

# Sanborn Central School District #55-5



## 2023-2024 Handbook For Students & Parents

**Sanborn Central: where preparing students to lead a  
purposeful and meaningful life is our goal.  
“Empowering All Learners to Succeed in a Rapidly Changing  
World” is our mission!**

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## **PHILOSOPHY**

It is the responsibility of the Sanborn Central School District #55-5 to provide opportunities for academic, physical, and social growth to enable the students to become productive citizens in society. This can best be attained through the joint effort of students, parents, staff, and community, as students are motivated to achieve their individual potentials and are encouraged to own the desire for life-long learning through positive attitudes and dedication to the educational process. The school shall maintain an environment conducive to learning by providing a knowledgeable, dedicated staff, and up-to-date curriculum, recognition of individual differences, and extracurricular activities.

## **MISSION STATEMENT**

Our mission at the Sanborn Central School District is to educate all students to be knowledgeable self-directed learners; effective communicators, and creative thinkers; and to motivate students to fulfill their personal lives and to contribute responsibly to society.

## **VISION STATEMENT**

Students, staff, parents, and community members will work cooperatively to create a safe, nurturing, and respectful environment where all students feel confident and competent to achieve high academic standards and become productive members of society.

## **BELIEF STATEMENTS**

- ◆ We believe that all individuals can learn and succeed.
- ◆ We believe an individual's culture, ethnic background, and gender have no bearing on his/her right to learn.
- ◆ We believe learning is a partnership between the school, parents, and community.
- ◆ We believe individuals should demonstrate high moral character, good citizenship, and pride in all they do.
- ◆ We believe technology has a positive impact on individual learning.
- ◆ We believe it is necessary to have open communication and cooperation.
- ◆ We believe individuals need to be encouraged to think "outside the box".
- ◆ We believe individuals need to be receptive to new ideas, challenges, and research.
- ◆ We believe shared decision making is crucial to the growth and success of the school district.

## **RULES AND INFORMATION**

### **Activity Bus**

Students participating in school activities out of town must go and return from the activity on the school bus unless his/her parents sign a travel release form to take them off the bus. These release forms can be obtained from the supervisor of the activity.

### **Admission for Home Athletic Activities for Sanborn Central & Woonsocket**

Boys' and Girls' Games: (Grades 7-12)	K-12 Students.....	\$3.00
	Adults.....	\$5.00
Double Header Games:	K-12 Students.....	\$4.00
	Adults.....	\$6.00
5/6 Grade Games:	No Charge	
Activity Pass:	Student.....	\$25.00
	Adults.....	\$45.00
	Family.....	\$85.00
	65 and older.....	FREE

### **Cell Phones/Personal Electronic Devices**

Students' cell phones and personal electronic devices (iPods, MP-3 players, earbuds/air pods, tablets, etc.) are limited to before and after school use, during non-class times, such as lunch, and passing between classes in the hallway. Students will not use cell phones or have them in their possession unless authorized by the teacher/staff member. These devices will be collected by the teacher/staff member at the beginning of each class and returned to the student at the end of class. Students should not leave personal electronic devices in their lockers throughout the day for security reasons unless the student has a padlock. Smartwatches may be worn during school hours but can be confiscated if a student is misusing the device and sending messages through the watch.

Cell phone usage in the restrooms during school hours will not be allowed. If a student is found using a cell phone in the restroom, it will be confiscated and turned into the office to be returned to the student at the end of the school day. This is a precautionary measure that will alleviate privacy and safety concerns that could arise.

There is a place for these personal devices but not during the school day. If a student needs to contact his/her parents while in school, they can use a phone in the school office area with permission or ask permission from a staff member to use their cell phone. Students using these devices without staff permission during the school day will receive the following consequences:

**1st offense:** the teacher/staff member will confiscate the device for the remainder of class and notify the office.

**2nd offense:** the device will be taken to the office and the student may pick it up after school.

**3rd offense:** the device will be taken to the office and a parent/guardian must come and retrieve it.

### **Chain of Command**

When dealing with concerns with staff, it is important for parents and students to follow the chain of command. When a problem arises, the person that the situation involves should be contacted first. If the problem is not resolved the appropriate principal should be contacted so that a meeting can be arranged with the parents and staff member involved. If it still is not resolved the superintendent should be contacted. The **final** step should be the Board of Education. Normal channels of communication, from student/parent to staff member, to Administration, to Board of Education shall be used whenever feasible, in seeking clarification of questions or concern to the student, employee, or patron before the grievance procedure is utilized.

### **Closed Noon Hour and Motor Vehicles**

Students may not leave the building or school grounds, except to go to class, while school is in session for any reason except by permission from the Administration. Each student is to remain on the school grounds for the entire day unless he/she requests and obtains permission from the Administration.

Cars used by students for transportation shall be used only in driving to and from school. Cars are not to be moved between arrival in the morning and dismissal, without permission from the Administration. No student is to be in or on any motorized vehicle during the school day without permission from the Administration. All vehicles are to be parked in the designated area.

### **Deficiency Reports**

Teachers will inform those high school and middle school students who are falling behind academically. Notifications will be made via a phone call and/or an email from administration as well as an email generated by Infinite Campus each week. The reports will include all "D's" and "F's". A conference may then be set up to include the parents and the teacher to determine the efforts needed to solve the problem areas. At the end of the 2<sup>nd</sup> week of each quarter and every week thereafter, parents will receive notification if their child is failing or close to failing any class.

### **Early Release of Students**

In the event of the need for early release of students, the following shall apply:

1. Parents should send a written note or phone the Administration stating the reason they are requesting the dismissal of their son/daughter.
2. The student must receive permission from the Administration and sign out in the School Office on the sheet provided prior to leaving the building. Students should get assignments prior to leaving.
3. No class may be dismissed before the regular hour for dismissal except with the approval of the Administration.
4. Individual students in any school, grade, or class may not be dismissed before the regular hour of dismissal except with the approval of the Administration.

### **Eligibility Rules**

The Sanborn Central School is a member of the South Dakota High School Activities Association and abides by its regulations. In addition, to be eligible to participate in extracurricular activities, a student in grades 5-12 must be passing in all regular subjects each reporting period. Eligibility will be checked weekly and a student will remain ineligible for a period of one week. (Monday to Monday) Refer to "Grades 5-12 Eligibility Policy" later in this handbook for specifics.

### **Fire/Disaster/Lockdown Drills**

There will be unannounced fire, disaster, and lockdown drills throughout the school year. Students are advised to observe the posted directions in each room and shall follow all instructions during such drills.

### **Hallway Conduct**

The following rules of conduct apply in the halls of the building:

1. No running in the halls at any time.
2. No loud talking, shouting, pushing, or jostling.
3. No congregating or loitering in the restrooms or locker rooms.
4. No tampering with lockers.

### **Inclement Weather Procedure**

The procedure used in the Sanborn Central School District in the event of inclement weather is as follows:

When inclement weather forces the buses to run late, or causes postponement or cancellation of school, notice will be given via our School Reach message center and will be announced over:

<b>Radio Stations:</b>	KORN/Q107 in Mitchell, KMIT/KOOL98 in Mitchell
<b>TV Stations:</b>	KELO, KSFY, KDLT, in Sioux Falls

We will announce any information related to bussing or other school outages on the school's website ([sanborncentral.com](http://sanborncentral.com)) as well as other usual notifications, including Bright Arrow. The Bright Arrow phone call and all media announcements will be made on the above-mentioned stations before 6:00 am on the day involved when possible. When inclement weather conditions prevail for an extended period of time, the procedure for operation of the school will be determined on a day-to-day basis. During bad road conditions, when buses are running late, the bus students will not be counted tardy or absent.

As a general rule, there will be no extracurricular practices scheduled when school is closed or dismissed early.

Should students not be able to get home due to inclement weather, the students will go to previously designated locations or remain at the school.

During periods of inclement weather, when buses are running, the final decision to send students to school remains with the parent.

### **Initiations and Hazing**

Initiations and hazing of any student or persons who may become students at Sanborn Central is prohibited. Said practice is potentially dangerous to students and is in violation of the rights of all students.

### **Loss of Classroom Time for Teachers and Students**

The Sanborn Central School District recognizes the rights for all to receive an education free from interruptions and the importance of teacher-student contact time. To eliminate loss of classroom time, the following will be used as guidelines:

1. Activities will be scheduled after school or on Saturdays whenever possible.
2. If a student must be absent for a school activity, the student will make up his/her work prior to leaving for the activity.

### **Post-High Visits**

Seniors will be allowed two days and juniors two days to visit a post-secondary institution during the school year provided the visit is set up by the School Counselor or the School Counselor is notified by the parent. These days will not count as an absence.

### **Pupil Interviews**

1. Individual pupils may not be interviewed in the schools by any person, except an employee of the Board of Education, without prior approval of the Administration.
2. The Administration shall not grant such an interview unless he/she deems it essential to the welfare of the child or has the permission of the parent or is served a court order.
3. The Administration or some other administrative employee shall be present. The school counselor would be acceptable.
4. Parent's permission must be secured before law enforcement officers can interview students.

### **Pupil Records**

This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). The Sanborn Central School District is committed to implement the policy and follow the procedures.

The Board of Education authorizes the school superintendent to inform parents, students, and the public of the policy and to exercise administrative resources to implement the policy as well as to deal with individuals who violate it.

STATEMENT OF RIGHTS: Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy.

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control over other people's access to the educational record.
3. The right to seek to correct the student's education record; in a hearing if necessary.
4. The right to report violations of the FERPA to the Department of Education.
5. The right to be informed about the FERPA rights.

All rights and protection given parents under the FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. The student then becomes an eligible student.

### **School Bus Rules**

The following rules have been adopted in the interest of student safety:

1. The safety of the bus and its passengers demands complete cooperation from the pupils.
2. Bus transportation for pupils is a privilege, conditioned upon courteous behavior and obedience to the established rules.
3. Students who are waiting for, entering, or leaving bus areas are expected to act in a responsible manner so as not to infringe on the rights of others.
4. The driver is in full charge of the pupils and the bus. The driver's relationship with the pupils should be on the same plane as that of a teacher in the classroom.
5. If seats are assigned, pupils must occupy the seat assigned to them. Once seated, a student must retain that seat for the term of the ride.
6. The same courteous conduct as is expected in the classroom must be observed while on the bus. Ordinary conversation is permitted. Loud and vulgar language is not permitted.
7. Pupils must not, at any time, put hands, arms, head, feet, or legs out of the bus windows.
8. Pupils will refrain from other disruptions. Pupils are expected to remain seated while the bus is in motion.
9. Students will be cited for fighting, use of illegal drugs/alcohol/tobacco products, vandalism, bullying, inappropriate language, and refusing to obey the driver.

Failure to observe the above rules as determined by the bus driver and the Administration will necessitate the following action:

<b>First Violation:</b>	Warning from the bus driver and Administration and a written report by the Administration to the parent.
<b>Second Violation:</b>	Suspension of bus privileges for three school days.
<b>Third Violation:</b>	Suspension for one month.
<b>Fourth Violation:</b>	Suspension for remainder of the school year.

### **School Dances – Grades 6 –12**

Any class or organization may make arrangements to hold a dance or party. Such activities must be scheduled as a regular event on the school calendar, must have the approval of the Advisor and the Administration, must have chaperones approved by the Administration, and must operate under the “closed door” rule.

Middle School dances are for grades 6-8 only. High School dances including Prom are for grades 9-12. (May include postgraduate dates for Prom.)

### **School Instruments – Grades 5-12**

School-owned instruments will be checked out on an available basis. The student responsible for the instrument or percussion equipment will pay for any repairs. The condition of the instrument will be listed. A signed agreement must be returned before an instrument will be checked out to the student.

### **School Lunch**

Free and reduced meal applications are available at the Business Office. School lunch bills will be mailed on or after the end of the month; payable within 20 days of receipt. After twenty (20) meals without pay, anyone delinquent at this time will be dropped from the Food Service program. The following prices have been set by the School Board:

Pre-K through Fifth Grade.....	\$3.25
Sixth Grade through Twelfth Grade.....	\$3.50
Adults.....	\$4.50

Extra food/milk/juice will be billed as Ala Carte items. Parents may contact the school for current prices of Ala Carte items and extra milk or juice.

