

**Bowdle School**

**Junior and Senior**

**High School**

**Handbook**

**2016-2017**

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# **WELCOME TO BOWDLE HIGH SCHOOL**

## **FORWARD**

As a student at Bowdle High School you have every right to be proud of your high school and community. We welcome you and invite you to take part in the complete program offered to the students at Bowdle High School. Parents are urged to encourage children to seek help from their teachers, counselor, and administrators. All school staff will be available for further assistance. Ask for individual help and you will find the whole staff willing to assist.

It would be impossible to have a pre-arranged policy to cover all of the situations that may arise, so we ask that all personnel involved realize that in most situations, good common sense will solve most problems. However, the following handbook is presented as a guideline to policies and procedures to be followed during the year. To avoid misunderstandings, please read and refer to this handbook.

## **TO PARENTS**

Parents are the child's most important teachers. Therefore, it is important that parents and the school work together to help children achieve the necessary educational goals.

### **PARENTS CAN HELP BY-----**

- (1) Encouraging your children to be regular in their attendance and to be on time for school and for their classes.
- (2) Encouraging your children by talking to them about their schoolwork.
- (3) Encouraging homework and a good learning environment.
- (4) Stressing the importance of learning and good grades.
- (5) Talking to teachers about your child's weaknesses and strengths.
- (6) Supporting the teaching staff.
- (7) If questions or concerns arise, contact the teacher involved first, then the superintendent.
- (8) Making sure your child is dressed modestly and properly at all times.
- (9) Accessing Infinite Campus Parent Portal to monitor child's grades.

## **1.2 SCHOOL PHILOSOPHY**

Education must be considered as a process of growth, in which the individual is motivated and stimulated by the controlled environment of the home, church, school, state, and nation, as well as the uncontrolled environment of the total community.

It is the duty of the school and community to help each and every student develop their potential to the greatest extent possible. Each student should gain, in addition to fundamental skills, the development of self-discipline, respect for authority, and acceptance of responsibility for their own actions. Adhering to the basic values of respect, knowledge, fortitude and generosity will allow the student to grow mentally and physically.

Our philosophy is aimed at the development of democratic principles, with citizenship as the main objective.

Each student is individually different and we will strive to motivate and counsel them to meet the challenges of today and tomorrow. It is our belief that all students have a place in our society. We will endeavor to help them attain success.

### **1.3 STUDENT CITIZENSHIP IN SCHOOL**

The school offers the student the best opportunity to practice good citizenship. Good citizenship is largely a matter of being courteous, considerate, and respectful of the rights of others. It behooves each student to exercise self-discipline and to do the things expected of every good citizen in a democracy.

There is no such thing as a good school where the practice of good citizenship is not conducive to learning. By citizenship we mean a student's attitude, behavior, and respect they give to others, as well as how they spend time while in school or activities.

A student who has a good attitude, regardless of ability, is a definite asset to the school. Students whose attitude is combative, unwilling, and interfering with the learning process, is a liability to the school system as a whole.

Nothing is more unfair than for a student to disrupt a class, an assembly, or practice the policy of being a discipline problem. True, teachers are to maintain discipline, but they are hired to teach, not be policemen. Hence, all students are expected to cooperate and help the learning process, not hinder it. If you follow the adage of "Respect yourself, Respect others and Respect the school" you will be well on the road to academic and social success.

### **1.4 GUIDANCE OFFICE**

You are welcome to take advantage of the services offered by the Guidance Counselor. They will help the student with post-high school plans as well as personal and social concerns. Conversations with the Counselor will be held strictly confidential.

The following list will suggest types of aid to be found at the Counselor's office:

- (1) Study counsel, achievement, social relationships, activities and goals
- (2) High school and post-high school planning
- (3) Information on dual credit and SD Virtual School
- (4) Help with financial aid/scholarship questions
- (5) Military service information
- (6) Vocational information
- (7) Test information
- (8) Schedule changes---registration
- (9) Credit checks & transcripts
- (10) Group guidance activities
- (11) Recommendations
- (12) Referrals to agencies outside the school

### **1.5 STUDENT CLASSIFICATION**

Students must attain a minimum number of credits to be considered for the next grade level. These minimums are as follows:

SOPHOMORE:	Five (5) credits
JUNIOR:	Eleven (11) credits
SENIOR:	Sixteen (16) credits

NEEDED TO GRADUATE:

Twenty Two (22) credits

## **1.6 GRADUATION REQUIREMENTS**

Bowdle High School has adopted the same requirements as those set by the State Board Of Education. They are as follows:

TWENTY-TWO UNITS OF CREDIT EARNED IN GRADES 9 THROUGH 12 ARE REQUIRED FOR HIGH SCHOOL GRADUATION. FOURTEEN SPECIFIC UNITS ARE REQUIRED AND INCLUDE THE FOLLOWING:

- (1) Four credits of English/Language Arts
- (2) Three credits of Social Studies
- (3) Three credits of Math
- (4) Three credits of Laboratory Science
- (5) One-half credit of Physical Education
- (6) One credit of Fine Arts
- (7) One-half credit of Economics or Personal Finance
- (8) One credit of Career & Technical or World Language
- (9) One-half credit of Health

Scholarships opportunities are available through the school counselor’s office.

## **1.7 TRANSCRIPTS**

Your transcript is a record that will be used in the future by employers and schools to judge your past accomplishments and potential for the future. No transcript will be released without the consent of the proper person, completion of required work, and the fulfillment of all school obligations.

## **1.8 GRADING SYSTEM GUIDLINE**

The grading system will be as follows:

100-----A+	91-92-----B+	83-84-----C+	75-76-----D+
95-99-----A	87-90-----B	79-82-----C	71-74-----D
93-94-----A-	85-86-----B-	77-78-----C-	69-70-----D-
			Below 69—F

Percentage grades will be used on report cards for grades 7-12.

“I” indicates incomplete work. Incomplete work should be completed within two weeks of the end of a quarter to receive credit. Teachers do have the right to vary the value of the letter grades.

## **1.9 HONOR ROLL—HONOR STUDENTS**

The honor roll will be compiled using the following criteria for qualifying. Band, PE, Chorus, and any other extra-curricular activity will not be counted toward qualifying for the honor roll.

“A” Honor Roll: A student must have a 93% average or higher in his/her academic courses.

“B” Honor Roll: A student must have an 85% average or higher in his/her academic courses.

Graduating honor students will be those students who have maintained an overall average of 93% or higher during their four years.

When averaging for the honor roll or honor student classification, all fractions will be dropped. Example, 92.7% will be considered a 92% average and will not be on the “A” honor roll.

The senior(s) with the highest GPA will be Valedictorian(s) and the senior(s) with the second highest GPA will be Salutatorian(s).

## **2.0 ACADEMIC AND ATHLETIC LETTERS**

At the end of each school year, students will be selected as Academic Letter Winners. This policy has been established to encourage excellence in academic work.

To earn a Gold pin, the student must have been on the “A” Honor Roll for each quarter of the year. To receive a Silver pin, the student must be at least on the “B” Honor Roll for each quarter of the year.

First time winners will receive a chenille letter and a pin. In subsequent years, only the pin will be awarded.

### **Athletic Awards**

A chenille letter and a pin designating the respective sport will be awarded to each student athlete participating in varsity basketball, football, cross country, track, clay target shooting and golf. For each season of exceptional performance thereafter, a single bar insignia will be awarded in each sport of participation.

The awards will be based on the following merits:

- Basketball – Recipient must play in one quarter of each varsity game suited for during the regular season. If an athlete is involved in a rotation situation on the varsity squad, the athlete must play in a minimum of 12 quarters of varsity play in order to be considered for lettering.
- Football – Recipient must play in one-fourth of the quarters during the regular season (8 games – 8 quarters.)
- Volleyball – Recipient must be a member of the varsity team and have participated in a minimum of 60% of the varsity matches excluding tournament play.
- Track – Recipient will earn one point for each varsity track meet participated. Each athlete may earn points at a track meet by placing in an event. To letter an athlete must earn a minimum of one point more than the number of track meets the team attends.
- Cross Country – Recipient will earn one point for each varsity meeting participated. Each athlete may earn points at a meet by placing in the top 20 final placing.
- Clay Target Shooting – Recipient must average 19 targets per round or place at the state meet.

