Garretson Student Handbook

2019-2020

A Source of Information on
School Policies, Behavioral Standards, Curriculum and Activities

Grades K-12

Garretson School District No. 49-4
Garretson, South Dakota

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Standards and Guidelines 6-12

All students in the Garretson Schools, 6-12, and their parents should be familiar with the policies included in this section. Items are listed alphabetically. For your convenience a complete list of topics is found in the Table of Contents.

ACADEMIC ELIGIBILITY POLICY

This policy will apply to all students in extra-curricular activities in grades 6-12. This includes anyone associated with the team including managers and statisticians.

Below is the recommended Academic Eligibility Policy:

1. All South Dakota High School Activities Association (SDHSAA) requirements and policies must be met.

2. Students will be eligible for the first two (2) weeks of each semester of the school year. Upon week three (3) and week 20 (second week of second semester) of the school year, a grade report will be run Monday morning at 11am. A grade report will be run every subsequent Monday of the school year at 11am with the exception listed in #3 below.

3. The first two weeks of Quarter 2 and Quarter 4, there will be no grade checks. Students with no failing grades for Quarter 1 and Quarter 3 will be eligible those two (2) weeks. Students that failed a Quarter 1 or Quarter 3 class will be ineligible for the first week of Quarter 2 and Quarter 4. .

**Students with a failing grade either Quarter 1 or Quarter 3 may remain ineligible the second week of Quarter 2 and Quarter 4 if they still have incomplete work from the previous quarter.*

4. Students will be ineligible if:

   - They have <u>one (1) or more failing grades</u> in a class. The student is ineligible for all school-sponsored activities held Monday through Saturday of that week. If the next week the student continues to have a failing grade in that same class, the student, teacher, coach/advisor and administrator will meet to discuss circumstances and factors leading to the failing grade.

   - Parents of students with failing grades will be contacted and informed of the failing grade and details of the ineligibility period. This contact will be made by the instructor or administration (Principal/Activities Director).

   - Students will still be allowed to practice and attend home events. They will not attend events in which they would be required to be absent from school.

   - Eligibility will be reinstated if they have no failing grades when the next eligibility report is run.

   - Failing grades due to missing or incomplete work as a result of an excused/exempt absence will not result in eligibility during the time period in which a student is allowed per school policy to complete that work. (1 day for every day absent + 1 day).

ACADEMIC LETTERING POLICY

A student can earn an academic letter by accumulating a grade point average of 3.5 or higher for current school year. (Note: All subjects in which the student is enrolled in will be counted in the accumulation of the GPA.)

The awards will be given out in the following order:

First Year Lettering	Letter "G" with Academics
Second Year	Lamp of Learning Pin
Third Year	Lamp of Learning Pin
Fourth Year	Lamp of Learning Pin

ACCESSORIES IN LOCKERS

All book bags, backpacks, gym bags and coats or jackets will remain in the students' lockers throughout the school day.

ACTIVITY TICKETS

Students may purchase activity tickets in the main business office. Students must present their activity ticket or have an electronic photo of their ticket for admittance into home athletic events. Student tickets are $20 and adult tickets are $40.

The price of admission to all athletic events will be $5.00 for adults, $3.00 for students.
Senior citizens (62 and older and residents of the Garretson School District) are admitted free to all Garretson school activities except tournaments sponsored by other organizations

ATHLETICS

Football, Soccer, Cross Country, Boys Basketball, Girls Basketball, Wrestling, Volleyball, Track, and Golf are the major sports offered at Garretson High School. Students who wish to participate in two or more sports during a season must work with both head coaches to create a mutually acceptable schedule.

Extra-curricular activity may present up to three (3) awards that are spnsored by the school. Additional awards will be at the discretion of the coach or advisor and any expenses incurred for these awards will be the responsibility of the coach or advisor.

ATHLETIC LETTERING POLICY:

An athlete who letters for the first time will be awarded a cloth letter "G". All subsequent letters will be recognized by certificate.

1. Football – To win an award, a player must have played in at least one-half of the total quarters of season games.
2. Basketball – A player must have played in at least ¼ of the total season games.
3. Soccer – Player must appear in over 50% of varsity halves.
4. Track –
   A. Set a school record
   B. Qualify and go to State Meet
   C. Earn a total amount of points set up by the coach
5. Wrestling – To win an award, a wrestler must earn at least 72 points. Points are awarded as follows:
   A. Double actual team points earned for varsity matches and tournaments.
   B. Actual team points earned for junior varsity matches.
   C. Qualify and go to the State Meet.
6. Cross Country – Place in Conference or Region Cross Country Meet or earn a total amount of points set up by the coach.
7. Volleyball – Must participate in half the number of total games.
8. Golf – To win an award, a player must participate as a member of the varsity team in at least one half of the scheduled meets.
9. Cheerleading – Varsity Cheerleaders will be awarded a varsity letter at the end of the year if they fulfill these requirements: Cheerleaders begin each school year with fifteen (15) merit points. If a varsity cheerleader does not lose all merit points through the demerit guidelines or is not removed from the squad by the coach, administration, or athletic director.
10. Club Softball – To win an award, a player must play in at least 50% of the defensive innings.
11. Fine Arts – To win an award a student will be required to earn a total of 40 points during their four years of high school in order to letter in Speech and Theater. After the initial letter the student must continue to earn at least 15 points every subsequent year to earn another drama pin.
12. Club Baseball – To win an award a player must play in at least 50% of the defensive innings.
13. Trap Club – Athlete must average 18 points or more per round in competition play at the end of the season.

· Athlete must not miss any competition weeks (weeks 4-8) during the season.

· Athlete participates in the State Tournament.

· Athlete must participate consistently with the team for 2 years or more.

Athletes may receive awards in any sport for conscientious attendance at practice even though failing to meet the listed requirements. The coaching staff will make the final decision.

ATTENDANCE

Any person having control of a child, who is not younger than five or older than six years old by the first day of September, or any child who, by the first day of September, is at least six years old, but who has not exceeded the age of eighteen, shall cause the child to regularly attend some public or nonpublic school for the entire term during which the public school in the district in which the person resides, or the school to which the child is assigned to attend, is in session, until the child reaches the age of eighteen years, unless the child has graduated or is excused as provided in this chapter

Attendance is taken in each class and study hall and a record is kept of absences from each class. Hours of absence will be accumulated and recorded on report cards each nine weeks and on permanent school records at the end of each school year.

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

Be aware that a note from home does not automatically excuse a student from school. A note is merely a request to have a student excused. The school reserves the right to excuse a student from school.

A. **Absenteeism:** Absence from school during regularly scheduled school hours.

1. Generally, the only absences excused are:
   - Personal illness
   - Family emergency (death, serious illness)
   - Funeral
   - Dental or medical appointments that cannot be made on Saturdays or after school hours.

a. School sponsored activities
b. Parental request 6-12: .Parental request will be discouraged for repair of vehicles, shopping without parents, employment or babysitting outside of the home, oversleeping, recreational trips and vacations without parents, or missing class to study for another class. Lessons assigned and class discussions for the duration of a parental request absence becomes the responsibility of the student and the parents and should be made up in advance or immediately upon return to school whenever possible.

2. If a student is expected to be absent, parents should call the school by 8:30am. If no call or email is received by 8:30am, the school will call the home and make every effort to contact a parent to verify the absence. A written excuse is not necessary if a phone call has been made by the parent.

3. A student shall not leave school during the school day without reporting to the principal′s office or attendance clerk and obtaining permission prior to the absence. Failure to report to the office shall result in an unexcused absence.

4. If a student becomes ill while in school, he/she shall report to the principal's office or attendance clerk. An attempt will be made to contact a parent before allowing the student to go home. All students will be asked to list two (2) additional people whom the school may call if contact cannot be made with either parent.

5. If a student knows he/she is going to be absent, he/she should communicate the intended absence to his/her teachers and make arrangements to make up all school work before the absence.

6. In the case of an excused absence, an unexcused absence or truancy, the student shall be afforded the opportunity to make up the work and receive full credit. Students will be given at least as many school days as they were absent plus one additional school day to make up the work for full credit. The following example will illustrate the above policy: Student A misses three days of school. Monday, Tuesday, and Wednesday. He now has four school days to make up the work missed and receive full credit, Thursday, Friday, Monday, and Tuesday. It will be the sole responsibility of the student to make arrangements with the teacher for assignments and class activities missed during a parental request absence. If a grading period ends within the allowed time to make up work due to an absence, an "incomplete" shall be recorded. Incompletes become a "failure" if not made up within time allowed although teachers may extend deadlines under unusual circumstances.

7. Attendance will be taken every period of the day.

All absences, excused or unexcused will be processed as follows for students in grades 6-12.

Students who miss more than 15 minutes of a class period will be assessed one absence. Students who are late to the beginning of a class by 15 minutes or less will be assessed one tardy.

1. After a student has been absent five (5) times, the student and parent/guardian will be notified by the high school office. The notification will stress the importance of attendance in school achievement. The parent will also be informed that should the number of absences exceed eight (8) the student may be dropped from the class. A student conference or referral to a counselor will also take place at this time.
2. After a student has been absent seven (7) times, a second student and parent notification will be given emphasizing the importance of attendance for that class period the remainder of the semester. Also included in the notification will be detailed information regarding policy relating to the number of allowed absences and consequences for exceeding this number.
3. After a student has been absent eight (8) times from any class during a semester, notification will be given to the parent of the student stating this fact and further, that any additional absences may result in dropping the student from the course.

   When the student has been absent from any class nine (9) times during a semester, the student may be deemed to not have sufficient credit in the affected class to obtain a passing grade and will be dropped from the course with an "F" recorded. A student may be referred to the Board of Education for long term suspension in the event a student no longer has at least three (3) valid classes.
4. A student who is dismissed from a class because of excessive absences will be afforded the opportunity to buy back one absence per class per semester by spending 3 hours in Saturday School. If this is done the student may remain in the class and still obtain full credit as long as they do not accumulate any more absences in that particular class.

For Clarification:

(1) School Sponsored Activities. No count for any school related activities. (Athletic contests, music, debate, field trips, and any other approved by the School Administration or Counselor.)
(2) Absences due to prolonged illness, hospitalization, counseling, or a series of medical treatments will be counted as one (1) absence whenever the number of absences reaches three consecutive school days and the treatment is supported by a physician's statement.
(3) Absences due to bereavement or serious illness in the student's immediate family will be counted as one (1) absence.
(4) A student may be excused for any other exceptional reason with approval by the Administration.

B. Tardiness: Tardiness is defined as failure to be at the assigned work station when the final bell rings. A student who is late arriving for any period class must report to the study hall where the tardy must be accounted for. An admit slip to enter class or study hall will be given upon receiving accountability.

A student will receive a warning for the first tardy received each nine week period. A student will receive a detention for each subsequent tardy. Exceptions will be made if the tardy is caused by circumstances beyond the student's control. Each situation will need to be confirmed by school officials before the exception will be granted. Each exception must meet reasonable criteria and the satisfactory judgment of the principal. A student assigned five (5) tardies in a nine-week period will be assigned an automatic Saturday School. Every subsequent tardy in that nine week period will result in a Saturday School.

C. Truancy: Unexcused Absence from school. One day, or any part thereof, equals one violation.

Any student absent from school without proper notification will receive a Saturday School assignment. The student may be subject to the assignment of multiple Saturday Schools or a short-term suspension depending on the severity or repeat violations of the truancy policy.

BUILDING HOURS

The school building will be locked until 7:25a.m. Students will not be allowed in the school building before 7:25am. Students will not be allowed to remain in the building after 3:20p.m. unless they are under adult supervision. All doors-will be locked after 8:20 and not reopened until 3:15p.m..

Custodians will lock ALL school doors at 4:00 p.m. with the exception of the gym lobby doors on the nights there are events.

From 8:00am until the start of the school day, students are expected to be in the commons unless students have arranged to be with another teacher**.** In order to cut down on excessive traffic in the Middle School and Senior High complex, the following additional procedures apply:

1. Custodians will lock all outside doors at 4:00 p.m. on nights when there are no activities.
2. All sponsors of activities will remain in the building until students have left. If necessary, students may wait in the area just inside the front doors.
3. The advisors of any non-athletic activity held after 6:15pm will notify the night custodian (or request that they be notified) as to when the doors should be unlocked and locked.
4. Coaches will require players or participants to remain in the practice area at all times during practice.
5. Arrangements will be made so that a coach is the last to leave after everyone is out of the locker room and the door is locked.

A student in the school during non-building hours and is not under the direct supervision of a school employee or a responsible adult designated by a school official will be subject to disciplinary action based upon the frequency and seriousness of the violation.

