

**WHITE RIVER SCHOOL DISTRICT 47-1**

**WHITE RIVER AREA SCHOOLS**

**2023-2024**

**PARENT / STUDENT HANDBOOK**

**Updated and Adopted Summer 2023**

## FOREWORD

This handbook was adopted by the White River Board of Education. This is a compilation of student and parent information, extracurricular activity guidelines, and rights and responsibilities for all levels (PK-12). Much of what is contained in this Board-adopted handbook will contribute to a better understanding of students' rights and responsibilities by students, parents, teachers, administrators, and various other publics in the community. Toward that end, this handbook is intended to assist in leading toward the harmonious cooperation among school, home, and community that everyone wishes to achieve.

The information is arranged in alphabetical order for your convenience.

Louie Krogman, Superintendent  
White River School District 47-1  
White River, South Dakota 57579  
Phone: (605) 259-3135  
Fax: (605) 259-3133

The White River School District does not discriminate in its educational programs policies and practices, or in its educational programs or activities on the basis of race, color, creed, religion, age, gender, disability, national origin, or ancestry. Annually, the policy will be published in the school-designated, official newspaper.

Inquiries concerning the application of Title VI, Title IX, Section 504, Affirmative Action, and Americans with Disabilities Act compliance activities, may be referred to Louie Krogman, Superintendent at PO BOX 273 White River, SD 57579, or (605) 259-3135 or to the Regional Director, U. S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302. Phone: (816) 268-0550 (Voice), 1-877-521-2172 TDD. E-mail: OCR.KansasCity@ed.gov

**Parents are welcome to visit the school at any time; however, all visitors to the school are required to report to the principal's office.**

## **White River School District 47-1 EDUCATIONAL PHILOSOPHY**

The community of White River, its students, parents, teachers, administrators and Board of Education have the responsibility to prepare our students for a productive role in a democratic society. Learning should be a continuous process for our students, including opportunities for learning basic academic and technological skills and exploring general, vocational, and extra-curricular areas of interest. Separate curricular entities must come together in an interdisciplinary approach in order for each student to achieve maximum growth mentally, emotionally, and socially.

The White River School District through publication in the Parent/Student Handbook informs all it's parents that the district uses scientific research-based curriculum and interventions.

## **White River School District 47-1 GOALS**

Students will:

1. develop skills in reading, writing, speaking, and listening
2. develop skills in all academic and elective areas
3. develop appropriate study skills
4. develop appreciation for literature and technology
5. develop a desire to learn now and in the future
6. develop skills that enable them to effectively function academically, physically, socially, and emotionally
7. develop skills that will empower them to become effective successful members of a community
8. understand and practice democratic ideas and ideals
9. learn to be a good citizen

## **White River School District 47-1 MISSION STATEMENTS**

### **ELEMENTARY**

**“Believe-Learn-Succeed”**

**“The journey begins here!”**

We, the entire personnel at White River Elementary Schools, believe that all children can learn and will work to provide a positive school environment to enable the inclusion of every student within the educational setting to learn the essential skills that will enable them to succeed at their next level of education.

### **MIDDLE SCHOOL**

**“Whatever It Takes”**

We, the staff of the White River Middle School, are committed to the maximum achievement of all students, taking them from where they are, to where they need to be in order to succeed at the next educational level.

### **HIGH SCHOOL**

Upon completing White River High School, all students will have established realistic lifelong goals and have learned the literacy and technology skills necessary to attain those goals. The staff employed by the school district will be responsible for assisting the students in establishing these goals and acquiring the literacy and technology skills needed. As a result of their learning experiences, the graduates will become self-sufficient, productive, responsible members of society.

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## **2023-2024 SCHOOL CALENDAR**

|                       |   |
|-----------------------|---|
| August 14             | New Staff In-Service  |
| August 15, 16, 17, 21 | Staff In-Service  |
| <b>August 22</b>      | <b>First Day of School for Students</b>                                 |
| September 4           | Labor Day – <b>No School</b>  |
| <b>September 28</b>   | <b>Parent/Teacher Conference – 4:00 PM – 8:00 PM</b>                    |
| October 9             | Native American Day - <b>No School</b>                                  |
| October 26            | End of First Quarter  |
| October 27            | Staff In-Service Day  |
| <b>November 16</b>    | <b>Parent/Teacher Conference – 4:00 PM – 8:00 PM</b>                    |
| November 23 & 24      | Thanksgiving Break – <b>No School</b>                                   |
| December 20           | Last Day of Classes before Winter Break – 12:30 PM dismissal            |
|                       | Dec 21 <sup>st</sup> through January 1 <sup>st</sup> – <b>NO SCHOOL</b> |
| January 2             | Students Return from Winter Break                                       |
| January 11            | End of 2 <sup>nd</sup> QTR, End of 1 <sup>st</sup> SEM                  |
| January 15            | Martin Luther King Day- <b>No School</b>                                |
| January 19            | Staff In-Service  |
| <b>February 8</b>     | <b>Parent/Teacher Conferences- 4:00 PM – 8:00 PM</b>                    |
| February 19           | President’s Day- <b>No School</b>                                       |
| February 23           | Staff In-Service Day  |
| March 21              | End of Third Quarter  |
| March 22              | Staff In-Service Day  |
| April 1               | Spring Break- <b>No School</b>  |
| <b>April 25</b>       | <b>Parent/Teacher Conferences- 4:00 PM – 8:00 PM</b>                    |
| May 3                 | Staff In-Service Day  |
| May 18                | Graduation 3:00 PM  |
| May 23                | End of Fourth Quarter, End of Second Semester                           |
| May 24                | Teacher Workday/Report Card Day   |

## **White River School District 47-1**

### **Board of Education**

### **2023-2024 Meeting Schedule**

|                       |  |                                |
|-----------------------|--|--------------------------------|
| 1. August 14          | Regular Board of Education Meeting           | (6:30 PM)                      |
| 2. September 11       | Regular Board of Education Meeting           | (6:30 PM)                      |
| 3. October 11         | Regular Board of Education Meeting           | (6:30 PM)                      |
| <b>4. October 23</b>  | <b>Special Board Meeting – White River</b>   | <b>(5:00 PM)*</b>              |
| 5. November 13        | Regular Board of Education Meeting           | (6:30 PM)                      |
| <b>6. November 27</b> | <b>Special Board Meeting – Norris School</b> | <b>(7:00 PM)*</b>              |
| 7. December 11        | Regular Board of Education Meeting           | (6:30 PM)                      |
| 8. January 8          | Regular Board of Education Meeting           | (6:30 PM)                      |
| 9. February 12        | Regular Board of Education Meeting           | (6:30 PM)                      |
| 10. March 11          | Regular Board of Education Meeting           | (6:30 PM)                      |
| <b>11. March 25</b>   | <b>Special Board Meeting – White River</b>   | <b>(7:00 PM)*</b>              |
| 12. April 8           | Regular Board of Education Meeting           | (6:30 PM)                      |
| <b>13. April 22</b>   | <b>Special Board Meeting – Norris School</b> | <b>(7:00 PM)*</b>              |
| 14. May 13            | Regular Board of Education Meeting           | (6:30 PM)                      |
| <b>15. May 21</b>     | <b>Special Board Meeting – White River</b>   | <b>(7:00 PM) Prelim Budget</b> |
| 16. June 10           | Regular Board of Education Meeting           | (6:30 PM)                      |
| 17. July 8            | Regular Board of Education Meeting           | (6:30 PM) Organizational       |

### **Notes**

--The board will hold special meetings as needed. Special meetings will be announced on the school’s messaging system.  
--Meeting sites are in the White River Community Events Center, White River, or in the Norris School, Norris, SD, unless otherwise arranged and announced.

**\*Denotes special meetings held to ensure Tribal and parental involvement in the development of educational programs of children residing on Indian lands in the White River School District 47-1.**

## **2023-2024 DIRECTORY**

### **SCHOOL BOARD**

|                 |              |
|-----------------|--------------|
| Blake Lehman    | Board Member |
| Gina Adrian     | Board Member |
| Bill Hutchinson | Board Member |
| Linda Baldock   | Board Member |
| Stan Knispel    | Board Member |
| Louann Krogman  | Board Member |
| Orlana Schmidt  | Board Member |

### **ADMINISTRATION**

|                |                             |
|----------------|-----------------------------|
| Louie Krogman  | Superintendent              |
| Kim Olson      | Business Manager            |
| Cella Hermesen | Elem Principal              |
| Logan Tucker   | MS Principal                |
| Peri Strain    | HS Principal/Title Director |
| Brian Brown    | Norris Elem Principal       |
| Dale Bernthal  | Network Administrator       |
| Carol Rogers   | Administrative Asst.        |

### **PROFESSIONAL STAFF**

#### **Norris (K-5)**

|                  |                |
|------------------|----------------|
| Delores Ferguson | Kindergarten   |
| Paul Carda       | Grade 1        |
| Rachel Pastrana  | Grade 2        |
| Julie Letellier  | Grade 3 / SPED |
| Wendy O'Brien    | Grades 4 & 5   |

#### **WR-HIGH SCHOOL (9-12)**

|                  |                    |
|------------------|--------------------|
| Mike Beardt      | Social Studies     |
| Carlie Deiss     | English/Computer   |
| Ashley Bouman    | Librarian/E-Mentor |
| Casey Krogman    | Counselor          |
| Ben Babalcon     | Science            |
| Gilbert Sardan   | Science            |
| Morgan Kinsley   | FACS               |
| Tammie Foley     | English            |
| Stacy Twite      | Band/Vocal         |
| Nick Gainey      | Art                |
| John Anders      | Vo-Ag              |
| Troy Krogman     | K-12 PE/Health     |
| Joe Brooks       | Math               |
| Justice Morrison | Social Studies     |
|                  | Intervention       |

#### **WR Elementary (K-5)**

|                     |                                  |
|---------------------|----------------------------------|
| Brittany Krogman    | Kindergarten                     |
| Maridez Pozas       | Kindergarten                     |
| Kristi Krogman      | Grade 1                          |
| Richelle Driesbaugh | Grade 1                          |
| Gina Burnette       | Grade 2                          |
| Amapola Paule       | Grade 2                          |
| Kati Jo Sykora      | Grade 3                          |
| Arlene Abao         | Grade 3                          |
|                     | Grade 4                          |
| Virginia Risseuw    | Grade 4                          |
| Skye Tucker         | Grade 5                          |
| Shelsey Klein       | Grade 5                          |
| Steve Twite         | Music                            |
| Naomi Colberg       | Family Services Coordinator      |
| Jessa Ellendorf     | Academic Intervention/Technology |
| Bea Birose          | Pre-School                       |

#### **Special Education**

|                 |                  |
|-----------------|------------------|
| Mary Bainter    | HS-SPED          |
| Karla Heyduk    | WR Elem-SPED     |
| Julie Letellier | Norris Elem-SPED |
| Amanda Hill     | MS/SPED Director |

#### **WR Middle School (6-8<sup>th</sup>)**

|                        |                  |
|------------------------|------------------|
| Morgan Taft            | Lang. Arts       |
| Jared Bouman           | Social Studies   |
| Deb Zens               | MS Interventions |
| Lisa Rasmusson         | Science          |
| Wyatt Krogman          | Math             |
| MA Camille S.L. Roldan | Math             |
| Kim Barnhart           | Lang. Arts       |

### **CLASSIFIED STAFF**

|                  |                       |                     |                  |
|------------------|-----------------------|---------------------|------------------|
| Penny Ivey       | Food Service Director | Bertha Morrison     | Norris Secretary |
| Kendra Earll     | School Nurse          | Teresa Sherwood     | Cook/WR          |
| Brandy Fairbanks | HS Secretary          | Robert Bracha       | Cook/WR          |
|                  | MS Secretary          | Laura Running Horse | Cook/WR          |
| Morgan Venard    | Elem Secretary        | Heather Taft        | Head Cook/Norris |



**MAINTENANCE/BUS DRIVERS**

|                     |                            |
|---------------------|----------------------------|
| Michael Knecht      | Head Custodian/Bus Driver  |
| Ronnie Hight        | Head Maint./Transportation |
| Augie Chasing Horse | Custodian                  |
| Lewis Wuestwald     | Custodian                  |
| Spencer Blom        | Custodian                  |
| Natasa Larvie       | Norris Bus Driver          |
| Leroy Morrison      | Norris Maint./Custodian    |
| David Powell        | Bus Driver                 |
| Brad Shouldis       | Custodian                  |

**Paraprofessionals**

|                       |                           |
|-----------------------|---------------------------|
| Toni Kuntz            | White River EL            |
| Elise Brooks          | White River EL            |
| Kristan Krogman       | White River EL            |
| Nicole Yackley        | White River EL            |
| Leanna Fairbanks      | White River EL            |
| Gina Strain, SLPA     | White River EL            |
|                       | White River EL            |
|                       | White River EL            |
|                       | White River MS            |
| Natasa Larvie         | Community Liaison/WR      |
| David Powell          | White River MS/Bus Driver |
|                       | White River MS            |
| Allison Green         | White River HS            |
| Eldon Marshall        | HS Tutor                  |
| Crystal Charging Hawk | Community Liaison/Norris  |
| Jakki Burma           | Norris                    |
|                       | Norris                    |

**SCHOOL TELEPHONES**

Superintendent.....259-3135 ext 71402

Business Manager.....259-3135 ext 71401

Central Office.....259-3135 ext 71404

Elementary Principal.....259-3135 ext 71501

High School Principal.....259-3135 ext 71104

Middle School Principal.....259-3135 ext 71301

Norris Elementary Principal.....462-6455 ext 72409

**In case of inclement weather listen to:**

**Radio Station KWYR (1260, Winner, South Dakota)**  
**Radio Station KINI (96 FM, St. Francis, South Dakota)**  
**KELO-TV-CBS (Sioux Falls, South Dakota)**

**Other school announcements will also be made through the school messaging system.**

**Please, download our White River District App on your phone for all notifications and school news.**

## **2023-2024 ACTIVITY SPONSORS**

### **CROSS-COUNTRY—Boys and Girls**

|                            |                     |
|----------------------------|---------------------|
| 5-12 Head Coach .....      | Casey Emery-Krogman |
| 5-12 Assistant Coach ..... | Carol Rogers        |

### **FOOTBALL—Boys**

|                             |                 |
|-----------------------------|-----------------|
| High School Coach .....     | Spencer Blom    |
| High School Assistant ..... | Nic Waln        |
| MS Football .....           | Michael Knecht  |
| Assistant MS Football ..... | Stanley Wallace |

### **CHEERLEADING**

|                                       |  |
|---------------------------------------|--|
| High School Advisor (FB) .....        |  |
| High School Advisor (Boys' BB) .....  |  |
| High School Advisor (Girls' BB) ..... |  |

### **BASKETBALL—Boys & Girls**

|  |                   |
|--|-------------------|
| High School Coach --Girls (9-12) .....               | Logan Tucker      |
| High School Coach --Boys (9-12) .....                | Eldon Marshall    |
| High School Coach Assistant -- Girls (9-12) .....    | Troy Krogman      |
| High School Coach Assistant -- Boys (9-12) .....     | Justice Morrison  |
| MS Girls Basketball .....                            | Justin White      |
| Assistant MS Girls Basketball .....                  | Kristan Krogman   |
| MS Boys Basketball .....                             | Spencer Blom      |
| Assistant MS Boys Basketball .....                   | Elise Brooks      |
| 4 <sup>th</sup> -5 <sup>th</sup> Grade - Girls ..... | Deb Zens          |
| 4 <sup>th</sup> -5 <sup>th</sup> Grade - Boys .....  | Darcella Hermesen |
| Norris BB .....                                      | Wendy O'Brien     |

### **TRACK—Boys & Girls**

|                               |               |
|-------------------------------|---------------|
| Head Coach Boys & Girls ..... | Morgan Taft   |
| Assistant Track Coach - ..... | Casey Krogman |
| Assistant Track Coach - ..... |               |
| Assistant Track Coach - ..... |               |

### **VOLLEYBALL - Girls**

|                                     |                |
|-------------------------------------|----------------|
| Head Coach .....                    | Elise Brooks   |
| Assistant Coach .....               |                |
| MS Volleyball Coach .....           | Skye Tucker    |
| Assistant MS Volleyball Coach ..... | Nicole Yackley |

### **GOLF- Boys and Girls**

|                       |                  |
|-----------------------|------------------|
| Head Coach .....      | Mike Beardt      |
| Assistant Coach ..... | Justice Morrison |

### **ACTIVITY SPONSORS**

|   |                                |
|---|--------------------------------|
| ANNUAL SPONSOR .....                        | Kristan Krogman/Ashley Bouman  |
| STUDENT COUNCIL ADVISOR .....               | Peri Strain                    |
| MIDDLE SCHOOL STUDENT COUNCIL ADVISOR ..... | Lisa Rasmusson                 |
| SENIOR CLASS SPONSOR .....                  | Carol Rogers                   |
| JUNIOR CLASS SPONSOR .....                  | Carol Rogers and Casey Krogman |
| SOPHOMORE CLASS SPONSOR .....               | Carol Rogers                   |
| FRESHMAN CLASS SPONSOR .....                | Carley Deiss                   |
| FCCLA .....                                 | Morgan Kinsley                 |
| ASST FCCLA .....                            | Stacy Twite                    |
| ONE ACT PLAY DIRECTOR .....                 | Morgan Taft                    |
| SPRING PLAY DIRECTOR .....                  |                                |
| ORAL INTERPRETATION .....                   | Tammie Foley                   |
| ATHLETIC/ACTIVITIES DIRECTOR .....          | Eldon Marshall                 |
| 7TEEN DIRECTOR .....                        | Joe Brooks/Elise Brooks        |
| PEP BAND DIRECTOR .....                     | Stacy Twite                    |
| NATIONAL HONOR SOCIETY .....                | Casey Emery-Krogman            |

## **A POLICY STATEMENT ON DISCIPLINE**

### **With Points of Emphasis**

The Board of Education of the White River School District believes that a self-disciplined citizenry is essential for the maintenance of a free society. The rights of individual students shall be protected, and each student shall be expected to respect the person and rights of all other students, teachers, and all other school personnel. The Board of Education shall expect all employees to be concerned with student behavior and, when and where unacceptable behavior occurs, to take that action which is most appropriate. Under no circumstances will vandalism, violence, destructive acts, intimidation, extortion, harassment, malicious disturbances, or other violations of law be tolerated, condoned, or excused, and immediate steps will be taken to discipline any student involved in such behavior.

**THE BOARD OF EDUCATION** of the White River School District, acting through the Superintendent of Schools, holds all school employees responsible for the supervision of the behavior of students while legally under the supervision of the school. (This includes after-school functions, such as ballgames, plays, concerts, etc.)

**THE SUPERINTENDENT** shall exercise leadership in establishing all necessary procedures, rules, and regulations to make effective the Board of Education policies relating to the standards of student behavior.

**THE PRINCIPAL** shall be responsible to the Superintendent of Schools for the total operation of his or her school. The principal shall have the responsibility and the authority to formulate school rules and regulations not in conflict with district policies relating to standards of student behavior and to govern areas and situations not included in this handbook. The principal shall have the authority to clarify management intent. The principal shall, in developing these rules and regulations, involve representatives of his/her teaching staff, classified personnel, students, and parents or guardians of the students as deemed appropriate.

**THE PRINCIPAL**, or his/her designated representative, is authorized to apply, if necessary, those coercive inducements authorized by law, e.g., in and out of school suspension and recommend expulsion.

**THE PRINCIPAL**, shall attempt contact parents on all student referrals which are of a serious nature, or when law enforcement is involved.

**THE PRINCIPAL**, may assign detention for minor infractions as deemed appropriate by his/her observations or based on reports received from staff members.

**ALL TEACHERS** shall be responsible for the supervision of the behavior of all of the students in the school. This includes not only those students who are regularly assigned to the teacher, but all other students with who the teacher comes in contact with during after-school functions such as ballgames, plays, concerts, etc.

**ALL TEACHERS** shall be expected to maintain the kind of atmosphere and decorum, which will promote the learning processes, utilizing all sound techniques, which seem appropriate. When the teacher is unable to assist the student to maintain proper controls in his or her behavior, the student shall be referred to the appropriate school administrator.

**ALL TEACHERS** are the most mature and therefore are the most responsible persons in the classroom.

**ALL TEACHERS** shall develop with their student's acceptable rules (or discipline plan) for the classroom behavior in light of Board policy and administrative rules and procedures within two weeks after school begins.

**ALL TEACHERS** should refer students to the principal only for serious violations.

**ALL TEACHERS** are generally responsible for handling their own detentions and for communicating with parents.

**ALL TEACHERS** shall be held responsible for maintaining a discipline record.

**ALL TEACHERS** shall be held responsible for the discipline and the learning environment they maintain in the classroom.

**ALL CLASSIFIED AND CERTIFIED EMPLOYEES** of the White River School District, regardless of their assignment, are expected to participate directly in the supervision and guidance of the behavior of all students.

**PARENTS OR GUARDIANS** are expected to exercise the required controls so that their children's behavior at school will be conducive to their own progress and not disruptive to the school's educational program.

**EACH STUDENT** shall be expected to obey all school rules and regulations, as well as the laws of the community, state, and nation. The principals shall be expected to inform the parents or guardian of any student whose behavior is in serious conflict with established rules, laws, and procedures. This Handbook applies to all students, and the mere fact that the student has reached eighteen years of age does not relieve the student or the parent of responsibility for adherence to school policies.

**EVERYONE** concerned with student behavior shall be expected to deal with students in a friendly, firm, fair, and appropriate fashion. It shall be the responsibility of the principal to assist all concerned with this task.

**THE SUPERINTENDENT OF SCHOOLS**, through the school principals, shall cause to be disseminated to all parents and students at the beginning of each school year and for each new student upon registration, the comprehensive Parent Student Guidelines handbook currently in effect.

**ANY INDIVIDUAL** who has a concern about the guidelines established by the White River School District, or who desires to review any of the administrative actions taken by school officials within the framework of these guidelines, is encouraged to contact the appropriate school level administrator or the Superintendent of Schools.

Finally, adults working in the school shall not condone by silence any inappropriate student behavior.

### **STUDENTS' RIGHTS AND RESPONSIBILITIES**

A prized birthright of state citizens is that of an education at public expense for those persons between the ages of five and twenty-one, except disabled students who may receive services from ages zero to twenty-one, unless they graduate from high school before the age of twenty-one. This right has been reinforced for certain segments of our population through Title V of the Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. The birthright carries with it correlative responsibilities, as follows:

#### **It Is the Student's Right to:**

1. Attend school free of charge.
2. Attend school until age 21 or graduation from high school at public expense, including free textbooks and instructional materials.
3. Attend school and participate in school activities at no expense, even though married or pregnant.
4. Expect that the school will be a safe place for all students to gain an education.
5. Expect that their school will provide them with an educational program that meets or exceeds standards as established for all schools by the State Legislature and the State Board of Education.
6. Exercise freedom of speech, press, and expression of views.
7. Exercise freedom of assembly.
8. Receive due process and equal protection of the laws.

#### **It Is the Student's Responsibility to:**

1. Attend school daily, except when excused or ill, and to be on time at all classes. Protect and show respect for public property.
2. Attend school regularly and pay only costs that are of a personal nature or for participation in voluntary activities.
3. Obey restrictions on students in accordance with Board rules and regulations
4. Be aware of all rules and regulations for student behavior and conduct oneself in accordance with them.
5. Participate in and take advantage of the educational opportunities provided for them by their school.
6. Respect the human dignity and worth of all other individuals. Refrain from libel, slanderous remarks and obscenity in verbal and written expression.
7. Refrain from disobedience, misconduct or behavior that disrupts the educational process.
8. Respect the reasonable exercise of authority by school administrators

- and teachers in maintaining discipline in the school and at school sponsored activities.

4. Incompletes/Missing Assignments will be converted to an “F” two weeks after the end of semester grading periods. Students will have a minimum of two weeks to turn in completed work. Teachers have discretion to adjust the timeframe for turning in incomplete work. Teachers will notify the principal of time extensions.

**GRADING SYSTEM** (High school and Middle School)

Honor Roll, graduation honors, and academic eligibility requirements will be determined using a 4.0 scale. All incompletes will be assigned a value of 0.00 (F) in determining grade point average. When incompletes are satisfied and a new grade is entered on the records, the proper honor points will apply and a new GPA determined.