- Golf – Recipient must be a member of the varsity team and have participated in a minimum of 60% of the contests with a minimum of five teams in participation
- A maximum of five (5) individual special awards which are voted on by team members with the exception of ties shall be distributed at the end of the year awards night.

## **2.1 DEFICIENCY REPORTS**

Deficiency reports will be sent out in each of the quarters of the school year, at least 4 weeks before the end of the quarter. Any student that has a 76% or lower average, in any subject, should receive a deficiency notice. Other students may receive a notice for poor or incomplete work, even though they may have a higher average.

## **2.2 BUILDING REGULATIONS**

No student will be allowed in the building evenings or weekends unless they are accompanied and supervised by a responsible adult. All students are asked to keep to the right while passing through the halls. It is also requested that each student help keep the school and grounds neat and clean. It is against school regulations to post signs, notices, or displays, without permission from the office or advisor. It is hoped that students will use the bulletin boards to post such messages. Taping notices on painted walls is discouraged and must be approved by the office.

## **2.3 HALLWAY CONDUCT**

The COURTEOUS things to do----

- (1) Keep to the right
- (2) Walk, don't run
- (3) Don't whistle, shout, or shove others
- (4) Use waste baskets
- (5) Think of others in class---be quiet
- (6) Open and close doors in a quiet manner
- (7) Do not loiter in the hallways

## **2.4 CLASSROOM CONDUCT**

Every student will be given the opportunity to conform to the rules of the school and classroom. When a teacher has exhausted every reasonable approach and the student does not respond in a positive manner, the teacher will contact the administrator and supervise the student until the administrator arrives to remove the student from the classroom.

INSOLENCE, INSUBORDINATION, AND "BACKTALK" WILL NOT BE CONDONED OR TOLERATED BY THE TEACHING STAFF OR ADMINISTRATION AND IS A VERY SERIOUS OFFENSE SUBJECT TO DETENTION, SUSPENSION OR EXPULSION.



## **2.5 INEXCUSABLE CONDUCT**

- (1) Disturbing or abusing others;
- (2) Interfering with equipment or fire alarms (against the law);
- (3) Swearing or using abusive language on school grounds or during any activity;
- (4) Destroying or vandalizing public or private property;
- (5) Using and/or having possession of tobacco products on school property or on school sponsored trips;
- (6) Driving cars during school time without permission;
- (7) Leaving school grounds without permission during the school day;
- (8) Driving recklessly;
- (9) Defacing walls, books, or materials checked out from the school. Those who do will be held financially responsible for any such damages. Legal action may also be taken;
- (10) Use or possession of alcohol, or illegal drugs while on school property or while on school sponsored trips, or use of these prior to attending a school activity;
- (11) Shoving, kicking, pinching, tripping, etc.

Any of the above behaviors may result in detention or suspension.

## **2.6 DISCIPLINE**

The following are general guidelines. Nothing stated herein will preclude the possible use of alternative methods, which may seem prudent, necessary, or more appropriate.

**FIRST DISMISSAL FROM CLASS OR STUDY HALL:** The student will confer with the administrator and teacher involved. The parents will be contacted. A written disciplinary report should be completed. The student will spend one hour in detention.

**SECOND DISMISSAL:** The student will confer with the administrator. A written disciplinary report will be completed and sent to the parent or guardian. The administrator may suspend the student for up to five (5) days. The student will spend two hours in detention.

**THIRD DISMISSAL:** The student will be suspended for one (1) day. A written report will be completed and sent to the parent or guardian. A conference with the parents or guardian will be required before the student is re-admitted to the school.

Repeated offenses will result in the student being suspended from school for a longer period.

**NOTE:** The guidelines listed above refer to any three classes, not just from one single class or teacher. This means that if a student is removed from Science, History, and English (or any other class) in any order, they have been removed three times. If the event is deemed serious, such as fighting, using obscene or abusive language, insolence, insubordination, etc., the administrator may take whatever action is deemed necessary. If the student must stay after school, he/she is to report to the administrator before any activities or work.

## **2.7 DETENTION**

Students will be required to stay after school for misbehaving or for excessive tardiness.

Parents will be contacted for students who are sent to detention a second time for the same offense. Detention may be delayed one day to allow the student to make arrangements for transportation home.

**A STUDENT REQUIRED TO SERVE DETENTION MUST REPORT TO THE ADMINISTRATOR OR TO THE TEACHER INVOLVED AT DISMISSAL TIME THAT SAME DAY, OR BY 7:30 THE NEXT SCHOOL DAY. FAILURE TO REPORT EITHER OF THOSE TWO DAYS DOUBLES THE DETENTION TO TWO HOURS. FAILURE TO REPORT AT DISMISSAL TIME THE NEXT SCHOOL DAY RESULTS IN A 2% DEDUCTION FROM EACH OF THE STUDENT'S NINE WEEKS GRADES.**

## **2.8 SUSPENSIONS**

Serious or repeated offenses may lead to suspension from individual classes or all classes. Two types of suspension will be used:

**IN-SCHOOL SUSPENSION:** The student will be required to sit in a designated area, other than the classroom, for the period of suspension. The student will be allowed to make up work and receive credit for work missed while on in-school suspension.

**OUT-OF-SCHOOL SUSPENSION:** The student will remain out of the school building for the period of time of suspension and will not be allowed to attend any of the school functions that may be scheduled during that time. The student's absence is to be considered **UNEXCUSED** and 2% will be deducted from each of the student's nine weeks' grades for each day of suspension.

**REPEATED OFFENSES MAY RESULT IN THE STUDENT BEING EXPELLED FROM SCHOOL.**

## **2.9 STUDENT INITIATION**

Freshmen initiation serves no useful purpose. For that reason, Bowdle School does not condone initiation activities of any kind.

## **3.0 LEAVING SCHOOL GROUNDS**

When for any reason it may be necessary to leave the school grounds, other than for regular school activities, the student must first receive permission from the Administrator's office. A student leaving the school without permission will be disciplined.

## **3.1 ANNOUNCEMENTS**

Announcements will be distributed via Infinite Campus/Bowdle School Web site during the first period of the morning. Students are responsible for adhering to all notices that may be given in the announcements.

## **3.2 LOST AND FOUND**

All articles found in the school, or on school grounds, should be turned in at the school office. Check the lost and found notices to see if lost articles have been recovered.

### **3.3 SCHOOL CANCELLATION**

WEATHER: Inclement weather conditions may cause school to be closed, delayed in starting, or dismissed early. If school is to be delayed, closed for the day or dismissed for early release, we will contact "School Messenger" and the following radio, TV stations, and Websites:

KOLY (1300 AM) Mobridge-----KOLY (99.5 FM) Mobridge

KMLO (100.7 FM) Mobridge-----KGFX (1060 AM) Pierre

KELO TV-----KSFY TV-----KABY TV-----KELOLAND.COM

The operation status announcement will also be published over the Bowdle School's website whenever feasible. If the weather is such that it is impossible to return students to their respective homes for the night, plans should be made for students to stay with a relative or friend who lives in or near town. During the first few weeks of school, each rural student attending the Bowdle School will be asked to provide the name of the family that will serve as their emergency home.

In all weather related cases, the final decision as to whether or not to send students to school on questionable days shall rest with the parent/guardian. A note to the administrator or a phone call the office will excuse the student for the time missed.

### **3.4 ASSEMBLIES**

ASSEMBLY PROGRAMS: These are planned in advance to provide students with entertainment and information. Students should file to and from these assemblies in an orderly fashion. Students are required to attend the assemblies and conduct themselves in a courteous manner. They should be attentive and courteous to those presenting the program. Skipping an assembly without permission would be considered the same as skipping a regular class.