BUSING

The Garretson School District has provided a fleet of buses for those who ride to school on them and the Board of Education has employed reliable, responsible and trained people to drive these buses. The bus driver is an official representative of the school and has full authority to discipline students on the bus. It is the duty of each student who rides the bus to do his/her part to keep the buses in good condition and to abide by the stated rules.

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

A. Students should be on time. If the bus had to wait as much as one minute at each stop, it would be 20 to 30 minutes late to school.
B. The loading of students will be done at regular stops and loading zones only. Students should not stand in the traffic lanes while waiting for the bus or rush to the bus. Students should not approach the bus until it has come to a complete stop.
C. All students must be seated while the bus is in motion.
D. Arms and hands must be kept inside the bus.
E. The aisles must be kept as clear as possible. Traffic through them must not be blocked.
F. Boisterous or profane language will not be tolerated.
G. Absolutely no smoking and/or possession of drugs or other controlled substances will be permitted on the bus.
H. The bus driver is responsible for the safety and welfare of the students in the bus and should never be bothered or distracted in any way which will interfere with responsible, safe driving. Rowdiness, pushing, crowding, shouting or unnecessary noises will not be permitted.
I. All school buses must stop for railroad crossings as a matter of safety as well as law. Students must be quiet at this time.
J. Students will assist the driver in keeping the interior of the bus clean. No food, gum or drink will be consumed on the bus. The throwing of anything on the bus will not be tolerated. It is against the law to throw anything from a vehicle on the streets or highways.
K. Students will immediately report to the driver any damage occurring on the bus. The party responsible, or their parents, will be held responsible for the total cost of the property replacement or repair.
L. Students will not open or close the windows without the permission of the bus driver.
M. Bus drivers will not discharge riders at any other place than the regular stops without proper written authorization from the parent or school official.
N. If it is necessary to cross the road when leaving the bus, students shall cross at least 10 feet in front of the bus in full view of the driver, and cross only after looking to be sure no vehicles are approaching from either direction, and at the signal of the driver.
O. In the event of road emergency, students are to remain in their seats unless otherwise directed by the bus driver.
P. Each student is expected to inform the driver if he/she is not returning on the bus. If the student fails to do this, the driver is relieved of responsibility.
Q. Courtesy is expected at all times, both to the driver and to the other passengers on the bus.
R. Non-bus students are discouraged from riding on an incidental basis and will not be allowed to do so without prior approval from the administration.

S. The Garretson School District realizes that cell phone use is an important line of communication between parents and their child

- Cell phones may be used for emergency purposes only.
- Cell phones may be placed on vibrate but may not be visible while on the school bus.
- Using the cell phone for taking pictures/vidoe of self or others to transmit or store, and/or illegal activities will be considered inappropriate use of the cell phones.
- Parents/students will assume any and all responsibility for loss of the phone and will be responsible for its safe keeping.

BUSING FOR STUDENT ACTIVITY TRIPS

A. All school district bus rules will be in effect.
B. Students taking part in school sponsored activities must use school provided transportation when going out of town. They can be released to their parents if the parents come to the person in charge and sign a release form. The parents may transport his/her own son or daughter home from the activity.
C. C. For Fan Bus:
   1. There will be a charge which will be determined at the time of the activity trip.
   2. A minimum of 25 paid riders will be necessary before arrangements will be made for a spectator bus.

3. Only students in grades six through twelve are permitted to take the bus for "away" games.
4. The bus leaves for home immediately after the game.
5. Adults may ride spectator bus.

CELL PHONES

The use and possession of cell phones in the general classroom are prohibited at the Garretson School during normal school hours (8 a.m.-3:25 p.m.) unless permission is granted by the classroom teacher. Cell phones shall be kept in student lockers during the school hours listed above with the exception listed below.

Students may be asked to remove wearable electronic devices during class and place them in their lockers or have teachers hold them until after the class is over. If it continues to be an issue a student may be asked to either leave these devices at home or leave them in the office during the school day.

Students found violating this policy will have their ECD confiscated and turned in to the office. A parent will be contacted and come to the school to retrieve the confiscated device.

Students who continue to violate this policy (third offense or greater) may have their ECD confiscated for a reasonable period of time pending a conference with parents/guardians and a resolution of an investigation into the matter.

EXCEPTION: For Garretson Midde and High School Students...The use of cell phones and electronic devices will be allowed in the school's "PHONE ZONE" which is identified as the main entrance area, lunchroom ramp and lunchroom during the dedicated lunch periods, respectively.

CHEATING OR ACTING IN A DISHONEST OR UNFAIR MANNER

Any student caught cheating or plagiarizing on any test and/or assignment will have a zero assigned to that test and/or assignment. All cases will be referred to the principal and the teacher will notify the parents of the infraction. Disciplinary action will be taken and will be left up to the discretion of the teacher and the principal.

CHURCH NIGHT – WEDNESDAY

There are to be no school activities scheduled on Wednesday evening after 6:15. Only state sanctioned events will be scheduled on Wednesday evening.

CONDUCT AT SCHOOL ACTIVITIES

Students are encouraged to attend and support all school sponsored functions. The following rules apply.

A. School Parties, Mixers or Dances

1. All administration approved school parties, mixers, or dances may continue until 12:00 p.m.
2. Any person admitted to a dance or party must remain in the school building until he/she is ready to leave. No one will be allowed to re-enter the dance or party after having once left. Doors may be closed or locked one-half hour after the start of dance or party.
3. Proper conduct must be observed. Chaperones may remove immediately any student misbehaving. Any student ejected for misbehavior may be excluded from future mixers and/or activities for the remainder of the school year.
4. All faculty members, their escorts, wives, or husbands, school board members, their escorts, wives, or husbands, and parents are welcome to attend the dances (provided they abide by school rules).
5. Combination Jr. & Sr. High dances may be permitted with prior approval from the administration.
6. Any party, mixer, or dance will have as many adult chaperones as classes invited.

B. Athletic Events, Assemblies, Concerts, Plays, and Programs:

Garretson students (Pre-K through grade 8) must have parental supervision at all school activities outside of the regular school day. These events are being held for the enjoyment and educational benefit of all students. Students Pre-K through grade 8 who are not supervised will be asked to leave the stadium or school.

Frisbees and footballs will not be allowed at sporting events. Students are expected to watch the game and support the team. Food and drink may not be brought from outside of the school to these activities.

Good sportsmanship is one of the primary purposes of the high school interscholastic athletic program and it is essential for the success of these programs.

CONFIDENTIALITY

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

(1) The right to inspect and review the student's education records within 45 days of the day the Garretson School District receives a request for access.
(2) The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading.
(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Garretson School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

U.S. Department of Education
Family Policy Compliance Office

400 Maryland Ave, SW
Washington, DC 20202-8520

FERPA DIRECTORY INFORMATION:

The Garretson School District may disclose information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed, such as:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

A copy of these policies and regulations may be obtained in the superintendent's office of the School District. Complaints regarding violation or rights accorded parents and students should be submitted to the Superintendent of Schools of the Garretson School District.

CO-CURRICULAR ACTIVITIES PHILOSOPHY I.

PURPOSE:

A. For the student: Co-curricular programs provide opportunities for developing fine school morale; for being sportsmanlike hosts to visiting fans, officials, and athletes; and for exercising the qualities of fair play and courtesy. Co-curricular activities should be considered a part of the school curriculum, educational in the purpose and conduct.
B. For the participant: Competition offers an opportunity to develop skills, learn team concepts, attain a high level of fitness, promote friendships, and learn and practice good sportsmanship. It is fully intended that co-curricular competition develops the understanding that the rules of the activity are similar to the rules of everyday life.
C. For the community: Co-curricular programs encourage wholesome school/community relations under constructive conditions. These programs provide entertainment, a sense of pride, and a vehicle for fans to make a positive impression of our community to others outside the Garretson School District.

II. THE SCHOOL PROVIDES:
A. An opportunity for every student to participate in some phase of the activities
B. Leadership in the form of coaches and other supervisors
C. Necessary equipment and facilities

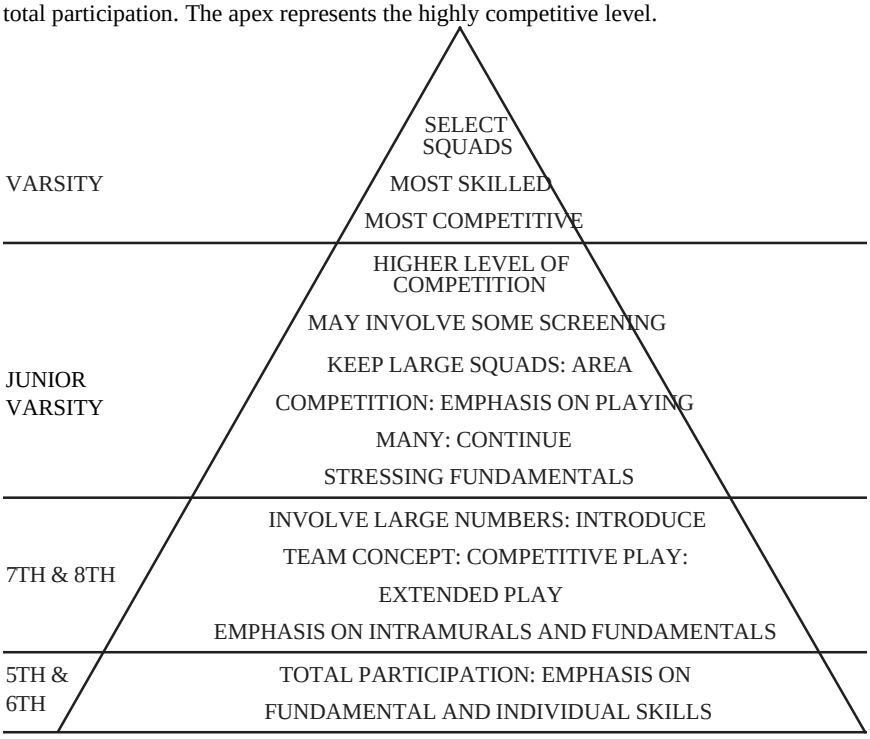
III. THE STUDENT PROVIDES:
A. Sacrifice, self-discipline, desire, determination, and dedication
B. A good attitude which would include:
1. High regard and willingness to conform to training rules
2. Proper care and accounting of equipment
3. Acting as a representative of the school, student body, and community
4. An understanding of the team concept before individual goals

IV. THE PARENTS PROVIDE:
a. Positive encouragement to their son or daughter
b. Support and enforcement of training rules
c. Support to the program in which their son or daughter is participating

V. CO-CURRICULAR COACHES AND SUPERVISORS PROVIDE THE FOLLOWING:
A. The proper ideals of sportsmanship, ethical conduct, and fair play.
B. Emphasis of the values derived from participating in the activity fairly.

C. Cordial courtesy to visiting teams, officials, and participants.
D. A respectful relationship between visitor and host.
E. The respect, integrity, and judgement of officials.
F. A thorough understanding and acceptance of the rules of the game and/or activity standards of eligibility.
G. Leadership, use of initiative and good judgement by the participants on the team.
H. Recognition that the purpose of activities is to promote the physical, mental, moral, social, and emotional well-being of the individual players.

The chart shown below describes the Garretson Schools Athletic Philosophy at the various level of the program. The base of the triangle represents total participation. The apex represents the highly competitive level.



CURFEW

The incorporated towns within our school district have established curfews. The City of Garretson cooperates with the school district in extending that curfew 1/2 hour beyond the ending time of a school activity. Students are expected to cooperate with these city ordinances. They can be found below:

ORDINANCE NO. 594

AN ORDINANCE OF THE CITY OF GARRETSON, SD, AMENDING THE MUNICIPAL ORDINANCES OF THE CITY OF GARRETSON, SD, BY AMENDING TITLE 8, MISCELLANEOUS OFFENSES, CHAPTER 8-4, MINORS.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GARRETSON, SD:

Section 1. That Chapter 8-4, of the Municipal Ordinances of Garretson, SD, is hereby amended to read as follows:

8-4-1 CURFEW HOURS AND EXCEPTIONS

No person under the age of eighteen (18) years shall be or remain in or upon the public streets, alleys, parks, playgrounds, public grounds, public places, public buildings, public places of amusement and entertainment, vacant lots, or other unsupervised public places within the city between the hours of 11:00 p.m. and 6:00 a.m. of the following day, unless accompanied by his or her parent, guardian or other adult person having the care and custody of the person or where the person is upon an emergency errand or legitimate business directed or authorized by his or her parent, guardian or such other adult person having the care and custody of the person. The provisions shall not apply to any minor within the half hour following the formal dismissal time of any service or authorized activity of any church, school, club or other adult sponsored organization provided said minor shall have actually attended said service or authorized activity.