**The high school and middle school grading scale is set as follows:**

A = 90 – 100  
B = 80 – 89  
C = 70 – 79  
D = 60 – 69  
F = 0 – 59

**GRADE POINT SCALE**

A = 4.00  
B = 3.00  
C = 2.00  
D = 1.00  
F = 0.00  
I = 0.00

An incomplete is understood as a zero (0) for the purpose of calculating the grade point average on transcripts. Incompletes on the report card will be converted to an “F” two weeks after the end of each grading period. Students will have a minimum of two weeks to turn in completed work. Students making progress to complete make-up work may receive additional time, by arrangement with a teacher, or receive a grade change whenever work is completed in a manner satisfactory to the teacher.

Each grade shown previously carries the corresponding numerical value.

A student shall earn at least a D (60%) to pass. Any failed course may be repeated.

**CREDITS:** Each semester mark shall be used to determine credit earned. Credits are calculated at the end of each semester. At the high school level, two semesters are not to be averaged together. Final grades, for middle school students, are determined by averaging first and second semester grades. One credit is granted for successful completion of a full-year course with classes meeting one period a day, each day. One-half credit is granted for successful completion of a one-semester course. Credits will normally be earned over a four-year period beginning with grade 9.

High School credits are calculated at the end of each semester. One-half (.5) is granted for successful completion of a high school one-semester course. See, GRADUATION section for further detail.

**DROP/ADD:** High school class changes shall be approved by the principal. Dropping/Adding classes must be petitioned the first two weeks of a semester to be considered. These time limits will hold, unless otherwise approved by the principal.

**REPORT CARDS:** Report Cards will be issued each quarter.

A plus (+) and (–) may be used with the letter grades on report cards but are not computed into the grade point average. (Middle School Policy).

MS/HS- Teachers within eight (8) days of the beginning of a semester, will inform students, parents and principal of their grading procedures.

## **ACADEMIC HONORS**

### **Valedictorian and Salutatorian**

To qualify for Valedictorian or Salutatorian a student must attend White River High School full-time for four semesters. Valedictorian and Salutatorian will be determined based on senior student's cumulative third quarter GPA. To participate in graduation ceremonies a student must be enrolled full-time at White River High School for the last full semester of their senior year.

### **Average and Honors**

Any student attending WRHS for all four (4) years who achieves a minimum of 3.75 grade point average shall be awarded the academic White "WR" Letter. Students with a GPA of 3.33 to 3.66 will graduate with "Honors". Students with a GPA of 3.67 and above will graduate with "High Honors".

The Honor Roll will be announced within two weeks after report cards are given out.

Students achieving a GPA of 3.00 or higher for the current quarterly grading period will be included on the Honor Roll for that quarter.

### **Graduation Honors**

WR White Letter .....3.75 GPA  
High Honors.....3.67 GPA  
Honors.....3.33 GPA

### **Honor Roll**

All "A" = 4.0 GPA  
A Honor Roll = 3.50 – 3.99 GPA  
B Honor Roll = 3.00 – 3.49 GPA

**Students with any quarter or semester grade of D, F, or I do not qualify for honor roll.** The honor roll shall be announced one (1) week after report cards are given out. (Prolonged make-up work due by the student does not merit honor; however an exception could be a case of long-term illness or hospitalization.) A student's prompt completion of make-up work due at the end of nine weeks will allow his/her name to be added to the honor roll list as qualified.

## **GRADUATION**

### **HIGH SCHOOL GRADUATION REQUIREMENTS**

*As approved by the Board of Education, July 8, 2019*

**24:43:11:02. General requirements for high school graduation.** The units of credit required for high school graduation must include the following 22 units:

- (1) Four units or more of language arts that must include the following:
  - (a) One unit of writing;
  - (b) One-half unit of speech or debate; and
  - (c) One unit of literature that must include one-half unit of American literature;
- (2) Three units or more of social studies that must include the following:
  - (a) One unit of U.S. history; and
  - (b) One-half unit of U.S. government;
- (3) Three units or more of mathematics that must include one unit of algebra I;
- (4) Three units or more of science that must include one unit of biology;
- (5) One unit or more in any combination of the following:
  - (a) Approved career and technical education courses;
  - (b) A capstone experience; and
  - (c) World languages;
- (6) One-half unit of personal finance or economics;
- (7) One unit of fine arts;
- (8) One-half unit of physical education;
- (9) One-half unit of health or health integration; and
- (10) Five and one-half units of electives.

A state-approved advanced computer science course may be substituted for one unit of science, but may not be substituted for biology.

Within the coursework outlined above, a student may earn one or more advanced endorsement, but is not required to do so. A student may earn one or more of the following advanced endorsements: advanced, advanced career, and advanced honors. Substitutions for laboratory science, using a state-approved computer science course, do not apply to the advanced and advanced honors endorsements.

Students may be granted up to one credit in fine arts for participation in extracurricular activities. A maximum of one-fourth credit may be granted for each extracurricular activity each school year. In order to grant credit, a district must document the alignment of the activity with fine arts content standards as approved by the South Dakota Board of Education.

Academic core content credit may be earned by completing an approved career and technical education course. Approval to offer credit must be obtained through an application process with the Department of Education. The application must include:

- (1) Course syllabus;
- (2) Standards based curriculum;
- (3) Teacher certification;
- (4) Assessment of standards by methods including end-of-course exams, authentic assessment, project-based learning or rubrics.

**General Authority:** SDCL 13-1-12.1, 13-3-47.

**Law Implemented:** SDCL 13-3-1.4, 13-33-1, 13-33-19.

| <b>Student Classification</b> | <b>Credits Earned</b> |
|-------------------------------|-----------------------|
| Freshman                      | 0-5 credits           |
| Sophomore                     | 5.5-10 credits        |
| Junior                        | 10.5-15.5 credits     |
| Senior                        | 16+ credits           |



# South Dakota High School Graduation Requirements

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

## ADVANCED ENDORSEMENTS

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

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

| ADVANCED ENDORSEMENT REQUIREMENTS<br><i>Indicates a student has pursued coursework consistent with entrance requirements for postsecondary education at a university.</i>                                    |  | ADVANCED CAREER ENDORSEMENT REQUIREMENTS<br><i>Indicates a student has career experience in a concentrated area, based on academic and/or workplace experience and a related credential.</i>   |  |
|--|--|--|--|
| <b>4 UNITS OF LANGUAGE ARTS</b> must include:<br>• Writing: 1 unit<br>• Speech or Debate: .5 unit<br>• Literature: 1 unit (must include .5 unit American Literature)<br>• Language Arts electives: 1.5 units | <b>1 UNIT OF FINE ARTS</b>                     | <b>4 UNITS OF LANGUAGE ARTS</b> must include:<br>• Writing: 1 unit<br>• Speech or Debate: .5 unit<br>• Literature: 1 unit (must include .5 unit American Literature)<br>• Language Arts electives: 1.5 units   | <b>1 UNIT OF FINE ARTS</b>                     |
| <b>3 UNITS OF MATHEMATICS</b> must include:<br>• Algebra I: 1 unit<br>• Geometry: 1 unit<br>• Algebra II: 1 unit   | <b>½ UNIT OF PERSONAL FINANCE or ECONOMICS</b> | <b>3 UNITS OF MATHEMATICS</b> must include:<br>• Algebra I: 1 unit<br>• Mathematics electives: 2 units   | <b>½ UNIT OF PERSONAL FINANCE or ECONOMICS</b> |
| <b>3 UNITS OF SCIENCE</b> must include:<br>• Biology: 1 unit<br>• Other Lab Sciences: 2 units  | <b>½ UNIT OF PHYSICAL EDUCATION</b>            | <b>3 UNITS OF SCIENCE</b> must include:<br>• Biology: 1 unit<br>• Science electives: 2 units (a state-approved computer science course may be used as 1 unit elective)   | <b>½ UNIT OF PHYSICAL EDUCATION</b>            |
| <b>3 UNITS OF SOCIAL STUDIES</b> must include:<br>• U.S. History: 1 unit<br>• U.S. Government: .5 unit<br>• Social Studies electives: 1.5 units  | <b>½ UNIT OF HEALTH or HEALTH INTEGRATION</b>  | <b>3 UNITS OF SOCIAL STUDIES</b> must include:<br>• U.S. History: 1 unit<br>• U.S. Government: .5 unit<br>• Social Studies electives: 1.5 units  | <b>½ UNIT OF HEALTH or HEALTH INTEGRATION</b>  |
| <b>1 UNIT OF ANY COMBINATION</b> of the following:<br>• Approved Career & Technical Education<br>• Capstone Experience<br>• World Language   | <b>5 ½ UNITS OF ELECTIVES</b>                  | <b>2+ UNITS OF ANY COMBINATION</b> of the following:<br>• Approved Career & Technical Education units from the same career cluster OR<br>• Capstone Experience<br><b>AND</b><br>Attainment of an industry-recognized credential or National Career Readiness Certificate of Silver or higher | <b>4 ½ UNITS OF ELECTIVES</b>                  |

| ADVANCED HONORS ENDORSEMENT REQUIREMENTS<br><i>Indicates a student has pursued advanced rigorous, academic coursework consistent with §13-55-3.1 (High school course requirements for opportunity scholarship eligibility).</i>                                   |  |  |   |
|---|--|--|---|
| <b>All high school coursework completed with a "C" or higher</b>  |  |  |   |
| <b>4 UNITS OF LANGUAGE ARTS</b> must include:<br>• Writing: 1.5 units<br>• Speech or Debate: .5 unit<br>• Literature: 1.5 unit (must include .5 unit American Literature)<br>• Language Arts electives: .5 unit   | <b>1 UNIT OF FINE ARTS</b>                     | <b>3 UNITS OF SOCIAL STUDIES</b> must include:<br>• U.S. History: 1 unit<br>• U.S. Government: .5 unit<br>• World History: .5 unit<br>• Geography: .5 unit<br>• Social Studies electives: .5 unit    | <b>½ UNIT OF HEALTH or HEALTH INTEGRATION</b> |
| <b>4 UNITS OF MATHEMATICS</b> must include:<br>• Algebra I: 1 unit<br>• Geometry: 1 unit<br>• Algebra II: 1 unit<br>• Advanced Mathematics: 1 unit<br>(details at <a href="https://sdos.sdbor.edu/require/require.html">sdos.sdbor.edu/require/require.html</a> ) | <b>½ UNIT OF PERSONAL FINANCE or ECONOMICS</b> | <b>2 UNITS OF ANY COMBINATION</b> of the following:<br>• Approved Career & Technical Education OR<br>• Modern or Classical Language (including American Sign Language); must be in the same language | <b>2 ½ UNITS OF ELECTIVES</b>                 |
| <b>4 UNITS OF SCIENCE</b> must include:<br>• Biology: 1 unit<br>• Any Physical Science: 1 unit<br>• Chemistry or Physics: 1 unit<br>• Science elective: 1 unit  | <b>½ UNIT OF PHYSICAL EDUCATION</b>            |  |   |

A unit of credit is defined as that earned for meeting one period a day, each day, for 36 weeks (one school year).

Students are to participate with the class to which they are assigned by virtue of the credits earned. Classification will be done by the high school principal.

To qualify for Valedictorian or Salutatorian a student must attend White River High School full-time for four semesters. Valedictorian and Salutatorian shall be determined based on cumulative third quarter GPA. To participate in graduation ceremonies a student must be enrolled full-time at White River High School for the last full semester of their senior year.

### **1. Early Graduation**

Students are advised to have four years' experience in grades 9-12 prior to graduation. However, in some cases, students may be allowed to graduate in less time, provided plans for early graduation have been made by the student with parental permission and administration approval.

Plans for early graduation should be discussed and made no later than the beginning of the second semester of the sophomore year. At this time, it will be necessary for the student's parents to meet with the principal and counselor to discuss the advisability of proceeding toward early graduation.

In most cases, early graduation is not a recommended procedure. Students who do finish their required work at the end of the first semester of any given year will have to wait until the traditional commencement in May or June in order to receive their diplomas, unless approved by the principal and superintendent.

### **3. Subjects Recommended for College-Bound Students**

Science.....3 to 4 years

Mathematics.....3 years of math and any additional courses needed to  
meet entrance requirements of the selected college

Foreign Language.....2 years

Students who plan to attend college or a technical school should consult the latest catalogue of that institution concerning the admission requirements and recommended courses to be taken in high school. Catalogues are available in the Guidance Office.

### **4. Graduation Requirements for the Special Assistance Student**

The graduation requirements for high school students who require special assistance, as determined by a placement committee, shall be a minimum of twenty (22) units of credit, or the equivalent, as determined by the placement committee provided that;

- a. From the evaluation(s) the placement committee determines that the amount of special assistance required by the student to meet the identified minimum standard of achievement in these courses precludes the student's participation in twenty units of credit.
- b. The student's Individual Education Program identifies the criteria for passing each required course and the adaptations necessary in the instruction of the course.
- c. The student's parent(s)/guardian(s) sign the initial Individual Education Program.
- d. The Individual Education Program includes those required units of credit for graduation identified in 24:03:06:06 by the placement committee. In the event the Individual Education Plan calls for "substituted classes" as opposed to "modified courses", the student's transcript shall reflect the substitution.
- e. The Board of Education is kept informed of all such placements.
- f. The student shall be allowed to graduate from White River High School upon the successful completion of the prescribed course of study delineated on the Individual Education Program.
- g. The student's transcript shall note the number of units of credit successfully completed by the student. The Board-adopted local requirements for graduation shall be noted on the transcript.
- h. Those students whose Individualized Education Program require placement outside of the White River School District shall receive a certificate of completion of the high school program. A transcript of coursework completed shall not be granted by White River School District but rather by the attending institution.

### **HONOR ROLL**

The Honor Roll will be posted at the end of each nine-weeks' period. Scholarship is important, and this is one way to give recognition to those students who do an outstanding job. To qualify for the Honor Roll, a student must have earned a grade point average of no less than 3.00. Middle school students who earn all "A's" will earn distinction on the All "A" Honor Roll.

### **RETENTION, PROMOTION, AND 8TH GRADE CELEBRATION-(MIDDLE SCHOOL POLICY)**

Students who have twelve (12) or more unexcused absences per semester will be retained unless the principal waives the retention policy (determined on a case-by-case basis). Students must pass four (4) or more core classes including language arts, reading, math, science, or social studies to be considered for promotion to the next grade. Parents, teachers, and counselors will be consulted prior to retaining students. Placement will be based upon the best interest of the student and the school reserves the right to make the final determination of grade placement.

The 8<sup>th</sup>-grade celebration will be a school-sponsored event to honor each year's 8<sup>th</sup>-grade class.

## **WRMS TIGER SUPPORT**

The purpose of Tiger Support is to effectively identify and support at-risk students through mandatory after-school tutoring. This program will serve as an intervention to students that are currently failing one or more classes at White River Middle School. This homework support program will provide students one-on-one opportunities with certified instructors that are able and willing to help students after school.

Tiger Support is a mandatory after-school tutoring program for students failing classes. Students will be notified during the school day if they are to stay after school for Tiger Support. Students that are notified and fail to attend will serve one day of in-school suspension on their return to school.

The principal will reserve the right to implement Tiger Support and modify the program to best accommodate students' needs.

## **REPORT CARDS**

Report cards will be issued one week following the end of the quarter as follows:

First Quarter.....issued to students or parents

Second Quarter .....issued to student or parents

Third Quarter.....issued to students or parents

Fourth Quarter .....issued to students or parents

Report cards should be taken home but need not be returned.

## **GENERAL INFORMATION**

### **ADULT SCHOOL ATTENDANCE**

An adult may attend classes at White River Secondary School providing he/she is pursuing a high school diploma or until the need warrants the establishment of an adult basic education class.

### **ALTERNATIVE SCHOOL**

See attachment "A", White River Alternative School.

### **ALCOHOL USE BY STUDENTS/DRUG ABUSE BY STUDENTS/CHEMICAL ABUSE**

(Narcotics, Drugs and Alcoholic Beverages)

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

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

In order to ensure compliance with the district's drug and alcohol policies, it will be the responsibility of the district's administration to utilize all reasonable means to ensure a safe and drug free learning environment. To this end, the passive alcohol sensor may be used (see policy below); additionally, locker searches and drug dog searches may be utilized. All measures utilized must adhere to board policy as well as law.

The following document outlines policy on student abuse of psychoactive or mood-altering chemicals in the schools districts. This policy is in effect on property owned, leased, or maintained by the school district, at all school sanctioned activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property.

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

A student shall not possess, use, ingest, transfer, conceal, sell, attempt to sell, deliver nor be under the influence of narcotics, drugs, or alcohol, synthetic drugs, materials/substance represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

## VIOLATIONS

### DRUGS, ALCOHOL, TOBACCO PRODUCTS:

Use, ingestion, and/or possession of any tobacco product, smoking materials, and/or marijuana by a student on or in any school property, including buildings, grounds, parking lot, and vehicles, is prohibited. The following procedures will be used in dealing with possession, use, transmission or being under the influence of illicit drugs, alcohol, synthetic drugs, nicotine, vaping, or tobacco products.

#### A. First Offense

1. The administration will try to notify the parent(s)/guardian(s) to explain the incident and arrange a conference.
2. The administration will suspend the student for five (5) days in compliance with student due process procedures. The suspension of a student who agrees to be evaluated and treated will be commuted to three (3) days.
3. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.
4. The administration will notify law enforcement authorities.
5. Students will be responsible for schoolwork missed. See "Out of School Suspension" p. 30.

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

The administration will provide a list of agencies/professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family. A listing of assessment and treatment facilities is available in the high school office.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.

#### B. Second and subsequent offenses.

1. The administration will contact the parent(s)/guardian(s) to arrange for a conference.
2. Notify available law enforcement authorities.
3. The administration will suspend for five (5) days in compliance with student due process procedures.
4. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.
5. The administration will recommend to the School Board that the student be expelled unless the following procedure is followed:
  - a. The student must agree to be evaluated and treated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency.
  - b. Upon appropriate authorization, the agency or professional notifies the administration that the student has accepted treatment. If the student is accepting treatment, the recommendation for expulsion may be commuted. Fees for this assessment and treatment are the responsibility of the student and family.

#### C. Supplying/distributing or selling chemical (drugs/alcohol) or material represented to be a controlled substance on any school property, vehicle, or facility, or at any school activities will result in the following:

1. Within thirty-six (36) hours, the administration will notify parent(s)/guardian(s) in writing of the suspension and due process.
2. Supplying or selling chemicals will result in a ten (10) day suspension.
3. The administration will refer the case to available law enforcement authorities.
4. The administration will recommend to the school board, that a hearing be conducted using due process rules for expulsion, if expulsion is recommended.

#### D. Pupils who visibly appear to be impaired from use of the illicit drugs/alcohol will be referred to the principal. The principal will determine whether to contact the parent, refer to the emergency authorization form or immediately seek additional medical treatment. Following the handling of the medical emergency, this Policy Statement for Chemical Abuse will be followed.

#### E. A biennial review of the School Districts program will be made:

1. To determine the programs' effectiveness and implement changes to the programs if they are needed; and
2. To insure that disciplinary sanctions are consistently enforced.

## **ATTENDANCE**

A student's contribution to and achievement in class are directly related to attendance. Both students and parents must understand that students miss a vital portion of their education when they are absent from school. While it is true that written work can be completed for make-up, class instruction or presentations, discussion, some audio-visual presentation, or student-teacher interaction can never be made up. With the foregoing in mind, together with the provisions of the state law, the official attendance policy of the White River Area Schools shall be outlined in the paragraphs below.

### **A. Compulsory School Attendance**

Education is a state function under the control of the state legislature. It is compulsory that all children from age six (6) and not exceeding age eighteen (18) regularly attend school. Since many students attending high school are beyond the age and grade requirements specified by the South Dakota statute of compulsory school attendance, the basic responsibility for regular school attendance lies with the students and with the parents. The role of the school in all attendance matters is one of cooperation, counseling, and reporting to parents. Parental cooperation is expected.

Attendance is a part of each student's permanent record. It is one of the major concerns of an employer. A casual attitude toward regular school attendance extends into adulthood.

It is the duty of the school officials to know the whereabouts of students during the school hours, except during open lunch period, and students may be excused for specific purposes only through the principal's office. Attendance shall be taken in each class and study hall, and a record kept of absence from each class. Hours of absence will be accumulated and recorded on report cards each nine weeks and on permanent school records at the end of each school year.

The following regulations apply to all students and pertain to absences of all types. Administrative discretion may be used when necessary.

- B. **Absenteeism:** Absence from school during regularly scheduled school hours. At the high school and middle school levels, students will be counted absent for individual classes after ten minutes. At the elementary level, attendance is taken twice per day.
1. Students will be marked absent when they are not in school. All absences need an excuse as to the reason for the absence.
  2. If a student is to be absent, parents should call the school between 7:30 a.m. and 8:00 a.m. If no call is received by 8:15 a.m., the school will call the home and make every effort to contact a parent to verify the absence.
  3. When students report to school (includes arriving on the bus or coming for breakfast) they are to remain at school. Should a student have to leave school, he/she must have permission of parent or guardian and notify the principal.
  4. If a student becomes ill while in school, he/she shall report to the principal's office. The principal or nurse will attempt to contact a parent before allowing the student to go home. All students will be asked to list two (2) additional people whom the school may call if contact cannot be made with either parent. No student will be released from school unless an approved adult will assume responsibility.
  5. Perfect attendance and punctuality are recognized by incentive awards.
  6. In order to participate in any activity, students must attend school the entire day of the activity unless approval is gained from the administration prior to the activity. (\*Note that being ten (10) minutes or more late to a class constitutes an unexcused absence.) The principal may allow participation depending on the circumstances regarding the absence. (Consideration may be given to past attendance record.)
  7. Students will have two days for each absence to complete make-up work. Teachers may record an incomplete (I) for every absence after the allotted time. Teachers may mark grades as "missing" until the student completes the work. Students who are aware that they are going to be absent on a day in the near future should give prior notice to their teachers.
  8. Teachers will update the Missing Assignments list by the start of school on Monday (or the first day of the week). The list will be available to staff and students Monday morning. Teachers will update the Missing Assignments as work is turned in and acceptable.
  9. Teachers may impose penalties for late assignments. Teachers, within eight (8) days of the beginning of a semester will inform students and parents of their grading procedures and penalties, if any, for late work.

11. It shall be the responsibility of the student to make arrangements with the teacher to make up work for any absence.

**C. Tardiness:** Failure to be at the assigned workstation when the final bell or class bell rings. All tardies are to be recorded.

1. Teachers will need to remember to send a signed written excuse with a student if they have held him/her over long enough to cause him/her to be tardy to the next class.
2. It shall be the responsibility of the receiving teacher to report to the office if a student is tardy.
3. Any student who is late arriving at school must report to the principal's office for an admit slip to enter class, homeroom, or study hall. Tardiness between classes will be handled by the individual teacher.
4. Excessive Tardiness may result in loss of privileges, in-school suspension, or out-of-school suspension.

**D. Procedures for Handling Attendance**

1. The middle school and high schools offices will issue admit slips for all absences.
2. Parents may call in notification of impending or of past absences, and/or they shall also send notification in writing. The purpose of the notification shall be to inform the school that parents know of the absences.
3. Parents/guardians will be notified of the student's absences after the 4<sup>th</sup> unexcused absence. Notification and a meeting with the student, parent/guardian, and principal will be held after the 8<sup>th</sup> absence.
4. Any high school student who has more than 12 unexcused absences per semester will not receive credit for that class. The principal, in consultation with the respective classroom teacher, will determine if absences are to be counted under circumstances not covered in this policy.
5. A student with 5 consecutive unexcused absences without prior notification to the office will be dropped from enrollment. A meeting with the student, parent/guardian, and principal must be held before the student may re-enroll. Any absences accumulated before re-enrolling will count towards the 12-day policy in #4 above.
6. Students that have not been continuously enrolled in another school may not enroll beyond the 12<sup>th</sup> day of the semester.
7. Students are encouraged to make appointments after school or on Fridays whenever possible.

Excused absences are defined as follows:

- Illness of a student
- Death of a member of the student's immediate family
- Doctor and dental appointments that cannot be made on non-school time, students should return with a note
- Emergency road conditions that limit the safety of transporting a student to school
- Attendance at school-related activities when school authorities request such attendance
- Other justifiable reasons authorized by the principal, or his/her designee

**ATTENDING STATE TOURNAMENT(S)**

When White River High School is in a state contest or tournament sponsored by the South Dakota High School Activities Association, special arrangements will be made regarding student attendance.

**BICYCLES, ROLLERBLADES, SKATEBOARDS, ETC.**

Students may ride bicycles to school but should exercise proper caution and follow bicycle safety rules. Once the student arrives at school, the bicycle should be properly parked and is not to be ridden during recess and noon hours. Skates, roller blades, scooters, skateboards, and heelies (shoes with wheels) are not allowed on school grounds.