**Breakfast is available at a cost of \$2.25 for PK-12. Adults pay \$2.75.**

### **USDA Nondiscrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:



- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

#### **Student Fundraising Activities**

The Board prefers that the School District support student activities, but it may be necessary for students to raise funds to support some of them. Fundraising should be restricted but if considered necessary, fundraising must be approved by the Administration and carefully supervised. The sale of supplies in the classroom as a fundraising project for student activities is prohibited. All monies will be deposited **immediately** with the Business Manager and placed in the proper account. No monies will be kept in private accounts. All expenditures of student funds will be only by authorized purchase orders.

#### **Students in the Building**

There will be no students in the school building or gymnasiums without adult supervision.

#### **Telephone Use**

The telephone is for business and emergency use only. Please inform your parents to call only if necessary and then to do so during the noon period. Students will be called from class only in an emergency. Students may not use the telephone to arrange absences from school. Arrangements must be made in advance of the student's planned departure. Students must obtain permission before using the telephone.

#### **Transfer Students**

Students transferring to the Sanborn Central School from another school district must furnish student records, a copy of their health records, Social Security number, and birth certificate in order to enter school.

#### **Vandalism of School Property**

Any student who destroys or fails to return school property is liable to suspension or expulsion. The parents or guardians of such student shall be liable for all damages. **See Student Conduct Policy.**

#### **Weapons**

No weaponry is allowed in the school. This includes guns, knives, and other paraphernalia that the Administration determines could be a weapon.

### **Student Services**

#### **Assembly Programs**

General assembly programs will be held throughout the year. The assembly programs will include programs by professional entertainers, clubs, and classes. Pep assemblies may be held during the school day and must be approved by the Administration.

### **School Counseling**

Students should work with the School Counselor in planning high school and post-secondary careers. Students with problems of any nature should feel free to visit with the School Counselor. Ms. Logan Amundson, our Dean of Students, is available for appointments daily.

### **Health Services**

Health services will be provided by the Sanborn County Nurse. Enrolling students will provide the name of their personal physician. Students with medical problems should contact the Administration.

### **School Library**

The School Library is the very core and center of the school. Students are urged to make maximum use of the facility and to follow the regulations adopted by the Librarian and Administration.

### **Awards Program – Grades 6-12**

At the end of each school year, special recognition for outstanding student achievement will be feted at an awards program. Students who have excelled in academics, extracurricular activities, and other school related programs will be recognized.

### **Student Recognition– Grades 6-12**

The High School and Middle School will be having “Students of the Quarter” for each grade level chosen by the faculty of each respective school. The High School and Middle School “Student of the Year” will be chosen by the faculty of each respective school based on evidence of overall scholarship, leadership, and citizenship for the entire year.

### **Blackhawk of the Year – Grade 6-12**

One boy and one girl will be chosen as “Blackhawks of the Year” at the Middle School and High School level by the school faculty based upon performances in extracurricular activities, scholarship, leadership, and citizenship.

### **Letters – High School/Middle School (who may qualify)**

Students will receive letters in cheerleading, athletics, band, and vocal by meeting the requirements as set forth by the advisors.

### **Regents Scholar Diploma & SD Opportunity Scholarship**

We strongly urge all students to work towards academic excellence to earn a Regents Scholar Diploma (still need 2 credits of the same foreign language) and to become a SD Opportunity Scholarship recipient. 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” or 3.0:

4 units of English	4 units of Mathematics
4 units of Science	3 units of Social Studies
1 unit Fine Arts	½ unit either Economics or Personal Finance
½ unit of PE	½ unit of Health (Class of 2017 & beyond)

2 units (of either of the following or a combination of for SD Opportunity Scholarship):

Approved Career & Technical Education Courses OR Modern or Classical Language

Students with the course requirements and a minimum of a 24 on the A.C.T. exam are eligible to apply for the SD Opportunity Scholarship of \$6500 over 4 years.

### **Boys State and Girls State**

One junior boy and one junior girl from Artesian and Letcher will be selected by the respective Legions and Auxiliaries from the Junior Class based upon leadership and scholarship. The students must be in the upper one-third of their class or have a “B” average.

### **Driver's Education**

The school district provides an opportunity for students to take driver's education. This is not a required service. The availability of this service may be limited to a specified number of students per year based upon interest. The fee for driver's education is \$250 for in district students and \$350 for out of district students.

### **Pre-School**

The district has developed a strong preschool program. For students to be eligible, they must be 4 years of age by September 1<sup>st</sup> of that year. As of the 2017-2018 school year, the fee for attending preschool is based upon the days of attendance in the week. 4-day a week students will be charged \$100 per month and 5-day a week students will be charged \$125 per month.

## **POLICIES**

### **Alcohol, Tobacco, and Drug Policy**

The Sanborn Central Alcohol and Drug policy adheres to Section 5145 of the Safe and Drug Free School and Communities Act for both students and employees. A copy of this policy may be requested for review in the office of the Superintendent. Parts of Section 5145 are:

1. The education of students to the dangers inherent in the use of controlled substances.
2. The provision of the school counseling services that will make it possible for substance troubled students or employees to seek counseling without fear of reprisal and with the assurance of confidentiality.
3. Close cooperation by school officials with parents or guardians of students seriously suspected or reliably reported to be illegally involved with controlled substances.
4. The prohibition of the use, possession, or distribution of illegal substances on school property or in connection with any school activity.

This includes prohibition of illegal substances at any interscholastic athletic contest, on any field trip, or any other Board approved trip or activity.

Any student who is in possession of or under the influence of an alcohol, any type of tobacco product, or controlled substance on school property or during school-related functions will be suspended from school according to the following guidelines:

**First Offense – 3 DAYS**

**Second Offense – 5 DAYS**

**Third Offense – EXPULSION**

The decision as to whether the suspension will be in school (ISS) or out of school (OSS) will be determined by the administration. No credit will be given when a student is suspended over 3 days. Students receiving three days of OSS will be given  $\frac{1}{2}$  credit for assignments per day and those receiving 3 days ISS will be given  $\frac{3}{4}$  credit for assignments per day.

### **Attendance Policy**

#### **Absence Defined**

An absence is defined as not being in attendance when the period starts.

### **Excused Absences**

Absences from school should be for the most serious reasons. Excused absences are for personal illness, medical appointments, funerals, and family emergencies. It is the parent's responsibility to call or send a note so that the absence may be excused.

### **Unexcused Absences**

Any student who receives an unexcused absence will not receive credit for the work missed. Parents will be notified. After three (3) unexcused absences the student will serve **One Day of In-School Suspension**.

### **Skipping School**

Any student who skips school will not receive credit for the period of time that was missed.

**Time missed cannot be made up.**

## **Excessive Absences and Tardiness**

It is the policy of the Sanborn Central School that school attendance is the responsibility of the parent and the student. However, the District also recognizes that regular attendance is essential to a quality education and that excessive absence and excessive tardiness tend to disrupt the school organization and the instructional program and the student's ability to achieve success in school. Excessive absences and tardiness will be administered as follows:

### **High School Attendance Policy**

High school student absences will be recorded by class periods as well as days absent. **This policy applies to both excused and unexcused absences.** A student who misses the same class period three (3) times in a semester will be notified in writing with a letter to the parents. When a student misses four (4) times, there will be a conference with the parents, which could be over the phone, in person, or electronically. It will be explained that after five (5) absences in one semester of the same period, **there will be no credit given for the semester in that class.** Absences will also be kept for study halls. Students and parents will be notified in writing when 24 class periods (6 school days) have been missed. When a student misses 32 class periods (8 school days), a conference either over the phone, in person, or electronically will be held with the parents. It will be explained that after 40 periods (10 school days) missed in one semester, there will be no credit given for the semester in any class. A series of absences will be treated on a case-by-case basis by the Administration. All absences will be recorded on the student's permanent records by days or partial days missed.

### **Middle School Attendance Policy**

After six (6) absences in a semester, the parents and student will be notified in writing. When a student misses eight (8) times, a conference over the phone, in person, or electronically will be held with the parents. It will be explained that after ten (10) absences in one semester, there will be no credit given for the semester. A series of absences will be handled on an individual basis. Dental appointments, shopping trips, errands, haircuts, etc., should be avoided if possible during school time.

In all absences from grades K-12, a written excuse or phone call must be given in advance except for illness or other emergencies in which case a written excuse must be presented or a phone call placed to the Administrative office on the student's return to school. Excuses must

give the exact or specific reason for the absence and must be signed by the parent or guardian.

### **Elementary Absence Policy**

If the child is present in school for  $\frac{1}{2}$  hour or less, he/she will be counted absent for a full day.

If the child is absent up to  $1\frac{1}{2}$  hours, he/she will be counted tardy.

If the child is present more than  $1\frac{1}{2}$  hours, he/she will be counted absent  $\frac{1}{2}$  day.

After six (6) absences in a semester, the parents and student will be notified in writing. When a student misses eight (8) times, a conference over the phone, in person, or electronically will be held with the parents

#### **The following will apply to student tardies:**

1. All tardies will be recorded on the student's permanent record.
2. If a student is late to school, report to the school office before going to class or study hall and sign in on the sheet provided. Then report to class.
3. For a tardy to be excused, the parent must send a note or phone the School Office.
4. If a teacher detains a student, he/she is to request a written pass from the teacher for the next class or study hall.
5. Three (3) unexcused tardies will be considered one unexcused absence.
6. After three (3) unexcused absences, the student will serve one (1) day in-school suspension.

<b>THREE UNEXCUSED TARDIES EQUAL ONE UNEXCUSED ABSENCE.</b>
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### **Student Discipline-Bully Prevention**

The Sanborn Central School District is committed to maintaining a constructive, safe school climate that is conducive to student learning and fostering an environment in which all students are treated with respect and dignity.

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

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

The forms of bullying:

Physical-involves harmful actions against another person's body

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

Emotional-involves behaviors that upset, exclude, or embarrass a person  
Sexual-involves singling out a person because of gender and demonstrates  
unwarranted or unwelcome sexual advances  
Racial-involves rejection or isolation of a person because of ethnicity

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

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

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

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

It shall be the responsibility of the superintendent to develop administrative regulations, in accordance with this policy, to protect the district's students from harmful effects of bullying. Regulations accompanying this policy shall include, but not limited to:

1. Additional definitions, if necessary, to assist in the implementation of this policy;
2. A procedure to report incidents of bullying;
3. A process to investigate reported acts of bullying;
4. A procedure, consistent with district policy, to provide appropriate consequences for any individual found to have engaged in bullying;
5. A statement prohibiting retaliation against individuals who, in good faith, report acts of bullying; and
6. A process to inform staff, students, and parents of the district's bullying prevention policies and efforts.

## **STUDENT BULLYING - REGULATION**

### **A. DEFINITIONS**

1. **Bullying:** For the purposes of this policy, "bullying" means any physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive, and objectively offensive that it:
  - a. has the purpose of effecting or creating an intimidating, hostile or offensive academic environment, or

- b. has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

Bullying may include, but is not limited to the following behaviors and circumstances:

- a. Verbal, nonverbal, physical or written harassment, hazing, or other victimization that has the purpose of causing injury, discomfort, fear, or suffering to the victim;
  - b. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
  - c. Implied or explicit threats concerning grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
  - d. Demeaning jokes, stories, rumors or activities directed at a student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; or
  - e. Unreasonable interference with a student's performance or creation of an intimidating, offensive or hostile learning environment.
2. **Electronic:** For the purposes of this policy, "electronic" means any communication involving the transmission of information by wire, wireless broadband, radio, optical cable or similar means. "Electronic" includes, but is not limited to, communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.
3. **Third Parties:** For the purposes of this policy, "third parties" includes, but is not limited to, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of business or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-district school events.

## **B. REPORTING**

Any individual who believes a student has been the victim of bullying, as defined above, by students, staff or third parties shall report the alleged acts immediately. The report shall be on a form available from the building principal or from the district office. At the time a report is made, district staff may request any evidence of the alleged bullying, including, but not limited to, letters, tapes, pictures or electronic communication devices.

1. **Designated Personnel.** The building principal is designated to receive written reports of bullying at each school building. Reports may also be received by an alternate, as designated by the building principal. Upon receipt of a written report, the building principal shall reasonably and promptly notify the superintendent and provide a copy of the report to the superintendent. Failure to forward any report as provided herein will result in disciplinary action. If the complaint involves the building principal, the complaint shall be filed directly with the superintendent.