PEP ASSEMBLIES: Cheerleaders must obtain approval from the administrator in advance of a desired pep assembly.

### **3.5 LOCKERS**

Lockers will be assigned at the time the students enroll for classes. Lockers are considered school property on loan to the students. As such, they are subject to periodic inspection as deemed necessary by the administration. It is not advisable for students to leave valuables in the lockers. Lockers should always be kept locked.

Lockers are searched by administrators to insure school safety and pupil's welfare. The authority is often exercised to determine if students are harboring stolen property, weapons, drugs, or alcohol. Such inspection may be part of an inspection to rid the building of fire hazards.

The RIGHT of an administrator to inspect lockers becomes a DUTY when suspicion arises that something of an illegal nature may be secreted there.

1. The courts have unanimously upheld the claim that school lockers are school property loaned or rented to the student for his/her convenience. School authorities may

- search the student's locker, without prior warning, in seeking contraband because, standing in loco parentis, school authorities are charged with the safety of all the students under their care and supervision. Such a search isn't "illegal" under the fourth amendment to the Federal Constitution, but a reasonable exercise of board power in the interests of the health, welfare, and safety of all school personnel.
2. Courts have reasoned that the school extends locker use to students only for legitimate purposes. School authorities therefore, have not only the right, but also the duty, to inspect lockers either periodically or on an ad hoc basis, in the interests of making the school a "safe place in which to study".

### **3.6 DRESS AND GROOMING**

- (1) We expect students to dress like ladies and gentlemen. Fancy dress is not necessary, but neatness and cleanliness are qualities that should be cultivated by all. All extreme styles of dress are discouraged.
- (2) Students are expected to remove their caps or hats when in the school building.
- (3) Parent approval will be a guide for student dress unless such dress is disruptive or interfering with another pupil's education. Students will not be allowed to wear any articles of clothing to class or on activity trips which convey any message of profanity, drugs, alcohol, and tobacco, are sexually suggestive, or display racial or ethnic slurs.

**All boys and girls shirts must be of sufficient length so that all midriff skin is covered. Shorts and skirts must be of sufficient length and shoulder straps of adequate width.**

Good grooming is more than just for appearance sake; it denotes a way of life. It becomes difficult for even the best students to maintain high ideals within if he/she looks slovenly without. For this reason, the school and your parents take a personal interest in student appearance and feel that this is an important part of a student's educational training. If the administrator feels that the student's attire does not meet the above requirements, he/she may be asked to go home to change into attire that is more suitable or the parents may be called to bring a change of clothing to school or suitable clothing will be provided to the offending student(s).

### **3.7 CLASS MEETINGS**

Class meetings may be scheduled when the need arises. Students must first get approval from the advisor and administrator before a meeting may be held.

### **3.8 UNAUTHORIZED ACTIVITY PERIODS**

There will be no school events, practices, or meetings scheduled on Wednesday evenings after 6:00 p.m., or any time on Sunday, unless specifically authorized by the administration.

### **3.9 LIBRARY**

Students must have permission to go to the library. Books are to be on loan for a period of two weeks, with permission to renew for one additional week. Dictionaries, encyclopedias, newspapers, atlases, reference materials, etc. are to be used for only one period. They are not to be taken from the library or study hall without permission. Magazines are considered reference books and may not be taken from the library or study hall without permission.

NO REFERENCE BOOKS ARE TO BE TAKEN FROM SCHOOL WITHOUT PERMISSION.

## **4.0 STUDY HALL**

The purpose of the study hall is just that, STUDY. Many students depend on the study hall Time to get their work done, because out of school time is limited. Therefore, it is essential that study halls remain quiet and orderly. WHILE IN STUDY HALL.....

- (1) Be quiet;
- (2) Sign out after roll is taken;
- (3) Only one male and one female may be checked out at the same time;
- (4) Roll is taken at the start of the period. Students who have signed out must return to the study hall before the end of the period;
- (5) Talking is by permission only;
- (6) Students should not be in the library for an entire period to “study together” unless permission is granted;
- (7) If a student wishes to see another teacher, they should get a pass from that teacher before study hall begins. The study hall teacher may give permission to the student to visit the superintendent, counselor, or go to the office.
- (8) Study hall teachers may adopt their own study hall rules as needed.
- (9) Computer use will be restricted for students receiving a C or below on a mid-term or quarter grade.

## **4.1 TELEPHONES**

No student will be called from class to answer the phone unless it is deemed an emergency. The school’s phones are for school business. Plan your schedules so that calls can be made during noon hour or during study hall. Cell phones are to be turned off and no “texting” is to be done during the entire school day. Students are to keep their cell phones in their lockers. **Any student violating this rule will have their cell phone confiscated by the administration or staff member. Penalty for the first offense will be the cell phone being in the administration’s possession for a maximum of two weeks. The second offense the cell phone will be confiscated for the maximum of a month and the third offense the cell phone will be permanently withheld from the student.**

## **4.2 SCHOOL VISITATIONS**

Parents are welcomed at the school. You must check in to the school office if you wish to visit a classroom during the school day. Please make arrangements in advance.

## **4.3 DRILLS**

**FIRE DRILLS:** Periodic fire drills will be conducted. Each student must leave the school and not return until the drill is completed. All rooms have fire exits posted, and students should be familiar with them.

**TORNADO DRILLS:** All students should proceed to the hallway outside their respective classrooms and assume the civil defense position. Stay clear of windows, doorways and the school gymnasium. Students in the gym should go directly to the locker room shower area and assume the civil defense position.

**CIVIL DEFENSE POSITION:** The students should drop to their knees, clasp their hands behind their head, bury face in arms, make body as small as possible, and cover eyes and ears with forearms.

IF TIME DOES NOT PERMIT MOVING TO THE HALLWAY, DROP TO THE FLOOR AND CRAWL UNDER A DESK OR FURNITURE WITH BACK TOWARD WINDOWS. IF OUTSIDE WITHIN A SHORT DISTANCE OF AN OBJECT THAT MAY PROVIDE SOME PROTECTION, (TREE, DITCH, ETC.) LIE FACE DOWN WITH THE OBJECT BETWEEN YOU AND THE STORM OR BLAST.

#### **4.4 NOON HOUR**

The lunch hour is from 12:22 to 12:50 each day. Students may not drive or sit in vehicles during this time, and students may not be unsupervised during this time. High School student's parents/guardians may request permission for their student to travel home for lunch by submitting a release form to the District Office. The Administration may grant permission for students to drive home during this time, however it is recommended that students walk or be picked up by their parent/guardian. Lunch prices will be set yearly by the Board of Education during the regular monthly meeting in August. A pre-pay account will be set up and it is required to keep a positive account balance.

#### **4.5 CLASS ENROLLMENT**

Due to many requirements set by the State Board of Education, Board of Regents, and individual colleges, students should carefully plan their course work while in high school. This is the reason that parents should review the student's registration form. Between the parents and the school, mistakes may be avoided.

#### **4.6 CLASS CHANGES**

A student may change classes within five days of the start of a semester. To change a class, the student must get the permission of the teachers involved in the adding and dropping of a class, plus they must get permission from the administration. Sometimes circumstances require changes after the five-day period. The administrator and teachers involved will determine if there is sufficient reason to change.

These are some exceptions to the rule:

- (1) When the student has exhausted all available means of assistance to overcome difficulties, they may withdraw with no credit.
- (2) When a student is passing a class, but because of extended illness is no longer able to maintain a passing grade or understand the material upon returning to class. The student may be allowed to withdraw with no credit.
- (3) When a student is failing a class, but has not attempted available means to resolve the problem, they may withdraw with a grade of "F" on the report card and permanent record.

## **4.7 CHEATING**

Students found guilty of cheating may be failed for the particular piece of work that is in question; may fail the particular class they are in; or may be removed from the class. The decision rests with the class teacher and the administration. Each case will be decided individually on its own merits, with the parents being contacted.

