



## 2020-21 Student Handbook

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**7-12 Principal**

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**7-12 Dean of Students/  
Activities Director**

Lennox High School  
1201 South Main  
Lennox, SD 57039  
Office 605-647-2203

# ACADEMICS

## **ACCREDITATION:**

Lennox High School is accredited by the State of South Dakota and regionally accredited by AdvancED.

## **NOTICE OF NON-DISCRIMINATION:**

Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Lennox School District 41-4 are hereby notified that this school does not discriminate on the basis of race, color, national origin, ancestry, gender, disability, age, religion, creed, or marital status, in admission or access to or treatment or employment in its programs and activities.

Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact: Section 504 Coordinator, Lennox School District 41-4, PO Box 38, Lennox, South Dakota 57039, (605) 647-2202 or they may contact: Regional Director, Department of Education, Office for Civil Rights, 1244 Spear Blvd. Suite 310, Denver, CO 80202-3582.

## **NOTICE SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is an Act which prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. has a record of such impairment; or
3. is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Lennox School District 41-4 has the responsibility to avoid discrimination in its policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The school has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, they have the right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review the student's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report that is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

In conjunction with the No Child Left Behind Act of 2001 (NCLB), the Protection of Pupil Rights Amendment (PPRA) adds additional protection on students' privacy. PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. Complete details on PPRA and FERPA are available in the Principal's office in each building.

If there are any questions, please feel free to contact the Section 504 Coordinator for the school district at phone number 647-2202.

**STUDENT RECORDS:**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's/guardian's permission. Parents/Guardians may access, request amendments to and copy their child's records during regular office hours. Parents/Guardians may also file a complaint with the United States Department of Education if they feel their right regarding their child's records have been violated.

Student directory information is released without parental/guardian permission unless the parent/guardian requests in writing that the school district not release such information. Parents/Guardians must notify the school district in writing at the beginning of the school year if they do not want the school district to release directory information. Directory information includes name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes.

**MEDICAID:**

The requirements under the Individuals with Disabilities Education Act of 1973, require schools to deliver a broad range of "related services" (e.g., educational, social, and medical services) to students with disabilities that address their diverse needs. These include medical services that may be provided under the Medicaid program, such as physical therapy, occupational therapy, speech therapy and mental health services. Medicaid is a joint state-federal program that offers reimbursement for the provision of some covered medical services with the school setting.

**SPECIAL EDUCATION:**

The Lennox District 41-4 special needs program is committed to making a free and appropriate education program available to each special needs child regardless of the severity of his/her exceptionality. Inherent in this approach is the concept that each child will be educated in the "least restricted environment." Staff, parents, and/or other professionals may refer a child to be evaluated. Child placement and the development of an individualized education program are done in accordance to guidelines and the decision of a team. Parent(s) or the legal guardians are members of the team. Students with special needs may receive services from birth to 21. Additional information and guidelines can be found in the Special Educational Comprehensive Plan or by contacting the Director of Student Services at 647-2202.

**ACCESS TO GRADES:**

Parents may check the academic progress of their student by logging on to the district's website at <http://lennox.k12.sd.us/>. If an account is not already set up, you may request a "user name" and "password" by clicking on DDN and request an account. You may also contact the technology coordinator by email at [jeremy.luden@k12.sd.us](mailto:jeremy.luden@k12.sd.us) or [dawn.timmerman@k12.sd.us](mailto:dawn.timmerman@k12.sd.us).

**SENIOR PRIVILEGES:**

All Seniors will begin the school year with Senior Privileges. Seniors will not need to be present for SRB or study halls that begin or end a school day. Senior Privileges will be monitored in a manner similar to the Activity Eligibility guidelines. A failing class two weeks in a row will result in the student losing their Senior Privilege for the semester. Additionally, Senior Privileges may be lost when a student reaches 5 absences and/or tardies during the semester. Lastly, if a senior receives an Alert or drops a Dual Credit class they will be assigned to a study hall or additional course during their Dual Credit period.

**GRADING SYSTEM:**

		<b>ADVANCED/AP COURSES</b>					
<u>%</u>	<u>Grade</u>	<u>%</u>	<u>Grade</u>	<u>%</u>	<u>GRADE</u>	<u>%</u>	<u>GRADE</u>
96-100	A	78-81	C	95-100	A	74-76	C
93-95	A-	76-77	C-	90-94	A-	70-73	C-
91-92	B+	74-75	D+	87-89	B+	67-69	D+
87-90	B	71-73	D	84-86	B	64-66	D
85-86	B-	68-70	D-	80-83	B-	60-63	D-
82-84	C+	67 & below	F	77-79	C+	59 & BELOW	F

Student grade point average (G.P.A.) will be determined at the end of each semester using the following scale of value for each grade received per class.

**Grade / GPA Pts**

A	4.000;	A-	3.667;	B+	3.333;
B	3.000;	B-	2.667;	C+	2.333;
C	2.000;	C-	1.667;	D+	1.333;
D	1.000;	D-	0.667;	F	0.000

**ACADEMIC HONORS:**

Three levels of recognition will be accorded students demonstrating academic excellence.

- \*Academic Honors ..... 3.000 G.P.A.
- \*High Academic Honors .. 3.500 G.P.A.
- \*Highest Academic Honors 4.000 G.P.A.
- \*Having an F in any class disqualifies the student from the honor roll.

Gold Cords (Seniors) – 3.5 cumulative GPA

Academic Letter – 3.5 GPA for 2 consecutive semesters

NHS qualifying GPA – 3.5 cumulative GPA

**DROPPING/ADDING COURSES:**

Students may not drop, discontinue, or add subjects without permission of the principal and are subject to the following conditions:

1. Students may make adjustments to their schedules during the first week of each semester. No class may be added after this date.
2. Students must have approval of parents.
3. Changes may be made only after consultation with appropriate instructors.
4. Classes dropped after the first week will be recorded as a “W” on the student’s transcript.
5. Classes dropped after the fifth week of a semester will result in an automatic failing grade for that semester.
6. Class changes will be based on academic rigor and class size balance.

**STUDENT CLASSIFICATION:**

Students must successfully complete at least 23 credits to graduate from Lennox High School. A minimum credit level has been established to ensure students stay on graduation pace.

