

# Garretson Student Handbook 2013 - 2014



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

Grades K-12

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

# Garretson School District



**MISSION:** *Creating a Gateway to Life-Long Learning*

## **VISION:**

### **We see:**

- \* *Students, staff, and community participating in active learning in an enthusiastic, creative, and safe environment.*
- \* *Staff and students accessing, processing, and communicating information with modern technology.*
- \* *An integrated educational environment that promotes growth, demonstrates and enhances life-long learning.*

## **BELIEFS/PHILOSOPHY:**

### **STUDENTS AND LEARNING**

#### **We believe that:**

*All students can learn.*

*All students are unique in their learning styles and abilities.*

*The acquisition of essential academic and life skills are the right and responsibility of each student.*

*Student achievement is enhanced by a conducive learning environment.*

*All students are better able to learn when they have a positive self-image and are motivated as learners.*

*All students should learn to be good decision makers and to be responsible for their actions.*



### **TEACHERS AND LEARNING**

#### **We believe that:**

*Educators are talented individuals who are committed to ongoing professional growth.*

*Educators are skilled in a variety of teaching approaches and classroom management techniques.*

*Educators are responsible for planning and promoting a positive, supportive, motivational, and challenging classroom climate.*

*Educators recognize and react to individual student needs as well as to group needs.*

*Educators must be involved in the planning process of the school district.*



# ***GARRETSON HIGH SCHOOL SONG***

*We're loyal to you Garretson High  
The Blue and the White Garretson High  
We'll back you to stand  
Against the best in the land  
For we know you will say Garretson High,  
Rah, Rah,*

*So, pass on the ball Garretson High  
We're backing you all Garretson High  
Our team is the famed protector  
On team for we expect  
A victory from you Garretson High*

# SCHOOLS AND THE SCHOOL DISTRICT

## **We believe that:**

*Educating a child is the joint responsibility of the school, community, and parents.*

*The district insists on quality and excellence at all levels of the organization.*

*The district provides a safe, positive learning and working environment.*

*Open and accurate communication is critical to an effective school district.*

*The district continues to improve through planning for the future, staff development, and responsible innovation.*

*All school district decisions are based on the mission, vision, and beliefs of the school district.*

*Schools help students become responsible life-long learners.*

## **EXIT EXPECTATIONS:**

*Students of the community will demonstrate:*

- \* Responsibility and accountability.*
- \* Self-discipline, independence, and a strong sense of well-being.*
- \* Productive citizenship by being informed and ethical.*
- \* Essential academic and communication skills needed for life-long learning.*
- \* Ability to access, process, analyze, and apply information.*
- \* Global and cultural awareness.*
- \* A commitment to a strong family structure.*
- \* Personal, family, life and workplace values and skills.*



## **Contact Information**

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**[www.garretson.k12.sd.us](http://www.garretson.k12.sd.us)**



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# Foreword

To ensure the future of our democratic society, the structure of our public educational system must be built on a solid foundation which allows this instructional process to meet the needs of that society. As our young people progress through this system, it is imperative that educators at all levels search for instructional methods and materials that will allow individual students to achieve at their highest potential. This challenge is the one available opportunity to ensure that the difficult questions of our time will be solved in the near future. The continuous search for the "better educational method" becomes extremely important when consideration is given to the dream that somewhere within the minds of our students are the answers to those "special questions."

Although individual student needs are a fundamental concern in this process, the welfare of all individuals within this system becomes the structure of the educational process. To ensure that these opportunities are available in the Garretson School, the Board of Education has developed this Student Handbook with the help of parents, teachers, students, and administrators. The policies and guidelines within the Handbook will help assure that our school environment will be consistent with the values and philosophies within the Garretson community. This Student Handbook is intended for use by the community, parents and students as well as all employees of the school district. The main purpose of this Handbook is to set forth clearly the standards of behavior and the limits on behavior established by law and the Garretson School District's Board of Education policies. Furthermore, the Student Handbook describes the various administrative actions which are taken for violations of the District's standards of behavior. Also, the Handbook provides vital information on school curriculum, activities and student services.

The above paragraph illustrates the board's commitment to provide a stable framework for an educational system which allows individual educational growth under the guidance of the community's philosophies and values. It is important for students to understand that the structures developed in this Handbook create the opportunities which allow each student to strive toward their highest goal. The key ingredient in these structures is the cooperation between all of the individuals involved in the educational process. I believe that most goals can be accomplished when individuals work together to ensure that all members of the "team" are pulling in the same direction. Since this Student Handbook provides a solid structure, an optimistic search is available for the answers to those "special questions."

Superintendent of School,  
Robert L. Arend

# General Policy Statement

The Board of Education of the Garretson School District believes that a self-disciplined citizenry is essential for the maintenance of a free society.

The rights of individual students shall be protected and each student shall be expected to respect the person and rights of all other students, teachers, and all other school personnel.

The Board of Education shall expect all employees to be concerned with student behavior, and when and where unacceptable behavior occurs to take that action which is most appropriate.

Under no circumstances will vandalism, violence, destructive acts, intimidation, extortion, harassment, malicious disturbances, or other violations of the law be tolerated, condoned or excused, and immediate steps will be taken to discipline any student involved in such behavior.

**The Board of Education** of the Garretson School District, acting through the Superintendent of Schools, holds all school employees responsible for the supervision of the behavior of students while legally under the supervision of the school.

**The Superintendent** shall exercise leadership in establishing all necessary procedures, rules, and regulations to make effective the Board of Education policies relating to the standards of student behavior.

**The school principal** shall be responsible to the Superintendent of Schools, for the total operation of his or her school. The principal shall have the responsibility and the authority to formulate school rules and regulations not in conflict with district policies relating to standards of student behavior to govern areas and situations not included in the Student Handbook. The principal shall, in developing these rules and regulations, involve representatives of his or her teaching staff, classified personnel, students and parents or guardians of the students.

**The principal**, or his/her designated representative, is authorized to apply, if necessary, those coercive inducements authorized by law, e.g., corporal punishment or suspension.

**All teachers** shall be responsible for the supervision of the behavior of all of the students in the school. This includes not only those students who are regularly assigned to the teacher, but all other students with whom the teacher comes in contact.

**The teachers** shall be expected to maintain the kind of atmosphere and decorum which will promote the learning processes, utilizing all sound techniques which seem appropriate. When the teacher is unable to assist the student to maintain proper controls in his or her behavior, the student shall be referred to the appropriate school administrator.

**All classified and certificated employees** of the Garretson School District, regardless of their assignment, are expected to participate directly in the supervision and guidance of the behavior of all students.

**Bus drivers of Garretson District** have full authority to discipline students on the bus. Continued discipline problems, serious rule infractions or infractions not allowed in school will be reported by the driver to the appropriate building principal for additional school disciplinary actions.

**Parents or guardians** are expected to exercise the required controls so that their children's behavior at school will be conducive to their own progress and not disruptive to the school's educational program.

**Each student** shall be expected to obey all school rules and regulations as well as the laws of the community, state and nation. The principals shall be expected to inform the parents or guardians of any student whose behavior is in serious conflict with established rules, laws and procedures. **"This handbook applies to all students whenever and wherever the student is under the jurisdiction of the school, including all activities and school functions."** The mere fact that the student has reached eighteen (18) years of age does not relieve the student or the parents of school policies.

**Everyone** concerned with student behavior shall be expected to deal with students in a firm, fair, and consistent fashion. It shall be the responsibility of the principal to assist all concerned with this task.

**The Superintendent of Schools**, through the school principals, shall cause to be disseminated to all parents and students at the beginning of each school year and for each new student upon registration, the comprehensive Student Handbook currently in effect.

**Any individual** who has a concern over the guidelines established by the Garretson School District or who desires to review any of the administrative actions taken by school officials within the framework of these guidelines is encouraged to contact the appropriate school level administrator or the Office of the Superintendent of Schools.



# Standards and Guidelines 6-12

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

## ACADEMIC ELIGIBILITY POLICY

The Garretson School Board has adopted the following procedure to address the area of academic eligibility for all students who participate in extra or co-curricular activities in grades 6-12.

A deficiency list will be generated every three weeks for students who have a "D" or "F" average in any subject. A master list will be generated and given to all extracurricular activity coaches, advisors, and teachers for closer monitoring of these students.

Those students who received an "F" in two or more subject areas will be placed on Academic Probation until the next grading period (3 weeks). At the end of the next grading period if the student still has two or more "F"s in two or more subject areas he/she will be suspended from participation in all extracurricular activities in which the student is currently enrolled. The student will remain suspended until the following grading period (3 weeks) at which time he/she may resume participation if he/she is no longer failing two or more subject areas.

Exception: A student who has been Academically suspended can continue to participate in extracurricular activities if he/she comes at 7:45 AM each day of his/her suspension for extra study time and help which will be provided by the teachers of the failing subject areas. If the student is still failing two or more subject areas at the end of the next grading period, he/she will then be suspended from all extracurricular activities until the next grading period. The exception privilege can only be used one time per year and can be revoked at any time if the student has two or more absences from the 7:45 AM study session.

## ACADEMIC LETTERING POLICY

A student can earn an Academic letter by meeting the following criteria:

- A. Must have accumulated a grade point average of 3.5 or higher for current school year. (Note: All subjects in which the student is enrolled in will be counted in the accumulation of the GPA.)
- B. Must have NO grade of C+ or lower on the 3 nine week grading periods of the current school year. (Note: Semester Test grades are not part of the criteria.)

The awards will be given out in the following order:

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

## ACCESSORIES IN LOCKERS

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

## ACTIVITY TICKETS

Activity tickets for grades K-12 will be priced at \$20.00. All students in grades 6-12 are encouraged to purchase an activity ticket. Hardship cases will be reviewed by the Administration.

The price of admission to all athletic events will be \$5.00 for adults, \$3.00 for students.

Senior citizens (62 and older and residents of the Garretson School District) are admitted free to all Garretson school activities except tournaments sponsored by other organizations.

## ATHLETICS

Football, Cross Country, Basketball, Wrestling, Volleyball, Track, and Golf are the major sports offered at Garretson High School. Students who wish to participate in two or more sports during a season must train for both under the supervision and agreement of both head coaches.

Commencing with the 1998-1999 school year, each extra-curricular activity may present up to three (3) awards. Two (2) may be given by the director of the activity, and, at the discretion of the director of the activity, one (1) award may be voted on by the participants in the activity.

## ATHLETIC LETTERING POLICY:

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

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

Seniors may receive awards in any sport for conscientious attendance at practice even though failing to meet the listed requirements.

The coaching staff will make the final selection taking into consideration attitude, training rule violations, injuries, etc.

## ATTENDANCE

Education is a state function under the control of the state legislature. It is compulsory that all children from age six and not exceeding age 16 regularly attend school until completing the first eight (8) grades or reaching the age of 16 years, unless excused because of physical or mental condition.

Attendance is a part of each student's permanent record. It is one of the major concerns of an employer. A casual attitude toward regular school attendance extends into adulthood.

It is the duty of the school officials to know the whereabouts of students during the school hours. Students may be excused for specific purposes only through the principal's office.

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

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

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

Students that miss school, except for school approved absences, that are seen downtown, at athletic events, or out of the home under any circumstance on the day of the absence will be considered as having skipped school. All make-up work and time missed will be made up through the discipline process.

Any student that wants to leave school early on a regular basis, must appear at the regular school board meeting and get their permission.

- A. **Absenteeism:** Absence from school during regularly scheduled school hours.
1. Generally, the only absences excused are:
    - a. Personal illness
    - b. Family emergency (death, serious illness)
    - c. Funeral
    - d. Dental or medical appointments that cannot be made on Saturdays or after school hours.
    - e. School sponsored activities. When possible students should notify teachers in advance of absence.
    - f. Parental request K-5: an absence when required by the family, upon request by the parent and approved by the administration. Lessons assigned and class discussions for the duration of the absence become the responsibility of the student and parents.
    - g. Parental request 6-12: An absence when required by the family, upon request by the parent and approved by the Administration. Parental request will be discouraged for repair of vehicles, shopping without parents, employment or babysitting outside of the home, oversleeping, recreational trips and vacations without parents, or missing class to study for another class. Lessons assigned and class discussions for the duration of a parental request absence becomes the responsibility of the student and the parents and should be made up in advance or immediately upon return to school whenever possible.
  2. **If a student is expected to be absent, parents should call the school between 8:00 and 9:00 a.m. If no call is received by 9:00 a.m., the school will call the home and make every effort to**

**contact a parent to verify the absence. A written excuse is not necessary if a phone call has been made by the parent.**

3. A student shall not leave school during the school day without reporting to the principal's office and obtaining permission prior to the absence. Failure to report to the office shall result in an unexcused absence or truancy.
4. If a student becomes ill while in school, he/she shall report to the principal's office. An attempt will be made to contact a parent before allowing the student to go home. All students will be asked to list two (2) additional people whom the school may call if contact cannot be made with either parent.
5. Perfect attendance recognition is accorded those students who are neither absent nor tardy on a yearly basis in Grades 6-12.
6. If a student knows he/she is going to be absent, he/she should communicate the intended absence to his/her teachers and attempt to make up all school work before the absence.
7. In the case of an excused absence, an unexcused absence or truancy, the student shall be afforded the opportunity to make up the work and receive full credit. Students will be given at least as many school days as they were absent plus one additional school day to make up the work for full credit. The following example will illustrate the above policy: Johnny misses three days of school. Monday, Tuesday, and Wednesday. He now has four school days to make up the work missed and receive full credit, Thursday, Friday, Monday, and Tuesday. It will be the sole responsibility of the student to make arrangements with the teacher for assignments and class activities missed during a parental request absence. If a grading period ends within the allowed time to make up work due to an absence, an "incomplete" shall be recorded. Incompletes become a "failure" if not made up within time allowed although teachers may extend deadlines under unusual circumstances.
8. Attendance will be taken every period of the day.

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

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

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

3. After a student has been absent eight (8) times from any class during a semester, notification will be given to the parent of the student stating this fact and further, that any additional absences will result in dropping the student from the course.

When the student has been absent from any class nine (9) times during a semester, the student will be deemed to not have sufficient credit in the affected class to obtain a passing grade and will be dropped from the course with an "F" recorded. A student may be referred to the Board of Education for long term suspension in the event a student no longer has at least three (3) valid classes.