## **4.8 DRIVING VEHICLES**

Students are not allowed to drive motor vehicles during the school day (**8:20-3:20**), unless, approved by the superintendent. Students driving without permission may be disciplined. A student may not be a passenger in another student's or non-student's vehicle without permission from the superintendent.

A student who was absent during the morning may drive to school for the second half of the day.

## **4.9 BUS CONDUCT**

Bus drivers are in complete charge of their vehicle and their word is the law. Students who ride buses either to and from school or on activity trips are expected to act like ladies and gentlemen and follow all school bus rules. Destruction and misbehavior will be reported directly to the superintendent.

Food items may only be consumed with the bus driver's permission, and only if waste is placed in the trash receptacles. **THE EATING OF SUNFLOWER SEEDS ON THE SCHOOL BUSES IS NOT ALLOWED AT ANY TIME.**

Violation of any of the bus rules may result in the student being restricted from further bus trips.

## **5.0 MEDICATIONS**

No medications will be administered to any student by any school personnel unless arrangements have been made. If a student is required to take some form of medication and is unable to take the medication by him/herself, the parent should make arrangements to come to the school to administer the medication to the student. If this is not feasible, the parent should make other necessary arrangements. The office must be informed of all necessary medications that any student may be taking.

Aspirin and/or Tylenol will be treated as any other medication and will not be dispensed unless prior approval has been given by the parent or guardian.

## **5.1 DANGEROUS WEAPONS**

Schools should be an example of what is required regarding the observance and respect for law in society at large. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public.

State and federal laws as well as Board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons must be reported to the police. Appropriate disciplinary or legal action, or both, shall be pursued by the school administrator.

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

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or airguns at fire ranges, gun shows, and authorized supervised school training sessions for the use of firearms.

Any student bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The chief executive officer (ceo)/superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer, or any explosive, including poison gas.

## **5.2 ACCIDENT INSURANCE**

A student accident insurance plan and a dental accident plan will be offered to all students at the beginning of each school year. These are voluntary plans and parents decide whether or not they wish to participate.

## **5.3 ACTIVITY TICKETS**

Students may purchase activity tickets for \$15.00 each. These tickets provide admission to all home athletic events at either Bowdle or Eureka. They are not valid for any tournaments held in Bowdle or Eureka.

Adult activity tickets are available for \$35 each, (Senior Citizen—65+--Free) providing for admission to all Eureka-Bowdle high school and all Bowdle grade school athletic events except tournaments.

## **5.4 HIGH SCHOOL ATTENDANCE POLICY**

It is essential that students have regular attendance for scheduled classes to derive the true benefit of an education while in high school. If the student is regular in attending classes, they will get more attention and benefit of instruction from the teaching staff. These policies have been established to provide guidelines for attendance:



- (1) Students are allowed seven and one-half (7 ½) excused absences per semester from school or individual classes. Excused absences include sickness, medical appointments, and parental excuses, provided make-up slip procedures are followed and work made up.
- (2) The only absences that will be accepted beyond the seven and one-half days per semester will be for medical reasons. A doctor's slip may be required before a make-up slip will be issued.
- (3) A student may also be excused for reasons such as a death in the family.
- (4) A student may be excused for up to five days per year to attend a state or national youth program that has educational value.
- (5) Absence for school sponsored functions (band, athletics, class trips, etc.) in which the student takes an active part, do not count as absences.
- (6) Work permits will be counted as absences and will be counted against the seven and one-half days allowed per semester.

**ANY ABSENCE IN EXCESS OF THE CATEGORIES MENTIONED HERE, WILL RESULT IN AN UNEXCUSED ABSENCE AND THE STUDENT WILL BE DEDUCTED 2% FROM HIS/HER SEMESTER GRADES FOR EACH ABSENCE OVER THE 71/2 ALLOWABLE DAYS. STUDENTS AND PARENTS MAY BE ASKED TO COME BEFORE THE SCHOOL BOARD TO JUSTIFY EXCESSIVE ABSENTEEISM.**

### **5.5 MAKE-UP PROCEDURES**

Two kinds of make-up slips will be issued:

- (1) **ADVANCED MAKE-UP SLIPS:** These will be issued when the student knows in advance that they will be absent. A written request from the parent/guardian should be turned in prior to the student being absent. The student should have all work completed and the slip turned in to the office before the time of the absence.
- (2) **REGULAR MAKE-UP SLIPS:** These are issued for absences that could not be anticipated, such as illness. The student should present, to the office, a written excuse as to the nature of the absence, signed by the parent/guardian when they return to school. The student must complete all work to be made up while absent, within equal time of the absence. Extensions may be granted by the administrator, if warranted.

Written excuse slips should include the following information:

- (1) Date of absence(s)
- (2) Date slip brought to principal
- (3) Reason for absence
- (4) Parent/Guardian signature

Failure to submit an excuse and obtain a make-up slip may be considered an unexcused absence and the student will receive a 2% nine weeks' grade deduction for each class missed.

### **5.6 18 YEAR OLD POLICY**

Students who have reached their 18<sup>th</sup> birthday may sign their own absence slips and other

school documents, provided that parents have given the school written notice that it is acceptable and that absences do not exceed those listed in this handbook.

### **5.7 TARDINESS**

A student will be allowed four (4) tardies per quarter. A fifth and subsequent tardy will result in one hour of detention. Teachers are to send any student who is tardy to the office for an admit slip.

### **5.8 SKIPPING SCHOOL**

Skipping school is an unexcused absence and will result in a 2% deduction from each nine weeks' grade for each day.

### **5.9 STUDENT ILLNESS**

Parents will be informed by telephone if their son/daughter is to be sent home for an illness. Students must report illnesses to the office. Parents are advised to be certain that the school has an emergency number where they can be reached in case an emergency arises and they cannot be reached at home.

## **6.0 DAMAGE TO SCHOOL BUILDINGS AND PROPERTY**

Any student who maliciously does damage to any school property will be held responsible for paying the costs of repair or replacement of the damage. Students will also be required to pay for any lost or damaged books and materials that have been checked out to them. Legal action may be taken if necessary.

## **6.1 EXTRA-CURRICULAR ACTIVITY REGULATIONS**

The school has established certain minimum behavioral regulations that student's must follow while participating in extra-curricular activities.

Students will be presented with a set of guidelines at the start of the school year that establish the rules for participation in various school-related activities. It should be stated that students will not be allowed to have in their possession/control, alcohol, tobacco products, or illegal drugs. Students shall also not be allowed to violate state or federal law while participating in an activity. Duration of an activity consists of the first day of participation to the last event sponsored by the school. Each case that may violate these guidelines will be handled on its own merits, and decided by the activity director and administration.

Students must be present in school the afternoon of an activity in order to participate in a school activity later that day. Exceptions may be made at the administrator's discretion for doctors' appointments, family emergencies, etc. Students who are ill during the day are presumed to be too ill to attend the night's activity as a participant or as a spectator.

These are minimum guidelines; others may be set by activity directors with permission from the administration. Specific rules are given in the cooperative agreement and the training rules for all sports.

## **6.2 SENIOR TRIP**

The senior class trip sponsored by the Bowdle School each year, will be to the Washington, DC/New York area, with the itinerary developed by the administration in cooperation with a travel agency. Each student will be responsible for a minimum of \$150 toward the cost of the trip. Refer to the Junior Class Handbook for more details.

## **6.3 ELIGIBILITY**

Participation is dependent on Scholarship. To be eligible for athletic participation, students must achieve passing grades in a minimum of five (5) courses, excluding band and chorus, at the end of each grading period – midterm and the end of the nine-week period. Students who are not passing in a minimum of five courses at the end of a respective grading period shall be placed on academic probation for the succeeding four and one-half weeks. Grades shall be monitored at midterm and end of each nine-week grading period. (There are approximately 43 days in each 9-week grading period). Probation will consist of personal notification to the student and his/her parent(s)/guardian(s), by the principal or counselor, as to the student's status of grades. At the end of the probation period, grades will be reviewed and if still not passing in five courses, the student will be ineligible from contest participation for four and one-half weeks. If grades continue to be unsatisfactory at the end of each 4 ½ week interval, a student remains ineligible from extra-curricular participation until the conclusion of a grading period when the student is passing five courses and regains eligibility. During probation and/or ineligibility, students are permitted to participate in practice sessions.