Sophomore	4 credits
Junior	9 credits
Senior	15 credits



## GRADUATION REQUIREMENTS AND LEARNING PLAN:

**Basic Diploma –Graduation Requirements (Work Prep)**  
**Lennox High School**  
 (adopted January 2019)

Subject	Units Included	Total Required
English	Lit, Comp, Speech	4.5
Math	1 Algebra	3
Science	1 Biology	3
Social Studies	½ Government, ½ Constitution, 1 US History, ½ World, ½ Geography	3
Fine Arts		1
Physical Education		.5
Health		.5
Personal Finance or Economics		.5
CTE/World Language		1
Electives		6
<b>Total</b>		<b>23</b>

**Advanced Diploma –Graduation Requirements (College Prep)**  
**Lennox High School**  
 (adopted January 2019)

Subject	Units Included	Total Required
English	Lit, Comp, Speech	4.5
Math	1 Algebra 1 Geometry 1 Algebra 2	3
Science	1 Biology	3
Social Studies	½ Government, ½ Constitution, 1 US History, ½ World, ½ Geography	3
Fine Arts		1
Physical Education		.5
Health		.5
Personal Finance or Economics		.5
CTE/World Language		1
Electives		6
<b>Total</b>		<b>23</b>

**Advanced Career Diploma – Graduation Requirements (Tech/Career Prep)**  
**Lennox High School**  
 (adopted January 2019)

Subject	Units Included	Total Required
English	Lit, Comp, Speech	4.5
Math	1 Algebra	3
Science	1 Biology	3
Social Studies	½ Government, ½ Constitution, 1 US History, ½ World, ½ Geography	3
Fine Arts		1
Physical Education		.5
Health		.5
Personal Finance or Economics		.5
CTE/World Language	NCRC Certificate (Silver or Higher)	2
Electives		5
<b>Total</b>		<b>23</b>

Basic and Advanced Career Diplomas require student, parent, counselor, principal approval.

**Advanced Honors Diploma –Graduation Requirements\* (College Prep)**  
**Lennox High School**  
 (adopted January 2019)

Subject	Units Included	Total Required
English	Lit, Comp, Speech	4.5
Math	1 Algebra 1 Geometry 1 Algebra 2 1 Advanced Math	4
Science	1 Biology 1 Physics or Physical Science 1 Chemistry 1 elective science	4
Social Studies	½ Government, ½ Constitution, 1 US History, ½ World, ½ Geography	3
Fine Arts		1
Physical Education		.5
Health		.5
Personal Finance or Economics		.5
CTE/World Language		2
Electives		3
<b>Total</b>		<b>23</b>

\*Initial Qualifier for Opportunity Scholarship plus 24 ACT and all grades A, B or C

#### Learning Plan notes:

- Students who wish to attend a state supported university must have 3.0 science credits.
- Students who desire to attend a college/university out of state may need 2.0 credits in a second language.
- Students should work with the counselor to determine the specific credit requirements of any post-secondary school they may plan to attend.

Counseling services are available to all LHS students. Students and parents are encouraged to use the counseling center to access career/life planning services and to address personal, social and academic concerns and problems. Appointments can be made by calling the counselor's office at 647-2203 or emailing [Joan.Huber@k12.sd.us](mailto:Joan.Huber@k12.sd.us).

**Career/Life Planning Services** - Some of the resources include job shadow, vocational, military, college, financial aid and scholarship information. LHS utilizes [www.SDMyLife.com](http://www.SDMyLife.com) for career exploration and ACT test prep. This website is available for students and parents to use from home or anywhere with internet access.

**Individual Counseling Services** - Students experiencing problems with friends, dating relationships, teachers, grades, drug/alcohol or emotions (depression, low self-esteem, or anxiety) are encouraged to set up an appointment with the Counselor. Confidential appointments can be arranged to help students make changes.

#### **TESTING – YEARS CHANGED**

##### **Freshmen:**

NWEA – Fall, Winter and Spring Assessments (required)

##### **Sophomores:**

NWEA – Fall, Winter and Spring Assessments

**Pre-ACT** – TBD (optional)

##### **Juniors:**

**PSAT National Merit Scholarship Qualifying Test** (optional)

Test scheduled for **Fall 2020**

**ASVAB** (optional)

**Armed Services Vocational Aptitude Battery**

Ability and interest testing

Test scheduled for **Fall 2020**(optional)

**Smarter Balanced** (required)

**Test scheduled for Spring 2021**

##### **Juniors & Seniors:**

**ACT American College Test** (for college admission)

Test given at various locations in Sioux Falls, Canton, Tea, Harrisburg and Beresford. Visit ACT.org or Ms. Huber for more information

##### **Seniors:**

**NCRC - National Career Readiness Assessment – Fall 2020** (all Seniors)

# ATTENDANCE

School is preparation for life. It is important that habits of regular attendance be developed. A student's contribution and achievement in class are directly related to attendance. Students and parents/guardians must understand that students miss a fundamental portion of their education when they are absent from class.

Daily attendance of all students who are enrolled in Lennox High School is expected.

The school day runs from 8:15 a.m. to 3:25 p.m. If students are asked to report to an instructor or area before or after school, they will do so that day.

## PROCEDURES TO IMPROVE ATTENDANCE:

1. At the beginning of each semester, the instructor will distribute and explain to students a written criteria upon which grade and credit for the class will be awarded.
2. Following the fifth absence of each semester, the office will notify the student's parents by mail or email of their attendance record, go over the consequences of excessive absences and encourage attendance.
3. Students who have five or more absences in a semester may lose credit for the courses in which those absences occurred. Students wishing to be considered an exception to this policy may appeal by providing reasons and documentation for their absences. Credit may be restored if a student makes up time equal to the number of absences.
4. Three tardies in a particular class constitutes one absence for that class.  
Students who plan to participate in an evening school activity must be in school a minimum of 2 blocks/**4 periods** immediately preceding the practice or activity.
5. Tardy and Absence time may be made up before or after school with prior approval from Administration.

## ABSENCE PROCEDURE:

If students are absent from school, parents should call the school (647-2203) before 9:00 a.m. Each day of absence needs to be reported unless parents know the duration of the absence. If parents do not contact the school, students must bring a written note explaining the absence upon returning to school. If the student returns to school without a phone call or a note from a parent/guardian, the student will be considered unexcused.