2. **District wide.** The School Board hereby designates the superintendent to receive reports of bullying from the building principal as outlined above. The superintendent shall designate an individual to receive reports in such cases that a report alleges bullying performed by the superintendent. If a report is filed involving the superintendent, the designated individual shall reasonably and promptly notify the Board Chair.
3. **Confidentiality.** The District will attempt to respect the confidentiality of the report and the individual(s) against whom the report is filed, consistent with district policy, legal obligations and the necessity to investigate allegations of bullying and take disciplinary action when the conduct has occurred.
4. **Procedure.** Any individual filing a report of bullying will be asked to put the facts surrounding the conduct in writing on a form provided by the District. The form shall include, but is not limited to: individual's name and address; date of the incident; description of the incident; name of any witnesses; what action, if any, has been taken; and signature of the complainant.
5. **Required Reporting.** If any accusations include possible criminal activity, the superintendent shall comply with all mandatory state reporting requirements.

#### **C. INVESTIGATION**

Upon receipt of a written report, the building principal shall be responsible for reasonably and promptly conducting an investigation to determine whether an alleged act constitutes a violation of this policy. At the building principal's discretion, an investigation may be conducted by an alternate investigator as designated by the building principal. After completion of the investigation, the investigating party shall provide written conclusions and findings to the superintendent.

The investigation may consist of personal interviews with individuals named in the report and any others who may have knowledge of the alleged incident(s) or circumstances giving rise to the report. The investigation may also consist of any other methods deemed appropriate by the investigating party.

In addition, the District may take immediate steps, at its discretion, to protect students and employees pending completion of an investigation.

#### **D. PROHIBITION AGAINST RETALIATION**

The District prohibits retaliation against any person who, in good faith, makes a report of alleged bullying conduct or who retaliates against any person who, in good faith, testifies, assists, or participates in any investigation, proceeding, or hearing related to a report of bullying.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. If any student who has, in good faith, reported bullying or has testified, assisted or participated in an investigation, believes that he or she has been retaliated against because of his or her participation, he or she should follow the procedures set forth above.

Any charge of bullying found to have been intentionally dishonest or made maliciously without regard for truth is subject to disciplinary action consistent to district policy.

#### **E. CONSEQUENCES**

Any individual found to have violated this policy will be subject to discipline consistent with district policy. The District will take action it deems necessary and appropriate, up to and including expulsion, dismissal or appropriate sanction determined and imposed by the administration or the Board. Individuals may also be



referred to law enforcement. Consequences will begin with step #1 – First Offense, on page 17 of this handbook.

**F. NOTIFICATION**

The district's bullying prevention efforts shall be annually discussed with students and staff and the district's policy and regulation shall be incorporated into the appropriate district handbooks, which shall be made available to district staff, students and parents

## **Student Conduct Policy**

It is the policy of the Sanborn Central Board of Education to promote civility in all activities and communications within its domain. Civility is the act of an individual being virtuous, courteous, a good citizen, and prudent in all interactions. It also describes an individual who is honest and believes in taking responsibility for his/her own actions. The following applies:

- The integrity, honesty, and responsibility of each student shall be above reproach.
- Communication, verbal, and non-verbal expressions of all students shall be polite, courteous, morally correct, and non-demeaning. Rudeness in any form will not be tolerated.
- Abusive and profane language will not be tolerated in any form. Strict penalties will be imposed (see below). Rudeness is included here.
- Bullying shall be considered a significant breach of this policy.
- The utilization or sale of alcohol, drugs, and tobacco products will also be considered a significant breach of this policy.
- Willful damages to school property will not be tolerated.

Detention may be given by the classroom teacher or administration, if, in their opinion, the situation is conducive to imposing a lesser penalty. One day of ISS could also be given if the situation warrants a lesser penalty.

The following penalties will be invoked when penalties of detention and in-school suspension are deemed of little consequence. The students should know that, based upon the actions of a few, the Board of Education had to respond to harsher penalties for those students who continue to act with behavior that is of significant consequence.

1. **FIRST OFFENSE:** Three days supervised in-school suspension. A letter will be mailed to the parent/guardian of this student. Under this penalty students will be allowed to make up their work. Credit can still be earned consisting of  $\frac{3}{4}$  credit per day.
2. **SECOND OFFENSE:** Two days out-of-school suspension. A letter will be mailed to the parent/guardian of this student, and a meeting with the parents/guardians and their son/daughter will be required prior to granting readmission. If the student is readmitted, they will be allowed to make up their work and will receive  $\frac{1}{2}$  credit per day.
3. **THIRD OFFENSE:** Five days out-of-school suspension. A letter will be mailed to the parent/guardian of this student. A meeting with the parent/guardian and their son/daughter will be required prior to readmission. Students will not be allowed to make up this work. Zeroes will be recorded for all grades given during this timeframe. If no grades are given – no zeroes will be recorded.
4. **FOURTH OFFENSE:** Expulsion. This offense will require a meeting between the parents/guardians and the Board of Education. The Board will listen to the arguments provided by the student and the Superintendent. Subsequently, the Board's ruling could mean expulsion from school for the remainder of the

semester or school year. There will be no makeup of classroom work and the students are not allowed on the property of the Sanborn Central School District.

**In order that there will be no misunderstandings, here are examples of penalties that will be taken quite seriously under the Student Conduct policy. They are not all-inclusive, but they are violations that will be handled under the policy.**

- ◆ Intentionally causing or attempting to cause substantial damage to school property. This includes private property if actions are taken during the school day, which includes extracurricular activities.
- ◆ Stealing, or attempting to steal, school property or property belonging to others.
- ◆ Intentionally causing or attempting to cause physical injury or emotional abuse to another person, except in self-defense. Also known as bullying.
- ◆ Knowingly possessing or transmitting any firearm, knife, explosive, or other dangerous object.
- ◆ Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. This also includes any tobacco product and prescription drugs not prescribed for the user.
- ◆ Knowingly using or copying the academic work of another and presenting it as his/her own. In short, cheating. This includes plagiarism and knowingly allowing another person to copy his/her work (a grade of "0" is also given).
- ◆ Repeatedly or intentionally defying the valid authority of any school employee, and/or causing interruption/disruption of the school's program.

If a student is given ISS or In-School Suspension, he/she will be isolated from the other students but will be working on assignments, tests, etc. the entire day. The student eats lunch in the ISS room and is given restroom breaks. A student serving ISS will receive  $\frac{3}{4}$  credit for work done each day.

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

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

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

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

- unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.
- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure)

### **Computer Use Policy**

Students have the privilege of using computers to do school work in class and during study hall. Students with missing assignments or on the "F" list will not be able to use computers until all assignments are in or he/she is off the "F" list or is directly supervised doing school work by a staff member. There will be strict consequences for the misuse of this privilege. Students that access inappropriate sites, including but not limited to sites that are pornographic or vulgar in nature, or use profanity of any kind may be subject to the Student Conduct Policy in addition to losing computer privileges as follows:

- **1<sup>st</sup> offense:** Loss of all computer privileges unless directly supervised by a staff member for 10 school days.
- **2<sup>nd</sup> offense:** Loss of all computer privileges unless directly supervised by a staff member for 20 school days.
- **3<sup>rd</sup> offense:** Loss of all computer privileges unless directly supervised by a staff member for the rest of the current school year.

**Students/parents will be responsible to pay for any damages done or loss of any of the district's computers, iPads, printers, and any other electronics not specifically stated. This does not include malfunctions or problems that are attributed to the device itself.**

### **Cyber bullying Policy**

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the materials they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been victims of such misuses of technology, as described in this policy, should not erase the offending material from the systems. A copy of the material should be brought to the attention of a principal or teacher.

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 threats off school grounds, to harm a member of the school staff or a student.

Malicious use of 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 change 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.

### **Dress Code Policy**

The style and fashion of clothing worn by students and staff is a matter of individual taste and reflects the pride each person places in himself/herself. The school officials will not attempt to regulate clothing except in cases where the clothing is dangerous to individuals or others in close proximity. Clothing disruptive to the classroom will not be tolerated. No alcohol/drugs/tobacco related clothing, et cetera will be tolerated. This includes showing of briefs, bras, buttocks, breast, or belly buttons. There will be no hats or bandannas. Skirts, skorts, or shorts must reach past the middle knuckle when arms are resting at the side of the body. Students will be asked to remove, turn inside out, or cover offending areas. Extra clothing will be in the office for those who need to borrow suitable clothing.

Elementary students are not allowed to wear shorts in the winter/spring until April 1.

### **Grievance Procedure Policy for Students**

The following grievance procedure will be used in reference to questions or complaints raised by students:

#### **Definitions**

For the purpose of this policy, the following definitions shall be operative:

1. Grievance is the complaint lodged by a student of the Sanborn Central School District with an employee, or the School Board of the School District.
2. Complainant is the person or persons who initiate the grievance.
3. Respondent is the person or persons to whom the grievance is addressed.

Normal channels of communication, from student to teacher, to Administration, to Board of Education shall be used whenever feasible, in seeking clarification of questions of concern to the student, employee, patron before the grievance procedure is utilized.

#### **Grievance Solutions**

The purpose of this procedure is to secure at the earliest level possible, equitable solutions to a claim of a complainant, if the claim is justifiable. The proceeding shall be kept confidential at each level of this procedure. This grievance must allege one or more of the following unfair practices.

1. That a school rule is unfair.
2. That a school rule or regulation discriminates against or between employees or students.
3. That an unfair procedure has been used in arriving at a punishment or determination.

### **Procedures**

The following steps shall be followed in the filing, resolution, and disposition of a grievance:

- A. Level One: A student with a complaint shall first present it orally and informally to his/her teacher. If the complaint is not promptly resolved, he/she may present a formal claim in writing to his/her Grievance Committee. The Grievance Committee is comprised of three teachers. Within five school days after receiving the written complaint, the Grievance Committee shall state its decision in writing with all supporting reasons and evidence.
- B. Level Two: Within five school days after receiving the decision at Level One, the complainant may appeal the decision to the Principal of the school. This appeal shall be in writing and shall be accompanied by the original complaint and copies of all previous supporting statements, evidence, and decisions. The Principal shall evaluate the evidence and render his/her decision within ten school days after receiving the appeal.
- C. Level Three: If the complainant deems it desirable to carry the complaint beyond the decision reached in Level Two, he/she may, within ten school days, file his/her complaint with the Superintendent. The Superintendent shall evaluate the evidence and render his/her decision within ten school days after receiving the appeal.
- D. Level Four: If the complainant deems it desirable to carry the complaint beyond the decision reached in Level Three, he/she may, within ten school days, file his/her complaint with the Board of Education. Upon receiving the complaint the matter shall be placed upon the agenda of the Board of Education for consideration at the next regular meeting of the Board. Final determination shall be made within thirty calendar days from said meeting.

### **Grades 5-12 Eligibility Policy**

The Sanborn Central School's Eligibility Policy states that to be eligible to participate in extracurricular activities, a student must be passing in all regular subjects each reporting period. Eligibility will be checked weekly and a student will remain ineligible for a period of one week. (Monday to Monday)

Eligibility is checked with each teacher by noon on the second to the last day of each week and if a student is failing his/her class, the student becomes ineligible beginning on Monday and remains ineligible until the next Monday.

Some clarification was needed as to what extracurricular activities the students would not be allowed to participate in during the ineligible time period. The student can attend practices held after school hours only during this time period. They can also participate in the activity if it is considered an assignment or activity that is used for grading purposes for a class.

The staff developed the following list of activities as a guideline to both students and parents. If a student is failing a class, they will not be allowed to participate in: (The list may be revised at any time):

VOLLEYBALL – Games  
BASKETBALL – Games  
FOOTBALL – Games  
TRACK – Track Meets, State Track Meet  
CROSS COUNTRY – CC Meets, State CC Meet  
GOLF – Tournaments, State  
CHEERLEADING – Ballgames, School Sponsored Camps



**Emergency Phone Numbers:**

Emergency	911
Sanborn County Sheriff	796-4511
Superintendent of Schools	495-4183

**Policy Prohibiting Sexual Harassment**

It is the policy of the Sanborn Central Board of Education to prohibit sexual harassment of its employees, students, and guests of the District by a person and in any form. All employees, students, and guests should be able to enjoy a work and learning environment free from all forms of discrimination, including sexual harassment.