8-4-3 RESPONSIBILITY OF PARENTS OR GUARDIANS

It shall be unlawful for the parents, guardian or other adult person having the care and custody of a person under the age of eighteen (18) years to knowingly permit such a person to be or remain in or upon the public streets, alleys, parks, playgrounds, public grounds, public places, public buildings, public places of amusement and entertainment, vacant lots or other unsupervised public places within the City between the hours of 11:00 p.m. and 6:00 a.m. of the following day, except when the person is accompanied by his or her parent, guardian or other adult person having the care and custody of the person or when the person is upon an emergency errand or legitimate business directed or authorized by his or her parent, guardian or other adult person having the care and custody of the person.

Adopted this 14th day of December, 2009.

DANGEROUS ITEMS

The Board recognizes the importance of establishing and maintaining a safe and orderly school environment for students, staff and community. Students must feel safe and secure in the school setting to benefit from the educational program.

The possession of firearms and dangerous weapons in school buildings, vehicles or on school premises is a Class I misdemeanor and is strictly prohibited by this policy. (This does not include law enforcement officers.)

A dangerous weapon is defined as: any firearm, air gun, knife, instrument, object, destructive device, explosive material or substance, whether animate or inanimate that is calculated or designed to inflict death or serious bodily injury.

SDCL 13-32-7. Possession of firearms on or in elementary or secondary school premises or vehicle as misdemeanor--Exceptions. Any person, other than a law enforcement officer or school sentinel acting pursuant to § 13-64-1, who intentionally carries, has in his possession, stores, keeps, leaves, places, or puts into the possession of another person, any firearm, or air gun, whether or not the firearm or air gun is designed, adapted, used, or intended primarily for imitative or noisemaking purposes, or any dangerous weapon, on or in any elementary or secondary school premises, vehicle, or building or any premises, vehicle, or building used or leased for elementary or secondary school functions, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor. This section does not apply to starting guns while in use at athletic events, firearms, or air guns at firing ranges, gun shows, and supervised schools or sessions for training in the use of firearms. This section does not apply to the ceremonial presence of unloaded weapons at color guard ceremonies.

Source: SL 1961, ch 49; SL 1979, ch 120; SL 1982, ch 86, § 145; SL 1990, ch 129; SL 1991, ch 147, § 1; SL 1993, ch 142; SL 2002, ch 90, § 1; SL 2013, ch 93, § 8.

Any student who brings an item fitting the above definition on to any school premises, vehicle, or building leased for any school function, activity, or event may be expelled for not less than twelve months and will be referred to law enforcement authorities. Any student who threatens to inflict death or serious bodily injury by way of written message, verbal message, telephone message, or e-mail message will be subject to the same consequences. The Superintendent shall have the authority to recommend to the school board that the expulsion requirement be modified on a case by case basis but may not increase the length of the period of expulsion.

DETENTION

Students that are assigned to detention will report on the day specified by the principal. If a student cannot come before school because of transportation problems, an effective alternative may be worked out by the principal.

1. **Detention – Middle School and Secondary School**

   A detention can be assigned by any certified and/or classified employee of the Garretson School District. Detention will be conducted every morning from **7:30AM-8:00AM** as needed. Exceptions may be made if the absence is caused by circumstances beyond the student's control. The absence will be confirmed by the principal before the exception is granted. An unexcused absence from an assigned detention will result in the student being assigned a subsequent detention.

A school staff member may assign an informal detention which is a detention served with the assigning staff member**.** Some infractions will require Saturday School, detention, and suspension**.**

DISCIPLINE POLICY

A student in violation of a Garretson School policy will be assigned the appropriate consequence per the school-adopted discipline chart**.** It will be the student's responsibility to work around the inconveniences of family obligations, work, and school and community activities. Exceptions will be made if the absence is caused by circumstances beyond the student's control. Each situation will need to be confirmed by the principal before the exception will be granted. Each exception must meet reasonable criteria and the satisfactory judgment of the principal.

The administration of Garretson School reserves the right to implement effective disciplinary measures after due process procedures. Discipline problems that are not specifically mentioned or detailed will be dealt with in an effective manner.

UNIFORM CODE OF BEHAVIOR

Garretson Middle and High School's Uniform Code of Behavior has been developed by Faculty and Administration. The Code contains three parts:

1. A statement of appropriate behavior that is to be demonstrated at all times by all students.

2. A description of inappropriate behavior that, if practiced, will lead to;
3. A progressive level of consequences for inappropriate behavior.

Students are expected to read, understand, and follow the Uniform Code of Behavior. Both the expectations and the consequences of this document are practiced at Garretson Middle and High School.

GARRETSON MS/HS EXPECTATIONS

- **Respect yourself, others and property through your words and actions**
- **Follow Directions**
- **Keep hands, feet and objects to yourself**
- **Be in your classroom and have materials ready when the bell rings.**

Inappropriate Behavior:

Offense: An incident which takes place during normal school hours or school activities in the halls, cafeteria, school buses, or at school activities which disturb or disrupt the educational process or violate an individual's rights or are not in the best interest of the school.

CLASS ONE

Name Calling: Inappropriate language directed towards other students or staff that is derogatory, inflammatory, or negative.
Taunting / Teasing: Relates to making joking comments and or actions and being made fun of. It is delivered by verbal comment, written words,gestures, actions, or the spreading of rumors. It is deliberate and hurtful to the victim and it may be repeated over a period of time.
Inappropriate Dress: Students are expected to dress with standards that enhance a learning environment. Profanity and suggestive themes, such as alcohol, drugs, tobacco, sex, death, suicide, violence, or other dress that is provocative or distracting to the learning environment, will not be permitted.
Profanity / Graffiti: Use of obscene language or communication either verbal, written or graphic. Communication with sexual overtones and innuendo are included. The writing or graffiti on school property does not need to be permanent or damage said property.
Classroom Disturbances: Behavior which distracts from the educational process and disrupts the learning environment.

CLASS TWO

Failure to Serve Office Detention: Failure to appear for detention at the time assigned or expected by the principal. Also includes leaving or being dismissed before the entire detention has been served.
Falsifying Information: Incidents which are designed to deceive teachers, administrators, or other authorities including falsifying an admit slip, falsifying a parent phone call to excuse an absence or falsely using another student's ID.
Academic Misconduct: The act of deception or fraud; claiming a dishonest gain. Altering marks, letter grades or percentages, and stealing another student's or author's work, without giving credit, are included. In all instances of cheating or plagiarism, no credit will be allowed.
Intimidation: To coerce, inhibit, or frighten to make someone change behavior, submit, or comply.
Insubordination: Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request, or situations in which the student is shown to be habitually disobedient.

CLASS THREE

Leaving Without Authorization: Leaving the high school building to go to another place without permission of the principal or counselor. Parents/guardians must be contacted and give consent before the student may be dismissed from school.
Threaten: An expression of an intention to inflict pain, danger, harm, evil, injury, or punishment.
Pushing / Shoving: To push or shove.
Theft: Stealing or attempting to steal private or school property. This includes illegal confiscation of the school's or another student's computer files and documents.
Harassment: Use of threats, bullying, coercion, intimidation, humiliation, or similar conduct that constitutes interference with an individual's rights or school purposes.
Gross Misconduct: Insulting teachers, administrators, or any other staff member in a way that is disrespectful.

CLASS FOUR

Vandalism: Willfully causing or attempting to cause damage to private or school property. This includes alteration of the school's or a student's computer programs, files, or systems.
Expulsion from Saturday School: Being dismissed before the completion of the Saturday School assignment as a result of violating Saturday school rules.
Excessive ISS: Excessive ISS accumulates all class period ISS assignments together.

Alcohol: Using, possessing, selling, dispensing, or being under the influence of any mood altering alcohol on school property or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences. Students will be encouraged to participate in an alcohol prevention class for alcohol violations.
Tobacco: Using, possessing, selling, or dispensing, tobacco on school property, or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences. Students will be encouraged to participate in a non-smoking class for tobacco violations. This includes the use of e-cigarettes or any other means of nicotine delivery.
Fighting: Use of force, physical aggression or similar conduct that constitutes interference with school purposes or an individual's rights. Causing or attempting to cause physical injury to a school employee or to any student. Cases in which physical injury caused by accidents or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute violation of this inappropriate behavior.

CLASS FIVE

Arson: The act of setting fire to school property or personal property within a school building to cause destruction of said property.

Drugs: Using, possessing, selling, dispensing, or being under the influence of any mood altering drugs, other drugs or material represented to be a controlled substance or possessing drug paraphernalia at school, on school property, or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences.

Weapons: A dangerous weapon is defined as any firearm, or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or bodily harm. This includes items meant to simulate or look like a dangerous weapon.

Endangerment to Life: Any negligent, threatening or reckless behavior which could endanger a person's life or be capable of causing significant physical harm to an individual.

Because it is not possible to list every inappropriate behavior that occurs, the administration reserves the right to administer alternative consequences to inappropriate behaviors not included in this code.

DISCIPLINE CHART				
Inappropriate Behaviors	**Consequences**			
OFFENSE	**1st**	**2nd**	**3rd**	**4th & More**
CLASS ONE				
Name Calling	Detention	Multiple Detentions	Saturday School and Parent	ISS and Parent Contact
Taunting / Teasing				
Inappropriate Dress				
Profanity				
Classroom Disturbance				
(Document per referral)				
CLASS TWO				
Failure to Serve Detention	Multiple Detentions	Saturday School and Parent Contact	ISS and Parent Contact	ISS - OSS and Parent Contact
Falsifying Information				
Academic Misconduct				
Intimidation				
Insubordination				
(Document per referral)				
CLASS THREE				
Leaving without Authorization	Saturday School to	ISS and Parent Contact	ISS - OSS and Parent Contact	OSS and Parent Contact
Harassment				
Gross Misconduct				
(Document per referral)				
CLASS FOUR				

Vandalism + Expulsion from				
Saturday School Excessive ISS				
Alcohol/Tobacco				
Fighting +				
(Document per referral)	ISS - OSS	ISS - OSS	OSS and	Long-Term Suspension/
CLASS FIVE	and Parent Contact	and Parent Contact	Parent Contact	Expulsion/ Change of
Arson Drugs Weapons				
Endangerment to Life				
Administration reserves the right to assign alternative consequences	Referral to Law Enforcement Authorities and/or			
+ Consequences may include a referral to law enforcement authorities.	Either Long Term Suspension or			

DAMAGE TO SCHOOL AND/OR PRIVATE PROPERTY

Any student who steals or intentionally or accidentally damages school and/ or private property, or who shall deface by cutting or with writing or pictures, any fence, furniture, building or other school and/or private property shall immediately compensate for said damage or theft and upon refusal to do so, may be suspended from school until compensation has been made, or compliance with whatever decision has been made by the administration or Board of Education.

DISCIPLINE PROCEDURE FOR DETERMINING ALLEGED MISCONDUCT OR VIOLATIONS

The following steps will be utilized when appropriate:

1. The principal shall investigate the alleged misconduct or violation.
2. If the alleged misconduct or violation has occurred requiring Saturday school detention, ISS, or OSS, the principal will give oral or written notice of the incident to the student and to the parents as soon as possible after the incident.
3. When appropriate, the notice shall state the policy allegedly violated, and, if needed, the time and place where a hearing will be conducted by the principal.
4. The principal shall render a decision as soon as possible after the hearing and inform the student and parents.

DRESS CODE

It is expected that all students at Garretson Middle School and Garretson High School will use good judgment in the selection of personal clothing that is neat, clean and not offensive in taste or modesty. Safety requirements in specialized subject areas must also be considered. For reasons of health and other considerations, the following restrictions will be observed.

A. Shoes must be worn at all times. Novelty slippers are not acceptable footwear.
B. Students may not wear anything on their heads in the building or classroom unless required for safety or health reasons. This includes sweatshirt hoods.
C. All students must wear shirts, blouses, or sweaters that cover the chest, stomach, shoulders and back. Apparel worn for sensationalism or clothing that exposes bare skin or undergarments will not be permitted. Bare midriffs, muscle shirts, tank tops, tattered clothing and spaghetti straps are considered inappropriate.
D. Sunglasses may not be worn in the building unless required for medical reasons and a note has been issued from a doctor.
E. Shorts may be worn during the 1st and 4th nine-week periods. Shorts and skirts of reasonable length are permitted. Dresses, skirts and shorts, as well as slits in any of these garments and shorts are not to be shorter than fingertip length. Shorts must be of acceptable length and remain that

length the entire circumference of the short. EXCEPTION: Student may wear shorts during 2nd and 3rd nine-week periods if they wear leggings or tights underneath the shorts.