**BOOK FINES**

Textbooks are furnished by the districts. Book fines will be levied against those students who purposely mutilate their books. Fines will be determined by the teacher and the principal. Lost books will be paid for, based on the actual value of the book.

**BUILDING HOURS**

Regular school hours shall be from 8:05 A.M. to 3:45 P.M. Preschool hours shall be determined on an annual basis and will be announced. Rural school parents are requested to send children to school no earlier than 7:45 A.M. and to pick up their children promptly at 3:45 P.M.

Breakfast will be served in White River and Norris between 7:15 A.M. and 8:00 A.M. Parents are requested to send children who walk to school no earlier than 7:30 A.M. There will be no supervision on the playgrounds or in the lunchroom before this time. Elementary students who arrive before 7:30 A.M., shall report to the lunchroom.

All elementary schools shall provide for a 15-minute recess in the morning and in the afternoon, unless physical education is offered in the morning or afternoon.

The following regulations will also apply:

- A. All sponsors of activities must schedule off the master calendar at least one (1) week before the scheduled activity. Sponsors will remain with, and supervise, the students in the approved designated area of the school until the students clear the building.
- B. Coaches will require players or participants to remain in the practice area at all times during practice. Coaches may also lock gym doors during practice and keep spectators out of the gym.
- C. Arrangements will be made so that a coach is the last to leave after everyone is out of the locker room and the door is locked.

### **BUSING**

The bus driver is an official representative of the school and has full authority to discipline students on the bus. It is the duty of each student who rides the bus to do his/her part to keep the buses in good condition and to abide by the stated rules.

Violation of these rules could mean cancellation of the bus privileges on all buses. If a student is removed from a bus, that student will have to obtain other means of transportation at no expense to the school district.

- A. Student should be on time.
- B. Students should not approach the bus until it has come to a complete stop.
- C. All students must be seated while the bus is in motion.
- D. Arms and hands must be kept inside the bus.
- E. The aisles must be kept as clear as possible. Traffic through them must not be blocked.
- F. Boisterous or profane language will not be tolerated.
- G. Absolutely no smoking and/or possession of drugs or other controlled substances will be permitted on the bus.
- H. The bus driver is responsible for the safety and welfare of the students in the bus and should never be bothered or distracted in any way, which will interfere with responsible, safe driving. Rowdiness, pushing, crowding, shouting, or unnecessary noises will not be permitted.
- I. All school buses must stop for railroad crossings as a matter of safety as well as law. Students must be quiet at this time.
- J. Students will assist the driver in keeping the interior of the bus clean. The throwing of anything on the bus will not be tolerated. It is against state law to throw anything from a vehicle on the streets or highways.
- K. Students will immediately report to the driver any damages occurring on the bus. The party responsible, or his/her parents, will be held responsible for the total cost of the property replacement or repairs.
- L. Students will not open or close the windows without the permission of the bus driver.
- M. Bus drivers will not discharge riders at any other place than the regular stop without proper authorization from the parent or school official.
- N. If it is necessary to cross the road when leaving the bus, the students shall cross at least ten (10) feet in front of the bus in full view of the driver, and they shall cross only after looking to be sure no vehicles are approaching from either direction, and at the signal of the driver.
- O. In the event of a road emergency, students are to remain in their seats unless otherwise directed by the bus driver.
- P. Each student is expected to inform the driver if he/she is not returning on the bus. If the student fails to do this, the driver is relieved of responsibility. Students not normally riding the bus may not ride without proper authorization from a school official.
- Q. Courtesy is expected at all times, both to the driver and to the other passengers on the bus.
- R. Any misconduct will be reported to the principal of the school.

### **BUSING/TRANSPORTATION FOR STUDENT ACTIVITY TRIPS**

All school district bus rules will be in effect. Students shall ride to and from the activity on the school bus unless otherwise authorized beforehand by the Coach/Advisor and the building Principal/Activities Director.

### **TRAVEL RULES**

- 1. Report ahead of scheduled time. The bus must leave on schedule.
- 2. Participants are responsible for their own equipment
- 3. No gambling in locker room or on the bus.
- 4. Do not take property from other schools along the way.
- 5. The bus leaves for home immediately after the game.
- 6. When traveling in a school vehicle other than a bus, wearing seat belts is required for all occupants.
- 7. Transportation will not be provided for students after **home** events.



Students participating in athletic events will use school-authorized transportation to and from all athletic activities. For other activities (speech, music, and field trips) rare exceptions will be made in case of family emergency or other necessity.

Students will be allowed to ride home with their parents from an activity only if the parent is present at the activity and personally accepts responsibility for the student after the contest. The parent needs to hand the coach a signed note indicating that they have taken the student and are now responsible.

Any student who violates this policy will be suspended from the activity for one contest for the first offense and for the remainder of the season for the second offense. (Adopted 07/10/95)

### **CELL PHONE POLICY**

Cell phones in the high school may be used inside the building before school, at lunch and after school. Should a cell phone cause any disruption of the academic setting the classroom teacher will notify the principal (email). The principal will contact the student and notify the parent/guardian. Students will be required to turn their phones into the office, at the beginning of the school day, for a week for the first infraction. Additional infractions of the cell phone policy, will necessitate the student turning in their cell phone to the office for extended periods of time. Phones will be returned at the end of the day. Any student placed in detention or ISS for any reason may not have a cell phone or other electronic device in his/her possession.

Items prohibited in school also include personal electronic devices such as radios, mp3 players, iPods, iPads, electronic readers, etc., unless approved by the administration for academic use. If approved, any device that accesses the internet must connect through the school's network.

### **ELECTRONIC DEVICE POLICY-MIDDLE SCHOOL**

An electronic device is defined as a device that is used for audio, video, or text communication, or entertainment. Electronic devices in middle school may only be used before and after school. Teachers will provide names of the students that use their electronic devices without permission during class time to the WRMS principal. The offending students will then be required to turn in their electronic devices to the office secretary each day for a specified time determined by the principal. Parents shall be notified and devices will be returned at the end of the day. Students that fail to turn in their devices will be subject to further loss of privileges or in-school suspension.

### **CHURCH NIGHT**

There are to be no school activities scheduled on Wednesday evening. (Also, no grade school (PK-5) activities are to be scheduled after school on Wednesdays.) Any deviation from this established procedure must be cleared through the Office of the Superintendent before an activity is scheduled. The school will make every effort to avoid scheduling activities on Wednesday evenings after 6:00 pm and no formal practices or rehearsals are to be scheduled on Sundays.

### **CIVIL DEFENSE**

Procedures are to be followed in the event of a tornado or other emergency. These will be announced and posted for each building the first week of school. These will be revised as needed.

### **CONDUCT AT SCHOOL ACTIVITIES**

Students are encouraged to attend and support all school-sponsored functions.

The following rules apply:

#### **A. School Parties and Dances**

1. All administration-approved school parties and dances may continue until 12:00 p.m. The Homecoming Dance and the Junior-Senior Prom may continue until 1:30 a.m. All middle school administration approved parties and dances may continue until 10:30 p.m.
2. All school dances must be supervised by no less than one (1) administrator, one (1) faculty member, and four (4) adult parents/guardians.
3. All school parties and dances are strictly school affairs, and attendance shall be limited to White River students and their dates. Dates other than White River students must be cleared with the principal's office prior to these events. The Junior-Senior Prom shall be limited to members of White River High School classes and their dates.
4. Any person admitted to a dance or party must remain in the school building until he/she is ready to leave. No one shall be allowed to re-enter the dance or party after once having left.
5. Proper conduct must be observed. Chaperones may remove immediately any students misbehaving. Any student ejected for misbehavior may be excluded from future dances and/or activities for remainder of the school year.
6. All faculty members, their escorts, wives, or husbands; and parents are welcome to attend the dances, provided they abide by all school rules and regulations.

### **Assembly Programs**

When a speaker or entertainer appears before an audience, the audience should observe the following rules of behavior:

1. Enter the area quickly and quietly and sit in assigned sections along with the teachers.



2. Keep books closed and watch the speaker. Refrain from either reading or writing.
3. Appear to be interested in what the speaker is saying; show consideration for those who are interested. Whispering or talking shows discourtesy to the speaker and to other members of the audience. Save comments until after the program.
4. Applause should always be dignified and respectful. Hand clapping is a courteous way of showing approval. Whistling and shouting have no place in most programs.
5. Have the same regard for the person on the platform as for a guest in the home. Treat the speaker or performer with respectful courtesy.

**B. Evening and Weekend Programs, Plays, Concerts, etc.**

Students and adults attending such performances should follow the guidelines 3, 4, and 5 under “B” above. The following additional rules of courtesy apply:

1. Make every effort to arrive and be seated before the start of the performance.
2. Remain seated and quiet during the performance. Parents are expected to supervise their children.
3. If late entrances and early exits are truly unavoidable, make them as quickly and quietly as possible.
4. Any person ejected for misbehavior or violation of a policy may be excluded from future activities.

**C. Athletic Events: School Spirit and Conduct**

Having come to expect outstanding athletic teams in the school each year, White River should strive to make the student section just as good. At any athletic event spectators must conduct themselves with behavior consistent with good sportsmanship. Citizens of the White River School District must share the responsibility, individually and as a group, for making our school the best school. The exterior of bricks and plaster does not make a school. A school is made up of people, of whom students are the majority. School spirit is the result of all school citizens working and playing together to develop mutual courtesy, cooperation and pride.

**CONFIDENTIALITY**

The White River School District, in accordance with the Family Educational Rights and Privacy Act of 1974, has established the following policy on school records.

Parents are guaranteed the right to inspect and review any and all official records, files, and data directly related to their children. To insure a complete understanding of the contents of such data, files, and records, the inspection and review will be done with a school official. Students who are eighteen (18) year, or older, will have the same rights with the same conditions in reviewing their own files. Any authorized persons desiring to review said records will be asked to sign a statement indicating that they were granted access to files and that the contents were reviewed with them by a school official.

Parents have the right for a hearing to challenge any part of the record which they deem inappropriate and request its correction or deletion.

The White River School District will prohibit the release of the student records except for the following circumstances:

- (a) the use by local school officials, (b) the transfer to another school where the student is to enroll,
- (c) written parental consent specifying the records to be released, and (d) compliance with a judicial order or subpoena.
- (e) except where otherwise legal to do so.

All persons, agencies, or organizations desiring access to the records of a student shall be required to sign a written form which shall be kept permanently with the file of a student, but only for inspection by the parents or student, indicating specifically the legitimate educational or other interest that each person, agency, or organization has in seeking this information. The person desiring access to the records must agree not to transfer the information to another person without the written consent of the parents.

Lists of student names will not be provided to any post secondary institution, business, insurance firm, branch of service or to students unless required by law. This is to protect the student from uninvited soliciting.

**Release of Student Information (Federal Law)**

The General Education Provisions Act, Title IV of Public Law 90-247 as amended, 1974 (Family Educational Rights and Privacy Act of 1974) and the regulations provide that the name and address of a student along with certain other information are “directory information” and may be released without prior consent of the parents or student under certain conditions.

These conditions in the regulations are as follows:

**99.37 Conditions for Disclosure of Directory Information**

- a. An educational agency or institution may disclose personally identifiable information from the education records of a student who is in attendance at the institution or agency, if that information has been designated as directory information (as defined in 99.3) under paragraph (c)

of this section.

- b. An educational agency or institution may disclose directory information from the education records of an individual who is no longer in attendance at the agency or institution without following the procedures under paragraph (c) of this section.
- c. An educational agency or institution which wishes to designate directory information shall give public notice of the following:
  1. The categories of personally identifiable information which the institution has designated as directory information;
  2. The right of the parent of the student, or the eligible student, to refuse to permit the designation of any or all of the categories of personally identifiable information is not to be designated as directory information with respect to the student.

Other regulations relating to “directory information” are as follows:

### **99.3 Definition**

“Directory information” includes the following information relating to a student: the student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

The White River School District 47-1 proposes to designate the following personally identifiable information contained in a student’s education record as “directory information,” and it will disclose that information without prior written consent.

1. The student’s name.
2. The names of the student’s parents.
3. The student’s address.
4. The student’s date of birth.
5. The student’s class designation (i.e., 1<sup>st</sup> grade, 10<sup>th</sup> grade, etc.)
6. The student’s extra-curricular participation.
7. The student’s achievement awards or honors.
8. The student’s weight and height, if a member of an athletic team.
9. The student’s photograph.
10. The school or school district the student attended before he/she enrolled in the White River School District 47-1.

Within the first three weeks of each school year, the White River School District will publish in the Mellette County News the above list, or a revised list, of the items of directory information it proposed to designate as directory information. For students enrolling after the notice is published, the list will be given to the student’s parent or the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they will have two weeks to advise the school district in writing (a letter to the school superintendent’s office) of any or all of the items they refuse to permit the district to designate as directory information about that student.

At the end of the two-week period, each student’s records will be appropriately marked by the records custodians to indicate the items the district will designate as directory information about that student. This designation will remain in effect, until it is modified by the written direction of the student’s parent or the eligible student.

### **CURFEW**

The incorporated town of White River has established a curfew. The community cooperates with the school district in extending that curfew one-half hour beyond the ending time of a school activity. Students are expected to cooperate with these city ordinances. Training rules curfew hours to be set by the director of the activity.

### **DANGEROUS AND NUISANCE ITEMS**

Students should not bring cap guns, water guns, water balloons, laser pointers, roller blades, skateboards, heelies (shoes), sharp or other dangerous or nuisance items to school. Such items shall be taken from the student and returned to the parent upon request.

Personal Electronic Devices- Items prohibited in school also include personal electronic devices such as radios, mp3 players, iPods, iPads, electronic readers, etc., unless approved by the administration for academic use. If approved, any device that accesses the internet must connect through the school’s network. Devices such as cell phones that access the internet through a private carrier are not allowed. (See also Cell Phone Policy).

## **DANGEROUS WEAPONS IN THE SCHOOL**

Schools should be an example of what is taught regarding the observance and respect for law. Schools also must be highly conscious of the health and welfare of students, staff, and the public. State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school sponsored activities. Any weapon taken from pupils shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary and/or legal action shall be pursued by the building principal.

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

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

Any student bringing a firearm to school calculated or designed to inflict death or serious bodily harm, shall be expelled for a period of not less than twelve months and will be referred to law enforcement authorities. The Superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas. Knives are also considered dangerous weapons when used in an aggressive manner. It shall be the prerogative of the building principal to recommend expulsion/suspension in the instance of aggressive use of knives. If expulsion is recommended it shall be for a twelve-month period. If suspension is recommended, the MINIMUM suspension shall be ten (10) days.

(Adopted 01/13/97)

## **DRESS CODE**

Generally, it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual student, the school, and the community. In the interests of cleanliness, decency, and good taste, restrictions on a student's dress and grooming are necessary when they create a danger to the student's health and safety, interfere with the educative process, or cause a disruption in school.

Out of concern for health and safety, footwear is to be worn in the building at all times, pants are to be worn at the waist, and undergarments are to be concealed with outer garments. Hooded sweatshirts and jackets may be worn as long as the hoods are not worn as headwear. Heavy outer garments are not to be worn during school hours. Shorts may be worn during the hot weather seasons of the first and fourth quarters providing they are not excessively undersized (too tight and/or too small) or shorter than the bottom of the fingertips length with arms hanging naturally at side. Sleeveless shirts are permitted providing that the cleavage is not revealed and side seams are sewed to the underarm area. Half-shirts are permissible at waist length and no higher so as to cover the mid-drift completely. See-through blouses and netted shirts are considered inappropriate at school. Tank tops must be at least 1" wide at the top of the sleeve ("string" tops are not allowed). Spandex shorts are only permissible with clothing that meets all other regulations over them.

Due to the dangers involved in certain classes with machinery and/or chemicals, some classes may have a more restrictive code of dress.

Students who are wearing T-shirts, jackets, or other items of wearing apparel that have markings, pictures, or lettering that convey profane, offensive, or gang related meaning will be sent to the office. Parents will then be called, and the student will be asked to return home to change. We should be especially sensitive to words, abbreviations, or pictures that relate to sex, harmful drugs, alcoholic beverages, gang affiliations, race, or religion, as these are particularly offensive to large numbers of our students and staff.

Caps, hats, headbands, hoods, bandanas, or any other type of headwear and sunglasses are not appropriate to be worn in the school building during school hours. Chains (including those attached to wallets), and chains as belts, necklaces, wristbands, ankle bands, etc., are not appropriate to be worn in the school building.

It is to the relatively few that the above list of objectionable clothing and grooming will not be acceptable in the White River Schools. When it is necessary to send a student from school on matters of appearance, the parents shall be involved in readmission proceedings.

If a student is unsure as to what is considered appropriate, the office will be glad to give assistance in this area.

## **DRIVING BY STUDENTS DURING SCHOOL DAY**

Students who drive to school must park in the student lot and are not to drive during the school day. There is no student driving during the lunch period. (Administration reserves the right to allow occasional exception for student driving in cooperation with parent requests when emergencies occur). High School students who drive their vehicles without proper consent may be required to leave their keys in the office upon arrival at school and may pick up their keys at the conclusion of the day.

The following rules will apply in the use of vehicles:

1. All traffic laws shall be obeyed.
2. The speed limit in the school area shall be 15 miles per hour.
3. Students shall park in the designated parking area southeast of the school. Parking in restricted area (in front of the school) is not permitted.
4. Students shall not drive during school hours without permission from the school principal.
5. Any violation of the traffic and motor vehicle laws of the State of South Dakota and the City of White River will be reported to the Mellette County Sheriff's department.
6. Middle School students who drive to school are required to leave their keys in the office upon arrival at school and may pick up their keys at the conclusion of the school day.
7. No student drivers can transport other students during the school day.

## **DUE PROCESS**

On July 21, 1981, the South Dakota State Board of Education adopted a resolution defining the minimal standards for procedural due process guaranteed a public school student when suspended or expelled or removed from the school. The White River School District is in compliance with the resolution, which sets forth the following minimum standards:

1. Adequate notice of the charges;
2. Reasonable opportunity to prepare for and meet the charges;
3. An orderly hearing adapted to the nature and circumstances of the situation; and
4. A fair and impartial decision.

The following student due process procedures apply to suspension, expulsion and removal of students K-12:

### **1. Suspension—(Short Term)**

- a. The school board in any district may authorize the summary suspension of pupils by principals of schools for not more than ten school days and by the superintendent of schools for not more than ninety school days. No student shall be suspended unless prior to suspension the principal shall:
  - (1) give the student oral or written notice of the intention to suspend him/her and the reasons for the intended suspension, and
  - (2) provide the student an opportunity to appear at an informal hearing before the principal, or principal's designee, to challenge the reason for the intended suspension, or otherwise to explain his action.
- b. If a student's presence poses a continuing danger to persons or property or an on going threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent, the Principal, or is designated representative, may remove a student from curricular or extra-curricular activities. When a student is suspended following the hearing, the parent shall be given oral notice, if possible, and sent a written notice; however, a pupil shall not be removed from the school premises before the end of the school day without contacting a parent. A teacher may take similar action pertaining to students under his/her supervision; however, a teacher shall not remove the student from the school premises during curricular activities. Immediately after effecting such a removal, such teacher shall submit in writing to the principal the reasons for the removal.
- c. A student removed under the provisions of Part 1b above shall be notified in writing of the reason for the removal and of his/her right to appeal the principal's decision to the Superintendent at a scheduled hearing, which shall be held within forty-eight (48) hours from the time the initial removal is ordered. The hearing shall be held in accordance with Part 1a of this section. At the hearing the individual who ordered or requested the removal shall be present. If a student or the Principal reinstates that student in curricular or extra-curricular activity under the teacher's supervision prior to the hearing, the teacher, shall, upon request, be given, in writing, the reasons for such reinstatement.

### **2. Long-Term Suspension or Expulsion**

- a. **Written Report Required.** If a long-term suspension (beyond ten (10) school days) or expulsion is anticipated because of a pupil's violation of a rule, regulation, or policy, the Principal shall file a written report with the Superintendent by the end of the school day following the day of discovery of the alleged violation. Only the White River Board of Education may expel or provide a long-term suspension for more than 90 school days.

- b. **Notice of Hearing.** If the Superintendent deems that there are grounds for a long-term suspension from class, classes, or for expulsion from school, the Superintendent may exclude the pupil from a class or classes before the hearing by using the short-term suspension procedure. The Superintendent shall give notice of the necessity for the hearing in writing to each School Board member. A written notice shall be given to the pupil's parents. The parent's notice shall contain the following minimum information:

- (1) the rule, regulation, or policy allegedly violated;
- (2) the date, time, and place for the hearing;
- (3) a description of the hearing procedure;
- (4) the reason for the disciplinary proceedings;
- (5) a statement that the pupil's records are available at the school for examination by the pupil's parents or their authorized representative; and
- (6) a statement that the pupil may present witnesses.

**NOTE:** The time for the hearing shall not be earlier than two (2) or later than five (5) days after the notice is given, unless the Superintendent grants an extension of time at the request of the student, and/or his parent, guardian, custodian, or representative. If such an extension is granted, the Superintendent shall notify the members of the Board of Education, the student and/or parent, guardian, custodian or representative of the new time, date, and place to appear.

- c. **Right of Waiver.** The pupil, if of the age of majority or emancipate, or the pupil's parent may waive the right to a hearing in writing to the Superintendent. If the hearing is not waived, the hearing shall be held on the date, time, and place set in the notice unless a different date, time, and place are agreed to by the parties.

- d. **Hearing Procedure.** The School Board shall constitute the Hearing Board and shall conduct the hearing in the following manner:

- (1) a School Board member or a School Board designee who is not an employee of the school district shall be appointed as presiding officer;
- (2) each party may make an opening statement;
- (3) each party may introduce evidence, present witnesses, and examine and cross-examine witnesses;
- (4) each party may be represented by an attorney;
- (5) the administration shall present its case first;
- (6) the hearing shall be closed to the public and there will be verbatim record by mechanical or by electronic means;
- (7) witnesses may be present only when testifying. All witnesses shall take an oath or affirmation to be administered by the School Board president or the business manager;
- (8) each party may raise objections; however, objections shall be limited to relevancy and scope of the question;
- (9) all relevant evidence shall be admitted; however, unproductive or repetitious evidence may be limited by the presiding officer;
- (10) the presiding officer may ask questions of witnesses and may allow other School Board members to interrogate witnesses;
- (11) each party may make a closing statement;
- (12) after the hearing, the School Board shall continue to meet in executive session for deliberation. No one other than the presiding officer of the hearing shall meet with the School Board during deliberation. The School Board may seek advice during deliberation from an attorney not present at the hearing. Consultation with any other person during deliberation shall occur only if a representative of the pupil is present;
- (13) the decision of the School Board shall be based solely on the evidence presented at the hearing and shall be formalized by a motion made in open meeting. The motion shall omit the name of the pupil and shall state the reason for the Board's action. The pupil or pupil's parent shall be notified in writing of the decision. The notice shall state the length of the suspension or expulsion.

**NOTE:** The Board of Education may, by majority vote, affirm the determination of long-term suspension, expulsion, or removal; reinstate the student; or otherwise reverse, vacate, or modify the determination of long-term suspension, expulsion, or removal. No student shall be expelled beyond the end of the school year or as provided for by law.

- e. **Right of Appeal.** An adverse decision to the student by the School Board may be
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appealed to a court of law.

- f. Attendance Policies.** No attendance policy may exclude a pupil from a class from school for more than ten (10) days without providing due process procedures pursuant to the above.

### **3. Discipline—Situations, Penalties, and Punishment**

Each discipline situation should be considered on an individual basis taking all available facts into account. There should be consistency in the administration of penalties and punishment for similar acts of misconduct. Automatic suspensions may occur for certain repeated violations of policies and rules. In determining appropriate disciplinary action, the following considerations shall be applied:

- a. Gravity of the offense as it potentially affects the educational community, and the degree to which such conduct tends to interfere with achieving the objectives of the educational process.
- b. Whether the offense is a first or infrequent infraction or one in a virtual continuum of offenses.
- c. Whether alternate action other than that otherwise considered usual and customary would be in the best interest of the particular offending student and/or the school community in general.

Every effort shall be made to at least assist the student in making up work so as not to “force” him/her out of school altogether. This is particularly important when the suspension occurs during examination time and its impact is most severe.

