4 units
Mathematics.....4 units	Social Science.....3 units
Modern/Classical Language.....2 units	Fine Arts.....1 unit

The purpose of a high school education is to aid a student in developing his/her interests, abilities, skills, personality, habits, attitudes, thought processes, health, and knowledge of our democratic form of government and its operation. Such an education will allow the student to take his/her place in any community as a happy, well adjusted, and useful citizen.

**A student must be enrolled in a minimum of seven (7) academic classes per day. Special circumstances with administrative approval may alter this policy.**

### **Hazing/Froshing**

Hazing/Froshing of any student on or off school property is prohibited, whether conducted by school or non-school organizations. No initiations may be held outside of the school organizations' regular meetings. The advisor and the administration must approve initiations held within meetings. Any initiations, which provide the slightest element of physical danger or poor taste, are not permitted.

### **Homeless Students**

The Waverly-South Shore School Board of Education will insure immediate enrollment of students experiencing homelessness until all enrollment records are secured (ex. academic records, medical records, proof of residency, or other documentation). The administration will eliminate stigmatization or segregated services for homeless students, and work to keep the students experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the student's parent(s)/guardian(s).

Students who are experiencing homelessness must have services comparable to all other students including: transportation, educational services for which the student meets the eligibility standards, vocational and technical education programs, gifted and talented programs, and nutritional programs.

### **Homework**

Parents should be aware that students will regularly have school work obligations to be completed outside the regular classroom. Deadlines for submission of this work will be set by the classroom teacher. Any work not completed in the allotted time may result in an after school late work session with the teacher, and may be reflected in the student's grade. If the student does not report to the after school late work session, no credit will be given for the incomplete assignment unless prior extension at time was granted by the teacher.

### **Honor Roll**

An honor roll of students will be posted and published for each of the four nine week periods and for each of the semesters. The Roll of Excellence will consist of those students who have a 4.0. The A Honor Roll will consist of those students who have a 3.6-3.999. The B Honor Roll will consist of those students who have a grade point average of 3.0-3.599. Students with a D+ or below will not be considered for the Honor Roll. Students who earn Roll of Excellence status for all four quarters of the school year will receive a plaque, pin, and certificate; students who earn A Honor Roll status for all four quarters of the school year will receive a pin and certificate; and students who earn B Honor Roll status for all four quarters of the school year will receive a certificate. High School students who achieve honor roll status for all 4 years of High School will receive a plaque for their achievement.

### **Honor Students**

Graduating students with a 3.5 or higher grade point average for their four years of high school will graduate with honors. Graduating students with a 3.8 or higher grade point average for their four years of high school will graduate with highest honors. The class valedictorian will be the student of the graduating class with the highest overall grade point average. The class salutatorian will be the student of the graduating class with the second highest grade point average.

### **ICU**

Students who are failing a class when the weekly academic eligibility report is made shall report to the Waverly-South Shore ICU program. This program is a mandatory study/work period that will be held during the advisory period. During their time in ICU, students shall be required to work on missing assignments and other work in the classes they are failing. Once a student is able to bring his/her grade up to passing, he/she may be released from the ICU program if he/she brings a written note to the ICU supervisor from his/her teacher verifying that the student is now passing the class.

### Illegal Substances

A student shall not possess, use, transfer, conceal, sell, attempt to sell or deliver, nor be under the influence of narcotics, tobacco products, electronic cigarettes, drugs, or alcohol, materials/substances represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals. Established school policy and state law are violated, regardless of parental attitudes, if the student disregards these guidelines.

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

This policy is in effect on property owned, leased or maintained by the school district, at all school sanctioned activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. The proper law enforcement authorities and/or the school board and/or the school administration will deal with any student who violates this policy.

*See also Discipline Grid and Extra-curricular/Co-Curricular Activities Code of Conduct for further clarifications if a student is involved in activities.*

### Immunization Requirements for School Attendance

South Dakota State Law (SDCL 13-18-7.1) requires that any pupil entering school shall, prior to admission, be required to present to school authorities certification from a licensed physician that he or she has received adequate immunizations according to the recommendations of the State Department of Health.

This law applies to all children entering a South Dakota school system for the first time in grades kindergarten through the twelfth grade. A copy of a student's birth certificate and social security number must be on file upon entering school.

### Incomplete Work

All incomplete work must be made up within seven school days following completion of the 9 weeks or semester grading period. Failure to do so will result in the incomplete being changed to no credit. Instructors, at their discretion, with approval from the Principal, may grant additional time for work to be completed.

### Leaving School During School Hours

When a student finds it necessary to leave the school grounds during school hours for *any* reason: work, illness, doctor or dentist appointments, etc., permission must be obtained from the office, granted upon written or oral request of the parent(s)/ guardian(s). During the school day, students must use only the main entrance when leaving or entering the school. No student is to leave the school without first notifying/signing out of the office. Failure to follow this policy will result in a Class Two on the Discipline Grid.

### Lockers

Lockers will be assigned. Students are expected to keep lockers neat and clean. Locker cleaning shall be done before 8:20 a.m. and after 3:32 p.m. Periodic, unannounced locker inspections may be held. **Students shall not possess or store in their lockers any item that is expressly prohibited or violates safety, health, or standard morality.** *Examples are weapons (including but not limited to knives, razors, guns, ammunition, black powder, lighters, matches, chains, clubs, explosives of various types) drugs, alcohol, tobacco, pornographic materials, obscene or suggestive material, including drug and alcohol advertisements and incendiary items, or items that may jeopardize the welfare or safety of other students.*

No posters, signs, etc. will be permitted on the outside of locker doors unless permission is granted by the administration or organization advisors. No materials are to be left beside or underneath the lockers. Students are strongly discouraged from placing any school materials in the locker rooms. All students who enter another student's locker must have prior permission. Students may not switch lockers without administrative approval. Students who violate locker privacy may receive *in or out* of school suspension, depending upon administrative discretion. All student lockers contain built-in combination locks, and students are expected to utilize these locks. Once a student is issued a locker, he/she shall retain that locker until he/she graduates or otherwise terminates his/her enrollment at Waverly-South Shore. The school assumes no responsibility for articles lost or stolen from the lockers.

### Lost and Found

A “Lost and Found” area is maintained in the business office. Students finding unclaimed articles about the building are asked to turn them in to the office. Any items remaining unclaimed at the end of each semester shall be donated to charity.

### Meal Substitutions for Medical or Special Dietary Restrictions

If a child is unable to consume a food item because of medical or other special dietary need, he/she may receive a substitute food item only when supported by a statement signed by a recognized physician, physician assistant, nurse practitioner, or other professional specified by the State Agency.