Participating students must complete an annual medical history form and have a medical physical every three years.

***Credit Recovery:* Students who have been declared ineligible because of academic deficiencies from the previous semester may earn scholastic/academic eligibility by taking an academic course(s) via the options approved by the SD Department of Education. Examples include, but are not limited to, on-line courses; in-district credit recovery courses alternative education settings, digital courses, etc. The administrator or his designee must monitor the successful completion of the course(s) and reinstate eligibility only after the successful completion of 2 units of credit as per Chapter I, Part IV, Section 1m Subsection D., page 8 of the SDHSAA Bylaws. Note: Should a student have earned 1.5 units of credit the second semester of the completed school year, that student would have to earn .5 units of credit through credit recovery to remain academically eligible for the first semester of the next school year.**

## **6.4 TRAVELING TO/FROM ACTIVITIES**

All students participating in extra-curricular activities will ride in school designated transportation both to and from activities. This also applies to students who ride to activities on a fan bus. Any deviations from this policy must be approved by the activity director or administration prior to leaving for the event.

**EXCEPTION:** Parents who wish to have their son/daughter ride home with them from an activity must personally notify the activity director. Parents who are not at the activity and wish to have their son/daughter ride home with another parent, must make prior arrangements with the activity director or coach. Students will not be given permission to ride home with other students.

Unless it saves parents mileage, we would appreciate parental and student cooperation in having all students ride the school transportation to and from all activities.

## **6.5 PARENTAL CONCERNS**

Parents who are concerned about something related to school are expected to follow this Procedure for getting information or correcting what they feel is wrong:

- (1) Call or make an appointment with the teacher or staff member to discuss the issue. Most problems can be easily resolved at this level.
- (2) If the issue is not resolved at level 1, call or make an appointment to visit with the administration.
- (3) If attempts to resolve the issue are still not satisfactory, contact the Board of Education via the Business Manager so that it can be placed on the agenda for the next board meeting.

**Remember that individual board members are not empowered to act for the board. If board action is desired, notify the Business Manager so that you may be placed on the agenda.**

## **6.6 IMMUNIZATION POLICY**

Any pupil entering school for the first time in this state, shall, prior to admission, be required to present to the appropriate school authorities, certification from a licensed physician that he/she has received a test or tests for tuberculosis and is free from a contagious form of this disease and he/she has received, or is in the process of receiving, immunization against poliomyelitis, diphtheria, measles, and tetanus, by such means of immunization as are approved by the State Board of Health.

## **6.7 STUDENT COMMUNICABLE DISEASES**

The quality and quantity of learning for each student is in direct proportion to the student's physical, mental, emotional, and social levels of health. The board recognizes its responsibility for all school students and employees; and in addition, further recognizes its responsibility that, to the extent possible, all students should be permitted to continuously attend school in a normal classroom setting.

The decision as to whether an infected student should be excluded from the normal classroom setting, or from other school activities, shall be made on a case by case basis by the administration, personnel from the Bowdle HealthCare Center and/or the family's personal physician.

## **6.8 STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records is readily available to appropriate school personnel, be accessible to the student's parents or legal guardian or the student, in accordance with law, yet is guarded as confidential information.

It will be the responsibility of the superintendent to provide for the proper administration of student records in keeping with state law and federal requirements and to standardize procedures for the collection of necessary information about individual students in the district.

The board wishes to make clear that all individual student records of the district are confidential (this extends to giving out individual addresses and telephone numbers). The exception is directory information. School officials will designate certain data relating to the student as “public or directory” information. The release of this data does not require the consent of students, parents, or guardians. Directory information will include: the student’s name, date and place of birth, participation in official activities, weight and height of members of athletic teams, and date of attendance.

## **6.9 NOTIFICATION OF RIGHTS**

Bowdle School District shall notify parents of students currently in attendance of their rights under the Family Educational Rights and Privacy Act (FERPA). Parents have a right to:

- (1) Inspect and review the student’s education records;
- (2) Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
- (3) Consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that the ACT and the regulations in this section authorize disclosure without consent;
- (4) File with the US Department of Education a complaint concerning alleged failures by the district to comply with the requirements of the ACT and this section; and;
- (5) Obtain a copy of the district’s policy.

## **7.0 GRIEVANCE PROCEDURE**

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices: (1) That a school rule is unfair; (2) That a school rule or regulation discriminates among students based on sex, age, race, color, religion, national origin, homelessness, or disability; (3) That an unfair procedure has been used in arriving at a punishment.

Grievances are processed through three (3) steps: (A) To the staff member or counselor; (B) To the administrator; (C) To the school board in writing if complaints remain unresolved following action of the Superintendent.

The board’s decision will be final unless an appeal is requested. On all three (3) levels, an informal conference is to be held within five (5) days of the date of the filing of the complaint, so that no student’s complaint shall consume more than fifteen (15) days time. The burden of proof is on the student to show a rule is unfair, is discriminatory, or that an unfair procedure (lack of due process) has been perpetrated. The final resolution of the grievance is to be in writing at the administrator’s level and designed to provide the student with a basis for resolution of the problem as originally stated in the complaint.

### **STUDENT GRIEVANCE PROCEDURE:**

**LEVEL 1:** The staff member or counselor should be scheduled for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The staff member/counselor must hold the conference within five (5) days time of the date of filing.

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

LEVEL 3: Complaints that remain unresolved following any action of the administrator may be referred in writing to the school board for review. The board's decision will final unless an appeal is requested.

STUDENT GRIEVANCE FORM

A grievance is defined as a complaint in writing presented by a student to the school staff/authorities, alleging one or more of the following:

- A. That a rule is unfair
- B. That a rule in practice discriminates against or among students based on sex, age, race, color, religion, national origin, homelessness, or disability
- C. That school personnel used an unfair procedure in assigning a form of punishment against a student.

COMPLAINT

Check One Blank:

Date \_\_\_\_\_

Staff member/counselor, Level 1 \_\_\_\_\_

Administrator, Level 2 \_\_\_\_\_

School board, Level 3 \_\_\_\_\_

I, \_\_\_\_\_, hereby file a grievance

complaint to \_\_\_\_\_. My grievance is based on:

A\_\_\_\_ B\_\_\_\_ C\_\_\_\_ above. (More than one blank may be checked.) Specifically, my

grievance is \_\_\_\_\_

---

I hereby petition for a hearing of my grievance at the convenience of the school's personnel, but in no event later than five (5) school days from the date of the petition.

---

(Student's signature)

Date

The student may be represented at the conference by an adult, but the student must be present to elaborate on his/her grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the student's right to the conference provided by the school, unless extenuating circumstances make it impossible for the student to appear.

---

SCHOOL RECORD

Date received \_\_\_\_\_ Date of Conference \_\_\_\_\_

Place of Conference \_\_\_\_\_ Time of conference \_\_\_\_\_

Comments: \_\_\_\_\_

---

Resolution: \_\_\_\_\_

---

Signature of School Representative

Date

**7.1 NON-DISCRIMINATION**

No student shall, on the basis of race, national origin, religion, sex, age, marital status, homelessness, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program, service, activity, employment, or policy, except where pre-requisites or other requirements have been established in compliance with local, state, or federal law. The Bowdle School District is committed to complying with the requirements of state and federal laws concerning non-discrimination and will strive by its action to enhance the dignity of all persons. Suspected discrimination may be reported to administration, local Title IX and Section 504-compliance coordinator at Box 563, Bowdle, SD 57428, or by phone at 285-6272. Referrals may also be directed to the Regional Director, Department of Education, Office of Civil Rights, 1961 Stout Street, Denver, CO 80294

**7.2 POLICY ON ALCOHOL, TOBACCO AND OTHER DRUG USE BY STUDENTS**

The Bowdle School Board recognizes its share of the responsibility for the health, welfare, and good of the students who attend the district's schools. Alcohol and other drug use are wrong and harmful and can interfere with a student's ability to learn and function in the school setting and community. Anything that can interfere with the development of an adolescent, therefore, must be evaluated as to its impact to both the young person and the community. Psychoactive and mood altering drugs can destroy the health and well-being of an individual. The school community recognizes alcohol and/or other drug use as a serious health problem and is committed to discouraging this behavior and to seek help should a problem arise.

