

# Home of the Bulldogs



## **Milbank High School Student Handbook 2022-23**

Milbank High School  
Milbank School District #25-4  
1001 East Park Avenue  
Milbank, SD 57252  
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This agenda belongs to:

Name: \_\_\_\_\_

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## **Welcome to Milbank High School**

### **“Home of the Bulldogs”**

School Mascot: “Tuffy” the Bulldog

School Colors: Maroon and Vegas Gold

#### **Message from the Principal:**

I want to welcome all of you to Milbank High School for the 2022-23 school year. We have new faces, new classes and a new FACS room this year. The opportunities abound for you so get the most you can out of your high school career.

Have a great year Bulldogs!

Principal  
Dan Snaza

## **History of Milbank High School**

The first Milbank High School class graduated in 1894 with a total of 4 graduates. The High School at that time was located where the present Middle School is located. A new building was built in 1897 and since the community was growing so rapidly, another new building was constructed in 1906. The new school building had only a small gym and no stage, so it wasn't until the City Auditorium was built in 1923 that a good-sized facility became available for community events.

The High School program went through a great deal of turmoil from 1943, when the 1906 building burned to the ground, and in 1949 when the building was replaced. Students attended classes in the City Auditorium and other buildings around town until the building was finished.

The school district grew in enrollment and size during the 1960's due to the reorganization of county districts. In 1974, the present gymnasium was built in cooperation with the South Dakota National Guard. In 1978, the present High School building was erected at a cost of \$3.5 million. In 2004, the new media center was constructed and the Middle School was moved up to the High School building. The enrollment in grades 9-12, at that time, was 520 students. Today's enrollment is around 310 students. With the addition of the Middle School students, the enrollment will be around 530 students in the building. Milbank High School has a rich tradition and the community is very supportive of its programs. In the years of its existence, nearly 7000 students have graduated from MHS with a large percentage of those students going on to post-secondary institutions.

## **MHS School Song**

Milbank High we're all for you

Loyal to our colors true

We'll stand for you no matter what the test

For our alma mater we shall always do our best

May our colors ever be

Emblems of our loyalty

We pledge our love and allegiance too

So here's to you!

Written and composed by Stella Meyers  
Music Teacher at MHS (1924)

**Milbank School District Administration and Staff**

**Administrative Staff**

Mr. Dan Snaza, Principal

Mrs. Marie Ivers, Special Services Director

Mr. Ryan Scoular, Middle School Principal/Athletic Director

**High School Office Staff**

Mrs. Tammy Rieger, Secretary/Registrar

Mrs. Heidi Wellnitz, Guidance Counselor

School Nurse- Johanna Fischer

**Library and Media Services**

Media Specialist, Sue Pauli

Audio/Visual Technician, Custodial staff

**Milbank School District Administration**

Mr. Justin Downes, Superintendent

Mrs. David Graf, Elementary Principal

Mrs. Nancy Meyer, Business Manager

**Technology Coordinator**

Logan Diede

**Tech Integrationist**

Mark Keeton

**Central Office Staff**

Mrs. Peggy Greiner, Secretary

Mrs. Pam Liebe, Accounts Payable

**Board of Education**

Richard Schwandt, President

Milt Stengel

Annelies Seffrood

Amy Thue

Jon Christensen

**Jurisdictional Statement**

All school policies and rules apply to all school-sponsored events. This includes events held off school grounds.

**Non-Discrimination Statement**

The Milbank School District does not discriminate in its policies, employment practices, and program on the basis of race, color, creed, religion, age, gender, sexual orientation, disability, national origin, or ancestry.

Inquiries concerning the application of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, or any other anti-discrimination law may be referred to the Director of Special Services, 400 East 10<sup>th</sup> Avenue, Milbank, SD 57252 with phone number (605)432-4393 or facsimile (605)432-4137 or to the Office of Civil Rights, US Department of Education, Kansas City Office, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114 with phone number (816)823-1404, TDD (800)437-0833, or email OCR.KansasCity@ed.gov.

**Sexual Harassment**

Sexual Harassment will not be tolerated at Milbank High School. Sexual Harassment by any student or staff member toward any other student or staff member is illegal. The Board Policy (ACAA) is stated below:

**Sexual Harassment Policy**

It is the District's policy that sexual harassment is illegal, unacceptable, and shall not be tolerated.

No student or staff member of the school district may sexually harass another. Any student or employee will be subject to disciplinary action including possible expulsion for violation of this policy.

**Definition**

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

**Responsibility**

School district officers, employees, and students are responsible for maintaining a working and learning environment free from sexual harassment. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill founded may constitute libel or slander. Copies of this policy will be posted in all administrative offices.

**Complaints**

Any student who feels that he or she has been a subject of sexual harassment by a district employee or other student should report this incident immediately to a school official and/or the school guidance counselor. All reported incidents will be thoroughly investigated by a school official and/or guidance counselor. Confidentiality consistent with due process will be maintained.

If a student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

**LEGAL REFERENCE**

South Dakota Executive Order 81-08  
Federal-Title IX (1972 Education Amendments)

**Asbestos Management Plan**

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the fall of 1988 we performed inspections of our school buildings for asbestos containing building materials. The inspection findings and asbestos management plans have been on file in the school district administrative office since that time.

All asbestos containing materials in our schools are in good condition and we will continue to manage them in place, as recommended by the accredited Management Planner.

Our Asbestos Program Manager, Phil Seehafer, is available to answer any questions you may have about asbestos in our buildings at (605) 432-5579, or you may contact Scott Seamands, Nova Environmental Services, Inc. at (701) 281-9585.

We are intent on not only complying with, but also exceeding federal, state, and local regulations. We plan on taking whatever steps necessary to ensure your children and our employees have a safe and healthy environment in which to learn and work.



### **Student Anti-Discrimination Grievance**

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following: (1) that a school rule; (2) that the application of a school rule; (3) that the procedure used to arrive at a consequence, discriminates against a student on the basis of his/her race, color, creed, religion, age, sex, disability, national origin, or ancestry. Grievances are processed through 3 steps: (1) to the Director of Special Services (2) to the principal (3) to the superintendent, in that order. On all 3 levels, an informal conference is to be held within 5 school days of the date of filing the complaint so that no student's complaint shall consume more than 15 schooldays. The burden of proof is upon the student to show that a rule is discriminatory or that a discriminatory procedure (or lack of due process) has been perpetrated.

The final resolution of the grievances to be in writing at the principal level and designed to provide the student with basis for resolution of the problem as originally stated in the complaint.

### **Student Grievance Procedure**

If a student feels that he/she has been discriminated against, the student needs to present it in writing to:

**Level 1:** The Special Services Director will schedule an informal discussion of said grievance. It is expected that many grievances be resolved at this level. The Special Services Director must hold a conference within 5 school days from the date of filing.

**Level 2:** If the student is not satisfied with the resolution made at level 1, he/she may appeal in writing to the principal for an informal conference and discussion of said grievance.

**Level 3:** If a student is not satisfied with the resolution made at level 2, he/she may appeal to the superintendent for an informal conference and discussion of said grievance. The decision at this level is binding and cannot be appealed unless the superintendent so indicates. Student grievance forms are available in the High School office.