Sexual harassment is defined as words and actions, which tend to annoy, alarm, or be physically or verbally abusive toward another person and which serve no legitimate or valid purpose. Sexual harassment is a specific type of harassment and the type discussed within this policy. Examples of sexual harassment include, but are not limited to: (a) unwelcome sexual flirtations, advances, or propositions; (b) verbal abuse of a sexual nature; (c) graphic verbal comments about an individual's body; (d) sexually degrading words used to describe an individual; (e) displaying of pornographic material; and (f) inappropriate physical contact or language of a sexually suggestive nature.

Any individual, who believes that she/he has been, or is being subjected to sexually harassing conduct, should immediately report it to the school administrator (e.g. school counselor, principal, superintendent). This report initially may be made verbally or in writing, but if made initially verbally, the individual making the complaint must submit a written complaint which includes: (a) the name of the person making the complaint; (b) the person(s) alleged to have sexually harassed the complaining party; and (c) the date(s) and nature (description) of the sexual harassment.

The individual making the complaint should also request a copy of the full Sexual Harassment Policy from the school district's administrator.

**Promotion/Retention Policy**

The Sanborn Central School District believes every student should receive maximum opportunity to succeed in school. It is the duty of the instructional staff to place each student at the grade level best suited for each student's academic, social, and emotional level. Retention, if necessary, is best between Kindergarten and third grade. Every effort is made to reach a common agreement with all parties involved, with the final decision resting with the school administration.

General Guidelines:

**K-5**

1. Students may be retained in cases of immaturity, extreme lack of effort, or poor grades.
2. Students for which individual education plans are written generally are not good candidates for retention.
3. Kindergarten students are not retained without parental permission.
4. Every effort is made to reach a common agreement with all parties involved, with the final decision resting with school administration.

## 6-8

1. Students failing two or more core\* classes at the end of each semester are strong candidates for retention.
2. Students for which individual education plans are written generally are not good candidates for retention.
3. Every effort is made to reach common agreement with all parties involved, with the final decision resting with school administration.

\*core classes: Language Arts, Reading, Science, Social Studies, Math

### **Time Schedule**

1. Middle School students/parents are informed on a weekly basis of unsatisfactory work or failing work.
2. Middle School/Elementary teachers inform parents of students' problems during the first parent-teacher conferences. Retention is not discussed.
3. Elementary teachers will discuss the possibility of retention with parents/administration during the second parent-teacher conference.
4. The Middle School principal arranges a conference at the end of the third quarter for the parents of students failing two or more core classes. The conference includes the principal, teachers, student, and the parents. During the conference, the principal will explain the guidelines and reality of retention.
5. A mid-April conference is held for any Elementary/Middle School student who is being considered for retention. Parents, students, teachers, and administration are to be included at the meeting. Academic, social, and emotional information is made available to the administration that will make the final decision regarding promotion/retention.
6. The administration will notify the parent and student in writing of the final decision on the final report card.

## **Policies Relating to Title IX**

### **Inquiries by the Public**

The 504 Coordinator for the Sanborn Central School District is Paula Sanderson. You can contact her at 605-495-4183.

Any person having inquiries concerning Sanborn Central School District compliance with the Title IX is directed to contact the Superintendent at:

**40405 SD Hwy 34, Forestburg, SD 57314**

**Phone: (605) 495-4183**

## **Restraint and Seclusion Policy**

### **I. Policy Rationale and Philosophy:**

Reasonable efforts should be made to prevent the use of restraint and the use of seclusion. A non-aversive effective behavioral system such as Positive Behavioral Intervention and Supports (PBIS) should be used to create a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students.



The District believes that the school environment should be one in which the care, safety, and welfare of all students and staff members are priorities. Efforts to promote positive interactions and solutions to potential conflict should be extensive. In the event that an individual's behavior presents a threat of imminent harm to self or others the use of approved physical intervention or seclusion strategies to maintain a safe environment may be used as a last resort.

**II. Definitions:**

- a. **Positive Behavior Interventions and Support:**
  - i. A school-wide systematic approach to embed evidence-based practices and data driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students, and
  - ii. Encompasses a wide range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors and teach appropriate behavior to students.
- b. **Physical Restraint:**
  - i. The use of physical contact that immobilizes or reduces the ability of a student to move their arms, legs, body, or head freely. Such term does not include a physical escort, mechanical restraint, or chemical restraint.
  - ii. Physical restraint does not include brief, but necessary physical contact for the following or similar purposes:
    - 1. To break up a fight;
    - 2. To knock a weapon away from a student's possession;
    - 3. To calm or comfort;
    - 4. To assist a student in completing a task/response if the student does not resist the contact;
    - 5. To prevent an impulsive behavior that threatens the student's immediate safety (i.e. running in front of a car).
- c. **Seclusion:**

The involuntary isolation of a student in a room, enclosure or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier. It does not include a timeout.
- d. **Time Out:**

A behavioral intervention in which a student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

**III. Requirements for the use of Physical Restraint:**

Physical restraint may be used only when there is an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible. If physical restraint is applied the staff member must:

- a. implement in a manner that is age and developmentally appropriate;
- b. ensure safety of other students and protect the dignity and respect of the student involved. Combine use with other approaches (non-physical interventions are always preferred) that will diminish the need for physical intervention in the future;
- c. use the least amount of force necessary, for the least amount of time necessary;
- d. be appropriately-trained;

- e. continually observe the student in restraint for indications of physical or mental distress;
- f. contact appropriate emergency entities according to district crisis policy if at any point the staff assesses that the intervention is insufficient to maintain safety of all involved;
- g. remove the student from physical restraint immediately when the immediate risk of physical harm to self or others has dissipated; following the use of physical restraint, the individual should be assessed for injury or psychological distress and monitored as needed following the incident.

**IV. Prohibited Practices for Use of Restraints:**

Staff members are not to use any physical restraints for which they have not been trained by the district. Staff members are not to use any unauthorized physical restraints. This includes but is not limited to:

- a. Prone restraint, which is physical pressure applied to any part of the student's body to keep the student in a face down position on the floor or other surface, except when the use is necessary and reasonable in manner and moderate in degree;
- b. Any form of physical restraint that involves the intentional, knowing, or reckless use of any technique that involves the use of pinning down a student by placing knees to the torso, head, and or neck of the student;
- c. Using any method that is capable of causing loss of consciousness or harm to the neck or restricting respiration in any way;
- d. Uses pressure point, pain compliance, or joint manipulation techniques;
- e. Corporal punishment;
- f. Dragging or lifting of the student by the hair or ear or by any type of mechanical restraint;
- g. Deprivation of basic needs;
- h. Chemical restraint;
- i. Mechanical restraint (that does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
- j. Using other students or untrained staff to assist with the hold or restraint;
- k. Securing a student to another student or fixed object;
- l. Aversive behavioral interventions; or
- m. Seclusion in a locked room or area.

**V. Requirement for Use of Seclusion:**

Given a threat of immediate risk of physical harm to the student or others, the following principles must always be applied:

- a. A room or area used for seclusion must:
  - i. provide for adequate space, lighting, ventilation, clear visibility and the safety of the student; and
  - ii. not be locked.
- b. Staff must:
  - i. implement in a manner that is age and developmentally appropriate;
  - ii. ensure safety of other students and protect the dignity and respect of the student involved;
  - iii. the least amount of time necessary;
  - iv. be appropriately-trained;

- c. staff must continually observe the student for the duration of the seclusion;
- d. if at any point the staff assesses that the intervention is insufficient to maintain safety of all involved, emergency personnel will be contacted;
- e. seclusion ceases when the immediate risk of physical harm to self or others has dissipated;
- f. upon each use of seclusion, the student shall be assessed for injury or psychological distress and monitored as needed following the incident.

**VI. Prohibited for Use of Seclusion:**

- a. Use of seclusion in any environment that does not meet the above criteria.
- b. Deprivation of basic needs;
- c. Seclusion shall not be used;
  - i. As a form of discipline/punishment
  - ii. As a means to coerce, retaliate or in a manner that endangers a student;
  - iii. For the convenience of staff;
  - iv. As a substitute for an educational program;
  - v. As a substitute for less restrictive alternatives;
  - vi. As a substitute for inadequate staff; and/or
  - vii. As a substitute for positive behavior supports or other crisis prevention.

**VII. Reporting and De-Briefing Requirements after the use of Physical Restraint or Seclusion:**

- a. The staff member(s) using physical restraint or seclusion shall complete all district required reports and document staff's observations of the student.
  - i. As soon as possible under the circumstances the staff member(s) using physical restraint or seclusion shall inform the appropriate school administrator of the use of physical restraint or seclusion.
  - ii. The District's Incident Report shall be completed upon occurrences of physical restraint or seclusion.
  - iii. Completion of the form and submission of the Incident Report to the appropriate administrator must be done the same day the staff member(s) used physical restraint or seclusion.
  - iv. An administrator shall attempt to contact the parent/guardian during the same day of incident.
  - v. A copy of the Incident Report must be made available to parent/guardian by the administrator within 24 hours after receipt of the Incident Report.
- b. The administration shall conduct a debriefing with all involved staff and parents and, if appropriate, the student;
  - i. Debrief utilizing the District's Debriefing Form.
  - ii. evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs;
  - iii. During the debrief, if the behavior is noted as a pattern of dangerous behavior that leads to the use of restraint and/or seclusion, a Functional Behavior Assessment, and/or a Behavior Intervention Plan must be completed.

**VIII. Training and professional development:**

- a. The district will ensure that an appropriate number of personnel in each building are trained in crisis management and de-escalation techniques.

- b. The school district will maintain written or electronic documentation on training provided and lists of participants in each training.
- c. All student personnel shall be trained annually on this policy.

**IX. District Monitoring:**

- a. The school board and superintendent shall monitor the implementation of this policy.
- b. This policy shall be accessible on the district's website.
- c. The district shall notify all parents annually on the school's website of its policy on seclusion and restraint.

**X. Complaint:**

- a. A parent/guardian who feels that a school employee violated this policy may file a complaint pursuant to Policy KL: Complaint Against School Employee.
- b. If the student is a student with a disability, the parent/guardian of the student with a disability may file a complaint with the South Dakota Department of Education, Office of Special Education instead of filing a complaint pursuant to Policy KL: Complaint Against School Employee.

## **Sanborn Central Training Rules**

The Sanborn Central School believes that it is important that our athletes understand the importance of abstinence from alcohol, tobacco products, and illegal drugs. We believe that student-athletes have a responsibility to refrain from these substances during the course of the entire school year because of the high expectations of performance we ask from our athletes. The school district believes that athletes that represent our school do so throughout the school year, not just during the season of play.

An entire school year, for all students, is defined as beginning with the start of practice for football/volleyball and concluding with the last school-sponsored activity of the year, which is the State Track Meet. Nothing is carried over into the following school year except an illegal drug violation, which is covered under South Dakota Codified Law.

It is important to note that there are not times during the school year when using alcohol, tobacco, and illegal drugs are tolerated. Verification of an infraction/offense needs to be directly witnessed by a school administrator, coach/advisor, or verified by a law enforcement official. All facts will be gathered and careful consideration given to those facts by the coach, Athletic Director, and administration before any suspension will take place.

**First Offense:** If the student-athlete is in possession or uses alcohol, any type of tobacco products INCLUDING Vape pens, or illegal drugs he/she will be ineligible for following number of events (Event as defined by the SDHSAA): NOTE: Illegal drug violations are subject to SDCL 13-32-9 penalties.

Football	2 events
Girls/Boys Basketball	4 events
Volleyball	4 events
Track/Golf/CC	2 events
Cheerleading	Same as the sport

If the student-athlete uses/possesses alcohol/tobacco/illegal drugs during the off-season, it will carry over into the next sports season. The athletic director will determine the minimum penalty if the penalty cannot be served in any one sport season. **Example, if caught during**

**football season and there is only one football game remaining, the student-athlete will miss two basketball games, also.** The superintendent has the final say on all matters of punishment and determination of guilt.

**Student-athletes who self-report to the coach, athletic director, or administration within 24 hours of the infraction will have their penalty reduced by one-half. Students must practice while suspended.**

The parents of the offender(s) will be notified.