### **In School Suspension and Out of School Suspension.**

Students with In-school or Out-of-school suspension shall not receive credit for assignments, quizzes, or tests unless approved by the principal. If credit is approved for ISS it must be completed by the end of the school day. If credit is approved for OSS it must be satisfactorily completed upon the student’s return to school. Students serving OSS are not allowed to attend activities or be on school grounds during the time of the OSS.

**\*Note: Please refer to page #33 – Acts Which Result in Suspension, Expulsion, or Removal**

### **4. Provisions for Students with Special Needs : Suspension**

1. **District Policy.** Suspension from school. The suspension of students in need of special education or special education and related services shall include the general due process procedures used for all students and the additional steps in the process that the White River School District must take when the action, behavior, or activity which resulted in the suspension is the result of the student's disability.
2. **Short-term Suspension Hearing Procedure and Result.** If a short-term suspension from a class, classes, or school is anticipated because of a pupil's violation of policy, the Principal or Superintendent shall give oral or written notice to the pupil as soon as possible after discovery of the alleged violation, stating the basis for the suspension. The pupil shall be given the opportunity to answer the charges. When a pupil is suspended, the Principal or Superintendent shall give the parent oral notice, if possible, and shall send the parent a written notice; however, a pupil may not be removed from the school premises before the end of the school day without contacting a parent.
3. **Written Report Required for Anticipated Suspension of More Than ten (10) School Days.** If a long-term suspension for the rest of the year is anticipated because of a student's violation of a rule, regulation, or policy, the principal must file a written report with the Superintendent by the end of the school day following the day of discovery of the alleged violation.
4. **Notice of Hearing;** If the Superintendent finds grounds for a long-term suspension from class or classes or school, the Superintendent may exclude the student from a class or classes before the hearing by using the short-term suspension procedure. The Superintendent shall give notice of the necessity for the hearing in writing to each school board member. A written notice shall be given to the student's parents/guardians. The parent's/guardian's notice shall contain the following minimum information:
  - A. The rule, regulation, or policy allegedly violated;
  - B. The date, time, and place for the hearing;
  - C. A description of the hearing procedure;
  - D. The reason for the disciplinary proceedings;
  - E. A statement that the student's records are available at the school for examination by the student's parent's/guardians or their authorized representative, and
  - F. A statement that the student may present witnesses.
5. **Right of Waiver.** The student, if of the age of majority or emancipated, or the student's parent/guardian may waive the right to a hearing in writing to the Superintendent. If the hearing is not waived, the hearing shall be held on the date,

time, and place set in the notice unless a different date; time; and place; are agreed to by the parties.

6. Hearing Procedure. The school board shall constitute the hearing board and shall conduct the hearing in the following manner:
  - A. A school board member or school board designee who is not an employee of the White River School District shall be appointed as presiding officer;
  - B. Each party may make an opening statement;
  - C. Each party may introduce evidence, present witnesses, and examine and cross-examine witnesses;
  - D. Each party may be represented by an attorney;
  - E. The administration shall present its case first;
  - F. The hearing shall be closed to the public and there shall be no verbatim record by mechanical or electronic means;
  - G. Witnesses may be present only when testifying. All witnesses must take an oath or affirmation to be administered by the school board president or business manager.
  - H. Each party may raise objections; however, objections shall be limited to relevancy and scope of the question.
  - I. All relevant evidence shall be admitted; however, unproductive or repetitious evidence may be limited by the presiding officer.
  - J. The presiding officer may ask questions of witnesses and may allow other school board members to interrogate witnesses;
  - K. Each party may make a closing statement;
  - L. After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the presiding officer of the hearing may meet with the school board during deliberation. The school board may seek advice during deliberation from an attorney not present at the hearing. Consultation with any other person during deliberation may occur only if a representative of the student is present; and
  - M. The decision of the school board shall be based solely on the evidence presented at the hearing and shall be formalized by a motion made in open meeting. The motion shall omit the name of the student and shall state the reason for the board's action. The student or student's parents shall be notified in writing of the decision. The notice shall state the length of the suspension or expulsion.
7. Right of Appeal. A decision adverse to the student by the school board may be appealed to a circuit court.
8. Attendance Policies. The attendance policy of the school district may not exclude a pupil from a class or from school for more than ten days without providing due process procedures pursuant to this chapter.
9. Referral to Placement Committee for Expulsion or Long-Term Suspension of Students. If a student identified as in need of special education or special education and related services pursuant to SDCL 13-37-1 and is the subject of expulsion or long-term suspension, a referral shall be made by the Superintendent to the district's placement committee. The placement committee shall determine whether the action, behavior, or activity, which resulted in the long-term suspension or expulsion, is the result of the student's disability. If the placement committee determines that the long-term suspension or expulsion of a student is based upon action, behavior, or activity by the student arising from the student's disability, the placement committee shall immediately prepare a revised individual educational plan to provide educational services to the student. The student's long-term suspension or expulsion shall terminate upon implementation of the student's revised individual education plan.
10. Application of the Ten Day Rule. A suspension, including in-school suspension, of more than ten consecutive school days is a change in placement and requires that prior notice be given to a parent/guardian, including the right to a due process hearing as specified in this chapter. Nothing in this chapter authorizes a Principal or Superintendent to suspend a student for more than ten days without board action.
11. Parental Approval Required for Suspension in Excess of Ten School Days. If the school district needs to suspend an eligible student for more than ten consecutive school days, the school district shall request written parental approval for continued suspension or expulsion, or agreement to an interim placement.
12. Court Approval of Suspension in Lieu of Parental Permission. If the district needs to suspend an eligible student for more than ten consecutive school days and the school is not able to obtain parental agreement for an interim placement, or continued suspension or expulsion, the school district shall apply to a court of competent jurisdiction for permission to do so.
13. Burden of Proof in Court Action. In filing a suit under the Individuals with Disabilities Education Act, Part B as of July

1, 1986, for appropriate injunctive relief where agreement cannot be reached with the parent for a change of placement, there is a presumption in favor of an eligible student's current educational placement which school officials can rebut only by showing that maintaining the current placement is substantially likely to result in injury to the student or to others.

##### **5. Provisions for Students with Special Needs : Expulsion**

1. **District Policy.** Expulsion from school. The expulsion of students in need of special education or special education and related services includes the general due process procedures used for all students and the additional steps in the process specified in this chapter that the district must take when the student is receiving special education or related services under an individual education plan.
2. **Written report required.** If expulsion is anticipated because of a student's violation of a rule or policy or for insubordination or misconduct, the Superintendent must file a sealed written report with the school board no later than the end of the fifth school day following the first day of the expulsion and schedule a hearing before the school board. The report must include the facts of the situation, the action, the reasons for the action and the Superintendent's recommendation. The report must remain in the possession of the school board secretary sealed and unavailable for review by individual school board members, until the time set for a hearing.

The Superintendent must send a copy of the report to the student's parent/guardian, or to the student if the student is 18 years of age or older, or an emancipated minor, at the same time the report is filed with the school board's secretary.

3. **Request and notice of hearing.** If the Superintendent finds grounds for expulsion for a class, classes or from school, the Superintendent may exclude the student from a class, classes, or school immediately by using the short-term suspension procedure in ARSD 24:07:02:01. The Superintendent shall give a written notice to the student's parent(s)/guardian(s) or to a student who is 18 years of age or older or an emancipated minor. The notice shall contain at a minimum, the following information:
  - A. The rule, regulation or policy allegedly violated;
  - B. The reason for the disciplinary proceedings;
  - C. Notice of the right to request a hearing;
  - D. A description of the hearing procedure;
  - E. A statement that the student's records are available at the school for examination by the student's parent(s)/guardian(s) or other authorized representative;
  - F. A statement that the student may present witnesses; and
  - G. A statement that the student may be represented by an attorney.

The Superintendent shall set the date, time and place for the school board hearing and send notice, by first class mail to each school board member and by certified mail, return receipt requested, to the student's parent or to a student who is 18 years of age or older or and emancipated minor. If expulsion is recommended by the Superintendent, school board action is required to implement the recommendation.

4. **Right of waiver.** A competent student, if of the age of majority or emancipated, or the student's parent/guardian, may waive the right to a hearing in writing to the Superintendent. If the hearing is not waived, the hearing shall be held on the date, time and place set in the hearing notice unless a different date, time, and place are agreed to by the parties. If the hearing is waived in writing, the school board may consider the matter at a regular or special meeting without further notice to the student or the student's parents/guardians.
5. **Hearing procedure.** The school board is the hearing board and shall conduct the hearing in the following manner:
  - A. The school board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer;
  - B. Each party may make an opening statement;
  - C. Each party may introduce evidence, present witnesses, and examine and cross-examine witnesses;
  - D. Each party may be represented by an attorney;
  - E. The school administration shall present its case first;
  - F. The hearing is closed to the public. The school board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and exhibits shall be sealed and remain with the hearing officer until the appeal process has been completed;
  - G. Witnesses may be present only when testifying. All witnesses must take an oath or affirmation administered by the school board president, hearing officer or other person authorized by law to take oaths or affirmations;
  - H. Each party may raise any legal objections to evidence;
  - I. The hearing officer shall admit all relevant evidence; however, the hearing officer may limit unproductive or repetitious evidence;
  - J. The hearing officer may ask questions of witnesses and may allow other school board members to interrogate



witnesses;

K. Each party may make a closing statement;

L. After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the hearing officer may meet with the school board during deliberation. The school board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of the student is present; and

M. The decision of the school board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The motion shall omit the name of the student and shall state the reason for the board's action. The school board shall notify the student's parent(s)/guardian(s), or a student who is 18 years of age or older or an emancipated minor in writing of the decision. The notice shall state the length of the expulsion.

6. Right of appeal. The student may appeal an adverse decision by the school board to the circuit court.

7. Attendance policies. The attendance policy of the school district may not exclude a student from class(es) or from a school for more than ten days without providing the process pursuant to this chapter or chapter 24:07:03.

8. Referral to Placement Committee for Expulsion of Students. If a student identified as in need of special education or special education and related services pursuant to SDCL 13-37-1 is the subject of expulsion, a referral shall be made by the Superintendent to the placement committee. The placement committee shall determine whether the action, behavior, or activity which resulted in the expulsion is the result of the student's disability. If the placement committee determines that the expulsion is an action, behavior or activity by the student arising from the student's disability, the placement committee shall immediately prepare a revised individual educational plan to provide educational services to the student. The student's expulsion terminates upon implementation of the pupil's revised individual educational plan. Until the placement committee has agreed upon a revised individual educational plan, the student shall continue to receive services under the original individual educational plan. If the placement committee determines that the action, behavior or activity was not the result of his disability, then expulsion procedures may be instituted following notice to parent(s)/guardian(s). The student shall continue to receive special education and related services during the expulsion as directed by the placement committee or as part of a revised individual education plan. If the parent/guardian does not agree with an alternative placement and pursues a due process hearing, the student's placement does not change until the completion of the proceedings and the child shall continue to receive services under the original individual educational plan.

9. Application of the ten day rule. An expulsion from classes or school for more than ten days is a change in placement and requires that prior notice be given to a parent, including the right to a due process hearing as specified in this chapter. Nothing in this chapter authorizes a Principal or Superintendent to remove a student from class(es) or from a school for more than ten days without board action.

10. Parental approval required for expulsion in excess of ten school days. If the school district needs to expel an eligible student for more than ten consecutive school days, the school district shall request written parental/guardian approval for continued expulsion, or agreement to an interim placement. Expulsion for more than ten days may not occur without such approval unless the provisions of ARSD 24:06:26:11 apply.

11. Court approval of expulsion in lieu of parental/guardian permission. If the school district needs to expel an eligible student for more than ten consecutive school days and the school is not able to obtain parental/guardian agreement for an interim placement or expulsion, the school district shall apply to a court of competent jurisdiction for permission to do so.

## **6. Corporal Punishment**

**Corporal punishment is prohibited.** (except as permitted by state law) The school principal, in consultation with teachers and other school personnel, is encouraged to notify parents and enlist their support in dealing with the disruptive and/or the unruly student whenever the situation warrants. In some cases, appropriate punishment options should be discussed with the principal by the teacher.

## **7. Acts Which May Result in Suspension, Expulsion, or Removal**

The insubordinate or habitually disobedient student may be suspended, expelled or removed from school for the following types of misconduct:

- a. Disruption or interference with curricular or extracurricular activities.
- b. Insubordination, including intentional interference with the teacher's conduction of the class; failure to obey a reasonable request; or failure to identify oneself to school personnel when requested.
- c. Inciting to riot or to disrupt the operation of the school.
- d. Theft, or damage, or destruction of personal or school property.

- e. An act or threatened act of physical violence, including fighting whereby the perpetrator causes physical harm to another while in the custody and control of the school, or in the course of a school-related activity.
- f. Use, possession, and/or transmission of dangerous weapons, fireworks, or explosives.
- g. Use of profane, vulgar, or other improper language.
- h. Possession, transmission, and/or use of narcotics, alcoholic beverages, and other illegal drugs and other mind-altering substances, or attendance at school or school-sponsored activities while under the influence of such substances.
- i. Violation of special rules of conduct for school buses.
- j. Smoking or tobacco chewing in school.
- k. Establishment and conduct of clubs and organizations without official approval.
- l. Stealing and/or cheating on tests or other school assignments.
- m. Gambling on school property.
- n. General misconduct and misbehavior, disrespect, and/or inappropriate social behavior.
- o. Publication, display and/or distribution of unauthorized material.
- p. Possession and/or transmission of pornographic materials.
- q. Sexual contact, defined as any touching of an erogenous zone of another.
- r. Sexual assaults, acts, or gestures directed toward students or other individuals.
- s. Absenteeism or tardiness to class or school.
- t. Fraud or forgery of school or parental documents.
- u. Inappropriate or bizarre attire, or violation of rules as set forth in student handbooks.
- v. Failure to accept discipline or punishment.
- w. Disobedience or misconduct as elsewhere defined, or violation of such other regulations as may be duly adopted by the Board of Education.

### **8. Informing Students of Policy Provisions**

- a. A copy of the types of misconduct which may result in suspension or expulsion is to be posted in a central location in each school.
- b. Copies of the policy pertaining to suspension and expulsion shall be available to all students upon request.

### **9. Detention:** A form of punishment that detains a student outside of the normal school hours.

#### **A. Students**

- 1. Detention shall be supervised by a faculty member. A student reporting for detention shall bring school work to do during the detention period.
- 2. Students assigned detention may have one (1) day's notice. Students involved in school activities will miss the activity to stay in detention.

### **10. Procedures Concerning Questioning of Students by Law Officers or Representatives of the Court Coming Uninvited into the School.**

#### **A. No Court Order or Warrant**

- 1. Must clear with the principal or Superintendent.

#### **B. Court Order or Warrant for Arrest**

- 1. Every attempt to notify parent/guardian shall be made prior to the school releasing a student who is being placed under arrest.
- 2. Principal or Superintendent must be present.
- 3. Copies of court orders or warrants for arrest must be made and kept on file.

### **11. Vandalism—Parental Liability**

If a child is under eighteen (18) years of age and resides with his parent and commits an act of vandalism, the parent or the parents shall be held liable for actual damages up to the amount of \$750.00 plus taxable court costs. (SDCL 25-5-15)

### **EXCURSIONS/FIELD TRIPS**

Excursions or field trips are conducted during school time as the planned culmination of a class or unit. Students are expected to comply with district busing rules when school vehicles are used and to leave and return on school vehicles when provided. Students on field trips should view themselves as ambassadors for the school and behave in an orderly manner. Students and teachers are also encouraged to keep parents informed about excursions. As a general rule, each class should expect to take no more than one field trip per year with prior approval of the building level principal. Permission slips may be required. Field trips shall have a learning or educational value to the students. Museums, cultural events, and historic sites are a few examples of acceptable field trips.

## **EXPENSES**

### **A. Student Expenses**

The following materials are furnished by the student: notebooks, gym clothes, gym shoes, some materials for art, drawing, shop, and home economics. The student will furnish his/her own pencils, pens, paper, etc.

Some students plan their budgets to include the following optional costs:

1. Activity ticket
2. School insurance
3. School annual
4. School pictures
5. Small dues to some organizations or classes
6. Selected fund drives
7. Athletic physicals, football and basketball shoes
8. Class ring and graduation expenses, which may include cap and gown and senior pictures, etc.

### **B. School-Shared Expenses**

The school district will pay total cost of school-approved lodging for school-supervised students as well as sponsors, chaperones, and bus drivers participating in those school-sponsored activities that require such arrangements. Spectator's expenses are excluded.

Where it is determined by the Superintendent that meal allowances are to be paid by the school district, the following rates will be followed: Breakfast--\$5.00; Noon Meal--\$5.00; Evening Meal--\$5.00. The following are instances where meal allowances will be paid:

Athletes participating in athletic events which have provision for reimbursement of meals by SDHSAA

1. Oral Interpretation divisional and state contests
2. Cheerleaders and Channel 7 Teen for those athletic events for which athletes' meals are also paid
3. All-State chorus participants, Science Fair participants, etc.

In any other instances, the decision as to whether or not meal payments will be made is at the discretion of the Superintendent. For the most part, students are encouraged in these cases to bring sack lunches.

## **EXPULSION**

This shall mean denial to a student to participate in any instructional and school activity for a period of time as determined by the School Board, but in no instance, shall expulsion extend beyond the end of the current school year except as provided by Law. (See Due Process.)

## **EXTENDED STUDENT DISABILITY**

The parent of a student who is out of school for an extended period of time due to disability should be in contact with the building principal to set up some type of home-bound program. All home-bound programs must be approved by the school board.

## **FIRE DRILLS**

Fire Drills will be held on a regularly scheduled basis with procedures for each building to be announced the first week of school. Fire exits are to be posted in each classroom.

## **FOOD ITEMS**

No food or beverages are allowed in the computer labs, multi-purpose room, and libraries. Sunflower seeds are not permitted in the school buildings or school vehicles. This is a privilege not a right and may be taken away.

### **USE OF GUM**

The chewing of gum in classes will be at the discretion of the individual classroom teachers. If the students are afforded this privilege, gum chewing must be neither seen nor heard. Students are asked to respect this privilege and dispose of their gum properly.

## **FOOD SERVICE AND LUNCHROOM POLICIES**

A breakfast and hot lunch program is offered for all White River and Norris students. Students may go home for lunch, if they wish, and all students may bring their lunches. If a PK-12 student goes home for lunch, a written note from the parent will be required beforehand. One note is sufficient if the parent wishes his/her child to come home every day.

The lunch period is meant to be a period of relaxation, as well as a time to eat. The following rules are to be observed:

1. Visiting is permitted, but no shouting.
2. Students should enter at a walk. Running is forbidden.
3. Students will go to the end of the line. There will be no cutting in line.
4. Throwing of food will not be tolerated.

5. Dishes and silverware are to be returned to designated areas and paper materials placed in garbage containers provided.
6. Food shall not be taken from the lunchroom.
7. Inappropriate lunchroom etiquette will not be tolerated.

First and second violations may result in solitary eating or detention. A third violation could result in the loss of lunchroom privileges. The building principals shall assign such supervisors as necessary. Parents/Guardians are welcome to eat lunch with their students. The cost of guest meals shall be set by the board of education.

**FREE LUNCH AND BREAKFAST IS SERVED DAILY TO ALL STUDENTS AT NORRIS AND WHITE RIVER.** Extra Milk or Seconds cost \$.25 each, payable in advance or at the time of purchase. Other items may be available at an established cost.

### **FRESHMAN INITIATION**

Freshman initiation has been banned from White River High School.

### **FUND-RAISING PROJECTS**

Any fund-raising project may be proposed **ONLY** by a recognized activity sponsor; and, shall be approved in advance by the building level principal and Superintendent in consultation with the sponsor of the recognized activity **BEFORE** any discussion is held with students to avoid building any expectations. Approval may be granted provided:

1. that the fund-raiser is in support of the recognized activity and fulfills the purpose of the activity.
2. that school organizations have preference over non-school organizations for fundraising activities.

Any expenditures by a school organization must be handled according to these procedures. All monies collected are school funds and shall be turned in immediately (each day) by the sponsor to the Business Manager for deposit in the school activity account. **An exception** to the above is granted to the high school annual sponsor and his/her staff whose fund-raising may be district wide and beyond; and therefore, off the school premises. Students shall not be approached at school by non-school sponsors during school hours to conduct fund-raisers for non-school-related activities. **Any other exception** to the above-stated policy shall be determined by the Superintendent in consultation with the White River Board of Education Members.

### **GUIDANCE SERVICES**

Guidance and counseling services are provided in the White River School system to help each student develop social, emotional, and intellectual maturity. In addition to the guidance office available to students, it is our philosophy that any individual involved in the supervision of students should render positive and constructive help to any student within the school at any time the activities of the student indicate that he/she is not working for the improvement of him/herself or for the welfare of his or her fellow students.

Our guidance program provides group counseling, individual counseling, career guidance, diagnostic programs, and district-wide testing programs.

Students should feel free at any time to ask the help of the guidance counselor with their problems with the assurance that confidentiality will be maintained. The counselor will assist the individual student in discovering why he/she is unsuccessful in school work; what factors are producing financial, emotional, social, or family difficulties; and he/she will help to find ways of altering the unsatisfactory conditions to the advantage of the individual, and will help the student to explore the various alternatives.

### **HALLS**

It is the responsibility of each teacher to keep discipline in the halls and keep them orderly at all times. It will be the responsibility of all teachers to help keep students in their designated areas except when they are present for a special reason.

Students are not allowed:

- Outside the school building without permission
- On the East playground prior to school time
- In other areas of the buildings without permission
- In the elementary and north elementary area
- In the area between the two gyms – especially in the morning and at noontime

Students will be allowed in the building approximately at 7:45 a.m. every morning. Students will be allowed to mingle in the hallways and choose classrooms to study in prior to the 8:10 a.m. warning bell. Those who are passing each class and are up to date with all assignments will be allowed to sign in at the gym for supervised play prior to the 8:10 a.m. warning bell. Remember: students are not to be on the playground prior to and during school time!

## **HEALTH**

### **Administrative Procedures Lice Infestation**

This head lice procedure is a recommendation by the National Association of School Nurses (NASN), the Center for Disease Control (CDC), and the American Academy of Pediatrics (AAP). These recommendations are research-based and establish best practices for the management of head lice in school. The management of pediculosis (head lice) should not disrupt the educational process. Head lice can be a nuisance but have not been shown to spread disease. In-school transmission is rare. Students diagnosed with live head lice will not be sent home early from school. Parents/ guardians will be notified. The student will go home at the end of the day and may return the next day following effective treatment. Educational materials related to head lice will be distributed as needed to parents, staff, community, administration, and students. Classroom head checks will not be conducted. Head lice screening programs have not been proven to have a significant effect over time on the incidence of head lice in the school setting and are not cost-effective.

Sources: <https://www.nasn.org/nasn/advocacy/professional-practice-documents/position-statements/ps-head-lice>  
<https://www.cdc.gov/parasites/lice/head/schools.html> <http://pediatrics.aappublications.org/content/pediatrics/135/5/e1355.full.pdf>

### **HIGBEE RULE**

All school activities shall be performed on the days scheduled. If any school activity is rescheduled, and a conflict occurs, the original activity scheduled shall remain the priority school event.

Students are encouraged to participate in as many activities as they can handle. However, students are cautioned to meet all obligations required by the activity and the sponsor, director, advisor or coach. All students shall follow this **priority rule**.

**Exception:** If the re-scheduling of any activity causes a conflict with a STATE ELIMINATION OR STATE EVENT SPONSORED BY THE SDHSAA, the state event will be given priority regardless of which was scheduled first.

### **HOMECOMING ROYALTY**

Homecoming royalty are chosen from the senior class. Four boys and four girls will be chosen from the senior class. Two attendants (boy and girl) will be selected from each of the other three high school classes. Candidates must have at least a C average and must be enrolled as a full-time student in White River High School.

### **HOMEWORK**

The following homework guidelines will apply in the White River Schools:

1. Homework at the elementary level will be based on individual student needs.
2. Secondary students will definitely receive homework assignments and should expect both regular homework during the week and on the weekends as deemed necessary by the classroom teacher.
3. Homework will be assigned to all students who are behind in their schoolwork either as a result of absence and/or other incomplete work.
4. Students may lose credit for any homework not completed on time.

## **IMMUNIZATIONS**

### **South Dakota Codified Law 13-28-7.1 (As amended by SB 28, 2016)**

13-28-7.1. Any child entering school or an early childhood program in this state, shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, tetanus, meningitis, and varicella, according to recommendations provided by the Department of Health. The Department of Health may modify or delete any of the required immunizations. As an alternative to the requirement for a physician's certification, the child may present:

- (1) Certification from a licensed physician stating the physical condition of the child would be such that immunization would endanger the child's life or health; or
- (2) A written statement signed by one parent or guardian that the child is an adherent to a religious doctrine whose teachings are opposed to such immunization.