### Medication Policy

#### Medication Administration

The following criteria must be met in order for medications and/or treatments to be administered and/or supervised at school. If the criteria are not in place prior to the administration of the medication the parent/guardian will be notified and will be responsible to administer the medication.

1. A completed “Request and Authorization for Medication/Treatment” form shall be signed by both a physician and parent/guardian and submitted to school officials. These forms may be obtained at your school office.
2. “Over the Counter” medications will not be supervised or kept in the office unless directed by the physician. This requires the above guideline to be completed.
3. District policy and rules state that a student’s parent/guardian **shall** transport medication to and from school, not the student. **Parents/guardians** must bring the medication to the school office in a bottle labeled by the pharmacy to include:
  - Student’s Name
  - Medication Name and Strength
  - Physician’s Name
  - Dosage & Time of Administration of Medication
4. If a student is going to carry their own medication (ex: Inhaler, Tylenol, etc.) parents/guardians need to complete a medication authorization form and mark Option II. Forms can be obtained at your school office. Students should only carry enough medication for one day’s use.
5. At the end of the year, parents/guardians are responsible to pick up unused medication on or before the last day of school. If the medication is not picked up it will be destroyed.

### Nondiscrimination Policy Waverly-South Shore School

Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding collective bargaining or professional agreements with Waverly School District 14-5 are hereby notified that this school does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the schools compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA) or Section 504 is directed to contact the following persons designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination:

Title VI, Title IX.....Jon Meyer, Superintendent  
 Section 504.....Danielle Schonebaum, School Counselor  
 ADA.....Kirby Lamb, Special Education Lead Instructor

Waverly School District 14-5  
 319 Mary Place  
 Waverly, SD 57201  
 Or, you may contact:

Or you may contact:

Regional Director  
Office for Civil Rights  
U.S. Department of Education  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114-3002  
Telephone: 816-268-0550  
Fax: 816-823-1404  
TDD: 877-521-2172  
Email: OCR.KansasCity@ed.gov

Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by the Waverly-South Shore School, please contact the superintendent, principal, assistant principal, or special education director. We request that you provide 48 hours notice so that proper arrangements may be made.

### **Northeast Technical High School**

Juniors and seniors will have the opportunity to attend the Northeast Technical High School (NTHS). Waverly-South Shore School is allotted no more than two students per course offering; therefore, seniority and a student's grade point average may be used as a determining factor if more than two students are interested in enrolling in one course offering. Students are to attend NTHS while it is in session, even if Waverly-South Shore School is not in session. Students who abide by this NTHS attendance policy perfectly for the first quarter of the school year will qualify for an NTHS Flexible Schedule Agreement. This agreement allows students who participate in NTHS to leave school on days in which Waverly-South Shore School is in session and NTHS is not. Students who violate the Flexible Schedule Agreement will have their agreement voided for the remainder of that semester, and may earn it back through perfect adherence to the school's NTHS attendance policy for the first quarter of the following semester. NTHS students do not have to attend if Waverly-South Shore School closes due to inclement weather.

Waverly-South Shore School provides transportation to NTHS. Prior parental notes requesting permission to drive may be accepted. The NTHS bus driver may ban a student from riding due to bus violations. Students suspended from riding the bus will be suspended from NTHS classes as well. It is a privilege to attend NTHS; all school rules apply when attending NTHS.

### **Online Classes**

Students in grades 9-12 may have the opportunity to participate in online courses through the APEX and DIAL programs for the purposes of credit recovery, advanced placement courses, courses not currently offered through Waverly-South Shore, and in lieu of a study hall. Students may not participate in these courses in place of a course that is offered through Waverly-South Shore.

### **Out of School Parties**

Invitations to parties are not to be distributed at school. Passing out invitations causes distractions for a part of the teaching day. But above all, this also avoids the problems and hurt feelings associated with some students not getting an invitation.

### **Parent Teacher Conferences**

Parent teacher conferences will be held in the fall and spring. Refer to the school calendar for specific dates and times.

### **Pets**

Students need to receive permission in advance from their classroom teacher before a pet may be brought to school. A health certification form signed by a veterinarian must accompany any pets brought to school.

### **Playground Rules**

Our school operates on the assumption that if students are healthy enough to be in school, they are healthy enough to participate in recess.

Rules are established for the safety of children. These rules will be taught at the beginning of the school year and reviewed periodically. If students do not follow the rules, disciplinary action will be taken.

1. Students are to play on designated playground areas.
2. Students need permission to leave the playground area.
3. Students are required to wear a coat when the weather is 50 degrees or below. Please wear additional clothing (hat, gloves, boots, and/or snow pants) when appropriate for the weather conditions.
4. Swings are to be used in a back and forth direction. One person is allowed on a swing at a time. Students may not run under the swings when someone else is swinging. The swings should not be wrapped together or around the top pole. Swings should not be jumped from.
5. Students may play touch or flag football. (Tackle football is not allowed.)
6. Wrestling, pushing, kicking, and tripping is not allowed.
7. Pulling on or taking other students' clothing is not allowed.
8. Each class is allowed to play with balls and miscellaneous equipment designated for their class. Students taking out equipment to be played with must bring it back in when recess is over.
9. Balls should not be thrown or kicked at the building.
10. Slides are to be used by one student at a time. Students need to go down the slide with feet first.
11. Students need to stay out of mud and water puddles.
12. Skateboards, rollerblades, scooters, etc. are not to be brought to school.
13. When recesses are inside, students should follow the rules of the supervising teacher.
14. Electronic items, are not to be brought to school.
15. Students are expected to go outside for recess unless they have a medical excuse. Students will remain inside if it is raining or when the wind chill factor is 0 degrees or below. The recess supervisor will use discretion for being inside or outside if it is snowing.

#### **Winter/Snow Rules**

- 1 Throwing snowballs or ice clumps is not allowed.
3. Students are expected to have boots when there is snow on the ground, gloves or mittens and caps. Students who do not wear boots will be expected to stay on the sidewalk or designated area set by the recess supervisor.

#### **Lining Up**

1. Students are to line up when the supervisor blows the whistle or gives a designated signal to line up. Upon a signal from the teacher, students will walk to their line.
2. When in line and the teacher signals with a whistle, students need to stop talking immediately, face forward, and prepare to enter the building quietly.

### **Post Secondary Visitations**

Seniors will be allowed to visit a college or vocational-technical school 2 days throughout the year without being counted absent. Juniors will be allowed one college/technical school visitation day.

