

**MENNO SCHOOL  
DISTRICT 33-2  
K-12 Student Handbook**



## Table of Contents

Foreword.....	3
Mission Statement.....	3
Vision Statement.....	3
Academic Letters.....	4
Acceptable Use Policy.....	4-6
Accidents.....	6
Accident & Dental Insurance.....	6
Activity Tickets.....	7
Alternative School Student Admission.....	7
Home School Transfer Credit Policy.....	7-8
Admission of Students.....	8
Asbestos Management.....	8
Assistance with Self-Administration of Medication.....	9
Attendance/Tardiness.....	9-11
Bomb Threats.....	11
Breakfast/Lunch Program.....	11
Bullying Policy.....	12
Buses.....	12-13
Cheating.....	13
Church Night/Sunday.....	13
City/School Auditorium.....	13
Classification of Students.....	13
Concealed/Dangerous Weapon Policy.....	13-14
Corporal Punishment.....	14
Counseling Services.....	14
Defacement of School Property.....	14
Disaster/Fire Drills.....	14
Discipline Policy.....	14-18
Distributing/Promoting Promotional Materials.....	18
Dress Code.....	18
Drop/Adds.....	18
Employee/Student Communicable Disease Guidelines.....	19
Failing Students.....	19
Failure Notification.....	19
Free Study.....	19-20
Games, extra-curricular activities & field trips.....	20
Grading Scale Policy.....	20
Graduation Honor Students.....	20-21
High School Graduation Requirements.....	21-25
Hazing Policy.....	25
Homecoming.....	26
Honor Roll.....	27
Illegal Substance.....	27
Independent Study.....	27
Leaving School During School Hours.....	28
Library Services.....	28
Lockers.....	28
Monies and valuables.....	29

Nondiscrimination Policy.....	29
Open Campus.....	29
Open Gym Policy.....	30
Parent Assurance.....	30
Pass Slips.....	30
Post Secondary Visitations.....	30
Prom.....	30-31
Regents Scholar Diploma.....	31
Report Cards.....	31
School Closing.....	32
School Dances.....	32
School Gymnasium.....	32
Semester Test.....	32
Sexual Harassment Policy.....	32
Student Grievance Procedure.....	33-34
Student Parking.....	34
Student Relationships.....	34
Study Hall.....	34
Telephone Calls.....	34
Transfer of Records.....	34
Visitor Policy.....	34
Wellness Center.....	35
Elastic Clause.....	35

## **Menno School District K-12 Student Handbook**

### **Foreword:**

The Student Handbook comes to you through the courtesy of Menno School District. In it you will find information regarding the regulations and policies set up for a successful school year. We hope that you and your parent(s)/guardian(s) will enjoy reading the contents and that you will then both know more definitely what is offered for you and what is expected of you as a student and a citizen of Menno School District 33-2.

### **Mission Statement:**

The students, staff, school board, and the community at large will work together to develop and maintain high academic standards and strong co-curricular activities enabling students to become productive members of society and lifelong learners.

### **Vision Statement:**

Our students will become productive members of society and lifelong learners.

## **Academic Letters**

The following would be the guidelines for receiving an academic letter:

1. 4.0 average – All Four Years: Receive a Plaque signifying the achievement and name on plaque in the school hallway.

### **Next are the yearly letters:**

1. Cumulative 4.0 Average: Receive a medallion signifying the achievement

### **Most Improved Student Award**

This award is given to the students in grades 10-12. It will be based on the improvement of the students GPA from the previous year. A medallion will be given signifying the achievement.

## **Acceptable Use Policy Computer, Internet and Electronic Mail**

**Electronic Equipment** --- Student use of any electronic device not provided by the school is prohibited during school hours unless otherwise noted in this policy. Electronic devices include, but are not limited to, cell phones, smart phones, smart watches, headphones, laser pointers, e-readers, iPads, digital cameras including those incorporated into another device, tablets, and computers. This may also be extended to school activities by coaches/advisors. Students may use e-readers if they have been approved on an individual basis by the administration. Students may not use e-readers to access the Internet at any time.

Students may use digital cameras for approved educational activities with approval of administration. Use of digital cameras at school activities shall be limited to public areas. No digital camera is permitted in locker rooms and restrooms.

Students may use other electronic devices in a teacher classroom, under direct supervision of that teacher provided the administration has approved such use.

Students may use their cell phone during their lunch period and only in the lunch room. Students on free study may use their cell phone, but only in the free study area. Cell phones are to be turned off any other time during the school day.

Use of an electronic device in a manner other than described in this section will result in confiscation of the device. The student will have to meet with administration to discuss the return

of the device. In some cases parents may also be called in or a device may not be returned until the end of the year or turned over to authorities.

### **Computer—Terms and Conditions**

1. No programs or games may be brought from home or any other source, nor downloaded from the Internet and installed on school computers. If programs or games are desired, they must be submitted to the computer instructor or technology coordinator. If these are allowed, they will be entered into the system and put on the menu by the instructor.
2. No work outside of menus, this includes exiting into DOS.
3. No physical tampering or destruction of computers, keyboards, printers, etc.
4. No unauthorized use of other student's directories. Students must keep their passwords private. Students are responsible for all files in their directory.
5. The system operator and/or school personnel will periodically inspect student files unannounced and at random.
6. No diskettes may be brought from home or any other source. If needed, diskettes may be provided or purchased from the school.
7. All student files/programs will be deleted at the end of the school year by the computer instructor.
8. Names of students on computer suspension will be e-mailed to the teachers.

### **Internet—Terms and Conditions**

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Menno Public School user violates any of these provisions, his or her current access will be terminated and future access may be denied.

1) **Acceptable Use**—The purpose of providing Internet access through the Dakota Digital Network (DDN) is to enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world.

The use of the Internet and e-mail must be in support of education and research consistent with the educational objectives of the Menno Public School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening, obscene or lewd material or material protected by trade secret. Use for product advertisement, commercial purposes, or political lobbying is also prohibited. The Menno Public School District may limit the use of student electronic mail to one source determined by the administration.

2) **Privileges**—The use of Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The Menno Public School administration will deem what is inappropriate use and its decision is final. The administration, faculty, and staff of Menno Public School may request the system administrator to deny, revoke, or suspend any specific Internet user's privilege.

3) **Netiquette**—Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a) Be polite. Do not get abusive in your messages to others. Do not send or display offensive messages or pictures.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not harass, insult, or attack others. Illegal activities are strictly forbidden.
- c) Do not reveal your personal address or phone numbers of students or faculty.

- d) Network storage areas will be treated like school lockers. Network and school administrators may review files and communications to maintain the system responsibly. Users should not expect that files stored in district servers will be private. Trespassing in another's folders, work or files is prohibited and will result in loss of privileges. Messages relating to or in support of illegal activities will be reported to the authorities.
  - e) Do not use the network in such a way that would disrupt the use of the network by other users (intentionally wasting limited resources).
  - f) All communications and information accessible via the network should not be assumed to be private property.
  - g) Students are banned from utilizing Internet Chat Rooms, unless under the direct supervision of school personnel for an educational purpose.
- 4) *No Warranties*—The Menno Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Menno Public School District will not be responsible for any damages students suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at a student's own risk. The Menno Public School District specifically denies any responsibilities for accuracy or quality of information obtained through its services. The Menno Public School District cannot be responsible for inappropriate or offensive material students encounter on the Internet. If offensive material would cause students personal embarrassment or other emotional or psychological damage students should not use the system.
- 5) *Security*—Security on any computer system is a high priority, especially when the system involves many users. If students feel they can identify a security problem on the Internet, they must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log in to Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
- 6) *Vandalism*—Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempts to harm or destroy data of another user, Internet or any of the above listed agencies or others networks that are connected to DDN. This includes, but is not limited to, the uploading, creation, or intentional transmission of computer viruses.
- 7) *Conditions* as stated in this document are applicable to the Menno Public School District. These terms and conditions shall be governed and interpreted in accordance with policies of the Menno Public School Board, the laws of the State of South Dakota, and the United States of America.

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

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

**Activity Tickets: Scotland and Menno Students will be issued a free activity pass for all Scotland and Menno school events.** Adults may purchase an Activity Ticket to cover admissions charges to all school events at Menno School District with the exception of conference events, district events, the variety show and school plays. Activity Tickets may be purchased from the office. **Lifetime passes are issued to Military and Veterans, as well as former Menno employees who worked in the district for 15 years.**

**Admission of Alternative School Students:**

Students entering Menno High School from an alternative high school will be given high school credit for courses that have been completed in South Dakota Department of Education approved courses only. Their enrollment to Menno High School must first be approved by the Menno Superintendent. The student must be enrolled prior to the last Friday in September of the school year for the first semester and the last Friday of January for second semester enrollment.

