

Lead-Deadwood High School Student Handbook



2020-2021

LDHS Student Handbook

Welcome to the 2020-2021 school year at Lead-Deadwood High School. This handbook has been developed to inform students and parents about their school. Certain guidelines are needed to help any school run efficiently and LDHS is no different. Be sure to read the handbook and refer to it often. There are eight major sections in this handbook. They are Academics, Attendance, School Guidelines, Consequences, Student Activities, General Information, Emergency Procedures, and FERPA (Family Education Rights and Privacy Act). Items are listed under each section alphabetically. If a student or parent desires to see a complete copy of a School Board Policy, they may inquire in the Principal's office (717-3899).

The school maintains an active website. Additional information about school and activities calendar, Board of Education policy, announcements, school closures due to inclement weather, menus, and individual classroom websites can be found at www.lead-deadwood.k12.sd.us. We encourage you to check us out.

We are proud of the fine students, faculty, and many educational opportunities offered at LDHS. It is a privilege for each of us to be a part of this outstanding organization. The rules and guidelines of this handbook should help you and assist us with providing a quality education. If everyone works together it will ensure that LDHS is the best! We hope you have a rewarding, enjoyable, successful school year.

Sincerely,
LDHS Administration and Faculty

Mission

Our students will graduate equipped with the skills needed to be successful and responsible citizens.

Vision

Our school district will focus on core academic subjects, while ensuring the development of the whole child through positive relationships, character, service, wellness, and community collaboration.

Beliefs

STUDENTS AND LEARNING—We believe that:

All students can learn.

Different students learn at different paces and have different learning styles.

Motivated students are productive students.

Productive students show up, work hard, and follow the rules.

Responsible students treat others as they wish to be treated.

Students need to share in the responsibility for their own learning and achieving.

TEACHERS AND LEARNING—We believe that:

Positive relationships are the essence of good teaching.

Individualized programs and differentiated instruction maximize learning.

Teachers must be involved in the decision-making process of the school district.

Commitment to the content standards is important.

Technology must be integrated in an effective 21st century learning experience.

SCHOOL AND DISTRICT/COMMUNITY—We believe that:

A strong family and community support base is the foundation upon which all learning is built.

Families must be positive, active partners with schools in educating children.

Open communications between the community and schools must be an ongoing commitment.

All school personnel play a vital role in student success.

Decisions must be based on what is best for students.

A school environment that promotes health and wellness is beneficial to students and their futures.

LEAD-DEADWOOD HIGH SCHOOL LOYALTY SONG

We're loyal to you Lead High
We're maroon and white Lead High
We'll back you to stand 'gainst the best in the land
For we know you have sand Lead High, Rah! Rah!
So smash that blockade Lead High
Go crashing ahead Lead High
Our team is the famed protector,
On boys for we expect a victory from Lead High.

Chee cha cha rah rah! Chee cha cha rah rah!
Rah! Rah! LHS!

So fling out that dear old flag of maroon and white,
Lead on your classmates, who are fighting for you,
Like men of old-time giants, placing reliance,
Shouting defiance, Oskeewawa!
Amid those rich gold mines that nourish our land,
For honest labor and learning we stand,
And unto thee we pledge our heart and hand.
We're loyal to you Lead High School!

MASCOT – GOLDDIGGER
COLORS – MAROON AND GOLD

2020-2021 Daily Schedule

Block 1	8:30-10:10
	1A 8:30-9:15
	1B 9:20-10:10
Block 2	10:15-11:45
	11:45-12:10 Lunch
Block 3	12:15-1:45
Block 4	1:50-3:30
	4A 1:50-2:35
	4B 2:40-3:30

Parent Teacher Conference Schedule

Block 1:	8:30 - 9:20
Block 2:	9:25 - 10:15
Block 3:	10:20 - 11:10
Lunch:	11:15 - 11:35
Block 4:	11:40 - 12:30

2-Hour Early Release Schedule

Block 1:	8:30 - 9:35
Block 2:	9:40 - 10:45
Block 3:	10:50 - 11:55
Lunch:	12:00 - 12:25
Block 4:	12:30 - 1:30

2-Hour Late Start Schedule

Block 1:	10:30 - 11:35
Lunch:	11:40 - 12:05
Block 2:	12:10 - 1:15
Block 3:	1:20 - 2:25
Block 4:	2:30 - 3:30

STUDENT COUNCIL 2020-2021
To be determined in the fall

Student Body Officers

President:
Vice President:
Secretary:
Treasurer:

Class Officers

Senior Class

President:
Vice-President:
Secretary:
Treasurer:

Junior Class

President:
Vice-President:
Secretary/Treasurer:

Sophomore Class

President:
Vice-President:
Secretary:
Treasurer:

Freshman Class

President:
Vice-President:
Secretary/ Treasurer:

ACADEMICS

Transcripts

All attempted courses and grades by a student will be recorded on their transcripts. The official transcript is meant to be a complete and thorough record of scholarship. The GPA is calculated based upon all attempted coursework; therefore, students may not retake a class at a later date and replace the previous attempt and letter grade or GPA. The Department of Education maintains that if a student retakes a course, the letter grades for both the initial course and the retaken course must be recorded on the transcript, but districts may use local discretion as to how the retaken course is calculated into the students' overall GPA. For example, if a student fails Art their freshman year, and retakes it as a junior, both course grades must be recorded on the transcript, although the district may choose to only calculate the student's best attempt at passing Art. Even if a student fails a course and does not retake it, it should still be included on the transcript and figured into the GPA because the transcript should be a record of all credits attempted.

Academic Letters

In order to receive the academic letter, a student must maintain a cumulative grade point average of 3.66 or greater for the first three quarters of the school year.

Weighted Grades

Weighted grades will only apply to courses with AP or college-level, dual-enrollment status. Weighted grades will use a 5.33 grade weight (compared to 4.33). Weighted grades will be used for all GPA calculations.

Class Schedule Changes

As a rule, changes in class schedules will be limited to the first two days of a new semester. Changes made during this time may be made only with the consent of the counseling department, administration, and parents.

Dual Credit

Junior and senior status students at Lead-Deadwood High School may enroll for dual credit at accredited post-secondary colleges, universities, and vocational schools. Application is made through the counseling department. Students are responsible for prerequisite qualifications and registering for classes at the respective college or technical school and for all costs. Scheduling issues should be discussed with the counselor to assure that all high school requirements can be met. Credit will be recorded on the student's transcript only after a copy of the official grade report from the respective college is provided to the guidance office. One-half credit will be recorded at LDHS for 3, 4, and 5 semester hour courses completed at the college or technical school level. Letter grades will be computed into the student's grade point average using the weighted grading formula. Students who enroll for 1 or 2 classes at a college or university may not be required to take a full high school load. All school regulations regarding the withdrawal from a course during the semester apply and students can receive a "WF" on the official transcript as a result. The dual enrollment admission requirements can be found at www.sdmylife.com/prepping-for-college/dual-credit or by checking with the school counselor.

Early Graduation

Early graduation may be considered if a student has met the district's academic requirements. A conference between the student, parent, counselor and principal will be held in the spring of the junior year. Application for early graduation must be made in the counselor's office by September 15.