Beginning with the third and all subsequent such visits, the students will be counted absent from school.

All post secondary visitations **must** be arranged by the school counselor who will then notify the office of the student's upcoming absence. A college visit form must be completed prior to a college visit. The student must get a make-up slip in advance of the absence. Any student who does not follow this procedure may be charged with an unexcused absence.

Many post secondary and military recruiters visit our school each year. These visits will be announced in advance and those students who choose to attend must sign up with the school counselor and receive permission from their classroom teacher.



### **Public Information**

The Waverly School District 14-5 has the following documents available for review by parents of children with disabilities and to the general public:

1. Comprehensive Plan for Special Education.
2. IDEA Federal Applications for Funds.
3. Special Education Accountability/Monitoring Final Report.
4. Applications evaluations, periodic program plan or reports relating to federal programs including auditor's reports, statements of assurance, budget, and grant materials.

### **Retention - Elementary**

Parent(s)/Guardian(s) and teachers are encouraged to communicate regularly to review each student's progress. Teachers will use the advice and help of the school counselor and other special school personnel. Retention should not be considered until other possibilities have been explored, including special help, remedial work and summer school opportunities. If there is consideration for retention, the parent will be informed by the classroom teacher in a timely manner. Although teachers may recommend acceleration, retention, or promotion, the final decision shall be made jointly by the teachers, principal and the parent(s)/guardian(s).

### **Retention – Middle School**

A solid education foundation is necessary for future success in school and the workplace. Waverly-South Shore School, therefore, reserves the right to retain any student in grades 6-8 who fails three or more academic core classes. Core classes are defined as reading, language arts, math, science, and social studies.

Every effort will be made to notify parents as soon as any academic deficiencies occur. Parents will be involved in on-going conferences throughout the school year to ensure the best possible education plan for the student.

### **School Breakfast/Lunch Program**

The Waverly-South Shore School is proud of its facilities for providing morning breakfasts and hot lunches. Students are expected to observe good dining room habits, pass to breakfast/lunch in an orderly manner (no running, shoving, or cutting in line) and leave the dining table and surrounding area clean and orderly. No food is to be taken from the dining area.

See also Discipline Guidelines-Lunchroom Regulations.

1. The price per breakfast for students K-12 is \$1.50; Adult \$1.75. The price per lunch meal is: K-5 - \$2.40 and 6-12 - \$2.70, Adult \$3.52. There will be a \$.25 charge for extra milk and \$.50 for seconds (grades 3-12 only). (Prices are subject to change at the discretion of the school board)
2. Upon availability, seconds will be given to students.
3. Breakfast will be served from approximately 8:00 - 8:20. No breakfasts will be served after 8:20. The only exception to this policy will be for students riding a bus that arrives to school after 8:20.

### **School Closings**

The Waverly-South Shore School will use radio station KSDR 1480 am, KWAT 950 am, KS93, KKSD 104.3, KIX96, KDLO 96.9, 106.3; TV stations KELO, KSFY, and KDLT; and School Reach to notify the public in case of school closing, delayed starting time, or early dismissal because of poor weather or other causes. If no report is heard, it can be assumed that school will be in session. There will be no preschool or breakfast program on late start days.

### **School Parties**

Classroom parties for preschool through grade 5 are scheduled the last hour of the day on or near Halloween, Christmas and Valentine's Day. Parents may be asked to provide treats or assist in the classroom for the parties. Children who do not wish to participate may be excused. Students who wish to share treats on their birthday may bring treats to be passed out at the end of the day. Parents should check with their child/children's teacher about any food allergies that students may have before sending homemade treats for any classroom party.

### School Use

Permission must be secured from the activities director, principal, or superintendent for the use of the building for an activity after school hours which are not regularly scheduled. Classes and organizations will be held responsible for any damage done at such gatherings. Picking up refuse and other materials should be completed at the end of the time of the usage. Custodial costs may be assessed if area is not cleaned appropriately.

### Section 504 of the Rehabilitation Act of 1973

#### Annual Internal Notice to Students/Parents and Employees

Section 504 is an Act which prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who .

1. *has a mental or physical impairment which substantially limits one or more major life activities, (Major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);*
2. *has a record of such impairment; or*
3. *is regarded as having such an impairment.*

In order to fulfill obligations under Section 504, the Waverly-South Shore School has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. Section 504 Coordinator, Danielle Schonebaum, may be contacted at 886-9174 for more information.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide appropriate educational services. If the parent(s)/guardian(s) disagree with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

### Semester Assessments

To obtain uniformity in our grading of semester assessments, each instructor will value assessments equally. Semester assessments in all subjects will count as 10%-20% of the semester grade for grades 9-12. Teachers have the discretion of how much they want to weight semester assessments. Semester assessments may take the form of traditional tests, projects, reports, research papers, etc.

### Sexual Harassment Policy

**Policy.** It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

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

**Responsibility.** School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities will be provided by the school district to explain the policy and laws when appropriate. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill founded may constitute libel or slander. Copies of the policy will be available in the administrative offices.

**Complaints.** Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the school counselor and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize the Waverly-South Shore School grievance procedure.

## **Special Education**

The Special Education Program is set up to help the student, age 0 to 21, to achieve his or her highest potential. For a student to receive services due to academic difficulty, the classroom teacher, parent(s)/guardian(s), or counselor must first refer him or her to the special education director. The TAT (Teacher Assistance Team) consists of the principal and/or assistant principal, special education teacher, counselor, and classroom teacher(s) who meet to discuss educational planning for the student's needs. A one-month process occurs where the faculty establishes goals and objectives for working with the student prior to special education testing. If, after the one-month period, the situation warrants, the student will be referred for special education testing. The parent/guardian is then sent a permission form, which needs to be signed and returned to the school to authorize evaluation.

School and cooperative personnel will administer tests that measure achievement skills, cognitive skills, perceptual skills and personality. When the testing is complete and the results cross-referenced, the parent(s)/guardian(s) will be invited to attend a meeting during which the results are explained. If a team—which includes the parent(s)/guardian(s), classroom teacher, special education teachers, principal and/or assistant principal, and counselor—agrees that certain criteria have been met, then the student is eligible to receive services within the program. An Individual Education Plan (IEP) is then written to address the specific academic needs of the student.

Special Education Director Jon Meyer may be contacted at 886-9174 for more information about the Special Education program.

## **Speech Services**

Speech Services are available through the Northeast Educational Service Cooperative. Services are provided by a certified Speech Clinician at the school on a weekly basis. Diagnostic, remedial, and reassessment services are provided for children upon qualification.