**Second Offense:** The student-athlete is suspended for the remainder of the season of the sport they are participating in at the time. Parents will be notified. The student/athlete will not letter or receive any awards in the sport he/she is participating in at the time of the second offense.

**Third Offense:** The student-athlete is suspended from all activities for the remainder of the school year.

## **SANBORN CENTRAL CO-CURRICULAR TOBACCO/ALCOHOL/ILLEGAL DRUG ABUSE POLICY**

Co-curricular activities are those activities that are designed to give students the opportunity to experience learning situations not offered by the regular curriculum. Co-curricular activities offered by the Sanborn Central School District are:

<b>Band</b>	<b>One-Act Play</b>	<b>Field Trips</b>
<b>Vocal</b>	<b>Yearbook</b>	<b>Oral Interpretation</b>
<b>Student Council</b>	<b>Academic Contests</b>	<b>Spring Play</b>
<b>FFA</b>		

Co-curricular activities are completely voluntary. No student is obligated to take part in these school activities. Participation in these activities is not required for advancement or graduation. Any activity that is part of a requirement in order to receive a grade for a class such as band and vocal is excluded from this policy.

Students under the influence of, or in possession of any type of tobacco, illegal drugs, Vaping devices, or an alcoholic beverage throughout the school year (as defined in the athletic training rules), the following rules will be enforced: (NOTE: Illegal drug violations are subject to SDCL 13-32-9 penalties.)

**First Offense:** The student will not compete or perform in any co-curricular activity for 20 school days. Students shall be required to attend and participate in all practices. The student will not be allowed to travel with or attend co-curricular activities with the organization. Parents will be notified. **Students who self-report to the advisor or administration within 24 hours of the infraction will have their penalty reduced by one-half.**

**Second Offense:** The student will not compete or perform in co-curricular activities they are involved in at the time of the offense for the remainder of the school year. Parents will be notified. The student will not letter in the activity or activities he/she is participating in at the time of the second offense.

**Third Offense:** The student is suspended from all activities for the remainder of the school year.

## **Tobacco Free Policy**

The negative effects of smoking on persons who smoke and persons occupying smoking areas are well documented. The Sanborn Central School District is committed to encouraging healthful living styles and healthful working environments. Because of that commitment, the following policy will apply to Sanborn Central School District effective July 1, 2004: All PK-12 Sanborn Central School District school facilities and grounds will be any type of tobacco/smoke free in all areas. **Any type of smoking or tobacco including Vaping** use is prohibited in all PK-12 schools and vehicles.

## **District Meal Charge Policy**

### **I. Federal Requirement**

The purpose of this policy is to address the need for school food authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which includes the availability of alternative meals. Due to the fact that all students in participating schools may receive reimbursable school meals, all SFAs must have a policy in place for children who are participating at the reduced or paid rate, but either do not have money in their account or available to them to cover the cost of a meal during the service times. This policy ensures that school food service employees, administration, and families all clearly understand the expectations in these situations. **This policy will be available on the district's website as well as being posted in the commons to ensure all concerned parties are made aware.**

### **II. Purpose of Policy**

It is the intention of Sanborn Central to establish consistent meal account procedures for all parties it serves. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, student and their families to the maximum extent possible.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.
- To establish a consistent district policy regarding charges and collection of charges.

### **III. Scope of Responsibility**

The food service department, business manager, and the superintendent all share the responsibility for maintaining the necessary record-keeping to ensure that all students and their families are provided with adequate notice of their account standing. The notification will be in writing (either postal notification or email) as well as a phone call.

The parent/guardian of the child(ren) have the responsibility of maintaining their account, based upon the information provided to them by the district. Should the family have any questions regarding the account, at any time, they are encouraged to contact the business office of the district.

#### IV. Procedure

An account will become overdrawn when the total reaches in **excess of \$100.00**. As stated, it is the responsibility of the parent/guardian to keep the account in good standing. If the account becomes delinquent, the district may be forced to provide the student(s) with an alternative meal, which they will still be charged for. This will occur unless other arrangements are established between the district and the parent/guardian. The alternative meal will meet the established requirements set forth by the Federal Government.

***-COMMUNICATION ON THE PART OF THE DISTRICT AND THE FAMILIES OF THE DISTRICT IS EXTREMELY IMPORTANT ON THIS ISSUE.***

***-FAMILIES ARE ENCOURAGED TO APPLY FOR FREE OR REDUCED PRICE MEAL BENEFITS TO AVOID ANY ISSUES WITH UNPAID BILLS.***

The district is willing to work with the families that may have difficulty with paying their bills. Through clear communication, long-term payment plans can be established to meet the needs of the families. However, the terms of this agreement must be met in order to keep the account in good standing. If there is a breach in the agreement, the account will become delinquent and thus follow the procedures set forth in that portion of the policy.

Should the need arise, the district will seek assistance from an outside entity, such as a debt collection company, in order to settle a delinquent account. This step is easily avoided through communication with the district.

### **High School Curricular Offerings & Requirements**

#### **Enrollment Requirements**

All students enrolled in the Sanborn Central High School must take at least six classroom courses each semester. Individual cases are at the discretion of the Principal/School Counselor.

#### **Enrollment Changes**

Enrollment changes for semester-long courses will be by the end of the 2<sup>nd</sup> week of the semester; yearlong courses will be by the end of the 2<sup>nd</sup> week of the school year unless there are extenuating circumstances. To add or drop a course within the first two weeks of a semester, the student must first get permission from the principal.

#### **Requirements for Graduation**

There are the graduation requirements for the Class of 2014 and beyond. They are:

- ❖ 4 units of Language Arts – must include:
  - a. Writing – 1.5 units
  - b. Literature – 1.5 units  
(must include .5 unit of American Literature)
  - c. Speech or Debate - .5 unit
  - d. Language Arts elective - .5 unit
- ❖ Three units of Mathematics – must include:
  - a. Algebra 1 – 1 unit
  - b. \*Algebra 2 – 1 unit
  - c. \*Geometry – 1 unit

- ❖ Three units of Lab Science – must include:
  - a. Biology – 1 unit
  - b. Any Physical Science – 1 unit
  - c. \*Chemistry or Physics – 1 unit
- ❖ Three units of Social Studies – must include:
  - a. U.S. History – 1 unit
  - b. U.S. Government – 1 unit
  - c. World History - .5 unit
  - d. Geography - .5 unit
- ❖ One unit of Fine Arts
- ❖ One-half unit of Personal Finance or Economics
- ❖ One-half unit of Physical Education
- ❖ One-half unit of Health (Class of 2017 & beyond)

\*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 2 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.

The following required courses will be taken by each student during the years indicated to meet their requirements for receiving a diploma:

#### NINTH GRADE

English 1 (Writing/Grammar/Literature).....	1.0
Algebra 1.....	1.0
Physical Science with lab.....	1.0
PE/Health .....	1.0
* Electives.....	2.0

#### TENTH GRADE

English 2 (Writing/Grammar/Literature).....	.5
Speech.....	.5
Biology with lab.....	1.0
Algebra 2 or Integrated Math 1.....	1.0
Geography/World History.....	1.0
* Electives.....	2.0

#### ELEVENTH GRADE

English 3 (Writing/Grammar/American Literature).....	1.0
US History.....	1.0
Geometry or Applied Geometry.....	1.0
Chemistry or a Lab Science.....	1.0
* Electives.....	2.0

#### TWELFTH GRADE

English 4 or AP English.....	1.0
US Government.....	1.0
Fine Arts .....	1.0
Economics or Personal Finance.....	0.5
Senior Experience.....	0.5
* Electives.....	2.0

\* A list of electives will be provided with registration.



## **Dual Credit Courses**

Today's high school juniors and seniors have the opportunity to take advantage of courses offered at one of the six South Dakota Public Institutions of Higher Education or one of the four Technical Institutes also located in South Dakota. The following link will provide information as well as applications for enrollment in dual credit courses:

### **Dual Credit SD My Life**

High school juniors and seniors attending a public high school within South Dakota may be eligible to participate in this program and receive both high school and college credit at a reduced rate of **\$48.33** per credit. Each student is responsible for the tuition and any other supplemental materials, including books and lab fees. Students will not receive credit for the course(s) from the institution or school district until the tuition and fees have been paid. The below information, which has been taken from the above web site, outlines the basic requirements for admission to one of the six public institutions:

***Admission Requirements (Applicants must Meet One of the Four Requirements Below): 1. High school junior eligible to enroll in a high school in South Dakota who meets one of the following requirements:***

- a. earn an ACT composite score of 24 reflective of the 70% percentile; or
- b. rank in upper one-third of their graduating class; or
- c. earn a cumulative GPA of at least 3.50 on a 4.0 scale;

***2. High school senior eligible to enroll in a high school in South Dakota who meets one of the following requirements:***

- a. earn an ACT composite score of 21 reflective of the 50% percentile; or
- b. rank in the upper one-half of their graduating class; or
- c. earn a cumulative GPA of at least 3.25 on a 4.0 scale;

***3. High School junior or senior eligible to enroll in a high school in South Dakota who meets all of the following Undergraduate admissions requirements:***

- a. ACT score of 18 (or 21 for USD & SDSM&T); and
- b. Successful completion of coursework Requirements
  - Four Years of English
  - Three years of advanced mathematics
  - Three years of laboratory science
  - Three years of social studies
  - One year of fine arts

***4. Take one of the assessments below and meet the required score(s):***

- a. 10th Grade ACT Aspire Summative Assessment – (Score 434 or higher)
- b. Accuplacer (Sentence Skills – Score 86 or higher AND Elementary Algebra – Score 76 or higher)

It has been decided that if a student makes the decision to challenge themselves by enrolling in college-level courses, which are typically more rigorous than high school courses, the weight with regards to a student's GPA will remain the same for the Dual Credit courses. However, the scale used for assigning a letter grade will be the traditional/typical high school grading scale (90%-100% A, 80%-89% B, ect).

## **Grades & Graduation**

### **Sanborn Central Parent Portal Program**

By joining this program, you will have instant, timely access to your child's grades, attendance records, and discipline actions. Parents will need to complete a form and return it

to the school to obtain the information they need to activate their Parent Portal Account. They will receive their information in the mail or via e-mail within a few days of receipt of the form. For more information you can go to [www.sanborncentral.com](http://www.sanborncentral.com)

## High School Grading System

All grades for students in grades 9-12 will be recorded as letter grades. The student must have mastered at least 70% of the course content in order to pass the course. The following will be used to convert percentages to letter grades:

100+ . . . . . A+	80 – 83 . . . . . C
97 – 99 . . . . . A	77 – 79 . . . . . C-
94 – 96 . . . . . A-	75 – 76 . . . . . D+
92 – 93 . . . . . B+	72 – 74 . . . . . D
90 – 91 . . . . . B	70 – 71 . . . . . D-
87 – 89 . . . . . B-	69 and Below . . . . . F
84 – 86 . . . . . C+	

**Grade “I” Incomplete** – All incompletes must be completed within two weeks after the grade reporting date or the grade will be recorded as a failing grade (F).

## High School Grade Weights

The following is the grading system for computing student grades:

- a. Daily work will count 40% of the final grade
- b. Daily/Weekly/Semester tests will count 60% of the final grade
- c. **The weighted grading scale will be used to determine class rank**

## High School Honor Roll

An Honor Roll is compiled at the end of each grading period. The Honor Roll consists of two parts: The “A” Honor Roll and the “B” Honor Roll. To be on the “A” Honor Roll, a student must have received a minimum grade point average of 3.495 or better for the subjects that the student is enrolled in during that reporting period. To be on the “B” Honor Roll, a student must have received a grade point average of 2.995 – 3.494 for the subjects that the student is enrolled in during that reporting period.

A student receiving a grade of “D”, “F”, or “I” does not qualify for the Honor Roll regardless of grade average.

## High School Student Organizations

In order to provide a well-rounded curriculum, the school provides many different student organizations and activities that all students are encouraged to participate in. These include:

1. **Student Council:** This is an organization that represents the views of the student body. The Student Council shall consist of representatives from each class that are elected by each class. The officers are elected by the Student Council members.
2. **Class Officers:** Each class will select Student Council representatives.