### **Directory Information**

Congress has passed legislation that requires schools to provide to military recruiters, upon request, access to secondary school students and directory information on those students. In accordance with the legislation, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school. Student directory information will be used specifically for armed services recruiting purposes and for informing young people of scholarship opportunities. **Milbank High School will release this information on all juniors and seniors unless a parent request to opt out of the public, nonconsensual disclosure of directory information is filed with the high school office.**

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's educational records. If asked, the school will also give out directory student information. The complete policy, JOA, can be found on the District website or in the District Policy Handbook which is located in each school office.

### **Parental Notification**

#### ***Search Institute Profiles of Student Life: Attitudes and Behaviors Survey***

Since 1990 the Milbank School District has administered the *Search Institute Profiles of Student Life: Attitudes and Behaviors* survey every other year to 6, 8, 10, and 12 graders in the spring of the year. This survey is used to evaluate our Safe and Drug Free Schools (Title IV) program. It is administered every other spring.

The *Search Institute Profiles of Student Life: Attitudes and Behaviors* is a 156-item survey that measures eight principal asset domains: support, empowerment, boundaries and expectations, constructive use of time, commitment to learning, positive values, social competencies, and positive identity. In addition to measuring developmental assets, the survey also measures eight thriving indicators, five developmental deficits, and 24 risk-taking behaviors.

Complete student anonymity/confidentiality is maintained by having students fill out surveys without names and placing completed surveys in an envelope which is sealed after the whole class has finished. The sealed envelopes are then boxed together and mailed to Search Institute where they are scanned, and the reports are generated and then returned to the school district.

A survey is available for your perusal at the elementary, middle school, and high school offices. Please feel free to contact Mrs. Ivers-Title IV Coordinator, or Mr. Snaza, Mr. Graf, Mr. Scoular- building principals, with questions. If you **do not** want your child to participate in the survey you need to inform the school of your wishes.

### **Special Assistance Programs**

A full range of special programs for students with disabilities is available at MHS. Some programs include special education classrooms, resource room, student monitoring, speech and language service, educational/psychological evaluation, modifications of programs, and any other programs mandated by the school district, the South Dakota Department of Education, PL 94-142, DL 99-457, and any other required programs. Special Services Director, Mrs. Marie Ivers, is responsible for student evaluations, special student placements, and all other special service programs. Milbank School District will follow the rules, procedures, guidelines, and policies of the school district, the state and federal governments. Parent rights and due process procedures are implemented in accordance with local, state, or federal guidelines and laws. Any student or parent may contact Mrs. Ivers to learn about laws, programs, and procedures or to request a special service evaluation and/or programs. A copy of the school district's comprehensive special education plan is available for examination in the offices of the Superintendent and Special Services Director.

### **Special Services Referrals**

All referrals must go through the Principal's office for any of the special education programs (learning disabled, early childhood, speech, mentally handicapped, etc.) The following should be noted when making a referral:

- 1) A referral form (Referral for Special Education form) can be obtained from the Special Services Department or the Principal's office.
- 2) The referral form should be completed and show, or have documentation attached, that interventions have taken place.
- 3) The referral is given to the Principal.
- 4) A letter is sent home to the parents to receive permission for testing to take place.
- 5) Once the letter is signed by the parent and returned to the school, the school has 25 school days to complete the testing. If the parent does not sign the referral, **no** testing will take place.

After the testing is complete, a meeting will be held with the parents, staff, and possibly the student, must take place within 30 calendar days. It is at this meeting that the decision is made as to whether the child meets guidelines to be placed in a special services program. If guidelines are not met, then the staffing team will make a decision on an appropriate program.

### **Student Responsibility**

Students at Milbank High School are expected to follow the laws of South Dakota, the rules, regulations, and procedures set forth in this handbook and policies adopted by the Milbank School District Board of Education. The failure of a student to comply with these rules, regulations, and procedures constitute insubordination and/or misconduct and such a student is liable to detention, suspension, or expulsion. Students are expected to:

1. Comply with the rules, regulations, and procedures of the Milbank School District and Milbank High School.
2. Obey and respect the authority of the administration, teaching staff, and support staff of the school.
3. Display proper conduct and refrain from acts of misconduct while on school grounds, in school buildings, or while attending a school-sponsored activity.
4. Be diligent in your study habits:
  - a. Complete all assignments in a timely manner
  - b. Pay attention
  - c. Do that caliber of work consistent with the student's ability and grade level
  - d. Be regular and punctual in attendance

### **Title IX**

**Please go to [Milbankschooldistrict.com](http://Milbankschooldistrict.com) and click on the Title IX link under Menu option for Title IX Policy, complaint form, Student and Employee Notice, and Training Slides.**

## **RESPECT**

Milbank High School expects the students to treat staff members and other students with respect and dignity. The administration also expects the staff to be respectful of each and every student. It is imperative that the teacher be in charge of the classroom. Anything else would lead to a poor educational experience for all. A show of disrespect toward a staff member or other student or insubordination on the part of the student will not, under any circumstances, be tolerated.

## **Appropriate Behavior**

The students of Milbank High School are expected to:

- 1) Demonstrate respect for each other through language and actions.
- 2) Follow school rules at all times.
- 3) Attend school on a daily basis prepared to learn.
- 4) Practice honesty, fairness, and consistency in all of their efforts and relationships.
- 5) Preserve school and personal property.
- 6) Practice and encourage the acceptance of individual differences.
- 7) Use language deemed acceptable by our society and school district.

**\* Each discipline case will be handled by the Administrator on an individual basis in order to take into account all circumstances, and do what is right for all parties involved, and with the safety of our students in mind.**

## **Signing Out Procedure**

Students may not leave the school building at any time during the school day without signing out in the High School office. Permission must be obtained from the principal to leave the building. After 8:15am, all exits and entrances must be through Door 1, the main entrance.

## **School Property on Loan**

Books, equipment, or other school property supplied by the Milbank School District must receive reasonable care. Students defacing/losing furniture, books, or other school property will be fined in the amount sufficient to restore or replace the damaged article. **Chromebooks may not leave the building.**

## **Hazing**

All students are reminded that Milbank School District 25-4 has a standing policy (JFCF) that prohibits hazing. This policy speaks specifically about initiation and other such activities.

**Suspension and/or expulsion may result from violation of this policy.**

## **Search and Seizure Policy**

All students are responsible for obeying state law, policies of the Board of Education, and the rules of the school. No student should not bring anything to school that is prohibited by statute, policy, or school rule. The administration has the authority to search school property, student property (including cars), and students themselves when there is reason, under the circumstances, to believe that a student has violated a statute, policy, or rule, or that the search may reveal items which may be injurious to the health, welfare, safety, or morals of the students or employees in the school. Specially trained dogs may also be brought in to the school to assist in searches when deemed necessary by school administration. **\*This includes searching bags prior to overnight trips.**

### **Announcements/Pledge of Allegiance**

The announcements will be read to all students during first period. Lunch count will also be taken at this time and we will also recite the Pledge of Allegiance each morning. Announcements are also read before school is dismissed.

### **Activity Tickets**

Student activity tickets are offered to give each student the opportunity to attend home high school sporting events and Fine Arts activities at a minimum price. **This ticket does not cover admittance to tournaments.**

### **Automobiles/Parking**

**Due to maintenance expenses of the parking lot, parking passes will cost \$10.00 per year. Failure to obtain a pass will result in the towing of your vehicle.**

Student's cars should be parked appropriately at all times. There are spots designated for staff. Students are not allowed to park on the east side of the building by the agriculture or auto shop. Any violation after the third offense may result in your vehicle being towed away at the owner's expense. The Principal may skip the first two offenses if violation is of a serious nature.