## EXCUSED ABSENCES:

An excused absence indicates a legal absence from school with parental and school permission. Full credit is given for all work made up. Teacher will have discretion to determine length of time necessary to complete work.

Excused absences include the following:

1. Student illness.
2. Students' immediate family suffers a death or critical illness.
3. Students' family has an emergency.
4. Students have a doctor or dental appointment scheduled during school time that cannot be scheduled at another time.
5. Students accompany their family on a trip.

## ACTIVITY ABSENCE PROCEDURE:

Students missing class because of school sponsored activity are exempt from a recorded absence. However, for this to occur, students must check with teachers prior to the event and have all work completed prior to the next class block. The teacher will have discretion on due date of late work.

**POST-SECONDARY VISITS:**

Senior students may use one day for a post-secondary education visit. For this visit to be activity/exempt, documentation from the school's admissions counselor from the school visited must be presented in the office by the time the student receives the admit to class. Juniors will be granted a day on a case by case basis.

**UNEXCUSED ABSENCES:**

An unexcused absence indicates that a student is absent from school for a reason that is not acceptable to the school. The student will be required to make up the work missed and will receive full credit for that work. Student make-up work missed because of unexcused absence must be made up prior to returning to the class missed. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

**LEAVING SCHOOL GROUNDS:**

Students are required to stay on the school grounds from the opening of the school day until the dismissal. Absences during the school day must be cleared in the principal's office PRIOR to leaving the school grounds. Failure to do so may result in an unexcused absence.

**UNSATISFACTORY WORK NOTICES:**

If a student's class work is unsatisfactory, parents will be sent a notice shortly after the ninth week of each grading period. Unsatisfactory work notices are sent to inform students' parents of poor or failing work. Parents are encouraged to stay current with their child(ren's) grade by logging on the school website to check their progress.

**STUDENT HIGH SCHOOL RECORDS:**

The school keeps a cumulative record of student progress in high school. This includes grades, scores on standardized tests, interest inventories, and others. It also includes the record established in citizenship and attendance.

It is important that one's high school record reflects his/her best efforts. Once established, it remains unchangeable, in most cases, in the permanent files of LHS. With student approval, the permanent file is open to prospective employers, colleges, and the military. Students build their own record day by day.

**WITHDRAWAL FROM SCHOOL:**

If students wish to withdraw from school, they should see the counselor. When transferring to another school, students should make arrangements with the office to forward credits to the proper school before they leave. All outstanding obligations to LHS must be satisfied before credits can be transferred.



# STUDENT WELFARE

## **DRESS:**

Regarding student dress in school, cleanliness, neatness and non-disruption of the learning process is our primary concern. Because school replicates a place of work for students, school dress should be modest and not revealing. Fashion sometimes dictates more bareness and/or more shortness; but, students and staff must keep in mind that this bare and short “look” is designated for after school and private times.

\*This includes, but is not limited to: tank tops (2 inch rule for straps), muscle shirts, etc.

Out of concern for health and safety, students attending LHS will not be allowed to wear any article of clothing which conveys any message of profanity, drugs, tobacco or alcohol, are sexually suggestive, display racial slurs, are gang related, or depict acts of violence. Hats should be left in lockers during the school day.

Determination of appropriate student dress in school is left to the discretion of administration and staff.

Students may have book bags or backpacks to carry laptops, a school issued laptop bag will be available to any student who wishes to use one. All backpacks/bag are subject to searches during the school day/events.

## **DELIVERIES TO STUDENTS:**

The school will do its best to deliver school-related messages and materials to students. Non-school related deliveries are not a priority and will not be the school’s responsibility.

## **GRIEVANCE:**

Forms for filing a student grievance are available in the principal’s office.

## **RELATIONSHIPS:**

Public displays of affection are inappropriate at school or school functions/activities.

## **STUDENT CONDUCT:**

Extracurricular activities are an extension of the school day. Students should conduct themselves in accordance with school policy at school events. The school maintains the right to discipline any student who creates a problem at any school sponsored activity, home or away.

## **BULLYING**

Bullying is an unacceptable practice at Lennox High School. Bullying defined means any physical, verbal, written, or electronic conduct directed toward a student that is so severe, pervasive, and objectively offensive that it creates an intimidating, hostile, or offensive environment that interferes with a student’s academic performance and educational opportunities. Bullying is a Class 4 violation of student conduct. Punishment ranges from verbal reprimand to suspension. The full bullying policy can be found in the Section 504.13 of the Lennox School District Policy Book.

## **SEXUAL HARASSMENT:**

It is the policy of Lennox High School that sexual harassment is illegal, unacceptable and will not be tolerated. Any student or employee will be subject to disciplinary action including expulsion or termination if found guilty of this offense. Sexual harassment is defined as any unwanted and unwelcome sexual behavior or language. In school, sexual harassment may result from words or conduct of a sexual nature that offend, stigmatize, demean, frighten or threaten a person because of his or her gender. Sexual harassment is subjective, defined by the person being targeted himself or herself. Students who believe they have been or are being sexually harassed should discuss the situation with the high school counselor, an administrator, or another trusted staff member who will report this incident to the high school principal.

## **ELECTRONIC DEVICES**

Electronic devices may be used in the school building at the discretion of the teachers and the administration. If the device is interrupting class, distracting others, or negatively affecting a student's concentration or academic progress, it may be confiscated by the teacher and turned in to the office. The list of electronic devices includes, but is not exclusive to, cell phones, iPods, MP3 players, and other devices used to play music, videos, display pictures or messages, or communicate with other people. Illegal, improper, or unauthorized use of the device will result in the device being confiscated by the teacher, school administrator, or any other building staff member. Failure to release the device to the school staff member will be considered an act of insubordination. Should a student have their device confiscated, the district is not responsible for loss or theft of the device.

## **PARENT/TEACHER CONFERENCES:**

Because of the number of evening high school activities and because the high school shares staff with the other buildings, conferences will be scheduled at a time that is most advantageous for parents, students, and staff. Letters will be sent to parents when the activities calendar has been set. Other parent conferences will be requested or required by teachers or administrators when students commit certain violations of school or classroom policies.

Parents are encouraged to contact teachers concerning their child's school performance and plan a conference if necessary. Parents may contact teachers before school between 7:45 AM and 8:15 AM and also after school between 3:25 PM and 3:45 PM.