3. **Yearbook Staff:** The annual yearbook is published each year. The yearbook is a pictorial and literary review of the school year and is available for sale to the public.
4. **Sanborn Central Honor Society:** Students who maintain a GPA of 3.30 or better, may be selected as a member of the SCHS. Be advised that grades are not the only criteria. Civility, integrity, responsibility, and citizenship are also areas reviewed prior to granting membership. Members are selected by a committee of high school teachers.
5. **Future Farmers of America (FFA):** Students who take at least one (1) semester of a Vocational Agriculture course are eligible to join FFA each year.
6. **Spirit Club:** Students are encouraged to join this organization to boost school spirit throughout the school year.

## **High School Graduation Exercises**

### **Escort and Ushers for Graduation Exercises**

One Junior boy and one Junior girl with the highest grade point average shall act as escorts/ushers for the Commencement exercises.

### **Valedictorian & Salutatorian**

The student in the Senior Class who has attained the highest grade point average for his/her four years of high school will be the valedictorian\* **(Based on the weighted grading scale)**.

The student in the Senior Class who has attained the second highest grade point average for his/her four years of high school will be the salutatorian\*.

\*GPA will be based upon the calculation through the first semester of senior year.

After the first seven (7) semesters, the GPAs of each student will be calculated. Those calculations will be used to designate the valedictorian and salutatorian of a given class. Once the final semester is completed, the actual valedictorian and salutatorian, should it change, will be reflected on the final transcripts of the students.

In the event of GPAs being tied or close (within hundredths of percentage points) through the first seven (7) semesters, the district will designate co-valedictorian and/or co-salutatorian. Once the final semester is completed, the student's final transcripts will reflect the official class rank based upon how each student has finished.

### **Honor Students**

Those students in the Senior Class that have attained a grade point average of 3.0 for his/her four years of high school will be an honor student.

## **Middle School Grading System**

100+.....	A+
95 – 100.....	A
92 – 94.....	A-
90 – 91.....	B+
87 – 89.....	B
85 – 86.....	B-
83 – 84.....	C+
80 – 82.....	C
78 – 79.....	C-
75 – 77.....	D+

71 – 74.....	D
68 – 70.....	D-
67 and below.....	F

### **Middle School Grade Weights**

- a. Daily work will count 50% of the final grade
- b. Daily/weekly test will count 50% of the final grade

### **Middle School Honor Roll**

An Honor Roll is compiled at the end of each grading period. The Honor Roll consists of two parts: The “A” Honor Roll and the “B” Honor Roll. To be on the “A” Honor Roll a student must have received a minimum grade average of 94 percent for the subjects that the student is enrolled in during the reporting period. To be on the “B” Honor Roll, a student must have received a minimum grade average of 87 percent for the subjects that the student is enrolled in during that reporting period.

A student receiving a grade of “D”, “F”, or “I” does not qualify for the Honor Roll regardless of grade average.

Band, Vocal, VoAg, Keyboarding, Spanish, PE, and Health grades will not count toward the Honor Roll.

**Dropping classes:** The only class MS students are allowed to drop is Band. That can only be done with a written note from the parents addressed to Administration.

### **Middle School Graduation Exercises**

#### **Middle School Escorts and Ushers for Graduation Exercises**

One 7<sup>th</sup> grade boy and one 7<sup>th</sup> grade girl with the highest grade average shall act as escorts/ushers for the 8<sup>th</sup> Grade Graduation.

### **Middle School Student Organizations**

In order to provide a well-rounded curriculum, the school provides many different student organizations and activities that all students are encouraged to participate. These include:

1. **Student Council:** This is an organization that represents the views of the student body. A member from each homeroom group will be elected by each group to serve on the Student Council. The President, Vice-President, and Secretary/Treasurer will be members of the Eighth Grade class. Middle School students are divided into groups for activity purposes. These are called homeroom groups.

### **Elementary Grades 2 – 5 Grading System**

95 – 100.....	<b>A</b>
92 – 94 .....	<b>A-</b>
90 – 91 .....	<b>B+</b>
87 – 89 .....	<b>B</b>
85 – 86 .....	<b>B-</b>
83 – 84 .....	<b>C+</b>
80 – 82 .....	<b>C</b>

78 – 79 .....	C-
75 – 77 .....	D+
71 – 74 .....	D
68 – 70 .....	D-
67 and below.....	F

**Dropping classes: The only class elementary students are allowed to drop is Band. That can only be done with a written note from the parents addressed to Mrs. Vermeulen. The student will remain in band until the note is received.**

## **Regulations**

### **Middle and High School Regulations**

1. No fighting or swearing.
2. No caps/hats/bandanas in the building.
3. Student medication will require a notification from the parent to the school. All medicine must be checked in with the secretary or the teacher.
4. Students are responsible to return all schoolbooks including library books. Failure to do so will result in full reimbursement of the cost of the book.
5. Students are to park in designated areas only. **Students** – Southeast parking lot. **Visitors & Staff** – North parking lot. **Visitors to events** – Southeast parking lot.
6. **The speed limit in the school driveways is 15 mph. Please drive carefully and respectfully. The speed limit will be strictly enforced.**
7. No pop, gum, or candy is allowed in the buildings during school hours.
8. Middle School students are required to bring notes from parents when riding with another Middle School student to and from school, excluding immediate family members.

### **Study Hall: Grades 6-12**

Study Hall guidelines are as follows:

1. Students will be assigned a seat in the study hall.
2. Students will be allowed to check out to the Library, Computer Lab, School Counselor, restrooms, locker, or the Administrative Offices. Students will have limited privileges if on the “D” or “F” list.
3. Students who sign out of the study hall must sign back in before the study hall ends.
4. If it is necessary to speak, one at a time is allowed to speak with permission from the study hall teacher. The speaking privilege is limited to two minutes. Please stand while speaking.
5. Students may check out to the computer labs that are not on the “D” or “F” list.
6. If there is a severe violation, the penalty will be found within the Student Conduct Policy.

### **Elementary School Regulations**

1. No gum or candy will be allowed. Special circumstances such as birthdays and rewards will be considered exceptions.
2. Students cannot wear hats or bandanas in the building. They can be worn during outside recess.
3. Students are responsible to return all schoolbooks including library books. Failure to do so will result in full reimbursement of the cost of the book.

4. Student medication will require a notification from the parent to the school. All medicine must be checked in with the secretary or the teacher.
5. Children will not be allowed to distribute party invitations in school, unless everyone in the class is invited.
6. All students must bring appropriate winter weather clothing daily during the winter months. Students will be going outside at 0 degrees or above (including wind chill). Consequences will be imposed for students who forget appropriate clothing.
7. Out of school and in-school suspension grading in elementary school will be at the teacher's discretion. Please see the teacher's philosophy on the Teacher Information Page on the school's website [www.sanborncentral.com](http://www.sanborncentral.com) and go to the Parent Portal. Teachers will also provide a late work policy on that page. Parents that do not have Internet access may request a copy from the office.

### **NOTICE TO PARENTS – RIGHT TO KNOW**

Information regarding the professional qualifications of your children's teachers and/or para-educators are available in the superintendent's office upon request. Parents will be notified if their children have been assigned to or taught for four or more consecutive weeks by a teacher who is not highly qualified.

### **NOTIFICATION TO PATRONS, STAFF, and FACULTY**

The Asbestos Hazard Emergency Response Act (AHERA) requires that all public school buildings be inspected or re-inspected for the presence of asbestos containing materials every three years after a management plan is in effect. The same statute also requires initial and annual notifications of the availability of a management plan which outlines the steps to be taken to eliminate any hazards.

The Sanborn Central School District has no asbestos containing materials in the school buildings. A copy of the inspection report which details this information is available for public inspection during normal working hours in the Administration office.

### **STUDENT RECORDS POLICY - FERPA**

The Family Education Rights and Privacy Act (FERPA) of 1974 governs the disclosure of student educational records. "Student education records" are those records, which are directly related to the student and maintained by the school. Student educational records do not include those records, which are in the sole possession of the make and are not revealed to any other individual. If that information is shared with another person, it becomes educational records subject to the parental and eligible student rights with respect to student educational records.

The term "parent" means a parent, legal guardian, or any other individual acting in the capacity of the student's parent. Both natural parents are afforded the same rights under FERPA unless there is a Court Order, which restricts the rights of one parent. When a student turns age 18, or becomes emancipated, the student is an "eligible student" and controls access and disclosure of the student's educational records. However, if the student is living in the parents' home and identified as a deduction for income tax purposes, parents still have the right to access student records.

"Personally identifiable student information" is confidential student information in educational records, which cannot be released unless there is prior written consent by a parent or the eligible student. Only in the following situations will personally identifiable

student information be released without written consent of a parent or eligible student: (1) Directory Information, (2) school officials and employees who have a legitimate educational interest, and (3) upon enrollment or application for enrollment to another educational institution.

1. "Directory information" is student information in educational records which may be disclosed without prior written consent unless the parent or eligible student informs the school in writing such information is not to be disclosed. The District has identified the following as Directory Information which may be disclosed without prior written consent unless informed in writing by the parent or eligible student not to disclose any or all of the following: (1) name of the student, (2) names of the student's parents, (3) student's address and telephone number, (4) age and date of birth, (5) participation in school activities, including weight and height of members of athletic teams, (6) dates of attendance, and (7) degrees and awards received.
2. School officials and employees who have a legitimate educational interest may review a student's educational records without prior written consent. A legitimate educational interest is defined as having the purpose of assisting the person who is reviewing the records to work with the student and the student's educational program. A record of such persons reviewing the student's permanent file shall be maintained in the file, indicating the person reviewing the file, the date, and the reason for review.
3. Should a student transfer, enroll, or make application for enrollment to another educational institution, upon receipt of a written request for a copy of a student's records for that educational institution the school shall provide a copy of the records requested. A record of such requests and student records provided shall be maintained by the District.

### **Online Distance Learning Student Policy**

Because of the unique aspects of the online classes, certain standards are expected of the participating students. This policy is intended to make both the students and the parents aware of these standards. Taking online classes can be fun and challenging. As you take advantage of these opportunities, be prepared for some new experiences. If you go into the class with learning goals and with a positive attitude, you will be successful. Students are provided with a wide-range of courses on-line that they otherwise would not be able to take on campus as offering them is not possible. The school district assumes the financial responsibility for these courses. It is for that reason that the decision has been made to establish a set of requirements that students must meet in order to take an on-line class. For students to be eligible to enroll in any on-line course, the following stipulations must be met:

1. Student must be a sophomore (freshman may be considered only after making a formal request to the HS principal, including rationale).
2. Student must have a minimum 2.0 GPA
3. Student will not have been on the missing assignment list more than 3 times in the previous semester. This includes the ending and beginning of a new school year.
4. A student's previous performance in an on-line class will also be considered when looking to enroll. If there were previous issues with poor performance, particularly where timeliness of assignments being turned in or lack thereof is concerned, then the student will not be given the opportunity to enroll. If there is concern on the part of the parents, the administration will be more than happy to discuss this.

5. Each student seeking to take on-line courses must, along with their parents, sign the Online Distance Learning Policy, demonstrating their understanding of the requirements and responsibilities associated with enrolling in these courses.

**As a student taking an online learning class I am aware that:**

1. High standards are expected of me as a student.
2. Taking an online class is a privilege, not a right. Students need to work on the class during the assigned block in the HS Computer Lab or study hall.
3. Students will follow the course deadlines and submit assignments and tests according to what is outlined by the teacher.
4. Progress will be monitored by SCHS administration.
5. Students will follow the Acceptable Use Policy.

**Additional Student Information**

**Submitting material to the teacher:** Your facilitator will be responsible for mailing, faxing, or delivering materials such as homework, tests, or other papers to the teacher if it is not already done online. You are responsible for getting these items to your class facilitator by the required due date.

**Contacting the teacher after class.** If you need to contact your teacher you may do so via e-mail or telephone. They will provide an e-mail address and phone number in your syllabus.

**Grading Scale:** You will be provided a percentage score for your work done in your classes. Online courses will follow the 90/80/70/60 grading scale.

**Internet Safety Policy**

**Introduction**

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5), and South Dakota Consolidated Statutes section 22-24-55 require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This policy is adopted to implement these state and federal requirements.

**Internet Safety**

It is the policy of this organization to protect computer users from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator.

- A. The organization has implemented a technology protection measure that blocks access to inappropriate matter such as child pornography, obscene material and material that is harmful to minors.
- B. In order to protect their safety and security of its students, network users are prohibited from revealing personal information to other users when engaging in online activities including but not limited to chat rooms, e-mail, social networking web sites.
- C. All network users are prohibited from hacking and engaging in any unlawful online activity.