\*All vehicles must have a M.H.S. parking sticker in the window. Students have one week from the 1<sup>st</sup> day of school to obtain their parking pass.

#### **You will receive a ticket if you:**

- 1) Block any fire lane
- 2) Take up 2 spaces
- 3) Create a hazardous situation
- 4) Park in a reserved space or a no parking area (this includes staff parking)
- 5) Park in Visitor parking or a Handicapped spot

#### **Ticket Information**

- 1<sup>st</sup> offense: Warning  
2<sup>nd</sup> offense: Warning mailed to parents.  
3<sup>rd</sup> offense: Tow vehicle

### **Change of Address**

Please inform the High School office if you change your address or telephone number.

### **Closing School**

Information concerning the closing of school during times of emergencies can be secured by tuning to the news broadcasts over the following radio stations:

KMSD            1510 AM            106.3 FM

### **Dances**

During the school year, there is the possibility of having several school dances. The following rules will be in effect for these dances:

- 1) All dances will end at 12:00 midnight.
- 2) Dances must be sponsored by a school organization and be approved by the Principal.
- 3) The sponsoring organization will receive the revenue from the dance.
- 4) Dances will only be open to Milbank High School students unless approval has been granted by the Principal. (Guests must be under the age of 21)
- 5) Students will not be allowed into the dance after 10:30 pm.
- 6) Once a student leaves the dance, they will not be allowed to return.
- 7) If a student is suspected of being under the influence will be asked to leave and could face possible legal action.
- 8) You must wear clothes that are appropriate during the school day. If you are dressed inappropriately, you will be asked to leave the dance.
- 9) Sexually suggestive dancing will not be tolerated.

### **Fire Drills**

Fire drills are required by state law and are an important safety precaution. It is essential that when the fire alarm goes off, everyone obeys orders promptly and clears the building by the route given to the students by the classroom teacher as quickly as possible.

### **Tornado Drills**

Tornado drills will be conducted during the fall and spring of each year. Students will be instructed in the procedure to follow for the drill.

### **Lockdown Drills**

At the discretion of the administration.

### **Fundraisers**

**All fund raising activities must be approved by the Principal.** Only those sales that are sponsored by school classes or clubs are allowed, and all such activities must be approved in advance by filing a Fundraiser Form with the High School office before solicitation begins. **Sales cannot start until the form has been signed by the Principal.**

### **Noon Hour**

Milbank High School institutes a closed campus policy to ensure the safety of its students.

Periodically students will be given the opportunity to access an open noon.

Seniors who leave the school building for lunch must go directly home. Students may not ride with any other student, no exceptions. The principal may also do spot checks to see if the student is in fact at their home address. If you are not there when the call is made, you will lose your noon hour privileges. Special requests for use of the noon hour need to be made to the Principal in advance.

Improper use of the noon hour pass is treated as an unexcused absence and detention will be assigned and/or the noon hour pass will be revoked.

**Payments and fines**

All fines or bills must be paid before a student will be allowed to receive their report card or take advantage of any privileges.

**Visitors**

**Due to safety concerns, no visitors will be allowed during the school day. The exceptions will be parents or adults who are working in a classroom or guests of a classroom teacher.**

**Schedule Changes**

Schedule changes will only be made in cases of extreme hardship, emergency situation, or educational need. Changes must be made the week prior to the start of the new semester and a **schedule change permission form must be filled out before the change will be made.**

**Books and Book Fines**

Your textbooks and library books are loaned to you by the taxpayers of the school district without cost. Take care of them! You will be fined if you misuse or lose them. Each teacher can assess fines for damages done to textbooks.

**Guidance Services**

The purpose of the guidance department is to assist each student in their social, educational, vocational, and personal development. The Guidance Counselor is in his/her office daily from 7:45-3:45pm. Students needing a conference with the counselor will be given top priority. The guidance counselor will assist the students in the following areas:

- 1) Recommending materials that the student may use to improve his/her study or test taking skills.
- 2) Planning a schedule and school program.
- 3) Making realistic curriculum selections and suitable plans for the future.
- 4) Assisting students with post-secondary education decisions and advice.

**Cell Phone Policy**

Cell phones are not allowed in any classroom. Students may access their cell phone during passing time and lunch time. Violation of this policy will result in the confiscation of the phone. Multiple incidents may result in the principal keeping the phone for 24 hours. Failure to relinquish a phone will result in immediate suspension and loss of credit for the day.

**Health Services**

The school nurse is on duty at the High School from 8:00 am to 1:00 pm. Any medication that is to be administered to the students during the school day will be done by the nurse or authorized personnel. All medication is to be brought to the nurse's office and dispensed from there. No medication will be dispensed without a completed medication consent form signed by a parent or guardian. Medication Request/Release forms may be obtained from the High School office.

## SCHOOL HEALTH SERVICES AND POLICIES

The school nurse is on duty in the building from 8:00 AM to 1:00 PM and assumes responsibility for student attendance in cooperation with the office staff. The school nurse also maintains immunization and health records for each student, and conducts health screenings which include heights and weights, head lice checks, blood pressures, vision, hearing, and scoliosis.

An Emergency Medical Data card is required for each student enrolled in the Milbank School District. Please indicate any current medications, allergies or health problems of the student on this card and include the name and telephone number of an emergency contact person if the parents/guardians are not available. This card also includes a directive to dispense certain nonprescription medications from the health office. None of these medications can be given to a student unless the student has a card on file. **This is extremely important!**

**Any** medication (prescription or over the counter) brought from home to be administered during the school day will be done by the school nurse or authorized personnel. All medication is to be brought to the nurse's office prior to 8:15 AM and dispensed from there. Students are **not allowed** to keep any medication in their locker. A medication consent form must be completed and signed by a parent or guardian before the nurse can dispense any medication. The Medication Release/Request form may be obtained from the nurse's office.

If a student's participation in Physical Education class needs to be limited due to illness or injury, the parent/guardian is to notify the school nurse with a signed and dated written request prior to 8:15 AM. **A health care provider's order to excuse a student from P.E. is required if these limitations exceed three school days.**

The Health office is to be used **ONLY** by those students who are ill or in need of assistance, **NOT** as an excuse to get out of class, or a place to sleep. Any health concerns a student may have should be discussed with the school nurse.

### **Student Records**

Parents have access to school district records pertaining to their child(ren) according to district, state, and federal guidelines. Confidentiality of student records according to district, state, and federal laws and policies will be maintained. The Federal Educational Rights and Privacy Act (FERPA) provide parents (and eligible students) the right to control and examine the student's record. An educational agency or institution shall give full rights under FERPA to either parent, unless the agency or institution has been provided with evidence that there is a court order, state statute, or other legally binding documents relating to such matters as divorce, separation, or custody that specifically revoke these rights.



### **Attendance**

It is the goal of Milbank High School to provide educational opportunities for all students. To do this, one of the most important factors is for the student to be physically present in school. **Students should consider school their number one priority** and if they are absent from class, they are missing out on information that is presented. While it is true that written work can be made up; class instruction, presentations, audio-visual presentations, and student-teacher interaction can never be made-up. The classroom teacher will take attendance each class period. It has been proven through research that students who have very few absences perform at a higher level than students with excessive absences.