**Home School High School Transfer Student Credit Verification Policy**

Those students coming from a Home School site and transferring into Menno High School will use the following guidelines for accepting students and verifying student credit. The student must first receive approval for enrollment from the Menno School Board of Education. The student must be enrolled prior to the last Friday in September of the school year for the first semester and the last Friday of January for second semester enrollment.

1. The principal and/or the designee will interview the prospective student, parent or guardian and the teachers.
2. The principal and/or the designee may give a Standardized achievement test to assist in judging the student's achievement, and grade placement.
3. The student's placement may not be in a grade level higher than warranted by the student's chronological age, assuming entry into the first grade at age six and annual grade advancement thereafter. After initial placement the child may be advanced according to the student's demonstrated performance.
4. The student and his/her parent or guardian must show demonstrated ability in the area that the student wants to receive credit. The principal and/or the designee will evaluate the work that the student has completed at his or her home school site, then the principal and/or the designee may require the student to take an achievement test or tests to verify the student's ability in the subjects in question. However, there are exclusions: Lab science course credit will not be transferred into the Menno School system. All Math and English credits will be subject to the review of the Math and English instructors recommendation, but the final decision as to accept or reject credit from the home school site will be made by the principal and/or the designee. All credit granted from the home school site will be noted as such on the student's official school transcript.
5. In order to receive a diploma from the Menno School District, all students must meet all graduation requirements of the Menno School District and also receive at least 1/2 of all credits to be used toward graduation from an accredited school.

Students not meeting these requirements, will receive a certificate of attendance.

6. The above guidelines shall not apply to students on an individualized education plan (IEP). Students entering the district who have been determined to be in need of special education or

special education related services shall be placed in courses and assigned credits as determined by the designated Special Education Placement Committee.

7. Any parent or legal guardian who is dissatisfied with the placement of a secondary level student may appeal it to the district's Superintendent of Schools. Any parent or legal guardian who is dissatisfied with the superintendent of schools' decision may appeal it to the school board. After all decisions at the local level have been exhausted, an appeal may be made to the State Secretary of Education.

#### **Admission of Students:**

1. Students living within the limits of the school district shall be admitted to the schools as prescribed by State Law. Legal age must be six by September 1, before being admitted to the first grade, and five by September 1, before being admitted to Kindergarten. PreK students must be potty-trained to enroll. High School students must have passed the eighth grade and be under the age of 21.
2. Once enrolled in a non-resident district or non-assigned school, the enrollment will continue unless a bona fide change of residence occurs (student has moved to another school district).
3. **Open enrollment requests can be accepted or rejected from other districts on a case-by-case basis.** Factors include if the Menno School District can provide a quality educational program based upon factors/criteria/standards adopted by the Board and subject to the following principles: 1) For students on an IEP, the IEP team from both schools will have to meet in order to determine if Menno School District can provide the same quality education for that student 2) The students are not on a suspension or expulsion from their previous school 3) Their enrollment does not go above the allotted enrollment numbers for that grade. For the purposes of this policy, the term "resident district" means the district in which a student has legal residence as determined by SDCL. The term "nonresident district" means the school district in which a nonresident student seeks to enroll. An "emancipated student" is a student under the age of 18 who (1) has entered into a valid marriage, (2) is on active military duty, or (3) who has obtained a court order declaring the child emancipated. **See board policy in the Central Office for complete admissions policy.**

#### **Asbestos Management:**

On 7-9-89, the Menno School District began implementation of its asbestos Management Plan. This plan details the steps which will be taken to deal with any asbestos-containing building materials found in school facilities.

In the short term, these steps include repair of any damaged materials and cleaning of any areas that may have been, in any way, contaminated. In the long-term, they include an Operations and Maintenance Plan detailing procedures which will be used to assure that all materials are maintained in a condition which minimizes any possible health threat to building occupants. In addition, the plan allows the eventual removal of the material when an opportunity to do so presents itself.

The plan also requires that every six months the situation in each building be reviewed to make sure the original assessment remains accurate and no new problems have arisen. Lastly, it is specified that every three years each building be given a complete re-inspection. A copy will be kept on file in the office and will be made available for review to any interested party. In addition, at least annually, the school will provide updated information on the Management Plan to those concerned.



### **Assistance with Self-Administration of Medication:**

The following school personnel are authorized to assist students with the self-administration of over the counter or prescription medication, provided the student's parent or guardian provides the school with a written statement that the child is capable of self-administration and provided the container is adequately labeled with the child's name, the name of the drug, and directions for taking the drug.

Authorized school personnel include the Superintendent/CEO, the principals, the Business Manager, and the Administrative Assistant. Assistance with self-administration of medications includes the following provisions:

1. Reminding the student that it is time to take his/her medication;
2. Removing the medication container from storage;
3. Opening the medication container, as needed;
4. Helping the child remove medication from the container; and
5. Returning the medication container to storage.

School Policy is based on SDCL 13-33A-1 and Section 20:48:04:01:03 of the Board of Nursing Rules and Regulations which defines assistance with self-administration of medications.

### **Attendance/Tardiness**

A student will be considered tardy and not absent if he/she is not in the room when the bell rings and is not more than 10 minutes late for class. **Passes permitting students in the hallway will not be issued during the first 10 minutes of any period, this includes study hall.** Excuses for a late bus, bad weather or signed pass from a teacher or administrator, indicating the reason for the tardy along with the date and time will not be considered tardies. After 3 tardies, the student will serve a lunch detention. Notes must be sent to the instructor to cover all absences. This includes excuses which have previously been telephoned in. Telephone calls cannot be filed.

#### **A. Excused Absences:**

A student is considered absent if he/she is more than 10 minutes late for a class.

Menno School will only excuse absences for the following reasons:

- 1) Doctor/dental appointments
- 2) Absences for school events; such as sports, music, drama, contests, etc.
- 3) Student illness
- 4) Educational trips with parents or guardians when they have been discussed with and approved by the administration (principal and counselor) prior to the trip. Each senior will be allowed two days to visit colleges or technical schools. These trips must be approved with make-up slip turned into the office by 3:20 PM of the last school day prior to the trip.
- 5) Funerals
- 6) Work at home (for parents and guardians)

For all excused absences, a note or phone call from the parent or guardian should be given to the administrative assistant prior to being gone, when this is possible. If the administrative assistant was notified by a phone call, then a note must accompany the student to school the next day. Failure to abide by this rule will result in the absence being considered unexcused and thus made up under the unexcused guidelines.

## **PROCEDURE FOR EXCESSIVE ABSENCES**

1. Following the **fifth absence** from any course during a semester, the principal will inform the parent or guardian in writing of a potential attendance problem.
2. Following the **eighth absence** from any course during a semester, the principal will inform the parents or guardian in writing of excessive absences. **Students may be put on a plan that includes making up assignments after school or remaining in school in lieu of attending school activities.**
3. Absences due to school activities or suspension do not count toward the eight-day limit.
4. Following **fifteen consecutive absences**, a student will be dropped from enrollment.

### **B. Unexcused Absences:**

All other absences will be considered unexcused by the administration. Unexcused absences will result in no credit for the work that was previously assigned for that day.

### **C. Notification of Absence:**

Students who will not be in school and remain at home must have the parent contact the school before 8:15 am to inform the school that the child will not be present and to avoid a phone call from the school office. Each student who is absent must bring a written excuse from the parent or guardian the first day the student returns from the absence. This note should include the date, the reason for the absence, and the parent's signature. Failure to bring a note will result in an unexcused absence and time will be made up under the unexcused absence policy.

### **D. Incomplete Work/Make Up Slips:**

It is the student's responsibility to make up work missed for any reason. Students will have twice the time missed to complete make up work. Grades 6-12, students will be responsible for making sure all excused work is completed and returned to the teacher. Middle school students shall keep records in their daily planner. A list of absences, excused, shall be placed in the bulletin each day as applicable in accordance with section C. of this policy. Each instructor shall maintain records to show days missed by students and work completed or not turned in.

(In regard to testing-If the student is in school and a test is assigned for the day on which the student will be absent, the student will take the test on the first day that he/she returns to class. Therefore, the normal 2 to 1 does not apply. The rationale is a student who does not test on the day they return from the absence is taking unfair advantage of the testing process.)

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

Make-up slips will be issued by any activities advisor or coach, no later than three days before students will miss school for any school event. The make-up slip must be returned to the respective advisor or coach for verification that all work is completed before the student leaves for the activity. Advisors or coaches will notify the office of any students who have not completed the work and will not be attending the school event. (Note: **Any student wishing to attend a school event during the school day who is not a participant in the activity must three days before the activity bring a note from his or her parent or guardian requesting that the student be released to attend the event. The make-up slip must be returned to the administrative assistant the day before the event with all work completed to be released to the event.** Any student not

attending an event they have been approved to go to will no longer be considered for future releases to upcoming activities. In the event make-up slips have been issued for an event that is canceled for whatever reason, students who have received make-up slips must attend the classes covered by the make-up slip during the regular class period time. Make-up slips are due in the office by 4:00 on the day they are due.