As educators, we recognize that chemical use (alcohol and other drugs) has become a serious problem in our country. We accept our obligation to establish a positive environment in which these problems can be presented through a comprehensive school drug free program and be addressed locally in a helpful and supportive, rather than punitive way. One of our goals is to

prevent all use by students. Accomplishing this goal, we realize will entail training teachers, counselors, and other staff members to educate themselves and the community about the impact of drug use. Other goals are to teach staff to identify indicators of alcohol and/or other drug use problems and to know what resources are available to address these problems if they are observed. The administration recognizes that the problem of alcohol and/or other drug use is a school and community issue. Therefore, we are committed to cooperate with agencies and community groups that address these issues.

The following document outlines policy on student use of alcohol and other drugs in the school district. 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. Student and parent members of the school community are expected to know and understand the policy provisions and its mandatory nature. A copy of the policy is provided to all students and parents.

A STUDENT SHALL NOT POSSESS, USE, DISTRIBUTE, TRANSFER, CONCEAL, SELL, ATTEMPT TO SELL, DELIVER, NOR BE UNDER THE INFLUENCE OF 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.

#### 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/or other drugs:

A. FIRST OFFENSE---

1. The administration will notify the parents/guardians by phone to explain the incident and arrange a conference;
2. The administration may suspend the student for up to ten (10) days, in compliance with student due process procedures;
3. The administration will notify the parents/guardians in writing of the suspension within thirty-six (36) hours; and
4. The administration and staff will notify available law enforcement authorities.

The school district will require students with alcohol and/or 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 suspension of a student who agrees to be assessed will be commuted to three (3) days. 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.

B. SECOND AND SUBSEQUENT OFFENSES---

1. The administration will contact the parents/guardians to arrange for a conference;
2. The administration may notify available law enforcement authorities;



3. The administration may suspend for up to ten (10) days in compliance with student due process procedures;
  4. Within thirty-six (36) hours, the administration will notify the parents/guardians in writing of the suspension;
  5. The administration will recommend to the school board that the student be expelled unless the following procedure is followed:
  6. The student must agree to be assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency;
    - a. 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 OR MATERIAL REPRESENTED TO BE A CONTROLLED SUBSTANCE---
1. Supplying and/or selling chemicals may result in up to a ten (10) day suspension;
  2. Within thirty-six (36) hours, the administration will notify parents/guardians in writing of the suspension;
  3. The administration will refer the case to available law enforcement authorities.
- 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.
- E. A BIENNIAL REVIEW OF THE DISTRICT’S PROGRAM WILL BE MADE---
1. To determine the programs’ effectiveness and implement changes to the programs, if they are needed; and
  2. To ensure that disciplinary sanctions are consistently enforced.

### **7.3 STUDENT DUE PROCESS**

#### **DEFINITIONS OF TERMS:**

- (1) “Expulsion”—the action of the school board to terminate a pupil’s membership in school for a period of time not to extend beyond the end of the school year.
- (2) “Long-term suspension”—the exclusion by the school board of a pupil from a class or classes for more than five days.
- (3) “Parent”—a parent, guardian, or person in charge of a pupil.
- (4) “Policy”—a rule, regulation, or standard enacted by a school district board.
- (5) “Short-term suspension”—the exclusion of a pupil by the superintendent from a class or from school for not more than five school days.

#### **SHORT-TERM HEARING PROCEDURE:**

If a short-term suspension from a class, classes, or school is anticipated because of a pupil’s violation of a rule, regulation, or policy, the administrator shall give oral or written notice to the pupil as soon as possible after discovery of the alleged violation, stating the basis for the suspension. The pupil shall be given the opportunity to answer the charges. When a pupil is suspended following the hearing, the parent shall be given oral notice, if possible, and sent a

written notice; however, a pupil shall not be removed from the school premises before the end of the school day without contacting a parent. The student will not be admitted back into classes without a conference with the parents.

#### LONG-TERM HEARING PROCEDURE:

If a long-term suspension or expulsion is anticipated because of a pupil's violation of a rule, regulation, or policy, the superintendent shall file a written report by the end of the school day following the day of discovery of the alleged violation. If the superintendent deems that there are grounds for a long-term suspension from a class, classes, or for expulsion from school, the superintendent may exclude the pupil from a class or classes before the hearing by using the short-term suspension procedure. The superintendent shall give notice of the necessity for the hearing, in writing to each school board member. It shall contain the following minimum information:

- (1) The rule, regulation, or policy allegedly violated.
- (2) The date, time, and place for the hearing.
- (3) A description of the hearing procedure.
- (4) The reasons for the disciplinary proceedings.
- (5) A statement that the pupil's records are available at the school for examination by the pupil's parents, or their authorized representative.
- (6) A statement that the pupil may present witnesses.

#### RIGHT OF WAIVER

The pupil, if of the age of majority or emancipated, or the pupil's parent, may waive the right to a hearing, in writing to the superintendent. If the hearing is not waived, the hearing shall be held on the date, time, and place set in the notice, unless a different date, time, and place are agreed to by the parties.

#### HEARING PROCEDURE:

The school board shall constitute the hearing board and shall conduct the hearing in the following manner:

- (1) A school board member or school board designee who is not an employee of the school district shall be appointed as presiding officer.
- (2) Each party may make an opening statement.
- (3) Each party may introduce evidence, present witnesses, and examine and cross-examine witnesses.
- (4) Each party may be represented by an attorney.
- (5) The administration shall present its case first.
- (6) The hearing shall be closed to the public and there shall be no verbatim record by mechanical or electronic means.
- (7) Witnesses may be present only when testifying. All witnesses shall take an oath or affirmation to be administered by the school board president or business manager.
- (8) Each party may raise objections; however, objections shall be limited to relevancy and scope of the question.
- (9) All relevant evidence shall be admitted; however, unproductive or repetitious evidence may be limited by the presiding officer.
- (10) The presiding officer may ask questions of witnesses and may allow other school board members to interrogate witnesses.
- (11) Each party may make a closing statement.

- (12) After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the presiding officer of the hearing shall meet with the school board during deliberation. The school board may seek advice during deliberation from an attorney not present at the hearing. Consultation with any other person during deliberation shall occur only if a representative of the pupil is present.
- (13) The decision of the school board shall be based solely on the evidence presented at the hearing and shall be formalized by a motion made in open meeting. The motion shall omit the name of the pupil and shall state the reason for the board's action. The pupil or pupil's parents shall be notified in writing of the decision. The notice shall state the length of the suspension or expulsion.

#### RIGHT OF APPEAL:

An adverse decision to the student by the school board may be appealed to a court of law.

#### ATTENDANCE POLICIES:

No attendance policy may exclude a pupil from a class or from school for more than five days without providing due process procedures pursuant to this section.

### **7.4 Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Bowdle School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Bowdle School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Bowdle School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

#### **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

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:

The right to inspect and review the student's education records within 45 days of the day the Bowdle School District receives a request for access. Parents or eligible students should submit to the school superintendent a written request that identifies the record(s) they wish to inspect. The superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading.

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

If the **Bowdle School District** decides not to amend the record as requested by the parent or eligible student, the **Bowdle 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.

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the **Bowdle 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 Bowdle School District Board; a person or company with whom the **Bowdle 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.

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

Upon request, the **Bowdle School District** discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.]