### **Absences**

Students are allowed a maximum of 8 absences per semester.

- d. **Illness**- We would like parents/guardians to notify the office as soon as possible on the day of the absence. Upon returning to school, the student needs to present a written note from the parent/guardian explaining the absence.
- e. **Medical and Dental** - In these cases, when a student returns to school, the absence will be exempt if a card/note is presented from the professional or office upon return. Students are expected to obtain their assignments for the time they will miss. This also includes funerals.
- f. **Family Vacations**- Parents/Guardians should call to inform the office of an impending family vacation and send a note with their child well in advance of the trip. The student will be issued an advance make-up slip which needs to be taken to each teacher and signed by the teacher. Prior to leaving for the trip, the student must turn in the make-up slip with all signatures and work must be completed if the teacher requested so. Failure to obtain an advanced make-up slip, complete work or turn in the make-up slip before leaving for the trip will result in the absence being unexcused and all assignments turning to zero's. If procedures are followed, the family vacation will count as 1 absence. Subsequent vacations days will count against the attendance total.
- g. **School Sponsored Activities/Athletics**- It is the responsibility of the student-athlete to complete work as requested by the classroom teacher of the class they will miss. Failure to do so will result in suspension from the team activities until all work is satisfactorily complete.

### **Excessive Absence Policy**

Regular attendance is one of the established principles that underlies and gives purpose to education. Recognizing the importance of regular and punctual attendance, the Board of Education urges each student, with the assistance of that student's parents, to establish and maintain a satisfactory record of attendance.

It is expected by the Board of Education that no student will be absent (excused and unexcused) for more than 8 cumulative days per semester. When potentially excessive absences become apparent to the attendance officer, the following steps will be taken to correct the cause of such absences:

- 1) When **a student records 8 cumulative days of absences** in any semester, the attendance officer will notify the student and the student's parent/guardian by letter. This notification will include the dates of absence. All absences beyond 8 will be unexcused.
- 2) When 10 absences is reached, an attendance hearing will be held for the student with his/her parents. The school district will be represented by the administrative team. The purpose of this hearing will be to discuss the reason for the excessive absences and to create a plan of improvement.

- 3) After the conclusion of the attendance conference, if the student misses five additional days, the principal will recommend to the superintendent that a hearing be held under Policy JDG/JDE to consider long term suspension and/or expulsion.

**\*90% Rule-** Students below a 90% attendance rate will not be eligible for activities such as Prom, fieldtrips, Spring Fling week activities, etc.

**\*Students must be in school at the beginning of period 5 in order to participate in activities or work that day.**

Drivers Exam- We will only excuse this if it is done over the students noon hour.

**\*\*MAKE-UP WORK** When you return to school after an excused absence, it is your responsibility to ask your teachers to explain your make-up work. As a general rule, you will have days to make up work for each day you are absent. An exception to this rule is work that was due on the day you were absent ie. a research paper due or a test scheduled for the day you are gone must be handed in or taken the day you return to school.

### **Tardiness**

Tardiness is defined as any unexcused appearance of a student when a class begins. Tardies will only be given for the first 10 minutes of class. If a student arrives to class more than 10 minutes late, it will be considered an absence. **If you arrive to school after 8:15, you must report to the office to check in. Students are allowed a max of 4 tardies per semester. Excessive tardies will also affect attendance to special activities.**

**Tardies 5 & 6- 1 hour of detention each. On #6 a parent meeting will be convened.**

**Tardy 7 and beyond- 1 day of Out of School Suspension for each tardy beyond 6.**

### **Perfect Attendance**

Students who have had perfect attendance for their 4 years of high school will be recognized at the end of the year. Perfect attendance will be defined as having been in school everyday, all day with no more than 2 tardies and 2 periods of absence. The only exception to this is involvement in a school-sponsored activity and funerals.

### **Graduation Requirements**

<b>English</b>	4 Credits
<b>Social Studies</b>	3 Credits
<b>Science</b>	3 Credits
<b>Math</b>	3 Credits
<b>Technology</b>	.5 credit
<b>Fine Arts</b>	1 Credit
<b>PE/Health</b>	1 Credit
<b>Service Learning</b>	1 credit
<b>Personal Finance</b>	.5 credit
<b>Electives</b>	<u>7 Credits</u>
<b>TOTAL</b>	<b>24 Credits</b>

\*The Milbank School District will always encourage students to earn 4 math credits and 4 science credits. The above are minimums.

### **Grading Scale**

Milbank High School makes serious attempts to evaluate the progress of the students. The following grading scale will be used by all teachers for this purpose:

A	100-92.5	The student is more than meeting the demands of the teacher and has their work in on time. The work is superior quality. It shows mastery of the subject matter. The student demonstrates a positive attitude in the class.
B	92-83.5	The work is of superior nature and the required work is well done. The student meets the demands of the teacher and contributes positively to the class.
C	83-71.5	The student completes the required work in a satisfactory manner. The work is on time and is average in quality.
D	71-64.5	The student is not doing the assigned work, is dependent on others, is inconsistent, uncertain, and not understanding the material. Work is below average, but does show some growth.
F	64-below	The student is doing unsatisfactory work.

### **Loss of Credit Policy**

Loss of Credit will be used in the following situations:

Unexcused absences-	Loss of credit for the day.
Removal from class-	Loss of credit for the day.
OSS-	Results in 0 credit for the day but all work must be made up. Failure to complete work will result in failing the class. Tests can be made up with a max of 75% for the grade.

### **Honor Roll Requirements**

There are 3 levels of the Honor Roll.

<b><u>Honor Roll Perfection:</u></b>	4.00 or higher
<b><u>Honor Roll Distinction:</u></b>	3.50 or higher
<b><u>Honor Roll Merit:</u></b>	3.00 or higher

### **South Dakota Opportunity Scholarship Program**

In 2004, the state Legislature authorized funding from the state of South Dakota's Education Trust Fund to provide our most academically accomplished high school graduates an affordable education at any (public or private) university, college, or technical school in South Dakota that is accredited by the North Central Association (NCA).

**In order to qualify for the scholarship, the students must be eligible for a Regent's Scholar Diploma (see requirements below) and score a 24 on the ACT test.**

\*The scholarship provides \$6,500 over four years to qualifying students.

### **Regent's Scholar Diploma**

Recipients of the Regent's Scholar Diploma are accepted for automatic entrance into any South Dakota College or University. To be eligible, a student must have completed the following courses with no grade below a "C" and a GPA no lower than a "B":

English	4 Credits	Math	4 Credits
Science	4 Credits	Social Studies	3 Credits
Foreign Language	2 Credits	Fine Arts	1 Credit
Computer	.5 Credit		

### **Classification**

It is important to remember that there are minimum requirements to be classified into the various classes.

Freshmen	8 <sup>th</sup> grade diploma
Sophomores	5.5 Credits
Juniors	11 Credits
Seniors	16 Credits

**\*Failure to complete Service Learning hours will result in not advancing to the next grade.**

### **Milbank National Honor Society**

The Milbank National Honor Society recognizes outstanding scholarship. Our chapter is bound by the Keystone Chapter bylaws. In the spring of the year, students are notified of their academic eligibility. They then fill out a student activity information form.