F. Pants are not to be worn so that they expose the posterior part of the body or any underclothing.
G. Clothing bearing inappropriate images or messages is not permitted. Inappropriate is identified as related to drugs, alcohol, cigarettes, sexual content, racism, discrimination, gang referenced or affiliated or any other subject, image or message deemed inappropriate by the administration.
H. Clothing that is excessively torn, haggard, or baggy in appearance will not be permitted.
I. Pajamas or bed garments are not permitted. Under garments shall not be exposed or worn as outer garments.
J. Spikes, chokers, dog collars, and chains are not permitted.
L. All backpacks, purses or carry bags must be left in the student's locker.
M. Winter Coats/Parkas are not to be worn during school hours.

Parents should take care that children are dressed appropriately for the weather conditions. Unless otherwise stated, this policy applies to all school activities, practices, and trips. Inappropriate dress will result in the appropriate action to remedy the issue. Continuous disregard for this policy may result in detention, suspension and/or the student may be required to relinquish the item in violation of school policy.

Acceptability of attire will be determined by the building administration. Students failing to meet stated standards of dress will be sent to the office where they will change, be sent home, or request of change of clothes from a parent or guardian. Students will not be allowed back into the classroom until they have changed.

DRUGS/ALCOHOL ON SCHOOL GROUNDS OR AT SCHOOL ACTIVITIES

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of tobacco or any nicotine delivery device or substance, alcohol and/or other drugs which affect the educational process of the school. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

This policy is in effect on premises owned, leased or maintained by the school district, at all school related activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. Violation is a Class 4 Offense of the discipline chart.

Disciplinary Sanctions and Implementation Procedures

The following procedures will be used in dealing with possession, use, distribution, or being under the influence of alcohol and other drugs on school property or at school sponsored events:

A. First Offense –
1. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference;
2. The administration may notify available law enforcement authorities.
3. The administration may suspend the student for ten (10) days incompliance with student due process procedures.

B. Second and Subsequent Offenses –
1. The administration will contact the parent(s)/guardian(s) to arrange for a conference;
2. The administration may notify available law enforcement authorities. The administration may suspend the student for ten (10) days in compliance with student due process procedures.
3. The administration will notify the parent(s)/guardian(s) in writing of the suspension;
4. The administration may recommend to the school board that the student be expelled unless the following procedure is followed:
   a. The student must agree to be assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency;

C. Supplying/Distributing or Selling Alcohol and Other Drugs of Material Represented to be a Controlled Substance –
A. The administration will notify parent(s)/guardian(s) in writing of the suspension;
B. Supplying or selling chemicals may result in a ten (10) day suspension.
C. The administration will refer the case to available law enforcement authorities;
D. A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion. Expulsion may be recommended by the administration.

Students whose observed behavior indicates possible use of alcohol and or other drugs will be referred to the building administrator. The building administrator and/or law enforcement will determine whether to contact the parent for further instruction, refer to the emergency authorization form or immediately seek additional medical treatment. Following the handling of the medical emergency, this Policy Statement for Alcohol and/or Other Drug Abuse will be followed.

The school district will encourage in anyone in violation of this policy to seek professional assessment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results. Individuals that enroll and complete such a program may have their consequences modified to reflect the intervention.

The administration will provide a list of agencies/professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.

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

DUAL CREDIT

Students who attend Garretson High School and are either Juniors or Seniors are afforded the opportunity to take college level courses via the Distance Learning program, the Internet, Correspondence courses, AP program, and dual credit classes offered through the South Dakota Board of Regents. Students may enroll in a course or courses in the fall or spring semester which are offered at an institution of higher education or post-secondary vocational-technical institution. The student shall obtain the districts approval of the course prior to enrolling. Students will be required to carry a full load of courses while at Garretson. Exceptions to this can only be determined by the administration.

If an eligible student successfully completes a post-secondary course requirement the student will receive credit towards high school graduation as well as post-secondary credit. Garretson School will award a ½ credit per semester upon successful completion of a post-secondary course regardless of the course being a three (3), four (4), or five (5) semester credit hour course. Garretson School will assign credit and place the course on the official student high school transcript after documented proof of successful completion of the course has been filed with the principal. It is the student's responsibility to ensure the post-secondary institution sends all official transcripts or documentation of successful completion of the course(s). The grades will be recorded on the student's official high school transcript and will be calculated into the student's grade point average and class rank.

A 0.33 weight will be added for Advanced Placement, Dual Credit and other college-level courses. The grade for the class will be inserted into the district grading scale and the corresponding grade point average will be entered into the student′s transcript. See GRADING SCALE.

ELASTIC CLAUSE

The student and parent handbooks do not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. Each situation is different and will be handled on an individual basis. The best interest of the student, school, and community will be considered.

ELIGIBILITY RULES FOR EXTRA- OR INTRA-CURRICULAR ACTIVITIES

- **Attendance:**

A student must be in school no later than the start of the 3rd period in order to participate in extra- or intra-curricular activities, including practice. This includes all school-sponsored activities that are not part of the regular day. Medical appointments are excused if the student has a slip signed by the medical practitioner. Special cases may be reviewed by the administration.

- **Middle School Student Participation in High School Athletic Activities**

The South Dakota High School Activities Association sanctions the participation of students in grades 7-12 in activities. Students in grade 6 are not eligible for participation in school-sponsored athletic activities.

Student athletes in grades 7 and 8 may participate in individual sports (Cross Country, Track and Field, Wrestling and Golf) if their objective performance warrants their participation at the high school level.

Students athletes in grades 7 and 8 may participate in team sports (Football, Volleyball, Boys Basketball and Girls Basketball) only if the following conditions are met.

1. Petitions for students in grades 7 and 8 may only be initiated by the Head Coach of the sport in which the athlete may be allowed to participate at the high school level. Coaches are not able to petition for students in grades 7 and 8 to participate on Junior Varsity teams. The skill level of the student athlete must be such that the student will see significant playing time at the Varsity level in order to be considered to play up.
2. After the Head Coach initiates the petition for participation on the Varsity team with the Activities Director, a meeting will be held with the coach, parents, Middle School Principal and Athletic director. This-group (Coach, Parents, Middle School Principal and Activities Director) will consider the athlete's level of skill in the game, physical maturity, academic maturity and social maturity in making the decision to allow a 7th or 8th grade student to participate on the High School Varsity team.
3. After discussion and consideration, the Coach, Parent(s), Middle School Principal and Activities Director will each make a YES (Recommend participation) or NO (Not Recommend participation) vote via sealed ballot.
4. The decision to allow a 7th or 8th grade student to participate on the Varsity Team must be unanimous, with all team members agreeing that participation is in the best interest of the child.
5. Decisions made by this team are final. There is no opportunity for appeal.

At this time, the Garretson School District does not have a program for middle school soccer. As such, students in grades 7 and 8 are not eligible for participation in Soccer at the High School level. If the Garretson School District adds a middle school soccer program, the above process would apply for students to play up.

GMS/GHS Activity Guidelines

The Garretson School District believes that it is important that our student athletes understand the importance of exhibiting proper conduct as a member of our school and community. For this reason, the Garretson Possession/Use Policy will be in effect for the entire calendar year.

A violation of the possession/use policy consists of a student possessing, using, distributing, ingesting, or inhaling any of the following: Tobacco or any other nicotine delivery device or substance, alcohol, drugs, or controlled substances.

This policy also addresses conduct unbecoming of a student/athlete and unlawful activity of student/athletes as stated below.

- Students are required to attend and participate in all practices. The student will be expected to travel with and attend extra-curricular activities at the discretion of the coach/advisor and activities director.
- Violations will accumulate during grades 7-12
- Policy is in effect 24/7 and 365 days/year
- Penalties will apply to the activity(s) the student is participating at the time. If the full ineligibility period is not served during a season or activity, it will continue the next season or activity in which the student is a participant. (IE. Football to Wrestling; Volleyball to Basketball, etc.)
- Dismissal from a team, the student ceasing their involvement with the activity or unsatisfactory participation during the ineligibility period will result in the suspension being voided and carried over to the next season/ activity. This is at the sole discretion of the head coach or activity advisor and the activities director.
- Activity which would constitute a felony or misdemeanor (other than minor traffic offenses) are also violations of this policy and subject to the same consequences.
- The administration and coach/advisor reserve the right to take disciplinary action for any conduct unbecoming of a student/athlete.

**A student charged by law enforcement of possession/use of tobacco, alcohol, illegal drug or controlled substance or for illegal activities other than minor traffic offenses will be considered in violation of this policy until said charges are dismissed or the student has been adjudicated.*

First and Second Offenses: See chart for length of ineligibility for extra-curricular activities offered by Garretson School District. Before eligibility is reinstated the student must have or verify they have made arrangements for a chemical abuse or dependency assessment **(First Violation);** or verify completion of chemical abuse or dependency program **(Second and Third Violations)** before eligibility will be reinstated.

- A second offense or third offense may also result in forfeiture of any awards or honors for the applicable season(s).
- Numbers below are by session - examples of sessions are (not limited to):
  - Volleyball tournament with three games in one day = 1 Session
  - Varsity football on Friday and junior varsity football on Monday =1 Session
  - Junior varsity basketball followed by varsity basketball = 1 Session (Same with VB)
  - National FFA Conference = 1 Session
  - All State Band or Choir or Band Choir trip = 1 Session
  - Student-athletes that participate in junior high and high school track meets. Ineligibility will be for two (2) varsity meets and any junior high meets that fall between those varsity meets.

<u>Number of Sessions of Ineligibility:</u>

* *For students that are involved in multiple activities, the ineligibility period for each activity may be different. The ineligibility period will be deemed complete for each activity when the appropriate number of sessions of ineligibility have been met. Cancelled or postponed sessions DO NOT count toward meeting the requirements.*

* *If involved in numerous activities - ONLY activities that take place during the time period outlined above will be missed.*

Sport/Activity	Violation #1	Violation #2	Violation #3
Football	2	4	1 Calendar Year
Volleyball	4	8	1 Calendar Year
Cross Country	2	4	1 Calendar Year
Soccer	2	4	1 Calendar Year
Basketball	4	8	1 Calendar Year
Wrestling	2	4	1 Calendar Year
Track and Field	2	4	1 Calendar Year
Golf	2	4	1 Calendar Year
Club Baseball	2	4	1 Calendar Year

Club Softball	2	4	1 Calendar Year
Oral Interpretation	2	4	1 Calendar Year
Trap Club	1	2	1 Calendar Year
FFA	2	4	1 Calendar Year
+Band	1	2	1 Calendar Year
+Choir	1	2	1 Calendar Year
1-Act Play	1	2	1 Calendar Year
3-Act Play	1	2	1 Calendar Year
#Cheerleading	Same # as sport	Same # as sport	1 Calendar Year

*Homecoming Royalty		
*Prom	If occurs during ineligibility period - 1	1 Calendar Year
	If occurs during ineligibility period –	1 Calendar Year

***Homecoming Royalty and Prom**: Students who are ineligible for extracurricular activities are also ineligible for prom and homecoming (royalty, head usher, flag-bearer) if these events occur during the ineligibility period.

Also, students who have violated policy and have not met ineligibility requirements through another extra-curricular activity prior to homecoming or prom will serve their ineligibility with these events. For prom this includes sophomores' eligibility to serve as waiter or waitresses or any other student eligible to attend prom. For homecoming this includes participating as a member of the royalty court or as a head usher or flag-bearer.

*****IF A STUDENT IS NOT INVOLVED IN ANY EXTRA-CURRICULAR ACTIVITIES AT GARRETSON HIGH SCHOOL and VIOLATES ANY OF THE POLICIES LISTED IN THE Activity Guidelines THEY ARE SUBJECT TO THE ABOVE HOMECOMING ROYALTY AND PROM INELIGIBILITY.**

+Band and Choir ineligibility will include: All-State events; honor band and choir events; band and choir contests; band or choir trips. Band and choir members will be required to participate in any event that is part of the classroom grade.

#Cheerleading: Other organized performances (pep rallies, homecoming coronation, etc.) **ARE NOT** recognized as a session.

Third Offense: A third violation or subsequent violation greater than three (3) will result in a suspension from all extra-curricular activities for a period of one (1) calendar year.

Self-Report – Any student that self-reports a violation will have their penalty reduced by one half (1/2) for their first offense. An admission of guilt is considered a self-report if the student initiates the reporting of the incident and if the incident is reported to the Activities Director or Principal. The self-report option may be used if a student cooperates with school officials in the process of investigating possible violations of the Garretson Possession/Use policy.

**A self-report may be used on a first offense only and may only be used one (1) time.*

RESET Option – Any student who violates the Garretson possession/use policy as stated above will have a reset option and rewarded for subsequent adherence to school policy. If the student is not in violation of the possession/use policy for fifteen (15) months from the date of reinstatement, the student will move down one offense level.