This service prepares preschool and school age children for full-functioning roles in the regular classroom. Special Education Director Jon Meyer may be contacted for more information about these services (886-9174).

## **Student Grievance Procedure**

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 school rule is unfair, 2) that a school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin, or against or between a student(s) with a disability.

### **Student Grievance Procedure**

If a student has a grievance, he/she should present it in writing.

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

Level 2: If a student is not satisfied with the resolution made at level one, he/she may appeal in writing to the principal for an informal conference and discussion of said grievance. The principal or assistant principal must hold a conference within five days' time of the date of filing.

Level 3: If a student is not satisfied with the resolution made at level two, he/she may appeal to the superintendent for an informal conference and discussion of said grievance. The superintendent must hold a conference within five days' time of the date of filing.

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

On all four levels an informal conference is to be held within five days of the date of filing of the complaint so that no student's complaint shall consume more than 20 days' time in all. The burden of proof is upon the student to show that a rule is unfair and/or is discriminatory. The final resolution of the grievance is to be in writing at the principal level and designed to provide the student with a basis for resolution of the grievance as originally stated in the complaint.

The following Student Grievance form may be obtained from the counselor's or principal's office.

## Waverly-South Shore School Student Grievance Form

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

- A. that a rule is unfair; and/or
- B. that a rule in practice discriminates against or between students based on sex, age, race, color, religion, national origin, or against or between a student(s) with a disability

### Complaint

Date\_\_\_\_\_

Check One Blank:

- \_\_\_\_\_ Level 1, Counselor
- \_\_\_\_\_ Level 2, Principal
- \_\_\_\_\_ Level 3, Superintendent
- \_\_\_\_\_ Level 4, School Board

I, \_\_\_\_\_, hereby file a grievance complaint to \_\_\_\_\_. My grievance is based on A.\_\_\_\_ B.\_\_\_\_ above. (More than one blank may be checked.) Specifically, my grievance is that \_\_\_\_\_. I hereby petition for a hearing on my grievance at the convenience of the school's personnel, but in no event later than five school days from the date of this complaint.

\_\_\_\_\_  
Student Signature(s)

Another student and/or faculty member may attend the meeting if agreed upon by the two parties. The student must be present to elaborate on his/her grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the student's right to the conference provided by the school, unless extenuating circumstances make it impossible for the student to appear.

### Student Parking

Students driving cars or motorized vehicles to school are to park them on arrival in the designated areas of the school. These areas will be defined at the student assembly on the first day of school. Students are not to drive vehicles during school hours. Vehicles are to be left in the designated parking areas until dismissal. At times there are valid reasons to drive or ride with someone. On these days specific permission must be received from the principal or assistant principal. No visiting cars during the lunch period or any time during the school day.

### Student Relationships

All student relationships in and around school are expected to be kept at the highest social level. Handholding, embracing, kissing or other displays of affection in the halls or on school grounds are NOT in good taste and will not be allowed in school, on school property, or at school sponsored events. The administration is not trying to make this an issue; rather it is a request for students to use sound judgments. Refer to Discipline Grid for consequences.

### Telephone Calls

Phone calls to students during class are discouraged. Students will be called from class to answer phone calls only in the case of an emergency. If it is not deemed an extreme emergency, telephone messages will be taken and posted at the office. A telephone is located in the office and should be used by the students making local calls when given permission by the teacher or principal. Cell phones and pagers must be left at home or in their cars or lockers. Student-placed calls will not be permitted during class time, except in emergencies. If you wish to speak directly with a staff member, please call between 8:00-8:20 am or 3:21-4:00 pm.

### Textbooks

Teachers will issue textbooks to students at the beginning of the school year. Textbooks become the responsibility of the students they are issued to. Should the textbook get lost or receive excessive damage, a fine will be levied against the student it was issued to. Fines will be determined by the teacher and the principal. The fine will be determined by the actual cost of replacement of the book.

### Title I Services

Title I is a federally funded program designed to assist the student who is having difficulty succeeding in the regular math and reading program in grades K-5. These students have been identified each year by their classroom teachers or parent(s)/guardian(s) as in need of extra help. Parent(s)/Guardian(s) are notified prior to implementation of services and are sent Title I newsletter that explains the program in greater detail. Parent(s)/Guardian(s) are also invited to informational meetings, conferences, and are informed at least quarterly of their child's progress in the program.

**Title I is a supplemental program. It is not designed to assist students in completion of homework or other classroom assignments,** but rather, by using specifically materials, learning styles, and techniques, return the student to the level of performance of their regular classroom. Title I students at the Waverly-South Shore School are taken out of the regular classroom and meet with the teacher in a separate room. In compliance with federal rules and regulations for Title I programs, the Waverly-South Shore School states its intent to comply with the law regarding parent(s)/guardian(s) involvement in the following ways.

1. Each child's parent(s)/guardian(s) shall be notified that the child has been selected to participate and why he or she has been selected at the beginning of the school year.  
Parent(s)/Guardians(s) of new students will be notified that the child has been recommended for Title I service as early as possible.
2. In addition to regularly scheduled parent conferences, teachers will be available for individual conferences as needed. Parent(s)/Guardian(s) are welcome to request a conference whenever they wish to talk to the teacher about a specific problem.
3. Suggestions will be provided to parent(s)/guardian(s) that will help them promote learning for their child at home.
4. At the parent's/guardian's request, Title I staff will work with parent(s)/guardian(s) in writing specific instructional objectives for their child.
5. At least one public meeting will be held annually to which all parent(s)/guardian(s) of students eligible for Title I services will be invited. The purpose of this meeting is to inform parent(s)/guardian(s) of their right to consult in the design and implementation of Title I instruction, solicit parent(s)/guardian(s) input, and provide parent(s)/guardian(s) an opportunity to communicate with teachers.
6. Title I staff welcome the use of volunteer help in the classroom for both social and instructional involvement.
7. Parent(s)/Guardian(s) will be encouraged and invited to participate in all school activities.
8. Parent(s)/Guardian(s) visits to the Title I classroom are always welcomed and encouraged.  
Please make arrangements with the teacher prior to a visit.
9. Information concerning program plans, implementation, purpose, evaluation, and other factors of the program shall be provided to all parent(s)/guardian(s).
10. Responses to parents'/guardians' recommendations and suggestions shall be made within a reasonable time.

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

### Transcripts

Requests to send transcripts must be made to the administration or counselor. Students must sign a release of information before transcripts may be sent.