The criteria for membership is as follows:

- 1) Cumulative GPA = 3.5
- 2) Proven leadership experiences
- 3) Proven community service experiences
- 4) Outstanding character

### **Athletic Physicals**

The South Dakota Activities Association requires that students have an athletic physical before they can take part in any type of school athletics, including cheerleading. This physical is required every two years in the Milbank School District. All athletes and cheerleaders who do not have a physical on file, will not be allowed to practice or participate in their respective sports until the completed forms are submitted to the school office.

### **Incomplete Grades**

An incomplete grade is given to a student who has not met the requirements for a class or is not in good standing with the school. This includes detention not served or fines not paid. An incomplete grade turns into an "F" 2 weeks after the end of the school year.

### **Online Classes \***

We are able to receive classes from numerous providers and any cost for these classes or materials will be the responsibility of the student taking the class. Students will be limited to two of these classes each semester(unless prior approval has been given) and will not be allowed to take online classes offered by MHS(Unless schedule conflicts exit and is determined by administration or it is a dual credit class). Juniors and Seniors are eligible for these classes.

### **Edgenuity- Credit Recovery**

\*This option is available only through approval from administration.

### **Cheating**

Students who attend Milbank High School are expected to do their own work at all times, unless specifically instructed by the classroom teacher. A student who elects to cheat from another student, as well as the willing student providing the information, will have consequences. Cheating will be handled in the following fashion. The student will receive a 0 for the assignment or test in which they cheated. They will be given the opportunity to come in after school that day and redo or retake the test. The two grades will then be averaged for a score. If the student chooses not to do the retake, a zero will be given.

**\*Any student found with an electronic device such as a cell phone or Apple watch while completing a graded assignment or test will receive an automatic 0. It doesn't matter if the device is on or off it will be a 0.**

### **Student Event Attendance**

Attending such events as dances, Prom, games, plays, etc. is a privilege and not a right. The Principal will use his discretion in determining whether or not all students will be able to attend these events. Possible reasons for students not being able to attend could include but are not limited to poor attendance, unsatisfactory grades, behavior issues, suspension etc.

### **Student Service Requirement**

All hours must be verified and approved by the homeroom teacher and/or the Principal.

### **Student Service Guidelines:**

- 1) The hours must benefit the community as a whole.
- 2) Helping those who are not able to help themselves will qualify. (Family obligations do not qualify)
- 3) Community service for businesses only qualifies when the service is for the well being of the patient or resident. If the business stands to gain a profit because of your efforts, it is not community service.

### **Hours Required:**

Seniors	5 hours per quarter, 20 hours total
Juniors	4 hours per quarter, 16 hours total
Sophomores	3 hours per quarter, 12 hours total
Freshmen	2 hours per quarter, 8 hours total

### **Makeup-Failed Courses**

All required classes will need to be repeated or made up. Seniors who fail a required class can complete credits on Odyssey, take a correspondence course or return in the fall as a 5<sup>th</sup> year student. Juniors, Sophomores, and Freshmen will repeat the class to earn credit. After failing a class twice, alternative means to earn the credit will be explored. You are encouraged to do everything you can to successfully complete each course. Exceptions will be made only in extreme cases. **In the case a class is repeated, all grades will remain on the transcript.**

### **Graduation Ceremony**

Participating in the graduation ceremony is a privilege, not a right. If you are short credits for graduation, you will not participate in the graduation ceremony. **All necessary credits must be completed or in good standing by the Thursday prior to graduation day.** You may still receive your diploma if all requirements have been met but at a later date. If you have any other obligations to the school, you may be excluded from the graduation ceremony.

### **Detention**

The principal and staff may assign students detention. Detention may be assigned for undesirable patterns of attendance, tardiness, or other disciplinary problems. Detention assigned by staff will be served with that staff member and will follow the same rules as stated below.

Detention will be served from 7:30-8:00 am Tuesday-Friday and from 3:20-3:50 on Monday-Thursday in the classroom of the teacher supervising detention. **Failure to begin assigned detention within two days will result in OSS.** Failure to complete detention will bring about further consequences and possible loss of credit for the semester. The Principal may also hold report cards or diplomas if these obligations are not met. Please see the Principal to make arrangements to serve detention if special circumstances exist.

### **Dress Code**

Students are expected to dress in a neat and clean manner. There will be no discrimination on the basis of sex/gender or how the staff and administration interpret these regulations. Students in violation of the dress code policy will wear a suitable replacement or be sent home. This will be counted as an absence. **The dress code will be strictly enforced.**

#### **Dress Regulation Guidelines:**

- 1) Students are not to wear shorts, cutoffs, **which includes cut off sweats**, unless the Principal grants permission.
- 2) Skirts must extend beyond the tips of your finger.
- 3) Shoes must be worn at all times.
- 4) Undergarments worn as outer clothing are not acceptable.
- 5) Undergarments may not be showing- underwear, bra straps
- 6) No clothing that is ripped, ragged, torn, or frayed may be worn.
- 7) No clothing or accessories may be worn that would possibly cause injury or harm to another person.
- 8) No clothing will be permitted that has printing or illustrations that are offensive or that advertise alcohol, tobacco, or establishments that distribute such items.
- 9) No hats, caps, or head coverings are to be worn in the school building or in a building that is sponsoring a school event. **This includes bandanas and scarves.**
- 10) Clothing will not be worn that exposes the mid-riff area.
- 11) Tank tops or tops with spaghetti straps are not permitted.
- 12) Any article of clothing that is offensive to staff or other students will not be permitted.

### **Computer User Policy**

Each year the Milbank School District requires that any student who is going to use a school computer follow certain rules and guidelines. The rules and guidelines are written in our Acceptable Use Policy which is located at the end of this section. The students will be bringing this policy home for both the parents and student to read and sign. If a student violates this policy, computer privileges will be suspended according to the policy.

### **Dismissal from Class- Voluntarily Leaving A Class**

When an instructor dismisses a student from class, the student is to report immediately to the Principal's office. The student will not be re-admitted to the class until the student has talked to the Principal. Any student dismissed or that walks out of a class will receive a zero for the day and possibly detention.

### **Fighting**

Milbank High School will not tolerate fighting or physical confrontation. This includes in the hallway, classroom, school grounds, or at any school function. Fighting will result in a consequence of a 3-day out-of-school suspension and possible legal action. Verbal threats will be treated the same as fighting.

### **Insubordination**

Students are expected to follow the directives of all school employees at all times when in the building or on school grounds. Students are also expected to exercise proper respect and courtesy to all school employees.

### **Profanity**

The use of profane or inappropriate language will not be tolerated at Milbank High School. This includes the classroom, hallway, or at a school activity. The consequence ranges from detention to out-of-school suspension. If the infraction is directed at another person, the student will be suspended from school. The consequence will be determined by the Principal.

### **Display of Affection**

The school setting is not an appropriate place to display overly affectionate behavior. This includes, but is not limited to, walking arm-in-arm or kissing. Your cooperation in this matter is appreciated.