EXAMPLE: A student who has satisfactorily completed the ineligibility period of a First Violation and does not violate the possession/use policy for 15 months (calendar), any subsequent violation after this time will be considered as a first violation.

**RESET Option may only be used 1 time.*

VIOLATION and CREDIBLE WITNESS: Judgment as to whether a student has violated this code will be based upon an arrest, citation, or notification from law enforcement, self-admission, court proceedings or credible witness. Credible witness is defined as law enforcement or parents of the violator. Additional witnesses may enter evidence to be considered if they are willing to submit information in a signed statement.

Suspension from Extracurricular Activities for use or possession of controlled substances or marijuana—SDCL 13-32-9

Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by£ 22-42-15, is ineligible to

participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence.

The one-year suspension may be reduced to sixty school days if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Upon a subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by£ 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

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

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

DUE PROCESS (ELIGIBILITY FOR ACTIVITIES)

In the event a student has become ineligible to participate in school sponsored activities the student will be afforded their due process in the following manner.

1. The student and parent(s) or guardian(s) will be informed when a violation has occurred and disciplinary action is taken.

2. The student and parent(s) or guardian(s) will be afforded a hearing before the administration.

3. A determination of eligibility shall be made by the administration and will become effective immediately.

The determination may be appealed to the Board of Education. Such an appeal shall be in writing and received by the Superintendent within seven (7) calendar days after notification of determination is given.

FIELD TRIPS

Field trips are conducted during school time as the planned culmination of a class or unit. Students are expected to comply with district busing rules when school vehicles are used and to leave and return on school vehicles when provided. Students on field trips should view themselves as ambassadors for the school and behave in an orderly manner. Permission slips signed by parents/guardians are necessary for students to be able to go on the field trip. Parent chaperones may be permitted to drive their own vehicles, however, in order to transport their own children, signed documentation must be given to the teacher. Parents are asked to not bring younger children with them during field trips/excursions. The privilege of attending a field trip may be restricted by the teacher and/or principal due to disciplinary problems at school or lack of academic effort.

EXPULSION – See DUE PROCESS

Shall mean denial to a student to participate in any instructional and/or school activity for a period of time as determined by the school board, but in no instance shall expulsion extend beyond the end of the current school year.

FINES

Students who owe the school district money for book fines, repair costs, replacement costs and any other financial obligation will be held responsible for payment.

Textbooks are furnished by the district. Replacement costs will be expected for books damaged through inappropriate use or handling. Students should make teachers aware immediately of any damage to their textbook or any other school property. Lost books will be paid for based on actual value of the article.

iPads© damage is outlined in the technology handbook that each student must sign prior to being given a device.

FIRE DRILLS/TORNADO DRILLS/LOCKDOWNS

Fire, tornado and lockdown drills will be held on a regularly scheduled basis with procedures for each building to be announced the first week of school. Fire exits and tornado designated areas are posted in each classroom.

FOOD AND DRINK

Food and beverages other than water will not be allowed in students lockers or hallways. Water bottles will be allowed as long as they are in clear containers.

Gum may be chewed but teachers may use discretion in their individual classrooms if it becomes a problem.

School lockers are subject to search and any food or drink items that are not allowed will be discarded. Disciplinary actions may be imposed for repeat violations.

FORGERY

Students committing forgery involving all types of passes and/or parental excuse notes as well as false phone calls will be subject to consequences determined by the school administration.

FUND-RAISING PROJECTS

All fund-raising activities must have prior approval by the Garretson School administration. Staff and students are discouraged from bringing items to school for distribution or sale to other students and staff. The school will not accept responsibility for lost or stolen items/money.

GRADING SCALE

%	Grade	GPA
95-100	A	4.0
92-94	A-	3.67
89-91	B+	3.33
86-88	B	3.0
83-85	B-	2.67
80-82	C+	2.33
77-79	C	2.0
74-76	C-	1.67
70-73	D+	1.33
68-69	D	1.0
65-67	D-	0.67
64 and below	F	0.0

A 0.33 weight will be added for Advanced Placement, Dual Credit and other college-level courses. The grade for the class will be inserted into the district grading scale and the corresponding grade point average will be entered into the student′s transcript.

Ex. Student A receives a 92% in college level/AP class and the grade was an A due to it being in the college grading scale. It would be an A on our grading scale and with the .33 weight the GPA recorded to the Student A′s transcript would be a 4.33.

*If the class is a locally offered AP class, the weight would only be added to the class if the student completed the entire year of the course.

Grades are available on the internet for parent's convenience. On the Garretson School homepage, click Parent/Student Portal. Call the school if you do not have an account.

GRADUATION EXERCISE REQUIREMENTS

Students must be actively engaged and working towards all graduation requirements set forth by the South Dakota Department of Education and the Garretson School District and must have accumulated a total of 20 credits before being allowed to participate in the graduation exercises at Garretson High School. No High School Diploma will be awarded until all graduation requirements of the state and the district are completed in full.

GRADUATION REQUIREMENTS (See Chart)

In order to graduate from Garretson High School a student is required to have completed 23 units of credit. In addition to the requirements approved by the South Dakota Department of Education, the Garretson School District has adopted the following requirements for graduation:

0.5 additional credit in Language Arts

0.25 additional credit in a Senior Experience Capstone Projects (Senior Year)

1.5 credit in Computer - Require a senior computer credit (Computer III).

Students may not drop a class after the first week of each semester. The principal, teaching staff and guidance counselor retain the right to make the final decision.

Selection of Garretson High School Valedictorian and Salutatorian will be made after the seventh high school semester. The senior student with the highest grade point average after the seventh semester will be the class valedictorian and the student with the second highest will be the salutatorian

Garretson Graduation Requirements:

The following are the base requirements to graduate from Garretson High School. Every student, at a minimum, must complete the requirements below. Students will earn graduation endorsements based on curriculum they attain in addition to the base requirement. (See Endorsement Descriptions).

*23 credits required to graduate from Garretson High School

(4.5) Language Arts –
- Writing – 1.0 Units
- Literature – 1.0 Units *Must include .5 unit of American Literature

(3.0) Mathematics –
- Algebra I – 1.0 Units

(3.0) Lab Science –
- Biology – 1.0 Units

(3.0) Social Science –
- U.S. History – 1.0 Units
- U.S. Government – .5 Units

(1.0) Of any of the following –
- Approved CTE & Technical Education
- Capstone Experience or Service Learning
- World Language

(1.0) Fine Arts

(1.0) Personal Finance or Economics

(1.0) Physical Education

(0.5) Health or Health Integration

Additional required credits for Garretson High School (23 required)

0.5 unit in Language Arts (4.5 Total)
0.25 unit in a Senior Experience Capstone Projects (Senior Year)
1.5 units in Computer

ENDORSEMENTS

Advanced Endorsement	Advanced Career Endorsement	Advanced Honors Endorsement **All Coursework at a C or higher*
4.0 of Language Arts • Writing – 1.0 units • Literature - 1.0 units (must include .5 unit of American Literature) • Speech or Debate - .5 unit • Language Arts elective - 1.5 unit	4.0 of Language Arts • Writing - 1.0 units • Literature - 1.0 units (must include .5 unit of American Literature) • Speech or Debate - .5 unit • Language Arts elective - 1.5 unit	4.0 of Language Arts • Writing - 1.5 units • Literature - 1.5 units (must include .5 unit of American Literature) • Speech or Debate - .5 unit • Language Arts elective - .5 unit
3.0 of Mathematics - must include: • Algebra I - 1 unit • Algebra II - 1 unit • Geometry - 1 unit	3.0 of Mathematics - must include: • Algebra I - 1 unit • Math Electives – 2 units	4.0 of Mathematics - must include: • Algebra I - 1 unit • Algebra II - 1 unit • Geometry - 1 unit • Advanced Math – 1 unit
3.0 of Lab Science - must include: • Biology - 1 unit • Lab Sciences – 2 units	3.0 of Lab Science - must include: • Biology - 1 unit • Science Electives – 2 units *State-approved computer science course may be used as 1 elective unit.	4.0 of Lab Science - must include: • Biology - 1 unit • Any Physical Science - 1 unit • Chemistry or Physics - 1 unit • Science elective – 1 unit
3.0 of Social Studies - must include: • U.S. History - 1 unit • U.S. Gov - .5 unit • Social Studies elective – 1.5 units	3.0 of Social Studies - must include: • U.S. History - 1 unit • U.S. Gov - .5 unit • Social Studies elective – 1.5 units	3.0 of Social Studies - must include: • U.S. History - 1 unit • U.S. Gov - .5 unit • World History - .5 unit • Geography - .5 unit • Social Studies elective - .5 unit
1.0 unit of the following-any combination: • Approved Career & Technical Education units from the same career cluster. • Capstone Experience or Service Learning	2.0+ units of the following-any combination: • Approved Career & Technical Education units from the same career cluster. • Capstone Experience or Service Learning AND • Attainment of an industry-recognized credential or National Career Certificate	2.0 units of the following-any combination: • Approved Career & Technical Education • Capstone Experience or Service Learning • Modern or Classical Language (including American Sign Language) – Must be in the same language.
1.0 of Fine Arts	1.0 of Fine Arts	1.0 of Fine Arts
.5 unit of Personal Finance or Economics	.5 unit of Personal Finance or Economics	.5 unit of Personal Finance or Economics
.5 unit of Physical Education	.5 unit of Physical Education	.5 unit of Physical Education
.5 unit of Health or Health Integration	.5 unit of Health or Health Integration	.5 unit of Health or Health Integration
6.5 Units of Electives	5.5 Units of Electives	3.5 Units of Electives

Approval to offer credit must be obtained through an application process with the Department of Education. The application must include: course syllabus; standards based curriculum; teacher certification; and assessment of standards by methods including end-of-course exams, authentic assessment, project-based learning or rubrics.

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

Regarding the health requirement: Beginning with students who are freshmen in the fall of 2013, students will be required to take .5 unit of health at any time grades 6-12. A district may choose to integrate health across the curriculum at the middle or high school level in lieu of a stand-alone course. See Frequently Asked Questions for details.

A district may decide to offer credit for extracurricular Fine Arts activities. Students may be granted up to one credit in Fine Arts for participation in extracurricular activities.

If a student fails a class, the following options are available:

1. Retake the course
2. Correspondence course
3. Summer school, or
4. Alternative class

GRADUATION - EARLY

Early graduation is defined as gradating prior to 8 consecutive semesters of high school beginning with the first semester of the student′s freshman year. Early graduation at Garretson High School will be allowed under the following guidelines:

1. Early Graduation request form must be completed and filed with the principal prior to the start of the student′s sixth (6th) semester.

2. Early graduation is only allowed at the end of the seventh (7th) semester.

3. All graduation requirements for Garretson High School Graduation must be met.

4. Graduation exercises and the awarding of diplomas for early graduates will be on the same date of graduation for his/her classmates corresponding to the year they entered Garretson High School. Students that graduate early are encouraged to participate in the graduation exercises.

5. Students who graduate early will no longer be considered a student at Garretson High School and will forfeit student privileges upon their completion of required credits. These include but may not be limited to being recognized as valedictorian and salutatorian and participation in any school activities during the traditional eighth (8th semester) of their senior year.

6. Transcripts will be finalized for students that graduate early as soon as possible after confirmation that the student has met all requirements at Garretson High School.

EARLY GRADUATION REQUEST FORM (SAMPLE)

(Can be Obtained from the Principal or School Counselor)

Must be completed and filed with principal prior the start of the student′s sixth (6th) semester.

_____ has requested to graduate early from Garretson High School. He/She understands the following requirements for early graduation.

- Arrange a conference with the principal, school counselor and parents to form the plan of study for the 6th and 7th semesters for the student to ensure all requirements are met. All courses must be approved by the principal.

- Complete a minimum of seven (7) semesters.

- Maintain a minimum of C+ average (2.33 GPA) at the end of the student′s junior year.

- Complete all requirements by the conclusion of the first semester of the senior year (7th semester) including the required Senior Project.

Student Signature / Date: _____

Parent Signature / Date: _____

High School Counselor Signature / Date: _____

High School Principal Signature / Date: _____

HARASSMENT AND VIOLENCE POLICY

It is the policy of the Garretson School District that racial, sexual, religious/ ethnic harassment and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents.

Racial, sexual, religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe or upsets the recipient to the point that he/she cannot learn, cannot teach or be effective at school or at his/her job.

Harassment and violence is prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff on school property or at school-sponsored events. Some examples of harassment and violence may include, but are not limited to: unwelcome patting, pinching, or physical contact; obscene gesturing or calling someone gay; ethnic or racial slurs; or threats, insults, or assaults against someone due to their sex, race, religion or ethnic group.