Valedictorian and Salutatorian

Senior class rank, Valedictorian, Salutatorian, and honor graduate status shall be calculated based on seven semesters with absolute GPA (no rounding of numbers) being utilized. A GPA of 3.5 – 4.33 will qualify for Magna Cum Laude and a GPA of 3.00 – 3.4999 will qualify for Cum Laude. Students should be aware that both the number of classes attempted, and grades received factor into Grade Point Average. GPA and Class Rank following the first semester of the senior year will determine Valedictorian(s) and Salutatorian(s).

Withdrawing from a class

Students who drop courses must do so within 5 class days after the after the beginning of a semester. Withdrawal after this time period will result in a WF (withdraw/fail) recorded on the permanent transcript and students will be assigned to the CABIN for the duration of the class.

Students who receive a withdrawal/fail grade for a class may retake the class again and receive a higher grade for calculation of GPA at LDHS.

Honor Roll

Scholarship is recognized and encouraged through an academic honor roll and academic lettering. The honor roll is compiled at the close of each quarter. Honor roll designations are restricted to an "A" honor roll and a "B" honor roll. A grade point of 3.66 must be attained to make the "A" honor roll and 2.66 for the "B" honor roll. Students receiving a failing grade (F) in any class are not eligible for honor roll.

Incompletes

All grades reported as incomplete must be removed within two weeks following the end of a grading period unless special permission for an extension is granted by the building administration. An incomplete will be recorded as an "F" if it is not removed within two weeks. It is the student's responsibility to complete the work and hand it in to the instructor.

Conferences

Parent-teacher conferences are held once during each semester. Parents are urged to attend and discuss their child's progress. Conferences will be held in Gym 2 during the following times:

Thursday, November 5, 2020/ 1:00 p.m. -7:00 p.m.

Wednesday, March 17, 2021 / 1:00 p.m. -7:00 p.m.

Full-time Student Status

All students with less than 12 credits must be enrolled in and attending a minimum of seven units of credit unless approved otherwise by the administration. Chronological juniors who have 12 or more credits must be enrolled in a minimum of six units of credit and chronological seniors who

have 18 or more credits must be enrolled in a minimum of five units of credit unless approved otherwise by the administration.

Grading Scale

The following grading scale will be used by all departments and all instructors and will determine grade point average (GPA), class rank, and honor graduate status:

100	A+	4.33	4.17-4.33
95-99	A	4.00	3.83-4.16
93-94	A-	3.66	3.50-3.87
91-92	B+	3.33	3.17-3.49
88-90	B	3.00	2.83-3.16
86-87	B-	2.66	2.50-2.82
84-85	C+	2.33	2.17-2.49
80-83	C	2.00	1.83-2.16
78-79	C-	1.66	1.50-1.82
76-77	D+	1.33	1.17-1.49
72-75	D	1.00	0.83-1.16
70-71	D-	0.66	0.50-0.82
	K	0.33	0.17-0.49
	I	0.00	0.00
	F	0.00	0.00

Graduation Requirements

The following department requirements represent the minimum graduation requirements for students. All course credit will be considered in determining cumulative grade point averages, class rank and scholarship consideration. Specific requirements are as follows:

GRADUATION REQUIREMENTS

Aligned with the South Dakota Board of Education requirements as approved November 2, 2009

A student's Personal Learning Plan must document a minimum of 22 credits that include the following:

1. Four units of Language Arts – must include:
 - a. Writing – 1 unit
 - b. Literature – 1 unit (must include .5 unit of American Literature)
 - c. Speech or Debate -- .5 unit
 - d. Language Arts elective -- 1.5 units
2. Three units of Mathematics – must include:
 - a. Algebra 1 – 1 unit
 - b. *Math Elective – 1 unit
 - c. *Math Elective – 1 unit
3. Three units of Lab Science – must include:
 - a. Biology – 1 unit
 - b. Science Elective – 1 unit
 - c. Science Elective – 1 unit
4. Three units of Social Studies – must include:
 - a. U.S. History – 1 unit
 - b. U.S. Government -- .5 unit
 - c. World History -- .5 unit
 - d. Geography -- .5 unit
 - e. Civics-- .5 unit
5. One unit of Fine Arts
6. One-half unit of Physical Education
7. One-half unit of Health
8. One-half unit of Personal Finance or Economics
9. One-half unit of Computer Science
10. One unit of approved CTE Coursework or World Language
11. One-half unit Completion of Capstone Experience, Senior Project or Internship
12. Completion of one-half unit of virtual/distance education coursework
13. Four (4) units of elective credit

*Math Electives – Pre-Algebra, Algebra II, Geometry, Trig/ Pre-Calculus, Integrated Math, College Algebra by approval.

**Science Electives – Physical Science, Chemistry, Physics, Geology, Astronomy, Environmental Science, Anatomy & Physiology

Students will complete all graduation requirements before they can participate in the graduation exercise and/or receive a diploma.

At LDHS we understand the importance of community service and for all our graduates to participate in a variety of opportunities to give back. To graduate, we require that students participate in four volunteer activities during their high school career, or one volunteer activity per year that the student is in attendance at LDHS. The volunteer activity must be approved by the administration.

- Credit earned before 9th grade may be considered if the course is approved with a credit waiver through the Department of Education and End-of-Course Exam.
- Alternative course credit and high school correspondence credit from an accredited institution may be accepted and allowed toward graduation upon the approval of the building administrator.
- Students may take college or vocational courses for credit towards high school graduation, upon the approval of the building administrator.
- Early graduation may be considered if a student has met the district's academic requirements. A conference between the student, parent, counselor and principal will be held to determine eligibility. Students enrolled in an alternative education program may graduate upon completion of their programs, regardless of how many semesters they have completed.
- Students will complete all graduation requirements before they can participate in the graduation exercise and/or receive a diploma.

Parent Portal

The Lead-Deadwood school district is participating with the State of South Dakota's school management program. The school management program is called "Campus". Parents will need to join the Parent Portal Program to gain access to school information about any of your children who attend the Lead-Deadwood School District. Specifically, you will have online access to your child's attendance, tardy, and transcript data. You will also have access to grading data for each class your child is enrolled with assignments updated on a regular basis. For more information or to sign up, contact the high school office at 717-3899.

Report Cards

Student progress reports shall be issued quarterly. Report cards may be picked up at the office or sent via mail.

Semester Test Schedule (High School)

Wednesday, January 13, 2021 & Tuesday, May 25, 2021

8:30-10:10 Maroon 1

1A 8:30-9:15

1B 9:20-10:10

10:15-11:45 Maroon 2

11:45-12:10 Lunch

12:15-1:45 Maroon 3 (students dismissed)

1:50-3:30 Make-up test and teacher planning

Thursday, January 14, 2021 & Wednesday, May 26, 2021

8:30-10:10 Gold 4 (SRB is optional for students but teachers need to be available).

4A 8:30-9:15

4B 9:20-10:10

10:15-11:45 Maroon 4

4A 10:15-10:55

4B 11:00-11:45

11:45-12:10 Lunch

12:15-1:45 Gold 1 (students dismissed)

1A 12:15-12:55

1B 1:00-1:45

1:50-3:30 Make-up test and teacher planning

Friday, January 15, 2021 & Thursday, May 27, 2021

8:30-10:10 Gold 2

10:15-11:45 Gold 3

11:45 **Students dismissed and lunch will not be served.** (The afternoon will be used for make-up tests & teacher planning.)