### **Violence Policy**

The intentional disruption of the educational process through boisterous conduct, acts of violence, or threatening language that prevents a teacher from performing duties will not be allowed. The Board of Education shall support disciplinary action, which may include suspension and/or expulsion of guilty students. The Board may seek prosecution of perpetrators of violent acts in school situations at no cost to the employee. *See also Discipline Grid.*

### **Visitor Policy**

Parents and district patrons are encouraged to visit our school. Visitors are required to check in at the office. Visitors are encouraged to contact the teacher in advance to avoid conflicts with schedules.

Students are allowed to have student visitors with granted permission only. Any student visitor wishing to attend classes at Waverly-South Shore must follow the following procedures:

1. File a written request and receive principal or counselor approval at least one week in advance of the visitation day.
2. Visitors must check in at the business office.
3. Visiting Students must be in designated areas with their designated student.

All salespersons or visitors (including all family members) must check in at the office before conducting business or visiting with a staff member or a student. All visitors, regardless of age, must follow the school guidelines and policies.

### **Withdrawal from School**

A student wishing to withdraw from school should have his/her parent contact the school. The student will then be given a withdrawal form which must be signed by each individual teacher when his/her books are turned in and any money due is paid.

### **Elastic Clause**

The student handbook does not include every situation that may possibly arise during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student, school and community will be greatly considered. Each situation is different and will be handled on an individual basis. It is sincerely hoped that each student will have a successful and enjoyable school year. Take the time to know the rules and regulations that students are expected to follow and many of the little problems can be avoided. If students have questions or problems, come see the principal or assistant principal.

# **Extra-Curricular/Co-Curricular Activities Code of Conduct for Waverly-South Shore School**

## **Part I**

### **Introduction**

This guide is comprised of the majority of policies and procedures that will affect the extra-curricular/co-curricular activities program in the Waverly-South Shore School. It is not inclusive and it would be a unique situation if some changes were not necessary in the future.

The primary purposes of this guide are as follows:

1. To add a degree of uniformity toward the successful fulfillment of the activity program.
2. To develop an appreciation on the part of each member of the departments for the position and responsibilities of others who are associated with the departments.
3. To provide a quality activity program for students.
4. To establish uniform procedures so that coaches and advisors will use the same procedure in dealing with the public, family, students, and participants.

## **Part II**

### **Philosophy**

The extra-curricular/co-curricular activities programs in the Waverly-South Shore School provide opportunities and experiences that make a contribution to the general growth and development of each individual student and assists to create a healthy climate in the school system and its supporting community.

Participation in sound activity programs contributes to health and happiness, physical skill, emotional maturity, social competence and moral values.

The inter-school competition affords the superior students the opportunity to work toward a high level of achievement and compete with their peers from other schools. Emphasis is placed on teaching special skills and developing desirable habits and attitudes.

School activities are a potential, educative force of great power, whose effectiveness can be greatly enhanced through proper leadership.

## **Part III**

### **Goal**

The goal of the activities program is to involve as many students as possible in one or more extra-curricular/co-curricular activities based on the available materials, equipment, facilities, and moneys available.

## **Part IV**

### **Eligibility Rules**

Waverly-South Shore School is a member of the South Dakota High School Interscholastic Activities Association and the school abides by its regulations.

To be eligible to participate in inter-school contests, a student must pass at least four regular subjects each semester. All participating students must have a current SDHSAA physical and ImPACT cognitive assessment baseline test on file with the Activities director before they are allowed to begin practice in any sport. A student must also be in school a half day to be eligible to participate in a school activity that day, subject to administrative discretion.

The eligibility rules apply to all SDHSAA and/or Waverly-South Shore School sanctioned extra-curricular/co-curricular activities. The co-curricular activity code of conduct governs all Waverly-South Shore School student eligibility.

**Guard Your Athletic Eligibility—You Are Not Eligible if:**

1. You have reached your 20<sup>th</sup> birthday.
2. You have attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester. Once a student enrolls as a ninth grader, all semesters must be consecutive unless verified in writing by a physician that withdrawal from school is necessary due to a serious illness or injury.
3. You did not pass 20 hours of high school work per week, in courses approved for graduation for the preceding semester.
4. You are not enrolled in and attend a minimum of 20 hours of high school work per week during the current semester.
5. You have graduated from a regular four-year high school or institution of equivalent rank.
6. You have not enrolled by the 16<sup>th</sup> school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
7. You have been absent from school more than 10 consecutive school days. (Illness of student or death in the immediate family accepted.)
8. You do not have on file, in the activities director's office, a signed physical examination and parent(s)/guardian(s) permit form.
9. You have ever participated in an athletic contest under an assumed name.
10. You have ever participated in athletics in any institution of learning of higher rank than a standard secondary school.
11. You have violated your amateur standing.
12. During a high school sport season, you compete on an unattached basis as an individual or as a member of a non-school team.

Consult your coach or activities director for additional information.

**Guard Your Fine Arts Eligibility**

The following are the eligibility requirements for students participating in any contest or festival involving music, journalism, speech, and drama activities.

**You Are Not Eligible if:**

1. You have reached your 20<sup>th</sup> birthday.
2. You have attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester. Once a student enrolls as a ninth grader, all semesters must be consecutive unless verified in writing by a physician that withdrawal from school is necessary due to a serious illness or injury.
3. You did not pass 20 hours of high school work per week, in courses approved for graduation for the preceding semester.
4. You are not enrolled in and attend a minimum of 20 hours of high school work per week during the current semester.
5. You have graduated from a regular four-year high school or institution of equivalent rank.
6. You have not enrolled by the 16<sup>th</sup> school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
7. You have been absent from school more than 10 consecutive school days. (Illness of student or death in the immediate family accepted.)

Consult your activities director or fine arts coach/advisor for additional information. If a student causes Waverly-South Shore School to be disciplined by the South Dakota High School Activities Association (SDHSAA) for any reason, the student will be automatically suspended from all SDHSAA sanctioned activities for a period to be determined by the SDHSAA Board of Directors and/or the Waverly-South Shore School administration. Furthermore, students whose violations cause monetary fines from the SDHSAA will be responsible for payment of this fine in its entirety. The student in question will remain suspended by the Waverly-South Shore School administration at least until the fine has been paid in full.



## Part VI Training Rules

### Philosophy and Purpose

The Waverly-South Shore School has adopted the following policy relating to the use of mood-altering chemicals, i.e., alcohol, tobacco, drugs, marijuana, synthetic marijuana, performance-enhancing drugs, abuse of prescription drugs, etc.

The Waverly-South Shore School 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. The use of mood-altering chemicals for some adolescents affects extra-curricular/co-curricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members, or other significant persons in their lives.