**E. Effect of Absenteeism on Grades**

All absences will become a consideration in the classroom teacher's final evaluation of the student's academic performance, contribution to class, and final grade. This is a general policy on attendance. It is impossible to cover all problems and questions that may occur. The school administration is empowered to use its discretion in the enforcement and application of this policy.

**F. Effect of Absenteeism on Participation**

Unless approval is made with administration prior to the absence, students must be in school by noon and remain in school for the remainder of the day in order to participate in co-curricular activities on that day.

**G. Effect of Absenteeism on Attending School Activities**

Students who are ill and not in school are not allowed to attend any school activity that evening. (Example: The student has the flu during the day but then attends a high school ballgame that evening.) The student will be sent home from the activity.

**Bomb Threats**

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be placed on school premises. In case of a bomb threat, procedures that are outlined in the district's Crisis Plan will be followed. Any lost of instructional time as a result of a bomb threat will be rescheduled at the earliest appropriate opportunity. Bomb threats violate Board policy and civil and criminal law. The District reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

**Breakfast/Lunch Program**

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

1. Prices for breakfast, lunch, seconds, and extra milk are subject to change at the discretion of the school board. See the school website for up-to-date information.

2. Students will not be allowed to leave the school premises during breakfast/lunchtime.

3. Students bringing their own lunch will eat at the lunch tables provided in the lunch area.

Pop is not allowed in the school during school hours, which includes the lunch room. Students may purchase a milk or juice from the lunch program. Students may have Gatorade or Powerade in the lunchroom only.

4. Students are not allowed to have food delivered to the school. Students are not allowed to purchase anything from the vending machine during the lunch periods. Federal Law.

5. Lunches are to be paid for by the first Monday of each month with the exception of August. Payment due will be for twenty meals, except in August. The number of August meals will be provided to you in the pre-school packets and newspaper notifications. Any meals not eaten will be reimbursed to the family at the end of the year. Note: If payment is not received and 10 meals are owed for the child's meals, he or she will receive a peanut butter sandwich and water until payment is received.

6. Students are only allowed seating privileges on the bleachers or tables when they are finished with their breakfast/lunch. Students will be allowed to be in the entry area of the city

gym during the breakfast/ lunch period. The stage area will be off limits to students not eligible for free study and students are not allowed to be in the hallways during these times.

7. Upon availability, seconds will be given to students in grades 6-12 at cost. Free and Reduced Lunch Meals do not cover seconds. It is the family's responsibility to pay for the seconds.

8. Breakfast will be served from 7:50 -8:10 AM. No breakfasts will be served after 8:10. The only exception to this policy will be for students riding the bus which arrives to school after 8:10.

### **Bullying Prohibited**

Bullying is a form of harassment. For the purposes of this policy, bullying is defined as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school." Such conduct is disruptive to the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited.

**Cyber Bullying** is a form of bullying. Cyber bullying is defined as bullying through instant messaging, e-mail, a chat room, social networking, or cell phone messaging. Cyber bullying is prohibited. Students who engage in any activity of cyber bullying are subject to disciplinary action, up to and including suspension or expulsion. Cyber bullying can take place anywhere and will be dealt with according to this bullying policy.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while en-route to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

The Superintendent shall develop administrative regulations and programs that will increase awareness of the problem of bullying, and train teachers and other staff to effectively intervene if bullying is witnessed in their presence or brought to their attention. In designing administrative regulations and anti-bullying programs or strategies, the Superintendent should consult with the greater school community, including students.

Any person who wishes to report bullying/harassment must fill out the bullying/harassment report that can be accessed in the high school office or from the district web page.

This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate that is protected by state or federal law.

### **Buses**

#### **A. School**

1. Students riding on school buses to and from school are under the supervision of the bus driver. Students are asked to respect his/her position and will cooperate with him/her to help keep the bus clean and orderly.
2. Students should at all times be ready to board the bus at scheduled times, so as not to cause unfair delays.
3. Baggage of all types, to be transported by a school sponsored vehicle, is under the authority of school officials and is subject to random, unannounced inspections by representatives of the school.
4. During severe cold weather or blizzard conditions, if children are not picked up in the morning at the usual time, or are not dropped off at the usual time in the evening, parents should check back by calling neighbors to see if the bus has been there. The bus driver will not leave the school children alone.

**IMPORTANT NOTICE:** If the conduct of a student or students is such that it jeopardizes the safety of the other children—the parent(s)/guardian(s) will be contacted. If improvement does not take place, the administration or Board may suspend the students from riding the bus. Violators will be referred to the discipline policy. The administration and the Board of Education are concerned about the safety and welfare of all students riding the bus.

**B. Activity**

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

**Cheating:** Students are expected to do their own work. Students who need assistance with school work should consult their teachers. Students who are caught cheating will automatically receive a zero percent (0%) on that particular academic obligation and his/her parent(s)/guardian(s) will be contacted. A second incidence of cheating in any academic area may result in the student receiving a zero percent (0%) on that particular academic obligation, suspension from the class, and administrative recommendation for expulsion from that class for the remainder of the semester.

**Church Night/Sunday**

Students or teachers will schedule no formal school events after 7:00 on Wednesday nights. The local school is not responsible for conference, region, or state events sometimes scheduled on Wednesdays. **NO MANDATORY PRACTICES WILL BE ALLOWED ON SUNDAY.** Only upon the CEO's/ Superintendent's or Principal's permission may non-mandatory activities be scheduled on Sunday.

**City/School Auditorium**

The Auditorium is open with the wellness center except when activities are scheduled through the administration office. Rules of the auditorium are attached with the wellness center agreement. Anyone wishing to conduct an open gym in the auditorium for persons not members of the wellness center must schedule times with the administrative office. These persons must abide by the auditorium rules and have an adult present for supervision. It is recommended that age groups be established for each open gym time. It is not the intent of the board or administration to prohibit the use of the auditorium instead to maintain a safe environment and to keep informed of any scheduling conflicts.

**Classification of Students:** The building principal will decide upon grade classification of each student. For classification of students who have attended an unaccredited school or alternative program, please contact the central office for the complete board policy.

**Concealed/Dangerous Weapons in the School**

Schools are an example of what is required regarding the observance and respect for law in society at large. Schools are highly conscious of the health, safety, and welfare of students, staff and the public.

State and federal laws as well as board policy forbids the bringing of concealed/dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parent(s)/guardian(s). Confiscation of weapons MUST be reported to the police. Appropriate disciplinary or legal action or both shall be pursued by the principal.

Examples of weapons include, but are not limited to knives (2 inches in length or longer), razors, guns, ammunition, black powder, chains, clubs, explosives, or poisonous gas.

No firearms are permitted on any school premises, school vehicle 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, authorized military personnel, and authorized school-training sessions for the use of firearms.

Any student bringing a concealed/dangerous weapon to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The chief executive officer (CEO)/Superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504.

LEGAL REF.: SDCL 13-32-4.2; 13-32-7; 22-1-2

Improving America's Schools Act of 1994, P.L. 103-382

Adoption Date: April 8, 1996

**Corporal Punishment:** It is the policy of the Menno School District that corporal punishment will not be used.

### **Counseling Services**

A counselor is available to assist students through individual counseling, group guidance, group counseling, career counseling, post-high educational planning, academic placement, and testing services.

**Defacement of School Property:** State laws make the student and his/her parent(s)/ guardian(s) responsible for damages and defacement of school property. (Any pupil who shall intentionally or accidentally destroy or damage school property, or who shall deface by cutting, writing, or picturing any fence, furniture, building or other school property will face the appropriate disciplinary action.) Each student is expected to assume responsibility for the care of all school property. Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced at the expense of the student at fault. Students will pay the replacement cost for damaged books and materials. *Vandalism will be immediately reported to the appropriate law enforcement agency for investigation.*

**Disaster/Fire Drills:** Fire drills are required to be held at regular intervals. Plans for procedures during fire drills have been posted in each classroom. When all students have been evacuated, each teacher must take roll to account for all students and report to the principal as soon as possible. Students will follow the instructions of the teacher where special situations warrant. Instructions for disaster drills will be displayed in each classroom. When a tornado drill signal is sounded all students should go to their assigned locations where they get down on their hands and knees, and cover the backs of their heads with their hands.

### **DISCIPLINE POLICY**

See the school website for an up-to-date discipline grid for elementary and secondary (grades 6-12).

**DISCIPLINARY ACTION-** A teacher at his or her discretion may remove any student from class who is disrespectful, discourteous and/or a discipline problem. A student dismissed from class must go immediately to the office for a conference with the Principal. Any student, who does not immediately go to the office, after removal from class, will automatically be suspended (1 to 10 school days). The parent(s)/guardian(s) will be contacted immediately and informed of the incident and action taken. A student who physically abuses any school personnel will be recommended for expulsion. Any disciplinary action involving students will be handled on an individual basis, which could result in temporary removal from class, in-school suspension, out of school suspension by the administration or permanent expulsion by the Board of Education.