Students who are absent during one of the semester test days can make up their test during the afternoons or schedule a time with the instructor. Students will not be burdened with taking four finals in one day and will have time to study for final exams, as they will not be attending class except for testing time. This would mean that teachers would collect books, etc. on the day of the final. Students are not required to attend SRB during finals unless arranged with a teacher.

Student Responsibility Block (SRB)

SRB will take place on Gold days during block 4. Students will use this time to further their studies and seek assistance from teachers. SRB is required of all students with less than 12 credits. All students failing 2 or more classes at any midterm or end-of-quarter will be assigned to an SRB until the next grading period and grades have improved.

From 1:50-2:35 all students will be required to stay in their SRB classroom to work independently. During this time the SRB teacher may be in contact with a student's other teachers and ask the student to complete any makeup work or enrichment assignments. At 2:35, students will be allowed to leave the classroom to visit other instructors. It is the student's responsibility to obtain a pass before class starts so that it may be presented to the SRB teacher. When the student leaves the classroom, he/she will sign a checkout sheet so that the teacher knows where the student is going when asked. Students must return to their SRB classroom before the end of the block.

ATTENDANCE

Lead-Deadwood High School believes that regular attendance is necessary to achieve consistent educational progress. In addition, South Dakota state law requires all children between the ages of six and eighteen to be in attendance every day school is in session, with exceptions for illness and certain other incapacities. The law also provides local school boards with the authority to establish standards for attendance. It is the responsibility of the school administration to monitor student attendance and to communicate with students and their parents when attendance patterns do not meet district standards. It is the parents'/guardians' responsibility to ensure that their children are in school unless a valid reason for absence exists and to notify the school when their child will be absent. Parents may be asked to provide documentation such as a doctor's note to substantiate absences. Students with excessive absences without reasonable documentation may be subject to truancy diversion programming including truancy court, or referral to the Lawrence County State's Attorney.

Parent explanation is necessary for all absences. Parents should call the office as early in the morning as possible. If the absence is unconfirmed, the office will attempt to reach parents during the day. Planned absences are excused and may be communicated by either phone or note. Should it be deemed necessary for a student to be absent from school due to a family vacation, arrangements should be made by the student to complete, in advance, the schoolwork that would be missed. Please call the high school office between 7:30 am to 3:30 pm within twenty-four hours of the absence. If the school is not contacted within the twenty-four hours, the absences will be counted as unexcused. The office phone number is 717-3899.

Specific Absence Rules

Excused Absence

- Excused by parent/guardian as ill or at an appointment
- A student is sick with doctor's note documenting the absence
- Serious illness in the student's immediate family
- Bereavement
- A student is attending events of state or nationally recognized youth programs of educational value or for the purpose of working as a precinct election official if the student is at least eighteen years old
- Family vacation

Unexcused Absence

- Students are marked unexcused until a parent or guardian informs the school of a child's whereabouts.
- Not signing out properly
- Skipping class

The following process will be applied, per school semester.

- After 5 absences from school (without being excused), high school students will be issued a truancy ticket by a school resource officer pursuant to South Dakota Codified Law 26-8B-2.
- After 5 absences from school (without being excused), middle and elementary school parents/guardians will be issued a truancy ticket by a school resource officer pursuant to South Dakota Codified Law 26-8B-2.
- After 10 absences from school (without being excused), high school students will be issued a truancy ticket by a school resource officer pursuant to South Dakota Codified Law 26-8B-2.
- After 10 absences from school (without being excused), middle and elementary school parents/guardians will be issued a truancy ticket by a school resource officer pursuant to South Dakota Codified Law 26-8B-2.

If deemed necessary, the building principal will have the discretion of issuing tickets to students with excessive excused absences.

A student will be considered absent if they come to class more than 20 minutes late. A student is allowed (2) school days for make-up work for each excused absence that they are not in class.

High School students who are absent for more than five (5) days of a block class during a school semester will not receive credit for the course work without special extenuating circumstances and the recommendation of exception from the principal.

The building Principal is granted the right to make exceptions to this minimum attendance standard in extra-ordinary cases. If a student reaches the absence limit and thus will potentially lose credit, he or she must continue the course until the end of a semester unless approved by the building administration. Students who are permitted to withdraw with no credit will be assigned to the “CABIN” for the remainder of the semester.

Students may request an appeal to the loss of credit through a committee of five teachers selected by the student and the building principal. After the 4th day of absence from a class during a semester, the school will attempt to notify the student and parent.

A meeting with parents may be scheduled to discuss strategies to improve attendance and how the student will make up the missed work. Failure to comply with South Dakota Codified Law 13-27-1 stating compulsory education until the age of 18 may result in referral to the district truancy officer and State’s attorney.

Tardiness

Students will be considered tardy if she/he is up to 20 minutes late. After 20 minutes it will be considered an absence. Students will be allowed two reported tardies per class per quarter before being given a choice of assignment to after-school detention or Saturday School. At the end of the nine-week period, students will start fresh. Beginning with the third tardy per class per quarter, a student may choose to attend detention or Saturday school. If he or she chooses

detention, the following guidelines will be used: 3rd = 1 detention; 4th = 2 detentions; 5th = 3 detentions; 6th = 4 detentions; 7th -infinity = 5 detentions. If he or she chooses Saturday school, the following guidelines will be used: 3rd = 40 minutes; 4th = 80 minutes; 5th = 120 minutes; 6th = 160 minutes; 7th -infinity = 200 minutes. Failure to report to detention and/or Saturday School will be dealt with as insubordination and appropriate further disciplinary action will be taken.

SCHOOL GUIDELINES

The authority of the school to set guidelines exists during school hours and extends beyond the building to school grounds and to all places where school-sponsored activities are held, including athletic contests and other activities. Violations will be dealt with on an individual basis and disciplinary measures applied after an investigation of the incident/referral.

Bullying

The aim of the anti-bullying policy is to ensure that students learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. Bullying is defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The three main types of bullying are:

- physical (hitting, kicking, theft)
- verbal (name calling, racist remarks)
- indirect (spreading rumors, excluding someone from social groups)

Students who have been bullied will be supported and have the opportunity to speak to a teacher, a counselor, and/or an administrator about the event. Students will be reassured that this type of behavior is not acceptable and will not be tolerated. **(Board Policy JFI-R2)**

Cell Phones/Smart Watches

Cell phones/Smart Watches can be a disruption to the learning environment. They are not to be used in the school building between the times of 8:30-11:45 and 12:15-3:30. Students may possess them, but they should not be visible during classroom instruction. Cell phone photographs or videos are not permitted in the school at any time. Cellular phones are not to be used at any time in locker rooms or restrooms including during, before, and after school as well as during practices and games. Violations may result in disciplinary procedures up to and including suspension and may result in confiscating the phone and a parent conference. In an instance where a photograph or video has been taken of a person without permission, the incident may be treated as harassment and dealt with according to Board Policy.

Controlled Substance, Alcohol, and Other Drug Abuse Policy

Students are forbidden to possess, use, sell, barter or misuse controlled substances, alcohol, and/or other drugs or chemical substances which affect psychological functions or affect the educational system of the school while in school, on school properties, at school activities, or in personal and/or school vehicles **(Board Policy JFCI)**. Look-alike substances or substances that mimic the effect of drugs will be treated as illegal substances.