- D. All network users are prohibited from disclosing or disseminating personal information without proper authorization regarding minors.
- E. All network users are prohibited from accessing sites or online materials that are blocked by the technology protection measure.

### **Implementation of Technology Protection Measure**

- A. All school owned computers (used on campus) must be equipped with a technology protection measure.
- B. Adult users may request the Technology Protection Measure to be temporarily disabled in order to conduct bona fide research or for another lawful purpose. The Technology Protection Measure must be re-activated as soon as the adult finishes using the computer for the authorized bona fide research or other lawful purpose.

### **Acceptable Use Policy**

Each network user shall be required to sign an Acceptable Use Policy annually in the form prescribed by the Superintendent or his/her designee. The Acceptable Use Policy shall be subject to appropriate discipline and sanctions.

### **Monitoring of Online Activities**

It shall be the responsibility of all personnel of this organization to monitor students' online activities and use of the network to ensure that their use is in compliance with CIPA and this Internet Safety Policy.

### **Cyberbullying and Appropriate Online Education**

Students will be educated annually about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. The implementation of this provision is delegated to the Superintendent who shall report annually to the Board on the educational activities undertaken to comply with this subsection.

### **Definitions Used in the Policy**

*Minor:* The term "minor" means any individual who has not attained the age of 17 years.

*Obscene:* The term "obscene" is defined as material – (1) the dominant theme of which, taken as a whole, appeals to the prurient interest; (2) which is patently offensive because it affronts contemporary community standards relating to the description or representation of sadomasochistic abuse or sexual conduct; and (3) lacks serious literary, artistic, political, or scientific value.

*Child pornography:* The term "child" pornography" is a visual depiction, including any photography, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

*Harmful to minors:* The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that – (i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and, (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

*Technology protection measure:* The term “technology protection measure” means a specific technology that blocks or filters Internet access to the material that is obscene, contains child pornography and/or is harmful to minors.

*Computer:* Any electronic device that has the ability to connect to the Internet including but not limited to desktop computers, laptop computers, tablet computers and electronic book readers.

## **Medical Cannabis Policy**

The Sanborn Central School District restricts the administration of medical cannabis during school hours and at school-sponsored activities unless, in accordance with a practitioner's recommendation, administration of medical cannabis cannot reasonably be accomplished outside of school hours or school-sponsored activities.

The Sanborn Central School District permits students with a valid registry identification card for medical cannabis under South Dakota law to be administered medical cannabis on school property or at a school-sponsored activity by their parent/guardian or other registered designated caregiver in accordance with this policy and South Dakota law. In order for a parent/guardian or other designated caregiver to administer medical cannabis to a qualifying student, the Sanborn Central School District will require the following to be provided initially and thereafter at the beginning of each school year and at any time when the qualifying student's administration of medical cannabis changes:

- Presentation of the student's valid State of South Dakota Department of Health approved registry identification card or nonresident card with the State of South Dakota Department of Health's confirmation of registration (a copy of which will be kept by the school in the student's educational record);
- Presentation of the State of South Dakota Department of Health approved caregiver's card showing his/her status as the registered designated caregiver for the qualifying student (a copy of which will be kept by the school in the student's educational record); and
- A written dated and signed certification by the qualifying student's recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.

The parent/guardian or other registered designated caregiver is the only person who may provide, administer, or assist the student with the consumption of medical cannabis. **Schools will not store, and school personnel will not administer, medical cannabis.**

Administration of medical cannabis to qualifying students shall be in accordance with this policy. Administration of all prescription and nonprescription medications to students shall be in accordance with applicable law and the District's policy concerning the administration of medications to students.

## Definitions

The following definitions apply for purposes of this policy:

1. “Designated location” means a location identified in writing by the school district in its sole discretion and may include a location on the grounds of the school in which the student is enrolled, upon school property in South Dakota, as that term is defined herein, or at a school-sponsored activity in South Dakota.
2. “Permissible form of medical cannabis” means non-smokable products such as oils, tinctures, edible products or lotions that can be administered and fully ingested or absorbed in a short period of time. Patches and other forms of administration that continue to deliver medical cannabis to a qualified student while at school may be appropriate for students who receive ongoing adult assistance or on a case-by-case basis as determined by the district when adequate protections against misuse may be made. Smoking or vaping medical cannabis is strictly prohibited and is not a permissible form of medical cannabis for students in a school setting under any circumstances.
3. “Designated caregiver” means the qualifying student’s parent, guardian or other responsible adult over twenty-one years of age who is the qualifying student’s registered designated caregiver and who has a caregiver’s card approved by the South Dakota Department of Health. In no event shall another student be recognized as a designated caregiver. A designated caregiver is the only individual permitted to possess and administer to a qualifying student. Any designated caregiver seeking access to school property or school-sponsored activity for purposes of this policy must comply with the Board’s policy and/or procedures concerning visitors to school and all other applicable policies.
4. “School property” means any school premises, vehicle, or building, or on or in any premises, vehicle, or building used or leased for the school district’s functions.
5. “Qualifying student” means a student who possesses a valid registry identification card approved by the State of South Dakota Department of Health for the use of medical cannabis.
6. “Written certification” means the completed South Dakota Department of Health form dated and signed by a physician who is licensed with authority to prescribe drugs to humans, stating that in his/her professional opinion the patient is likely to receive a therapeutic or palliative benefit from the medical use of cannabis to treat or alleviate the patient’s debilitating medical condition or symptom associated with the debilitating medical condition. The document must specify the patient’s debilitating medical condition and that it is made in the course of a bona fide practitioner-patient relationship.

### **Permissible administration of medical cannabis to a qualifying student**

A qualifying student's designated caregiver may administer a permissible form of medical cannabis to a qualifying student in a designated location if all of the following parameters are met:

1. The qualifying student's parent/guardian provides the following to the school before the administration of medical cannabis is allowed on school property or at a school-sponsored activity and thereafter at the beginning of each school year and at any time when the qualifying student's administration of medical cannabis changes:
  - a. The qualifying student's valid registry identification card from the State of South Dakota Department of Health or nonresident card with the State of South Dakota Department of Health's confirmation of registration authorizing the student to receive medical cannabis;
  - b. The completed and signed Form JHCDE-E(1)(Medical Cannabis Administration Plan);
  - c. The designated caregiver(s) card approved by the State of South Dakota Department of Health; and
  - d. Written certification dated and signed by the student's recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.
2. The qualifying student's parent/guardian provides written notice to the school within ten (10) days of any of the following:
  - a. Change in a designated caregiver;
  - b. The student ceases to have a debilitating medical condition, as that term is defined in South Dakota law; or
  - c. The registry identification card is void, expired or revoked.
3. In the event that a new registry identification card is issued, the qualifying student's parent/guardian provides the new card to the school district within ten (10) days of the issuance of the card;
4. The qualifying student's parent/guardian signs the written acknowledgement in Form JHCDE-E(1)(Medical Cannabis Administration Plan) assuming all

responsibility for the provision, administration, maintenance, possession, storage and use of medical cannabis under state law, and releases the district from liability for any claim or injury that occurs pursuant to this policy;

5. The qualifying student's parent/guardian or designated caregiver shall be responsible for providing the permissible form of medical cannabis to be administered to the qualifying student, shall transport it in a container that meets the packaging and labeling requirements specified by the South Dakota Department of Health, and shall not at any given time possess on school property an amount of medical cannabis that exceeds the qualifying student's prescribed daily dosage;
6. The district will determine the location and the method of administration of a permissible form of medical cannabis so to not create risk of disruption to the educational environment or exposure to other students;
7. After administering the permissible form of medical cannabis to the qualifying student, the student's designated caregiver shall remove any remaining medical cannabis from the school property or school-sponsored activity;
8. The written dated and signed plan contained in Form JHCDE-E(1)(Medical Cannabis Administration Plan) is prepared that identifies the form, designated location(s), and any protocol regarding administration of a permissible form of medical cannabis to the qualifying student.

### **Additional parameters**

School personnel, in their role as employees of the school district, will not under any circumstances:

1. Assist a qualifying student or his/her designated caregiver in obtaining, administering, or using medical cannabis;
2. Store or hold medical cannabis in any form;
3. Ensure the qualifying student is properly using the medical cannabis as instructed by his/her recommending practitioner; or
4. Serve as the qualifying student's designated caregiver of medical cannabis.

This policy conveys no right to any student or to the student's parents/guardians or other designated caregiver to demand access to any general or particular location on school property or at a school-sponsored activity to administer medical cannabis.

When a school-sponsored activity occurs at another South Dakota public school, the

location identified by that school will serve as the designated location for the designated caregiver's administration of medical cannabis.

This policy shall not apply to school property or school-sponsored activities located outside of the state of South Dakota, on federal property or any other location that prohibits cannabis on its property.

Permission to administer medical cannabis to a qualifying student may be limited or revoked if the qualifying student and/or the student's parent/guardian or other designated caregiver violates this policy or demonstrates an inability to responsibly follow this policy's parameters.

No student is permitted to possess or self-administer medical cannabis. Qualifying students with a valid registry identification card who possess or self-administer cannabis may be subject to discipline just as any other student without a valid registry identification card would be. Student possession, use, distribution, sale or being under the influence of cannabis inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol involvement by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

If the federal government indicates that the District's federal funds will be lost or have been lost by this policy, the Board declares that this policy shall be suspended immediately and that the administration of any form of medical cannabis to qualifying students on school property or at a school-sponsored event shall not be permitted. The district shall post notice of such policy suspension and prohibition in a conspicuous place on its website.

## **TITLE IX POLICY**

### **SECTION 1 - Policy Statement**

The Sanborn Central School District is committed to a school environment which is free from sexual harassment and conducive to all students' educational opportunities. Sexual harassment can inhibit a student's educational opportunities and an employee's work. Sexual harassment of students attending school in this District or students from other schools who are at a District activity, and sexual harassment of school employees, school volunteers, parents, guests, visitors and vendors of the Sanborn Central School District shall also not be tolerated and is strictly prohibited.

All students, school employees, school volunteers, parents, guests, visitors and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies. This policy prohibiting sexual harassment shall apply to all students, school employees, school volunteers, parents, guests, visitors and vendors while on school property, while attending or participating in school activities, on school-owned property or on non-school property, while in any school-owned or leased vehicle, while at a school bus stop, or when in a private vehicle located on school property during school or during school activities.

The District's policy prohibiting sexual harassment is ACAAA. This regulation supplements that policy, and the policy and these regulations are consistent with the federal regulations set forth in 34 CFR Part 106.

Students who violate the policy prohibiting sexual harassment shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. School volunteers, parents, guests, visitors, and vendors who violate this policy may be prohibited from being on school property.

*Complaints based on nondiscrimination in federal programs, complaint against school employees, and complaints related to bullying are addressed through other school district policies and not through the policy prohibiting sexual harassment and this regulation.*

### **SECTION 2 - Definitions**

- A. Sexual Harassment. Federal law (34 CFR § 106.30) defines "sexual harassment" as conduct on the basis of sex that satisfies one or more of the following:
1. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
  2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or



3. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30). Sexually oriented words and actions which tend to annoy, alarm or be physically or verbally abusive toward another person and which serve no legitimate or valid purpose regardless of the intent of the person accused of the sexually harassing conduct, constitutes sexual harassment. Not all harassment falls within the definition of sexual harassment (i.e., harassment that is of a sexual nature). Other laws, regulations and policies also prohibit inappropriate conduct and provide a means for addressing inappropriate conduct should it occur.

Sexual harassment is a specific type of harassment which is prohibited under this policy. Examples of sexual harassment include, but are not limited to:

- Unwelcome sexual flirtations, advances or propositions;
- Verbal comments, jokes, or abuse of a sexual nature;
- Graphic verbal comments about an individual's body;
- Sexually degrading words used to describe an individual;
- Displaying pornographic material;
- Physical contact or language of a sexually suggestive nature.

B. Other definitions. Other definitions applicable to these Regulations are the definitions as set forth in Policy ACAA, Sexual Harassment, Section V.

### **SECTION 3 - Sexual Harassment Reporting Procedure**

Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Any student who believes that he or she has been or is being subjected to sexual harassment or has reason to suspect another person has been or is being subjected to sexual harassment may also report it to a teacher, guidance counselor, or school administrator. The report may be made verbally or in writing.