### **DISCIPLINARY REPORT-**

A variety of corrective measures are authorized for breaking rules or obligations applicable to students. The corrective measure to be employed shall be determined in each case by the administration, the classroom teacher, or other appropriate educational staff member, except where a Hearing Board is required. Repeated minor infractions may justify the use of more severe measures. [See the Discipline Grid on the school website.](#)

**A. Admonition and Counseling:** Admonition and counseling should be used when appropriate to assist a student to understand when his or her conduct interferes with his or her educational progress, threatens the academic or social progress and rights of others, or is contrary to school policy.

**B. Extension of Schedule:** (Detention): A form of discipline that detains a student outside of the normal school hours may be used by employees of the Menno School district, these employees will determine the detention length. Detention periods that are not attended by students will result in doubling the detention time for each period missed. Students serving detention after school will be supervised by the faculty member assigning the detention. Students will be given a one-day notice before serving the detention. Parents/Guardians will be contacted by the faculty member who assigned the student to detention regarding the nature of the violation and time the detention will be served. Students will be required to read an appropriate book or work on school assignments.

**C. In-School Suspension:** A form of discipline in which the student is temporarily denied the right to attend class with his/her classmates. The student will attend school and report to the designated area. The student will receive credit for work completed.

**D. Out-of-School Suspension:** A form of discipline in which the student is temporarily denied the right to attend class or school or school sponsored activities is defined as suspension. The CEO/Superintendent may suspend students for up to ninety (90) school days without a board hearing or action. The principal may suspend students from school, class, or an activity for up to ten (10) school days without a board hearing. Suspension beyond ten (10) school days (by the principal) requires a hearing before the school board. Suspension may be for, (1) the rest of the day; (2) a specific period of time; (3) until a conference with a parent(s)/guardian(s) is held (4) or until specified conditions are met by the pupil. Suspension is used in cases of misconduct, nonconformity to school regulations, destruction of school property or actions endangering the welfare of others. The suspended student will not attend any school-related functions as a participant or observer and will not be in contact with school property. The student will be required to complete assignments but will not receive credit. A copy of the standards for hearing procedures for suspension can be obtained from the administrative offices.

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



**E. Expulsion:** A type of discipline in which the student is removed from the school by the Board of Education after recommendation from the Principal and CEO/Superintendent is defined as expulsion. A copy of the standards for hearing procedures for expulsion can be obtained from the administrative office. Reinstatement after expulsion is an action taken only by the Board of Education after its representatives are satisfied that the student intends to correct the behavior that led to expulsion. Student Due Process is covered under SDCL Article 24:7.

**F. DUE PROCESS:**

**Short Term Suspension Hearing Procedure 24:07:02:01**

If a short-term suspension from a class, classes or school is anticipated because of a pupil's violation of a policy, the superintendent/principal 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 must be given the opportunity to answer the charges. When a pupil is suspended, the superintendent/principal 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.

**Long Term Suspension or Expulsion Hearing Procedure 24:07:03:01**

If a long-term suspension or expulsion is anticipated because of a pupil's violation of a policy, the superintendent/principal shall file a written report with the board by the end of the fifth school day following the discovery of the alleged violation. **See the board policy in the central office for the complete policy.**

**G. UNACCEPTABLE BEHAVIORS AND CONSEQUENCES:**

**RULE VIOLATION LEVEL 1:**

1. **DRESS CODE VIOLATION.** Consequences: Student will have to put on different clothing. It may be school issued clothing.
2. **TARDY VIOLATION.** Consequences: For each tardy after the 3<sup>rd</sup> tardy in the nine-week quarter, the student will serve a lunch detention in the office, or serve time before or after school.
3. **CELL PHONE VIOLATION.** Consequences: First offense, the cell phone will be taken away from the student and kept in the office until the end of that school day. Second offense during the school year, the cell phone will be taken away and given to the parent. The student will not be allowed to have a cell phone with him/her while in the school building for the remainder of the school year.
4. **EXHIBITION/RECKLESS DRIVING:** City and state traffic laws apply to the parking lots and streets immediately surrounding the school. Consequences: Violators will be reported to Law Enforcement.
5. **LEAVING SCHOOL WITHOUT PERMISSION:** Consequences: Student will serve a 30-minute detention after school.
6. **COMPUTER VIOLATION:** Consequences for computer violations will be applied according to the nature of the offense on the Behavioral Plan. (i.e.-copying administrative files=theft; destroying files=destruction of property; not following computer rules=insubordination...) Violations may result in restriction and/or loss of computer privileges.

**RULE VIOLATION LEVEL 2:**

1. **CLASSROOM DISRUPTION:** Student continued to disrupt class. Consequences: Teacher may fill out discipline report. **See Discipline Grid.**



2. **DISRESPECTFUL/OBSCENE LANGUAGE:** Use of obscene or disrespectful language, communication or action. Consequences: Teacher/staff may fill out discipline report. **See Discipline Grid.**
3. **INSUBORDINATION/HABITUAL DISOBEDIENCE:** Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request or situations in which the student is shown to be habitually disobedient. Consequences: Teacher/staff may fill out discipline report. **See Discipline Grid.**
4. **DISRESPECTFUL—**Student argues and shows disrespect towards the teacher or school staff member. Consequences: Teacher/staff may fill out discipline report. **See Discipline Grid.**

### **RULE VIOLATION LEVEL 3:**

1. **BULLYING:** Harassing or intimidating another student, includes cyber bullying. This must be documented and an on-going occurrence. Student needs to complete a Bullying Report from the office.
2. **HAZING:** Committing an act against a student or coercing a student to commit an act that creates risk of harm to a person, in order to be initiated into an athletic team, student organization or class, or for any other purpose. Consequences: **IMMEDIATE OSS, administrative investigation, and notifying law enforcement. SEE PAGE 25 for Additional Information.**
3. **POSTING OF INAPPROPRIATE MATERIAL ON SOCIAL MEDIA:**  
 In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or student body.  
 Malicious use of the District’s computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.  
 Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.
4. **DESTRUCTION OR STEALING OF PROPERTY:** Willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property or repeated damage or theft involving private or school property. Includes alteration of student/school computer programs/systems. Student will pay for damages or replacements of property. Law enforcement may be notified.
5. **PHYSICAL INJURY:** Causing or attempting to cause physical injury to a school employee or to any student.
6. **ILLEGAL SUBSTANCES:** A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver nor be under the influence of narcotics, tobacco products (**including vapes**), drugs, or alcohol, materials/substances represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals. 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.

Law enforcement may be notified. Law enforcement officials will be notified for any illegal drug or alcohol offenses.

a. First violation—1-3 days of ISS for tobacco products (including vapes), 1 to 5 days of OSS for alcohol, and suspended or expelled for possession or under the influence of narcotics and/or other illegal drugs.

b. Second violation—may be suspended 1-10 school days of OSS for tobacco products (including vapes), and expulsion for alcohol and narcotics/other drugs.

c. Third violation—administrative recommendation for expulsion.

\*\*See So-Curricular Activities Code of Conduct for further clarifications if a student is involved in co-curricular activities.

### **CONSEQUENCES:**

The first violation of a Level 3 offense, rules #1-5, may result in a 1-5 days of ISS. Second violation may result in 1-5 days of OSS. The principal will communicate with parents about the suspension and there will be a meeting with the student, parent(s), teacher(s), and the school principal, unless there is an urgency or safety issue that requires the immediate removal of a student.

**Distributing/Promoting Promotional Materials:** All outside organizations must receive approval from the main office (items must be stamped with the school stamp) before distribution will be allowed. Examples are notes for babysitting, upcoming events, non-school activities, sales promotions, etc. This list does not include all possible items covered by this policy.

### **Dress Code:**

Proper Attire – South Dakota law states it is the responsibility of the school to determine students' dress. When a student's dress causes a distraction from the normal operation or presents a health hazard, the principal has the authority to act.

- Shoes/footwear must be worn at all times.
- T-shirts and other articles of clothing with slogans, pictures, etc., imprinted upon them which may be objectionable, suggestive, etc., will not be allowed which will include advertising alcohol or bars, sex, tobacco, drugs and race.
- Hats and all head coverings, including bandanas, are not to be worn in the building without permission from the Administration. Hats must be removed upon entering the building and not to be worn until after leaving the building.
- Sanitation and safety requirements are also criteria upon which school officials may limit student participation while in school or in activities.
- Students may not wear clothing that is brief and revealing. Garments that are “see-through”, cut low, or expose one's midriff are not acceptable. All pants must fit around the waist and be properly fastened. Undergarments must not be visible. Students shall not wear hats, scarves or other headgear in district buildings. Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others; that promote alcohol or drug use or violence; or that is suggestive of any of the above; or that are otherwise contrary to the school's educational mission.
- Exceptions to the dress code may be made by the building principal or activities director when technical violations occur through a school uniform or costume or when a student is portraying a character in a play or other dramatic production.