In addition, students who construct, create or build drug paraphernalia within a classroom will be in violation of this policy. Parents/legal guardians and appropriate legal authorities must be notified of incidents involving possession or use of controlled substances, alcohol, and/or other drugs. The first violation of this policy will result in ten days in or out-of-school suspension, reduced to three days in or out-of-school suspension if the student participates in a certified alcohol/drug diversion program. All costs are the responsibility of the student and family. Parent/guardian participation in the class is encouraged. A student will be allowed academic credit if all work is turned in the day the student returns to school. The second violation of this policy will result in long-term suspension.

Students who possess or use over-the-counter or prescription drugs in accordance with **Board Policy JHCD** do not violate this policy.

Staff members and administrators may confiscate any controlled substance, alcohol, and other drugs on the school grounds or building. Any damage to school property through the use of such products will be assessed to the student. Any student who resists or becomes abusive upon being given a request by a staff member to turn in these products will be subject to further discipline.

Entrance Doors

School safety is a priority of the Lead-Deadwood School District. All external doors except the main entrance of the high school are locked before, during, and after the school day. Students are directed to enter the high school through the main entrance, located in the front of the school. Students are also prohibited from propping open, or otherwise compromising school security by enabling access through other doors.

High school students are not allowed on the middle school campus unless they are accompanied by a teacher or have been assigned to a class in the middle school.

Fighting

Fighting or causing others to fight is specifically prohibited on school property and at all school functions. For the purposes of this regulation, fighting is defined as taking part in a physical struggle, with or without the use of fists or weapons. Fighting is not an acceptable alternative to dealing with disagreements among students. Students are encouraged to seek help from a counselor, teacher or administrator when problems arise. Fighting endangers the health and safety of students and interrupts the proper order of the school. Violations of this regulation will result in a request for suspension and may be referred to law enforcement

Food and Drink

No food or drink is allowed in the Library, the CABIN, or Auditorium. Individual teachers will determine if food and drink is allowed in the classroom.

Harassment

Harassment by any employee or student of any other employee or student on the basis of race, color, sex, religion, notional origin, or any other reason is strictly prohibited. Any employee or student violating this policy will be subject to disciplinary action as provided in **Board Policy**.

Hazing

Hazing is a term that refers to ritual activities that range from causing mild embarrassment to bodily injury. It can include harassment, threats, intimidation, and physical harm. It is often an act directed at fellow students for the purpose of initiation, affiliation, or belonging to a particular group. Soliciting, aiding, participating in or encouraging this type of conduct is prohibited and in violation of **Board Policy JFCF**.

Insubordination

Students who continually refuse to respond to school guidelines and/or reasonable requests are insubordinate. This conduct is disruptive to the learning process and will be dealt with accordingly.

K9

Our school district has a contract with Interquest Detection Canines of Montana to conduct periodic inspection of our campus. These inspections will be carried out by a nationally certified canine and handler. These units are specifically trained to find contraband items that include illegal drugs, gunpowder related items, alcoholic beverages and over-the-counter and prescription medications. Student lockers, classrooms, locker rooms, athletic facilities, commons areas, vehicles, desks, backpacks and other articles on school property are subject to inspection. All inspections will be conducted within the scope of law and with knowledge of the student.

Language Problems

The definition of a language problem is a student's use of profanity, obscenity, or abusive language. This will not be tolerated whether the communication is written, spoken, or a gesture. Language problems are not acceptable in the hallways, classrooms, on school grounds, or at any school sponsored event and may result in a request for suspension.

Off Campus Misconduct

How students behave off campus can play a role in the effective learning environment for other students. In accordance with Board Policy JFCB, students may be subject to the full range of disciplinary penalties for off-campus misconduct, including, but not limited to: suspension, expulsion, detention, Saturday School, as well as removal from participation in extracurricular activities such as interscholastic sports teams, club sports, student government positions, class trips, class proms, and graduation ceremonies. Examples of such conduct include but are not limited to illegal activity involving violence or aggression, threats of violence or aggression to persons or property, fighting, hazing, using technology to harass and/or intimidate, or other violent or aggressive offenses against persons or property. The Student Disciplinary Code and all penalties shall apply to aggressive or violent conduct off school grounds that disrupts school or that affects a health or safety factor of the school or its programs.

Public Displays of Affection/Inappropriate Touching

Students are reminded to show respect for fellow students and staff by avoiding inappropriate displays of affection including hugging or kissing in the building or on the school grounds before, after or during school hours. Holding hands is permissible but other demonstrations of

affection are not.

School Lockers

Security of personal property is the individual responsibility of each student. A locker is provided for each student. The administration urges all students to keep their hall and PE lockers locked at all times. Generally speaking, large sums of money and articles of considerable value should not be brought to school. The school is not responsible for stolen and or lost articles. Be sure locker doors are closed and all books and papers are inside before leaving your locker. The lockers belong to the school and thus school personnel have the right to search them.

School Property

Should any school property be damaged, the student will be contacted to make adequate repair, pay for the damaged item or pay the cost by working for the school district. Appropriate disciplinary action will be used, and a court complaint may be signed.

Student Appearance

Students have a right to choose their own style of dress and personal appearance, as long as it does not interfere with the educational process or learning environment, endanger student safety, disrupt school, offend other student/staff, or relate to gangs, drugs, sex, violence, or alcohol. Students are encouraged to “dress for success” as mature young adults and make appropriate clothing choices consistent with a positive and safe learning environment.

In order to promote a positive and safe learning environment, all students will follow these guidelines:

- a) Students may not wear clothing with writing, slogans, symbols, or symbols that depict alcohol, tobacco, drugs, obscenities, vulgarity, racism, sex, sexual innuendo, violence, or gang affiliation.
- b) Students may not wear immodest clothing, which includes clothing that exposes undergarments or inappropriately exposes the body. Examples include (but are not limited to) spaghetti strap tops, tube tops, midriff tops, backless tops, and skirts/shorts that do not come to the mid-thigh. If the pockets extend beyond the fabric of the shorts, they are too short.
- c) Students may not wear sunglasses during the school day.
- d) Students may not wear hats and bandanas in the school.
- e) Students may not wear pants in a sagging manner below the hips.

If the way you dress offends someone to the point where they inform you that it is offensive, find something different to wear. Students in violation of the dress code may be removed from the classroom setting and asked to contact a parent for a change of clothing or provided school apparel to wear. Inappropriate dress is also subject to disciplinary action.

Student Parking and Driving

Automobiles or other vehicles parked in parking lots owned by or under the control of the school district may be subject to search. Students are required to park in the parking lot across the street from the high school, along the street in front of the school and up to the bus barn. Parking lots in front of the high school gym and in front of the middle school are reserved for staff. Lead-Deadwood High School assumes no liability for damage to student vehicles or for any loss while

these vehicles are operated or parked on the campus. Please always keep vehicles locked. Do not park in posted “No Parking”, “Fire Lanes”, or areas for people with disabilities. Any violation of the above regulations can result in disciplinary action, and/or the vehicle being towed at the expense of the owner.

Student Privileges/Open Campus

Students with 12 or more credits and in good academic standing may have open campus privileges, allowing them to leave the LDHS campus when they do not have a class, during the scheduled SRB, and during lunch.

Students with 12 or more credits failing two or more classes at midterm or at the end of a quarter, will be kept on campus for academic assistance until the next grade reporting period. Open campus privileges may be reinstated at that point if the student has no more than 1 failing grade or incomplete. Students in-school suspended lose privileges and may not leave campus. Students may also have their open campus privileges closed by administration for other disciplinary reasons.