### **Personal Electronic Devices**

PED's are defined as Ipads, Ipods, laptops, tablets, etc brought from home. You may use these devices for the following activities: note taking, debate, AP classes, reading downloaded books. The following activities will not be tolerated: messaging, games, photo's, cheating. If a student is caught or suspected of cheating they will lose the use of their PED for one year in school and possibly OSS. Other violations will be treated the same as cell phone consequences. **If a teacher asks to see what a student is doing on their PED and the student denies the request, privileges will be revoked for one calendar year.** Teachers have the right to label their room as off limits to all PED's. PED's are not allowed to use the internet system of District 25-4, Milbank. Students are not allowed to carry cell phones but are allowed to use them during passing time and lunch. Infractions will result in the possible confiscation of the phone for 24 hours.

### **Lockers**

**USE ONLY THE LOCKER ASSIGNED TO YOU! CAUTION:** Do not give your combination to anyone. The school assumes no responsibility for any loss of property belonging to students. If you have locker problems, report it to the office. Keep your locker clean and orderly. Posters, pictures, and other material displayed in the lockers must be appropriate. Lockers are property of the school district and are therefore subject to searches and inspections by school personnel at any time. (See Search and Seizure Policy) Damage to lockers should be reported to the office. Students may be assigned to a new locker and may lose the right to use a locker. The student will be fined for damage to their locker as the situation warrants. It is also against school policy to "JAM" your locker. **Consequences for kicking or damaging the locker in anyway will be immediate detention and if it continues, suspension will be considered as well as restitution.**



### **Suspensions (ISS/OSS)**

If a student is given an In-School-Suspension, he/she will be placed in an appropriate area and will work on their schoolwork or janitorial work. The freedoms and movements of the student in this setting will be monitored by an adult and the Principal's office. In the case of an Out-Of-School Suspension, the student will be sent home for the specified time. During an out-of-school suspension, all work that is missed by the student must be made up for no credit. If the student doesn't complete the work, an I will be reported on the report card until completed. The student will not receive credit for daily work missed during an OSS. Tests may be made up for a maximum score of 70%. **Students serving any type of suspension are not allowed to participate in or attend an athletic event or school related activity.**

### **Candy, Gum, and Refreshments**

Students may chew gum. Students may not consume soda pop during the school day unless they have been given special approval by the Principal. Any student caught breaking this rule will be warned and reoccurrence will result in detention. Students are reminded that all food must be consumed in the lunchroom. **Water purchased in the building is allowed in classrooms. You may bring water bottles to school to use each day. The bottles should be left in your locker over night.**

### **Smoking and Tobacco**

Students are not permitted to smoke, vape or use tobacco products at any time in the school building, on school grounds, or within the area surrounding school grounds. This applies to all school sponsored activities, noon hour passes, and during the regular school day. Violation of this rule constitutes a serious offense and suspension from school for 3 days and detention will be given. Possession of tobacco is illegal and shall not be present in the lockers or on the student. Law enforcement will be notified when laws are broken. Milbank High school is a smoke-free facility.

### **Alcohol/Drug Use**

The use or possession of alcoholic beverages, drugs and narcotics or synthetic mood altering drugs is prohibited on school property or at school sponsored activities or events. Disciplinary action will be taken when this policy is violated. Administration and staff will have the authority to exclude students from activities and events if it is suspected that alcoholic beverages have been consumed. Law enforcement will be notified if you violate school board policy JFCH/JFCI. A copy of this policy will be distributed to students during the first week of school.

### **Dangerous Weapons in School**

State and Federal laws, as well as school board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities or events. Any weapon taken from a pupil will be reported to the student's parent/guardian. Confiscation of weapons will also be reported to law enforcement. Appropriate disciplinary or legal action or both will be pursued by the building principal.

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

Any student bringing a firearm to school will be expelled for not less than 12 months and will be referred to law enforcement authorities.

### **Semester Tests**

All students will be required to take semester tests.

## 2022-23 Class Schedule

### HS Class Schedule

Period 1	8:15-9:03
Period 2	9:07-9:55
Period 4	10:51-11:39
Period 5	11:43-12:31
Period 6	A 12:32-1:02 B 1:02-1:32
Period 7	1:35-2:24
Period 8	2:28-3:15

### 2 Hour Late

Period 1	10:15-10:47
Period 2	10:51-11:23
Period 4	12:03-12:35
Period 5	12:39-1:11
HR/Lunch	A 1:14-1:40
HR/Lunch	B 1:40-2:04
Period 7	2:07-2:40
Period 8	2:43-3:15

### 1 Hour Late

9:15-9:49
9:52-10:26
11:06-11:39

### AM A/A

Period 1	8:15-8:56
Period 2	9:00-9:41
Period 3	9:45-10:26
Period 4	10:29-11:11
Period 5	11:14-11:56
A/A	12:00-12:31

### PM A/A

Period 7	1:30-2:01
Period 8	2:05-2:36
A/A	2:40-3:10

### Nine Week Periods

Qtr 1 ends 10/14	Midterm 9/14
Qtr 2 ends 12/22	Midterm 11/16
Qtr 3 ends 3/3	Midterm 2/1
Qtr 4 ends 5/12 for Seniors	Midterm 4/5
5/17	Midterm 4/12

\*HS Semester Test Dates:

1<sup>st</sup> semester  
2<sup>nd</sup> Semester

December 20- 21-22  
May 12 and 15-16

Breakfast and hot lunches are served daily at all Milbank schools. Children have the opportunity to participate in the breakfast and hot lunch program. Breakfast begins at 7:30 each school morning. During the noon hour, students may participate in the lunch program or bring a sack lunch from home. **Please keep in mind the salad bar is accessible only to the students who are purchasing a meal that day. No pop is allowed in the lunchroom during the lunch service.**

Breakfast money or lunch money is deposited into **one** student account. The Milbank School District breakfast and hot lunch program require that meals be paid for **in advance**. All cash submitted to the office **must** be placed in an envelope addressed to Lunch Department. Be certain to include the child's full name on the envelope. **Checks must have the full name of the student in the memo area and written in black or blue ink.** Parents and grandparents are welcome to eat with students. **Please call the school office by 8:30 if parents or other adults are going to eat noon lunch.** This will ensure that enough food is available each day.

The Milbank School District participates in the National School Lunch and **School** Breakfast Programs. This district has a policy on eligibility for free or reduced price meals. The Milbank School District knows that nutrition plays an exceedingly important role in the education abilities of children. We encourage you to look at the availability of this program for your family during difficult times. A detailed information packet **was given to every family at registration. If you did not receive this information,** the Milbank School District's Central Office has a complete packet available. It is located at the Milbank High School. The phone number is 432-5579.

\*\*\*\*\*

**Diet adaptations will be accommodated with a statement of need signed by the child's physician. Please contact Food Service Director, Deb Underwood at 605-432-5579 if your child requires a special diet.**

\*\*\*\*\*

For your convenience, payment of school lunches can be made at any of the Milbank schools or at the Central Office in the high school building. If you have any questions about accounts, please call 432-5579 after 1:00 p.m. any school day

## **Enrollment, Transportation, School of Origin, and the Elimination of Barriers for Children or Youth Experiencing Homelessness including Unaccompanied Youth**

The Milbank School District policy is to:

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

Adopted: March 8, 2010

ACCA

### **Complaint Procedure Pertaining to Federal ESSA funds and McKinney-Vento**

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

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

Continued

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

Adopted: March 8, 2010

ACC

COMPLAINT PROCEDURE

The following complaint procedure is hereby established to be used as a vehicle to resolve complaints, allegations or alleged misapplication of school district policies, rules, or procedures relating to the programs or program requirements listed below:

1. Title VI, civil Rights Act of 1964.
2. Title VII, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972.
3. Executive Order 11246 as amended by Executive Order 11375.
4. Equal Pay Act as amended by the Education Amendments of 1972.
5. Title IX, Education amendments of 1972.
6. Rehabilitation Act of 1973.
7. Education for all Handicapped Children Act of 1975 as amended by IDEA.
8. Others as may be passed by state or federal legislative bodies which may apply to the operation of the Milbank Schools, its employees, activities, or programs.