## **LOST & FOUND:**

Lost and found is located in the Office and Cafeteria. If students find any article, they should turn it in at the office counter. If students have lost an article, it may be claimed by properly describing or identifying it. Unclaimed items will be disposed of at the end of each 9 weeks.

## **FOOD SERVICE:**

The school-operated lunch program is open to serve students breakfast and hot lunch at a reasonable price. Students may bring sack lunches. A la carte is available for high school students at an additional price. The schools in the Lennox School District are on a computer system (Infinite Campus – Point of Sale) for keeping records of lunch charges. All students in the family are under one account. However, each student has their own lunch ID number. This number is used as they go through the lunch line to purchase their meal. A photo of the student shows on the screen as their number is entered to assure the identity of the student.

**You can check your student's lunch account and make payments at the school website–[lennox.k12.sd.us](http://lennox.k12.sd.us)–click on 'Food Service', then on 'Check Lunch Account'.** It is the parent's responsibility to maintain a positive balance in their child's account. Emails/Phone messages are sent out daily for balances of \$15 or less. Please check your account often to keep a positive balance at all times.

If your balance reaches a negative **\$10**, your students will no longer be allowed to charge meals until a deposit is made into your account!

Upon request, a refund of account balances will be given if the family is leaving the district or if the graduating student is the last student in the family.

Free and reduced price meals are available for families who need assistance. You can pick up a form at any of the school offices or print a form from the school website. If you qualified for free or reduced prices the previous year, you must re-apply again each school year BEFORE October 1st or your account will switch back to full price. You can apply at any time during the school year if your income or family size changes. If you qualify for either status, only the main meal is at a free or reduced price. The school offers five food components (milk, fruits, vegetables, grains, meat/meat alternates). Students are allowed to decline 2 of the 5 required food components, but must select at least ½ cup of either a fruit or vegetable.

**TEXTBOOKS:**

Basic and supplementary textbooks are furnished by the school district for student use at no cost. When students finish a course or drop a course, they are expected to return all texts. If a textbook is lost or defaced, students will be charged for its replacement or for repair costs.

**LAPTOP COMPUTERS:**

Laptops will be distributed each fall at the beginning of the School year. Each student must pay a \$40.00 user fee that includes insurance to participate in the program. Qualified families may be eligible for scholarships for this program. Inquiries may be made at the Lennox High School office. The Laptop Computer Protection Plan outlines the insurance policy to protect the laptop investment for the school district. Please review the Technology Handbook on the Lennox JH/HS webpage (Lennox.k12sd.us)

**LIBRARY SERVICES:**

The library is open for student use from 7:45 am to 3:45 pm. If students wish to use the library during a study hall period, they must follow study hall checkout procedures. The library is a place where students and staff may read, study, and participate in research activities. Student behavior should reflect this atmosphere.

All materials taken from the library must be properly checked out at the circulation desk. The books and periodicals are school property. Students assume responsibility for the materials checked out in their name and will be charged for lost or damaged materials.

**STUDY HALLS:**

All students are mature enough to be self-directive in school situations. The study hall is a study situation, and the following rules apply:

1. Students are to be quiet and in their seats when the bell rings.
2. Students are to bring academic work to the study hall prior to the period.
3. Students may not sign out to another area, other than the library or guidance counselor, unless they have a signed pass PRIOR to the study period.
4. Passes to the library or other areas remain the prerogative of the study hall supervisor.

**ANNOUNCEMENTS:**

Announcements will be posted in Infinite Campus. Student announcements must be endorsed by a faculty member.

**STUDENT ID's**

Students should carry their student ID's at all times during the school day. Student ID's may be used for hall/activity passes and will have bar codes that may be used in the library, food service, etc.

**PUBLIC COMPLAINTS:**

"The board believes that complaints and grievances are best handled and resolved as close to their origin as possible and that the staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the board. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

- 1) Teachers;
- 2) Principal;
- 3) Superintendent;
- 4) Board."

# CAMPUS ORGANIZATION

## **LOCKERS:**

Hall lockers with combination locks are provided for each student. This service is for student convenience and the safety of student possessions. All lockers are property of the school and are subject to search at any time for the purpose of ensuring school safety and student welfare.

Locks for P.E. and activities will be provided by the students. Keep your lockers locked and valuables secured. The school is not responsible for lost or stolen items.

## **PROPERTY:**

Students should take great pride in the care of their buildings and equipment. Students are reminded that others will follow them in using the same buildings and property, and those that follow will appreciate the care that has been given their school. Students who are responsible for damage will be required to pay for the repairs or the replacement of the property; may receive additional punishment or disciplinary measures taken by the principal; and may be permanently expelled if the damage is excessive.

## **VEHICLES/STUDENT PARKING:**

If you drive a car or other motor vehicle to school, you are subject to such rules and regulations as the school may find necessary, including:

1. The speed limit in the parking lot is ten miles per hour.
2. Motorcycles and cars are to park in their designated parking lanes.
3. Cars are to be driven carefully and without exhibitionism at all times while entering or leaving the school grounds.
4. No student parking is permitted in the assigned visitor parking spaces or in the Shop/Ag/Food Service Delivery areas.
5. Vehicles are off limits during school hours without permission.
6. All cars parked on school property are subject to search at any time.

## **BUS CONDUCT:**

To insure safe and comfortable transportation, students must act responsibly when riding a school bus. All school policies apply to conduct in school buses. Failure to follow them may result in suspension from school and/or denial of bus riding privileges.



# DISCIPLINE

## **DETENTION:**

Students may be assigned to detention for a variety of reasons including, but not limited to, habitual tardiness, classroom disruption, excessive absenteeism, truancy, or behaviors deemed detrimental to the student populace or school property.

Students earning detention will serve their detention time with the teacher. The detention will be appropriate for the offense.

Detention time may also be assigned from the office by the high school principal. Students skipping detention will be assigned additional time or face possible suspension. Parents/guardians may be contacted.

## **IN SCHOOL SUSPENSION (ISS):**

Students assigned to ISS will report to the principal's office with books for each class and writing materials as needed. ISS will be counted as an excused absence.

## **LOSS OF ACADEMIC CREDIT:**

Any student dismissed from the same class by an instructor three times in the course of a semester may be removed from that class and may lose the ability to earn credit for that class.