The Department of Health may promulgate reasonable rules, pursuant to chapter 1-26, to require compliance and documentation of adequate immunization, to define appropriate certification, and to specify standard procedure.

Minimum immunization requirements are defined as:

1. Four or more doses of **diphtheria, pertussis and tetanus containing vaccine**, with at least one dose administered on or after age 4. Children 7 years and older needing the primary series only need three doses. The first dose of the primary series should be Tdap and the second and third doses should be Td, with at least 6 months between dose two and three. Children receiving six doses before age 4 do not require any additional doses for school requirements. The maximum a child should receive is six doses. If a child 7 years and older has an incomplete DTaP primary series, please contact the Department of Health Immunization Program (1-800-738-2301) for assistance.

2. Four or more doses of **poliovirus vaccine**, at least one dose on or after age 4. *(Although not the recommended schedule - If a child has three doses of polio with the third dose administered on or after the age of 4 and at least 6 months after the second dose, no other doses are required.)*
3. Two doses of a **measles, mumps, and rubella vaccine (MMR) or submit serological evidence of immunity**. Minimum age for the first dose is 12 months. Administer the second dose routinely at age 4 through 6 years. The second dose may be administered prior to age 4 provided at least 28 days have elapsed since the first dose.
4. One dose of **varicella vaccine**. The minimum age for the first dose of varicella (chickenpox) vaccine is 12 months. History of disease is acceptable with parent/guardian signature.
5. The additional immunization requirement for **kindergarten entry only** is two doses of **varicella vaccine**. Administer the second dose at age 4 through 6 years. The minimum interval between the two doses is 3 months. History of disease is acceptable with parent or guardian signature.

**NOTE: *Haemophilus Influenzae B*, Hepatitis A, Hepatitis B, and Pneumococcal** vaccines are recommended but not required.

### **INJURIES**

Students are encouraged to play safely and to avoid injuries, but if injured, the student should report any injuries, no matter how small, to the teacher in charge or to the office. This is especially important for insurance purposes. An accident report will be submitted to the building level principal in the case of any accident.

### **INSURANCE—ACCIDENT AND DENTAL**

For those parents who wish to take advantage of them, accident and dental insurance policies are available. Premiums for the dental program are mailed directly to the company. Forms and information regarding each program will be sent home with each student after school begins.

**INTERNET POLICIES-** See also Mobile Device Policy, Procedures, and Information Handbook, p. 73

### **STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES**

The White River School District Board of Education recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated and transferred by members of the society, those changes may also alter instruction and student learning. The board generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. In a free and democratic society, access to information is a fundamental right of citizenship.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, instructional and library media materials could usually be screened prior to use. Telecommunications, because they may lead to any publicly available fileserver in the world, will open classrooms to electronic information resources, which have not been screened by educators for use by students of various ages.

Electronic information research skills are fundamental to preparation of citizens and future employees during an Age of Information. The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. Staff will consult any guidelines set forward by the district for instructional materials and will honor the goals for selection of instructional materials contained therein.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school library. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Independent student use of telecommunications and electronic information resources will be permitted upon submission forms and agreement forms by parents or guardians of students.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The Board believes that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages.

The Board authorizes the Superintendent to prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on instruction and student achievement.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Staff will always be present when students are using the Internet at school.

The following guidelines are provided so that students are aware of the responsibilities they are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a user violates any of these provisions, his/her access will be terminated and future access could possibly be denied. The signatures on the attached document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

### **INTERNET – TERMS AND CONDITIONS**

1. **Acceptable Use** – The purpose of an Inter Net Service Provider (INSP) is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. School use must be in support of equation and research and consistent with educational objectives. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission or receipt of any material in violation of any U.S., state, or local regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for political lobbying is also prohibited.
2. **Privileges** – The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with a faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is appropriate use. The building level administrator may deny, revoke, or suspend specific user access.
3. **Etiquette** – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
  - a. Be polite. Your messages should not be abusive to others.
  - b. Use appropriate language. Do not swear; use vulgarities or any other inappropriate language.
  - c. Do not reveal your personal address or phone numbers of students or colleagues.
  - d. Illegal activities are strictly forbidden. And will be reported to the appropriate authorities.
  - e. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do not have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - f. Do not use the network in such a way that you would disrupt the use of the network by other users. Monopolizing Internet time and consuming large areas of storage will not be tolerated.
  - g. All communications and information accessible via the network should be assumed to be private property.
4. The White River School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The White River School District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, error or omissions. Use of any information obtained via the Internet is at the users own risk. The White River School District is not responsible for the accuracy or quality of information obtained.
5. **Security** – Security on any computer system is a high priority, especially when the system involves many users.
  - a. If you feel you can identify a security problem, you must notify a teacher who will in turn notify a system administrator. Do not demonstrate any problems to other users.
  - b. Do not use another individual's account without written permission from that individual. Attempts to log in, as a system administrator will result in cancellation of user privileges.
  - c. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
6. **Vandalism** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.

### **PARENT PERMISSION LETTER-INTERNET/ELECTRONIC MAIL PERMISSION FORM**

We are pleased to offer students of the White River School District access to the district computer network for electronic mail and the Internet. To gain access to the Internet, all students must obtain parental permission and must sign and return this form to the office.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some materials accessible via the Internet may

contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from the access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using the media and information sources. To that end the White River School District supports and respects each family's right to decide whether or not to apply for access.

### **DISTRICT INTERNET AND E-MAIL RULES**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. However, staff members will be present whenever students are using the Internet at school, and may monitor the materials the students are accessing.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, offensive media.

As outlined in Board policy and procedures on student access of the Internet, copies of which are available in school offices, the following are not permitted:

- \*Sending or displaying offensive messages or pictures
- \*Using obscene language
- \*Harassing, insulting or attacking others
- \*Damaging computers, computer systems or computer networks
- \*Violating copyright laws
- \*Using another's password
- \*Trespassing in another's folders, work on files
- \*Intentionally wasting limited resources
- \*Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal action.

### **USER AGREEMENT AND PARENT PERMISSION FORM**

As a user of the White River School District computer network, I have read and hereby agree to comply with the above stated rules – communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature\_\_\_\_\_

As the parent or legal guardian of the student signing above, I grant permission for my son/daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my son/daughter to follow when selecting, sharing or exploring information and media.

Parent's/Guardian's Name (printed) \_\_\_\_\_

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_



Mailing Address\_\_\_\_\_

Home Telephone\_\_\_\_\_

### **LAVATORIES**

A monitoring system shall be set up involving administrators, teachers, and custodians to spot-check the student lavatories. The principal or his/her designees will spot check the lavatories for breaches of discipline, especially smoking, drinking, and vandalism.

### **LAW ENFORCEMENT NOTIFICATION**

Acts which may involve notifying law enforcement are suspicion of: possession or use of alcohol, possession or use of a controlled substance without a valid prescription, fighting or committing an assault, stealing, vandalism, possession of weapons, dangerous items, explosives or other prohibited materials, making a false alarm or bomb threat, or behavior which disrupts the normal functioning of the school day.

### **LEAVING SCHOOL GROUNDS**

Students are not to leave the school grounds without permission from the office. Students are to conduct personal business before and after school hours. However, should a student need to leave school during the day, that student is to present to the office, before the first tardy bell, an acceptable excuse by the parent or guardian.

### **LIBRARY REGULATIONS**

Students using the library should be using library materials. It will be the prerogative of the librarian to set up specific library rules and to ask students to leave who do not conform to these rules. The librarian will determine when such students may return. Late, lost, or damaged books or other library materials will be subject to fines not exceeding replacement value of the item.

### **LOCKERS**

Each student is issued a locker and is expected to keep his/her books and personal belongings properly secured at all times. Students should not exchange lockers and are advised against leaving money or other valuables in the lockers. Valuable items are to be checked in to the office, if they must be brought to school on any given day. The school will not be responsible for valuables stored in lockers.

The locks and lockers supplied by the school are the property of the school and, consequently, remain under the control and maintenance of the school system.

The principal and Superintendent maintain control over all locks and have a master list of all combinations and a key, which will open every lock. Thus, each student has exclusive control over his locker vis-à-vis other students but not as to the school or its designated officials.

The school stands "in loco parentis" and consequently has the right and the obligation in matter of school discipline to act as the parent in maintaining order. This right extends to the search of lockers.

Only school officials are permitted to conduct locker searches, unless all of the following stipulations are adhere to:

1. A written consent by a school official is obtained by a duly appointed officer of the law.
2. The school official does the actual searching of the locker. An officer of the law may accompany.
3. In the absence of voluntary consent on the part of the school officials, law officers must present a court-ordered search warrant prior to any search.

### **LOST AND FOUND**

A lost- and- found department will be maintained in both the elementary and secondary principals' offices. Lost articles should be reported and turned into the office. Two weeks after the end of each school year, all remaining articles will be disposed of accordingly.

### **MILEAGE PAYMENTS TO PARENTS ( APPLICATION BY JUNE 30<sup>TH</sup>)**

**NOTE: Mileage Payments to Parents by Signed Voucher**

**Due to the change SDCL 13-30-3, you must submit your mileage voucher prior to June 30<sup>th</sup> of the current fiscal year.**

**If it is not filed by that date, the district cannot reimburse you, and the Business Manager shall not be able to pay your claim.**

### **PARENT CONFERENCES**

Parents may make appointments for conferences with teachers, counselor, or the principal by telephoning the school office. Regular conferences are scheduled. (See school calendar for dates and times.)

### **PARTIES DURING SCHOOL DAY**

The following policies will apply regarding parties during the school day; all parties must be approved by the building level principal beforehand:

1. Elementary and middle school classes (K-8) may sponsor three class parties each year.
2. The High School may sponsor a winter break party.
3. School picnics may be scheduled during the last week of the school year.

### **PATRIOTISM**

The White River Schools encourage patriotism. In the White River Area Schools (PK-12) the day may begin with the Pledge of Allegiance. In addition, the National Anthem, Lakota National Anthem, Lakota Flag Song, or Pledge of Allegiance may be performed before varsity athletic events.

### **PICTURES**

Student pictures are taken early in the school year. Students have an opportunity to purchase packets of pictures at a special price, if they so desire.

### **PREGNANT STUDENTS AND/OR STUDENTS WHO ARE PARENTS**

Any girl who is pregnant while enrolled in the White River School will, as soon as possible, advise the principal and request a meeting to include parents, the principal, the counselor, and herself to arrange attendance and/or participation. Attendance and participation in school activities will continue unless otherwise advised by the girl's doctor, attesting to her physical and emotional stability making school attendance and/or participation undesirable. This attendance and/or participation is contingent on a monthly statement from the girl's doctor.

No homebound program or no tuition payments for special programs outside the district will be made unless it is deemed necessary and advisable by the administration, the girl's parents, and by her doctor, with the Board of Education approval.

Students who are parents shall discuss procedures which will be followed with the principal in caring for the infant or toddler during school hours or at school sponsored activities.

### **PRE-SIGNED PASSES**

The following rules will apply:

1. Teachers will give a pre-signed pass to a student who needs such a pass for an assignment that a teacher has given to the student. Teachers will not give a pre-signed pass for another teacher's assignment.
2. Teachers will complete all pass information, including the student's name, the date, the reason, and the time the student is to leave. Only one student name is allowed per pass.
3. A student may receive pre-signed passes from teachers who have put his/her names on the incomplete list or any other teachers, providing the individual teacher feels the student needs the pass for an assignment he/she has given.
4. Students who have been ejected or asked to leave the library may still use the library on pre-signed passes, but not otherwise.

### **PROGRESS REPORTS**

Progress reports are mailed home in the middle of each nine-weeks' period to parents or guardians of all students indicating their current status in each course. Parents are encouraged to contact the school with any questions or concerns regarding these. Progress reports may be sent more often in instances where student work is failing or incomplete, or at parental request.

### **PUBLIC DISPLAY OF AFFECTION**

While in the school building or on the school grounds kissing, or other public display of affection shall not be permitted.

### **RESTRAINT POLICY**

Maintaining a school environment that is conducive to student learning requires that the environment be orderly and safe. Physical restraint of a student may sometimes be necessary to protect the student or other individuals. Physical restraint is the use of bodily force to limit a student's freedom of movement. Students in the district are protected by law from the unreasonable use of physical restraint. Physical restraint will be used with extreme caution and only in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate.

The two goals of the physical restraint policy are:

1. To administer physical restraint only when needed to protect a student and/or member of the school community from imminent, serious, physical harm, and
2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

The School District's emphasis is on prevention and de-escalation, which reduces the risk of injury to both students and program staff. The emphasis is always on the care, safety, and welfare of our students and the primary technique used is verbal de-escalation.

Physical restraint may only be used when non-physical interventions would not be effective, and the student's behavior poses a threat of imminent, serious, physical harm to self and/or others.

The administration will provide all staff with guidelines and procedural information regarding physical restraint. The only school personnel who should physically restrain children are those who have been trained through an approved Restraint Training Program. The only physical restraints to be used are those taught by the approved Restraint Training Program.

Each building will provide its staff with a list of the school's personnel who have been trained through the Restraint Training Program. Whenever possible, these trained staff members will be called upon to administer physical restraint in situations where a student's behavior poses a threat of imminent, serious, physical harm to self and/or others. The district will adhere to all laws and state regulations governing physical restraint.

### **SCHOLARSHIP MEMORIAL POLICY**

The principal of each established Memorial Scholarship shall be kept separately in the Trust & Agency Fund by the business manager. The cumulative interest earned on the principal for each scholarship must be a minimum of \$50.00 by April 30<sup>th</sup> of the current fiscal year before a scholarship will be awarded by the assigned scholarship committee. A one-time scholarship which uses up the principal of a Trust & Agency Memorial Fund cannot be provided unless authorized by the School board; and, then only after a family member or relative has been consulted beforehand.

### **SCHOLARSHIPS**

The following scholarships will be available for eligible graduating seniors: Laura Ebbesen Patnoe Kirsch Scholarship, Lenore Matthews Scholarship, Nina Ozanne Scholarship, Fred Littau Scholarship, Rex Raffensburger Scholarship, Deann Witte Memorial Scholarship. For a complete list of scholarships, application materials, and criteria see the high school guidance counselor.

### **STUDY HALL RULES**

All students must be in assigned seats and working when the tardy bell rings. Otherwise the student will be counted tardy. All students must bring work to study hall. No talking without permission is allowed. Pre-signed passes must be in the student pass book before study hall begins. Students who are incomplete are expected to use study hall wisely. Any student on the incomplete list will not be allowed to check out of study hall without a pre-signed pass.

### **STUDENT'S BELONGINGS**

Students are encouraged to do the following:

1. Use common sense and do not leave purse, book bag, and other personal belongings in the classrooms and gym.
2. Check valuable items into the office, if they must be brought to school on any given day. The school will not be responsible for valuables stored in lockers.
3. Accept responsibility for belongings and valuables used each day in the classroom or during school activities.
4. Mark gym uniforms, tennis shoes, and all other personal equipment or items.

### **SURVEILLANCE VIDEOS**

All video recordings on surveillance equipment are the sole property of White River Schools, and no copies shall be viewed by anyone except as authorized by school administration or by court order.

### **TELEPHONES**

Students will not be called to the phone for personal calls unless they are of an urgent nature. Students shall seek permission from the office to use the phone. Students are not permitted to use telephones in the classroom, or cell phones at anytime during the academic day. (See also Cell Phones Policy)

### **TESTING PROGRAM—DISTRICT WIDE**

Testing and proper use of test results have long been considered an essential part of the student evaluation process. A district-wide testing program is in effect in the White River Schools.

### **TRANSFERRING IN /ADMISSION OF NONRESIDENT STUDENTS/ASSIGNMENT OF RESIDENT STUDENTS/ OPEN ENROLLMENT**

Students transferring in to the White River Schools should arrange for the forwarding of their transcripts and other necessary records from their previous school. We reserve the right to final approval on all credits, which may or may not be applied toward graduation.

This policy is enacted to fairly allow admission and assignment of both resident and non-resident students in the White River School District. For the purposes of this policy, the term “resident district” means the district in which a student has legal residence as determined by SDCL 13-28-9. The term “non-resident district” means any district in which a non-resident student seeks to enroll. The term “assigned school” means the attendance center within the district to which a resident student is assigned. The term “non-assigned school” means an attendance center within a resident student’s district to which the student has not been assigned.

The board will accept all students from other districts wishing to enroll, provided the non-resident district’s facilities can accommodate the students without adversely affecting the quality of the educational program. This determination will be based upon criteria adopted by the board, see Section C below, and is subject to the following conditions:

#### **A. General Principles**

1. A student who is a legal resident of another South Dakota district seeking to transfer to White River School District must make application to both the resident and non-resident districts. The application must be on triplicate forms provided by the Department of Education. The application must be made by an un-emancipated student’s parent or guardian or by the emancipated student. (The parent with the authority to request enrollment is the resident custodial parent.)
2. The application will be approved or disapproved if the transfer does not result in an inability to provide a quality educational program by the White River School District Board of Education, and the applicant and resident district must be notified of the decision within five days of the decision. Applications will be reviewed in the order received.
  - a. In-district transfer applications to move to a non-assigned school can be accepted and acted upon by the board at the board meeting prior to the beginning of the next quarter; however, decisions regarding transfers among attendance centers within a district will be based upon policies consistent with resident/non-resident transfers.
  - b. The application may be withdrawn by the applicant prior to the first day of attendance at the receiving school through notification to the affected school boards.
  - c. Once approved by the non-resident district, the applicant’s intent to enroll obligates the student to attend school in the receiving non-resident district or non-assigned school for the next school year, unless the two boards agree in writing to allow a student to return to the original district or assigned school or if the parent, guardian, or student changes residence to another district.
  - d. A non-resident student can be provisionally enrolled pending approval by the board of education, provided that the student is in good academic standing, is not under suspension or expulsion, and has been attending school within the last ten school days in the resident district.
3. Once enrolled in a non-resident district or non-assigned school, the enrollment will continue unless a bona fide change of residence occurs or a subsequent transfer application is received.
4. A non-resident district will accept credits granted for any course successfully completed in another accredited district. The non-resident district may award a diploma to a non-resident only if the student satisfactorily meets the non-resident district’s graduation requirements.
5. Transportation of non-resident students to school is the responsibility of the applicant. Both the resident and non-resident districts may provide transportation to non-resident student if approved.

#### **B. SPECIAL EDUCATION STUDENTS**

Both state and federal law require that the resident district be responsible for providing a free and appropriate public education for students in need of special education and related services. All applications for transfer of a special education student will first be considered by a placement committee, and the placement committee will include representatives of both the resident and non-resident districts. In addition to the other considerations of the 1997 Open Enrollment Act, the following additional considerations will apply:

1. The combined placement committee will determine that the non-resident district can provide appropriate instructional programs and facilities to meet the student’s needs.
2. The resident district will reimburse the non-resident district the “actual costs incurred in providing an appropriate special education”.

3. The combined placement committee shall determine whether the student requires transportation as a related service and, if the service is required, the resident district will be required to provide or pay for the service.
4. Return of the non-resident special education student to the resident district will be subject to the approval of the combined placement committee.
5. No separate dates will be in effect for notification and decision-making with respect to special education students.

### **C. CRITERIA FOR MAKING TRANSFER DETERMINATIONS**

The standards are available to any individual so requesting. Discrimination based upon race, gender, religious affiliation, or disability is prohibited. All members of the same family residing in the same household will be treated the same.

1. The following factors/criteria/standards will apply with respect to each application and the acceptance or rejection of the application for students to enroll in the White River School District:
  - a. Written statement of reason(s) why the parent(s)/guardian(s)/student wishes the student to enroll in the White River School District;
  - b. Student's educational and discipline history in the resident district and any other prior school districts attended;
  - c. Financial impact on the White River School District, if any;
  - d. Educational impact on the White River School District, if any, including impact on existing programs, class size and student/teacher ratio, staffing needs and facilities;
  - e. The Department of Education' rules and administrative requirements of the open enrollment program.
2. The Department of Education' has authority to promulgate rules setting forth procedural and administrative requirements of the open enrollment program. The school district will follow any and all such rules and procedures.
3. The board may deny applications for any of the following reasons:
  - a. The standards established in paragraph C-1 above;
  - b. The student applicant is under suspension or expulsion in the resident district;
  - c. The applicant has been convicted of possession, use, or distribution of any controlled substance, including marijuana;
  - d. The applicant has been convicted of a weapons charge relating to the schools.

### **D. MISCELLANEOUS PROVISIONS**

1. The board will assign all students among the schools within the district, pursuant to SDCL ch. 13-28.
2. The district will make relevant information about the district, schools, programs, policies, and procedures available to all interested people.
3. Appeals from board action under the 1997 Open Enrollment Act can be made under SDCL ch. 13-46 and the court will conduct a de novo review.

The time for appeal under SDCL ch. 13-46 is within ninety days from the date of the decision.

### **E. RELATIONSHIPS WITH OTHER SCHOOL ENTITIES (Alternative Instruction)**

The procedures concerning student alternative instruction participation include the following:

During the 2021 legislative session, SB-177 revised the provisions of parental choice regarding compulsory school attendance. On July 1, 2021, the revised law went into effect.

Parents/guardians who choose to provide alternative instruction pursuant to SDCL 13-27-3 are required to file an Alternative Instruction Notification. The notification must be submitted on a form provided by the Dept. of Education.

Students being provided alternative instruction may participate in district-sponsored extracurricular activities. See SDCL 13-36-7.

For more information about alternative instruction see the SD Dept. of Education website:

<https://doe.sd.gov/oatq/homeschooling.aspx>

### **TRANSFERRING OUT OR WITHDRAWING**

Every attempt will be made to satisfy all obligations including rental fees, fines for lost or damaged books and equipment, unreturned books and equipment, and costs incurred in take-home projects in industrial arts and art classes prior to the release of student information. Students and parents/guardians are encouraged to notify the building level principal at least one day prior to transfer or withdrawal.

### **UNAUTHORIZED USE OF SCHOOL GROUNDS**

School grounds are not to be used for horseback riding or operation of any motorized vehicles (snowmobiles, motorcycles, etc.), except on the roads provided for these purposes. Violators will be referred to the proper authorities.

### **VISITORS TO SCHOOL**

All visitors to school are required to report to the principal's office.

Parents are always welcome to visit their child's classroom. However, if parents have any specific concerns for their child in school, it is suggested that a conference with the teacher is preferable before a classroom visit, so that parental concerns may be shared with the teacher before visiting the classroom. If parents have any questions about procedure, consult with the school principal before going to the teacher or classroom. The principal is in the best position to provide assistance, information, and guidance for parents and teachers.

Students are not allowed to bring friends to school during class periods.

**Middle School Student Visitation-** Due to class disruption, we ask that students do not invite visitors.

## SUPPLEMENTARY BUILDING POLICIES NUMBER I

### WHITE RIVER HIGH SCHOOL/MIDDLE SCHOOL

School Colors—Purple and Gold

School Song—“Onward Tigers”

Team Name—Tigers

The following policies apply specifically to secondary school students. They are designed to supplement the main body of K-12 policies for secondary school students.

#### GENERAL INFORMATION

1. The Superintendent or his/her designee shall be generally responsible for the overall operations of the student activities program including scheduling, hiring officials, and purchasing. He/She shall make recommendations to the Board of Education which shall promote the effectiveness and operation of the activities program.
2. Select eight (8) cheerleaders and one mascot to cover the boys' football season and select eight (8) cheerleaders and one mascot to cover the boys' basketball season. Select eight (8) varsity cheerleaders and one mascot to cover the girls' basketball season. Tryouts will be held as approved by the advisor and administration.
3. The head coach or his/her designee may use the school car, if available, for scouting and as authorized.
4. Activity trips (80 miles or more) shall be scheduled on Thursday, Friday or Saturday, whenever possible.
5. Playoff and tournament travel rosters shall be limited to adhere to the SDHSAA guidelines.
6. There shall be no more than one (1) student manager per team. (Limit of two (2) when “A” and “B” teams travel together).
7. Practice schedules for gym use shall be approved by the Superintendent or designee.
8. Ticket sellers and officials shall be the responsibility of the Activities Director as approved by the Superintendent. Crowd control personnel for home games shall be the responsibility of the principals and as approved by the Superintendent.
9. Meal allowance monies may be provided for activity trips as determined by the Superintendent.
10. Middle school basketball teams may participate in one (1) tournament or add one game to the number of regular season games allowed by the Board of Education. The Superintendent may allow middle school teams to participate in more than one (1) tournament as long as it is substituted for one (1) regular season game.
11. Annual physical examinations shall be required for all athletes to participate in middle school and high school activities.
12. Uniforms furnished by the school shall be washed and cleaned under the direction of the Activities Director at the school, unless otherwise approved by the Superintendent.
13. Cross-Country and Track shoes shall be purchased by the school district and shall remain the property of the school district.
14. No student will be allowed to participate in more than one (1) track or cross country, or golf event during the school day in any one (1) week without approval by the principal.