District Technology Acceptable Use Agreement

We are pleased to offer students of the Lead-Deadwood School District access to the district computer network resources, Email and the Internet. To use these resources, all students must sign and return the district’s Acceptable Use Agreement form, and those under age 18 must obtain parental permission.

General Network Use

The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who agree through the Lead-Deadwood School District Acceptable Use Agreement to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed. Network or district cloud storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers or district cloud services will always be private.

Internet / World Wide Web Access

The Lead-Deadwood School District will make every reasonable effort to give access to educationally appropriate sites. However, it may not be technologically possible to limit Internet access to only those sites that have been authorized for the purpose of instruction and research related to the curriculum.

The district reserves the right to monitor staff and student website access and to take the necessary steps to prohibit access to certain inappropriate sites or to provide consequences for access to such sites. The district may also monitor public sites, such as Snapchat or Facebook, to ensure that information placed on those sites does not violate any school policy. The district also requires that students agree not to place anything on public sites that would have a negative impact on the school environment to include, but not limited to, cyber-bullying, slander or libel

of students or staff members, or other information deemed inappropriate or illegal. The district reserves the right to provide consequences for such actions.

The Lead-Deadwood School District does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with the rules, regulations and policies of the district. Users who disregard the district's acceptable use agreement may have their privileges suspended or revoked. In some cases, where applicable, law enforcement officials may become involved in actions that violate state or federal regulations or laws. Users granted accesses to the Internet through the Lead-Deadwood School District assume all responsibility and liability, both civil and criminal, for their use of this service. The district makes no warranties of any kind, expressed or implied, for the Internet service that is provided. The district will not be responsible for any unauthorized financial obligations resulting from use of this service.

Email

Students have access to Email, for educational purposes, through the state Email. All emails generated or received through the Lead-Deadwood School District are the property of the district. The school reserves the right to monitor student Email contents and students may be subject to disciplinary action for inappropriate use.

Tobacco and E-cigarettes

Students are forbidden to possess, use, sell, barter or misuse tobacco and E-cigarettes in school, on school properties, at school activities, or in personal and/or school vehicles (Board Policy JFCI). Parents/legal guardians and appropriate legal authorities must be notified in incidents involving possession or use of tobacco and E-cigarettes . The first violation of this policy will result in three days in or out-of-school suspension, reduced to one-day in or out-of-school suspension if the student participates in a tobacco class. All costs are the responsibility of the student and family. Parent participation in the class is encouraged. A student will be allowed academic credit if all work is turned in the day the student returns to school. The second violation of this policy will result in three days in or out-of-school suspension with no academic credit available. Third and subsequent violations of this policy will result in long-term suspension.

Staff members and administrators may confiscate any cigarettes, smoking materials, E-cigarettes or chewing tobacco brought on the school grounds or building. Any damage to school property through the use of tobacco products and E-cigarettes will be assessed to the student. Any student who resists or becomes abusive upon being given a request by a staff member to turn in tobacco products and E-cigarettes will be subject to further discipline.

Weapons

The Board of Education recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of schools. Accordingly, it is the policy of the Board to forbid the possession, custody, and use of weapons by students and other unauthorized persons on school premises or school-sponsored transportation or to any school function at any time of the day or year.

This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994, 33 U.S.C. § 3351 (a) (1) and the provisions of SDCL 13-32-7 prohibiting the possession of firearms and air guns on or around any school property.

It is, therefore, the intention of the Board that this policy is to be interpreted to conform to provisions of those referenced laws.

1. Definitions

a. **Weapon:** For purposes of this policy, a “weapon” is any firearm, air gun, knife, explosive, or other object, even if manufactured for a nonviolent purpose, that has a potentially violent use, or any “look-a-like” object that resembles an object that has a potentially violent use, if, under the surrounding circumstances, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon. This definition does not apply to normal school supplies such as pencils or compasses.

b. **Firearm:** For purposes of this policy, and for purposes of compliance with the federal Gun Free Schools Act, a “firearm” is defined as any weapon, including a starter gun, which will or is designed to may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any destructive device as defined in 18 U.S.C. 921.

2. Prohibitions and Exceptions

No person, including students, shall bring a weapon onto any school premises and no student shall carry or keep any weapon while attending or participating in any school activity, including during transportation to or from an activity or otherwise use or possess a weapon brought there by another. This ban does not apply to starting guns while in use at athletic events; firearms or air guns at firing ranges, gun shows, and supervised schools or sessions for training in the use of firearms; or to the ceremonial presence of unloaded weapons at color guard ceremonies.

3. Enforcement and Disciplinary Measures

a. Any student found to be in violation of this policy due to possession of any weapon shall be subject to discipline including short-term suspension up to ten (10) school days, long-term suspension up to ninety (90) school days, or expulsion.

b. However, any student who is found to be in violation of this policy due to the intentional possession of a firearm, air gun, or other destructive device, as defined in this policy, shall be expelled from school for a period of not less than one calendar year, provided that the Board of Education may modify such disciplinary measure at their discretion.

c. In addition to administrative and school board disciplinary action, any student who has brought a firearm, air gun, or other destructive device onto school premises or to any school activity or onto any vehicle used to transport to or from any such activity, shall be reported to local law enforcement authorities.

4. This Policy Shall be Interpreted in a Manner Consistent with the Individuals with Disabilities Education Act (IDEA)

a. In accordance with the provisions of 20 U.S.C § 141e(3)(B) of the IDEA, a child with a disability who is determined to have brought a weapon to a school under the jurisdiction of

the school district may be placed in an interim alternative educational setting as specified by the IEP team.

b. If the parent or guardian requests a due process hearing, the child shall remain in the alternative educational setting during the pendency of such proceedings, unless the parents and school officials agree otherwise.

CONSEQUENCES

The principal or his/her designee has complete authority to deal with disciplinary problems in the school, and the district administration shall be called into a disciplinary action only when requested by the principal or upon written request of the student involved, or their parents.

Consequences for poor choices include but are not limited to the following interventions:

Detention; Suspension (Short-term—ten days or less, Long-term—11-90 days, In-School, Out-of-School) or Expulsion (a period of time up to but not exceeding one year); and the CABIN.”

Detention

Detention will be used to hold students accountable for being habitually tardy and other minor behavioral problems. Detention will be held Monday through Thursday from 3:35 to 4:30 in the “CABIN”. It will not take place on days when there is no school the following day. Students are expected to use the time as a study hall. Detention time will accumulate and be served consecutively. Failure to attend detention will be dealt with as insubordination.

Suspension

The principal or his/her designee may suspend a student for up to ten (10) days or recommend a longer suspension or expulsion. Suspension is only used under the guidelines of due process described in **Board Policy JGD-R**. The following conduct exhibited while on school grounds, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion: Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value; Causing or attempting to cause damage to private property or stealing or attempting to steal private property; Fighting; Possessing or transmitting any firearms, knives, explosives, or other dangerous objects; Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind; Use or possession of tobacco products; Behavior which is detrimental to the welfare, safety, or morals of other students; and insubordination--continued disobedience or persistent defiance of proper authority. Students are not allowed to attend school activities or practice during the suspension.