4. A student who is dismissed from a class because of excessive absences will be afforded the opportunity to buy back one absence per class per semester by spending 3 hours in Saturday School. If this is done the student may remain in the class and still obtain full credit as long as they do not accumulate any more absences in that particular class.

**For Clarification:**

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

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

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

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

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

## BOOK FINES

Textbooks are furnished by the district. Book fines will be levied against those students who purposely mutilate their books. Fines will be determined by the teacher and the principal. Lost books will be paid for based on actual value.

## BOOKMOBILE

The county provides a bookmobile service for students and adults in our district. Staff and students are made aware of the bookmobile dates.

## BUILDING HOURS

Regular building hours are 7:40 AM - 4:00 PM. Students will be strongly discouraged from entering the building before 7:40 AM or being in the building after 4:00 PM unless under the direct supervision of a staff member. Students that are in the building before 8:00 will be expected to be in the commons unless they have made arrangements to get help from a teacher at that time.

From 8:00 until the start of the school day, students are expected to be in the commons unless students have arranged to be with another teacher. Students will not be allowed to loiter in the hallways before the start of the school day.

In order to cut down on excessive traffic in the Middle School and Senior High complex, the following additional procedures apply:

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

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

## BUSING

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

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

- A. Students should be on time. If the bus had to wait as much as one minute at each stop, it would be 20 to 30 minutes late to school.
- B. The loading of students will be done at regular stops and loading zones only. Students should not stand in the traffic lanes while waiting for the bus or rush to the bus. Students should not approach the bus until it has come to a complete stop.
- C. All students must be seated while the bus is in motion.
- D. Arms and hands must be kept inside the bus.

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

#### BUSING FOR STUDENT ACTIVITY TRIPS

- A. All school district bus rules will be in effect.
- B. Students taking part in school sponsored activities must use school provided transportation when going out of town. They can be released to **their** parents if the parents come to the person in charge and sign a release form. The parents may transport his/her own son or daughter home from the activity.
- C. For Fan Bus:
  1. There will be a charge which will be determined at the time of the activity trip.
  2. A minimum of 25 paid riders will be necessary before arrangements will be made for a spectator bus.
  3. Only students in grades six through twelve are permitted to take the bus for "away" games.
  4. The bus leaves for home immediately after the game.
  5. Adults may ride spectator bus.

## CELL PHONES

The use and possession of cell phones/pages or other electronic communication devices are prohibited at the Garretson School during normal school hours (8 a.m.-3:25 p.m.). An "electronic communications device" (ECD) is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. These devices must be kept in student lockers during the school hours listed above with the exception listed below.

Other digital media devices (iPods®, MP-3 players, digital cameras) are also prohibited. These items will be confiscated by school personnel and turned into building administration.

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

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

**EXCEPTION:** For Garretson High School Students...The use of cell phones and electronic devices will be allowed in the school's PHONE ZONE which is identified as the main entrance area, lunchroom ramp and lunchroom during the dedicated lunch period (11:57-12:33).

This privilege will be allowed on a quarterly basis and shall be revoked upon the 5th cell phone/ECD violation of each quarter.

## CHEATING OR ACTING IN A DISHONEST OR UNFAIR MANNER

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

## CHURCH NIGHT – WEDNESDAY

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

## CIVIL DEFENSE

Procedures to be followed in the event of tornado or other emergency will be announced and posted for each building the first week of school with revision as needed.

## CONDUCT AT SCHOOL ACTIVITIES

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

### **A. School Parties, Mixers or Dances**

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

approval from the administration.

6. Any party, mixer, or dance will have as many adult chaperones as classes invited.

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

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

Frisbees and footballs will not be allowed at sporting events. No one is allowed on the football equipment stored on the sidelines. Students are expected to watch the game and support the team.

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

## **CONFIDENTIALITY**

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

- (1) The right to inspect and review the student's education records within 45 days of the day the Garretson School District receives a request for access. Parents or eligible students should submit to the building principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for 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 are inaccurate or misleading.
  - (a) The parents or eligible students may ask the Garretson School District to amend a record that they believe is inaccurate or misleading. They should write the building principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
  - (b) If the Garretson School District decides not to amend the record as requested by the parent or eligible student, the Garretson School 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.
  - (a) 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 Garretson School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the Garretson School Board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical 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.
- (b) 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 responsibilities.
- (c) Upon request, the Garretson School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Garretson School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, S.W.  
 Washington, DC 20202-4605

**Directory Information:**

The Garretson School District may disclose information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed, such as the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

A copy of these policies and regulations may be obtained in the superintendent's office of the School District. Complaints regarding violation or rights accorded parents and students should be submitted to the Superintendent of Schools of the Garretson School District, or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605

**CO-CURRICULAR AND EXTRA-CURRICULAR ATHLETICS**

**INDIVIDUALS WHO MAY ATTEND STATE ACTIVITIES AT SCHOOL EXPENSE IF INDIVIDUALS OR TEAM QUALIFY FOR STATE TOURNAMENT:**

**FOOTBALL / BASKETBALL / VOLLEYBALL**

- Coaches – Varsity and "B" only
- Manager(s) – Only if tickets are provided to the school at no cost
- Statisticians – Same as managers
- Cheerleaders – Varsity only
- Cheerleader Supervisor – One only

**WRESTLING:**

- Coaches – Varsity and assistant coach only
- Managers – Only if tickets are provided to the school at no cost and five or more wrestlers qualify
- Statisticians – Same as managers
- Cheerleaders –

- A. If one wrestler qualifies - one cheerleader may go: if two to four wrestlers qualify - two cheerleaders: if five or more qualify - all varsity cheerleaders may go. \*\*

\*\* Chosen in the following manner:

1. Experience in wrestling cheerleading (# of years)
2. Seniority in the school (Grade wise)

**TRACK:**

- Coaches – Varsity and assistant coach only
- Managers – Only if ticket is provided at no cost to the school and five or

more qualify

### **CROSS COUNTRY:**

Coaches – Head coach if one or more qualify

Managers – Only if ticket is provided at no cost to the school and five or more qualify

### **GOLF:**

Coaches: Head coach if one or more qualify

## **CO-CURRICULAR ACTIVITIES PHILOSOPHY**

### **I. PURPOSE:**

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

### **II. THE SCHOOL PROVIDES:**

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

### **III. THE STUDENT PROVIDES:**

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

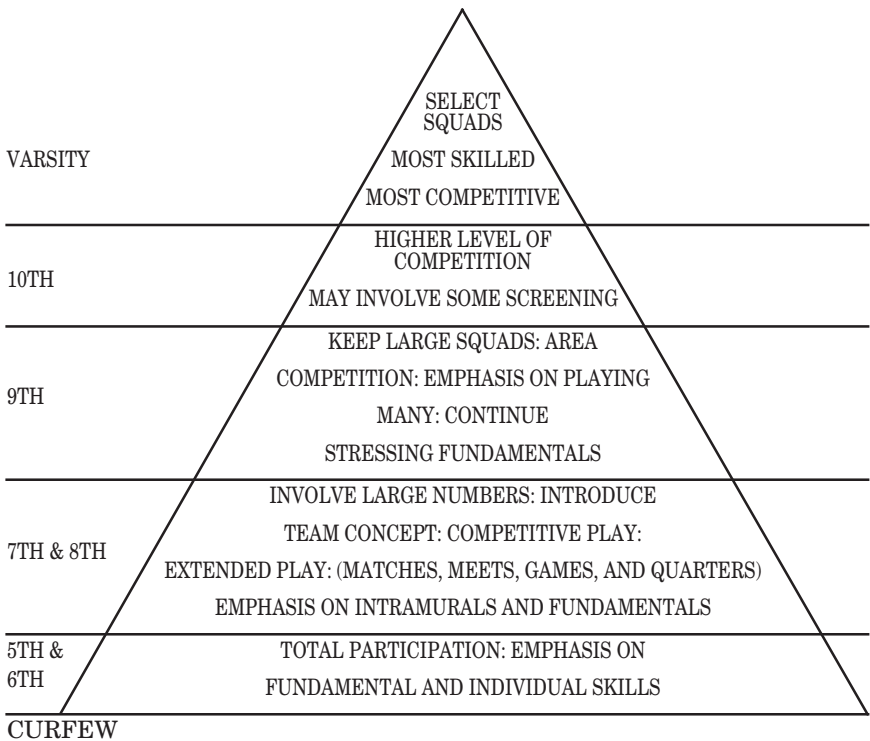
### **IV. THE PARENTS PROVIDE:**

- A. Positive encouragement to their son or daughter
- B. Support and enforcement of training rules
- C. Support to the program in which their son or daughter is participating

### **V. CO-CURRICULAR COACHES AND SUPERVISORS PROVIDE THE FOLLOWING:**

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

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



The incorporated towns within our school district have established curfews. These communities cooperate with the school district in extending that curfew 1/2 hour beyond the ending time of a school activity. Students are expected to cooperate with these city ordinances.

### DANGEROUS ITEMS

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

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

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

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

## DETENTION

Your conduct in school is a reflection of your personal character. If you insist on doing things which are contrary to school policies, harmful to school property, or discourteous to others, you can expect disciplinary action which may include detention, suspension, or expulsion. Suspension may be in-school or out-of-school to be decided by the principal and counselor.

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

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

A detention can be assigned by any certified and/or classified employee of the Garretson School District. Detention will be conducted every morning from 7:45 AM to 8:15 AM as needed. If a student misses the assigned morning detention due to unforeseen circumstances he/she may be afforded the opportunity to serve the assigned detention after school from 3:30 to 4:00. Exceptions may be made if the absence is caused by circumstances beyond the student's control. The absence will be confirmed by the principal before the exception is granted. An unexcused absence from an assigned detention will result in the student being assigned two more detentions.

## DISCIPLINE POLICY

A school staff member may assign an informal detention and/or detention. Some infractions will require Saturday School, detention, and suspension.

If a student exceeds five (5) Saturday Schools in one semester he/she may be referred to the Garretson School Board of Education to determine the possibility of long term suspension (10 or more days), expulsion and/or change of educational placement hearing.

A student in violation of a Garretson School policy will be assigned the next available detention(s) or Saturday School(s). It will be the student's responsibility to work around the inconveniences of family obligations, work, and school and community activities. Exceptions will be made if the absence is caused by circumstances beyond the student's control. Each situation will need to be confirmed by the principal before the exception will be granted. Each exception must meet reasonable criteria and the satisfactory judgment of the principal.

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

## UNIFORM CODE OF BEHAVIOR

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

1. A statement of appropriate behavior that is to be demonstrated at all times by all students.
2. A description of inappropriate behavior that, if practiced, will lead to;
3. A progressive level of consequences for inappropriate behavior.

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

### **Appropriate Behavior:**

The students of Garretson Middle and High School are expected to:

- Demonstrate respect for each other through language and actions.
- Follow school rules and/or cooperate with the Student Senate and faculty

- to change rules.
- Attend school daily prepared to learn.
- Practice honesty, fairness and consistency in all of their efforts and relationships.
- Preserve school and personal property.
- Practice and encourage the acceptance of individual differences.

### **Inappropriate Behavior:**

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

### **CLASS ONE**

**Name Calling:** Inappropriate language directed towards other students or staff that is derogatory, inflammatory, or negative.

**Taunting / Teasing:** Relates to making joking comments and or actions and being made fun of. It is delivered by verbal comment, written words, gestures, actions, or the spreading of rumors. It is deliberate and hurtful to the victim and it may be repeated over a period of time.

**Inappropriate Dress:** Students are expected to dress with standards that enhance a learning environment. Profanity and suggestive themes, such as alcohol, drugs, tobacco, sex, death, suicide, violence, or other dress that is provocative or distracting to the learning environment, will not be permitted.

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

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

### **CLASS TWO**

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

**Falsifying Information:** Incidents which are designed to deceive teachers, administrators, or other authorities including falsifying an admit slip, falsifying a parent phone call to excuse an absence or falsely using another student's ID.

**Academic Misconduct:** The act of deception or fraud; claiming a dishonest gain. Altering marks, letter grades or percentages, and stealing another student's or author's work, without giving credit, are included. In all instances of cheating or plagiarism, no credit will be allowed.

**Intimidation:** To coerce, inhibit, or frighten to make someone change behavior, submit, or comply.

**Insubordination:** Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request, or situations in which the student is shown to be habitually disobedient.

### **CLASS THREE**

**Leaving Without Authorization:** Leaving the high school building to go to another place without permission of the principal or counselor. Parents/guardians must be contacted and give consent before the student may be dismissed from school.

**Threaten:** An expression of an intention to inflict pain, danger, harm, evil, injury, or punishment.

**Pushing / Shoving:** To push or shove.

**Theft:** Stealing or attempting to steal private or school property. This includes illegal confiscation of the school's or another student's computer files and documents.

**Tobacco:** Using, possessing, selling, or dispensing, tobacco on school property, or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences. Students will be encouraged to participate in a non-smoking class for tobacco violations.

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

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

#### **CLASS FOUR**

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

**Expulsion from Saturday School:** Being dismissed before the completion of the Saturday School assignment as a result of violating Saturday school rules.

**Excessive ISS:** Excessive ISS accumulates all class period ISS assignments together.

**Alcohol:** Using, possessing, selling, dispensing, or being under the influence of any mood altering alcohol. Law Enforcement Authorities will be notified to administer appropriate legal consequences.

**Fighting:** Use of force, physical aggression or similar conduct that constitutes interference with school purposes or an individual's rights. Causing or attempting to cause physical injury to a school employee or to any student. Cases in which physical injury caused by accidents or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute violation of this inappropriate behavior.