#### **7<sup>th</sup> and 8<sup>th</sup> Graders Students Participating in High School Activities**

It is the policy of the White River Board of Education that 7<sup>th</sup> and 8<sup>th</sup> grade students may participate in activities at the high school level if participation would be beneficial to the student and the activity.

7<sup>th</sup> and 8<sup>th</sup> grade students may not participate in high school football.

Prior to the season the high school head coach, the middle school head coach, and the athletic director/designee will meet to discuss the intent of inviting middle school students to participate with the high school team. The high school head coach must notify the parent/guardian of the intent to invite the student to participate in the high school activity. A signed agreement will then be made between the parent/guardian, the high school head coach, the middle school head coach, and the athletic director/designee. The middle school student may participate between the middle school activity and the high school activity depending on the situation, when it is in the best interest of the middle school student, and the teams involved. The middle school and high school head coaches must work together and communicate to the parent/guardian and the athletic director/designee any movement of the student to the high school



and/or the middle school activity. The athletic director/designee reserves the authority to make the decision to move or not move a middle school student.

### **RECOMMENDED FIVE(5) YEAR PLAN FOR ATHLETIC UNIFORM PURCHASES PLAN FOR REPLACEMENT OF UNIFORMS FOR ALL HIGH SCHOOL ATHLETIC TEAMS**

2021-22 & 2026-27 - Boys Basketball-HOME; Girls Basketball-HOME, Volleyball

2022-23 & 2027-28 - Boys Football-HOME; Football Cheerleaders; Boys Track/CC

2023-24 & 2028-29 - Boys Basketball-AWAY; Girls Volleyball- One set HOME/AWAY; Girls Track/CC

2024-25 & 2029-30 - Boys Basketball Cheerleaders; Girls Basketball-AWAY

2025-26 & 2030-31 - Boys Football-AWAY; Tiger Mascot

Old uniforms will be handed down to the Junior Varsity or Middle School athletics after five (5) years.

### **ACTIVITIES**

Following is a list of the various activities available to secondary school students. Students interested in participating in any of these activities should be familiar with eligibility rules and should contact the activity advisors for more details.

|                        |                           |
|------------------------|---------------------------|
| Football               | Boys' Cross Country       |
| Boys' Basketball       | Girls' Cross Country      |
| Girls' Basketball      | Student Manager           |
| Girls' Volleyball      | Statistician              |
| Boys' Track            | "Tiger Mascot"            |
| Girls' Track           | Instrumental Groups       |
| Cheerleading           | Vocal Groups              |
| Concert Band           | Oral Interpretation       |
| Annual/Journalism      | Three-Act Play            |
| FCCLA                  | Student Council           |
| One-Act Play(s)        | Channel 7Teen Crew        |
| National Honor Society | Future Farmers of America |
| Golf                   | Competitive Cheer & Dance |

### **ACTIVITY TICKETS**

Activity tickets will be available to all White River area students and adults. Activity ticket and admission prices will be set by the board of education at the beginning of each fiscal year.

Activity passes are not accepted for SDHSAA tournaments/events hosted by WRSD.

Golden age passes are available to retired persons and senior citizens.

If lost, a replacement fee of \$1.00 shall be assessed.

### **Secondary Awards**

#### **Certificates, Pins or Medals**

Certificate of Participation is given in all activities. Students will be recognized as determined by the instructor in academic areas.

#### **WR-Letter—Certificates, Bars and Pins (as appropriate)**

Include: Academics, Boys' and Girls' Cross-Country, Boys' Football, Boys' and Girls' Basketball, Girls' Volleyball, Boys' and Girls' Track, (includes student managers), Band, Chorus, FCCLA, FFA, Channel 7Teen, Oral Interpretation, Drama, School Annual and Cheerleading (includes mascot), Dance, Golf, Rodeo (The local rodeo club shall determine the criteria for earning the letter, as the WRSD does not sponsor rodeo as a school activity.)

**NOTE:** Chenille letters are given for the initial lettering; chevron bars or pins are given for all subsequent lettering.

### **VARSITY LETTER REQUIREMENTS**

A head coach, sponsor or director, (in consultation and with the approval of the Activities Director) may waive the following and to award a varsity letter to the participant, who, in the coach's, sponsor's or director's judgment, has made a worthy contribution to choose the activity and to the school. Forms for this waiver may be picked up by coaches and are available in the activities director's office. Students must be in at least 7<sup>th</sup> grade to earn a varsity letter.

1. The WRHS basketball player shall earn a varsity letter by participating in all practices that occur before and after the  
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school year resumes; and, by appearing in fourteen (14) quarters of varsity games.

2. The WRHS football player shall earn a varsity letter by participating in all practices that occur before and after the school year resumes; and, by appearing in twelve (12) quarters of varsity football games.
3. The WRHS volleyball athlete shall earn a varsity letter by appearing in thirteen (13) matches of varsity games.
4. The WRHS cross-country athlete shall earn a varsity letter by placing 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> in any major season meet. (Duals, triangulars and quadrangulars shall not be counted as a major meet.)
5. The WRHS track athlete shall earn a varsity letter by placing 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> in any major season meet. (Dual, triangulars and quadrangulars shall not be counted as a major meet.)
6. A WRHS cheerleader or mascot shall earn a letter by participating in all scheduled practices and in all varsity football and basketball games.
7. The WRHS band member shall earn a varsity letter by participating in band for two (2) consecutive semesters during the same school year, attending and participating in all required performances and maintaining at least a “B” average in band.
8. The WRHS chorus member shall earn a varsity letter by participating in chorus for two (2) consecutive semesters during the same school year attending and participating in all required performances and maintaining at least a “B” average in chorus.
9. The WRHS student shall letter in FCCLA if he/she is a member of the FCCLA Chapter and has paid state and national dues. The student must compete at district or state level or hold a district or state office. The student must also be an active member, attend all meetings and participate in all FCCLA activities.
10. The WRHS oral interpretation student shall earn a varsity letter if he/she works on a coach-approved oral interpretation selection for at least one month before the district contest; practices with the coach at least one-half hour each week; and presents the selection to no fewer than two groups as approved by the coach and participates in at least one contest/festival other than SDHSAA contests.
11. **One Act Play**  
To receive a varsity letter in One Act Play a student must try out for and be cast or placed on a crew for the play. They shall successfully complete the season without quitting, or being removed from participation. They must attend scheduled practices and work sessions. The student will also participate in striking the set. Submitting a local entry for one or more categories of the SDHAA Theatre Design Contest may substitute for participation in the One Act Play; however the design contest will not substitute for a production from which a student quit or was removed.

### **Spring Play**

To receive a varsity letter in the Spring Play a student must try out for and be cast or placed on a crew for the play. They shall successfully complete the season without quitting or being removed from participation. They must attend scheduled practices and work sessions. The student will also participate in striking the set.

12. To receive a varsity letter in journalism/yearbook at WRHS, a student must complete two (2) advanced graphics semesters during the same school year; maintain a “B” average in the class; contribute extra-curricular written or photo work as assigned by the sponsor; show initiative and reliability; and maintain a beat each week.
13. To receive a letter in Channel 7Teen; the following are the minimum requirements to letter in Channel 7Teen, a year long activity.
  1. Must video 4 events in their entirety.  
(1 non-athletic, 1 away and the other two of choice from the schedule)
  2. Announce 4 events  
All athletic events must include a pre-game interview with coach or some other pre-approved person.
  3. Two weeks of maintaining community bulletin board.
  4. Two weeks of scheduling and broadcasting events to be aired on 7Teen cable.
  5. Two weeks of acting as manager.

A student has the choice to choose 4 of the 5 above. If they choose only 4 areas, then item #3, 4 and 5 become three week responsibilities. Specific procedures for executing these duties will be outlined by the Director of Channel 7Teen.

14. To receive a varsity letter in Rodeo, a student must meet the criteria set by the local Rodeo club. The White River School District will supply the local Rodeo club with the school chenille letter, bars, and pins for eligible participants in rodeo. Student absences for rodeo will not count against their attendance. Rodeo does not qualify for the "White" letter as it is not a school sponsored activity.
15. To receive a varsity letter in Golf a student must meet one of the following: 1) participate in one-third of the varsity events, 2) having your score used in the team score in two events involving four or more teams 3) being a medal winner at an event with four or more teams 4) participating in the conference and region events or 5) qualifying for the state tournament.
16. A white "WR" shall be awarded to any student who letters for four consecutive years in four different extra-curricular activities. The student must letter his/her freshman, sophomore, junior and senior year in the same four extra-curricular activities; (for example, lettering four consecutive years in basketball, drama, football and band would earn the student a white "WR"). Extra-curricular activities include: Boys' and Girls' Cross-Country, Boys' Football, Boys' and Girls' Basketball, Girls' Volleyball, Boys' and Girls' Track, Band, Chorus, FCCLA, FFA, Oral Interpretation, Drama, School Journalism/Yearbook, Channel 7Teen, Cheerleading (includes mascot), Dance, and Golf. The White "WR" shall be awarded to the student with a four-year (9 through 12) 3.75 GPA upon graduation.\*
17. If an athlete is injured, he/she must have appeared in a total of quarters or matches equal to the amount of games he/she was physically able to participate in. (Example: An athlete is injured after five (5) games and is unable to participate anymore that season because of the injury. To receive a varsity letter he/she must have appeared in five (5) quarters of varsity games or matches.)

**EVERY PARTICIPANT SHALL ATTEND ALL PRACTICES AND SCHEDULED PERFORMANCES UNLESS EXCUSED BY THE COACH, SPONSOR OR DIRECTOR BEFOREHAND. IF THE PARTICIPANT QUILTS THE TEAM OR IS DROPPED FOR A VALID REASON BY THE COACH, SPONSOR, OR DIRECTOR, SAID PARTICIPANT SHALL NOT RECEIVE A VARSITY LETTER FOR THAT ACTIVITY.**

#### **CLASS FUND AND AGENCY ACCOUNT POLICY**

All monies earned by a class of the White River School District 47-1 shall be used for class-sponsored planned activities as approved by the White River Board of Education. Class-sponsored activities may include, but are not limited to:

1. The Junior- Senior Prom
2. Gifts from the Class to the school or community
3. Flowers and expenses relating to commencement exercises
4. Senior trip
5. Keepsakes and souvenirs

Example: Senior Class Monies will be used for:

Pay for all cap and gowns for graduating seniors and purchase flowers for graduation.

Pay stipends for: Graduation Pianist, Vocalist, Drum Group, Speaker

Any additional requests must be submitted by advisor to administration for approval in advance.

All items to be sold for profit by any class or organization at a school-sponsored activity shall be purchased by the class or organization fund under the direction of the class/organization sponsor for resale by the class or organization. The class/organization sponsor shall follow appropriate purchasing procedures for the purchase of items for resale by the class or organization.

Unexpended class funds shall not be divided among individual class members. Unexpended class funds may be donated to another class or trust and agency account by vote of the class with a balance, or the funds will remain the property of the Districts Trust and Agency Fund.

Class Advisors will submit to the administration for approval, a complete list of items to be paid for from class fund raising activities, in the fall of the school year. A detailed account of fund balance and expenditures will be kept by the class officers and advisor.

**POINTS SYSTEM-** The class advisors shall keep a running tabulation of points earned by class members. There will be adequate opportunities available to earn points. Each class advisor will also submit a copy of the cumulative points to the high school principal and the business manager.

The student must work the time he/she is assigned in order to earn points. Cleaning after the game involves picking up trash at the football field, cleaning the building, sweeping bleacher aisles, and/or cleaning the Janklow Room.

It will be the advisor's decision if a student has worked at the concessions, on the float, or decorating for prom sufficiently to earn points. Just showing up will not earn the student any points.

A student must earn the following points within each school year in order to be eligible for the following rewards per year. Points will not carry forward. (This will begin with the freshman class in August of 2018 [Class of 2022]. The class advisors shall keep a running tabulation of points earned by class members. There will be adequate opportunities available to earn point. A breakdown of points that can be earned are as follows:

1. Freshman Year: Total 8 points (Home HS and MS Football Games and Homecoming Float)
  - a. First half of football game: 1 point
  - b. Second half of football game: 1 point
  - c. Set up: 1 point
  - d. Clean up: 1 point
  - e. Baked goods: 1 point per game
  - f. Working on homecoming float: 1 point

Freshman students who earn the requisite number of points will be eligible for an out of town pizza/movie trip or like class field trip paid for from class funds, which will be scheduled after school or on weekend. Class advisors may offer alternative incentives to a student who exceeds minimum requirements, with prior approval.

2. Sophomore Year: Total 25 points (HS Volleyball and Homecoming Float)
  - a. JV volleyball game: 1 point
  - b. Varsity volleyball game: 1 point
  - c. Set up: 1 point
  - d. Clean up kitchen: 1 point
  - e. Clean up gym: 1 point
  - f. Baked goods: 1 point per night
  - g. Working on homecoming float: 1 point

Sophomore students who earn the requisite number of points will be eligible for an out of town pizza/movie trip or like class field trip paid for from class funds, which will be scheduled after school or on weekend. Class advisors may offer alternative incentives to a student who exceeds minimum requirements, with prior approval.

3. Junior Year: Total 50 points (HS Boys and Girls Basketball, Homecoming Float and Prom)
  - a. JV girls/boys basketball game: 1 point
  - b. Varsity girls/boys basketball game: 1 point
  - c. Set up: 1 point
  - d. Clean up kitchen: 1 point
  - e. Clean up gym: 1 point
  - f. Baked goods: 1 point per night
  - g. Working on homecoming float: 1 point
  - h. Working on prom: 1 - 5 points

Junior students that earn their 50 points will be eligible, as seniors, for the following senior rewards:

- a. Senior Sweatshirt
- b. Senior Trip
- c. Yearbook

This policy will begin in full effect with the freshman class of the 2018-19 school year (graduating class of 2022. Graduating classes 2019, 2020 and 2021 will be required to earn fifty (50) points for their senior trip and rewards with points accumulating in the WRSD Handbook policy that was in force upon their entry, as freshmen, into WRHS.

### **DISMISSAL FROM ACTIVITIES SQUADS**

As recommended by the South Dakota High School Activities Association, in the event it becomes necessary to drop an athlete or student for a violation of one of the rules, coaches and sponsors should take the following steps:

1. Advise the student orally or in writing of the violation.
2. Allow the student to explain his/her position.
3. Notify the parent of the problem and explain the reason for potential dismissal.
4. Provide a parent conference, which may include coaches, athletic director, sponsor, principal, Superintendent, and student, if requested by the student or parent.

### **DRIVING TO AN ACTIVITY**

Students participating in athletic events will use school-authorized transportation to and from all athletic activities. For Other activities (speech, music, and field trips) rare exceptions will be made in case of family emergency or other necessity. See page 21, Busing/Transportation For Student Activity Trips.

### **ELIGIBILITY RULES- HIGH SCHOOL**

The White River School District will comply with **SDCL 13-36-7 Participation in interscholastic activities- Eligibility**

White River High School Activities Eligibility: To be eligible to participate in any school-sponsored extra-curricular activity, a student must have successfully completed four (4) courses, or twenty (20) hours of school work per week in courses approved for graduation by the State Educational Authority for the preceding semester or for the most recent semester of attendance in any school as well as the last grading period at semester of attendance as well as the last grading period at WRSD. A student must not have failed or have been "incomplete" in more than one (1) course for the preceding semester, as well as the last grade period at WRSD.

A student can become eligible at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters, provided that the SDHSAA and WRSD requirements are met. A student who received a failing grade or an "Incomplete" grade in two (2) or more courses on the report card shall not be allowed to take part, or practice, in any extra-curricular activity.

Each Monday morning a grade check on all students will be done. If a student is failing any class they go on the ineligibility list for all extra-curricular activities. Students may correct failing status at any time during the week. Students will be expected to attend all practice sessions associated with extra-curricular activities. Middle school students participating in high school extra-curricular activities will meet the high school eligibility requirements.

Students that are working to become eligible at the end of a grading period, will be allowed to practice two weeks prior to the end of the grading period provided they are currently meeting the eligibility requirements.

Students that become ineligible at the end of a grading period due to incomplete grade(s), may be allowed to practice at the discretion of the Administration provided the student is making academic progress toward eligibility.

The Principal, in consultation with the Superintendent, may waive policy requirements should circumstances warrant. Policy requirement waiver(s) may be considered; however, any such waiver(s) will not deviate from state rules. Students will not miss class for the purpose of traveling to or participating in an activity if he/she is ineligible.

### **ELIGIBILITY- MIDDLE SCHOOL**

The White River School District will comply with **SDCL 13-36-7 Participation in interscholastic activities- Eligibility**

Participating in sports and activities at White River Middle School is highly encouraged. The school welcomes all students to become involved in as many opportunities as possible.

Students participating in middle school sports and school-sponsored activities (including 8th-grade celebration) must be passing all of their current classes. Grades will be checked on the earliest in-school day of the week. If students are not eligible for competition school staff will then notify the student(s), parent/guardian, and coaches. Students that are ineligible have the opportunity to become eligible on Thursday by the end of the day to participate in events on Friday or Saturday by increasing all of their grades to passing.

Ineligible middle school students must attend Tiger Support instead of practice. They may attend practice after Tiger Support dismisses. (See Tiger Support policy)

Fifth-grade students participating in middle school activities must meet the middle school academic eligibility requirements to participate in middle school activities.

The coaches of the middle school teams have the authority over the playing time of eligible student-athletes.

The principal shall have the authority to govern any situations not addressed in this policy.

### **LENGTH OF PRACTICES**

Generally, the length of activity practices will be from one and one-half (1 ½) to two (2) hours after school has been dismissed. Practice and work times will be determined by the activities director and coach/sponsor and will be announced at the onset of each activity.

### **NATIONAL HONOR SOCIETY “Tiger” Chapter of the National Honor Society**

Membership in the White River High School National Honor Society is an honor bestowed upon a student. Membership in the White River School Chapter of the National Honor Society shall be based on Scholarship, Service, Leadership, and Character, with major emphasis on scholarship. Sophomores, juniors, and seniors shall be admitted to candidacy for election to membership if they satisfy all requirements. The president of the chapter, the advisor, or the principal shall provide additional information to each high school student grades 9-12.

The first step in the selection process is to publish a list of sophomore, junior, and senior students who have a grade point of 3.0, or better. This grade point is determined at the end of the first semester and does not guarantee NHS membership. The lists of eligible students are posted in both the principal’s office and in the guidance office. The students are notified by daily announcements for one week to check to see if their name is included on the list. Those students who wish to be considered for membership must submit an Eligible Student Resume’ (which will be provided) to the guidance office by a specified deadline. Failure to meet the deadline will automatically disqualify a candidate for that year.

The student completes the resume’ by listing school and community activities from grade 9 through grade 12. They are also asked to comment on why they are interested in NHS membership. The guidance office fills in the grade point and attendance data. The resumes are then circulated to the five-member faculty council for review.

The faculty council uses the following selection guidelines:

1. To be eligible for membership, the candidate must be a member of the sophomore, junior, or senior class. Candidates must have been in attendance at the school the equivalent of one (1) year. (An eligible senior transfer student may have the 1-year attendance rule waived if approved by the WRHS Faculty Council.)
2. Candidates must have a cumulative scholastic average of at least 3.0. Candidates shall then be evaluated on the basis of service, leadership, and character.
3. The National Council considers different academic requirements for various classes to be inappropriate. Similarly, there shall be no quota of members per class. It is not necessary to limit chapter size at White River High School.
4. The Faculty Council shall take into consideration that students who have a chronic record of breaking school regulations and/or civil laws may be poor membership risks, but shall not be automatically excluded from membership.

New members shall be notified of their selections at an Identification Day (ID) Ceremony held at an assembly of the student body during the school day. New members shall then be inducted at a special evening ceremony. Parents and honored guests will be invited and a reception will follow.

A National Honor Society member who transfers to White River High School must bring a letter from the former principal or chapter adviser. If a White River High School member transfers to another school, a letter will be sent to the new chapter. Members who resign or are dismissed are never eligible for membership or its benefits. The procedure for dismissal shall be determined by the faculty council in compliance with the rules and regulations of the National Honor Society. The “Tiger” Chapter must perform a service project annually. Chapter members must be actively involved in planning, organizing, and implementing a project that fulfills a need within the school or community. Students who question the fact that they were not selected do not have a legal right to a hearing, but they and their parents will be given an opportunity to present their complaints to the principal or chapter adviser.

### **National Junior Honor Society**

Members will be selected after the first semester is over. Criteria will include grade point average, (GPA), community service, character, and extracurricular activities, as directed by the national organization of National Junior Honor Society.

### **OPEN GYM POLICY FOR WHITE RIVER SCHOOL DISTRICT 47-1**

1. Any White River School employee wishing to have open gym must request the open gym including time and day in writing from the athletic/activities director. Anyone else requesting the use of the gyms must fill out a facility use agreement and have it approved by the Superintendent.
2. If the request for open gym takes place during a sports season the person requesting open gym, the athletic director, and all head coaches of the sports in progress with athletes that could attend open gym, must agree that there can be open gym and the type of activity that will take place during open gym.
3. Any open gym must follow the rules of the SDHSAA.

4. All open gyms (new gym, MS gym, or weight room), must be supervised at all times by a school employee who has been appointed by the White River Board of Education, or their official designee, who may be the Superintendent or the athletic/activities director.
5. No one adult supervisor may supervise more than one location (gym or room) at the same time. Example: One person may not supervise basketball or volleyball in a gym and watch the weight room at the same time. Another adult would have to supervise the weight room. At no time can any students be left without supervision in any of the three areas.
6. Any head or assistant coach may supervise open gym, however, according to SDHSAA policy, they cannot coach. The supervisor/coach must just watch and keep the students from mischief, but never in any way, shape, or form, do any coaching!
7. Open gym must be open to all White River students, not just the athletes who play the sport. It may, however, be limited to high school, middle school, or elementary only. If equal nights and times are arranged, it could be boys only or girls only.
8. Any and all open gyms must be publicly announced by school bulletins, signs, Channel 7Teen, etc. It must be done in such a manner that all students have the same opportunity to attend. The open gym cannot be handled in such a way that only the team knows about it.
9. Adults or students from other schools may not attend open gym. The Town Team must not be part of an open gym.
10. Open gym may be scheduled on nights when no other school activities are using the facility. Open gym is not to be scheduled on Sunday or Wednesday nights; however, you may schedule open gym on a Sunday afternoon.
11. All open gyms should be scheduled at least one week in advance. No last-minute open gyms, as this could lead to a team-only open gym and violate the SDHSAA rules.

### **PHYSICALS**

Athletic physicals are required as stipulated in Article I, section 2, of the South Dakota High School Activities Association Constitution and By-Laws.

**“Doctor’s Health Statement.”** Each school year every student, before being allowed to participate in interschool athletics, shall be certified as to the adequacy of his/her health for such participation, by a duly-licensed doctor of medicine or a duly-licensed, four-year college-trained osteopath, on official blanks furnished by the Executive Secretary. The date of such required health certification shall be one of the entries on the annual report of students’ athletic participation made to the Executive Secretary by each member school.”

Students who become injured or ill during the sport season and whose injury or illness required outside medical attention may return to participation only upon written consent of the attending physician.

The student and/or his/her parent/guardian will pay the full cost of the physical.

**Concussion Information:** The WRSD will use and distribute the recommended SDHSAA “Concussion Fact Sheet For Athletes” and “Concussion Fact Sheet For Parents” that need to be signed and returned by the students and parents. The WRSD will also use the SDHSAA “Return To Competition” form in the event an athlete is removed from competition after exhibiting concussion symptoms

### **STUDENT COUNCIL- HIGH SCHOOL**

The Council is an organization concerned with the entire school body. The main functions of the Council are to provide a means for the expression of a student opinion; to uphold school customs and traditions; to promote student-faculty relations; to encourage the practices of democracy and develop and promote leadership at White River School; to help develop school spirit, student morale, and pride; to carry on worthwhile projects; and to build school leadership and participation. In the spring, the students elect officers for the coming school year. After school resumes, there is another election of class representatives to fill the Council.