The close contact of advisors and coaches at Waverly-South Shore School activities provides them with a unique opportunity to observe, confront, and assist young people. The Waverly-South Shore School supports education and awareness training in adolescent chemical use problems, including the symptomatology of chemical dependency and special issues affecting Waverly-South Shore School activities for administrators, Activities directors, coaches, advisors, participants, and their families.

### Statement of Purpose

1. To provide consistency with the Waverly-South Shore School extra-curricular/co-curricular activities program philosophy: "That provides opportunities and experience that make a contribution to the general growth and development of each individual student and assists to create a healthy climate in the school system and its supporting community."
2. To emphasize the school'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 sense of order and discipline among students.
4. To conform to and support existing state laws which restrict the use of such 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.

### Curfew:

10:30 p.m. on the night before a game or contest.

11:00 p.m. on school nights.

12:30 midnight on the weekend - Friday and Saturday... The 10:30 p.m. rule still applies for a Saturday game or contest. Note: The coach, advisor or director has the discretion to extend curfew for special events or occasions.

The coach, advisor or director will handle curfew violations. Consequences may include, but are not limited to, extra conditioning, loss of playing time, and/or suspension from a game or contest.

### Attendance:

The coaches, advisors, and directors of Waverly-South Shore High School athletics and activities place a high value on school attendance. In order for a student to participate in a game or contest he/she must:

1. Attend a minimum of ½ day of school, and complete the school day, on the day of the game or contest ... for a Saturday game or contest he/she must attend ½ day, and complete the school day, on Friday.
2. Be in attendance the entire day after the game or contest. It is imperative that parents reinforce our school philosophy that academics are of paramount importance by insuring that students are in school whenever possible, and especially the day after games or contests.

Failure to meet these requirements will result in consequences enforced by the coach, advisor, or director of the activity. Consequences may include, but are not limited to, extra conditioning, loss of playing time, and/or suspension from a game or contest.

**Excused/Unexcused Absences:**

The coach, advisor, or director will set specific rules regarding absences or tardiness to a practice, game, or contest. It is expected that the Waverly-South Shore High School policy concerning excused and unexcused absences will be the guideline for athletics and activities.

**Classroom Behavior:**

The coaches, advisors, and directors of Waverly-South Shore High School athletics and activities place a high value on the behavior of the student athletes/participants. Waverly-South Shore athletes and participants are expected to uphold the ideals of Waverly-South Shore School inside the classroom as well as outside the classroom. The coach, advisor, or director will establish a guideline of expectations and consequences for these areas.

**Extra-Curricular Participation**

The years in which you represent Waverly-South Shore School in interscholastic competition, conducted under the auspices of the South Dakota High School Activities Association, may be the most enjoyable years in your young life. Waverly-South Shore School has established rules and regulations for participation in all high school activities that meet or exceed the guidelines set forth by the SDHSAA.

Waverly-South Shore School and its staff feel that participation in activities is a very beneficial part of a student's education. These activities offer the students the opportunity to develop the qualities of honesty, self-motivation, and leadership. Students also learn the value of working as a member of a team in a competitive environment.

Students choosing to participate in activities are asked to put forth 100% effort. Putting in any less cheats themselves and the other students involved in the activity. Students choosing to participate in activities should realize that their primary responsibility must always be academic success. Extra-curricular activities are provided to enhance the educational experience, but must always be considered secondary to academic goals.

When a student enters an activity, the student is making a commitment to himself/herself, the coach or advisor, the other students, the school, and the community. The student agrees to follow the rules and regulations established by the Waverly-South Shore School Board and the South Dakota High School Activities Association. The rules have been formulated to emphasize excellence in academic development, physical development, and character development. The rules and regulations apply to:

3. All sports and fine art activities sanctioned and under the governance of the South Dakota High School Activities Association, and
4. All field trips or activities **that would require students to miss class time**, including but not limited to decorating for prom, preparations for homecoming, FFA events, band trips, senior trips, yearbook workshops, student council meetings, etc.

**Academic Eligibility Requirements**

The Waverly-South Shore School Board has approved the following guidelines and consequences regarding eligibility for students participating in activities sponsored by the Waverly-South Shore School:

- Any student in grades 6-12 who is failing a course (calculated Monday morning through the end of the school day Friday) will be ineligible to participate in MS/HS activities the following week.
- Late work must be submitted by **9:00 AM** on Monday mornings to be considered for the eligibility time frame.
- The weekly eligibility-grading period commences at the beginning of the third week of each quarter.
- A failed course will cause the student to be ineligible for the first two weeks (or after the tenth day) of the following quarter. The third week then constitutes the beginning of the weekly eligibility.
- This rule is applicable from the spring semester to the fall semester of the new school year.
- Some cases may warrant individual consideration at administration discretion.

Students who receive an incomplete will be ineligible as long as he/she has the incomplete grade. Once all work has been completed and turned in, and a passing grade has been earned for the class, the student's eligibility will be immediately restored.

All students in grades 7-12 must earn a minimum of two (2) credits per semester in order to maintain their academic eligibility the following semester. Any student who earns less than two (2) credits in a given semester shall be declared academically ineligible to participate in activities the following semester.

#### **Rule Enforcement:**

The policies set forth are for all extra-curricular/co-curricular activities during the school year. The school year for activities starts the first day of football, cross country and volleyball practice in the fall and extends to the last day of the state track meet or graduation, whichever is later in the spring. The start date is for all students involved in extra-curricular/co-curricular activities throughout the school year.

Note for the 2017-2018 school year: Students who failed a class the 4<sup>th</sup> quarter or 2<sup>nd</sup> semester of the 2016-2017 school year will be ineligible to dress or participate in an event until Monday of the third full week of the first quarter of the 2017-2018 school year. Therefore, the first week of eligibility for those students will be Monday, September 11, 2017.

#### **Inclement Weather:**

The Waverly-South Shore School Board is concerned with the safety and welfare of the Waverly-South Shore School students and district personnel, thus, their attendance or scheduling of practices, open gyms, and contests when school has been dismissed or closed due to inclement weather, shall be restricted within the following conditions.