### **Drop-Adds:**

Students will be allowed to drop or add a class through the third school day of the semester.

Students removed from classes for the duration of the semester for disciplinary reasons will receive a failing grade (F). The administration, school counselor, parent(s)/guardian(s), teacher and student must mutually agree upon any exceptions to this policy.

**Employee and Student Communicable Disease Guidelines:**

Health guidelines for work attendance are established and interpreted within the context of the situation. The guidelines are not inclusive but are available to be used as a resource. Specific needs will be addressed individually. School personnel will refer to school health professionals for specific judgments in interpreting the guideline. The guidelines are found in Section J in the School District Policy Manual found in the central office and on the school's web page.

**Failing Students: GRADE CHECK POLICY**

1. A weekly grade check for all student athletes will be conducted every Friday at 1:00 p.m. beginning the 3rd full week of each quarter. Teachers are required to have all grades updated and entered into DDN Campus by 12:00 p.m. each Friday.
2. A student athlete who has an 'F' in any one course at the time of grade check will be ineligible to compete the following Monday-Sunday in their current activity.
  - A student that has a 'D' in a course at the time of grade check will be placed on a Warning List and notified of their current standing by their respective coach. They will remain eligible to continue competing while on the Warning List.
  - It is required that any student taking a Dual Credit course has a passing mark in that course in order to be eligible as well.
  - Any student who has Free Study Privileges and earns a D or F in any subject loses their privileges.
3. Administration will notify coaches regarding student athletes who fail to meet the weekly eligibility requirement every Friday afternoon.
4. Coaches will notify student athletes regarding ineligibility for the following week. Those student athletes will be required to meet with the instructor of any class they are failing prior to the start of the following school week.
5. Student athletes will be required to attend practice during the week of ineligibility but will not be allowed to dress on game/competition days.
  - An ineligible student athlete may travel to away contests with their team if it is the first time they have appeared on the 'F' list during that sporting season. Any subsequent weeks on the 'F' list will mean the student athlete can no longer travel to away contests with the team.
6. If the student athlete can earn back a passing grade by the next Friday grade check, they will become eligible again the following Monday.

**Failure Notifications** are issued and sent by teachers to parent(s)/ guardian(s) to warn those students whose work is so poor that they are in danger of receiving a failing grade at the end of the quarter, semester, or school year. Seniors in danger of failing a class will meet with their teachers, parents/guardians, and principal in addition to notifications to make all parties aware of graduation requirements. Seniors may not graduate if they have not completed their course requirements with a passing grade.

**Free Study:**

Juniors and seniors with a cumulative transcript grade point average of 3.5 or better will be eligible for free study privileges. Grade point averages are figured at the end of each semester and from the semester grade. Any junior who scores a 3 or a 4 in both reading and math of the

Smarter Balance Test will have free study for the first semester of their senior year. Any junior or senior who receives a “D”, “F”, or incomplete at the end of the first nine weeks will be ineligible for free study for the remainder of the semester. Any junior or senior who receives a “D”, “F”, or incomplete at the end of the 1<sup>st</sup> semester grade will be ineligible for free study for the 3<sup>rd</sup> quarter. That student may become eligible if he/she maintains a 3.0 GPA for the 3<sup>rd</sup> quarter and a cumulative 3.5 GPA without any “D”, “F”, or incompletes.

### **Free Study Rules:**

The Menno School Administration has allowed Free Study at Menno School. The student is allowed to leave the school during your dual credit class(es) and/or study hall beginning the second full week of the semester. It is up to the parent or guardian to decide whether their child will receive this privilege. Please review the rules of this policy with your child.

These provisions have been agreed upon by the Menno School Administration: There will be no alcohol, tobacco use, or vaping allowed.

- This is open to Juniors and Seniors only.
- The student must be present for lunch.
- A sheet will be placed in the office for students to sign out and then back in again. This is a requirement. The student must sign back in after every study hall. (If the student has 8<sup>th</sup> period study hall, he/she is not required to sign back in at the end of the school day.) Those students on 8<sup>th</sup> period free study that choose to leave the building may return for school sponsored events.
- The student must keep a 3.5 cumulative GPA or better each semester.
- Any student who gets on the ineligible/warning list will be ineligible for the remainder of the semester.
- If there are reports from the community of driving out of control, speeding, or other driving offenses, the student will lose privileges for the remainder of the semester.
- If a student receives two tardies, they lose privileges for the remainder of the semester.
- If a student has an unexcused absence in their first, in school building, class period for the day you will lose privileges for the remainder of the semester.
- School administration receives the right to take away all Free Study privileges for any discipline infractions at any time.

Once the student leaves the school grounds in their vehicle, or riding in another student’s vehicle, the school is no longer responsible if something happens. (The parent or student insurance would be the primary agent.) The school will not be responsible for any injuries that occur outside the school building.

**Games, Extra Curricular Activities and Field Trips:** All basic school rules apply to athletic contests, music and any other school related activity including field trips. All school employees or chaperones have authority over students during the above activities. Students violating the rules of good conduct are liable to disciplinary action, including suspension. When activities (field trips, etc.) require a student to pay money, it must be paid in advance before the student is allowed to attend. Field trips shall be completed no later than two weeks before the end date of the year. Classes should be combined for field trips whenever possible.

### **Gifts**

Gifts, such as balloons, flowers, must be brought to the office.

### **Grading Scale/Policy**

For all classes, the following grading system will be used: A 100-93; B 92-86; C 85-78; D 77-70; F below 70. All teachers will distribute to their students a copy of their grading procedures and specific standards for passing their course. Kindergarten through second grade will use the “E”=Excellent, “S”=Satisfactory, or “U”=Unsatisfactory system. Pluses and minuses may be used to denote improvement in all subjects.

**Graduation Honor Students:** Graduating seniors with at least a 3.00 GPA will be given a gold chord to wear at graduation ceremony. Graduating seniors who are members of the National Honor Society will be given a silver chord to wear at graduation ceremony. Graduating seniors who have donated blood three times during their high school years will receive a red chord to wear at graduation ceremony.

### **High School Graduation Requirements (these requirements begin with students who enter as freshmen in the 2013-14 school year)**

A student’s Personal Learning Plan must document a minimum of 24 credits that include the following:

- (1) Four units of Language Arts—must include:
  - a. Writing—1.5 units
  - b. Literature—1.5 units  
(must include 0.5 unit of American Literature)
  - c. Speech or Debate—0.5 unit
  - d. Language Arts elective—0.5 unit
- (2) Three units of Mathematics—must include:
  - a. Algebra I—1 unit
  - b. \*Algebra II—1 unit
  - c. \*Geometry—1 unit
- (3) Three units of Lab Science—must include:
  - a. Biology—1 unit
  - b. Any Physical Science—1 unit
  - c. \*Chemistry or Physics—1 unit
- (4) Three units of Social Studies—must include:
  - a. U.S. History—1 unit
  - b. U.S. Government—1 unit
  - c. World History—0.5 unit
  - d. Geography—0.5 unit
- (5) One unit of the following-any combination:
  - a. Approved Career & Technical Education
  - b. World Language
- (6) One unit of Fine Arts
- (7) One-half unit of computer studies.
- (8) One-half unit of Personal Finance or Economics
- (9) One-half unit of Physical Education
- (10) One-half unit of Health or Health Integration
- (11) Seniors must successfully complete their project for the senior experience program.

\*With school and parent/guardian approval, a student may be excused from this course in favor of a more appropriate course. A student may be excused from Algebra II or Geometry, but not both. A student is still required to take three units of Math. If a student is excused from Chemistry or Physics, the student must still take three units of Lab Science.

- Students will be classified as Freshmen until five and one-half units have been earned, Sophomores until eleven units have been earned, Juniors until sixteen and one-half units have been earned. Students are expected to attend the class meetings and functions in which their earned units place them
- In lieu of taking the required course in computer studies, a maximum of one-half unit of credit may be granted to a student who can demonstrate mastery of the basic course of studies for computers. The credit granted in this manner must be noted on the student transcript but may not be used to satisfy the requirements of § 24:03:06:05.
- Credit for certain vocational education courses may be used to partially satisfy required course credit in English, mathematics, social science, and science. Up to one unit of credit from vocational education courses may be substituted for required course credit in each of these academic areas. Required course credit earned in this manner shall be accounted for on the student transcript, identifying the vocational education courses approved and applied toward the credit.
- Seniors must successfully complete their project for the senior experience program.