#### **CLASS FIVE**

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

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

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

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

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

## DISCIPLINE CHART

Inappropriate Behaviors	Consequences			
OFFENSE	1st	2nd	3rd	4th & More
<b>CLASS ONE</b>				
Name Calling	Detention	Multiple Detentions	Saturday School and Parent	ISS and Parent Contact
Taunting / Teasing				
Inappropriate Dress				
Profanity				
Classroom Disturbance				
<i>(Document per referral)</i>				
<b>CLASS TWO</b>				
Failure to Serve Detention	Multiple Detentions	Saturday School and Parent Contact	ISS and Parent Contact	ISS - OSS and Parent Contact
Falsifying Information				
Academic Misconduct				
Intimidation				
Insubordination				
<i>(Document per referral)</i>				
<b>CLASS THREE</b>				
Leaving without Authorization	Saturday School to ISS and Parent Contact	ISS and Parent Contact	ISS - OSS and Parent Contact	OSS and Parent Contact
Threatening				
Pushing / Shoving				
Theft +				
Tobacco +				
Harassment				
Gross Misconduct				
<i>(Document per referral)</i>				
<b>CLASS FOUR</b>				
Vandalism + Expulsion from Saturday School	ISS - OSS and Parent Contact	ISS - OSS and Parent Contact	OSS and Parent Contact	Long-Term Suspension/ Expulsion/ Change of
Excessive ISS				
Alcohol +				
Fighting +				
<i>(Document per referral)</i>				
<b>CLASS FIVE</b>				
Arson	Referral to Law Enforcement Authorities and/or Either Long Term Suspension or Recommended Expulsion from School or Change of Placement			
Drugs				
Weapons				
Endangerment to Life				
Administration reserves the right to assign alternative consequences				
+ Consequences may include a referral to law enforcement authorities.				

## DAMAGE TO SCHOOL AND/OR PRIVATE PROPERTY

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

## DISCIPLINE PROCEDURE FOR DETERMINING ALLEGED MISCONDUCT OR VIOLATIONS

The following steps will be utilized when appropriate:

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

## Rules for Saturday School

1. Saturday School will be held in the room of the teacher who has been assigned that Saturday School starting at 8:00 AM. Any student who is not at the assigned teachers room at 8:10 will be assigned a detention.
2. The door will be unlocked from 7:50 a.m. to 8:10 a.m. after that time the door will be locked.
3. No talking, food, liquids, pop, walkman, radios, hats, inappropriate clothing, putting heads down, sleeping, improper literature, feet on furniture, or leaving of seats will be allowed. Students will be expected to work on academic school work or read a library book.
4. Any violation of #1 - #3 above or missed Saturday school, will result in immediate removal of the student, and/or two (2) more assigned Saturdays. The parents will be notified as soon as possible.
5. A second violation of a skipped Saturday school will result in a two (2) day suspension.
6. A third violation of a skipped Saturday school results in a four (4) day suspension.
7. Fourth violation of a skipped Saturday school will result in a long term suspension.
8. Students will use the bathrooms and drinking fountain next to the library.
9. Students are required to fill out an assignment sheet, signed by each of their teachers, listing assignments to be worked on during Saturday school. The student is required to work on those assignments during Saturday school.
10. Students and parents are responsible for their own transportation to and from Saturday school.

## DRESS CODE

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

other considerations, the following restrictions will be observed.

A. Shoes must be worn at all times. Slippers are not acceptable footwear.

B. Students may not wear anything on their heads in the building or classroom unless required by a faculty member for safety or health reasons.

C. All students must wear shirts, blouses, or sweaters that cover the chest, stomach, shoulders and back. Apparel worn for sensationalism or clothing that exposes bare skin or undergarments will not be permitted. Bare midriffs, muscle shirts, tank tops, tattered clothing and spaghetti straps are considered inappropriate.

D. Sunglasses may not be worn in the building unless required for medical reasons and a note has been issued from a doctor.

E. Shorts may be worn during the 1st and 4th nine-week periods. Shorts and skirts of reasonable length are permitted. Dresses, skirts and shorts, as well as slits in any of these garments and shorts are not to be shorter than fingertip length. Shorts must be of acceptable length and remain that length the entire circumference of the short.

F. Pants are not to be worn so that they expose the posterior part of the body or any underclothing.

G. Clothing bearing inappropriate images or messages is not permitted. Inappropriate is identified as related to drugs, alcohol, cigarettes, sexual content, racism, discrimination, gang referenced or affiliated or any other subject, image or message deemed inappropriate by the administration.

H. Immodest dressing is not permitted. Skin-tight or spandex styled clothing, cut-offs, swimsuits, see-through tops and/or pants or clothing with immodestly located holes are not to be worn during school hours. Holes in garments must not be located above fingertip length.

I. Clothing that is excessively torn, haggard, or baggy in appearance will not be permitted.

J. Lounging and/or sleep wear, pajamas or bed garments are not permitted. Under garments shall not be exposed or worn as outer garments.

K. Spikes, chokers, dog collars, and chains are not permitted.

L. All backpacks and purses of excessive size must be left in the student's locker.

M. Coats are not to be worn during school hours. Sweatshirts and light jackets are acceptable under this policy.

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

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

## DRUGS/ALCOHOL

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

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

### **Disciplinary Sanctions and Implementation Procedures**

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

#### **A. First Offense –**

1. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference;
2. The administration may notify available law enforcement authorities.
3. The administration may suspend the student for ten (10) days in compliance with student due process procedures. At the secondary level, students will be assigned two detentions, two Saturday Schools, and a suspension determined by the principal for each occurrence of drug or alcohol possession or use.

The school district will require that students with alcohol and other drug abuse problems seek professional assessment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results.

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

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

#### **B. Second and Subsequent Offenses –**

1. The administration will contact the parent(s)/guardian(s) to arrange for a conference;
2. The administration may notify available law enforcement authorities. The administration may suspend the student for ten (10) days in compliance with student due process procedures. At the secondary level, students will be assigned two detentions, two Saturday Schools, and a suspension determined by the principal for each occurrence of drug or alcohol possession or use;
3. The administration will notify the parent(s)/guardian(s) in writing of the suspension;
4. The administration will recommend to the school board that the student be expelled unless the following procedure is followed:
  - a. The student must agree to be assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency;
  - b. Upon appropriate authorization, the agency or professional notifies the administration that the student has been assessed and does or does not require treatment. If the student is accepting needed treatment, the recommendation for expulsion may be commuted. Fees for this assessment and/or treatment are the responsibility of the student and family.

#### **C. Supplying/Distributing or Selling Alcohol and Other Drugs of Material Represented to be a Controlled Substance –**

1. The administration will notify parent(s)/guardian(s) in writing of the suspension;
  2. Supplying or selling chemicals may result in a ten (10) day suspension. At the secondary level, students will be assigned two detentions, two Saturday Schools, and a suspension determined by the principal for each occurrence of drug or alcohol possession or use;
  3. The administration will refer the case to available law enforcement authorities;
  4. A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion. Expulsion may be recommended by the administration.
- D. Students whose observed behavior indicates possible use of alcohol and/or other drugs will be referred to the building administrator. The building administrator and/or "first-responder" medical personnel will determine whether to contact the parent for further instruction, refer to the emergency authorization form or immediately seek additional medical treatment. Following the handling of the medical emergency, this Policy Statement for Alcohol and/or Other Drug Abuse will be followed.

Legal Reference: Public Law 101-226. Amended: \_\_\_\_\_.

#### DUAL CREDIT

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

If an eligible student successfully completes a post secondary course requirement the student will receive credit towards high school graduation as well as post secondary credit. Garretson School will award a 1/2 credit per semester upon successful completion of a post-secondary course regardless of the course being a three (3), four (4), or five (5) semester credit hour course. Garretson School will assign credit and place the course on the official student high school transcript after documented proof of successful completion of the course has been filed with the principal. It is the student's responsibility to ensure the post secondary institution sends all official transcripts or documentation of successful completion of the course(s). The grades will be recorded on the student's official high school transcript and will be calculated into the student's grade point average and class rank.

#### DUE PROCESS (SUSPENSION, EXPULSION)

In compliance with SDCL 13-32-4 (1973), on January 22, 1974, the South Dakota State Board of Education adopted a resolution defining the minimal standards for procedural due process guaranteed a public school student when suspended or expelled from school. The Garretson School District is in compliance with the resolution, which sets forth the following minimum standards:

1. Adequate notice of charges.
2. Reasonable, opportunity to prepare for and meet the charges.
3. An orderly hearing adapted to the nature and circumstances of the

situation, and

4. A fair and impartial decision.

Due process as defined in Article 24:07 Administrators Rules of the Division of Education (DOE).

#### DUE PROCESS (ELIGIBILITY FOR ACTIVITIES)

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

- The student and parent(s) or guardian(s) will be informed when a violation has occurred and disciplinary action is taken.
- The student and parent(s) or guardian(s) will be afforded a hearing before the administration.
- A determination of eligibility shall be made by the administration and will become effective immediately.
- The determination may be appealed to the Board of Education. Such an appeal shall be in writing and received by the Superintendent within seven (7) calendar days after notification of determination is given.

#### ELASTIC CLAUSE

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

#### ELIGIBILITY RULES FOR EXTRA- OR INTRA-CURRICULAR ACTIVITIES

##### **Attendance:**

A student must be in school no later than the start of the 3rd period (10:11 a.m.) in order to participate in extra- or intra-curricular activities, including practice. This includes all school-sponsored activities that are not part of the regular day. Medical appointments are excused if the student has a slip signed by the medical practitioner. Special cases may be reviewed by the administration.

#### **GMS/GHS Activity Guidelines**

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

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

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

- Students are required to attend and participate in all practices. The student will be expected to travel with and attend extra-curricular activities at the discretion of the coach/advisor and activities director.
- Violations will accumulate during grades 7-12
- Policy is in effect 24/7 and 365 days/year
- Penalties will apply to the activity(s) the student is participating at the

time. If the full ineligibility period is not served during a season or activity, it will continue the next season or activity in which the student is a participant. (IE. Football to Wrestling; Volleyball to Basketball, etc.)

- Dismissal from a team, the student ceasing their involvement with the activity or unsatisfactory participation during the ineligibility period will result in the suspension being voided and carried over to the next season/activity. This is at the sole discretion of the head coach or activity advisor and the activities director.
- Activity which would constitute a felony or misdemeanor (other than minor traffic offenses) are also violations of this policy and subject to the same consequences.
- The administration and coach/advisor reserve the right to take disciplinary action for any conduct unbecoming of a student/athlete.

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

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

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

### **Number of Sessions of Ineligibility:**

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

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

<b>Sport/Activity</b>	<b>Violation #1</b>	<b>Violation #2</b>	<b>Violation #3</b>
Football	2	4	1 Calendar Year
Volleyball	4	8	1 Calendar Year
Cross Country	2	4	1 Calendar Year
Soccer	2	4	1 Calendar Year
Basketball	4	8	1 Calendar Year
Wrestling	2	4	1 Calendar Year
Track and Field	2	4	1 Calendar Year
Golf	2	4	1 Calendar Year
Club Baseball	2	4	1 Calendar Year
Club Softball	2	4	1 Calendar Year
Oral Interpretation	2	4	1 Calendar Year
FFA	2	4	1 Calendar Year
+Band	1	2	1 Calendar Year
+Choir	1	2	1 Calendar Year
1-Act Play	1	2	1 Calendar Year
3-Act Play	1	2	1 Calendar Year
#Cheerleading	Same # as sport	Same # as sport	1 Calendar Year
*Homecoming Royalty	If occurs during ineligibility period - 1	If occurs during ineligibility period - 1	1 Calendar Year
*Prom	If occurs during ineligibility period - 1	If occurs during ineligibility period - 1	1 Calendar Year

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

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

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

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

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

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

one (1) calendar year.

**Self-Report** – Any student that self-reports a violation will have their penalty reduced by one half (1/2) for their first offense. An admission of guilt is considered a self-report if the student initiates the reporting of the incident and if the incident is reported to the Activities Director or Principal within 24 hours.

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

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

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

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

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

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

Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence.

The one-year suspension may be reduced to sixty school days if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Upon a subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohib-

ited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

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

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

## EXCURSIONS/FIELD TRIPS

Excursions or field trips are conducted during school time as the planned culmination of a class or unit. Students are expected to comply with district busing rules when school vehicles are used and to leave and return on school vehicles when provided. Students on field trips should view themselves as ambassadors for the school and behave in an orderly manner. Students are also encouraged to keep parents informed about excursions.

## EXPENSES

### A. Student Expenses

The following materials are furnished by the student: notebooks, gym shorts, gym shoes, some materials for art, shop. The student will furnish his or her own pencils, pens, paper, etc.

Some students plan their budget to include the following optional costs:

1. School Insurance
2. School Annual
3. School Pictures
4. Athletic physicals

### B. School-Shared Expenses

1. Where it is determined by the Superintendent of Schools, the school district will pay total cost of school-approved lodging for school-supervised students participating in those school-sponsored activities which require such arrangements. Spectators would, of course, be excluded.
2. Where it is determined by the Superintendent of Schools that meal

allowances are to be paid by the school district, the following rates will be followed: Breakfast-\$3.00; Noon Meal-\$4.00; Evening Meal-\$6.00.

The following are instances where meal allowance will be paid:

- a. Athletes participating in athletic events which have provisions for reimbursement of meals by SDHSAA.
  - b. Oral Interpretation and One-Act state contests.
  - c. Cheerleaders for those athletic events occurring outside of the Sioux Falls area for which athlete's meals are also paid.
  - d. All-State Chorus participants.
3. In any other instances, the decision as to whether or not meal payments will be made is at the discretion of the Superintendent of Schools.

## EXPULSION

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

## FINES

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

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

## FIRE DRILLS/TORNADO DRILLS

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

## FORGERY

Students committing forgery involving all types of passes and/or parental excuse notes as well as false phone calls will be subject to having a written report placed in their cumulative file and penalties varying from being detained in study hall and homerooms to detention or suspension. Parents will be notified in all instances. A major act of forgery or deception will result in the punishment being determined by the school administration and staff.

## FUND-RAISING PROJECTS

All fund-raising projects must be approved in advance by the sponsoring organization advisor. It is then the responsibility of that advisor to consult the building principal and superintendent. Any expenditure by a school organization must be handled in the same manner. These approvals will be based upon the intended usage of the funds raised, the nature of the fund raising activity and the degree to which it fulfills its purpose for the organization. All monies collected by a school organization are school funds and must be deposited in a school activity account.

## FUND RAISING PROJECTS – Non-School Related

Staff and students are discouraged from bringing items to school for distribution or sale to other students and staff. The school can accept no responsibility for the items or money lost or missing.

## GRADING SCALE

The suggested grading scale at Garretson High School is listed below. Guidelines will be explained by individual teachers in their classes if their scale is different than the stated standards.