## **OUT OF SCHOOL SUSPENSION (OSS):**

For certain infractions, students can be sent home at once and will be readmitted only after a satisfactory conference involving the principal, the student, and parents or guardian. OSS will be counted as an excused absence. Among those infractions which may result in suspension are:

1. Fighting in the school or on school property, including the parking lot.
2. Deliberate destruction of property, public or private, including computer software.
3. Use of obscene, threatening, or flagrantly disrespectful language towards a school employee.
4. Refusal to follow a directive made by a school employee.
5. Use, possession, or demonstrating the influence of any alcoholic beverage, tobacco product, or mood altering substance.
6. Use or possession of weapons, firearms, or ammunition.

In the event the school is not able to contact parents or at the discretion of the school administrator, students may be placed on ISS.

Students of LHS will, at all times, conduct themselves in a fashion deemed reasonable and proper by the administration and will not in any way violate federal and state laws.

## **SATURDAY SCHOOL (for missing work and excessive tardies/absences)**

The student missing work list will go out to students, teachers, and parents on Tuesdays. Students with 5 or more missing assignments on Tuesday will be assigned to Saturday School. Students should attend after school study sessions in the JH-HS on Tuesday, Wednesday, and Thursday (3:30-4:30pm). If 5 or more missing assignments remain, students will be expected to attend the Saturday school Session that week (9am-11am).

Students with 5 or more tardies during a semester can make up time after school or before school. Students who do not make up time before or after school will be assigned to Saturday School.

Saturday School will take place 1-2 times per month – scheduled at the beginning of each school year.

# MEDICAL/EMERGENCY PROCEDURES

## HEALTH SERVICES:

If students become ill or injured, they should report to the principal's office for first aid. If checkout is necessary, the health aide will contact parents to make sure students are able to arrive home safely before leaving the school area. Parent permission is necessary before students leave school.

## MEDICATION:

Parents of students in grades 9-12 now have two options for medication administration:

### Option 1:

Medication trained staff will administer medications. Parents must fill out a medication permission form before medication can be administered. A physician signature is required. Prescription medication must be provided in a bottle provided by the pharmacy. Over the counter medication must be in the manufacturer's container.

### Option 2:

Students in grades 9-12 may carry and self-administer medications. Parents/guardians must fill out a permission form for prescription and over the counter medications. A physician signature is required for prescription medications. Parent signature is required for over the counter medication. Possession is limited to the dose(s) necessary for one day. The medication must be stored in the student's locker in the bottle provided by the pharmacy or the manufacturer's container. Students are prohibited from transferring, delivering, or receiving any medication to or from another student. All violations will result in confiscation of the medication and subject student(s) to discipline in accordance with the District's discipline policy. Students who use medication for purposes other than for its intended use will be disciplined and will no longer be allowed to carry and self-administer medication.

## INSURANCE:

Both medical and dental insurance are available to Lennox High School students. Forms may be picked up in the principal's office at any time. The medical carrier is Student Assurance Services, Inc., of Stillwater, MN. Delta Dental of South Dakota is the dental insurance carrier.

## SCHOOL CANCELLATIONS:

In cases of severe weather or other emergencies, early school dismissal or cancellation of school will be announced at the earliest possible time on the following stations:

KXRB 1000  
KIKN-FM 100.5  
KELO 1320  
WNAX 570  
KELO-FM 92.5

KKLS-FM 104.7  
KELO-TV  
KSFY-TV  
KDLT-TV

The Lennox School District will be implementing the School Messenger program as another method of contacting parents regarding late starts, early dismissals and other pertinent information. It is important that contact information for parents/guardians be kept updated. Please contact the LHS office at 647-2203 with any changes in contact information.

## FIRE AND DISASTER WARNING SYSTEMS:

In order to insure student safety in case of fire, check the fire exit card placed in each classroom, which will instruct students which exit to use in case of a fire.

DO NOT tamper with the fire warning and safety equipment!!!

# LHS SCHEDULES

<b><u>MONDAY-TUESDAY-FRIDAY</u></b>  1O 8:15-9:15 1B 9:20-10:05 2O 10:10-10:55 2B 10:00-11:45 LUNCH 1 11:45-12:10 LUNCH 2 12:30-12:55 3O 11:45-12:55 3B 1:00-1:45 4O 1:50 – 2:35 4B 2:40-3:25	<b><u>1 HOUR LATE (MTF)</u></b>  1O 9:15-9:55 1B 10:00-10:40 2O 10:45-11:25 2B 11:30-12:10 LUNCH 1 12:10-12:35 LUNCH 2 12:45-1:10 3O 12:15-1:10 3B 1:15 – 1:55 4O 2:00-2:40 4B 2:45-3:25	<b><u>2 HOUR LATE (MTF)</u></b>  1O 10:15-10:45 1B 10:50-11:20 2O 11:25-11:55 2B 12:00-1:00 LUNCH 1 12:00-12:25 LUNCH 2 12:35 -1:00 3O 1:05 -1:35 3B 1:40-2:10 4O 2:15-2:45 4B 2:25-3:25
<b><u>WEDNESDAY-THURSDAY (ORANGE AND BLACK)</u></b>  SRB/Read 8:15 - 8:40 1st 8:45-10:15 2nd 10:20-11:50 3rd 11:55-1:50 Lunch 1 11:55-12:20 Lunch 2 12:20-12:45 4th 1:55-3:25	<b><u>12:30 DISMISSAL (O OR B)</u></b>  1st 8:15 - 9:10 2nd 9:15 - 10:10 3rd 10:15 - 11:10 4th 11:15-12:10 Lunch 12:10-12:25	<b><u>1 HOUR LATE START (O OR B)</u></b>  1st 9:15-10:35 2nd 10:40-11:55 3rd 12:00-1:55 Lunch 1 12:00-12:25 Lunch 2 12:25-12:50 4th 2:00-3:25
<b><u>TWO-HOUR LATE START (O OR B)</u></b>  1st 10:15-11:22 2nd 11:27-1:00 Lunch 1 12:00-12:25 Lunch 2 12:35-1:00 3rd 1:05-2:12 4th 2:17-3:25	<b><u>1:30 DISMISSAL (O OR B)</u></b>  1st 8:15 - 9:25 2nd 9:30 - 10:40 3rd 10:45 - 11:55 4th 12:00-1:30 Lunch 1 12:00-12:25 Lunch 2 12:25-12:50	<b><u>2:30 DISMISSAL (O OR B)</u></b>  1st 8:15 - 9:35 2nd 9:40- 11:00 3rd 11:05-12:50 Lunch 1 12:00-12:25 Lunch 2 12:25-12:50 4th 12:55-2:25

# EXTRA-CURRICULAR ACTIVITIES

## S.D.H.S.A.A.

Lennox School District 41-4 has elected to be a member of the South Dakota High School Activities Association and to operate by its rules and regulations as per minimum standards. To participate in activities programs, students must follow the rules established by the Board of Control. Copies are available from the activity adviser or the activities director.