### **STUDENT COUNCIL- MIDDLE SCHOOL**

Students who would like to join the student council must take out an application and be elected by their grade-level peers. Student council members will meet with their advisors to plan activities for the middle school. The activities will be reviewed by the principal before being approved. Activities include dances, parties, pep assemblies, and any other events planned by student council members.

### **TRAINING RULES FOR ALL ACTIVITIES**

White River High School extracurricular participants take pride in their school, in superior conditioning, playing as a team, and scrapping with all the heart they have to do their best. It is a privilege to be a member of the school’s activity teams—a right which can only be earned when participants abide by the rules of the school and of the activity. Coaches/advisors may set up their own specific training rules in addition to these rules and must be adhered to. All training rules include no use/possession/consumption of tobacco, alcohol, or illegal drugs at any time by any participant in activities. An activity is defined as any activity sponsored by the South Dakota High School Activities Association. Pep band, FCCLA, 7Teen, are examples of activities not sponsored by the SDHSAA. One Act Play, although a SDHSAA activity, will be exempt from the training rules policy but included with the “non-sponsored” activities. Advisors of such activities may set participation rules at their discretion and must be approved by the administration.

1. Participants in all activities will not possess, use, or be under the influence of alcohol, illegal drugs, or tobacco products during the SCHOOL YEAR beginning with the first allowed practice date in the fall through the conclusion of spring activities. A participant who violates these regulations will be ineligible from participation in each activity that the participant is involved in at the time of the violation as per the following:

FIRST OFFENSE- Two (2) event suspension per activity that the student is involved in and the student will participate in an intervention counseling program approved by the coach, activities director, and the principal. The suspension may be reduced to 1 event per activity if the violation is admitted, or self-reported.

SECOND OFFENSE- Three (3) event suspension per activity that the student is involved in and the student must agree to be evaluated and treated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency. The suspension may be reduced to 2 events per activity if the violation is admitted, or self-reported.

THIRD OFFENSE- Four (4) event suspension per activity that the student is involved in and the student must agree to be evaluated and treated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency. The suspension may be reduced to 3 events per activity if the violation is admitted or self-reported.

FOURTH OFFENSE- Student will be ineligible for any events covered by training rules and is no longer able to travel on any school-sponsored overnight trips.

2. An extracurricular participant who comes to a school activity in which he/she is participating possessing, using, or under the influence of alcohol, drugs, or tobacco products will be suspended from such activity for the remainder of the season, one quarter, 30 calendar days, or whichever is greater
3. A student shall not at any time, regardless of quantity:
  - Use or consume, have in possession a beverage containing alcohol
  - Use or consume, have in possession tobacco products
  - Use or consume, have in possession, any illegal drugs, controlled substances, or mood-altering chemicals
  - Penalties shall be progressive through the careers of students through middle school and then through high school.
  - If the student is not currently in an activity that is in-season then the consequences carry over to the next season(s).
  - Suspensions carry over from one activity to another activity and from school year to school year.
  - The student must have participated in the activity the previous year for the suspensions to count and they must remain out for the activity the entire season.
  - Fees for the assessment and treatment are the responsibility of the student and family.
  - Intervention programs must occur within two weeks of the violation no matter when the suspension occurs.

#### REPORTING OF VIOLATIONS:

Reports of violations can be confirmed from:

- Citations, arrest, or law enforcement reports
- Direct observation by school staff member or community member
- Individual bringing allegation (staff member or community member) must be willing to identify themselves and may be called upon to meet with the person/persons against whom allegations are made and/or their parent/guardian.
- Self-reported violations or admissions from the student
  - Self-reporting must occur within 7 days of the incident reported or before the student's next contest/event after the violation, whichever is sooner. If a student has been reported by a reliable source, he/she no longer has the option to self-report.

RULES CONCERNING APPEARANCE: At the beginning of each activity season, the coach or sponsor and the participants shall determine appearance rules. Suggested guidelines are:

1. Must meet school dress code.
2. School issued uniforms are to be cleaned by school personnel.



## **SUPPLEMENTARY BUILDING POLICIES NUMBER II**

### **ELEMENTARY**

The following policies apply specifically to elementary students. They are designed to supplement the main body of PK-12 policies for elementary students.

#### **ACTIVITIES**

Band is a school-sponsored activity and is offered to the elementary students beginning with grade 5 as part of the regular, required curriculum only at White River Elementary. Mutual understanding and involvement in the instrumental program must exist among the student, parents, and the band instructor.

#### **ATHLETICS**

Participation in extra-curricular activities in the elementary schools is limited to students who have passing grades in four (4) of five (5) of the following subjects: Reading, Language Arts, Mathematics, Science, and Social Studies. In addition, the students must have satisfactory behavior on a weekly basis as determined by the coach/sponsor, principal, and classroom teacher. Ineligibility is reported to the principal. Students may not participate on days they have detention. Students on suspension may not participate during the week of suspension and the week following.

**NOTE:** It is the responsibility of the sponsors of extra-curricular activities to verify that all students are eligible to participate.

Should a student in elementary participate in athletics, the physical examination is strongly recommended.

#### **ARRIVAL**

Prior to 8:00 A.M. all students are to go to the lunchroom. After 8:05 A.M. students are to check in to the office and then go directly to their rooms upon entering the building and should only use the front door of the elementary entrances.

#### **AWARDS**

**Certificates-** Perfect and near perfect attendance, scholastic honor ("B" and above) rolls, principal award, top class academic awards, and athletics.

**Ribbons-** Academic Rally Day, Oral Expression, and Sports Rally Day

#### **BEHAVIOR INTERVENTION**

##### **Crisis Behavior Procedure**

These procedures will be used when a student is endangering him/herself or others. The following procedure will also be implemented when a student is making specific verbal or physical threats to self or others.

1. Staff member will call for help from other staff
2. The area will be secured, either by removing the student in crisis or by removing the other students in the immediate area.
3. Parent/guardian will be contacted immediately
4. Administrator will follow current policies and procedure for further action such as in- school suspension, out of school suspension, etc.
5. The Behavioral Intervention Team will be assembled to determine next steps for the student

##### **Positive Behavioral Intervention Procedure**

This procedure is for use when students exhibit consistent behaviors that interrupt the school environment. This will help ensure a positive learning environment for all.

1. Staff member will refer the student to the Behavior Intervention Team (BIT)
2. The BIT (including the parent or guardian) will meet in a timely manner
3. A Positive Behavior Intervention plan will be created and implemented. This plan will follow the WR School District Behavioral Intervention Plan template.
4. The plan which is created in step 3 will be monitored and revised as needed.

#### **BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS, HEELIE SHOES, ETC.**

Students may ride bicycles to school but should exercise proper caution and follow bicycle safety rules. Once the student arrives at school, the bicycle should be properly parked and is not to be ridden during recess and noon hours. Skates, roller blades, scooters, skateboards, and heelie shoes are not allowed on school grounds.

#### **CELL PHONE POLICY**

Elementary students who bring a cell phone to school will turn it in to their classroom teacher upon arrival. The teacher will keep the cell phone, and return it when the student leaves for the day. Students that are caught using a cell phone in the building during school hours will be required to turn the cell phone in to the office. The 1<sup>st</sup> offense will result in the cell phone being returned when the student leaves for the day and a letter will be sent home to parents/guardians informing them of misuse of the cell phone. The 2<sup>nd</sup> offense, and any that occur after, will result in the cell phone being turned in to the office and will need to be picked up by a parent/guardian.

### **CLASSROOM SPLIT**

Classroom assignments are very important to maintain the balance and academic integrity of the school. Elementary students are divided into classes by their classroom teachers. We strive to have a balance between the two classrooms by using the following criteria; gender, academic ability level, students on IEPs, and behavior. Parents/guardians will be notified which class their child will be placed in on their final report card in May. Any concern about a child's placement must be made by contacting the elementary principal by June 15<sup>th</sup>. The elementary principal reserves the right to finalize all classroom placements.

### **HALLS**

Elementary students will not be allowed to go into the high school and middle school areas except for their particular class, which may include art, band, chorus, physical education, assembly programs, and athletics.

**INCLEMENT WEATHER**- To ensure that the cold weather does not affect the students too much, the following procedures will be implemented. The wind chill temperatures will be checked each day by the principal. If the wind chill is 5 degrees or less, students will have inside recess that day. On days when the wind chill temperature is greater than 5 degrees, the recess decision will be at the principal's discretion. If a student has a medical reason (medical note from a doctor) to miss recess, the student will spend their time in their classroom or at the elementary office. Winter coats need to be worn at 60\* and below. Lite jackets and/ or hoodies can be worn from 65\* and up. No coat is required after 72\*.

Students will not be going outside on rainy days or when snow is blowing. The school wants to make sure that the children are safe and comfortable, but still have time to run and play some during the day.

**LABELING PERSONAL BELONGINGS**- At the elementary level it is especially important that the students label all personal belongings clearly and permanently to prevent confusion and loss. Electronic devices, Personal toys, balls, and play items are not allowed at school or on the playground (see also Dangerous and Nuisance Items policy). White River School District assumes no liability for lost or stolen items.

### **PLAYGROUNDS**

STUDENTS ARE TO:

1. Play on the designed blacktop, sand, and grass areas.
2. Ask permission from an adult to leave the playground for any reason.
3. Keep your hands to yourself.
4. Sit on the swings- swing back and forth only.
5. Play touch football only.
6. Use kind, appropriate words at all times.
7. Leave objects on the ground.
8. Sit with your whole body on the Merry-Go- Round. Wait until it stops to get off or on.
9. Line up appropriately when called by an adult.
10. Follow all directions when they are given by an adult.
  - No personal or outside toys, balls, or play items at school or on the playground!

### **POLICY REGARDING THE DISTRIBUTION AND ASSIGNMENT OF RESIDENT STUDENTS AMONG THE SCHOOLS OF THE DISTRICT**

It is the position of the Board of Education that each student residing in the White River School District 47-1 shall be assigned to his/her usual and customary school attendance center of the district.

The usual and customary school attendance center shall be established by the Board of Education. The usual and customary school attendance center is defined as the district-operated school nearest the home residence of the student.

Board of Education assignments shall be made when a student first enrolls in the White River School District 47-1, and, shall remain in effect unless changed by action of the Board of Education. Parents or guardians shall be notified in writing by the Board of Education at any time of any change, or impending change, in assignment for the succeeding school year.

Any parent or guardian of the district may make a written request at any time to the Board of Education to have his child/children attend a school attendance center of the district other than the assigned usual and customary school attendance center. The board will act on the written request of the parent or guardian in a timely manner.

A parent or guardian of the school district whose child is currently enrolled in an attendance center outside of the student's usual and customary attendance center need not make an annual request unless the Board of Education's notice of change, or impending change, for the succeeding year is received by the parent. The form which is used for this request is the open enrollment form which may be picked up in the business office.

Parents or guardians who wish to make a written request to the Board of Education should be aware that attendance center enrollments operate at approximately:

- a. 25 students to one teacher in the self-contained classrooms of the district.

The parent or guardian's written request is to be received by the Board of Education prior to the beginning of the opening of the school term or prior to the end of a nine-week grading period if the school has begun. The written request shall contain:

1. Reason(s) for the request; and
2. Agreement by the parent or guardian to provide for his child's daily transportation and meals.

In reviewing written requests from parents or guardians, the Board of Education considers several factors in arriving at its decision. In addition to the geographical location of the student, the Board shall consider (1) the wishes of the parents or guardians of the child being assigned and the district patrons; (2) the miles and time involved in transporting the child to school; (3) the educational and financial impact on the district; and (4) the duty of the School Board to provide education within the guidelines of the state board of education's accreditation rules.

The Board of Education retains its power, authority, or duty to assign and distribute resident students among the schools of the district as provided in SDCL 12-28-15 and 13-38-19.

### **REQUIRED SUBJECTS**

|                |          |                    |            |
|----------------|----------|--------------------|------------|
| Reading        | Science  | Spelling           | Technology |
| Music          | Art      | Mathematics        | Counseling |
| Social Studies | Language | Physical Education | Writing    |

### **RETENTION (PK-5)**

The retention of any student shall be approached with the utmost caution, preparation and planning. Retention of a student should be considered only after all possible alternatives have been exhausted. It is critical that the reasoning behind retention be very carefully considered by the instructional and administrative staff. Each student should be considered individually in terms of maturity, learning ability, and achievement. Parental involvement is mandatory, and no child will be retained without advance notice to the parent.

### **Basis for Retention**

Various factors can inhibit student progress and development. Retention of a student may be based upon the following:

1. Attendance
2. Unsatisfactory academic achievement
3. Low achievement test scores
4. Social-emotional immaturity

### **Retention Committee**

The Retention Committee will consist of the Teacher Assistance Team (TAT) members, including teacher, school counselor, principal, and/or additional members as deemed necessary by the principal.

### **Process**

1. By the end of the first semester, parent/guardians will be made aware of the problems and consideration for retention. Specific reasons shall be given for this concern. The building principal shall be notified and a parent conference should be held.
2. By the end of the third nine weeks period, teacher recommendations for retention shall be made in writing to the building administrator; recommendations shall include reasons with appropriate documentation.
3. A parent/guardian meeting with the teacher and administrator, if needed, will be held to notify the parent of the retention.
4. If the parent/guardian disagrees, it will be referred to the retention committee. A meeting will be held with the parent/guardian, teacher, and committee.
5. By May 1, a final decision will be made by the retention committee.

Records shall be kept of all conferences and meetings and shall be entered into the child's cumulative record.

### **Appeal**

In the event the parent/guardian does not agree with the decision for retention, the following procedures will apply:

1. The parent/guardian may appeal the decision to retain to the superintendent.
2. The parent/guardian may appeal the decision to the Board of Education, whose decision will be final.

### **ROOM PARENTS/GUARDIANS**

Many teachers select room parents in the fall to help in organizing room parties and to assist the teacher during parties and other special events. (See Volunteer Policy)

## **STUDENT TREATS**

All treats for birthdays, etc., which children bring to school must be eaten in a designated area before dismissal or bagged to go home.

### **Supplementary Policy Number III**

#### **White River School District 47-1 INDIAN POLICIES AND PROCEDURES**

**P.L. 103-382**

**51-SD-11 E-0809 Section 7003**

It is the intent of the White River School District that all American Indian children of school age have equal access to all programs, services and activities offered within the school district.

The White River School District will consult with local tribal officials and parents of Indian children in the planning and development of Indian Policies and Procedures (IPPs), general education programs, and activities. These policies and procedures will be reviewed annually and revisions will be made within 90 days of the determination that requirements are not being adequately met.

The following policies and accompanying procedures shall become effective upon School Board action.

**POLICY (1):** The White River School District will disseminate relevant applications, evaluations, program plans, and information related to educational programs and activities with sufficient advance notice to allow the Rosebud Sioux Tribal Education Department and parents of Indian children the opportunity to review and make recommendations. [34CFR222.94(a)(1)]

#### **PROCEDURES:**

The White River School District will disseminate information and seek timely input regarding the following programs (including, but not limited to): Title I, Part A; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title IV, Part A; Title IV, Part B; Title V, Part B subpart 2; Title VI, Part A, subpart 1; Title VII-Impact Aid programs; and Johnson O'Malley programming. Meeting information will be disseminated thru email and posted on the district's website at [www.whiteriver.k12.sd.us](http://www.whiteriver.k12.sd.us).

The completed applications, evaluations, and program planning will be made available to Tribal officials as well as the Indian Education Committee and a summary will be prepared for dissemination one week prior to the public hearings in October/November and/or March/April. These hearings will be publicly advertised to allow all interested patrons to attend. In addition, representatives from the District and Indian Education Committee will schedule meetings with the Rosebud Sioux Tribal Education Department to seek input.

The Indian Education Committee and any other interested persons can review assessment data to help develop or modify educational programs and services allowing for the participation of Indian students on an equal basis in the district.

Minutes from the Indian Education meetings will be posted on the district's website for all patrons and Tribal officials to review. This will allow for ongoing dissemination of information.

**POLICY (2):** The White River School District will provide an opportunity for the Rosebud Sioux Tribe Education Department and parents of Indian children to provide their views on the District's educational program and activities, including recommendations on the needs of their children and on how the District may help those children realize the benefits of the educational programs and activities. [34CFR222.94(a)(2)]

#### **PROCEDURES:**

The Indian Education Committee of the White River School District will meet monthly for the purpose of addressing comments and concerns of parents of Indian children regarding the District's educational programs and activities. The meeting agendas will be sent thru email and are posted on the district's website. All meetings are open to the public allowing for tribal officials as well as parents of Indian children the opportunity to submit comments and recommendations for consideration.

At each of the monthly school board meetings, a section of time is set aside for communications from the public. This is a time to offer comments and suggestions regarding programming for Indian students. In addition, two public hearings are scheduled in October/November and/or March/April which are specifically devoted to addressing questions regarding federal programs. Based upon suggestions, preferred methods of communication as well as ways to maximize participation from tribal officials as well as parents of Indian children will be seriously considered.

Information will be included in student handbooks/enrollment packets regarding opportunities to provide input to the District. The District and Indian Education Committee representatives will schedule meetings with the Rosebud Sioux Tribal Education Department to discuss ongoing programming goals.

**POLICY (3):** The White River School District will annually assess the extent to which Indian children participate on an equal basis with non-Indian children in the District's education program and activities. [34CFR222.94(a)(3)]. As part of this requirement the WRSD will:

**PROCEDURES:**

The White River School District's Superintendent and school staff, in conjunction with the Indian Education Committee, will review annual survey data and comments gathered from families and students. The results of the data and its comments will be shared with parents of Indian children and the tribe using their preferred method of communication. In addition comments and/or suggestions brought forth from these conversations will become part of the Committee's approved minutes. This data will be utilized to develop appropriate supports for various programs. During the public hearings in October/November and/or March/April, information will be gathered relating to Indian children's participation in the LEA's education programs and activities. This information will also be made available to the Rosebud Sioux Tribe Education Department using their preferred method of communication (email).

**POLICY (4):** The White River School District will modify the IPPs if necessary, based upon the results of any assessment or input described in this document. [34CFR222.94(a)(4)]

**PROCEDURES:**

During the organization meeting of the Indian Education Committee, the Indian Policies and Procedures will be reviewed and revised if necessary. Once this has happened, the document will be forwarded to the White River School Board as well as the Rosebud Sioux Tribe Education Department for review and consideration. If necessary, the Indian Education Committee, may suggest revisions at other times of the year as appropriate.

**POLICY (5):** The White River School District will respond at least annually in writing to comments and recommendations made by the Rosebud Sioux Tribe Education Department or parents of Indian children, and disseminate the responses to all parties prior to the submission of the IPPs by the District. [34CFR222.94(a)(5)]

**PROCEDURES:**

The Indian Education Committee, the Superintendent, and building level staff will review parent and student input and surveys prior to the preparation of program applications. Information regarding this input will be available at the public hearings. A survey will be conducted in April and a summary of the results along with how the District proposes to address areas of concern will be distributed one week prior to a public meeting.

Any concerns that are brought forth through the Indian Education Committee or via conversations with the Rosebud Sioux Tribe Education Department will be responded to in an expedient manner. A summary of recommendations/suggestions will be kept on file for review and examination.

**POLICY (6):** The White River School District will annually provide a copy of the IPP to the Rosebud Sioux Tribe Education Department. [34CFR222.94(a)(6)]

**PROCEDURES:**

The White River School District will annually provide a copy of the Indian Policy and Procedures to the Rosebud Sioux Tribe Education Department for review and approval using their preferred method of communication (email).

**PUBLIC LAW 103-382 SECTION 7003**  
**APPLICATION, PROGRAM PLANS AND EVALUATIONS**

**THE 103-382 SECTION 7003 APPLICATION**

Is submitted annually by the school district to the Department of Education, Washington D.C. A non-categorical payment (in lieu of local taxes) is made by the federal government to the school district for school operations. These payments usually represent 75% of the previous year's entitlement (1st payment) and then the final 25% payment is based on the current-year application. Payments are made for school enrolled students who reside on non-taxable Indian owned lands. The basic and special educational programs of the school district are supported by these funds.

**PROGRAM PLANS**

The educational program in the White River School District includes regular programs K-12. Special education services are offered pre-school through grade 12. Breakfast and noon lunches are served at Norris Elementary and in White River. One elementary rural school, Prairie View, is also in operation K-5. An elementary school program, K-5, is operated at Norris, South Dakota. An elementary school, K-5, a middle school, 6-8, and a high school, 9-12, are operated in White River, South Dakota. A remedial math and reading program (Title I) is conducted at Norris and in White River. School attendance and retention programs (Title VI) and Johnson O'Malley are offered to meet the special needs of Indian students.

The White River School District has approved a five phase facilities plan which affects all attendance centers in the district and addresses all fire code and handicap accessibility issues.

**SCHOOL EVALUATION**

The White River Area Schools underwent an accreditation review by the South Dakota Division of Education during 2008-09 and continues to be fully accredited. The goal of this review was to earn full accreditation from the State of South Dakota. The focus of this on-site review was on the programs and services to the students K-12. The district conducts a district-wide testing program for students in grades 3 - 8, and 11 each spring to assess student achievement.

**AN ORIGINAL AVAILABLE**

Document relating to the application, program plans and evaluations, shall be sent to any tribal council member or parent upon request for a nominal copy cost. Written requests should be made to the: Superintendent of Schools, P.O. Box 273, White River, South Dakota 57579.

## **ANNUAL ASBESTOS NOTIFICATION TO PARENTS, STUDENTS, AND EMPLOYEES OF THE WHITE RIVER SCHOOL DISTRICT**

(Required by the Asbestos-Containing Materials in Schools Rule, ss 763.85@ and 763.93(g)(4))

Asbestos is a naturally-occurring fibrous mineral which, until about 1980, was commonly used in building construction. Examples of asbestos-containing building material (ACBM) are vinyl floor tile, sprayed-on acoustical ceiling material, pipe and boiler insulation, and roofing felt. As ACBM deteriorates over time, or is disturbed by maintenance, renovation, or demolition activities, it may become friable, i.e., it is capable of being reduced to powder by hand pressure. When ACBM becomes friable, asbestos fibers are released into the air. Inhalation of these airborne, microscopic asbestos fibers has been proven to cause such fatal diseases as lung cancer, mesothelioma and asbestosis. Uncontrolled asbestos contamination in buildings has been, and remains, a significant environmental and public health issue. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) to require public and private, secondary and elementary school to identify ACBM in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program which enforces AHERA mandate. These regulations are incorporated within the Asbestos-Containing Materials in Schools Rule (40 C.F.R. Part 763, Subpart E).

In compliance with the Asbestos-Containing Materials in Schools Rule, the White River School District had its school buildings inspected by an asbestos inspector, accredited by the State of SD. During that inspection, areas of suspect ACBM were identified. The type, condition, and location of this ACBM were noted. Samples were taken of some or all the suspect ACBM. Laboratory analysis of these samples confirmed the presence or absence of ACBM. Suspect ACBM not sampled and analyzed were assumed to contain asbestos. Confirmed and/or assumed ACBM currently remain in certain locations in our school buildings.

Upon confirmation of the presence of ACBM, an Asbestos Management Plan was developed for each of the school buildings in the School by an asbestos management planner, accredited by the State of SD. The Asbestos Management Plan includes a description of the measures currently being taken to ensure that the ACBM remaining in our school buildings is maintained in a condition that will not pose a threat to the health of our students and employees. This plan describes past response actions taken to abate ACBM, as well as response actions planned for the future. The Asbestos Management Plan provides information on the periodic monitoring of the condition of ACBM remaining in our school buildings through triennial re-inspections, conducted by accredited asbestos inspectors, and through semiannual surveillance, conducted by trained school maintenance staff.

In compliance with the regulation, the Management Plan has just been updated to reflect the current status of all asbestos containing materials in the District. There are no other plans which will disturb any remaining ACBM during the upcoming year.