A .....	94-100%	S .....	Satisfactory
B .....	88-93%	U .....	Unsatisfactory
C .....	80-87%	I .....	Incomplete to be made up
D .....	70-79%		within two (2) weeks or a failing
F .....	Below 70%		grade for the course will be given.
	Students must repeat the	W .....	Withdrew with
	class for credit. Grade is		administrative approval.
	computed in the GPA.		Grade not computed in the GPA.

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

## GRADUATION EXERCISE REQUIREMENTS

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

## GRADUATION REQUIREMENTS (See Chart)

In order to graduate from Garretson High School a student is required to have completed 23 credits. In addition to the requirements approved by the South Dakota Board of Education in 2009, the Garretson School District has adopted the following requirements for graduation:

0.5 additional credit in Language Arts

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

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

Students may not drop a class after the first week of each semester. The principal, teaching staff and guidance counselor retain the right to make the final decision. Credit and grading system for the following classes will be as indicated:

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

## HIGH SCHOOL GRADUATION REQUIREMENTS

As approved by the South Dakota Board of Education November 2, 2009

Except where otherwise noted, these requirements begin with students entering 9th grade in the 2010-11 school year.

A student's Personal Learning Plan must document a minimum of 23 credits (effective Class of 2015) that include the following:

- (1.) Four units of Language Arts - must include:
  - a. Writing - 1.5 units
  - b. Literature - 1.5 units  
(must include .5 unit of American Literature)
  - c. Speech or Debate - .5 unit
  - d. Language Arts elective - .5 unit
- (2.) Three units of Mathematics - must include:
  - a. Algebra I - 1 unit
  - b. \*Algebra II - 1 unit
  - c. Geometry - 1 unit
- (3.) Three units of Lab Science - must include:
  - a. Biology - 1 unit
  - b. Any Physical Science - 1 unit
  - c. \*Chemistry or Physics - 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
- (5.) ~One Unit of the following-any combination:
  - a. Approved Career & Technical Education
  - b. Capstone Experience or Service Learning
  - c. World Language
- (6.) One unit of ^ Fine Arts
- (7.) One-half unit of Personal Finance or Economics
- (8.) One-half unit of Physical Education
- (9.) ~One-half unit of Health or Health Integration

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

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

~Required beginning Sept. 1, 2013

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

^Local decision. A district may decide to offer credit for extracurricular Fine Arts activities. Students may be granted up to one credit in Fine Arts for participation in extracurricular activities. A maximum of 1/4 credit may be granted for each activity in each school year.

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

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

## GUIDANCE SERVICES

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

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

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

## HARASSMENT AND VIOLENCE POLICY

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

Racial, sexual, religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe or

upsets the recipient to the point that he/she cannot learn, cannot teach or be effective at school or at his/her job.

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

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

## HEALTH POLICIES – COMMUNICABLE DISEASES / MEDICATIONS

The Garretson School District does not employ a full-time school nurse. However, the school provides a nurse two-half days per week to assist with our student health program. If your child becomes ill or is hurt (outside of minor scrapes and bruises), we will attempt to contact you. If we are unable to contact you, we will attempt to contact a person named by you on the **Garretson School Enrollment Form** completed by you during the registration week. For serious injuries, an accident report will be completed by the school immediately following the injury.

### Medication Policy

The following procedure will be followed for those students who depend on medication in order to stay in school. Medication includes all prescription and non-prescription drugs.

1. Students will not be allowed to administer their own medication unless Option II is circled on Medication Authorization Form and form is signed. All prescription medication should be brought to the school office at the beginning of the day. Trained school personnel will be available Monday through Friday to administer medication. Medication will be administered at noon by trained school personnel.
2. All medication must be in a pharmacy container with a label. The label is to include the following: student's name, date, dose, time of day the medication is to be taken, and the doctor's name. Ask your pharmacist to provide you with a second container for school use. Medication that comes to school in a container that is not a labeled pharmacy container will not be administered.
3. All medication to be taken in school must be accompanied by a Request and Authorization for Medication/Treatment Form. Extra forms may be obtained from the office.
4. A daily log of medication taken by the student will be kept.
5. If the student is going to take non-prescription medication such as Tylenol, Motrin, etc., the student will be responsible for storage and disbursement of the drug. The medication must be kept with the student at all times in the manufacturer's labeled packaging. It cannot be in book bags, lockers, desks, etc.

**THE MEDICATION POLICY MUST BE FOLLOWED CORRECTLY OR MEDICATIONS WILL NOT BE ADMINISTERED BY ANYONE.**

**Rules for school attendance:**

Chicken Pox	Rash begins as red bumps that develop into blisters. The blisters then dry and form a scab. Cases must be excluded from school until all scabs are dry and there have been no new pox for two days, this is usually five to six days.
Scarlet Fever Scarletina Scarlet Rash	Children having scarlet fever may return to school 24 hours after treatment is initiated. Contacts having prophylactic treatment may enter immediately on doctor's written note.
Pink Eye	Redness of the eye together with itching are present. The most obvious symptom is a discharge of pus. Child should be excluded from school and not return until seen by a physician and under treatment.
Common Cold	Temperature above 100 should be excluded from school. During an epidemic of any communicable disease, every child with a cold should be excluded from school.
Ring Worm	Ring worm usually begins with a small red scaly patch, gradually increases in size. Excluded from school unless child has physician's written permit for re-entering. Infected area should be covered when child is in school. Inspection of all contacts should be made.
Impetigo	A disease characterized by pustule (crusted sore with oozing) appearing on face, neck and hands – occasionally on body. Exclude from school until all areas are healed (usually about one week) or until child has a doctor's written statement for re-entry.
Scabies	Caused by a mite burrowing under the skin. Small bumps may appear in rows; itching is usually present. Found between fingers, on wrist, in crack of elbows and under arms. Exclude from school until treated. (Itching may still be present.) All clothing and linen must be treated also.
Head Lice	Anyone can get lice. Head lice are found on the hair of the head; behind the ears and the back of the neck. They attach each egg (nit) to a hair shaft with a gluey substance. Head lice are communicable by direct contact, personal items such as combs, brushes, or towels. Symptoms include itching, the presence of lice or nits, or a secondary infection. Exclude child from school until examined by a physician and under treatment. Treatment should include: shampoo with a delousing shampoo or lotion, delousing of clothing and linen. All contacts should be inspected.
Mumps	Usually causes swollen glands in front of and below the ear. Fever, with headache and earache. Symptoms appear 12 to 25 days after exposure. Infected persons are contagious from one week before to one week after swelling begins. Can be prevented through immunization, but even properly immunized children (as many as 5%) may be infected with mumps since all vaccines don't always take.
Acquired Immune Deficiency	The Board realizes its responsibility to help protect and improve the health of Students. The board, therefore, will provide the parents of a student with

Syndrome      the Acquired Immune Deficiency Syndrome (AIDS) the opportunity to have their child educated at a level appropriate for the child in an environment outside the traditional school setting at the district's expense.

It is the Board's intention to provide these parents with the opportunity to have their children receive the appropriate education without the "pressures" surrounding this disease. If this option is not acceptable, the Garretson School District will follow the existing State of South Dakota Policy on this subject.

## HOMEWORK

The following guidelines will apply:

Middle and senior high students will definitely receive homework assignments and should expect both regular homework during the week and weekend homework as deemed necessary by the classroom teacher.

## HOME SCHOOL / ALTERNATIVE INSTRUCTION

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

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

**32** 6. Any parent or legal guardian who is dissatisfied with the placement of

a secondary level student may appeal to the school district's superintendent of schools. After the final appeal at the district level, an appeal may be made to the Secretary of Education and Cultural Affairs.

LEGAL REF: SDCL 13-27-29.

#### HONOR AND MERIT ROLL—GRADE POINT AVERAGE SCALE

The Honor and Merit Roll will be computed at the end of each quarter. Only those courses that are considered to be full credit classes will be used in computing grade point averages. Grade point average will be computed on a 4.0 scale. The scale will be as follows: 4.0 = A, 3.67 = A-, 3.33 = B+, 3.0 = B, 2.67 = B-, 2.33 = C+, 2.0 = C, 1.67 = C-, 1.33 = D+, 1.0 = D, .67 = D-. To be recognized for the Honor Roll, a student must average 3.67 for the quarter in all subjects. To be recognized for the Merit Roll, a student must average 2.67 for the quarter in all subjects.

#### IMMUNIZATIONS AND BIRTH CERTIFICATES – NEW STUDENTS

South Dakota State Law (SDCL 13-28-7.1) requires that any pupil entering school in this state, shall prior to admission, be required to present to school authorities certification from a licensed physician that he/she has adequate immunization according to the recommendations of the State Department of Health.

The 1988 legislature passed into law a requirement that schools have on file a copy of a certified copy of a birth certificate for each newly enrolled student. This law will affect students who move into the district as well as all incoming kindergartners. The certified copy of the birth record must be presented on or before the date of enrollment in school.

#### ICU - INTENSIVE CARE UNIT

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

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

Beginning the 2012-2013 school year the dismissal time is 3:21, but only kids that are involved in ICU will be in the school until that time. If they are not assigned to ICU they will be dismissed at 3:01. At the high school level, school was dismissed at 3:25 in 2011-2012 and will be dismissed at 3:26 during the 2012-2013 school year. High school students not assigned to ICU will be dismissed at 3:06 this year. All students will be required to have an ICU Waiver on file in order for them to be allowed to be dismissed from school on days in which they are not in ICU.

#### INCENTIVE PLAN FOR STUDENTS 9-12

**14 absences or less** – 1/2 incentive day / next semester.

### **"Honor or Merit Roll" – 1/2 incentive day/next semester**

The maximum a student can be released from school for incentive purposes is one day.

- Incentive day must be taken before the last twelve (12) school days of the semester.
- Students must apply for incentive day three (3) school days in advance of taking their incentive free day.
- No more than ten (10) students absent per day due to incentive policy. Sign up will be on first come, first serve basis.
- Students will be responsible for all missed school work, assignments, or tests during their incentive day.
- Absence from school because of the incentive day applied for, done in the proper manner, will not be recorded or accumulated on the student's attendance record.
- To be excused, eligible students must meet all of the following criteria:
  - Must have teacher's signatures on an incentive day request form.
  - Must have parents/guardians signature on an incentive day request form.
  - Form must be handed in 3 school days before requested day.
  - Provide proof of work that is going to be missed is completed before being absent on the day requested.
- Incentive days will be revoked if student has any Behavioral Offense during the semester prior to the incentive day being used.

### **INJURIES**

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

### **INSURANCE**

Student accident insurance is available to all students. Application forms are sent out in the fall and a return waiver form from parents is required. Parents should be reminded that the school district does not carry insurance coverage for student injuries.

### **INTERNET POLICY**

#### **Student Use of Computer Networks:**

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

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

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

The School District shall make every effort to restrict access to inappropriate materials; however, it is impossible to control all materials on a global

network. Therefore, the District shall not be liable for the content of viewing of any materials not prepared by the District.

**Rules of Network Use:**

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

The student will:

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

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

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

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

**Network Security**

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

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

## LIBRARY

Students who want to use the library must have a pass granted by a teacher. Once a student comes to the library, permission will not be given to leave. If a student needs to go anywhere else, the library pass will be signed to go back to study hall and the student may not return to the library during the rest of that period.

It is to be quiet in the library. Students misbehaving will receive one warning. The second time the student misbehaves he/she will be sent back to study hall and given one detention.

The following rules apply to use of the library by Junior and Senior High students:

1. Current magazines may not leave the library.
2. All materials must be personally checked out by the student using those materials. The student is responsible for returning the materials in the same condition they were loaned.
3. Reference books (which include encyclopedias) may not leave the library because of their high cost and needed availability in the library at all times.
4. Students with overdue materials may not check out additional materials. Students with outstanding fines have no library privileges until the fines are paid and the book(s) are returned or renewed.
5. Students are responsible for any materials checked out to them and will be required to pay the replacement cost plus \$1.00 processing fee for any lost or damaged items. In the event the item is returned later, the replacement cost minus fines and processing fee will be refunded.
6. No students, except library aides, are allowed behind the counter or in the Audio Visual room in the library.

## OVERDUE LIBRARY BOOKS

1. A list of students who have overdue materials will be included in the morning announcements.
2. If the materials are returned within five school days after the day they were due, there will be no penalty.
3. If the materials are not returned within the five day grace period, a fine of 10¢ per item per school day will be charged. The fine will be figured from the first day the materials were overdue through the day they are renewed, returned, or paid for.
4. All overdue library materials must be returned and fines paid before a senior may graduate.
5. If fines are not paid at the end of one week past due, parents will be notified.
6. If fines are not paid by the end of each quarter, report cards will be withheld and all fines, and loss of privileges will be carried over until the next quarter or the next school year.

## LOCKERS

Each student is issued a locker and is expected to keep his or her books and personal belongings properly secured at all times. Students should not exchange lockers and are also advised against leaving money or other valuables in the lockers.

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

1. There should be reasonable suspicion for school authorities to believe that articles are kept in the locker, desk, or other storage space whose possession constitutes a crime or rule violation.
2. Search of an area assigned to a student should be for a specifically identified item.
3. General housekeeping inspection of school property including lockers will be conducted.
4. Illegal items (drugs, weapons, etc.) or other possessions reasonable determined to be a threat to the safety or security of others may be seized by school authorities at any time.

### LOST AND FOUND

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

### MARRIED STUDENTS

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

### MUSIC LETTERING POLICY

To win an award or letter, members must earn a specified number of points. Points are earned based on the members average grade and participation in events. The awards are left to the discretion of the teacher.

A music lyre will be awarded for the first year and service bar for subsequent years. Pins will be awarded to those who letter in both Band and Chorus in the year.

Letters may be awarded to Seniors for four years of participation in the music group.

### NATIONAL HONOR SOCIETY SELECTION GUIDELINES

#### **Selection Process**

Students at Garretson High School first become eligible for selection to National Honor Society in the Spring of their freshman year. Qualified sophomores and juniors may also be selected as new members. Students who have a cumulative grade point average of 3.0 on a 4.0 scale (B average) after the first semester of the current school year are invited by the advisors to an informational meeting at which the criteria for membership and for dismissal are explained. Selection to the society is based on outstanding scholarship, leadership/service, and character. Students who meet all criteria are invited to join the society.