The co-curricular/extra-curricular phase of the total educational experience is one area that Lennox High School students have an opportunity to learn and share desirable qualities of citizenship, fair play, understanding and appreciation of the arts, good sportsmanship, respect for rules and authority, development of leadership, school spirit, cooperation, pride in accomplishments, self-discipline, and value of self-sacrifice for others.

Faculty members are assigned to sponsor all school activities and organizations. Students interested in participating in any school-sponsored activity should contact the activity adviser or the activities director.

## ACTIVITIES TRAINING POLICY

Participation in school activities encompasses all students without regard to sex, race, or creed and teaches that it is a privilege and an honor to represent one's school. Interscholastic activities constitute a part of the right kind of "growing up" experiences for students. Participants learn to accept success and failures, gain poise and confidence, achieve tolerance and understanding of others and gain the self-satisfaction of accomplishing goals. Under a well-administered school program, students and spectators become better citizens through participation and observation of activities conducted under established rules.

Student athletes and fine arts participants are before the public more than students not participating in extra-curricular activities. Their actions on and off the court, playing field, or stage reflect directly on the image of our student body. Students voluntarily participate in extra-curricular activities and must understand that because they represent the Lennox School District, they are held to a higher standard of conduct than non-participants.

With that philosophy in mind, the Board of Education on the advice of the administration, coaches, and advisers, has adopted the following Activities Policy.

**PARTICIPATION IN AN EXTRA-CURRICULAR ACTIVITY IS SUBJECT TO THE FOLLOWING RULES:**

Participating in the following five (5) major areas or types of conduct any time during the year shall constitute a violation of this code:

1. Use of or possession of chewing or smoking tobacco.
2. Use of or possession of or under the influence of alcoholic beverages.
3. Use of or possession of or under the influence of mood altering substances not prescribed by a physician, or possession of drug paraphernalia.
4. A felony or misdemeanor (other than a minor traffic violation).
5. Suspension from school for any reason.

Any person adjudicated, convicted, the subject of an informal adjustment or court-approved juvenile diversion program, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana, or for ingesting, inhaling, or otherwise taking into the body any controlled substances, 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.



All offenses will be CUMULATIVE during the student's four (4) years at LHS. The activities policy will be in effect year round beginning the 1998-99 school year.

LHS students enrolled in a diversion program will be suspended from ½ of the contests/performances of the activities in which they are involved for one calendar year.

### **ELIGIBILITY**

In order for students to be eligible to participate in activities, they must meet guidelines adopted by the SDHSAA and Lennox High School. Violations of any guideline will result in one semester of ineligibility.

You are **NOT** eligible if:

1. You have reached your 20th birthday.
2. You have attended more than four (4) first semesters and four (4) second semesters of school in grades 9 through 12. Enrollment in school for fifteen (15) school days or participation in an inter-school contest shall constitute a semester.
3. You did not pass twenty (20) hours of high school work per week equaling 2 full credits, in courses approved for graduation for the preceding semester.
4. You are not enrolled in and attend a minimum of twenty (20) hours of high school work per week equaling 2 full credits during the current semester.
5. You have graduated from a regular four-year high school or institution of equivalent rank.
6. You have not enrolled by the sixteenth (16th) school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
7. You are absent from school more than nine times (9) that semester.
8. You have transferred from one high school to another without a corresponding change in the residence of your parents.
9. You do not have on file in the principal's office a signed physical examination and parent's permit form.
10. You have ever participated in an athletic contest under an assumed name.
11. You have ever participated in athletics in any institution of learning of higher rank than a standard secondary school.
12. You have violated your amateur standing.
13. During a high school sport season, you compete as an individual or as a member of another team.

### **ACTIVITIES ATTENDANCE POLICY**

Students who plan to participate in practice or an evening school activity must be in attendance that school day a minimum of 2 blocks/**4 periods** immediately preceding the practice or activity. Certain individual cases, as in those listed below, will be acceptable upon the discretion of the administration.

1. There is a death or critical illness in the immediate family.
2. There is a family emergency.
3. They have a doctor or dental appointment scheduled during school time that cannot be scheduled at another time.
4. They accompany their family on a trip.

Students are also required to attend all practices and activities in the sport/activity in which they are a part, unless specifically excused by the coach/adviser. Students shall inform the coach/adviser, in advance, the reason for his/her need to be absent.

## ELIGIBILITY STANDARD ADDITION

~~Academic preparation and success should be the number one concern of all of our students, teachers, coaches, group advisors, and parents. To help students involved in extra and co-curricular activities including school related clubs and organizations be academically successful, all students involved in extra and co-curricular activities and clubs and organizations will be expected to maintain passing grades in all of their subjects to be eligible to participate in extra and co-curricular activities and clubs and organizations.~~

~~After the third week of each semester, weekly grades will be posted. Students involved in extra-curricular and co-curricular activities earning a failing average in any class will have one week to improve to a passing average or they will be ineligible to compete in any contest or participate in any activity for a minimum of one week. Grades will be evaluated weekly to determine further eligibility. Students will continue to practice during times of ineligibility. Weekly study sessions with tutorial help will be offered to students to help them maintain/improve their grades. Study sessions will be offered to all students. Failure to pass a minimum of four (4) classes at the end of the semester will result in being ineligible for the entire next semester.~~

Academic preparation and success should be the number one concern of all of our students, teachers, coaches, group advisors, and parents. To help students involved in extra and co-curricular activities including school related clubs and organizations be academically successful, all students involved in extra and co-curricular activities and clubs and organizations will be expected to maintain passing grades in all of their subjects to be eligible to participate in extra and co-curricular activities and clubs and organizations. NO PASS NO PLAY - After the third week of each semester, weekly grades will be posted. Students involved in extra-curricular and co-curricular activities earning a failing average in any class will have one week to improve to a passing average or they will be ineligible to compete in any contest or participate in any activity. In order to be removed from the failing list, a student must get Red Cards from the Activities Director and work to improve his/her grades above the 67.5% level, get the card signed by the appropriate teacher(s) when the grade improves, and then return one copy of the Red Card to the activities director or office staff and the other to the head advisor. Once this process is complete, the student will be deemed academically eligible. Coaches and Advisors are responsible for monitoring the students on their activities roster in regards to the academic eligibility. Students will continue to practice during times of ineligibility.