In-School Suspension

Students who are assigned in-school suspension will work in the “CABIN.” The student’s parents/guardians will be contacted as soon as possible of this action. Teachers will be notified when a student is in-school suspended and asked to supply the student with schoolwork for the length of suspension. Students will have the opportunity to complete their class work and to earn credit providing they have their assignments done by the end of the suspension period. Students in ISS will eat lunch in the lunchroom at an alternative lunch period. Inappropriate behavior in ISS may result in an extension of the ISS time or OSS. A student’s time in ISS will not count toward a student’s five absences pertaining to loss of credit.

Out-of-School Suspension

Students who are assigned out-of-school suspension will not be allowed to attend school during the duration of their suspension. The student's parents/guardians will be contacted as soon as possible of this action. The student's teachers will be notified when a student is out-of-school suspended and asked to supply the student with schoolwork if the student or student's parents/guardians contact the teacher. Students will be allowed to receive full academic credit if all schoolwork is turned in three days after the student returns to school. A student's time in OSS will count toward a student's five absences pertaining to loss of credit unless otherwise stated in board policy. When a student is out-of-school suspended, a conference between a building administrator, the student, and a parent/guardian is required upon the student's return.

Long-Term Suspension and Expulsion

Long-term Suspension and expulsion must be recommended to the School Board by the principal or the superintendent. These actions will be conducted under the guidelines of due process. Students who are long-term suspended or expelled will not be permitted on school property other than by appointment with administrators (**Board Policy JGD-R**).

Suspension of Students with Disabilities

Students with disabilities may be suspended. The suspension may be affected immediately upon the decision of the designated building principal or his/her designee. The administration must make and document efforts to contact and notify the parent(s) prior to the suspension. The suspension of students on IEP's or 504 plans shall include the general due process procedures used for all students. Before a long-term suspension or expulsion can occur, a manifestation determination of the relationship between the action, behavior, or activity and the student's disability must be completed.

The "CABIN"

The CABIN is designed to facilitate an isolated learning environment for students and will function similar to a study hall. A student may be assigned to the "CABIN" for a number of reasons, including: in-school-suspension; removal from a course by the administration for the duration of the semester; the duration of a period after a student has been asked to leave a class; loss of release time; parental request; and after school detention. If a student is in the "CABIN" for ISS or for disciplinary action, he or she may not leave the room except in an emergency. Students assigned to the "CABIN" for other reasons may check out to get help on schoolwork if a teacher gives him or her a pass to do so. The guidelines in the "CABIN" are no food or drink, no sleeping, no music, and bringing materials necessary to work on school related activities.

STUDENT ACTIVITIES

Activities Attendance Policy

Students who participate in extra-curricular activities at Lead-Deadwood High School are expected to be students first. Therefore, there is an expectation that students who wish to participate in activities need to be in school to do so. The building administration realizes that at times situations arise that dictate students missing class. Therefore, the following guidelines will be used:

- Students who miss class on the day of an activity due to an appointment must provide notification to the school at least one day prior to the events in order to participate in the activity.
- Students who are ill or are gone for personal reasons on the day of an activity, must be in attendance for at least one full block prior to departing on a road event or in attendance for at least the last two blocks for a home event in order to participate.
- Students going on school-sponsored trips will be granted an excused absence. Students who are going to be absent from school due to an activity are responsible for securing assignments and completing work. The coaches/advisors must submit a list of students/participants who will be absent due to an activity to the office at least one day in advance of the event. Students/participants may be kept “home” from activities by principal or activities director if deemed necessary.

Riding To and From School Activities

Students are expected to ride to and from a game or contest in school vehicles. Students are allowed to travel home from a game only with their own parent. Each sponsor or coach will be provided a check-out sheet that one parent must sign in person at the contest. After signing the student out, the student is under the supervision of their own parent. Students wishing to travel to a contest in a non-school vehicle may only do so with his or her own parent and will need to acquire prior permission from the coach or advisor.

Clubs

Students are encouraged to participate in activities. Membership in student organizations shall be open to all students. Some organizations may establish qualifications for membership. Questions about these organizations should be directed to the sponsor or building administration. For a complete list of clubs and activities please stop at the activities office.

Eligibility

For students to be eligible for activities at Lead-Deadwood High School, the following criteria must be followed. This applies to students in Grades 9-12 or middle school students involved in high school programs.

To be eligible to participate in extra-curricular activities at Lead-Deadwood High School, students with less than 12 credits must pass six classes the previous midterm/quarter grading period, and students with 12 or more credits must pass five classes the previous midterm/quarter grading period. If a student does not pass the required number of classes for the midterm, he/she will sit out for the entire next midterm. As per South Dakota High School Activities Association Criteria: SDHSAA By-Laws Chapter 1, Part IV, if a student passes the locally required number of courses for the 2nd or 4th quarter, but fails to pass at least four courses for the semester he/she will sit out for the entire next semester. Academically ineligible students will be allowed to practice provided reasonable progress is being made in the classroom. The Activity Director and Principal will determine reasonable progress.

All activities are subject to the eligibility rule. Within activities of band and vocal music, students will be eligible to participate in local concerts and performances during their ineligibility suspension. (Those concerts and performances are considered part of the curriculum. This does not include contests and other extra-curricular performances.)

Fundraising

School sponsored organizations may raise funds for their own organization only with prior administrative approval. The first step in all fundraising activities must be to fill out an approval form (regardless if the activity has taken place in the past or is new). School sponsored organizations may raise funds for an outside organization or cause with prior administrative approval. Individual students not connected with a particular school sponsored organization wishing to raise funds at, through, or under the auspices of the school for themselves or an outside organization or cause must seek and gain administrative approval prior to the event. Fundraising at school or school events by any organization, group, agency, or individual not part of, connected with or related to the Lead-Deadwood Public Schools is prohibited unless other arrangements are made. Students will not be let out of class to fundraise. Flyers distributed or displayed for the purposes of soliciting funds must indicate who is trying to raise funds and what the money is going to be used. Requests and descriptions of fundraising activities should be submitted at the beginning of the school year to reduce repetition and conflicts in scheduling. It is understood that this will not be possible in all cases.

Poster/Flyer Display

Posters, signs and information concerning school-sponsored events may be posted in the building with the approval of the activity sponsor. All signs, posters, flyers, and materials not directly sponsored by the school or its organizations must be approved by the building administration.

Dances and Social Events

All high school dances are for high school students and their guests. No middle school students are permitted. Students may invite one guest to attend the social event. Guests must sign up and receive approval in advance from the principal and present a photo ID before admittance. In order for guests to attend, they must be pre-registered and show identification. No one over the age of 20 may attend a high school dance without prior permission from the principal. Students will not be allowed to bring back packs or open containers to school dances. Students must be in school the day of the dance at least the last 2 periods of the day in order to attend. Students who have been suspended/expelled from school may not attend these social events if the suspension/expulsion occurs at the same time of these social events. Students will not be admitted to the dance more than one-half hour after the scheduled start time unless prior administrative approval has occurred. Any student who leaves a dance will not be readmitted.

Training Rule Violations

The prohibition on the use of alcohol, drugs and tobacco shall be in accordance with **Board Policy JFCL, JFCH**.

For specific guidelines regarding training rules please refer to the Lead-Deadwood School District activities handbook issued by the activities director.

Wednesday Evening-Non-school Activities

There are no scheduled school activities after 6:00 p.m. on Wednesday nights that involve students. This allows the students to participate in the youth activity programs of their choice.

GENERAL INFORMATION

Activity Tickets

Activity tickets may be purchased in the high school office or at home activities. It entitles the holder to admission to all home athletic events, band concerts, choir concerts and school musicals and plays.