#### **Criteria for Selection**

**Scholarship** Students must have an accumulative scholastic average of 3.0 on a 4.0 scale.

**Leadership/Service** Candidates must participate in three of the following areas or similar areas per academic year. Candidates fill out a form listing their areas of participation.

School Activities  
Class Officer

Community Service  
Youth groups

Student Council Member	Sunday School teacher
FFA	Girl Scouts
Band, Chorus	Boy Scouts
One-Act Play	4-H Club
Three-Act Play	Volunteers
Oral Interp.	(nursing home, etc.)
Basketball, Football,	
Cross Country, Track,	Students must try out and
Wrestling, Volleyball, Golf	be accepted in these areas
Annual Staff, Newspaper Staff	by the respective
coach/	
Library Aide, Student Manager	advisor. Participation is to
Statistician, Cheerleader	be in a total of three areas
	from EITHER group.

## Character

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

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

## DISMISSAL GUIDELINES FOR NATIONAL HONOR SOCIETY

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

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

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

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

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

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

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

#### NOON HOUR, LUNCHROOM POLICIES AND FREE/REDUCED LUNCHES

A hot lunch program is offered for all students K-12 at Garretson. Students may bring their lunch to school if desired. **Lunch accounts are computerized by families. All money must be turned in to the business office by 9:00 AM to be credited that day. If your account reaches a \$0.00 balance your child (children) will not receive a reimbursable meal until money is available in the account. Students not receiving a reimbursable meal will be offered bread, butter, peanut butter, and milk.**

**Because elementary students eat after the middle/high school students there is a possibility that middle/high school siblings could deplete the account prior to the elementary students lunch. Please make every effort to know your account balance and how much your children are spending on a daily basis to avoid the embarrassment of students not being able to eat.**

The lunch period is meant to be a period of relaxation as well as a time to eat. The following rules are to be observed:

- A. Visiting is permitted, but no shouting.
- B. Students should enter at a walk. Running is forbidden.
- C. Students will go to the end of the line. There will be no "cutting in".
- D. Throwing of food will not be tolerated.
- E. Dishes and silverware are to be returned to designated areas and paper materials placed in garbage containers provided.
- F. Food shall not be taken from the lunchroom.
- G. Garretson School has a policy for free and reduced price meals for children unable to pay the school price of meals under the National School Lunch Program.

Application forms are sent to all homes along with a letter which provides information of the income criteria. The information provided on the applications is strictly confidential and will be limited only to the certifying official or officials. Applications may be submitted at any time during the year.

- H. No students in grades 6-12 will be allowed to leave campus during the designated eating times.
- I. Breakfast Program:

The Garretson School District offers a breakfast program to all Garretson students Pre-K through grade 12. Breakfast prices for Pre-K through grade 12 are \$1.25. The cost of an adult breakfast is \$2.00. There are ala carte items available for an additional cost. Breakfast accounts are included into the students regular lunch account and follows the same procedure. If the account does not have sufficient funds your child will not be allowed to purchase a breakfast until money is available in the account. The school breakfast program falls under the guidelines of the National School Lunch program for free and reduced price meals.

Violations may result in solitary eating, detention or loss of lunchroom privileges. The building principals shall assign such supervisors as necessary.

Cost of meals will be published in the Fall before school starts. Prices will be reviewed in December, and subject to change then.

### NUISANCE ITEMS

Students having in their possession items that are considered to be a nuisance will be subject to disciplinary action. At the secondary level, each violation will result in disciplinary action to be determined by the principal.

Some examples of items that students should not bring to school include fireworks, smoke bombs, cap guns, water guns, water balloons, playing cards, frisbees, roller blades, skateboards, sharp items, lighters, noise makers, and/or adult items.

### PARENT/TEACHER CONFERENCES

Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office. Regular conferences are scheduled at the end of the 1st quarter, at midterm and/or at the end of the 3rd quarter.

### PARKING POLICY

Students will be strongly discouraged from parking on the streets.

The main entrance (northeast) parking lot will be PERMIT PARKING and only staff and students with a permit will be allowed to park in this lot. Visitors should use the allotted visitor parking available in this lot. The west lot is available for all students.

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

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

### PARTIES DURING SCHOOL DAY

The following policies will apply regarding parties during the school day:

Parties will be held at the teacher's discretion as a reward for academic achievement. All secondary parties will be held in the student commons.

### PHYSICALS

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

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

report of student athletic participation made to the Executive Secretary by each member school."

The student will pay the full cost of the physical.

## PICTURES

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

## POP, JUICE, WATER BOTTLES, CANDY, SEEDS

At the secondary level, no pop or candy is to be brought into school or kept in lockers. Water bottles will be allowed.

Gum may be chewed unless the teacher in the classroom says that it is against their classroom rules or if you are being disruptive with it.

Any violations of the above school policies on pop, juice, and candy may result in confiscation of the candy, food, or liquid items with possible discipline action for repeat violations.

All school sponsored parties held at the teachers discretion must be held in the commons area.

## PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL, FACILITIES & SERVICES

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

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

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

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

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

1. Matters concerning individual students should first be addressed to the teacher.

2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the principal of the school.

3. Unsettled matters from (2) above or problems and questions concerning the system should be directed to the Superintendent.

4. The Board will consider hearing citizen complaints at a regular scheduled meeting when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the complaint and the action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Board

for the purpose of further study and decision by this body. Generally all parties involved, including the school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Hear-say and rumor shall be discounted as well as emotional feelings except those directly related to the facts of the situation.

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

## PUBLIC NOTICE

According to Public Law 93-380, the "Family Rights and Privacy Act of 1974" public notice must be made by the Board of Education of intent to disclose to the press, media and others authorized by the school personally identifiable data designated as directory information. The parent of a student or an eligible student may refuse to be personally identified in any or all of the information categories. Such refusal must be made in writing to the student's principal within 15 days after notice is given.

1. Student's name and grade level.
2. Participation in officially recognized activities or sports.
3. Weight, height, grade level of participant.
4. Honors, awards, and degrees.
5. Other similar information which denotes accomplishments and achievements.
6. Individual and group photographs pertaining to any of the above activities.
7. Dates of attendance.
8. Most recent previous education agency or institution attended by the student.

## PUBLIC PARTICIPATION AT BOARD MEETINGS

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

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

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

## SCHOOL CLOSING POLICY BECAUSE OF INCLEMENT WEATHER

If the weather conditions are so bad that it is unsafe to send the buses out in the morning and it does not appear possible to hold school, an announcement will be on the radio/TV as soon as possible. Do not call the superintendent or the principals, but listen to the radio/TV. During these mornings when this decision has to be made, local farmers, the highway department and weather bureau are depended on heavily for weather information. Telephone lines must be kept open

for the information. Stations KSOO, KXRB, KELO, KRRO, and KTWB will broadcast the announcement as well as TV stations KSFY, KELO, and KDLT.

In the event a storm develops during the school day so that we feel it is unsafe to send the buses out after school, we will find places in town for the students to stay. We will have record of where the student is staying in case it is necessary to contact you. The decision not to send the buses out in the afternoon will be broadcast over the radio stations.

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

During extreme weather conditions we ask rural parents to use extreme caution in making the decision to send primary children to school.

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

## SCHOOL LAW

Please read with care the following quotations from the manual on South Dakota School Law.

**13-509 CIGARETTES OR MATERIALS FOR: SUPPLYING TO MINORS: PENALTY:** It shall be unlawful for any person, directly or indirectly upon any pretense or by any devise, to supply to any person under the age of eighteen years, any cigarettes, cigarette paper, or cigarette wrapper prepared or designed to be used for filling with tobacco for smoking. Any person violating any provision of this act shall for the first offense be punished by a fine of not less than ten dollars, not more than twenty-five dollars; and for the second offense and each subsequent offense by a fine of not more than one hundred dollars or by imprisonment in the county jail not to exceed thirty days or both.

**13-32-4.** The school board of every school district shall assist and cooperate with the teacher in the government and discipline of the school. The board may suspend or expel from school any pupils insubordinate or habitually disobedient, and the person in charge of the school may temporarily suspend any such pupils. Such suspensions shall not exceed beyond the end of the current year.

**13-32.5.** Any student who cuts, defaces or otherwise injures any school house, apparatus, or building thereof, is liable to suspension or expulsion, and on the complaint of the teacher to any member of the school board, the parent or guardian of such students shall be liable for all damages.

**13-32.6.** Every person, whether pupil or not, who shall willfully molest or disturb a public or private school when in session or who shall willfully interfere or interrupt the proper order or management of a public school or private school by acts of violence, boisterous conduct, or threatening language, so as to be guilty of a misdemeanor, and shall upon conviction thereof be punished by a fine not exceeding one hundred dollars or by imprisonment in the county jail not exceeding thirty days or by both such fine and imprisonment.

**13.15.10. MINOR SMOKING CIGARETTES IN PUBLIC OR PERMITTED SUCH: PENALTY.** Every person under eighteen years of age who shall be found smoking cigarettes in a public place shall be dealt with as a delinquent child under the provisions of SDC 43-03, and any person in charge of a public place who shall knowingly permit a minor to smoke cigarettes therein or there at is guilty of a misdemeanor.

## SENIOR PRIVILEGES

It shall be understood and accepted that with "Senior Privileges" goes a

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

**Extension of Senior Privileges:** If the individual score Advanced or Proficient on the annual DSTEP test . . . and . . . eligible students exhibit the "**Garretson MS/HS Expectations**" in exemplary fashion they may be granted an extended period of senior privileges. These extended privileges will begin upon notification by the high school principal at some point during the first semester of the school year. All rules governing senior privileges shall apply to this extended time.

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

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

#### SEMESTER TESTS (ASSESSMENT)

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

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

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

Two nine weeks grades – 4/5

Semester examination – 1/5

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

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

#### SEMESTER TEST PROCEDURES: (All students 9-12)

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

#### SPECIAL EDUCATION

In order to provide appropriate educational opportunities, special education programs are available for students 0-21. Resource rooms enhance the regular classroom instruction. Speech, language, and hearing evaluation and therapy is available. Services outside the district are provided when all necessary special education criteria are met. (The "Comprehensive Plan for Special Education" is on file with the administrator of each building.)

## STEALING

Any student who steals school or student property will result in disciplinary action to be determined by the administration. Referral will be made to law enforcement officials and restitution will be made by the student and/or parents.

Students are encouraged to do the following:

1. Use common sense and do not leave purses and other personal belongings in classrooms and gym.
2. Check valuable items into the office if they must be brought to school on any given day.
3. Accept responsibility for belongings and valuables used each day in the classroom or on school activities.
4. Mark gym uniforms, tennis shoes, and all other personal equipment or items.

## STUDENT RELATIONSHIPS

Students who exhibit excessive affection in hallways and classrooms can be expected to be referred to the office and, if necessary, detention and short term suspension will be given to uncooperative students.

## SUSPENSION

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

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

8. **Regulations regarding special education** - See the "Comprehensive Plan for Special Education".

## TELEPHONES

The phone in the school's central office is available for student use before school, at noon and after school. The phone should only be used for essential communication between students and parents at these times. Students will not be removed from class for phone calls.

## TESTING PROGRAM-DISTRICT WIDE

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

Early Childhood Screening - Ongoing

The prescribed Dakota Step Test will be administered to all students in grades 3-8 & 11 in the spring of the year, and the Stanford Writing Assessment will be given to all students in grades 5 & 9 in the fall of the year.

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

PSAT-NMSQT, ACT - Eleventh Grade

ACT, SAT, GATB - Twelfth Grade

## TITLE IX GRIEVANCE PROCEDURE

### GARRETSON SCHOOL DISTRICT GRIEVANCE PROCEDURE REQUIRED BY TITLE IX

Title IX Coordinator, Superintendent

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

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

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

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

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

*Step 3:* The Title IX coordinator shall attempt to conciliate the complainant with the immediate supervisor or other person apparently responsible for discrimination on the basis of sex. This shall be concluded within 30 days of the filing of the complaint. The Title IX coordinator shall keep a written record

of investigations, attempts at conciliation and final dispositions.

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

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

## TOBACCO FREE ENVIRONMENT

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

## TRANSFERRING IN

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

## TRANSFERRING OUT OR WITHDRAWING

1. Every student who changes schools or withdraws for any purpose, should notify the office two (2) days ahead of time.
2. The office will give the student a card which he or she must present and have signed by each of his or her teachers, showing the student has made satisfactory clearance.
3. The parent is asked to fill out a release form. Transfer will then be given and credits forwarded to the school of his or her request.
4. Please make final check-out with the office.
5. No confirmation regarding the status of a student will be released until all obligations have been satisfied. These obligations include rental fees, fines for lost or damaged books and equipment, unreturned books and equipment, and costs incurred in take-home projects in Art classes.

## UNAUTHORIZED USE OF SCHOOL GROUNDS

Horses, motorized vehicles and power-driven recreational equipment shall not be permitted on school premises. Motor-powered vehicles and motor-driven recreational equipment shall not be permitted on school grounds not specifically set aside for parking or driving. Only Board authorization can change this policy.

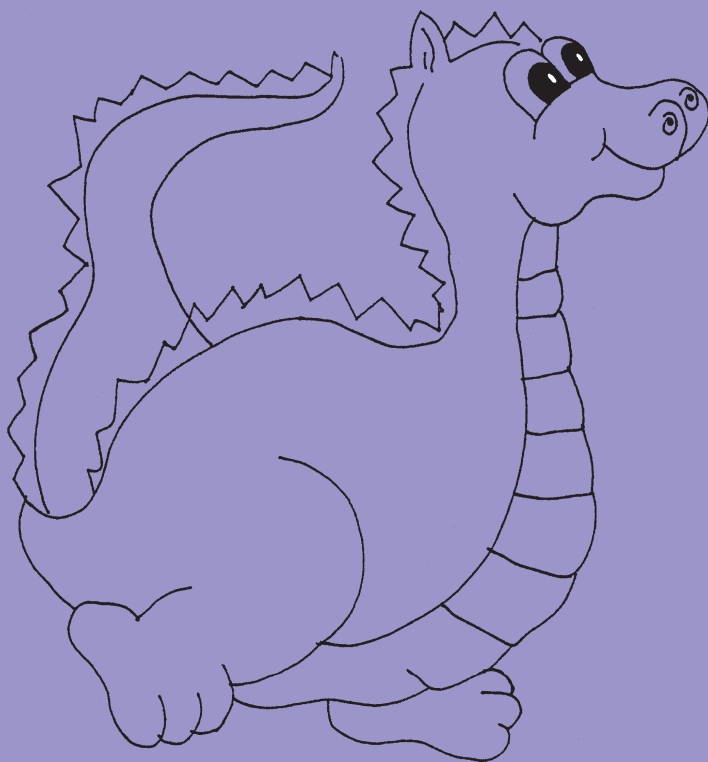
## USE OF VEHICLES

- A. Only middle school and senior high students are allowed to drive motorized vehicles to and from school.
- B. All traffic laws shall be obeyed.
- C. The speed limit in the parking lot shall be 5 miles an hour.
- D. Students are expected to park their vehicles in the parking lot on the west side of the building. No students are to park on the side streets to the south of the school and Ag building. Students will be expected to park their vehicles in an appropriate manner.
- E. Students are not to be in the parking lot or vehicles during school hours without permission. A violation of this rule constitutes truancy and will



# **GARRETSON ELEMENTARY**

**2012-2013**



## **STUDENT HANDBOOK**



# Garretson Elementary Handbook

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# Standards and Guidelines Elementary

## ACTIVITY TICKETS

Elementary students may purchase activity tickets in the main business office. Students must present their activity ticket at every home athletic event.