Complaint Procedure:

Prior to implementing the formal complaint procedure, an effort must be made to resolve any complaint through discussion between the complainant and the Special Services Officer. If a resolution cannot be affected in this manner, a formal complaint may be filed by utilizing the procedure set forth below.

- Step I - Any person, parent, teacher, advisory council, or organization having a complaint relating to any of the identified acts, or requirements of such acts, shall present such complaint to the Special Services Officer, in writing. Within five (5) days of receiving such written complaint, the Special Services Officer shall schedule a hearing and so notify the complainant of the time, date, and place of such hearing by certified mail. At such hearing, the complainant may present evidence and question parties involved in the complaint. At the conclusion of the hearing, the Special Services Officer shall render a decision in writing with a copy to be sent to the complainant by certified mail, to the superintendent, and a copy placed on file. Such decision shall be mailed within ten (10) days from the date of the receiving of the original complaint.
- Step II - If the complaint is not resolved at Step I, the complainant may file a review request with the Superintendent of Schools by certified mail, and shall also mail a copy to the Special Services Officer. Upon receiving a review request, the superintendent shall schedule a

#### COMPLAINT PROCEDURE (cont'd)

ACC

- review within five (5) days of the date the request is received, and notify the complainant of the time, date, and place of the review. Both parties to the complaint, the complainant and the Special Services Officer shall attend the review. At the conclusion of the review, the superintendent shall provide a written answer to the complainant by certified mail, the Special Services Officer, and a file copy, within ten (10) calendar days from the date of receiving the original review request.
- Step III - If the complainant is not resolved in Step II, the complainant may file the complaint in writing, by certified mail, with the chairman of the Board of Education, within five (5) days after receipt of the superintendent's answer. The Board of Education shall consider the complaint at regular or special meeting, or at a special hearing called for hearing such complaint. The complainant shall have the right to present testimony, provide evidence and question the parties involved in the original complaint. The Board of Education shall render a decision, in writing, to the complainant with five (5) days of the date of the hearing by certified mail, to the superintendent, the Special Services Officer, and a file copy. The decision of the Board shall be considered as final, notwithstanding the appeal process.
- Step IV - The decision of the Board of Education may be appealed to a federal agency for review within thirty (30) days after receipt of the Step III written decision.

NOTE: As a general rule, the complaint procedure should be completed within a 30 day period unless the complaint is of such a nature that a realistic decision cannot be expected within such 30 day period. If such is the case, officials of the appropriate state educational agency responsible for such programs shall be consulted regarding a time extension.

Adopted: January 1, 1980

Revised: October 12, 2009, March 8, 2010

## **Definition of Terms**

**Classroom Disturbances:** Behavior which distracts from the educational process and disrupts the learning of others.

**Insubordination/Disrespect:** 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.

**Profanity/Graffiti:** Use of obscene language or communication either verbal written or graphic. Communication with sexual overtones and innuendo are included. In addition, the writing on school property in a way that does not permanently damages the property.

**Falsifying Information:** Incidents which are designed to deceive teachers, administrators, or other school officials including falsifying an admit slip, parent note, or parent phone call.

**Harassment:** Use of threats, bullying, coercion, intimidation, humiliation, or similar conduct that constitutes interference with an individual's rights or school purposes.

**Inappropriate Dress:** Students are expected to dress with standards that enhance a learning environment. (See Dress Code Policy)

**Leaving Without Authorization:** Leaving the High School to go to another place without permission of the school nurse, secretary, or Principal. Parents/guardians must be contacted and give consent before the student may be dismissed from school.

**Cheating/Plagiarism:** 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. In all instances of cheating or plagiarism, NO credit will be given.

**Excessive ISS:** Accumulating 5, 10, or 15 sessions of ISS.

**Excessive Tardies:** Accumulating 5 tardies in a semester.

**Skipping/Truancy:** The act of staying away from class without permission or reasonable cause.

**Failure to Serve Detention:** Failure to appear for detention at the time assigned or expected by the teacher or Principal. Also includes leaving or being dismissed before the entire detention has been served.

**Theft:** Stealing or attempting to steal private or school property.

**Tobacco Possession or Use:** Using, possessing, selling, or dispensing tobacco on school property or at a school sponsored activity. Law enforcement will be notified to administer appropriate legal consequences.

**Vandalism:** Willfully causing or attempting to cause damage to private or school property. This includes alteration of the school or a student's computer program, files, or system.

**Fighting/Physical Violence:** 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.

**Gross Insubordination:** Insulting teachers, administrators, or any other staff member in a way that is profane and disrespectful.

**Alcohol or Drug Consumption/Possession:** Using possessing, selling, dispensing, or being under the influence of any mood altering drugs, alcohol, or possessing drug paraphernalia at school, on school property, or at a school sponsored activity. Law enforcement will be notified to administer appropriate legal consequences.

**Dangerous Weapons:** (See Dangerous Weapons Policy)

**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.

**Odysseyware:** Internet credit recovery program.

Milbank School District  
Student Network/Internet Acceptable Use Policy

The purpose of these regulations is to provide acceptable use procedures and regulations for network and Internet resources as additional educational resources and communication tools for students of the Milbank School District. Access to the Internet allows users to explore an unlimited amount of information on a global "electronic highway." The benefits of such a system far outweigh the risk that users may access controversial and/or inappropriate information or use the resources available to them inappropriately. However, it is important that parents and students are aware that most information is appropriate and valuable, but some is not. These guidelines are provided to define expectations for students as they use these resources.

### **User Terms and Conditions**

1. The use of the network and Internet must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Milbank School District along with state and federal regulations.
2. No student may access the network or the Internet without permission of his/her school and parents and have a signed Permission for Network/Internet Use Form. This does not apply to direct classroom instruction where the teacher uses the Internet as a classroom demonstration or in a situation where the students are using the Internet and being supervised by the staff as part of the class and curriculum.
3. By using various websites in classroom instruction, students may have to create or access 3<sup>rd</sup> party accounts that have been set up for them. These accounts are subject to the terms of use of such sites. By agreeing to these terms, the students are also agreeing to the terms of such websites that they may use. A complete list of those sites which require separate accounts is available on the Milbank School District website.