### **Issuance of Diplomas**

Any student who has completed four years of high school but has not acquired the necessary credits for graduation will not be eligible to participate in commencement exercises if at the end of the first semester of their senior year they are not enrolled in enough classes to meet the graduation requirements. If at the end of the year eligible students don't meet the requirements, they will still be allowed to participate in commencement exercises and will be issued a certificate of attendance. A regular diploma will be issued upon the student's completion of the necessary requirements.

### **Electives/Required Courses**

#### English and Language Arts

Grammar/Composition I  
 General Literature  
 Grammar/Composition II  
 Speech  
 Grammar/Composition III  
 American Literature  
 Grammar/Composition IV  
 World Literature  
 Journalism/Play  
 Creative Communications  
 Yearbook

#### Math and Science

General Math  
 Intermediate Math  
 Algebra I  
 Algebra II  
 Geometry  
 Pre-Calculus  
 Calculus  
 Physical Science

Biology  
Anatomy/Physiology  
Ecology  
Physics  
Chemistry  
Microbiology  
Zoology  
Genetics

Social Science

Psychology  
Current Events  
Government  
Geography  
World History  
US History

Business Classes

Accounting I  
Accounting II

Computer Classes

Computer I  
Computer II  
Computer III  
Computer IV  
Computer V

Family and Consumer Science Classes

Employability/Careers  
Nutrition and Wellness I, II  
Prenatal to Toddler  
Elementary to Adolescent  
Fundamental Food Concepts  
Human Development  
Interior Design  
Fashion Design

Agriculture Education

Animal Science I, II  
Ag/Agr-Business I  
Ag Management  
Ag Metals I, II  
Ag Power  
Landscaping  
Wildlife/Fishery  
Woods  
Food Science

Foreign Language

Spanish I, II (Online only)

Fine Arts

Chorus

A Band

Art I, II, III, IV, V

Physical Education

PE/Health

Weightlifting

Lifetime Fitness

Fitness and Conditioning

\* Some electives are offered on an every-other year basis. Electives may not be offered if a minimum number of students do not sign up for the class as set by the administration.

**\*\*Student Aide:** A maximum of 0.5 credit can be received. Students will receive ¼ credit if successfully completes a semester of Student Aide. Grade will be **satisfactory/unsatisfactory**. In order to be a Student Aide, the student must meet the following requirements:

1. Be a Sr.
2. No failing (F) grades are recorded on any mid-term, quarter, semester or end of the year reporting period.
3. Have written approval from the supervising teacher
4. Approval from the HS Principal

**\*\*\* Guidelines for Work Study**

1. Seniors only and only during 2<sup>nd</sup> semester, unless approved by administration.
2. Students must have taken employability/careers class.
3. The business must be within the town of Menno.
4. Students cannot be under the immediate supervision of an immediate family member. (Parent or sibling).
5. The student must interview with the business to retain permission.
6. The supervisor will receive an attendance report that will need to be returned to the school weekly.
7. The grade will be pass/fail and if pass the student will receive a ½ credit.

The supervisor will receive a grading report that will need to be returned to the school at the end of the 3<sup>rd</sup> nine weeks and at the end of the school year.

**\*\*\*\*Required Enrollment**

All students are required to enroll in the following:

Grade 9: English I, Physical Science, Math, Geography, World History, Computer I

Grade 10: English II, Speech, Biology I, and Math

Grade 11: English III, US History and Math, Personal Finance

Grade 12: English IV, Government, Personal Finance(if not taken during grade 11), PE/Health

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



A student must be enrolled in a minimum of 7 class periods per day. Special circumstances may alter this policy with administrative approval.

### **EARLY GRADUATION**

Early graduation is defined as graduating prior to the completion of 8 consecutive semesters of high school beginning with the first semester of a student's freshman year in high school. Early graduation will be allowed under the following guidelines:

1. Early graduation is only allowed at the end of the seventh semester.
2. All requirements for Menno High School graduation of the student's freshman class cohort must have been met.
3. Sr. Experience requirements must be completed by the end of the 1<sup>st</sup> semester of their senior year. The student will have a choice of 1) returning in the Spring to complete the Sr. Showcase and Judging or 2) presenting to faculty judges and showcase their Sr. Experience in December. If the student chooses #1, their diploma will be held until Spring graduation.
3. Students interested in early graduation must meet with the principal, counselor and at least one parent/guardian to develop a plan for early graduation. The plan must be developed and approved by the superintendent prior to the start of the proposed last semester of high school.
4. Diplomas will only be awarded at the end of a semester, and then only to students who completed their last semester and graduation requirements as a full-time Menno High School student.
5. Students who complete their work and are eligible for early graduation may participate in traditional graduation exercises at the end of the school year.
6. No separate graduation exercise will be provided for early graduates.
7. Early graduates will be included in the class rank of the class with which they are eligible to participate in graduation exercises.
8. Early graduates lose all student privileges upon graduation including, but not limited to, participation in prom, sports, and fine arts activities.

### **Graduation Caps and Gowns:**

Caps and gowns will be the school colors, maroon. The sash and tassel will be gold with maroon.

### **HAZING PROHIBITED**

"Hazing" means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District. Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the District, will be subject to one or more of the following disciplinary actions:

- a. Immediate removal from school grounds pending investigation and removal from participation in extra-curricular activities
- b. Conference with parent(s)/guardian(s)
- c. Suspension for up to 10 days
- e. Long term suspension for the remainder of the school year i.e.: Longer than one term or semester, but less than a full school year
- f. Referral to an appropriate law enforcement agency
- g. Permanent expulsion from the School District

**Homecoming:** The number of king and queen candidates for Homecoming Royalty: 1) Class enrollment 20 and under – 3 candidates each; 2) Class enrollment 21-25 – 4 candidates each; 3) Class enrollment 26 or more – 5 candidates each. Note - Selection of royalty shall be by ballot containing all seniors names distributed to all grade 9-12 students who will have one vote each for a king and a queen. In order to be Homecoming Royalty, seniors must be full time students and have been in enrolled at Menno High School for their entire junior and senior year. They must also have had no out of school suspensions during their junior and senior year. Attendants shall be decided by highest vote getters in descending order.

**Homecoming Week:**

Skits-Must be approved by the class advisors.

Theme Days-Must be approved by administration in advance. **Wheelchairs are not allowed as part of their dress.**

**Monday**—Grades 9-11 need to practice their skits sometime during the day. In the past, we have used the class periods that the students have together for them to practice. 1<sup>st</sup> period—Juniors.; 2<sup>nd</sup> period—Sophomores; 6<sup>th</sup> period—Freshmen; Coronation practice at 2:45.

**Wednesday**-- At 2:15—Powder Puff Football Game. Girls who are participating will be dismissed at 1:50. The rest of the middle school and high school students will dismiss with their teacher at 2:05. At around 3:10, teachers will then take their class back to school for the 3:20 dismissal. The Powder Puff game will need to end at 3:10. Optional for elementary to attend. We will run 2:15 dismissal schedule.

**Thursday**—**At 2:30**—Male VB Game. Boys who are participating will be dismissed at 2:15. The rest of the middle school and high school students will dismiss with their 8<sup>th</sup> period teacher at 2:25 and go to the new gym. We will dismiss the students from the gym at 3:15. The VB game must end at 3:15. Optional for elementary to attend. We will run 2:15 dismissal schedule.

**Friday--Homecoming Day**

Students will report to 1<sup>st</sup> period class and have regular class for that period.

9:03—Students will report to their homeroom and the classes will work on their floats. Students will report back to their homeroom until all classes are done with their floats.

Elementary students will eat lunch at their normal time.

**When finished with their float building, students are to return to their homeroom with their advisors and stay there until they go for lunch. Band students will eat first at 11:52 AND the rest of students in grades 6-12 will eat last at 12:26. Yes, a bell rings for the 12:26 B-lunch.**

12:50—all students will report to the new gym for a pep rally.

1:30---The parade will begin. After the parade the classes must dismantle their floats.

2:15---busses will line up to take kids home.

**RULES FOR BUILDING FLOATS FOR HOMECOMING**

1. Students cannot drive around in any vehicles during the day. This includes golf carts.
2. Students are not allowed to drive the vehicle that pulls the floats.
3. Candy needs to be thrown away from the float, out by the curb.
4. No confetti or other objects can be shot out of floats.
5. No inappropriate messages on the floats. Advisors must approve the messages.
6. No more than \$20 may be spent on candy.
7. Any purchases must be signed by the person buying the items and which class.

8. Float building will begin after 1<sup>st</sup> period class. After 1<sup>st</sup> period, students will report to their home room. When finished the class will report back to their homeroom until all classes are finished with their floats.
9. Band students will eat first at 11:55-12:20 and then report back to 5<sup>th</sup> period. All other students in gr. 6-12 will eat lunch at 12:26-12:50 and then all students will go to the new gym for the pep rally at 12:50.
10. Floats must be dismantled after the parade before students will be dismissed.