A copy of the Asbestos Management Plan is available for your review in the School Administration Office and the Norris Principal's Office during regular office hours. Gary Snow of Gary Snow & Associates, Inc. of Pierre, SD is the designated Asbestos Program Coordinator for the School. Please direct all inquiries regarding the Asbestos Management Plan to him at telephone (605) 224-1964,

## **SCHOOL POLICY ON SEXUAL HARASSMENT**

Title IX Coordinator – Superintendent Louie Krogman

### **I. THE POLICY**

- A. It is the policy of the White River Area Schools to maintain a learning and working environment that is free from sexual harassment.
- B. It shall be a violation of this policy for any member of the White River Area Schools staff to harass another staff member or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students or staff members through conduct or communications of a sexual nature as defined in Section II

### **II. DEFINITION**

- A. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to another staff member or when made by any student to another student or staff member when:
  1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when:
  2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
  3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.
- B. Sexual harassment, as set forth in Section II-A, may include, but is not limited to the following:
  - verbal harassment or abuse
  - pressure for sexual activity
  - repeated remarks to a person, with sexual or demeaning implications
  - unwelcome touching
  - suggestions or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

### **III. PROCEDURES**

- A. Any person who alleges sexual harassment by any staff member or student in the school district **shall complain directly to any teacher, to the principal, or to the Superintendent.** All complaints, in any case, shall be reported immediately to the Superintendent. The Superintendent or his designee shall immediately conduct an investigation of the alleged misconduct. Filing of a grievance or otherwise alleging sexual harassment will not reflect upon the reporting individual's status nor will it affect future employment, grades, or work assignments.
- B. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- C. State and federal law and school policy prohibit retaliating against a student or other person who complains about harassment or against students or others who cooperate in a school investigation of sexual harassment.

### **IV. SANCTIONS**

- A. A substantiated charge against a staff member in the school district shall subject that such staff member to disciplinary action, including discharge.
- B. A substantiated charge against a student in the school district shall subject that student to student disciplinary action including suspension or expulsion, consistent with the student discipline code.

### **V. NOTIFICATIONS**

Notice of this policy will be circulated to all schools and departments of the White River Area Schools on an annual basis and incorporated in teacher and student handbooks. It will also be distributed to all organizations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement. Training sessions on this policy and the prevention of sexual harassment shall be held for teachers and students in all schools on an annual basis.



**SEXUAL HARASSMENT REPORT FORM**  
**White River School District 47-1**

**General Statement of Policy Prohibiting Sexual Harassment**

The White River School District 47-1 maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Name of Person Complaining\_\_\_\_\_

Home Address\_\_\_\_\_

Work/School Address\_\_\_\_\_

Home Phone\_\_\_\_\_ Work Phone\_\_\_\_\_

Date of Alleged incident(s)\_\_\_\_\_

Name of person you believed sexually harassed you\_\_\_\_\_

\_\_\_\_\_

List of any witnesses that were present\_\_\_\_\_

\_\_\_\_\_

Where did the incident(s) occur?\_\_\_\_\_

\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as; what force, if any, was used; any verbal statement (i.e., threats, request, demands, etc.); what, if any physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This complaint is filed based on my honest belief that\_\_\_\_\_ has sexually harassed me. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Person who is Complaining

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date

## **NOTICE OF NON-DISCRIMINATION POLICY - GRIEVANCE PROCEDURE**

Title IX Coordinator – Superintendent Louie Krogman

The White River School District does not discriminate in its educational programs, policies, and practices, or in its educational programs or activities on the basis of race, color, creed, religion, age, gender, disability, national origin, or ancestry. Annually, the policy will be published in the school designated official newspaper, and will be disseminated annually in all handbooks used in the district. This policy was developed in accordance with OCR's March 10, 1994 Notice regarding racial harassment that was published in the Federal Register (59 Federal Register 11448).

### **DEFINITION**

Harassment can include any unwelcome verbal, written or physical conduct, which offends, denigrates, or belittles any individual because of any of the characteristics described above.

### **EXAMPLES**

Examples of specific types of prohibited harassment are as follows:

- Racial and color harassment
- Religious (Creed) harassment
- National origin harassment
- Marital status harassment
- Disability harassment

Such conduct includes, but is not limited to unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written materials or pictures. The school district will take disciplinary action for unacceptable behavior that occurs which may include suspension or expulsion. If an employee (administrator, faculty, or staff member) receives a report of harassment, the district will immediately investigate the matter and take disciplinary action where appropriate. The district will maintain confidentiality of the complainant. Retaliation against persons who file a complaint of discrimination, including racial or sexual harassment, or persons who participate in related proceedings is prohibited.

If an individual believes that he/she has been the victim of a discriminatory act in the White River School District, the following procedure has been adopted by the School Board to resolve all grievances at the lowest possible levels. **REFERENCE:** Louie Krogman, Superintendent at PO BOX 273 White River, SD 57579, or (605) 259-3135 or to the Regional Director, U. S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302. Phone: (816) 268-0550 (Voice), 1-877-521-2172 TDD. E-mail: OCR.KansasCity@ed.gov

## **NON-DISCRIMINATION GRIEVANCE AND TIMELINE PROCEDURE FOR STUDENTS AND PARENTS**

- Step 1: Contact the Superintendent immediately since he/she is the coordinator and shall be responsible for explaining the entire grievance procedure to the complainant. In the event that a complaint is filed involving the coordinator, the Board of Education Chair shall appoint another coordinator.
- Step 2: The aggrieved person may file a written complaint containing information about the alleged discrimination, the time that it occurred, the person apparently responsible for the discrimination, and whether or not it is a continuing form of discrimination. This written complaint shall be filed within thirty (30) calendar days of a specific incident of discrimination. The complaint shall be filed with the Title coordinator for the White River School District.
- Step 3: The coordinator shall attempt to conciliate the complaint with the immediate supervisor or other person apparently responsible for discrimination. The coordinator shall keep a written record of investigations, attempts at conciliation, and final disposition. This shall be concluded within thirty (30) days of the filing of the complaint.
- Step 4: If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the coordinator's response.
- Step 5: In an attempt to resolve the complaint, the Board of Education shall meet with the concerned parties and their representatives within thirty (30) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within five (5) business days of this meeting.

**REPORT FORM FOR REPORTS OR COMPLAINTS OF RACE, COLOR, CREED, RELIGION, AGE, GENDER, DISABILITY, NATIONAL ORIGIN, OR ANCESTRY**

Complainant \_\_\_\_\_

Home Address \_\_\_\_\_

Work Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of alleged incident(s) \_\_\_\_\_

Did the incident(s) involve: (check all that apply)

\_\_\_\_\_ age harassment \_\_\_\_\_ sexual harassment \_\_\_\_\_ racial harassment \_\_\_\_\_ religious discrimination

\_\_\_\_\_ discrimination because of national origin \_\_\_\_\_ discrimination because of disability \_\_\_\_\_ gender discrimination

Name of person you believed harassed/discriminated you or another person: \_\_\_\_\_

If the alleged harassment/discrimination was toward another person, identify that other person \_\_\_\_\_

Describe the incident as clearly as possible, including such things as what force, if any, was used, any verbal statements (i.e. threats, requests, demands, etc.), what, if any, physical contact was involved. Attach additional pages as necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where did the incident(s) occur? \_\_\_\_\_

List any witnesses who were present \_\_\_\_\_

I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge.

\_\_\_\_\_  
(complainant's signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(received by)

\_\_\_\_\_  
(date)

## **Student Discipline-Bully Prevention**

### **White River School District 47-1**

Persistent bullying can severely inhibit a student's ability to learn effectively or a member of the staff's ability to do their job. The negative effects of bullying can have an impact on a person for their entire life. We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending himself or herself.

The forms of bullying:

- Physical-involves harmful actions against another person's body

- Verbal-involves speaking to a person or about a person in an unkind or hurtful way

- Emotional-involves behaviors that upset, exclude, or embarrass a person

- Sexual-involves singling out a person because of gender and demonstrates unwarranted or unwelcome sexual advances

- Racial-involves rejection or isolation of a person because of ethnicity

- Electronic Communication- involves any electronic submission to a person or about a person in an unkind or hurtful way.

Examples may include but are not limited to the following: emails, text messages, and images.

The school board expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and staff.

The school board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The school board requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying.

The school board requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violation of this policy. All school employees, students, parents, visitors or any other member of the community are required to report alleged violations to the school principal. The school principal and/or principal's designee are to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and or principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident.

The superintendent and /or designee shall develop an annual process for discussing the school district policy on bully prevention with student and staff. The school district will incorporate information regarding this policy in each school handbook.

**WHITE RIVER SCHOOL DISTRICT 47-1**  
**Complaint Policy for Federal Programs**

It is the policy of White River School District 47-1 that 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.

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

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept of 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. The parents or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.

Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure) <http://doe.sd.gov>

**WHITE RIVER SCHOOL DISTRICT 47-1**  
**District Policy on Enrollment, Transportation, School of Origin,**  
**and the Elimination of Barriers for Children of Youth**  
**Experiencing Homelessness including Unaccompanied Youth**

The White River School District 47-1 policy is to:

- Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.
- Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- Ensure the elimination of stigmatization of segregated services and the elimination of other identified barriers for homeless children and youth.
- Provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:
  1. Transportation services.
  2. Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
  3. Programs in vocational and technical education.
  4. Programs for gifted and talented students.
  5. School nutrition programs.

# **WHITE RIVER SCHOOL DISTRICT 47-1**

## **Complaint Procedures**

### **INTRODUCTION**

If any parent, student, guardian, or patron, believes that the White River School District 47-1, or any part of the school organization, has inadequately applied the policies, rules, principles and/or regulations of White River School District, for matters other than those covered by the sexual harassment or discrimination policy, he/she may bring forward a complaint(s) which shall be referred to as a complaint to the Principal at the following address:

#### **WR Elementary**

Cella Hermesen, Principal  
White River School District 47-1  
PO Box 273  
White River, SD 57579  
Phone: (605) 259-3137

#### **High School**

Peri Strain, Principal  
White River School District 47-1  
PO Box 273  
White River, SD 57579  
Phone: (605) 259-3136

#### **Norris Elementary**

Brian Brown, Principal  
White River School District 47-1  
PO Box 273  
White River, SD 57579  
Phone: (605)-462-6455

#### **Middle School**

Logan Tucker, Principal  
White River School District 47-1  
PO Box 273  
White River, SD 57579  
Phone: (605) 259-3135

### **THE COMPLAINT PROCEDURE AND LEVELS**

The person who believes he/she has a valid complaint shall discuss the complaint informally and on a verbal basis with the principal, who shall, in turn, investigate the complaint and reply verbally to the complainant within two (2) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the following steps:

1. A written statement of the complaint, signed by the complainant, shall be submitted to the principal within five (5) business days of the receipt of answer to the informal complaint. The principal shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days after receipt of the written statement. (Level I Form)
2. If the complainant wishes to appeal the decisions of the principal, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the principal's response. The Superintendent shall meet with all parties involved, formulate a conclusion and respond, in writing, to the complainant within five (5) business days after receipt of the signed statement of appeal. (Level II Form)
3. If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the superintendent's response. In an attempt to resolve the complaint, the Board of Education shall meet with the concerned parties and their representatives within thirty (30) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within five (5) business days of this meeting. (Level III Form)
4. If at this point the complaint has not been satisfactorily settled, further appeal may be made to the court.

\*NOTE: These procedures have been disseminated to all district school parent advisory councils and are made available to all interested parties.

**WHITE RIVER SCHOOL DISTRICT 47-1**

**FORMAL GRIEVANCE FORM**

Aggrieved Person \_\_\_\_\_ Date Filed \_\_\_\_\_

School \_\_\_\_\_ Subject Area or Grade \_\_\_\_\_

1. Date Grievance Occurred: \_\_\_\_\_

2. Statement of Grievance: \_\_\_\_\_

3. Action Requested or Relief Sought: (Attach Additional Sheet if Needed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Aggrieved

\_\_\_\_\_  
Date

**LEVEL I**

1. Date Grievance Received: \_\_\_\_\_

2. Decision of the Principal or Immediate Supervisor: (Attach Additional Sheet if Needed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal or Supervisor

\_\_\_\_\_  
Date

3. Aggrieved Person's Response:

\_\_\_\_\_ I accept the above decision

\_\_\_\_\_ I hereby refer the above decision to next step of the grievance procedure.

\_\_\_\_\_  
Signature of Aggrieved

\_\_\_\_\_  
Date

**LEVEL II**

1. Date Received by Superintendent or Designee: \_\_\_\_\_

2. Decision of Superintendent or Designee: (Attach additional sheet if needed) \_\_\_\_\_

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\_\_\_\_\_  
Signature of Superintendent or Designee

\_\_\_\_\_  
Date

3. Aggrieved Person's Response:

\_\_\_\_\_ I accept the above decision.

\_\_\_\_\_ I hereby refer the above decision to the next step of the grievance procedure.

\_\_\_\_\_  
Signature of Aggrieved

\_\_\_\_\_  
Date

=====

**LEVEL III**

1. Date submitted to School Board of Designee: \_\_\_\_\_

2. Disposition of the School Board: \_\_\_\_\_

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\_\_\_\_\_  
Signature of School Board President

\_\_\_\_\_  
Date



# WHITE RIVER SD SCHOOL DISTRICT TOBACCO POLICY

The White River School District recognizes its duty to promote the health and safety of students, staff and citizens on district property and during school-sponsored activities. In accordance with this responsibility, it is the intent of the School Board to establish a tobacco-free school environment that demonstrates a commitment to helping students resist tobacco use and that emphasizes the importance of role modeling.

The use, possession, or promotion of tobacco on school property or during school-sponsored activities is prohibited. This policy shall be in effect at all times, 24 hours a day, 365 days a year, and shall apply to all students, employees and visitors.

For the purposes of this policy:

1. "Tobacco" means any substance or item, in any form, containing tobacco;
2. "School property" means all district-owned, rented or leased buildings, grounds and vehicles;
3. "School-sponsored activity" means any planned, organized, endorsed, or supervised activity involving district students or staff that occurs either before, during or after regular school hours;
4. "Promotion" means the use or display of tobacco-related clothing, bags, lighters, or other material that is designed to encourage the acceptance or use of tobacco.

Students found to be in violation of this policy will be subject to the following disciplinary action as stated in the student handbook under "Violations".

Legal References: SDCL 13-8-39 – Management of schools by board – General powers

Staff found to be in violation of this policy may be provided with tobacco cessation information and will be encouraged to participate in a tobacco cessation program. Employees found to repeatedly violate this policy shall be subject to disciplinary action pursuant to district policy.

Visitors who are observed to be in violation of this policy shall be asked to refrain from the behavior.

Repeated violations of this policy will be handled on a case-by-case basis by an authorized district official and may result in a directive to leave school property.

Legal Reference: SDCL 22-36-2 – Smoking in public place or place of employment prohibited

The administration will treat the use possession or promotion of all forms of nicotine-containing products or nicotine delivery devices, which may or may not include actual tobacco, as a violation of this policy, provided the product or device is not part of an individual's cessation program.

To promote compliance with this policy, students, staff and the public shall be notified of the school district's tobacco-free schools policies and regulations. Notification procedures shall include, but are not limited to:

1. Summaries of this policy and relevant regulations shall be placed in the student and staff handbooks;
2. Sufficient signage shall be placed in appropriate locations throughout the district's buildings and grounds;
3. Attempts will be made to include notification of the school's policy on event programs and similar documents that are often viewed by visitors; and
4. When appropriate, announcements about the school's policy will be made prior to or during school events.

**Ceremonial Use Exemption:** The smoke- and tobacco-free policy may not apply to specific activities used in connection with the practice of cultural or religious activities. All ceremonial use exceptions must be approved in advance by the superintendent.

Adopted: July 2011

# WHITE RIVER HIGH SCHOOL

## Mobile Device Policies, Procedures, and Information Handbook

Mobile Device Policies, Procedures, and Information  
White River High School

The focus of the Mobile Device (also termed “Laptop” or “school computer” within this agreement), program at White River High School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the mobile device. The individual use of a mobile device is a way to empower students to learn at their full potential and to prepare them college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with mobile devices integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all Mobile Devices used at White River High School, including any other device considered by the administration to come under this policy. Your teacher may set additional requirements for use in their classroom.

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The policies, procedures and information within this document apply to all school computers and devices used at White River High School, including any other device considered by the Principal to come under this policy.

Teachers may set additional requirements for computer use in their classroom.

## 1. RECEIVING YOUR MOBILE DEVICE & CHECK-IN

### 1.1 Receiving Your Mobile Device

Mobile devices will be distributed each fall during Electronic Orientation. Parents & students must sign and return the Mobile Device and White River Acceptable Use Policies and the \$25 User Fee must be paid before the mobile device can be issued to their child. School computers will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original school computer each year, if possible, while enrolled at WRHS.

### 1.2 Mobile Device Check-in

Laptops will be returned during the final week of school during student check-out so they can be examined for serviceability (this also applies to district issued equipment - laptop case and laptop accessories). If a student transfers out of the WRSD during the school year, their laptop will be checked in at that time.

### 1.3 Check-in Fines

School district owned mobile devices and accessories must be returned to the WRHS at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminated enrollment at WRHS for any reason must return their school district owned mobile devices on the date of terminated enrollment. If a student fails to return the mobile device at the end of the year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the mobile device. Failure to return the mobile device will result in a theft report being filed with law enforcement. Furthermore, the student will be responsible for any damage to the mobile device and must return the mobile device and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the mobile device as outlined by the Accidental Damage and Replacement Schedule.

## 2. TAKING CARE OF YOUR SCHOOL COMPUTER

Students are responsible for the general care of the school computer they have been issued by the school. School computers that are broken or fail to work properly must be taken to the Technology Coordinator.

### 2.1 General Precautions

- No food or drink is allowed next to your school computer at anytime.
- Cords, cables, and removable storage devices must be inserted carefully into the school computer.
- Students should never carry their school computers while the screen is open, unless directed to do so by a teacher.
- School computers should be shut down before moving them to conserve battery life.
- School computers must remain free of any writing, drawing, stickers, or labels that are not the property of the White River School District.
- School computers must never be left in a car or any unsupervised area.
- Students are responsible for keeping their school computer's battery charged for school each day.
- The cord, stylus and battery must be either connected to the school computer or in the carrying bag at all times.

## 2.2 Carrying School computers

Students are responsible for using a protective backpack for their computer. The backpack should protect the school computer from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- School computers should always be within the protective case when carried.
- Other objects (such as folders and workbooks), are not allowed to be put in the protective case to avoid placing too much pressure and weight on the school computer screen.
- The school computer must be turned off before placing it in the carrying case.

## 2.3 Screen Care

The school computer screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the school computer when it is closed.
- Do not place anything on the school computer that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not “bump” the laptop against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

## 3. USING YOUR SCHOOL COMPUTER AT SCHOOL

School computers are intended for use at school each day. In addition to teacher expectations for school computer use, school messages, announcements, calendars and schedules will be accessed using the school computer. Students must be responsible to bring their school computer to all classes, unless specifically advised not to do so by their teacher.

### 3.1 School computers Left at Home

If students leave their school computer at home, they are responsible for getting the course work completed as if they had their laptop present. If a repeatedly (three or more times as determined by any staff member) leaves their laptop at home, they will be required to “check out” their laptop from the principal or other staff for an extended amount of time. The amount of time is left up to the administration. A loaner laptop may be used, if available, and approved by the principal.

### 3.2 School computer Undergoing Repair

Loaner school computers may be issued to students when they leave their school computers for repair with the Technology Coordinator.

### 3.3 Charging Your School computer’s Battery

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening. Repeat violations (minimum of three days- not consecutively) of this policy will result in students being required to “check out” their laptop from the principal or other staff for an extended amount of time. The amount of time is up to the administration. In cases where use of the laptop has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class. Students must keep cords with them at all times.

### 3.4 Screensavers & Wallpapers

- Inappropriate media may not be used as a screensaver or wallpaper.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.

- Hard drive passwords are forbidden. If used, students will be responsible for the cost of replacement hardware.

### 3.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Headphones may be used by special permission of the classroom teacher. However, this privilege may be revoked if abused.
- Internet games are not allowed on the laptops. If game apps are installed, it will be with White River School staff approval.
- All software/apps must be district provided. Data storage will be through apps on the laptop and email to a server location.
- Music is not allowed to be downloaded onto any school computers.

### 3.6 Home Internet Access

Students are allowed to set up wireless networks on their laptops. This will assist them with laptop use while at home. Printing at home will require a wireless printer, proper settings on the laptop, and the correct app.

## 4. MANAGING YOUR FILES & SAVING YOUR WORK

### 4.1 Saving to the Laptop/Home Directory

Students may save work to their South Dakota Department of Education email accounts or use an online server such as Google Drive. Students' work will not automatically be backed up to the server; they will be responsible for backing up their own work. It is their responsibility to ensure that work is not lost due to mechanical failure or accidental deletion of the laptop. Laptop malfunctions are not an acceptable excuse for not submitting work on time.

### 4.2 Network Connectivity

The White River School District makes no guarantee that its network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

## 5. SOFTWARE ON SCHOOL COMPUTERS

### 5.1 Originally Installed Software

The software originally installed by WRSD must remain on the school computer in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Periodic checks of laptops will be made to ensure that students have not removed the required apps.

### 5.2 Virus Protection

The school computer has anti-virus protection software. This software will scan the hard drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server and the state e-mail server are also installed with virus protection software and hardware.

### 5.3 Additional Software

Students are not allowed to load extra software/apps on school computers. White River School will synchronize the laptops so that they contain the necessary apps for school work. Students will not synchronize laptops to add apps to their assigned laptops to include home syncing accounts. This includes any attempt to "jailbreak" your laptop, physically alter any hardware, or make modifications to the laptop that would otherwise void its warranty. If a student does so he or she will be automatically responsible for the full replacement cost of a new laptop to include the significant expense of apps and textbooks.

#### 5.4 Inspection

Students may be selected at random to provide their school computer for inspection by teachers, administration or the Technology Coordinator.

#### 5.5 Procedure for re-loading software

If technical difficulties occur or illegal software or non-White River School installed apps are discovered, the laptop will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

#### 5.6 Software upgrades

Upgrade versions of licensed software are available from time to time. Students may be required to upgrade their software from the school's network periodically.

### 6. PROTECTING & STORING YOUR SCHOOL COMPUTER

#### 6.1 School computer Identification

Student school computers will be labeled in the manner specified by the school. School computers can be identified in the following ways:

- Record of serial number or written label on the School computer.
- Individual User account name and password.
- White River School District label.

#### 6.2 Password Protection

Students are expected to password protect their school computers by setting a start-up password and keeping that password confidential.

#### 6.3 Storing Your School computer

When students are not using their school computers, they should be stored in their school issued bag. Nothing should be placed on top of the school computer, when stored in the locker. Students are encouraged to take their school computers home every day after school, regardless of whether or not they are needed. School computers should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their laptop, they may check it in for storage with the principal or a teacher.

Do NOT leave your laptop in a place that is experiencing extreme hot or cold conditions (i.e. car in the summer or winter). Extreme heat or cold will cause severe damage.

#### 6.4 School computers Left in Unsupervised Areas

Under no circumstances should school computers be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, hallways, locker rooms, library and unlocked classrooms. Any computer left in these areas is in danger of being stolen. Unsupervised school computers will be confiscated by staff and taken to the Principals' Office or the Technology Coordinator. Disciplinary action may be taken for leaving your school computer in an unsupervised location.

## 7. REPAIRING OR REPLACING YOUR SCHOOL COMPUTER

### 7.1 Laptop User Feed and Accidental Damage/Replacement Schedule

Accidental laptop issues, issues occurring from intentional acts or neglect will be assessed the following:  
Laptop User Fee:

I agree to pay for the replacement of my power cords/charger, battery, stylus, or tablet in the event any of these items are lost or stolen.

I agree to return the laptop and power cords/charger in good working condition.

I agree to pay the School District User Fee of \$25.00 (payable to the White River School District) for use of the laptop computer for the school year. School computers will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will retain their original school computer each year, if possible, while enrolled at WRHS. User fee is NOT refundable.

Current fee repair schedule:

|                               |   |  |
|-------------------------------|---|--|
| Broken Screen/keyboard        | 1st incident \$25   | 2nd incident \$50                            |
| Intentional or Neglect Damage | 1st incident \$100  | 2nd incident Admin. choice                   |
| Lost/Stolen                   | Cost of the laptop \$700. The fee may be waived or reduced after a meeting with the administration; depending on the circumstances of the incident. |  |
| Power Cord                    | \$5   |  |
| Charger                       | \$20  |  |
| Laptop case                   | \$15 Excessive Damage   | \$30 Replacement damage (beyond normal wear) |

The \$25.00 User Fee must be paid in full and the Acceptable Use Agreement signed by the student and parent/guardian before checking out a laptop.

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Written Consent to Abide by White River Mobile Device Policy and Acceptable Network and Internet Use Policy

I have read and consent to the terms of the White River School District Mobile Device and Acceptable Network and Internet Use Policy.

Student's Name \_\_\_\_\_  
(Please Print)

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_  
(Please Print)

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

This form must be completed and turned into school administration prior to the issue of a mobile device.