## ACTIVITIES

Band is a school-sponsored activity at the elementary level. Band is offered to 5th grade students.

## ARRIVAL AT SCHOOL / BUILDING HOURS

The school building will be locked until 7:40 every morning. **Students will not be allowed in the school building before 7:40. Students will not be allowed to remain in the building after 3:20 unless they are under adult supervision.** All doors (with the exception of the main entrance) will be locked after 8:20 and not reopened until 3:15.

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

**School hours are: 8:20 a.m. - 3:20 p.m.**

Adult supervision on the playground begins at 8:00 a.m. 4th and 5th grade students should report to their classrooms at 8:00 (no earlier). Kindergarten, 1st, 2nd and 3rd graders should remain on the playground until 8:15.

## ATTENDANCE

Education is a state function under the control of the legislature. It is compulsory that all children from age seven and not exceeding age 16 regularly attend school until completing the first eight (8) grades or reaching the age of 16 years unless excused because of physical or mental condition.

Attendance is part of each student's permanent record. It is one of the major concerns of an employer. A casual attitude toward a regular school attendance extends into adulthood.

It is the duty of the school officials to know the whereabouts of students during the school hours. Students may be excused for specific purposes only through the principal's office.

Attendance is taken daily. A record is kept of absences and is recorded quarterly on report cards and on permanent school records at the end of each school year.

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

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

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

1. Generally, the only absences excused are:

- Personal illness.
- Family emergency (death, serious illness).
- Funeral.
- Dental or medical appointments that cannot be made on Saturdays or after school hours.
- School sponsored activities. When possible, students should notify teachers in advance of absence.

- Parent's request for other special family events that are approved by the administration.
- Approval must be granted prior to the student's absence. A written excuse is necessary unless a phone call has been made. Lessons assigned and class discussions for the duration of the absence become the responsibility of the student and parents.
- Students who go on extended vacations during the school year will be encouraged to read every day, write every day, and bring back a souvenir that costs no money and does no harm. (Placemats from restaurants, brochures, etc.) Students will share these with their class.

Students will be expected to keep a log of their reading and a daily written journal of their trip.

2. **If a student is expected to be absent, parents should call the school between 8:00 and 9:00 a.m. If no call is received by 9:00 a.m., the school will make an effort to contact a parent to verify the absence. A written excuse is not necessary if a phone call has been made.**
  3. If a student becomes ill while at school, he/she shall report to the principal's office. A parent will be contacted before allowing the student to go home. All students will be asked to list two (2) additional people whom the school may call if contact cannot be made with either parent.
  4. In the case of an excused absence, an unexcused absence or truancy, the students will complete all missed assignments and receive full credit. Students will be given at least as many days as they were absent plus one additional day to make up the work for full credit. Making up a test or quiz due to an absence will be at the discretion of the teacher. If a grading period falls within the allowed time to make up work due to an absence, an "incomplete" shall be recorded. Incompletes become a "failure" if not made up within time allowed although teachers may extend deadlines under unusual circumstances.
- SEE HOMEWORK POLICY FOR ADDITIONAL GUIDELINES.**
5. If a student is absent for more than one and one half hours anytime during the school day, the student will be counted as absent for 1/2 of the day. Also, if a child misses more than four (4) hours, that child will be counted as absent for the day.
  6. Whenever any student is absent more than seven (7) days in any one quarter, more than ten (10) days in a semester, or more than seventeen (17) days during the entire school year, the parents shall be notified that the student's absentee record is being reviewed by the school principal with the possibility of being referred to the Board of Education for a hearing regarding attendance. Absences of more than three (3) consecutive days may have to be substantiated by a doctor's excuse at the request of the administration. The record is being reviewed by the school principal with the possibility of being referred to the Board of Education and the Dept. of Social Services for a hearing regarding attendance.

## AWARDS

Students are recognized for academic proficiency in Grades 3, 4 and 5 if they have maintained an A or B average for the entire school year.

Students in grades 3-5 may also earn the Physical Fitness Award.

## BICYCLES

Students may ride bicycles to school but should exercise proper caution and follow bicycle safety rules. Once the student arrives at school, the bicycle should be properly parked and is not to be ridden during recess and noon hour. We strongly suggest locking the bicycles. Bicycles must be walked on school grounds.

## BOOKS

Textbooks – Teachers will issue textbooks to students at the beginning of the school year. Textbooks become the responsibility of the students to whom they are issued. Should the textbook get lost or receive excessive damage, a fine will be levied against the student to whom it was issued. Fines will be determined by the teacher and the principal based on the actual cost of replacement of the book. All textbooks that require book covers should use the school supplied covers. Tacky book covers will not be allowed.

Library Books – Library books may be borrowed by all Garretson students. It is the responsibility of students to return the library books on time and in good condition. Overdue fines will be issued to students who fail to return a library book in a timely fashion. Cost of replacement for a book will be issued to students who lose a library book or return it in a damaged state.

Bookmobile Books – The Minnehaha Bookmobile visits Garretson each month so that students and adults in our district may check out books not contained in our own library.

## BREAKFAST & LUNCH PROGRAM

Garretson School offers a breakfast and hot lunch program to students in grades Pre-K through grade 12. There are a la carte items available for an additional cost. Breakfast accounts are computerized into the students lunch account. If the account does not have sufficient funds your child will not be allowed to purchase a breakfast until money is available in the account. The school breakfast program falls under the guidelines of the National School Lunch program for free and reduced price meals.

Breakfast Prices: Students: \$1.25  
Adults: \$2.00

Lunch Prices: Elementary Student: \$1.90; 20 hot lunches - \$38.00  
Middle School/High School: \$2.15  
Adult: \$2.85

Milk Price: \$.35 - One milk ticket - \$7.00

Breakfast and lunch accounts are computerized by families. All money must be turned into the business office by 9:00 am. to be credited that day. If an account reaches a \$0.00 balance, your child (children) will not receive a reimbursable meal until money is available in the account. Students not receiving a reimbursable meal will be offered bread, peanut butter, milk and two choices off the salad bar.

Applications for free and reduced breakfast and lunch are sent home to each family at the start of the school year and are available in the business office. The information provided on the application is strictly confidential and will be limited to the certifying official or officials. Applications may be submitted any time during the school year by contacting the school office.

## BUSING

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

If a student is removed from a bus, that student will have to obtain other means of transportation at no expense to the school district. A student's absence due to suspension of bus privileges is an unexcused absence.

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

## CHEATING OR ACTING IN A DISHONEST OR UNFAIR MANNER

See High School policy.

## CHILD CUSTODY

In most cases, when parents are divorced, both Mom and Dad continue to have equal rights where their children are concerned.

If any parent has a court order that limits the right of one parent in matters such as custody or visitation, please bring a copy to the office. Unless a court order is on file in the office, we must acknowledge equal rights for both natural parents.

## CHURCH NIGHT

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

## CIVIL DEFENSE

Procedures to be followed in the event of tornado or other emergency will be announced and posted for each building the first week of school with revision as needed.

## CLASS INTERRUPTIONS

Teachers and pupils are not to be called from class to answer the telephone except in cases of emergency. If calls are in the form of messages, we will do our best to deliver them to the proper person. Students may use the office phone for valid reasons; however, the students should not be making unnecessary calls. No students will be permitted to use a telephone without permission from the principal or his/her designate.

## CLASS PARTIES

Class parties for grades K-5 will be held for Halloween, Christmas and Valentine's Day.

## COMMUNICABLE DISEASES – SEE HEALTH POLICIES

## CONDUCT AT SCHOOL ACTIVITIES

### **A. Assembly Programs, Plays, Concerts, etc.**

Students are expected to attend, listen, and be courteous.

### **B. Athletic Events**

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

Frisbees and footballs will not be allowed at sporting events. Students are expected to watch the game and support the team.

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

## CONFIDENTIALITY

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

1. The right to inspect and review the student's education records within 45 days of the day the Garretson School District receives a request for access.

Parents or eligible students should submit to the building principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for 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 are inaccurate or misleading.
  - A. The parents or eligible students may ask the Garretson School District to amend a record that they believe is inaccurate or misleading. They should write the building principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
  - B. If the Garretson School District decides not to amend the record as requested by the parent or eligible student, the Garretson School 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.
  - A. 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 Garretson School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the Garretson School Board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical 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.
  - B. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
  - C. Upon request, the Garretson School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Garretson School District to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, DC 20202-4605**

**Directory Information:**

The Garretson School District may disclose information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed, such as the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

A copy of these policies and regulations may be obtained in the superintendent's office of the School District. Complaints regarding violation or rights accorded parents and students should be submitted to the Superintendent of Schools of the Garretson School District, or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605.

## **DANGEROUS ITEMS**

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

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

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

### **Look-Alike Weapons**

No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any look-alike weapon on any school premises, in any school vehicle, or any vehicle used by the school or for school purpose, in any school building or other building or premises used for school functions, whether or not any person is endangered by such actions. "Look-alike weapon" means any item which resembles guns, water rifles, pistols, slingshots, toy guns, toy grenades, toy knives, swords, and other similar items.

## **DISCIPLINE**

Disciplinary action may be taken by any teacher or the principal. Parents will be advised of disciplinary action when the principal or teacher feels it necessary.

Parents can assist in promoting good behavior by:

1. Supporting the school in requiring students to observe all school rules and regulations. Encourage students to accept responsibility for any willful misbehavior.
2. Maintain an active interest in your child's daily work. Make it possible for students to complete assigned homework, particularly by providing suitable conditions for study at home.
3. Check both sides of the story before taking action.

## **DRESS CODE – SEE HIGH SCHOOL POLICY**

### **DRESS – WINTER WEATHER**

During winter months all elementary students must have footwear for indoor use and overshoes or snowboots for outdoor wear. During winter months students in grades K-5 will not be allowed to play on snow hills without snow pants and boots.

### **ALCOHOL/DRUGS AND TOBACCO**

No student shall possess, use, sell, or dispense any over the counter medication, controlled or mind altering substance or drug paraphernalia including, but not limited to: glue for inhaling, marijuana, drugs, alcoholic liquor, wine, beer, etc., at a school activity or on school property, which includes buildings, grounds, parking lots, and school buses. Any student who reports to school or an activity

with evidence of having used the above substances, shall be subject to disciplinary action. Because it is our goal to keep our school drug-free, anything that resembles a drug (although artificial in means) that a student shall possess, use, sell, or dispense may result in a consequence under the Garretson Elementary Discipline Chart.

Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

## DUE PROCESS

In compliance with SDCL 14-32-4 (1973), on January 22, 1974, the South Dakota State Board of Education adopted a resolution defining the minimal standards of procedural due process guaranteed a public school student when suspended or expelled from school. The Garretson School District is in compliance with the resolution, which sets forth the following minimum standards:

1. Adequate notice of charges.
2. Reasonable opportunity to prepare for and meet the charges.
3. An orderly hearing adapted to the nature and circumstances of the situation, and
4. A fair and impartial decision.

Due process as defined in Article 24:07 Administrators Rules of the Division of Education (DOE).

## EARLY CHILDHOOD

The Garretson School is committed to the belief that early education is essential to the future success of children. Through this commitment the Garretson Early Childhood program has developed into a two section pre-school for three, four, and five year olds.

### A. Eligibility and Entrance Requirements

All students must have an Early Childhood screening before being considered for entrance into the Early Childhood Program. Students will then be considered eligible for the program based on one of the following three criteria:

1. **Special Needs and/or Head Start eligible:** Three, four, and five year olds on a current IEP and/or who meet the eligibility criteria for Head Start, will be given top priority for entrance.
2. **At Risk:** Using the DIAL-R as a screening tool, students whose scores fall in the "Potential Delay" range in two areas or on the total score, or scores in the "Potential Delay" in one area. Other factors may be taken into consideration as potential delay factors also. Students in this category must be three on or before September 1st of the current school year to be considered for school entrance.
3. **Non-At-Risk:** Four and five year olds whose screen scores fall in the average or above average range will be considered for enrollment. Students must be four or five on or before September 1st of the current school year to be considered for school entrance.

### B. Required Documentation

Each student entering the program will be required to have documentation of a current physical, updated shots, and a certified birth certificate. These documents must be on file before each student will be allowed to start school. Please refer to the elementary policy for more information on these items.

### C. Attendance

Attendance in the Early Childhood program is not required but is strongly

recommended. If a student is enrolled in the program, it is very important that they be there as much as possible. It is important to each young child to have a consistent routine in order to get maximum benefit from the program.

1. Attendance is taken each day. It will also become a part of each student's permanent record.
2. If a student is expected to be absent, parents should call the school between 8:00 and 9:00 a.m. for the morning section, or between 12:30 and 1:30 p.m. for the afternoon section.
3. If a student becomes ill while at school, he/she shall report to the principal's office. A parent will be contacted to take the student home. Parents will be asked to list two (2) additional people whom the school may call if contact cannot be made with either parent.

#### **D. Field Trips**

The preschoolers may take a variety of field trips throughout the year. Parents will be notified at least two days in advance of any upcoming trip. Parents are required to sign a Field Trip Permission form at the beginning of the year if they want to have their child go on such trips. This form is designed to cover all trips taken throughout the year. Some trips may require money, lunches or other materials to be sent with each student. Please let your student's teacher know at least one day in advance if your child will not be able to attend a class trip.