### **Honor Roll**

An honor roll of students will be posted and published for each of the four nine-week periods and for each of the semesters. The Roll of Excellence will consist of those students who have a 4.0. The “A” honor roll will consist of those students who have a 3.6-3.999. The “B” honor roll will consist of those students who have a grade point average of 3.0-3.5999. Students with a D will not be considered for the honor roll.

The honor roll will be computed on a 9-week basis. To be on the semester honor roll the combined two nine weeks periods must not contain a D.

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

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

This policy is in effect on property owned, leased or maintained by the school district, at all school sanctioned activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property.

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

- a. First violation—1-3 days of ISS for tobacco(including vapes), 1 to 5 days of OSS for alcohol, and suspended or expelled for possession or under the influence of narcotics and/or other drugs.
- b. Second violation—may be suspended 1-10 school days of OSS for tobacco(including vapes), and expulsion for alcohol and narcotics/other drugs.
- c. Third violation—administrative recommendation for expulsion.

\*\*See So-Curricular Activities Code of Conduct for further clarifications if a student is involved in co-curricular activities.

### **Independent Study**

From time to time, we have students who are interested in taking courses from staff members independently. The main reason for enrolling in these courses independently is scheduling conflicts. Therefore, the following criteria have been established for students desiring to take courses by independent study.

1. Permission to enroll must be granted by the instructor and the administration.
2. Students must be enrolled in the junior or senior class.
3. First year instructors will not be permitted to offer independent courses.
4. Students must have a B average in that field of study.
5. The course can only be taken as a 7th subject.

6. The student must be enrolled in another course or activity during the time the course is being offered.

**Leaving School During School Hours:** When a student finds it necessary to leave the school during school hours for work, illness, doctor, or dentist appointments, etc., permission must be obtained from the principal, granted upon written request of the parent(s)/ guardian(s). No student is to leave the school without first notifying the office.

### **Library Services**

The library is the core of the school. It is the place where students do research for assigned reports, do reference work, and look for materials not found in their regular texts. The use of the library is a privilege permitted to all students until the privilege is abused. The privilege may be revoked by the librarian or librarian's assistant. The following needs to be observed when using the library.

A. **QUIETNESS:** The library is the center for quiet study in the school. Casual visiting will forfeit the privilege of library use for that student.

B. **LIBRARY ASSISTANT:** An assistant will be authorized by the librarian to check books in and out and to assist in keeping the library quiet and in order. Students are required to obey the assistant librarian when the librarian is not on duty.

C. **AUDIO EQUIPMENT:** CD players or various other types of music listening devices not being used for educational purposes (including their use of headphones) are prohibited in class, study halls and in the library. Because of the cost of these types of equipment, it is recommended that students leave these machines at home.

D. Library services are available to all students, staff, and residents (patrons) of Menno School District 33-2 and the Menno Community. Books, magazines, newspapers, reference sets, books on tape, and computer use are available to all patrons in good standing. A general policy for checking out items is that a patron may have up to 4 items checked out (on loan) for up to 28 days. A fine of \$1.00 will be applied to each item (overdue) after this time period. This fine will increase by \$1.00 every 28 days until the overdue item is returned and the fine is paid. Books on tape will have a loan period of 14 days. Fines of \$1.00 will be applied in the same way as to overdue books after day 14 and will grow every 14 days. Magazines from boxes, not those in the display rack, may be checked out. All items must be checked out by the librarian on duty before they can be removed from the library. Any items lost, damaged, or destroyed are the financial responsibility of the patron who checked them out.

**Lockers:** Lockers will be assigned. Students are expected to keep lockers neat and clean. Locker cleaning shall be done before 8:15 a.m. and after 3:20 p.m. Periodic, unannounced locker inspections will be held. Students shall not possess or store in their lockers any item that is expressly prohibited or violates safety, health, or standard morality. *Examples are weapons (including but not limited to knives, razors, guns, ammunition, black powder, chains, clubs, explosives of various types) drugs, alcohol, tobacco, pornographic materials, obscene or suggestive material including drug and alcohol advertisements and incendiary items, or items that may jeopardize the welfare or safety of other students.* No posters, signs, etc. will be permitted on the outside of locker doors unless permission is granted by the administration or organization advisors. All students who enter another student's locker must have prior permission. Students who violate locker privacy will automatically receive *in or out* of school suspension, depending upon administrative discretion. The school assumes no responsibility for articles lost or stolen from the lockers. Only school issued pad locks may be used on student lockers, no personal pad locks are to be used. School administration may search student lockers at any time. Students have no assumed right to privacy.

**Monies and valuables:** Monies and valuables left in the school building by any of the employees or pupils are not the school's responsibility and are the personal responsibility of the individual concerned.

**Nondiscrimination Policy:**

The Board is committed to a policy of nondiscrimination in relation to race, sex, religion, national background, handicap and other human differences. Respect for the dignity and worth of each individual will be paramount in the establishment of all policies by the Board and in the administration of those policies. The Constitutions of our nation and state, pertinent legislation enacted at those two levels of government, as well as court interpretations regarding citizens' rights, undergird this statement.

In keeping with these statements, the following will be objectives of this school district:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socioeconomic, racial and ethnic groups.
3. To carefully consider, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To initiate a process of reviewing all policies and practices of this school district in order to achieve to the greatest extent possible the objectives of this policy.
5. To work toward a more integrated society and to enlist the support of individuals as well as that of groups and agencies, both private and Governmental, in such an effort.

The Board's policy on nondiscrimination will extend to students, staff, the general public and individuals with whom it does business.

Inquiries concerning the application of Title VI, Title IX or Section 504 may be referred to the Chief Executive Office (CEO)/Superintendent at 410 5<sup>th</sup> Ave. S, Menno, SD 57045, 1-605-387-5161 or to the US Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8<sup>th</sup> Floor, Kansas City, Missouri 64153-1367.

**Open Campus:**

Open campus may commence after Labor Day. Those students on **free study** will be allowed Open Campus privileges. These provisions have been agreed upon between the Board of Education, the Administration, and the Student Council:

These provisions have been agreed upon by the Menno School Administration: There will be no alcohol, tobacco use, or vaping allowed.

- This is open to Juniors and Seniors only.
- The student must be present for lunch.
- A sheet will be placed in the office for students to sign out and then back in again. This is a requirement. The student must sign back in after every study hall. (If the student has 8th period study hall, he/she is not required to sign back in at the end of the school day.) Those students on 8th period free study that choose to leave the building may return for school sponsored events.
- The student must keep a 3.5 cumulative GPA or better each semester.
- Any student who gets on the ineligible/warning list will be ineligible for the remainder of the semester.
- If there are reports from the community of driving out of control, speeding, or other

- driving offenses, the student will lose privileges for the remainder of the semester.
- **If a student receives two tardies, they lose privileges for the remainder of the semester.**
- **If a student has an unexcused absence in their first, class period of the day they will lose privileges for the remainder of the semester.**
- School administration receives the right to take away all Free Study privileges for any discipline infractions at any time.

Once the student leaves the school grounds in their vehicle, or riding in another student's vehicle, the school is no longer responsible if something happens. (The parent or student insurance would be the primary agent.) The school will not be responsible for any injuries that occur outside the school building.

#### **Open Gym Policy for Menno Students:**

The Menno School believes that its facilities should be used to further the education of all of its students. With this in mind, a policy has been set to monitor open gym for members of the student body. This is to ensure that all students are allowed to have access to this educational activity, with the idea of safety in mind. Open Gym time may be used outside of school hours.

#### **Parent Assurance**

Federal Education law requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this information, you may send your request to the building principal who will provide a response.

#### **Pass Slips**

Students are required to obtain a written pink pass slip if they would like to leave their assigned work area during the school day. Passes will be signed by office personnel, teachers, the school counselor and administration only. Pass record forms will be in all classrooms to be signed by a student when they leave a room and return to that room. They are also to be signed upon entering the room to which the pass is granted.

#### **Post Secondary Visitations**

Educational trips with parents or guardians when they have been discussed with and approved by the administration (principal and counselor) prior to the trip. Each senior will be allowed two days to visit colleges or technical schools. These must meet the above guidelines. Juniors will not be allowed any college visit day.

All post secondary visitations **must** be arranged by the school counselor who will then notify the office of the student's upcoming absence. A college visit form must be completed prior to a college visit. The student must get a make up slip in advance of the absence and returned to the office by 3:20 PM of the school day prior to the day of the visit. Any student who does not follow this procedure will automatically be charged with an unexcused absence. Many post secondary and military recruiters visit our school each year. These visits will be announced in advance and those students who choose to attend must sign up with the school counselor and receive permission from their classroom teacher.