## THE ORIOLE PRIDE SPORTSMANSHIP GUIDELINES

### ACCEPTABLE BEHAVIOR

- Know the rules and strategies of the contest in order to cheer at proper times
- Maintain enthusiasm and composure, serving as a role model
- Participate positively in the event or contest by supporting the coaches and participants
- Exercise good judgment in cheering for outstanding performance, not against opponents or to ridicule an error. It is certainly acceptable to applaud an outstanding performance by an opponent and to applaud all participants at the end of the contest
- Follow the cheerleaders in positive cheers and yells to show support for the participants
- Be an exemplary role model by positively supporting teams in every manner possible including content of cheers and signs
- Show respect and concern for an injured player, regardless of team
- Respect decisions made by contest officials
- Realize that a ticket represents a privilege and a responsibility to observe and positively support a high school activity, not a license to verbally assault others or be generally obnoxious
- Respect fans, coaches, and participants
- Encourage surrounding fans to display only sportsmanlike conduct

- Resist being drawn into negative conduct by other fans, including opposing fans

## **UNACCEPTABLE BEHAVIOR**

The following have been defined as negative and unacceptable by Lennox School District 41-4.

- Disrespectful or derogatory yells, chants, songs or gestures
- Booing or heckling an official's decision, criticizing officials in any way, displays of temper with an official's call
- Yells that antagonize opponents
- Blaming loss of game on officials, coaches or participants
- Doing own yells instead of following lead of cheerleaders
- Yelling at or criticizing coaches or participants of either team
- Attempting to coach from the bleachers or sidelines, giving specific instructions to any participant
- Destruction of property, signs or equipment
- Running onto the floor or field of play before, during or after the contest
- Engaging an opposing fan in a dispute or argument
- Use of profane, vulgar or abusive language

The school administration is responsible for enforcement of all activities, including those at other facilities. Any person acting in an unacceptable manner faces expulsion from the contest or activity and possible exclusion from subsequent contests or activities.

## **SCHOOL SPIRIT**

School Spirit is what makes a school an interesting place to be. If you have school spirit, the things you will remember about your school in years to come are the friends you made, the fun things you did, and the great activities you attended together. So how do you know if you have school spirit?

You have great school spirit if you've:

- been a Student Council member
- participated in a school activity
- participated in most Student Council events
- participated in school events
- watched a school activity
- helped set up an activity
- volunteer your time
- wear school colors to activities
- always dressed up for in-school dress-up day
- smiled a lot in the hallways
- helped a younger student or athlete
- always had kind words about others
- promoted our school when visiting others
- shown your enthusiasm in many other ways

Students with true school spirit do all these things, and more!

Students with school spirit are people who know that there's more to school than classes, lessons, and homework, and are determined to make their school into something more than four walls and some blackboards.

So make your years at LHS memorable, have school spirit.



## TOP BIRD AWARD

This award was created to reward the talented multi sport athlete. Its purpose is to encourage participation in three different school sponsored athletic teams to encourage diversity and not specialize in one sport or event.

<u>Award</u>	<u>Points</u>
Freshman Certificate	2
Advanced Certificate	3
Varsity Letter	5
Student Manager Letter	1
Complete four years in one sport	2
<b>Total Points Needed To Qualify</b>	<b>50</b>

## EXPLANATION OF AWARDS

(points are awarded for grades 9-12 participation only)

**Freshman Certificate** - awarded to freshmen who successfully complete the season on a freshman squad

**Advanced Certificate** - awarded to freshmen through seniors who successfully complete the season on a sophomore, junior varsity, or varsity squad

**Varsity Letter** - awarded to freshmen through seniors who successfully complete the season and meet the standards set by the head coach for that sport

**Complete Four Years** - awarded to any athlete, their senior year, who has successfully completed all four years in each sport

<b><u>School Colors:</u></b>	Orange & Black
<b><u>School Mascot:</u></b>	Orioles
<b><u>Newspaper:</u></b>	Pep-A-Graph
<b><u>Yearbook:</u></b>	Lenkota
<b><u>School Song:</u></b>	On Wisconsin

Yell out for Lennox --- Yell out for Lennox---  
L-----H-----S!  
We're gonna fight fight--- We're gonna win win---  
We're gonna win tonight.---Fight, Fight, Fight  
Show our colors Black, Orange --- Cheer on Lennox High.--  
Oriole Team --- Fight, Fight, Fight  
Win tonight!---GO ----- FIGHT ----- WIN!---  
Lennox Orioles, Go, Fight, Win!  
O-----R-----I-----O-----L-----E-----S---  
Fight, Fight, Fight!  
Show our colors Black, Orange --- Cheer on Lennox High.--Oriole Team ---  
Fight, Fight, Fight---Win tonight!  
1,2,3,4 Tell the people who we're for----L ---H---S---Fight!--  
LHS fight, 2, 3, 4 that's the people who we're for!

# 2020-21 STUDENT COUNCIL OFFICERS & MEMBERS

Elections for Representatives will occur in August of 2021

## STUDENT COUNCIL

President .....Blake Gibney

Vice President .....Gracen Juffer

Secretary .....Tyler Plank

Treasurer ..... Mason Temme

Reporter ..... Ella Wrage

## Senior Class President

Mara Hinker

## Class Representatives

Senior Representatives .....

Junior Representatives .....

Sophomore Representatives .....

Freshman Representatives .....