Emergency Closing/Delay for Inclement Weather

Should it become necessary to call off school for reasons such as weather, or building emergency, announcements will be made on the following TV, radio stations or on the school's website, www.lead-deadwood.k12.sd.us/

Radio Stations:

KDSJ (578-1826) KSQY (343-0888) KDDX (642-5747) KZZI (642-5747)

TV Stations:

KOTA (394-7777) KEVN (394-7777) KCLO (341-1500)

On some occasions, weather conditions develop during the day that present a need to dismiss school early to allow buses additional time and better road conditions. Heavy snow, ice, or drifting snow may make early dismissals necessary. Please take necessary precautions during the winter season for early dismissal.

Immunizations

The parents or guardian of each child admitted to the schools shall present a certification from a licensed physician or authorized representative of the State Department of Health that the child has received immunization against diphtheria, pertussis, tetanus, measles, rubella, German measles, mumps, and poliomyelitis.

Lunch

The lunch system is computer operated and students are assigned an Identification Number that will allow them to access their account. Applications for free or reduced lunches are available in the principal's office. Students are encouraged to keep a running balance in their account.

LDHS is a closed campus which means that students are not to leave the school building/grounds once the school day has begun. If a student must leave, a parent/guardian must excuse their child. Students who have 12 or more credits may leave for lunch. Students with 12 or more credits who fail 2 or more classes at any midterm or end-of-quarter will not have open lunch. Students who have less than 12 credits who choose to skip lunch will be treated as being truant and assigned consequences.

Medication Policy

Whenever possible, students are encouraged to receive medicine outside school hours. However, in those cases where medicine must be taken during the student's time at school, the following procedures are to be followed. (**Board Policy JHCD**).

-All medication must be brought to school on behalf of the student by the parent, guardian or a responsible designated adult and given to the school secretary or nurse. A signed copy of the Medication Consent Form must be on file before any medication will be administered. If it becomes apparent that a child has medicine at school without the proper paperwork on file, the parent/guardian or responsible designated person will be notified.

-High School students may carry and administer one dose of medication. Before a student may self-medicate, a Medication Consent form must be completed, signed by a parent or guardian, and returned to the high school office.

-Prescription medications to be stored and/or administered must be in a pharmacist labeled container which specifies the student's name, the prescribing physician's name, the date of the prescription and the directions for use.

-Non-prescription medications to be stored and/or administered should be in their original container.

Parents/guardians may decide whether they want the school to administer over-the-counter and/or prescription drugs to the student or if they want to allow the student to practice self-administration.

School Resource Officer

The School Resource Officer acts in a resource capacity by providing assistance and information to students and staff on an individual or group basis. The S.R.O. does not become involved in day to day school disciplinary matters unless the law has been broken. Following is a list of specific expectations for a School Resource Officer:

1. To take direct police action in an emergency.
2. To interview suspects or witnesses with the approval of the principal and notification of the parents.
3. To provide information and assistance to students, parents and teachers
4. To participate as a resource person in classroom discussions, assemblies and parent group meetings.
5. To interpret the law for students.
6. To assist in the investigation of delinquent acts which occur within the school and immediate area.
7. To make resource material available to students.
8. To represent and impress upon the students a good image of the Deadwood Police Department through his/her appearance, good manners and conduct.
9. To prevent juvenile delinquencies through close contact with students and school personnel.
10. To make contact with students in the hallways, gyms, cafeteria or school grounds.
11. To participate and/or attend extracurricular activities such as school plays and sports, open house evenings, home and school meetings, field trips and dances, where time permits.
12. To assist in monitoring the grounds in and around school buildings.

Telephone Calls

Except in an emergency, students will not be allowed to use the office telephones behind the counter. A student telephone is provided on the shelf in the school office.

Students will not be called out of class for telephone calls except in extreme emergencies (**Board policy JER**).

Visitors

Students are not allowed to bring visitors to school unless approved by the Principal. Only people with school related business should be on campus. Parents of students are always welcome. Students not attending Lead-Deadwood High School providing rides for Lead-Deadwood High School students are not to be in the building and should wait in their cars. There should be no visitors during the lunch hours. Those with school related business should report to the high school office and receive a visitor's pass (**Board Policy KK**).

EMERGENCY PROCEDURES

Bomb Threat/Crisis Procedures

Bomb threats and other crises are very disruptive to students, staff, parents, the community and the instructional program. In order to ensure safety and to minimize disruption and confusion, the following procedures will be used.

In the event of a threat to safety, immediate arrangements will be made to evacuate the high school. The Principal will officially notify the teachers, custodians and office staff within the building. All personnel will be required to take the students to the designated area immediately, where roll will be taken. Students are to remain with their teacher. The superintendent and Police Department will subsequently be notified. Students will not be allowed to use motor vehicles during this period of time.

Student phone calls will be allowed only in emergency situations with permission from the building administration. Parents are discouraged from picking up their children. Requests to remove students for medical or dental appointments, work, etc., will be handled on an individual basis by the building administration.

Building administrators, in conjunction with the Activities Director and Superintendent will decide whether after-school activities will take place. The decision will be communicated to students and to the public.

As soon as specific information is known, the students and teachers will be notified so that they can return to the building or go home.

Any student caught making a bomb threat will be charged with a felony and face severe disciplinary action.

Response to an Intrusion

After notifying the building administration, the following steps should be taken in the event an intruder/suspicious person is on the premises:

1. Make sure the hallways are clear of students and staff.
2. Be prepared to seek protection in a nearby room if the intruder/suspicious person approaches and is visibly armed with a weapon.
3. Monitor the location of the intruder/suspicious person, if it can be done safely, and report his location to the administration.
4. Bring into the classroom any student found in the hallway and lock the door.

5. Allow no one to leave the room.
6. Close all windows and blinds.
7. Keep the students calm and quiet.
8. Do not allow students to leave the classroom unless authorization is obtained from the main office.
9. Do not open classroom doors unless clearance is obtained from the main office.

Fire Drill

When the fire alarm rings in the school students should file out of the classroom through the exterior exit pre-assigned for that room. The teacher will be the last one out of the classroom making sure all windows and doors are closed for the room. This should be done very quickly so teachers can follow their students outside to supervise them. Students and staff should move at least 100 feet from the building.

Tornado Drill Procedures

In case of tornado drill, the announcement will occur by the intercom. Students and staff should immediately pass to their designated area and stay clear of any glass. Go to an interior wall at the lowest level of the building if possible and get under something sturdy. Students and staff should lie face down, draw knees up under themselves, and cover the back of the head with their hands.

Student Records

The Principal in the building where your child attends school has charge of your child's school records. If you wish to access those records, please contact the Principal. The school district will comply with a request to inspect and review the educational records of your child within a reasonable period of time, but in all cases within 45 days.

To be in compliance with the Family Educational Rights and Privacy Act of 1974, as amended, enacted as Section 438 of the General Education Provisions Act as in effect April 11, 1988, the Lead-Deadwood Board of Education makes the following annual notification of its intent to disclose to the press, media, and other authorized school officials, personally identifiable data designated as Directory Information. The parent of a student or eligible student may refuse to be personally identified on any or all of the information categories. Such refusal may be made in writing and submitted to the student's principal within 15 days after publication of this notice.