4. For security purposes and to maintain the integrity of the system, all use and communication through the network or Internet is subject to access and review by school personnel.
5. The following uses of school provided network/Internet access are not permitted:
  - a. To transmit, receive, access, download, or distribute offensive, threatening, vulgar, pornographic, obscene, or sexually explicit material, or any other software without permission of the teacher; or via a web page;
  - b. To vandalize, damage, or disable property of the school or another individual or organization;
  - c. To access another individual's materials, information, or files without permission of the teacher;
  - d. To use the network or Internet for commercial or political campaign purposes;
  - e. To release files, addresses, passwords, or other vital accessing information;
  - f. To promote or solicit for illegal activities;
  - g. To interfere with another person's use or account in any way;
  - h. To violate copyright or other protected material laws;
  - i. To attempt to log on to the network/Internet as a teacher or system administrator;
  - j. To subscribe to mailing lists, e-mail, games, screen savers, or other services that generate several messages that can slow the system and waste other user's time and access;
  - k. To use PDAs, cell phones, calculators, computers(except for labs owned and located in the schools), or any other electronic device to gain wireless access to the school's network/Internet without specific permission from the Technology Department Chair or the network administrator;
  - l. To use any other communicational programs—e-mail, instant messaging, chat rooms, etc.—other than the ones the school provides. (The electronic mail is not guaranteed to be private; network supervisors have access to the e-mails.); and/or
  - m. To change any files, systems setups, or default settings unless instructed by a teacher;
  - n. To place student pictures, names social security numbers or other identifiable information on any web pages.
6. Milbank School District is not responsible for loss of information or any damages suffered from Internet use. Use of the Internet is done at the user's risk. The District is not responsible for the accuracy or quality of information obtained through Internet services.
7. No financial obligations will be binding on the District from individual use.
8. Any security or equipment problems arising from use of the network or the Internet must be followed by notification of a teacher or network administrator.

### **Inappropriate Use**

Inappropriate use includes, but is not limited to intentional uses that violate the law, that are specifically named as violations in this policy, that violate the regulations of the school district, that violate any international, federal, or state laws, or any other use that hampers the integrity of security of the school district's computer network or any computer network connected to the Internet.

### **Violation Consequences**

Violations of the law, through use of the school district's network/Internet access, may result in disciplinary action or litigation against the offender by proper authorities.

Violations of network/Internet policies or procedures, or regulations will result in the following consequences:

Any damage or repair resulting from intentional abuse of the school's equipment or software will be the responsibility of the student.

1. For purpose of administering consequences, violations are minor, major or severe.

The teacher observing or catching the violation will consult with the principal of the building where the student is enrolled to determine whether the violation is major, minor, or severe.

Minor Violations include but are not limited to sharing passwords, using the computer for commercial or political purposes, using another person's password, and accessing other's files.

Major Violations include but are not limited to transmitting, downloading, or distributing offensive, threatening, vulgar pornographic, obscene, or sexually explicit material; vandalizing, damaging, or disabling school or other student's property; violating copyright laws; using unauthorized programs; using non-authorized communicational programs; and changing default settings without permission.

Severe Violations include incidents that cause damage taking considerable time and/or expense of the computer technician, teachers, or other repair persons to repair or to re-input lost data; severe violations include but are not limited to logging in as a system administrator, changing files, and changing system set-ups.

**Consequences for minor violations:**

1. First violation: The student will be verbally informed of the violation by the teacher. The teacher will inform the parent/guardian in writing of a violation and consequences with a copy files in the principal's office. Network/Internet privileges will be revoked for up to two school days.
2. Second violation: Same as the first violation except that Network/Internet privileges will be revoked for up to five school days.
3. Third violation: Same as the first violation except that Network/Internet privileges will be revoked for up to ten school days.

**Consequences for major violations:**

1. First violation: The student will be verbally informed of the violation by the teacher. The teacher will inform the parent/guardian in writing of the violation and consequences with a copy filed in the principal's office. Network/Internet privileges will be revoked for up the ten school days.
2. Second violation: Same as the first violation except that Network/Internet privileges will be revoked for up to nine weeks of school.
3. Third violation: Same as the first violation except that network/Internet privileges will be revoked for up to one semester.

**Consequences for severe violations:**

1. The student will receive a minimum of 10 days of out-of-school suspension and a maximum of one semester of out-of-school suspension. Parent/principal will be informed of the violations in writing.
2. The student will pay for any damage resulting from the violation including time of staff to reenter lost data.

Note: Student due process procedures will be followed in implementing the above consequences.



INAPPROPRIATE BEHAVIORS	POSSIBLE CONSEQUENCES		
CLASS ONE PER SEMESTER	1 <sup>ST</sup> OFFENSE	MULTIPLE OFFENSES	HABITUAL (5 OR MORE)
<ul style="list-style-type: none"> <li>• Breaking building rules</li> <li>• Physical aggression</li> <li>• Bullying</li> <li>• Inappropriate dress</li> <li>• Disruption of classroom</li> <li>• Inappropriate use of technology</li> </ul>	Infraction notice, student-staff incident report, parent contact, detention  Loss of Privileges	Infraction notice  Parent Contact  Detention/ ISS	OSS  (1 -10 days)
CLASS TWO PER YEAR	1 <sup>ST</sup> OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<ul style="list-style-type: none"> <li>• Insubordination –disobedience</li> <li>• Disrespectful/obscene language or actions</li> <li>• Deliberate physical aggression</li> <li>• Minor vandalism</li> <li>• Pornographic materials</li> </ul>	Student-staff incident report, ISS/detention or OSS (1-3 days), parent conference, behavior plan, referral to counselor, restitution of value	OSS (3-5 DAYS)	OSS (5-10 days), suspension may be reduced if parent and student participate in anger management/conflict resolution training; reassignment
CLASS THREE PER YEAR	1 <sup>ST</sup> OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<ul style="list-style-type: none"> <li>• Violence/fighting</li> <li>• Assault (physical or verbal)</li> <li>• Intimidation</li> <li>• Tobacco</li> <li>• Theft</li> <li>• Physical injury</li> <li>• Destruction of property</li> <li>• Harassment /hazing</li> <li>• Retaliation</li> <li>• Major vandalism</li> </ul>	Parent conference with police referral when appropriate. ISS or OSS (1-5 days). Referral to counselor and or appropriate agency, restitution of value.	Parent conference with police referral when appropriate, ISS or OSS (1- 10 days), referral to counselor or appropriate agency, restitution of value.	Long term suspension, expulsion, legal action, referral to special needs team for emotional/behavioral assessment.
CLASS FOUR PER YEAR	1 <sup>ST</sup> OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Possession/use/under the influence of drugs/alcohol; possession of drug paraphernalia	OSS (10 DAYS), PARENT CONFERENCE, COUNSELOR REFERRAL, POLICE REFERRAL, SUSPENSION MAY BE REDUCED TO 5 DAYS IF STUDENT AND PARENT PARTICIPATE IN DRUG EVAL/COUNSELING	LONG TERM SUSPENSION, POLICE REFERRAL, PARENT AND STUDENT MUST ATTEND DRUG/ ALCOHOL EVALUATION AND COUNSELING BEFORE STUDENT MAY RETURN TO SCHOOL	OSS (10 DAYS) AND RECOMMENDATION FOR EXPULSION
CLASS FIVE PER OCCURRENCE	1ST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<ul style="list-style-type: none"> <li>• SALE /DISTRIBUTION OF CONTROLLED SUBSTANCES</li> <li>• WEAPONS</li> <li>• BOMB THREAT</li> <li>• ARSON</li> <li>• ENDANGERING OR THREATENING THE LIFE OF OTHERS</li> <li>• FALSE FIRE ALARM</li> </ul>	LONG TERM SUSPENSION, EXPULSION, PARENTAL CONFERENCE, REFER TO AUTHORITIES, COMPLETION OF SUPPORT GROUP SESSIONS, MANDATORY 12 MONTH EXPLUSION FOR FIREARM POSSESSION		