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the **Bowdle 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.**

**For your information 99.37 is printed below.**

99.37 What conditions apply to disclosing directory information?

(a) An educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency or institution of-

The types of personally identifiable information that the agency or institution has designated as directory information.

A parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and

The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student designated as directory information.

(b) An educational agency or institution may disclose directory information about former students without meeting the conditions in paragraph (a) of this section.

**[Authority: 20 U.S.C. 1232g(a) (5) (A) and (B)]**

Directory Information:

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 **Bowdle School District**. Complaints regarding violation of rights accorded parents and students should be submitted to the Superintendent of Schools of the Bowdle School District, or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

If you do not want the Bowdle School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15 of the current school year. Bowdle School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance

- Grade level
- The most recent educational agency or institution attended

If you would like additional information on this topic, please feel free to write:

Family Policy Compliance Office  
 US Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-5920  
 Telephone: 202-360-3887

## **7.5 CHILD ABUSE & NEGLECT POLICY**

Because of their regular contact with school age children, school employees are in an excellent position to identify abused or neglected children.

To comply with (SDCL 26-8A-3, 26-8A-7, 26-8A-8) it is the policy of the Bowdle School District that any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by a person, including parent or other person, other than by accidental means, shall report orally or in writing to the superintendent or principal. The superintendent or principal shall then immediately report to the States Attorney, or to the Department of Social Services, or to the County Sheriff, or the City Police. The superintendent or principal shall inform the school employee initiating the action that the report has been made. The employee shall make the report directly to the proper authorities if the superintendent or principal fails to do so.

The report shall contain the following information: Name, address, and age of child, name and address of parent or caretaker; nature and extent of injuries or description of neglect; any other information that might help establish the cause of injuries or conditions.

School employees, including administrators, shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected or to determine whether the child is in need of protection, only to report his or her suspicious of abuse or neglect.

Any personal interview or physical inspection of the child should be conducted in a considerate, professional manner and information or records concerning reports of suspected abuse or neglect are confidential and the release to persons other than provided by law (SDCL 26-8A-12) is a class 1 misdemeanor (SDCL 26-8A-13). Failure to make a report where abuse or neglect is suspected is subject to the same punishment (SDCL 26-8A-7).

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting or from any resulting judicial proceeding, even if the suspicion is proved to be unfounded (SDCL 26-8A-14).

Copies of this policy shall be distributed by the superintendent or his designee to all school employees at the beginning of each school term and to new employees when they begin employment, if at a different time than the beginning of the school term.

## **7.6 HANDLING OF BODY FLUIDS – SPECIAL PRECAUTIONS FOR HEALTH CARE**

## **PROFESSIONALS AND DISTRICT EMPLOYEES**

1. The AIDS virus is transmitted by blood to blood, and semen to blood contact. Although other body fluids have been found to contain the AIDS virus, transmission from these fluids has not been confirmed to date.
2. Since the AIDS virus can not penetrate your skin, your own skin is your first line of defense against AIDS infection. Inspect the integrity of your skin. If your hands are chapped or you have open cuts or sores, then you are at a greater risk of a blood to blood contact.
3. Use good isolation technique and wash hands thoroughly after handling each patient. Surfaces of the body which have been exposed to body fluids should be washed at the earliest opportunity.
4. Protective gloves must be worn when handling blood, serum, tissue, body fluids, excretions, or any articles potentially contaminated with any of the above. Latex gloves offer excellent protection and touch sensitivity for venipunctures or IV's.
5. Masks may be worn when there is a greater risk of exposure to the face from direct contact with a patient coughing blood or an intubated patient where suction is used to clear airways.
6. Goggles or protective glasses may be used when there is a possibility of blood exposure to the eyes.
7. You can reduce your risk of infection from accidental splashes of blood to the face by gently rinsing your eyes with water, washing your face with soap and water, and rinsing out your mouth with water or mouthwash.
8. Needles should not be re-capped, but rather disposed of in a hard disposable container.

If you must re-cap, place the cap on a surface, insert the needle into the cap, and then once the needle is safely inside the cap, secure the sides of the cap with your hands. Re-capping injuries account for the greatest number of exposure to AIDS contaminated blood.

9. If a needle stick or cut should occur, report the incident to your supervisor and get tested for hepatitis and AIDS immediately.
10. A mechanical ventilator, resuscitation bag, “S” tube, or disposable device should be used, when possible, during mouth to mouth resuscitation of CPR. Even though there is a theoretical risk of salivary transmission, no mouth to mouth transmission of the AIDS virus has been documented to date, and experts consider this route unlikely.
11. Blood and body spills should be cleaned up promptly with EPA approved hospital disinfectants, full strength detergents, or 10% solution of common household bleach.
12. Contaminated linen or articles should be double-bagged. Wear gloves while handling contaminated items.
13. Used equipment should be cleaned and sterilized prior to re-use. Linen should be washed in hot water.

IT IS IMPORTANT TO USE COMMON SENSE AND PRUDENT JUDGEMENT WHEN EVALUATING YOUR RISK OF EXPOSURE TO AIDS. THE PRECAUTIONS YOU USE FOR PREVENTION OF HEPATITIS B ARE APPLICABLE TOWARDS AIDS.

### **7.7 BOWDLE SCHOOL DISTRICT SCHOOL DISTRICT WELLNESS POLICY**

**Rational:**

A healthy school environment goes beyond school meals in the cafeteria. Living a healthy lifestyle and maintaining a healthy weight requires a combination of healthy food choices, knowledge of nutrition, and appropriate amounts of physical activity. All foods made available on school campuses should offer children nutritious choices. Nutrition education and physical education and physical activity should be incorporated into the school day as often as possible. The healthy, nutritionally astute, and physically active child is more likely to be academically successful.

The federal government recognizes that a coordinated effort by the entire community including child nutrition professionals, school board members, parents, students, school administrators, teachers and business community is warranted. These efforts involve adults serving as role models and community member’s being informed of the policies that improve the long-term health and well-being of students. The local agency has a strategic role to play in improving the health and well-being of children.

All aspects of this wellness policy are subject to administrative discretion.

**Committee Members:**

- |                              |                        |
|------------------------------|------------------------|
| Food Service Representative: | Head Cook              |
| Administrator:               | Superintendent         |
| Classroom Teacher:           | FACCS Teacher          |
| Student:                     | Senior Class President |



Student:	Freshman Class President
School Board Member:	Sandra Frickson
Community Member:	Gale Lien

## Nutrition Education Component

At each grade level nutrition education will be offered as part of a cumulative, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote their health. Nutrition education will be incorporated into the school day as often as possible. The primary goal of nutrition education is to influence students' eating behavior.

It is the goal of the Bowdle School District to provide:

### Nutrition Education:

- ✓ Teaches consistent scientifically-based nutrition messages throughout the school, classroom, cafeteria, home, community, and media;
- ✓ Is part of health education classes and/or stand alone courses;
- ✓ Includes the school cafeteria which serves as a learning laboratory to allow students to apply critical thinking skills taught in the classroom;
- ✓ Uses the South Dakota Health Education Standards and addresses nutrition concepts progressively in grades K-12;
- ✓ Provides enjoyable, developmentally appropriate, culturally relevant, and participatory activities (e.g. contests, promotions, taste testing, farm visits, and school gardens);
- ✓ Offers information to families that encourage them to teach their children about health and nutrition, and assists them in planning nutritious meals for their families;
- ✓ Will include a school nutrition/health team, such as a Team Nutrition or Coordinated School Health, to conduct nutrition education activities and promotions that involve parents, students, and the community.

## Physical Activity Component

The primary goal for the school's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active and healthful lifestyle.