1. When the school is closed or dismissed after the school day has begun and students are dismissed to return to their residences due to inclement weather, there shall not be any practices, open gym, voluntary activities or contests after the closing for any students.
2. When a contest or performance is scheduled, the host school and visiting school shall make the decision regarding whether to continue, cancel and/or reschedule the activity. The decision will be made by the superintendent and activity director after consulting with the superintendent, if available, on or before 2:30PM. If the decision is to cancel or reschedule the activity, an announcement will be made over the radio and television stations on the regular stations utilized for inclement weather notification as well as the school messenger service.
3. When school is dismissed early or closed for the school day and there is a State sponsored contest/event, it shall be the determination of the activities director and superintendent as to the appropriateness to participate in the contest/event. The officials/sponsors of the State contest/event will be contacted to determine safety prior to leaving for or returning from the activity/event.
4. When inclement weather develops during a home contest or activity, the superintendent, activities director and a visiting administrator or coach/advisor that is available will make the decision to continue, postpone or cancel the activity or contest. Should inclement weather develop while the district's team/group is at the visitor's venue, the coach/advisor will attempt to contact the activities director or superintendent to determine the safety of returning to the district. Should the activities director or superintendent not be reached, the coach/advisor will make the determination to travel or not to travel. If a bus driver is present, he/she shall be consulted prior to a decision being made to travel or not to travel. In the event the coach/advisor decides not to travel, he/she will arrange for the safety of the students and make appropriate accommodations at the visiting site.

#### **Practices- Wednesdays & Sundays**

No practices will be permitted before 6:00am or after 9:00pm. Wednesday night has been set aside as church night. Afternoon practices must end by 6:00 pm. No evening activities are to be scheduled by the school district on that night. Sundays are also non-school sponsored activity days.

**Early School Departure**

In the event students must leave school early to participate in an activity, the coach/advisor shall submit to the office and the appropriate teaching staff, a list of participants a minimum of three days in advance of the event.

**Part VI**  
**Drugs/Alcohol/Tobacco**

1. The drinking or possession of alcoholic beverages is prohibited.
2. The use or possession of tobacco is prohibited.
3. The use or possession of illegal drugs, narcotics, or any mood altering substance is prohibited.
4. The abuse of prescription drugs is prohibited.
5. The use or possession of steroids or other performance-enhancing drugs is prohibited.

During the school year and the season of practice, play or rehearsal, regardless of the quantity, a student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of narcotics, tobacco products, drugs or alcohol, materials/substances represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals. Established school policy and state laws are violated, regardless of parental attitudes, if the student disregards these guidelines.

Students who use prescription drugs authorized by a licensed physician do not violate this policy if the student conforms to the prescription and appropriate school policies. This policy is in effect outside of school and on property owned, leased, or maintained by the school district, at all school-sanctioned activities on and off campus, in vehicles used to transport students to and from school or at other activities, and in vehicles parked on school property.

The proper law enforcement authorities and/or the school board and /or the school administration will deal with any student who violates this policy.

**Illegal Drugs and Narcotics Policy:**

South Dakota Codified Law 13-32-9: Suspension from extracurricular activities for controlled substance violation--Notice to South Dakota High School Activities Association.

**First Offense:**

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.

**Second Offense:**

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.

**Third Offense:**

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 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 juvenile 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 extra-curricular/co-curricular activity means any activity sanctioned by the South Dakota High School Activities Association and/or activities sponsored by the Waverly-South Shore School District.

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.

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 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.

**Alcohol and Tobacco****In-Season Policy****After confirmation by the administration:**

1. **First Violation** - The use or possession of alcohol, tobacco products, illegal drugs, performance-enhancing drugs, mood altering substances, and/or abuse of prescription drugs will result in immediate removal from the team and/or activity currently in-season. The student must also complete five (5) hours of community service under the supervision of the head coach of the activity the student had been participating in. The student will be required to attend two conferences with

- the school counselor. The conferences will be educational and may require more than one assignment to be completed.
2. **Second Violation** – The use or possession of alcohol, tobacco products, illegal drugs, performance-enhancing drugs, mood altering substances, and/or abuse of prescription drugs will result in immediate removal from the team and/or activity currently in-season. The student may be suspended from school (1-10 days), and the student shall lose eligibility for the first six weeks of the next activity season in which the student participates, beginning the date of the first scheduled contest for that season. The student must also complete ten (10) hours of community service under the supervision of the head coach of the activity the student had been participating in. The student will be required to attend three conferences with the school counselor. The conferences will be educational and may require more than one assignment to be completed.
  3. **Third Violation** – The use or possession of alcohol, tobacco products, illegal drugs, performance-enhancing drugs, mood altering substances, and/or abuse of prescription drugs will result in immediate removal from the team and/or activity currently in-season. The student may be recommended for long-term suspension or expulsion, and the student shall lose eligibility for all activities for a one-year period beginning on the first day of the suspension. The student must also complete twenty (20) hours of community service under the supervision of the head coach of the activity the student had been participating in. The student will be required to attend three conferences with the school counselor. The conferences will be educational and may require more than one assignment to be completed. The student may be referred to outside services to complete an evaluation for possible substance dependency and/or diversion programs.
  4. **Subsequent Violations** – The use or possession of alcohol, tobacco products, illegal drugs, performance-enhancing drugs, mood altering substances, and/or abuse of prescription drugs will result in immediate removal from the team and/or activity currently in-season. The student will be recommended for long-term suspension or expulsion, and the student shall lose eligibility for all activities for the remainder of his/her high school career. The student will be referred to outside services to complete an evaluation for possible substance dependency and/or diversion programs, and any such programs must be successfully completed before the student may appeal for readmission to Waverly-South Shore School.

### Out-of-Season Policy

#### After confirmation by the administration:

1. **First Violation** – The use or possession of alcohol, tobacco products, illegal drugs, performance-enhancing drugs, mood altering substances, and/or abuse of prescription drugs will result in the student losing eligibility for the next two weeks or next two consecutive events in each activity in which the student participates, whichever is greater. The student shall also complete five (5) hours of community service under the supervision of the head coach of the activity/activities in which the student shall be serving the suspension. The student will be required to attend two conferences with the school counselor. The conferences will be educational and may require more than one assignment to be completed. The student may not participate in practices while suspended from school, but must participate in practices while otherwise ineligible.

**Integrity Clause:** If a student turns in himself/herself to a school official for violating any portion of the alcohol and tobacco policy, he/she would then qualify for the integrity clause. In this situation, the student would lose eligibility for the next week or one event in each activity in which the student participates, whichever is greater. The student shall also complete five (5) hours of community service under the supervision of the head coach of the activity/activities in which the student shall be serving the suspension. The student will be required to attend one conference with the school counselor. The conference will be educational and may require more than one assignment to be completed. The student may not participate in practices while suspended from school, but must participate in practices while otherwise ineligible. The integrity clause may be invoked only:

- A – This is the first violation of the student's school career; AND
- B – The violation occurred out of season.

This clause may not be invoked under any other circumstances.