#### **Prom**

1. Formal dress is required to attend the Junior/Senior Banquet and Prom. The administration and prom advisors reserve the right to determine what is and is not formal dress. Formal dress shall be worn at Prom until the dance is completed. Shoes must be

- worn at all times. Clothes must remain on and shirts must be buttoned up. This is a formal dance. There will be no videos played at the Prom.
2. Students are not to be on the stage at any time. Students cannot pick other students up off the floor. There will be no running, skipping, body bumping, slamming, lewd dancing, or grinding at any time.
  3. All juniors and seniors will be required to register their dates no later than three weeks prior to prom. **Out of town dates must be enrolled in an accredited high school, unless he/she has graduated from an accredited high school.** All dates must be approved by the administration.
  4. All dates to the Junior/Senior Banquet and Prom must be freshman or older. However, if the dates are out of high school, they must be under the age of 21 and are required to follow the same rules set up for the students.
  5. No beverages may be brought to the Junior/Senior Banquet and Prom. If students bring a beverage in, regardless of the content, they will be required to leave and will not be readmitted.
  6. No pools, ponds, waterfalls and vehicles allowed in the decorations.
  7. Only juniors, seniors, and Waiters/Waitresses from Menno High School and their dates will be allowed in the Grand March.
  8. Any student serving an out of school suspension or an in-school suspension will not be allowed to attend the prom.
  9. Juniors who do not help decorate on Thursday evening, will not be allowed to decorate during the day on Friday. They will have to attend their classes.

### **Jr. Class Fund Raising**

The junior class will raise funds for the Jr/Sr. Prom and for their graduation. Any junior who does not participate in the magazine sale and/or concession stand fund raisers will not be allowed to attend Prom. They will also have to pay for their caps, gowns, and flowers for graduation. **If a junior that has been assigned to work concession and does not show up, he/she will not be allowed to attend prom.** If a junior is sick or cannot work concession, they must find a replacement.

### **Regents Scholar Diploma**

The Division of Education and the Board of Regents annually recognize seniors committed to academic excellence by issuing Regents' Scholar Diplomas. Recipients of Regents' Scholar Diplomas are accepted for automatic entrance to any of the public institutions of higher education in South Dakota.

To be eligible, a student must have completed the following courses with no final grade below a C and a grade point average no lower than a B.

English.....	4 units
Mathematics.....	4 units
Science.....	4 units
Social Science.....	3 units
Foreign Language.....	2 units
Fine Arts.....	½ unit
Computer Science.....	½ unit

### **Report Cards**

Report cards will be issued after completion of each grading period. Parent(s)/Guardian(s) are expected to pick up report cards at parent teacher conferences, those not picked up will be mailed.

### **School Closing**

Menno School will use an automatic phone calling system to notify parents, students, and staff of any school closing or late starts. The Menno School District will also use radio station WNAX (570), KYNT (1450) and TV stations KELO, KSFY, and KDLT to notify the public in case of school closing or late starts because of poor weather or other causes.

### **School Dances**

Doors will be locked at all school dances thirty minutes after the start of the dance. All rules governing student behavior will be followed. Parent(s)/Guardian(s) of students suspected of being in violation of illegal substance regulations will be called and referral will be made to law enforcement.

Any student leaving before the end of the dance will not be allowed back into the dance and the parents or guardians will be notified to the students exiting the dance area.

Eighth graders will be allowed to attend the Homecoming dance.

### **School Gymnasium**

The school gymnasium will be open to Menno students in grades 7-12 during the summer months with the Menno School coaches supervising. Dates and times of open gym will be set up by the coaches and subject to approval by the administration.

### **Semester Test:**

To obtain uniformity in our grading of semester tests in high school, each instructor will value tests equally. Semester tests in all subjects will count one-tenth (10 percent) of semester grade for grades 9 through 12.

### **SEXUAL HARASSMENT POLICY:**

It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination or expulsion for violation of this policy. Sexual harassment can arise between employees, by an employee to a student, student to student and student to an employee. All forms are subject to this policy.

### **DEFINITION**

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

### **EXAMPLES**

Some examples of sexual conduct are:

1. Sexual advances;
2. Touching of a sexual nature;
3. Graffiti of a sexual nature,
4. Displaying or distributing sexually explicit drawings, pictures or written materials;
5. Sexual gestures;
6. Sexual or "dirty" jokes;
7. Pressure for sexual favors;
8. Touching oneself sexually or talking about one's sexual activity in front of others;
9. Spreading rumors about or rating other students as to sexual activity or performance.



Not all physical conduct would be considered sexual in nature.

Some examples of non-sexual conduct are:

1. A high school athletic coach hugging a student who made a goal.
2. A kindergarten teacher's consoling hug for a child with a skinned knee.
3. One student's demonstration of a sports move requiring contact with another student.

### **RESPONSIBILITY**

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

### **COMPLAINTS**

#### 1. Employees

Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor.

#### 2. Students

A student who believes he or she has been sexually harassed (or a parent or guardian who believes that his or her child has been harassed) should immediately report it to a responsible school official. This could be a teacher, principal, faculty member, administrator, or the school's Title IX coordinator.

#### 3. Investigation

All reported incidents will be thoroughly investigated and subject to disciplinary action. While absolute confidentiality cannot be guaranteed, confidentiality consistent with due process will be strictly maintained. Criminal acts must be reported to law enforcement authorities. An employee or student may file a written complaint because of dissatisfaction with the handling of a harassment complaint and may utilize any applicable grievance procedure for the purpose.

Legal References: South Dakota Executive Order 81-08;  
Federal-Title IX (1972 Education Amendments).

### **Student Grievance Procedure**

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices: 1) that a school rule is unfair, 2) that a school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin, or against or between a student(s) with a disability.

The student first must discuss the problem with the staff member involved.

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

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

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

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

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

**Note:** The Student Grievance form may be obtained from the principal's office.

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

### **Student Parking**

Students driving cars or motorized vehicles to school are to park them on arrival in the designated areas of the school. These areas will be defined at the student assembly on the first day of school. Students are not to drive vehicles during school hours. Vehicles are to be left in the designated parking areas until dismissal. At times there are valid reasons to drive or ride with someone. On these days specific permission must be received from the Principal.

### **Student Relationships**

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

### **Study Hall**

The purpose of the Study Hall is to provide a student with the opportunity to do class assignments. If it appears that students have nothing to do in Study Halls, teachers will be asked to give more outside assignments.

Students should check with each study hall teacher for specific policies for that hour. Some general guidelines to follow when entering all study halls include:

1. Immediately proceed and sit in assigned seat.
2. Talk only when permission is granted by the study hall teacher.
3. Use time to study and complete assignments.
4. Have passes signed before arriving at the study hall.
5. Sign in and out each time leaving and returning to the study hall. This includes student's name, where student is going and the time student left and returned.
6. Electronic devices may be used for individual reading or music with approval of the study hall supervisor. Students on the ineligible list will not be allowed to use electronic devices.
7. No playing cards or games during study hall.

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

### **Telephone Calls**

Phone calls to students during class are discouraged. Students will be called from class to answer phone calls only in case of an emergency. If it is not deemed an extreme emergency, telephone messages will be taken and posted at the office. A telephone is in the office and should be used by the students making local calls. Student placed calls will not be permitted during class time, except in emergencies. Arranging a time to play with friends after school is not an emergency!

### **Transfer of Records**

Menno School District will not release any records or transcripts to any other agency or institution without written permission of the student (if 18 years of age) or parent or guardian. These records will not be released unless all bills owed by the student are paid in full and all school-owned property held by the student returned to the school in proper condition.

### **Visitor Policy**

All salesmen or visitors (including all family members) must stop at the office before going/doing business with or visiting with a staff member or a student. Visitors must be cleared in advance with the Principal. All visitors must follow the school guidelines and policies and teacher instructions while in a classroom. A badge or button issued from the office must be worn by visitors while in the school facilities.

Student visitors shall be allowed to visit if prior arrangements are made with the administration twenty-four (24) hours in advance. Teachers must be notified in advance. Visitations are at the discretion of the administration. When arranging for visitation, please keep in mind the following considerations:

- a. Do not plan to visit on special occasion days (Christmas, Halloween, etc.)
- b. Do not plan to visit on days of testing.
- c. No visitors during the first or last week of school.
- d. Student visitors must be a student in another K-12 school district.
- e. Visitors **MUST** bring lunch money if eating at the school lunch room
- f. Pet visits are limited to “Show and Share” time only.

## **Organizations and Activities – SEE THE ACTIVITIES HANDBOOK FOR SPECIFIC INFORMATION, ELIGIBILITY, and TRAINING RULES**

**Wellness Center:** Menno Public Students ages 14 and up are allowed to use the Wellness Center and Old Gym at no charge. They will be required to pay a deposit for a fob at the cost of \$25.00. A contract signed by both student and parent is required at the start of each school year in order to activate their fob. Students interested in using the Wellness Center should stop in the school office for a contract. Families wishing to use the old gym only may purchase a fob for \$25.00 and are not required to pay a Wellness Center membership fee.

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

The complete Menno School District Policies and Regulations may be found on the school website.