# LENNOX DISTRICT 41-4 DISCIPLINE MATRIX

Major Problem Behavior	Definition	1st Office Referral	2nd Office Referral	3rd Office Referral
<b>Class One</b>				
Tardy	Student is consistently late to class or the start up of the school day (and it is no longer considered a minor problem behavior in the school).	<b>Elementary</b> – Record – make up time at recess or after school <b>MS</b> - In-school community service <b>HS</b> -Detention at beginning of day, SRB and S.H.; 3T's equals one absence	<b>Elementary</b> – Record – make up time at recess or after school <b>MS</b> – Detention <b>HS</b> - Detention at beginning of day, SRB and S.H.; 3T's equals one absence	Parent contact <b>Elementary</b> – Student writes a plan, copy of plan sent home Make up time <b>MS</b> - Principal's discretion <b>HS</b> - Detention at beginning of day, SRB and S.H.; 3T's equals one absence
<b>Class Two</b>				
Abusive language/inappropriate language/profanity	Verbal, written, or electronic messages that include swearing, name calling or use of words in an inappropriate way and directed at an individual.	Parent contact Detention and/or suspension (1-3 days)	Parent contact Suspension (1-3 days) Suspension (3-5 days if directed at staff)	Parent contact Suspension (1-3 days) Suspension (3-5 days if directed at staff)
Disruption	Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior that interrupts the educational process and impedes learning.	Parent contact Detention and/or suspension (1-3 days)	Parent contact Suspension (1-3 days)	Parent contact Suspension (1-3 days)
Dress Code Violation	Student consistently wears clothing that does not fit within the dress code guidelines practiced by the school/district.	Parent contact Detention and/or suspension (1-3 days)	Parent contact Suspension (3-5 days)	Parent contact Suspension (3-5 days)

Out of Bounds/Off School Location	Student is in an area that is outside of school boundaries (as defined by school).	Parent contact; (HS detention) Contact law enforcement	Parent contact; (HS detention) Contact law enforcement	Parent contact; (HS detention) Contact law enforcement
Skip class/truancy/neglecting obligation	Student leaves class/school without permission or stays out of class/school without permission.	Parent contact Detention and/or suspension (1-3 days)	Parent contact Detention and/or suspension (1-3 days)	Parent contact Detention and/or suspension (1-3 days)
<b>Class 3</b>				
Defiance/disrespect/insubordination/non-compliance	Consistent refusal to follow directions, talking back and/or socially rude interactions.	Parent contact Detention and/or suspension (1-3 days if directed toward staff) SRO contact	Parent contact Detention and/or suspension (1-3 days) Suspension (3-5 days if directed at staff) SRO contact	Parent contact Suspension (3-5 days) and/or administrative action if directed toward staff
Inappropriate Display of Affection	Student engages in inappropriate (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult, either consensual or non-consensual.	Parent contact Detention and/or suspension (1-3 days)	Parent contact Detention and/or suspension (1-3 days)	Parent contact Detention and/or suspension (3-5 days)
Information and Other Electronics Technology Violation	Student engages in inappropriate (as defined by school – see policy for paging/communication and electronic devices and acceptable use agreement) use of cell phone, pager, music/video players, camera, and/or computer.	Parent contact Suspension of computer privileges for two weeks Device confiscated and returned at principal's discretion	Parent contact Suspension of computer privileges for two weeks Device confiscated and returned at principal's discretion	Parent contact Administrative action Device confiscated and returned at principal's discretion
Lying/Cheating	Student consistently delivers messages that are untrue and/or deliberately violates rules or participates in academic dishonesty.	Parent contact Detention and/or suspension (1-3 days)	Parent contact Detention and/or suspension (1-3 days)	Parent contact Detention and/or suspension (1-3 days)



Class 4				
Fighting/physical aggression	Intentional actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) with the intent to cause serious harm.	Parent contact Suspension (1-3 days) Student Resource Officer (SRO) contact	Parent contact Suspension (1-5 days) SRO contact	Parent contact Suspension (3-5 days) SRO contact
Forgery/theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission; academic dishonesty.	Parent contact Detention and/or Suspension (1-3 days) and/or SRO contact	Parent contact Detention and/or Suspension (1-3 days) and/or SRO contact	Parent contact Detention and/or Suspension (1-3 days) and/or SRO contact
Harassment/tease/taunt/bullying	Student delivers disrespectful messages (verbal or gestural) to another person with direct intent that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.	Parent contact Detention and/or verbal reprimand and/or suspension (1-3 days if directed toward staff) SRO contact	Parent contact Suspension (1-3 days) Suspension (3-5 days if directed at staff) SRO contact	Parent contact Suspension (3-5 days) Administrative action if directed toward staff
Property Damage	Student deliberately impairs the usefulness of property.	Parent contact Suspension (1-3 days) SRO contact	Parent contact Suspension (1-3 days)	Parent contact Suspension (3-5 days)
Tobacco	Student is in possession of or is using tobacco or any device or product that contains nicotine.	Parent contact Suspension (1-3 days) SRO contact	Parent contact Suspension (3-5 days) SRO contact	Suspension (10 days)
Vandalism/Property Damage	Student participates in an activity that results in substantial destruction or disfigurement of property.	Parent contact Suspension (1-3 days) Contact law enforcement	Parent contact Suspension (3-5 days) Contact law enforcement	Parent contact Suspension (10 days) Contact law enforcement

<b>Class 5</b>				
Alcohol	Student is in possession, under the influence of, or is using alcohol.	Parent contact SRO contact Suspension (10 days)	Administrative action SRO contact	
Other Drugs	Student is in possession of or is using illegal drugs/substances or imitations or in possession of drug paraphernalia or a device that is used for inhaling or ingestion unless used for medicinal purposes with a prescription.	Parent contact SRO contact Suspension (10 days)	Administrative action SRO contact	
<b>Class 6</b>				
Arson	Student plans and/or participates in malicious burning of property.	Referral to law enforcement Suspension and/or expulsion		
Bomb threat/false alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion. Student causing a false fire alarm.	Referral to law enforcement; Suspension and/or expulsion		
Combustibles	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (i.e. lighters, firecrackers, gasoline, lighter fluid, ammunition).	Referral to law enforcement Suspension and/or expulsion		
Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.	Referral to law enforcement Suspension and/or expulsion		
<b>Other</b>				
Other	Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.	Principal's discretion		