The written complaint or Sexual Harassment - Complaint Report Form, ACAA-E(1), must include the following:

- the date the written Complaint was filed or the Sexual Harassment - Complaint Report Form was completed,
- the school employee receiving the Complaint (if applicable),
- the name of the person reporting the sexual harassment,

- the address/phone # of the person reporting the sexual harassment,
- the specific conduct or nature of the sexual harassment complaint including the person(s) alleged to have sexually harassed the complaining party or another person, the date(s) and location where the conduct occurred, witnesses, etc.,
- the date the school employee completed the form (if applicable),
- the date and signature of the person reporting the sexual harassment .

If the signed written complaint was given to a teacher, guidance counselor or administrator, or if the Sexual Harassment - Complaint Report Form was completed by a teacher, guidance counselor or administrator, the teacher, guidance counselor or administrator shall forward the complaint or Sexual Harassment - Complaint Report Form to the Title IX Coordinator.

Regardless of whether or not a formal complaint is filed, should the District have actual knowledge of sexual harassment in a District educational program or activity against another person in the United States, the District shall respond promptly in a manner that is not deliberately indifferent (i.e., if the District's response to sexual harassment is clearly unreasonable in light of the known circumstances).

#### **SECTION 4 - Retaliation Prohibited**

- A. Neither the District or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.
- B. The prohibition against retaliation related to a sexual harassment complaint is set forth in full in Policy ACAA, Sexual Harassment, Section XIII, and by this reference incorporated herein as if set forth in full.

#### **SECTION 5 - Procedure for Addressing Sexual Harassment Complaints**

##### **A. General Provisions.**

1. The Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures (see Policy ACAA, V(m)) and consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
2. The timeframes set forth in these regulations shall be considered as a maximum length of time within which the related step is to be completed, however, the time frame may be within which the District is required to complete a step may be extended for good cause upon written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause includes, but is

not limited to, utilization of the informal resolution process, availability of an investigator if not a school employee, complexity of the investigation, absence of a party, a party's advisor, a witness, or decision-maker (including a person necessary for addressing an appeal), concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities;

3. Nothing in the policy or these regulations prohibit the District from removing a respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal, however, nothing in the policy or regulations may be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act. Additionally, nothing in the policy or regulations prohibits the District from placing an employee respondent on administrative leave during the pendency of a grievance process, however, nothing in the policy or regulations may be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

#### B. Confidentiality

1. The District shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA), or as required by law, or to carry out the purposes of Title IX (34 CFR part 106), including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.
2. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.

#### C. Informal Resolution:

1. The District may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this policy, may not require the parties to participate in an informal resolution process under this policy, and may not offer an informal resolution process unless a formal complaint is filed.

2. Policy ACAA, Sexual Harassment, Section VII, is the section explaining informal resolution and by this reference incorporated herein as if set forth in full.

**D. Formal Complaint:**

1. Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following written notice to the parties who are known:
  - a. Notice of the District's grievance process, including any informal resolution process.
  - b. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice shall inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice shall inform the parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
2. The District shall treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent. Remedies may be disciplinary in nature. Such remedies may include the same individualized services identified as supportive measures. Remedies must be designed to restore or preserve equal access to the District's education program or activity.
3. The District shall follow the grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

**E. Investigation of a Formal Complaint**

1. The District must investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District must dismiss the formal complaint with regard to that does not preclude action under another provision of the District's code of conduct.

2. Unless the nature of the complaint and investigation dictate otherwise, the Investigation should be completed within sixty (60) calendar days of receipt of the complaint.
3. When investigating a formal complaint and throughout the grievance process, the District:
  - a. shall have the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility;
  - b. shall provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
  - c. shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence, provided, however, nothing in this provision prohibits the District from taking disciplinary action due to a party retaliating against any person due to that person having made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy;
  - d. shall provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
4. If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the notice provided pursuant to provision D.1., the District shall provide notice of the additional allegations to the parties whose identities are known.
5. Any party whose participation is invited or expected, shall be given written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
6. All parties shall have equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the

investigation.

7. Prior to completion of the investigative report, the District must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report. The District shall make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
8. The investigator shall create an investigative report that fairly summarizes relevant evidence and, at least ten (10) calendar days prior to a determination by a decision-maker regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

#### F. Determination

1. The decision-maker shall not be the same person as the Title IX Coordinator or investigator(s).
2. After the Investigator has sent the investigative report to the parties, and before reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. All parties shall have ten (10) calendar days from the date the investigatory report was sent to the parties to submit written, relevant questions to the decision-maker, who shall forward the questions to the other party following the ten (10) period, unless all parties submitted questions prior to the end of the ten (10) day period and in such case the decision-maker shall forward the questions upon receipt of questions by all parties. All parties shall have (5) calendar days to submit to the decision-maker and the other parties any written responses to the questions.
3. The decision-maker shall have fourteen (14) calendar days, after the expiration of time frame set forth in E.8. above, to issue a written determination as to the complaint.
4. The decision-maker shall not conduct an adversarial hearing unless the Board conducts a hearing following an appeal of the Superintendent's decision to the Board, or following the Superintendent's recommendation to the Board that a

student determined to have sexually harassed another person be suspended long-term or expelled or recommend to the Board that an employee determined to having sexually harassed another person be suspended without pay or the person's employment with the District be terminated.

5. Standard of evidence. For all formal complaints of sexual harassment filed against students and employees, the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard.
6. Upon recommendation of a decision-maker, on following an appeal of the decision-maker's determination, the Superintendent may make a recommendation to the Board that a student determined to have sexually harassed another person be suspended long-term or expelled (ARSD 24:07:01:01). The Superintendent may also make a recommendation to the Board that an employee determined to having sexually harassed another person be suspended without pay or the person's employment with the District be terminated. Should either recommendation be given by the Superintendent, a formal adversarial hearing shall be held before the Board.
7. Disciplinary sanctions. Following any determination of responsibility the District may implement disciplinary sanctions and remedies that include, but are not limited to:
  - a. if a student:
    - i. loss of privileges;
    - ii. detention;
    - iii. in-school suspension;
    - iv. long-term suspension;
    - v. expulsion.
  - b. if an employee
    - i. written reprimand;
    - ii. written plan of improvement, which may include directive to obtain training related sexual harassment and the prohibition against sexual harassment;
    - iii. suspension without pay;
    - iv. termination of employment.
  - c. if a guest or vendor
    - i. restrict access to school property;
    - ii. deny access to school property.
8. The decision-maker must issue a written determination regarding responsibility. To reach this determination, the decision-maker shall apply the preponderance of evidence standard of evidence.
9. The written determination shall include:
  - a. identification of the allegations potentially constituting sexual harassment;

- b. a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
  - c. findings of fact supporting the determination;
  - d. conclusions regarding the application of the District's code of conduct to the facts;
  - e. a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the District to the complainant; and
  - f. the District's procedures and permissible bases for the complainant and respondent to appeal.
10. The District shall provide the written determination to the parties simultaneously.
11. The determination regarding responsibility becomes final either on the date that the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

#### G. Appeal

1. Both parties have the right to appeal to the Board the Superintendent's determination regarding responsibility, and from a dismissal of a formal complaint or any allegations therein, on the following bases:
  - a. Procedural irregularity that affected the outcome of the matter.
  - b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
  - c. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
2. As to all appeals, the Title IX Coordinator shall:
  - a. notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
  - b. ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;



- c. ensure that the decision-maker(s) for the appeal complies with the standard of evidence as required in this policy;
  - d. give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
  - e. ensure that a written decision is issued describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.
3. Appeal to the Superintendent. The following procedure shall be used to address an appeal of the decision-maker's determination to the Superintendent:
- a. If a party is not satisfied with the decision-maker's determination, or if the decision-maker's determination does not without good cause render a written decision within fourteen (14) calendar days of the expiration of time frame set forth in E.8., that party may appeal to the Superintendent by filing form ACAA-E(2), Sexual Harassment - Complaint Appeal to the Superintendent. The appeal must be filed within ten (10) calendar days of receipt of the decision-maker's written decision, or ten (10) days of the deadline for the decision-maker's written decision, whichever comes first. The appealing party must attach the decision-maker's written determination.
  - b. Within fourteen (14) calendar days from the date the appeal was filed, the Superintendent shall render a decision in writing. All parties shall receive copies of the decision. The Superintendent shall uphold, reverse, modify the decision-maker's decision, or the Superintendent may refer the matter back to the decision-maker for further investigation and supplemental decision which decision may restate, modify or reverse the decision-maker's initial decision. A supplemental decision by the decision-maker after a referral back to the decision-maker may be appealed to the Superintendent.
4. Appeal to the School Board. If a party is not satisfied with the Superintendent's decision, or if the Superintendent does not without good cause render a written decision within fourteen (14) calendar days of the receipt of the appeal, that party may appeal to the School Board by filing with the Business Manager using Form ACAA-E(3), Sexual Harassment – Complaint Appeal to the School Board, within ten (10) calendar days of receipt of the Superintendent's written decision, or ten (10) days of the deadline for the Superintendent's written decision, whichever comes first. The appeal shall be in writing and the appealing party must attach to the appeal the decision-maker's written decision, the appeal to the Superintendent, and the Superintendent's written decision or notice of the Superintendent's failure to render a written decision.

The following procedure shall be used by the Board to address an appeal of the Superintendent's decision on the merits related to a sexual harassment complaint:

1. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the person alleged to have violated the sexual harassment policy;
2. Upon receipt of an appeal, the Board shall at its next meeting schedule a date, time and location for the appeal hearing.
3. The following procedure shall be applicable at the appeal hearing before the Board:
  - A. The Board shall appoint a board member or a person who is not an employee of the school district as the hearing officer;
  - B. Within thirty (30) calendar days of an appeal being filed with the Board, the Board shall conduct a hearing in executive session;
  - C. The Complainant, person alleged to have violated the sexual harassment policy, and Superintendent each have the right to be represented at the hearing;
  - D. The Board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
  - E. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified;
  - F. All parties shall be given the opportunity to make an opening statement, with the appealing party being given the first opportunity, followed by the other party, and then the Superintendent;
  - G. The appealing party shall present his or her case first, and the other party shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The hearing officer and board members may ask questions of any witness;
  - H. The Superintendent shall present the basis of his/her decision which led to the appeal. Both parties shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions

of the Superintendent;

- I. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the hearing officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board president, hearing officer or other person authorized by law to take oaths and affirmations;
- J. The hearing officer shall admit all relevant evidence. The hearing officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 595. 602 (S.D. 1979).
- K. All parties shall be given the opportunity to make a closing statement, with the appealing party having the first opportunity, followed by the other party, and then the Superintendent. The appealing party shall be given the opportunity for a brief rebuttal;
- L. After the evidentiary hearing, the Board shall continue to meet in executive session for deliberations. No one other than the hearing officer may meet with the Board during deliberations. The Board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of both parties and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date. Within twenty (20) calendar days of the hearing, the Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to both parties and the Superintendent, and the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered;
- M. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will convene in open session and a motion to uphold, reverse, or modify the Superintendent's decision shall be made and voted upon. Findings of Fact, Conclusions of

Law and Decision, consistent with the Board motion shall be in writing and approved by the Board. Both parties, the decision-maker and the Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the Board.

- N. Following the Board hearing, should the Board determine there has been a violation of this policy prohibiting sexual harassment, Board action may include but is not limited to the following: (1) suspend or expel a student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities; (2) pursuant to statute, reprimand, suspend without pay, or terminate the contract of an employee, or (3) prohibit a third person from being on school property or at school activities for such time as may be determined by the Board.
- O. If either party is dissatisfied with the Board's decision, that party may appeal the decision by filing an appeal pursuant to law.

## **SECTION 6 - Miscellaneous**

- A. Consolidation of formal complaints. The District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this section to the singular "party," "complainant," or "respondent" include the plural, as applicable.
- B. Dismissal of Complaint:
  - 1. The District may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
    - a. a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
    - b. the respondent is no longer enrolled in or employed by the District; or specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
  - 2. Upon a dismissal required or permitted pursuant to B.1. above, the District shall promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

3. Any party whose participation is invited or expected, shall be given written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
4. Both parties shall have equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.