#### **E. Late Starts / Early Dismissals**

Each winter we face the possibility of bad weather and school cancellations. Parents should listen to the radio and TV stations listed in this handbook if the weather appears to be getting bad. The following school schedule changes will affect the Early Childhood classes.

1. If school starts late, the morning session will be cancelled. Missed sessions will not be rescheduled.
2. If school dismisses early, the afternoon session will follow the revised schedule. These sessions will not be rescheduled. The students will be transported in their usual manner to their normal drop off site. If there are to be changes in transportation or drop off sites for these days, please have that listed on the Student Enrollment Information Sheet at the beginning of the school year.
3. If school is cancelled for the entire day, make up days will be added to the end of the school year. Parents will be updated on changes to the last day of school.

#### **F. Parent Involvement**

There are a number of opportunities throughout the year for parents to participate in the school setting.

1. Parent-teacher conferences are held twice a year. Schedules for these conferences will be sent home with each student.
2. Field trip chaperones are often needed. Notes will be sent home when there is a need for these.
3. Parents are always welcome in the classroom. If any parent would like to spend a day in the Early Childhood classroom, just notify the teacher one day in advance. The extra hands are always helpful.

#### **G. Program Schedules**

Each section of the Early Childhood program will run four days per week, Monday through Thursday.

1. Morning Session: 8:10 - 10:40.
2. Afternoon Session: 12:30 - 3:20 (snack will be included in this session).
3. Students should not be dropped off any more than 10 minutes prior

to the start of class. Teachers and assistants have other duties before each class, therefore supervision will not be guaranteed before this time. Students must not be left unattended in the classroom.

#### **H. Supplies**

Parents will be required to supply their student with some basic school supplies. A list will be sent out prior to the first day of school. Supplies should be sent the first day that the student attends school.

#### **I. Transportation**

All students in the Early Childhood program are eligible for school transportation. We ask that whenever possible the family should make arrangements to transport their preschoolers.

1. Students who live within the city limits can be picked up for and dropped off from school by the school van.
2. If a student lives or goes to day care in the country, they will be transported on a school bus at the beginning and ending of the regular school day.
3. Students attending a rural daycare will be transported to and from preschool by a school van in the middle of the day (at the end of the morning section or at the beginning of the afternoon section).
4. The school van will run on a curb to curb basis. Your child should be brought to and picked up at the van by an adult.
5. The van will stop at each house, honk once and wait 2-3 minutes for each child to come outside. If no one comes to the door the van will leave.
6. If your student will not be using school transportation for a day, please contact the school or transportation driver prior to 7:30 a.m.
7. Parents must call the school when there is an address change for pick-up and/or drop off.
8. Families who qualify for Head Start and/or IEP services qualify for transportation reimbursement.

We have limited transportation services outside of the school bus. We encourage families to transport their children to and from school if at all possible.

#### **J. Other Possible Topics of Interest for Parents**

Please refer to the elementary section of this handbook for information on the following topics:

- > Child Custody
- > Class Parties
- > Confidentiality
- > Dress – Winter Weather
- > Due Process
- > Fire Drills / Tornado Drills
- > Gift Policy
- > Grievance Policy / Complaint Policy
- > Health Policies – Communicable Diseases
- > Insurance
- > Lost and Found
- > Parent / Teacher Conferences
- > Party Invitations
- > Pictures
- > Special Education
- > Withdrawal and Transfer

## E-MAIL

All staff members have e-mail. To reach a staff member, type the first name, then a dot, and the last name. Then add k12.sd.us. Example: Jane.Doe@k12.sd.us

## ENTRANCE REQUIREMENTS

Children may enter kindergarten if they have reached their fifth birthday by September 1 of the school year. **All children enrolling in the Garretson School district must have the following on file with the principal at the time of enrollment:**

- 1. Certificate of immunization must be on file before the student will be allowed to attend classes.**
- 2. A certified copy of your child's birth certificate.**

Copies will be placed in your student's permanent cumulative folder at school.

## EXCURSIONS/FIELD TRIPS

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

## FIGHTING, INSUBORDINATIONS AND PROFANITY

- A. Fighting:** Physical violence in an angry or quarrelsome manner with intent to harm another person or to disrupt the process of education while on school property, including parking lot and school buses.
- B. Insubordination:** Refusing to obey; failure to follow instructions or directions of a staff member; defiance; rebelliousness; or lack of cooperation.
- C. Profanity:** Swearing; use of obscene, threatening or flagrantly disrespectful oral or written language, gestures.

## FINES

Students who owe the school district money for such things as book fines, repair cost, replacement costs and any other type financial obligation will be held responsible for payment before the end of the school year.

## FIRE DRILLS/TORNADO DRILLS

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

## FORGERY

Students committing forgery involving all types of passes and/or parental excuse notes as well as false phone calls will be subject to having a written report placed in their cumulative file and penalties may include detention or suspension. Parents will be notified in all instances.

## FUND-RAISING PROJECTS

All fund-raising activities must have prior approval by the Garretson School administration.

Staff and students are discouraged from bringing items to school for distribution or sale to other students and staff. The school will not accept responsibility for lost or stolen items/money.

## GRADING SYSTEM

The following grading system will be used: (may apply only to certain subjects and certain grades.)

100 - 94% = A

93 - 88% = B

87 - 80% = C

79 - 70% = D

69 - 0% = F

## GUIDANCE AND COUNSELING

A school counselor is a professionally trained specialist with a Master's degree and a strong background in the behavioral sciences and human relations. The counselor visits each classroom bi-weekly, performs individual and small group counseling activities, and works with parents and teachers in promoting positive social and emotional student growth. School counselors assist students in the development of those lifelong skills necessary for optimum character development, coping with life's difficulties, and building cohesive relationships.

Students and parents should feel free at any time to ask the help of the Guidance Counselor with the assurance that confidentiality will be maintained.

## GUM, POP, CANDY, AND SUNFLOWER SEEDS

Pop, gum, candy, snacks, or sunflower seeds are not allowed in the school building.

Gum is allowed if it is deemed necessary by the classroom teacher, IEP, or TAT team to benefit the student.

Students are encouraged to bring a healthy snack to school every day. Pop and candy are not allowed in the school building unless arrangements are made by the teacher to have these items as part of a class party.

## HARASSMENT POLICY

See High School policy.

## HEALTH POLICIES – COMMUNICABLE DISEASES/MEDICATIONS

The Garretson School District does not employ a full-time school nurse. However, the school provides a nurse six hours per week to assist with our student health program. The school nurse conducts hearing, vision, and scoliosis screenings throughout the year at various grade levels. Any of the screenings can be done on students throughout the school year upon a parent's or teacher's request, if suspecting a problem.

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

## Communicable Diseases

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

- Chicken Pox Rash begins as red bumps that develop into blisters. The blisters then dry and form a scab. Cases must be excluded from school until all scabs are dry and there have been no new pox for two days, this is usually five to six days.
- Scarlet Fever Children having scarlet fever may return to school 24 hours after Scarletina treatment is initiated. Contacts having prophylactic treatment Scarlet Rash may enter immediately on doctor's written note.
- Pink Eye Redness of the eye together with itching are present. The most obvious symptom is a discharge of pus. Child should be excluded from school and not return until seen by a physician and under treatment.
- Common Cold Temperature above 100 should be excluded from school. During an epidemic of any communicable disease, every child with a cold should be excluded from school.
- Ring Worm Ring worm usually begins with a small red scaly patch, gradually increasing in size. Excluded from school unless child has physician's written permit for re-entering. Infected area should be covered when child is in school. Inspection of all contacts should be made.
- Impetigo A disease characterized by pustule (crusted sore with oozing) appearing on face, neck and hands – occasionally on body. Exclude from school until all areas are healed (usually about one week) or until child has a doctor's written statement for re-entry.
- Scabies Caused by a mite burrowing under the skin. Small bumps may appear in rows; itching is usually present. Found between fingers, on wrist, in crack of elbows and under arms. Exclude from school until treated. (Itching may still be present.) All clothing and linen must be treated also.
- Head Lice Anyone can get lice. Head lice are found on the hair of the head; behind the ears and the back of the neck. They attach each egg (nit) to a hair shaft with a gluey substance. Head lice are communicable by direct contact, personal items such as combs, brushes, or towels. Symptoms include itching, the presence of lice or nits, or a secondary infection. Exclude child from school until examined by a physician and under treatment. Treatment should include: shampoo with a delousing shampoo or lotion, delousing of clothing and linen. All contacts should be inspected.
- Mumps Usually causes swollen glands in front of and below the ear and fever with headache and earache. Symptoms appear 12 to 25 days after exposure. Infected persons are contagious from one week before to one week after swelling begins. Can be prevented through immunization, but even properly immunized children (as many as 5%) may be infected with mumps since all vaccines don't always take.

Acquired Immune Deficiency Syndrome	The Board realizes its responsibility to help protect and improve the health of Students. The board, therefore, will provide the parents of a student with Acquired Immune Deficiency Syndrome (AIDS) the opportunity to have their child educated at a level appropriate for the child in an environment outside the traditional school setting at the district's expense.  It is the Board's intention to provide these parents with the opportunity to have their children receive the appropriate education without the "pressures" surrounding this disease. If this option is not acceptable, the Garretson School District will follow the existing State of South Dakota Policy on this subject.
Fever	If a student has a temperature of 100° or over, they should be kept home or sent home.

**Medications Policy**

The following procedure will be followed for those students who depend on medication in order to stay in school. Medication includes all prescription and non-prescription drugs.

1. Students in grades K-5 will not be allowed to administer their own medication unless Option II is circled on Medication Authorization Form and the form is signed. All prescription medication should be brought to the school office at the beginning of the day. Trained school personnel will be available Monday through Friday to administer medication.
2. All medication must be in a pharmacy container with a label. The label is to include the following: student's name, date, dose, time of day the medication is to be taken, and the doctor's name. Ask your pharmacist to provide you with a second container for school use. Medication that comes to school in a container that is not a labeled pharmacy container will not be administered.
3. All medication to be taken in school must be accompanied by a Request and Authorization for Medication/Treatment Form. Extra forms may be obtained from the office.
4. A daily log of medication taken by the student will be kept.
5. If the student is going to take non-prescription medication such as Tylenol, Motrin, etc., the student will be responsible for storage and disbursement of the drug. The medication must be kept with the student at all times in the manufacturer's labeled packaging. It cannot be in book bags, lockers, desks, etc.

**HOME SCHOOL ALTERNATIVE INSTRUCTION**

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

1. A standardized achievement test shall be administered to the transfer student. The administration and evaluation of the test will be done by the principal and appropriate staff of the school to which the student is seeking admission.
2. Based on the evaluation of the standardized test, the principal will make an appropriate placement. The student's placement may not be in a grade level higher than warranted by the student's chronological age, assuming entry into the first grade at age six and annual grade placement thereafter. After initial placement, the student may be advanced according to the student's demonstrated performance.

## HOMEcomings

All students K through 5th grade must walk with their class during the homecoming parade and remain with their class until dismissal from school. If a parent provides a **written or personal** request for the release of a student from homecoming activities, the student will be counted absent according to our absence policy and the school will be released from responsibility.

## HOMEWORK

Third, Fourth, and Fifth Grade students will be expected to complete unfinished classroom assignments as homework. In addition, they may have routine, weekly assignments that are expected to be completed at home (ie: Thursday night spelling work). If these assignments are not completed when due, usually the following day, students will turn in their unfinished work in exchange for a pass to an after school homework that will be held from 3:20-4:00 on Tuesdays and Thursdays.

This pass will indicate what assignment is missing and what date their student will be expected to stay after school. Late homework passes will go home with students to get signed by a parent, who will be responsible for arranging transportation at 4:00. If students will not be getting picked up, teachers need to be informed of what their child needs to do or where they will need to go. Teachers will not be expected to stay past 4:00. If the pass does not come back the following day, students will have to make arrangements via telephone.

Students will not have the options of staying in at recess or at lunch to finish incomplete work. Missing work that is a result of absences does not automatically lead to after school work. Students will be given an opportunity to catch up on such work. The after school time is not intended to be a tutoring service, but a consequence for missing homework. Teachers will be available to help with questions, but should not be expected to provide one on one help.

## INCLEMENT WEATHER

On days when the windchill is 0° F. or below students will play quietly in their respective classrooms.

## INJURIES

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

## INSURANCE

Student accident insurance is available to all students. Application forms are sent out in the fall and a return waiver form from parents is required. Parents should be reminded that the school district does not carry insurance coverage for student injuries.

## INTERNET POLICY

### **Student Use of Computer Networks:**

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

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

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

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

### **Rules for Network Use:**

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

The student will:

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

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

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

By signing the Acceptable Use Agreement, the student expressly agrees and recognizes that use of the network is at the student's own risk. The School District does not guarantee the network will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network or the

Internet. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the School District nor any of its agents or employees shall be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of or inability to use the network or out of any breach of any warranty.

### **Network Security**

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

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

- (a) Loss of all computer network and Internet resources for the rest of the student's education at Garretson School.
- (b) A provision will be made to the above rule to accommodate students who must complete Keyboarding/Computer Literacy as a graduation requirement.
- (c) A grade of "0" will be assigned to all academic work remaining in any computer education courses or any computer-related instruction and/or computer-related classroom activities that the student may be enrolled in. If an alternative method is available to complete academic work in a non computer course, it will be assigned by the subject-area classroom teacher.

### **LIBRARY / BOOKMOBILE**

All elementary classes are scheduled for 30 minutes of library time once each week. Library skills are taught during this time and books can be checked out. Students may check out books from the school library for one week (K-3) and two weeks for grades (4-6).

The Siouxland Library Bookmobile comes to the school once each month for grades 1-8.

### **LOST AND FOUND**

A lost and found box will be maintained in the secretaries office. Lost articles should be reported and found articles turned into the office. Students and parents are encouraged to check the box periodically for lost articles.

### **MEDICATIONS – SEE HEALTH POLICIES**

### **CONFERENCES**

Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office. Regular parent/teacher conferences are scheduled for the end of the 1st quarter. Student-led conferences are scheduled at midterm of the 3rd quarter.