The following information will be entitled Directory Information:

- Student's name, address, and telephone listing
- Student's date and place of birth
- Dates of student's attendance
- Degrees, honors, and awards a student received
- Any other information, which denotes accomplishments, achievements, or special recognition given to a student.
- Most recent educational agency or institution attended by a student
- Individual and group photographs pertaining to any of the above activities

Dear Parents, Teachers, Building Occupants and Employees,

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing and fire-retardant capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos material generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems such as cancer or asbestosis.

In 1986, The U.S. Congress passed the Asbestos Hazard Emergency Response Act, (AHERA), which requires schools to be inspected to identify any asbestos containing building materials, (ACBM). Suspected ACBM are located, sampled and rated according to condition and potential hazard.

The law further requires an asbestos management plan to be in place. The Lead-Deadwood School District developed a plan in 1988 as required, which will be continually updated. The plan has several ongoing requirements, which includes this annual notification, plan availability for review and the status of all asbestos related activities.

Our school buildings here a Lead-Deadwood School District are free of ACBM with the exception of the floor tile and some pipe insulation. This material is well covered and will not pose a health hazard unless disturbed. We will continue to monitor this area as required and ensure that no building materials used in future construction contain asbestos.

It is the intention of the Lead-Deadwood School District to comply with all Federal and State Regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the Asbestos Management Plan.

Bill Snow is our designated asbestos program coordinator. All inquiries regarding the asbestos plan or asbestos related issues should be directed to him.

I have read and am aware of the asbestos information of the Lead-Deadwood School District.

Signature _____ Date _____

Dear Parents/Guardians of Lead-Deadwood Students:

The purpose of this letter is to inform you about access to student information and allow you the opportunity to restrict that access if you so choose. The Principal in the building where your child attends school has charge of your child's school records. If you wish to access those records, please contact the Principal. The school district will comply with a request to inspect and review the educational records of your child within a reasonable period of time, but in all cases within 45 days.

The School District also publishes "directory information." "Directory information" is defined as the student's name, grade level, information for an activity program such as height and weight, degrees and awards received and school related photos such as being in an athletic program or in the marching band. "Directory information" may be released by the school district without written consent of parents to any party. Information other than that listed as "directory information" will not be released to any third party, excluding administrative use for a legitimate educational purpose, without the written consent of the parent or guardian.

Congress has passed legislation that requires high schools to provide to military recruiters, upon request, access to secondary school students and "directory information" on those students. In accordance with those Acts, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school. That student "directory information" will be used specifically for armed services recruiting purposes and for informing young people of scholarship opportunities. State law also requires the disclosure of similar information to the state Board of Regents.

A parent has the right to restrict access to "directory information" on their child as well. If you wish to restrict the release of any of the information listed above according to our policy, please contact your school's Principal for further information and explanation. He can help you restrict that information if it is your decision to do so. Thank you.

Sincerely,

Dr. Dan Leikvold
Superintendent
Lead-Deadwood School District

Family Educational Rights and Privacy Act Lead-Deadwood School District

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the students’ education records: They are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal {or appropriate school official} a written request that identifies the record(s) they wish to inspect. The principal will make arrangements to access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of student’s education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the Lead-Deadwood School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medial consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Lead-Deadwood School District does not to discriminate on the basis of disability, race, color, national origin, sex or age in its programs and activities and provides equal access CTE programming and other designated programs. Lead-Deadwood School District has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Jay Beagle, who has been designated to coordinate the efforts of Lead-Deadwood School District to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for Lead-Deadwood School District to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Jay Beagle, 504 Coordinator
320 South Main, Lead, SD 57754
Telephone No. 605-717-3890

Dr. Dan Leikvold
Title IX Coordinator
320 South Main, Lead, SD 57754
Telephone No. 605-717-3890

South Dakota Regional US Office for Civil Rights:
US Department of Education
Office for Civil Rights
8930 Ward Pkwy, Ste 2037
Kansas City, MO 64114-3302
Ph: 816-268-0550
Fax: 816-823-1404
TDD: 877-521-2172
Email: OCR.KansasCity@ed.gov

6-12 Discipline Guidelines

Offenses more time	1st time	2nd time	3rd time	4th or
Level 1				
Tardy detentions	warn	warn	1 detention	2 +
Truancy/Out of bounds ISS	1 detention	1 detention	1 day ISS	2 days
Dress Code/Hats detentions	Per period warn	Per period warn	1 detention	2 +
Cell Phones (includes watches)	warn	1 detention	2 detentions	1 + ISS
Inappropriate Displays detention of affection	warn	warn	warn	1
Parking violation detention	warn	warn	1 detention	1
Disruption/Inappropriate Behavior (office referral) ISS	1 detention	1 detention	1 day ISS	2 days
Teasing/Name Calling ISS	warn	warn	1 detention	1-3 days
No checkout - ISS	1 detention	1 detention	1 day ISS	2 days
Abuse of privilege				
Level 2				
Profanity OSS	1-3 days ISS	1-3 days ISS	1-3 days ISS	1-3 days
Insubordination/Defiance Disrespect OSS	1-3 days ISS	1-3 days ISS	1-3 days ISS	1-3 days
Cheating/Lying/ Plagiarism days OSS	Zero 1-3 days ISS	Zero 1-3 days ISS	Zero/1-3 days OSS	Zero/1-3
Technology abuse computer 2 weeks (Inappropriate searches) OSS	1-3 days ISS	1-3 days ISS	Loss of computer 1 week 3 days ISS	Loss of 1-3 days
Level 3				
Bullying OSS	3 days ISS	3 days ISS	5 days OSS	5 days
Hazing OSS	3 days ISS	3 days ISS	5 days OSS	5 days
Harassment OSS	3 days ISS	3 days ISS	5 days OSS	5 days
Theft OSS	3 days ISS	3 days ISS	5 days OSS	5 days
Destruction of OSS School property	3 days ISS	3 days ISS	5 days OSS	5 days

Fighting OSS	3 days ISS	3 days ISS	5 days OSS	5 days
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Level 4

Bomb threat	Subject to up to ten days ISS; ten days OSS; parent conference; long term suspension; expulsion; and/or referral to law enforcement			
Weapons expulsion; and/or referral to law enforcement	Subject to up to ten days ISS; ten days OSS; parent conference; long term suspension; expulsion; and/or referral to law enforcement			
Arson expulsion; and/or referral to law enforcement	Subject to up to ten days ISS; ten days OSS; parent conference; long term suspension; expulsion; and/or referral to law enforcement			
Threat of violence expulsion; and/or referral to law enforcement	Subject to up to ten days ISS; ten days OSS; parent conference; long term suspension; expulsion; and/or referral to law enforcement			
Assault expulsion; and/or referral to law enforcement	Subject to up to ten days ISS; ten days OSS; parent conference; long term suspension; expulsion; and/or referral to law enforcement			
Fire alarm expulsion; and/or referral to law enforcement	Subject to up to ten days ISS; ten days OSS; parent conference; long term suspension; expulsion; and/or referral to law enforcement			
Alcohol/drugs expulsion; and/or referral to law enforcement	Subject to up to ten days ISS; ten days OSS; parent conference; long term suspension; expulsion; and/or referral to law enforcement			
Tobacco/e-cigs days OSS	3 days ISS or OSS	3 days OSS	Up to 10 days OSS	Up to 10 days OSS

The administration reserves the right to deviate from the discipline matrix to fit the needs of individual students, school personnel, and/or the circumstances.