If a staff member or student feels that his/her emotional well-being, his/her sense of safety and security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her school principal or by calling the school superintendent

HEALTH POLICIES – COMMUNICABLE DISEASES/MEDICATIONS

The Garretson School District does not employ a full-time school nurse, but instead provides a nurse four hours per week to assist with our student health program and is available by phone or email on a daily basis. The school nurse conducts hearing and vision screenings throughout the year at various grade levels, tracks student immunizations, is in charge of emergency response policies and procedures, and oversees the school health program. Screenings can be done on students throughout the school year upon parent or teacher request if suspecting a problem.

If your child becomes ill or is hurt during school hours (outside of minor scrapes and bruises), we will attempt to contact you. If we are unable to contact you, we will attempt to contact a person named by you on the **Garretson School Information Update Form** completed by you during the registration week. For serious injuries, an accident report will be completed by the school immediately following the injury and EMS will be activated.

Communicable Diseases

Rules for school attendance: When ill, students should not be sent back to school until they are vomit, diarrhea, or fever-free (without medication) for 24 hours.

Chicken Pox

The first symptoms include a slight fever, and feeling tired and weak. An itchy blister-like rash soon follows. The blisters become dry, crust over, and form scabs within 4 to 5 days. They may appear on the scalp, armpits, trunk and even on the eyelids and in the mouth. Cases must be excluded from school until all scabs are dry and there have been no new pox for two days.

Pink Eye

Symptoms include white or yellowish discharge from one or both eyes, tears, pain, swelling and reddening of the eyelids, matted eyelids after sleep, and sensitivity to light. In severe cases, infiltration of the cornea may occur. The illness may last from 2 days to 2-3 weeks. Child should be excluded from school and not return until seen by a physician.

Common Cold

Common viral respiratory diseases can be characterized by fever and one or more cold symptoms such as chills, headache, body ache, weakness, and loss of appetite. Fevers greater than 100 should be excluded from school.

Ring Worm

Ringworm is a skin infection caused by a fungus that can affect the scalp, skin, fingers, toe nails or foot by direct skin-to-skin contact with infected people or pets. Ringworm of the body appears as flat, spreading ring-shaped areas. The edge is reddish and may be either dry and scaly or moist and crusted. As it spreads, the center area clears and appears normal. Child should be excluded from school unless child has physician's written permit for re-entering. Infected area should be covered when child is in school.

Impetigo

Symptoms are characterized by pustule (crusted sore with oozing) appearing on face, neck and hands – occasionally on body. Exclude from school until all areas are healed (usually about one week) or until child has a doctor's written statement for re-entry.

Scabies

Scabies is a fairly common infectious disease of the skin caused by a mite. Scabies mites are transferred by direct skin-to-skin contact. Indirect transfer from undergarments or bedclothes can occur only if these have been contaminated by infected people immediately beforehand. The most prominent symptom of scabies is intense itching particularly at night. The areas of the skin most affected by scabies include the webs and sides of the fingers, around the wrists, elbows and armpits, waist, thighs, genitalia, nipples, breasts and lower buttocks. Symptoms will appear from two to six weeks in people who have not previously been exposed to scabies infestations, and within one to four days after subsequent re-exposures. Exclude from school until treated. Itching may still be present, and avoid physical contact with infested individuals and their belongings, especially clothing and bedding.

Head Lice

Lice can be found anywhere on the scalp but are heaviest behind the ears and just above the hairline along the nape of the neck. Head lice attach their eggs (nits) to human hair. Head lice transmission can occur during direct contact with an infested individual. Head lice cannot jump or fly. Head to head contact or sharing items of clothing, combs, brushes, hats, or headphones may also result in transmission. Shared surfaces such as pillows, mattresses, sleeping bags, cars seats, or upholstered furniture may also transmit head lice. Usually, the first indication of an infestation is the itching on the head. Scratching at the back of the head or around the ears should lead to an examination for head louse eggs (nits) on the hair, and can be spread as long as lice or eggs remain alive on the infested person. Medicated shampoos or cream rinses containing pyrethrin (Rid), permethrin (Nix), lindane (Kwell), or malathion (Ovide) are used to kill lice. Always shampoo twice, 1 week apart to kill all live and newly hatched lice. Nightly comb-through and nit-picking are required to remove all nits from hair, and stop the live cycle. Thorough cleaning should be done of household items including: vacuuming upholstered furniture and carpet; laundering clothing and bedding in hot water (130° F for 20 minutes) and drying on hot cycle or dry cleaning to destroy lice and eggs; soaking combs and brushes in hot water (130° F for 10 minutes). Anything that cannot be laundered should be sealed in a plastic bag for two weeks.

If live lice or evidence of nits is found on the student during the school day, the student may remain in school and finish out the day. They are required to treat with medicated lice shampoo and do a thorough comb-through to eliminate nits that same day and/or evening and can return to school the following day if cleared by office staff. If the student does not treat with medicated lice shampoo and continues to present to school with evidence of live lice and nits, the school will send the student home to be treated. The school reserves the right to check the students in question for lice until cleared and send them home as needed to reduce transmission.

Parents of Pre-5th grade students will be notified of the presence of lice via letter from school nurse. Parents of Middle and High school students are notified via phone, email, or letter if their student has lice.

Influenza

Influenza is highly contagious and is easily transmitted through contact with droplets from the nose and throat of an infected person who is coughing and sneezing. Typical flu symptoms include headache, fever, chills, cough and body aches. Intestinal symptoms are uncommon, and symptoms can occur within 1 to 3 days after exposure to an infected person. Good handwashing and hygiene and getting a flu shot annually are ways to prevent or lessen the severity of the flu.

Common communicable disease guidelines and questions can be found on the South Dakota Department of Health website: http://doh.sd.gov/diseases/infectious/diseasefacts/

MEDICATIONS POLICY

The following procedure will be followed for those students who take any medications while at school. Medication includes all prescription and nonprescription (over the counter) drugs.

1. Students in grades PreK-5 are not allowed to administer, or have in their possessionany medications, including over the counter and/or prescription medications. They are required to fill out the medication and treatment authorization form, option III, and have a parent and physician signatures for any and all medications being administered while at school. If no medications are being administered during school hours for students in grades Pre-5, choose option I, and sign at bottom.

2. Students in grades 6-12 are allowed to self-administer 1 dose only of over the counter medication, only when it will not be a potential health risk to your child or others. Epi Pen, Auvi-Q, and inhalers are also allowed for 6-12th grade students if they have been instructed to self-administer. All medications must be kept on the student at all times and are not allowed in desks, backpacks, lockers, etc. Medication and treatment authorization form must filled out with option II selected, and signed at the bottom.

3. All prescription medication is required to be brought to the school office at the beginning of the day. Trained school personnel will be available Monday through Friday to administer medication. Option III on the Medication and Treatment Authorization Form needs to be filled out and signed by parent and physician for medications to be administered at school. First dose of any new prescription medications must be given at home, and can't be given at school.

4. Prescription medication must be in a pharmacy container with a label. The label is to include the following: student's name, date, dose, time of day the medication is to be taken, and the doctor's name. Ask your pharmacist to provide you with a second container for school use. Medication that comes to school in a container that is not a labeled pharmacy container will not be administered.

5. Over the counter medication administered at school by school staff must be in original labeled container. Medication that is not in original container will not be administered.

1. All medication to be taken in school must be accompanied by a Medication and Treatment Authorization Form. Extra forms may be obtained from the office or downloaded from the school website.

2. A daily log of medication taken by the student will be kept and overseen by school nurse.

3. In the event of a school-sponsored field trip, your child's medication may be sent with designated personnel in the amount to be administered during the activity, unless otherwise specified by the parent or guardian.

4. If medication is not picked up within 1 week after school is out, it will be destroyed.

HOME SCHOOL / ALTERNATIVE INSTRUCTION

The Garretson School District will accept students transferring from non-accredited schools subject to the following conditions and guidelines:

1. A standardized achievement test shall be administered to the transfer student. The administration and evaluation of the test will be done by the principal and appropriate staff of the school to which the student is seeking admission.
2. Based on the evaluation of the standardized test, the principal will make an appropriate placement. The student's placement may not be in a grade level higher than warranted by the student's chronological age, assuming entry into the first grade at age six and annual grade placement thereafter. After initial placement the student may be advanced according to the student's demonstrated performance.
3. Students seeking enrollment in the secondary program will be placed in English and mathematics courses as based on the level of achievement demonstrated by a standardized achievement test. The principal and appropriate staff will place the student in these courses based on their evaluation of the standardized test results.
4. Students seeking enrollment in the secondary program will be placed in other subjects / classes based on a review of their transcripts. The principal and appropriate staff will use the following guidelines for appropriate placement.
   A. No credit will be granted for any science course which is normally a laboratory course, unless clear documentation is provided demonstrating that the student has satisfactorily participated in laboratory experiences which parallel or are consistent with those required in the district's science courses.
   B. In all other subjects the student shall be interviewed and shall take a departmental exam in each course for which the granting credit is being considered. After the exam and interview with the student, the department staff will recommend to the building principal if credit will be granted for the course.
5. A student whose previous high school enrollment has been entirely in non-accredited alternative schools pursuant to SDCL 13-27-3 may receive a high school diploma from Garretson High School only if the student has met all graduation requirements of the school district as stated in the high school handbook and has been enrolled as full-time student in Garretson High School for the full senior year.
6. Any parent or legal guardian who is dissatisfied with the placement of
   a secondary level student may appeal to the school district's superintendent of schools. After the final appeal at the district level, an appeal may be made to the Secretary of Education and Cultural Affairs.

LEGAL REF: SDCL 13-27-29.

HONOR AND MERIT ROLL–GRADE POINT AVERAGE SCALE

The Honor and Merit Roll will be computed at the end of each quarter. Only those courses that are considered to be full credit classes will be used in computing grade point averages. Grade point average will be computed on a 4.0 scale.

See GRADING SCALE to see grade point average calculation.

To be recognized for the Honor Roll, a student must average 3.67 for the quarter in all subjects. To be recognized for the Merit Roll, a student must average 3.0 for the quarter.

IMMUNIZATIONS AND BIRTH CERTIFICATES – NEW STUDENTS

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

(1) Certification from a licensed physician stating the physical condition of the child would be such that immunization would endanger the child's life or health; or

(2) A written statement signed by one parent or guardian that the child is an adherent to a religious doctrine whose teachings are opposed to such immunization.

ICU - INTENSIVE CARE UNIT

Garretson Middle School and High School has implemented the Power of ICU program during the final 20 minutes of each class day. The purpose of this program is to create accountability with students in the middle school and high school. ICU provides a time for students that may require more individualized instruction to work with teachers in the specific content areas requiring attention. ICU is not optional for students. They are assigned to ICU by teachers on an "as-needed" basis. That being said, ICU is also not a disciplinary tool, rather it's a time for students to be able to have the guidance they may require to be more successful in the classroom.

Students that have a missing assignment, unsatisfactorily completed assignment, poor quiz or test grade, etc. MAY be assigned to ICU by the teacher of the class in which it occurred. The student reports to that teacher during the ICU time at the end of the school day to work toward remedying the issue. GMS/GHS students that have their work completed at quality levels are free to leave school at the beginning of the ICU period.

The Garretson Middle School Dismissal time is 3:24, only kids that are involved in ICU will be in the school until that time. If they are not assigned to ICU they will be dismissed at 3:01. At the high school level, the dismissal time is 3:26 and high school students not assigned to ICU will be dismissed at 3:06. All students will be required to have an ICU Waiver on file in order for them to be allowed to be dismissed from school on days in which they are not in ICU. MS and HS students not on ICU and remaining in the school building for after-school activities or for the busses will be supervised in the gymnasium or school commons.

INCENTIVE PLAN FOR STUDENTS 9-12

Students will earn one (1) incentive day for the following school year based on their attendance and classroom performance for the current school year. In order for a student to earn an incentive day they must meet the all of the following criteria.

1. No more than 21 period absences (three full days of school) for the school year.
2. A grade point average of 3.33 (B+ Average) for the previous school year.
3. No behavioral incidences recorded during the school year.
   Examples: Detentions, Skipped ICUs, Training Rules Violations

One (1) full incentive day will earned based on previous year's performance for all sophomores, juniors, and seniors.

- Freshmen will earn a half (1/2) day as an incentive based on the first quarter performance of their freshman year. They may not have more than 7 period absences. Their full freshmen year will determine their sophomore year's incentive day.