2. **Second Violation** – The use or possession of alcohol, tobacco products, illegal drugs, performance-enhancing drugs, mood altering substances, and/or abuse of prescription drugs will

result in the student losing eligibility for the next six weeks or six consecutive events in each activity in which the student participates, whichever is greater. The student may be suspended from school (1 to 10 school days). The student must also complete ten (10) hours of community service under the supervision of the head coach of the activity/activities in which the student shall be serving the suspension. The student will be required to attend three conferences with the school counselor. The conferences will be educational and may require more than one assignment to be completed. The student may not participate in practices while suspended from school, but must participate in practices while otherwise ineligible.

3. **Third Violation** – The use or possession of alcohol, tobacco products, illegal drugs, performance-enhancing drugs, mood altering substances, and/or abuse of prescription drugs will result in the student losing eligibility for a one-year period beginning on the first day of the suspension. The student may be recommended for long-term suspension or expulsion. The student must also complete twenty (20) hours of community service under the supervision of the head coach of the activity/activities in which the student shall be serving the suspension. The student will be required to attend three conferences with the school counselor. The conferences will be educational and may require more than one assignment to be completed. The student may be referred to outside services to complete an evaluation for possible substances dependency and/or diversion programs. The student may not participate in practices while suspended from school, but must participate in practices while otherwise ineligible.
4. **Subsequent Violations** – The use or possession of alcohol, tobacco products, illegal drugs, performance-enhancing drugs, mood altering substances, and/or abuse of prescription drugs will result in the student losing eligibility for the remainder of his/her high school career. The student will be recommended for long-term suspension or expulsion. The student will be referred to outside services to complete an evaluation for possible substance dependency and/or diversion programs, and any such programs must be successfully completed before the student can appeal for readmission into Waverly-South Shore School.

### **Weapons**

Possession of firearms and other weapons (as defined in Section 921 of USC Title 18) on school grounds is strictly prohibited. Violations of this law shall follow the consequences outlined for in-season/out-of-season violations of drug/alcohol/tobacco policies.

### **Reporting**

Any adult who witnesses the violation may report violations. The reporting person shall testify before a school administrator, Activities director, and/or coach. The accused person and the parent shall have the right to be present at all times. Final decision as to guilt will be made by the administration. The aggrieved party shall have the right to appeal to the Board of Education.

### **Miscellaneous Considerations**

- A. The training rules will apply at all times, not just at school activities.
- B. Violations occurring while on school grounds/property or at a school or state-sponsored activity will also include a three to five day school suspension.  
Exception: Communion during a religious ceremony is an exception. Also, the consumption of an alcoholic beverage at a family ceremony, such as an anniversary or wedding ceremony is permissible with parental consent. (This does not include dances.) The administration should be contacted in advance of the ceremony to clarify the policies.
- C. A student of legal drinking or tobacco usage age must still conform to the policies set forth.
- D. If a student is charged with an alcohol or drug related offense, the student will be suspended from activities until the case is adjudicated or the two-week/two events, or six-week/six events suspension has been met.  
Exception: If the student admits guilt to the offense, his/her suspension would start immediately—no matter when he/she goes to court.
- E. Violations will be accumulative for the student's school career.
- F. Guilt by association is not a violation, but if incidents are frequent, a conference with the student and their parent(s)/guardian(s) will be held.

- G. Students who are suspended from activities may not attend an event during the school day for the duration of the suspension. Students will not be allowed to attend the event regardless of parental consent.

**Concussions:**

According to South Dakota Codified Law and SDHSAA regulations, any time it is suspected that an athlete may have sustained a concussion, that athlete must be removed from the competition or practice immediately. The athlete may not return to competition or practice until he/she has passed the IMPACT cognitive functioning reassessment test, been declared to be concussion symptom-free by a medical doctor, PA, or certified physical therapist, and the athlete submits a return to competition form signed by the medical personnel and the athlete's parent(s)/guardian(s) to the Activities director.

**Middle School Participation in High School Athletics:**

Participation in high school athletic competitions is meant for students in grades 9-12 only. However, 8<sup>th</sup> grade participation in high school activities may be considered under certain circumstances. If the number of 9-12 participants in an activity is not sufficient to field a full team, an invitation will be extended to all 8<sup>th</sup> grade participants to also participate at the higher level. This determination shall be made by the head coach and activities director.

A head coach may also petition to move an 8<sup>th</sup> grade student up to high school activities if that student is of such a skill level that he/she will no longer benefit from competition at grade level. Any such petition must follow this procedure:

- The petition must be initiated by the head coach. The head coach shall discuss his/her petition with the members of his/her high school and middle school coaching staff. If all coaches agree that the student should be moved up to the high school level, then:
- The coaching staff shall discuss his/her petition with the activities director and principal. If all agree that the student should be moved up to the high school level, then:
- The head coach shall arrange a meeting with the activities director, principal, student, and his/her parent(s)/guardian(s) to discuss the potential move. If all parties agree that the student should be moved up to the high school level, they shall sign the "Consent to Move Up" form on file with school administration, and that student shall then be allowed to participate in high school activities.

If a student moves up as a result of a coach-initiated petition, he/she then forfeits any possibility of participating in that activity at the middle school level for the remainder of the school year. Once such a move is made, that decision will not be revisited, so it is in the best interests of the student and his/her parent(s)/guardian(s) to take all possible consequences for such a move into account before agreeing to the move.

Only 8<sup>th</sup> grade students may be considered for a move to the high school level. This policy applies only to basketball, cheerleading, football, and volleyball. Due to their nature as individual activities, middle school participation in Oral Interpretation and Track and Field may be allowed for students in grades 7 and 8 with the consent of the head coach and activities director.



**Waverly-South Shore School District  
Asbestos Yearly Report  
2016-2017**

Dear Parents and Staff Members:

An asbestos management plan for our facilities was developed and includes this notification letter and a set of plans and procedures designed to minimize the disturbance of the asbestos-containing material, and plans for regular surveillance of the asbestos-containing materials. A copy of the Asbestos Management Plan is available for your inspection in our Administrative Office during regular business hours.

The asbestos-containing building materials are required to be kept under surveillance. In the fall of 2014, Veblen Asbestos, Inc. did the three year school re-inspection as required by A.H.E.R.A. The only remaining asbestos is in the 9" x 9" floor tile located throughout the school. This is a non-friable asbestos, and it poses no health risk.

We plan on taking whatever steps are necessary to insure your children and our employees have a healthy, safe environment in which to learn and work.

Sincerely,

Tim Malimanek / Designated Person

*A signed copy of this letter is available for inspection in the Administrative Office upon request.*