## PARTY INVITATIONS

Invitations to parties are to be sent to the home by mail or children invited by phone unless **all** boys or **all** girls in the class are invited.

If the child is to ride the bus to a friend's house:

- \* make arrangements the night before from home;
- \* check with the bus driver to make sure there is adequate room on the bus;
- \* a note must be sent to the school if children are to ride a different bus.

## PATRIOTISM

The Garretson School encourages patriotism. In our elementary schools the day begins with the Flag Salute. In addition, the National Anthem is played before varsity athletic events.

## PICTURES

Student pictures are taken early in the school year. Students have an opportunity to purchase packets of pictures at a special price if they so desire.

## PHYSICAL EDUCATION

All students K-5 have the opportunity for Physical Education during the school week. Each student must furnish his/her tennis shoes.

All students are required to participate in Physical Education unless a written excuse is given. If a student must miss Physical Education for an extended period, a doctor's excuse is required.

## PLAYGROUND RULES

1. No gum, candy, pop, seeds, etc. are allowed on the playground during school hours.
2. No throwing rocks, snowballs, leaves, etc. on the playground.
3. Students are not to play around cars or delivery vehicles.
4. Students must ask permission before entering the building or leaving the playground to retrieve balls, etc.
5. Students must keep their hands, feet and other objects to themselves. (No wrestling).
6. Students should not climb fences on the playground.
7. Appropriate language will be used on the playground at all times.
8. No spitting.
9. No toys from home will be allowed on the playground.
10. Jump ropes will be used for jumping only.
11. All climbers will be used safely. Students must have both hands on the climber. No crawling on top of the monkey bars.
12. Swing guidelines:
  - a. Back and forth motion only.
  - b. No underdogs – staff and/or children may give pushes.
  - c. May use swing with a buddy.
  - d. No twisting the swings.
  - e. No standing on swings.
13. Slide guidelines:
  - a. No climbing up the slide.
  - b. Feet first going down the slide.

## Winter Weather Rules:

- K-5 must wear coats, snow pants, gloves/mittens and boots to play on snow hills.
- General safe play is allowed on snow hills. No pushing, shoving, tackling, or other rough play on snow hills.
- No sliding on the ice.
- No throwing snow or snowballs.

## PUBLIC CONCERNS AND/OR COMPLAINTS ABOUT SCHOOL PERSONNEL, FACILITIES & SERVICES

(See High School Policy.)

### RECESS

All students will be taken out for recess. It is important that the students get fresh air and the activity made possible at recess. If students are ill, they may infect others in their class and should probably stay home from school that day rather than staying in for recess. Also, it is not always possible to supervise students adequately when they are left in their classrooms. Teachers must supervise the playground or may have preparation work to do outside of their classroom. In the event of inclement weather, the students will not be taken outside for recess. The elementary principal will have the final decision as to where recess will be held. A written note from a doctor may be required if a child is to stay in during recess for an extended period of time.

### RETENTION POLICY

Retaining of students at a given grade level is a procedure practiced when students are functioning at a level below grade level expectations. Criteria used to determine whether or not a student should be retained are:

1. Basic skills mastered in reading and math
2. Physical, emotional, and mental maturity
3. Work habits and attitude

No child will be retained until such decision is reached jointly by parents, teacher(s), and principal.

### SCHOOL CLOSING POLICY BECAUSE OF INCLEMENT WEATHER

If the weather conditions are so bad that it is unsafe to send the buses out in the morning and it does not appear possible to hold school, an announcement will be on the radio/TV as soon as possible. Do not call the superintendent or principal, but listen to the radio/TV. During these mornings when this decision has to be made, local farmers, the highway department and weather bureau are depended on heavily for weather information. Telephone lines must be kept open for the information. Stations KSOO, KELO, KRRO, KKLS, WSN will broadcast the announcement as well as TV stations KSFY, KELO, KTTW and KDLT.

In the event a storm develops during the school day and we feel it is unsafe to send the buses out at 3:15 P.M., students will be sent to the place parents listed on the student's Garretson School Information Update Form filled out at the beginning of the year. The decision not to send the buses out in the afternoon will be broadcast over the radio stations.

If an evening event is to be called off, we will try to get this information broadcast before 6:00 P.M.

During extreme weather conditions we ask rural parents to use extreme caution in making the decision to send primary children to school.

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

### SPECIAL EDUCATION

In order to provide appropriate educational opportunities, special education programs are available for students 0-21. Resource rooms enhance the regular classroom instruction. Speech, language, and hearing evaluation and therapy is available. Services outside the district are provided when all necessary special education criteria are met. (The "Comprehensive Plan for Special Education" is on file with the principal.)

## STUDENT RELATIONSHIPS

Students are to refrain from use of excessive affection in the hallways, classrooms, on school property or at a school activity. Excessive affection is defined as anything more than holding hands. Examples include: kissing, excessive hugging, touching of inappropriate areas, etc.

## TESTING PROGRAM

See High School policy.

## VISITATION

In addition to your visits for scheduled conferences, we invite parents to visit our classrooms. Children are eager to share their school experiences and want parents to show interest in their school life. Please call the teacher and make arrangements to visit whenever possible.

If a student from another school visits a classroom, **arrangements must be made prior to the visit.**

## VISITORS

While we welcome visitors and volunteers at school, we require that ANY-ONE coming to school during the school day report directly to the school business office and receive a visitor sticker. Please do not proceed to any area of the building until the office is aware of your presence. This is for your child's safety and also to prevent any disruption of classroom learning time.

## VOLUNTEERS

Volunteer help is always welcomed at Garretson School. We need parents to help provide support and supervision every day. If you are interested in helping out at school, please inform your child's teacher or a member of the PTO.

## WITHDRAWAL AND TRANSFER

If you are moving out of the district, the school needs to be notified at least a day in advance so the proper transfer of records can be prepared and the child's records completed for the transfer. A signed permission slip from the parent or guardian is needed to transfer the pupil's records to the new school. These forms may be obtained from the elementary principal.

## TITLE ONE PARENT INVOLVEMENT POLICY

The Board of Education of Garretson School District recognizes the necessity and value of parent\* involvement to support student and academic achievement. In order to assure collaborative partnerships between parents and schools, the board is committed to achieving the following goals in ways that recognize and respect the diversity and differing needs of families. The Garretson School District intends to include parents in all aspects of the district's Title 1 program. The goal is a home-school partnership that helps all students in the district succeed.

The following provisions and activities have been reviewed and considered appropriate to the Title 1 program by parents, teachers, administration and school board.

1. Involving parents as partners in school governance, including decision making.

2. Establishing effective two-way communication with all parents.
3. Developing strategies and programmatic structures to enable parents to participate actively in their children's education.
4. Providing support and coordination for school staff and parents to implement and sustain appropriate parent involvement.
5. Utilizing community resources to enrich the educational environment and promote family and student success.
6. Supporting parents in their roles as the child's first and most important teacher.
7. Providing parents at least 2 open meetings for Title 1 activities each year. Dates and sites of meetings will be printed in the school newsletter and the local paper.
8. The Title 1 teacher will provide the parents with school performance profiles and individual assessment results, including interpretation of results. Parents will also be given a description and explanation of the math and reading curriculum being used in the Garretson Elementary School, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.
9. Parents will be provided with information from state and federal sources regarding NCLB and Title 1 which will enhance the goals and objectives of the school district and Title 1 program.
10. Parents will have access to the Garretson School District Consolidated Application and the District Improvement Plan.
11. The Garretson School District will be receptive to parental requests for information and ideas which will enhance the Title 1 program and activities.
12. Special forms are designated for Title 1. Parents will be informed of a students' referral and placement in a Title 1 program. Permission for services, scheduled parent conferences, and written program progress reports (four times per year) will be afforded to parents.
13. Parent/School Compacts will be developed and disseminated to parents of participating students each year prior to the fall Parent/Teacher Conferences.

\*For our purposes, the term parent means any adult who assumes major responsibility in the rearing of a child.

# Garretson Elementary Discipline Chart

OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	HABITUAL DISOBEDIENCE
<b>Class One (Per Quarter)</b>				
Tardy	Record - make up time or missed work at recess	Record - make up time or missed work at recess	Student conference, parent contact, student may write a plan - send home copy of plan	4 or more offenses 5 or more tardies, SAS, detention, parent contact, community service as appropriate
Name calling Taunting/Teasing Classroom disruption Playground violation Disrespectful/Profane language	Student conference	Student conference, parent contact, student may write a plan, plan is sent home	ISS/SAS (1-3 days), student/parent conference, student will write a plan, plan sent home, TAT/counselor referral, community service	OSS (1-3 days), parent conference, TAT, OSS alternative, community service
<b>Class Two (Per Quarter)</b>				
Skipping/neglecting obligations (5+ missed assignments). Insubordination Pornographic material	Student conference, parent notification, student will write a plan, copy of plan goes home	Student conference, parent notification, student will write a plan, 1-3 days loss of privileges	ISS/SAS (1-3 days). Student conference, written plan, TAT/counselor referral as appropriate, community service	OSS (1-3 days), parent conference, TAT referral, OSS alternative, community service
<b>Class Three (Per Semester)</b>				
Threatening Harrassment Physical/Verbal aggression Intimidation	Student conference, parent notification, student will write a plan, copy of plan goes home. 1-3 days loss of privileges	ISS/SAS 1-3 days, student conference, parent notification, written plan. TAT/counselor referral as appropriate, community service	OSS 1-3 days, parent conference, TAT. OSS alternative, community service	

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**ILLEGAL OFFENSES****Class Four (Per Year)**

Violence, Fighting, Tobacco, Gross Insubordination, Destruction of Property, Theft	ISS/SAS 1-3 days, student conference, parent notification, student plan, TAT/counselor referral, community service as appropriate	OSS 1-3 days, parent conference, TAT/counselor referral. OSS alternative community service	OSS 5 days, parent conference, TAT referral. OSS alternative, community service	Long term suspension, expulsion, change of placement, police referral
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**Class Five (Per Year)**

Arson, Drugs/Alcohol, Weapons, Endangering the life of others	Police referral, long-term suspension, expulsion, parent conference			
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**Consequences may include police referral. Administration reserves the right to assign alternative consequences.**

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## DISCIPLINE DEFINITIONS

**Bus Behavior:** While on district-provided buses, students shall adhere to the same behavior expectations, standards, and consequences as at school.

**Computer Violation:** Consequences for computer violations will be applied according to the nature of the offense on the Discipline Plan. (i.e. - copying administrative files = theft; destroying files = destruction of property; not following computer rules = insubordination.) Violations may result in restriction and or loss of computer privileges.

**Conflict Resolution:** Programs designed to teach students to deal with conflict in a constructive manner.

**Destruction or Stealing Property:** Willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property, or repeated damage or theft involving private or school property. Includes alteration of student/school computer programs/systems.

**Disrespectful/Obscene Language:** Use of obscene or disrespectful language, communication or action.

**Electronic Devices:** Electronic devices including items such as pagers, cellular phones and laser lights are not allowed at school. Electronic devices will be confiscated and returned only to the students' parents.

**Expulsion:** Denial of a student's membership in school for a period of time.

**Fighting:** Physical violence in an angry or quarrelsome manner with intent to harm another person or to disrupt the process of education while on school property; including parking lot and buses.

**In School Suspension (ISS):** Temporary denial to a student by a principal or participation in a class. Suspension will be served in school. Credit for completed class work.

**Insubordination/Habitual Disobedience:** Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request or situations in which the student is shown to be habitually disobedient.

**Intimidation/Threat To Others:** Use of coercion, force, threats, violence, intimidation or similar conduct that constitutes a threat to a person's safety or interferes with school purposes.

**Long-Term Suspension:** Temporary denial to a student by the superintendent or school board of participation in school for more than ten days and not more than ninety days.

**Out of School Suspension (OSS):** Temporary denial to a student by the principal, superintendent or school board of participation in class or classes. Suspension will be served out of school.

**Nuisance Items:** Items that disrupt the teaching and learning process or could cause harm or disturbance to a fellow student or teacher.

**Positive Behavior Modules:** Individualized lessons (books, worksheets, self reflections) that students must complete before being readmitted to class.

**Profanity:** Swearing; use of obscene, threatening or flagrantly disrespectful oral or written language, gestures.

**Suspension After School (SAS):** An option for the principal to use in place of ISS that requires students to serve suspension before or after school.

**Teacher Assistance Team:** A team of staff members who work together to help students become and remain successful in school.

## Garretson Elementary Daily Schedule

<b>School Doors Open</b>	7:40
<b>School Breakfast Begins</b>	7:40
<b>4th and 5th Graders Report to Classrooms</b>	8:00
<b>School Bell Rings</b>	8:20
<b>Tardy</b>	8:25
<b>K-1 Morning Recess</b>	9:35-9:50
<b>2nd Morning Recess</b>	10:40-10:55
<b>Kindergarten Recess/Lunch</b>	11:55-12:20/12:33-1:00
<b>First Grade Recess/Lunch</b>	12:05-12:30/12:40-1:05
<b>Second Grade Recess/Lunch</b>	12:10-12:35/12:45-1:10
<b>Third Grade Lunch/Recess</b>	10:40-11:05/11:05-11:30
<b>Fourth Grade Lunch/Recess</b>	10:45-11:10/11:10-11:35
<b>Fifth Grade Lunch/ Recess</b>	10:50-11:15/11:15-11:40
<b>K-2 Afternoon Recess</b>	2:15-2:30
<b>3rd/4th Afternoon Recess (5th Grade on Fridays)</b>	1:40-1:55
<b>School Dismissal</b>	3:30

<b>Kindergarten Specials</b>	8:30-9:00
<b>First Grade Specials</b>	9:00-9:30
<b>Second Grade Specials</b>	9:30-10:00
<b>Third grade Specials</b>	12:00-12:30
<b>Fourth grade Specials</b>	12:30-1:00
<b>Fifth Grade Specials</b>	1:00-1:30

———— NOTES ————

# ***GARRETSON HIGH SCHOOL SONG***

*We're loyal to you Garretson High  
The Blue and the White Garretson High  
We'll back you to stand  
Against the best in the land  
For we know you will say Garretson High,  
Rah, Rah,*

*So, pass on the ball Garretson High  
We're backing you all Garretson High  
Our team is the famed protector  
On team for we expect  
A victory from you Garretson High*