The following expectations are in place and must be met in regards to a student taking an incentive day:

- Incentive day may not be taken within the first ten (10) days or the last ten (10) days of either semester.
- Students must apply for an incentive day at least one (1) school day in advance of taking their incentive day.
- Students will be responsible for all missed school work, assignments, or tests during their incentive day.
- Absence from school because of the incentive day applied for, done in the proper manner, will not be recorded or accumulated on the student's attendance record.
- Must have parents/guardians signature on an incentive day request form. – Form must be handed in 1 school days before requested day.
- Students must get teacher signatures on an incentive day request form guaranteeing that they have talked to each teacher and notified them that he/she will be absent from class due to an incentive day.
- If a student has over eight (8) absences, per school policy, the incentive day earned from the previous year will be forfeited.
    - An appeal process will be in place for students who experience a major event during the year such as a significant injury or a funeral

INJURIES

Students are encouraged to play safe and avoid injuries, but if injured, the student should report any injuries, no matter how small, to the teacher in charge or to the office. This is especially important for insurance purposes.

INTERNET POLICY

Student Use of Computer Networks:

The Superintendent shall encourage use of local and wide area networks for improvement of instruction and in-district communication. The computer and its abilities to connect with other sites worldwide should serve as an enhancement to teacher-led instruction within the classroom.

The administration is directed to develop regulations that insure proper use of District networks and the Internet by students and members of the community.

The use of the School District's network and its connection to the Internet is a privilege, not a right. Guidelines are provided to make students aware of the responsibilities associated with efficient, ethical and lawful use of network resources. If a student violates any of these provisions, his or her account and privileges may be terminated, future access through School District facilities may be denied, and the School District's discipline policies shall be applied. Students or their parents or guardians will be required to compensate the District for any damage done to the network and/or hardware.

The School District shall make every effort to restrict access to inappropriate materials; however, it is impossible to control all materials on a global network. Therefore, the District shall not be liable for the content of viewing of any materials not prepared by the District.

Rules of Network Use:

Use of the School District network facilities may only be made in conformance with this regulation and the Acceptable Use Agreement signed by the student. Network users are expected to abide by generally accepted rules of network etiquette.

The student will:

2. be responsible for all use of the network under his/her account, regardless of whether access is gained with or without the student's knowledge and/ or consent;
3. immediately notify the School District if he/she suspects any unauthorized use of his/her account. A student shall remain liable and responsible for any unauthorized use until the School District is notified of the suspected unauthorized use and has a reasonable opportunity to act upon such notice;
4. not transmit any abusive, defamatory, obscene, profane, sexually explicit, threatening, or illegal material;
5. not engage in any advertising or soliciting the sale or purchase of any goods, products or services, or to solicit the performance of any activity which is prohibited by law;
6. be responsible for any costs, fees, charges or expenses incurred under the student's account number in connection with the use of the network, save and except such costs, fees, charges and expenses as the School District explicitly agrees to pay;
7. not transmit copyrighted material without the express consent or authorization of the owner of the copyright; and
8. not give out his/her home address, phone number, or password.

Student accounts are considered the property of the District. The School District expressly reserves the right, in its sole discretion to:

(a) change or eliminate any portion of any transmission of any user without notice or liability;
(b) review and edit any material to be transmitted by anyone on the network including private electronic messages. (By reserving this right, the School District assumes no obligation to review or edit any such material and assumes no responsibility or liabilities therefore.) and
(c) remove or delete any transmission the School District believes violates the School District's policy or is harmful to others.

By signing the Acceptable Use Agreement, the student expressly agrees and recognizes that use of the network is at the student's own risk. The School District does not guarantee the network will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network or the Internet. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the School District nor any of it's agents or employees shall be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of or inability to use the network or out of any breach of any warranty.

Network Security

Security of all networks connected to the Garretson School District is a high priority. Anyone observing a security problem on Internet or any District network must notify District personnel. Any use identified as a security risk or having a history of problems with other computer systems may be denied access to Internet or other District networks.

Intentional damage to equipment or software or any intentional attempt to harm or destroy data of another user on the Internet or any other network may result in the cancellation of computer privileges and the District's discipline policy shall be invoked. The vandal or his/her parents/guardians will be responsible for damages or the cost of correcting the problem. Any student who does not follow the proper usage of the Garretson School Computer Network and Internet as communicated in the Acceptable Use Agreement will be subject to consequences that will be determined by the administration.

LIBRARY

Library Books – The school library, community library, and bookmobile all operate under Siouxland Library System. It is the responsibility of the students to return library books on time and in good condition. Parents are notified of overdue books through automated phone calls and emails. Replacement costs for library books that are damaged or not returned will be issued to parents if necessary. As a convenience, books may be returned to any Siouxland Library, not just the library in which a book was checked out.

Students who would like to use the library may do so with permission from a teacher accompanied with a signed hall pass. Students must maintain appropriate behavior in the library or will be asked to return to their class.

The following rules apply to use of the library:

1. Current magazines may not leave the library.
2. All materials must be personally checked out by the student using those materials. The student is responsible for retuning the materials in the same condition they were loaned.
3. Reference books (which include encyclopedias) may not leave the library because of their high cost and needed availability in the library at all times.

4. Students with overdue materials may not check out additional materials. Students with outstanding fines have no library privileges until the fines are paid and the book(s) are returned or renewed.
5. Students are responsible for any materials checked out to them and will be required to pay the replacement cost plus $1.00 processing fee for any lost or damaged items. In the event the item is returned later, the replacement cost minus fines and processing fee will be refunded.
6. No students, except library aides, are allowed behind the counter or in the Audio Visual room in the library.

LOCKERS

Each student will be issued a locker and is expected to keep his or her books and personal belongings properly secured at all times. Students should not exchange lockers and are also advised against leaving money or other valuables in unlocked lockers. Lockers can be locked, students are encouraged to do so but locks are not provided by the school.

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession:

1. Inspection of school property including lockers may be conducted at any time and for any reason.

2. Illegal items (drugs, weapons, etc.) or other possessions reasonable determined to be a threat to the safety or security of others may be seized by school authorities at any time.

LOST AND FOUND

A lost and found department will be maintained in the principal's office. Lost articles should be reported and found articles turned into the office.

LUNCH and BREAKFAST PROGRAM

A hot lunch program is offered through Lunchtime Solutions for all K-12 students at the Garretson School. The school breakfast and lunch programs fall under the guidelines of the National School Lunch program for free and reduced price meals. Students may bring their lunch to school if desired. Sack lunches are available upon request. There are a la carte items available for purchase if students have a positive balance in their account.

· Lunch accounts are set up as STUDENT ACCOUNTS

· Lunch accounts are computerized individually

· To ensure proper credit to the account, the student’s lunch account number should accompany payments

· Payments can be made in the form of a check or made on line

· All money must be turned into the office or given to kitchen staff by 9:00 AM to be credited that day

· If accounts reach a $0.00 balance, your child will not be able to purchase a reimbursable meal or a la carte item until money is available in the account

· If there are not sufficient funds in their accounts, students will be offered an alternative meal consisting of a sandwich, one trip through the fruit and vegetable bar and milk at no charge

· The lunchroom computer will give the cashier a “low balance” warning whenever a student’s individual account is $20.00 or below

· Notification via email and text are sent out daily when a student’s balance reaches $20.00 or lower

· Balances cannot go below $0.00

· Parents and/or students can check their account balance by calling the food service bookkeeper at 605-594-3451

· Cost of meals are published in the fall before school starts and can be found in the newsletter an on the Garretson School website

· Application forms for free and reduced meals are sent to all homes in the fall, along with a letter which provides information of the school income criteria. Forms can also be picked up in the business office. Applications may be submitted anytime during the school year. The information provided on the application is strictly confidential and will be limited to the certifying official or officials.

· Students with a balance that is too low to purchase a regular meal cannot eat the regular meal until money is deposited into their lunch account. Students will be offered and an alternative meal consisting of a sandwich, fruit and vegetable bar and milk at no charge. Students can receive the alternative meal a maximum of five times during the school year. After students have used two alternative meals the principals are notified and phone calls are made to the parents of students. When students have used all alternative meals, he/she will have the opportunity to call home during the lunch period; however, the student will not be provided food by the school district.

· After two insufficient fund checks have been written from the same checking account, only cash or a cashier's check will be accepted for future account deposits

· After thirty days of any negative balance, collection procedures will be initiated on all negative balance accounts, starting with a letter to the responsible party. If there is no response, a second letter will be sent. After it is determined that the usual methods to collect the money owed the district have failed, then action will be taken to collect in small claims court

The Garretson School District does not allow the delivery of food or beverages from outside vendors or fast food establishments for a student or an adult's breakfast or lunch meal. All meals are to be provided by the district's school food service or a prepared meal from home.

MARRIED STUDENTS

The educational opportunities provided by the Garretson School will be available to all students, married or unmarried, on an equal basis.

NATIONAL HONOR SOCIETY SELECTION GUIDELINES

Selection Process

Students at Garretson High School first become eligible for selection to National Honor Society in the spring of their freshman year. Qualified sophomores and juniors may also be selected as new members. Students who have a cumulative grade point average of 3.25 on a 4.0 scale after the first semester of the current school year are invited by the advisors to an informational meeting at which the criteria for membership and for dismissal are explained. Selection to the society is based on outstanding scholarship, leadership/service, and character. Students who meet all criteria are invited to join the society.

Criteria for Selection

Scholarship Students must have an accumulative scholastic average of 3.25 on a 4.0 scale.

Leadership/ Candidates must participate in three of the following areas or

Service Similar areas per academic year. Candidates fill out a form listing their areas of participation.

Character

Candidates and members are expected to be good school and community citizens. They will be held to a standard of conduct to include, but not limited to: No cheating on a quiz, test, or project specified by the respective teacher and must not have admitted to, been adjudicated a delinquent in connection with, or been convicted of a violation of the law other than minor traffic violations.

Candidates will be evaluated on their performances in the above areas the year (12 months) prior to their eligibility date (spring selection) except in the case of scholarship which is based on an accumulative grade point from freshman through senior year.

DISMISSAL GUIDELINES FOR NATIONAL HONOR SOCIETY

Once selected to the National Honor Society, members have a responsibility to the Chapter and themselves to maintain their eligibility. A student may be dismissed from the society if he/she no longer meets the standards described under the scholarship, leadership/service and character sections. If a member fails to meet these criteria once he/she has been admitted, he/she will be subject to the following warning and dismissal system:

Scholarship: A warning letter will be issued to a member and their parents who drops below a "B" average. He/she will have a semester to return his/her average to the acceptable standard. If he/she fails to do so, he/she will be dismissed from the society.

Leadership: A warning letter will be sent to the student and his/her parents if the student fails to participate in at least three areas of school activities or community service by the end of the third nine weeks. The purpose of this letter is merely to remind the student that he/ she has only one nine weeks left to become active in an activity. If he/she fails to do so by the end of the year, he/she will be dismissed from the society.

Character: A warning letter will be sent to the student and his/her parents if the student is found guilty of cheating on a quiz, test, or project or has admitted to, been convicted of, or adjudicated a delinquent in connection with any violation of the law, other than minor traffic violations. If the student is found guilty of cheating or has admitted to, been convicted of, or adjudicated a delinquent in connection with any violation of the law, other than minor traffic violations a second time he or she will be immediately dismissed from the National Honor Society and written notification will be sent to the student and the parents/ guardians at the time of the dismissal.

* An incident of Out of School Suspension by a NHS member will be reviewed on a case by case basis by the Garretson School Board before dismissal from the society is determined.

* Expulsion: An expulsion from school will automatically result in dismissal from the National Honor Society.

Once a student is dismissed from National Honor Society, he/she may never be readmitted. Dismissed students will return society pins.

PARENT/TEACHER CONFERENCES

Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office. Regular conferences will be scheduled yearly and those dates published in the adopted school calendar.

PARKING POLICY

The main entrance (northeast) parking lot will be designated for staff and visitors. Visitors should use the allotted visitor parking available in this lot. The west lot is available for all students.

The following rules will apply to the search of vehicles that are parked on school property and seizure of items therein.

1. There should be reasonable suspicion for school authorities to believe that articles kept in the vehicle whose possession constitutes a crime or violation of the school handbook before searching.
2. Search of a vehicle on school property shall be for, but not limited to, a specific item.
3. Illegal items in vehicles parked on school property (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others will be seized by school authorities and/or proper law enforcement officials.

PHYSICALS

Athletic physicals are required as stipulated in Article I, Section 11 of the South Dakota High School Activities Association Constitution and Bylaws:

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

The student will pay the full cost of the physical.

PICTURES

Student pictures are taken early in the school year. Students have an opportunity to purchase packets of pictures at a special price if they so desire. At the junior-senior high level these are used for the annual and/or activity tickets as well

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL, FACILITIES & SERVICES

Constructive criticism of the schools is welcomed by the Garretson School District when it is motivated by a sincere desire to improve the quality of the education program and to help the school personnel in performing their tasks more effectively.

The Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it shall be referred to the school administration for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given the opportunity for explanation, comment, and presentation of the facts as he or she sees them.

The Board recognizes that situations may arise in the operation of the school system which are of concern to parents or the public. Such concerns are best dealt with through communication with appropriate staff members, the principals, the superintendent, and the Board.

The following guidelines are the proper procedure to be followed by persons with questions or complaints:

1. Matters concerning individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the principal of the school.
3. Unsettled matters from (2) above or problems and questions concerning the system should be directed to the Superintendent.
4. The Board will consider hearing citizen complaints at a regular scheduled meeting when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the complaint and the action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Board for the purpose of further study and decision by this body. Generally. all parties involved, including the school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Hear-say and rumor shall be discounted as well as emotional feelings except those directly related to the facts of the situation.

The Board shall conduct such meetings in as fair and just a manner as possible. The Board may request a disinterested third party to act as moderator to help it reach a mutually satisfactory solution.

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes citizens of the district to attend its sessions so they may become better acquainted with the operation and programs of the school.

In order to assure that citizens who wish to appear before the board may be heard, and at the same time conduct its meeting properly and efficiently, the following procedures and policies have been adopted:

1. Any individual who desires to speak about an item on the agenda is asked to present the "request to speak" to the Superintendent, the Business Manager, or the Board President.
2. Persons who wish to speak about an item that is not on the agenda are asked to present such request to the Superintendent or the Board President prior to the beginning of the meeting. Persons who present such a request will be allowed to speak about the topic before the meeting is adjourned.
3. Citizens who desire Board action on an item not on the agenda shall submit the item to the Superintendent's office at least ten (10) days prior to the meeting of the Board at which they wish for the item to be considered.
4. Presentations should be as brief as possible. Unless an extension of time is granted, a speaker shall be limited to five minutes. The Board vests in its President, or other presiding officer, authority to terminate the remarks of any individual when they do not adhere to the rules established above.

SCHOOL COUNSELOR SERVICES

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

Our school counseling program provides individual and group counseling, career guidance and the district wide testing program under the direction of the district guidance offices.

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

SCHOOL CLOSING POLICY BECAUSE OF INCLEMENT WEATHER

If the weather conditions are so bad that it is unsafe to send the buses out in the morning and it does not appear possible to hold school, an announcement will be on the radio/TV as soon as possible. Stations KSOO, KXRB, KELO, KRRO, and KTWB will broadcast the announcement as well as TV stations KSFY, KELO, and KDLT.

The school will also use its automated school messaging system and social media to disseminate information about school closings, late starts and early dismissals.

In the event a storm develops during the school day so that we feel it is unsafe to send the buses out after school, we will find places in town for the students to stay. We will have record of where the student is staying in case it is necessary to contact you. Parents will be informed via automated school messaging system, school social media and media outlets shown above.

If an evening event is to cancelled, we will try to get this information broadcasted before 6:00 P.M.

Any days of discontinuance due to weather, emergency or disease will be made up to meet the school term as established by the school district.

SENIOR PRIVILEGES

It shall be understood and accepted that with "Senior Privileges" goes a corresponding emphasis on "senior responsibilities!" The primary purpose of Senior Privileges is to bridge the responsibility gap between high school and college, vocational school, or other post-high school endeavors. Other reasons may include: (1) as an incentive to maintain or improve grades in each subject; (2) as an opportunity to work part-time in planning for post-high school expenses; (3) to help at home as time permits; (4) to assume greater responsibility for using unscheduled time wisely. Seniors who meet eligibility requirements will not be required to be present during their study hall period or over the noon hour. Seniors will be permitted to leave the building promptly at the beginning and for the duration of the study hall period - NO LOITERING. A parental permission letter will be sent home with eligible students and must be returned with permission for Senior Privileges to be granted. With this parental permission, students will be allowed to drive motor vehicles or ride with others during the school day.

Revocation of Senior Privileges: As stated above "Senior Privileges" go hand-in-hand with "senior responsibilities!" Senior privileges are just that – privileges– not rights. Senior privileges may be revoked at any time for reasons involving academic matters, violations of school policies, etc. Students will be informed of the reason and duration of time privileges are lost if and when they are revoked. The duration of the revocation of said privileges is at the sole discretion of the administration.

It is the sole responsibility of the student to know whether or not they have had their privileges revoked. Unexcused absence from school while privileges are revoked will result in termination of privileges for that individual.

SEMESTER TESTS (ASSESSMENT)

Student assessment is a pivotal piece to the measurement of school success. Student assessment is a means to set targets for student achievement, focus staff development, provide for instructional accountability, and encourage curriculum reform.

All teachers at the high school level at Garretson School will be required to assess student performance in their classroom on a semester basis using a semester examination or test. Each teacher will be responsible for assessment of student performance at the course level or grade level during the semester.

The post-semester assessment will be used to determine a semester grade as follows:

Two nine weeks grades – 4/5
Semester examination – 1/5

A student must have passing grades in at least two (2) of the three (3) major grades offered in a course during a semester. These two passing grades do not guarantee a student will pass the course if the average of these grades is failing.
(A major grade includes two (2) quarter grades and the post-semester exam grade.)

Teachers will be responsible to hand in semester exams for each course taught in the semester to the principal. A semester test schedule will be created to provide equitable test distribution.

SEMESTER TEST PROCEDURES: (All students 9-12)

All students in grades 9-12 will take semester tests in all classes in both the 1st and 2nd semesters.

SPECIAL EDUCATION

In order to provide appropriate educational opportunities, special education programs are available for student's ages 0-21. Resource rooms enhance the regular classroom instruction. Speech, language, and occupational and physical therapies are available. Services outside the district are provided when all necessary special education criteria are met. (The "Comprehensive Plan for Special Education" is on file with the principal.) Parents are encouraged to contact their child's teacher or the school administrator with their child's academic concerns or if they think an evaluation for special services would be helpful.

SUSPENSION / DUE PROCESS

Suspensions shall mean temporary denial of a student to participate in any of the school day, extra-curricular, co-curricular, organization or club or school activity for the length of the assigned suspensions.

SDCL 13-32-4.2. The school board in any district may authorize the summary suspension of pupils by principals of schools for not more than ten school days and by the superintendent of schools for not more than ninety school days. In case of a suspension by the superintendent for more than ten school days, the pupil or his parents or others having his custodial care may appeal the decision of the superintendent to the board of education. Any suspension by a principal shall be immediately reported to the superintendent who may revoke the suspension at any time. In event of an appeal to the board, the superintendent shall promptly transmit to the board a full report in writing of the facts relating to the suspension, the action taken by him and the reasons for such action; and the board, upon request, shall grant a hearing to the appealing party.

No pupil may be suspended unless: (DUE PROCESS)

1. The pupil is given oral or written notice of the charges against him;
2. The pupil is given an oral or written explanation of the facts that form the basis of the proposed suspension; and
3. The pupil is given an opportunity to present his version of the incident.

In the event of a suspension for more than ten school days, if the pupil gives notice that he wishes to appeal the suspension to the board, the suspension shall be stayed until the board renders its decision, unless in the judgment of the superintendent of schools, the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the pupil may be immediately removed from school, and the notice and hearing shall follow as soon as practicable.

1. **Short-Term Suspensions** shall mean suspensions for a period of ten (10) school days or less. A school principal shall have authority to invoke a short-term suspension. However, a conference involving the student, principal, and one or both parents shall be held before the student is readmitted.
2. **Long-Term Suspensions** shall mean a suspension for a period of eleven (11) school days or more. Long term suspensions may be ordered only by action of the Superintendent. A formal hearing involving the student, principal, one or both parents, and the Board of Education may be held before the student is readmitted.
3. **In-School Suspensions** shall mean a suspension up to five (5) days to be served in the school building in the central office.
4. Three or more suspensions will result in automatic referral to the Board of Education for consideration of long term suspensions or expulsion.
5. All daily work shall be made up on suspensions days.
6. In the event a student discontinues enrollment and later re-enrolls within the same school year, any suspensions(s) received by the student during the first enrollment period shall be in effect during the second or subsequent enrollment period(s) within the same school year.
7. Any student on a full day suspensions will not be able to participate in any co-curricular or extra-curricular activities and/or practices for that day or evening.
8. **Regulations regarding special education** - See the "Comprehensive Plan for Special Education".

TELEPHONES

The phone in the school's central office is available for student use before school, at noon and after school. The phone should only be used for essential communication between students and parents at these times.

TESTING PROGRAM-DISTRICT WIDE

Testing and proper use of test results have long been considered an essential part of the student evaluation process. A district-wide testing program is in effect in the Garretson School as follows:

Early Childhood Screening - Ongoing

The SmarterBalanced Assessment will be administered to all students in grades 3-8 & 11 in the spring of the year.

THE FOLLOWING TESTS ARE AVAILABLE TO HELP DETERMINE ELIGIBILITY FOR SCHOLARSHIPS, JOB PLACEMENT, AND MILITARY, VOCATIONAL, AND HIGHER EDUCATION ENTRANCE:

PSAT-NMSQT, ACT - Eleventh Grade

ACT, SAT, GATB - Twelfth Grade

TITLE IX GRIEVANCE PROCEDURE

GARRETSON SCHOOL DISTRICT GRIEVANCE PROCEDURE
REQUIRED BY TITLE IX

Title IX Coordinator, Superintendent

TITLE IX of the 1972 EDUCATION AMENDMENTS prohibits discrimination on the basis of sex. It requires that:

. . . No person . . . shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

If an individual has a complaint of possible sex discrimination which has taken place in the Garretson School District the following procedure has been adopted by the School Board to resolve all complaints at the lowest possible levels.

Step 1: The Title IX coordinator shall be responsible for explaining the entire grievance procedure to the complaintant.

Step 2: The aggrieved person may file a written complaint containing information about the alleged discrimination on the basis of sex, the time that it occurred, the person apparently responsible for the discrimination, and whether or not it is a continuing form of discrimination. This written complaint shall be filed within 30 calendar days of a specific incident of discrimination on the basis of sex. The complaint shall be filed with the Title IX coordinator for the Garretson School District.

Step 3: The Title IX coordinator shall attempt to conciliate the compliant with the immediate supervisor or other person apparently responsible for discrimination on the basis of sex. This shall be concluded within 30 days of the filing of the complaint. The Title IX coordinator shall keep a written record of investigations, attempts at conciliation and final dispositions.

Step 4: If the complaint has not been resolved at Step 3, the aggrieved person may request a decision by the Title IX coordinator.

Step 5: If the attempt to conciliate has failed or the aggrieved person is not satisfied with the decision at Step 4, the aggrieved person may ask for a hearing with the Board of Education for a final disposition of the complaint.

TOBACCO FREE ENVIRONMENT

Effective July 2001, the use of any substance or item which contains tobacco, including but not limited to cigarettes, cigars, pipes, or other smoking tobacco, or its use as snuff or smokeless tobacco in school buildings, any time of the day or night, by all people who utilize the Garretson School District #49-4 school buildings is prohibited. This policy also prohibits having in one's possession a lit cigarette, cigar, pipe, or other substance or item containing tobacco. Further, the policy includes, but is not limited to all school grounds, school administration buildings, indoor athletic facilities, outdoor athletic facilities when hosting school sponsored events, school gymnasiums, school locker rooms, school buses, and field trips, other school vehicles, and other school buildings.

TRANSFERRING IN

Students transferring in to the Garretson School should arrange for the forwarding of their transcripts from their previous school. We reserve the right to final approval on all credits which may or may not be applied towards graduation.

TRANSFERRING OUT OR WITHDRAWING

1. The office will give the student sign-out sheet which he or she must present and have signed by each of his or her teachers, showing the student has returned all school property.
2. The parent is asked to fill out a release form. Transfer will then be given and credits forwarded to the school of his or her request.
3. Please make final check-out with the building principal.
4. No confirmation regarding the status of a student will be released until all obligations have been satisfied. These obligations include rental fees, fines for lost or damaged books and equipment, unreturned books and equipment.

VISITATION

We encourage parents to visit our classrooms. Children are eager to share their school experiences and want parents to show interest in their school life. Please call the teacher and make arrangements to visit whenever possible.

If a student from another school visits a classroom, arrangements must be made prior to the visit. We require that ANYONE coming to school during the school day report directly to the school office and receive a visitor sticker. Please do not proceed to any area of the building or playground until the office is aware of your presence. We ask that when leaving the building, visitors stop into the office as well. This is for your child's safety and also to prevent any disruption of classroom learning time.

VOLUNTEERS

Volunteer help is always welcomed at Garretson School. If you are interested in helping out at school, please inform your child's teacher unless working under direct supervision of a staff member, volunteers will need a background check to volunteer at Garretson School. This includes those involved with the mentoring program.