### Physical Education Classes K-12:

- ✓ All students in grades K-8 will receive 2 days of physical education (or its equivalent of 80 minutes per week for elementary students). Students will spend 50 percent of physical education class time participating in moderate to vigorous physical activity.
- ✓ The physical education curriculum should demonstrate progression and sequence and be consistent with South Dakota and/or National Physical Education standards for Pre-K through grade 12.
- ✓ Class teacher-to-student ratios should be equivalent to those of other subject areas classes in the school.
- ✓ Student participation in other activities involving physical activity (e.g. interscholastic or intramural sports) will not be substituted for meeting physical education requirements.

### Physical Activity across the Curriculum:

- ✓ Opportunities for physical activity are regularly incorporated into other subject areas (e.g. math, language arts, science, and social studies).

### Daily Recess:

- ✓ Elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which students are encouraged (verbally and through the provision of space and equipment) to engage in moderate to vigorous physical activity.
- ✓ Extended periods of inactivity, two hours or more, are discouraged. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, students will be given periodic breaks during which they are encouraged to stand and be moderately active.

### Rewards/Incentives/Consequences

- ✓ Teachers and other school and community personnel will not use physical activity (e.g., running laps) as punishment
- ✓ Or withhold opportunities for physical activity (e.g., recess, physical education) as punishment except with administrative approval.
- ✓ Students will not be denied physical activity for purposes of make-up work, testing, etc. except with administrative approval.

### Use of School Facilities Outside of School Hours

- ✓ School spaces and facilities will be available when possible, to students, staff, and community members before, during, and after the school day; on weekends; and during school vacations.
- ✓ Schools will educate the community, including parents and staff, about utilizing the facility. These spaces and facilities also will be available to community agencies and organizations offering physical activity and nutrition programs.
- ✓ School policies concerning safety will apply at all times.

### Wellness Council/Committee

- ✓ Schools will develop a Wellness Council/Committee comprised of school personnel, community members, and students to plan, implement, and assess ongoing activities that promote healthy lifestyles, particularly physical activity for all age groups within the school community.

### **Other School –Based Activities Component**

- ✓ Schools will create an environment that provides consistent wellness messages, is conducive to healthy eating and physical activity; and contributes to forming healthy life long habits.

### Professional Development

- ✓ Schools will provide ongoing professional development and education for food service professionals, educators, administrators and staff.

- ✓ Students and staff will have adequate space to eat meals in clean, pleasant surroundings and will have adequate time scheduled as near the middle of the school day as possible to eat, relax, and socialize.
- ✓ Safe drinking water and convenient access to facilities for hand washing and oral hygiene will be available during all meal periods.
- ✓ Consideration will be given for passing time, bathroom break, hand washing, and socializing so as to allow thirty minutes for lunch.

### Rewards, Incentives, and Consequences

It is the goal of Bowdle School that:

- ✓ Rewards and incentives will be given careful consideration as to the messages they send to the students receiving them. Food will not be used as a reward or incentive in the classroom, but other, more appropriate rewards may be used (e.g. extra free time, pencils, bookmarks).
- ✓ Food will not be withheld from students as a consequence for inappropriate behavior or poor academic performance.
- ✓ Teachers and other school personnel will not prohibit or deny student participation in recess or other physical activity as a consequence for inappropriate behavior or poor academic performance; nor will they cancel recess or other physical activity for instructional make-up time.

### Community Access to Facilities for Physical Activity

- ✓ Schools will provide community access to the school's physical activity facilities outside of the normal school day and/or form city-school partnerships to institute recreation programs utilizing school facilities when possible.

### Vending Machines

- ✓ Vending machines with food and beverages will not be available in the elementary schools.
- ✓ Vending machines will be reviewed on a regular basis for nutritional content and used by the student population.

### Fundraising

- ✓ School fundraising activities will support healthy lifestyles. Such activities may include physical activity (e.g. walk-a-thon), school support (e.g. selling school memorabilia) and/or academic achievement (e.g. spelling bee).
- ✓ The sale of food or beverages as a fund raiser will not take place from one hour before and one hour after lunch is served.
- ✓ Schools will encourage fundraising activities that promote physical activity.
- ✓ The school district will make available a list of ideas for acceptable fundraising activities.

### Wellness Councils

- ✓ School will organize local wellness councils comprised of parents, teachers, administrators, food service personnel, and students to plan, implement, and improve nutrition and physical activity within the school environment.

## **Nutrition Standards Component**

Students' life-long eating habits are generally influenced by the types of foods and beverages available to them. Foods of good nutritional content including fruits, vegetables,

low-fat dairy foods, and low-fat grain products will be available wherever and whenever food is sold or otherwise offered at school during the normal school day. Examples may include a la carte, snacks, vending machines, fund raising activities, parties, celebrations, and school sponsored events.

### General Guidelines

- ✓ Food pricing strategies will be designed to encourage students to purchase nutritious items.
- ✓ Procedures will be in place for providing information to families, upon request, about the ingredients and nutritional values of the foods served.
- ✓ Food and beverages sold or served on school grounds or at school sponsored events during the normal school day will meet the Dietary Guidelines for Americans and the Standards for Food and Beverages set forth in this document.

### School Meal Program

- ✓ The school food service program will operate in accordance with the National School Lunch Act and the Child Nutrition Act of 1996 as amended and with applicable laws and regulations of the state of South Dakota. All schools will comply with USDA regulations and state policies.
- ✓ Schools will offer varied and nutritious food choices that are consistent with the federal government's Dietary Guidelines for Americans. For the purpose of this policy, "Dietary Guidelines for Americans" refers to the current set of recommendations of the federal government that are designed to help people choose diets that will meet nutrient requirements, promote health, support active lives, and reduce chronic disease risks.
- ✓ Menus will be planned with input from students, family members, and other school personnel and will take into account students' cultural norms and preferences.
- ✓ Students with special dietary needs (e.g. diabetes, celiac disease, allergies,) will be accommodated as required by USDA regulation.

### A La Carte in the Food Service Program

- ✓ A la carte items will meet the Standards for food and Beverages set forth in this document.
- ✓ School food service departments will not sell extra portions of desserts, French fries, and/or ice cream.

### Snacks

- ✓ Healthy snacks will include fresh fruits and vegetables; 1% or skim milk. This will be meeting the Standards for Food and Beverages set forth in this document.

### Fundraising

- ✓ Effort will be made that at least 50% of the fund raising activities will not involve the sale of food and/or beverages. If food and/or beverages are offered they will meet the Standards for Food and Beverages.

### Parties and Celebrations

- ✓ Schools should limit celebrations that involve food during the school day.
- ✓ Each party should include no more than one food or beverage that does not meet the Standards for Food and Beverages on the food pyramid.
- ✓ The district will disseminate a list of healthy party ideas to parents and teachers.

## School Sponsored Events (such as but not limited to athletic events, dances, or performances)

- ✓ Healthy choices of food and beverages that meet the Standards for Food and Beverages will be offered at school-sponsored events outside of the school day.

## Vending Machines

- ✓ All foods and beverages sold in school vending must meet the Standards for Foods and Beverages and guidelines for vending machines set forth in this document.

## Standards for Food and Beverages

### **1. Beverages:**

- Provide 100% fruit and vegetable juices and limit portion to 4-12 ounces.
- Provide water- non-carbonated and unflavored without added sugar, artificial sweeteners, or caffeine.
- Provide milk-skim or 1% in portion sizes of 8-16 ounces.
- Flavored milk (chocolate or strawberry), low fat, or skim may be offered in up to 12 ounce serving sizes with no more than 36 grams of sugar in a 12-ounce portion.
- Reduce with the goal of eliminating the sale of soft drinks, sports drinks, punch, fruit drinks, iced tea, coffee and coffee-like beverages, and other items not included in allowable beverages listed above.

### **2. Grains**

- A variety of whole wheat & grains will be served as part of the bread components as required in compliance with nutrient standards for traditional menu planning for different age groups.

### **3. Fruits and Vegetables:**

- A variety of fruit and vegetables will be offered to meet the fruit and vegetable components as required in compliance with nutrient standards for traditional menu planning for different age groups.

### **4. Condiments and Miscellaneous**

- Offer salad dressing containing no more than 6-12 grams of fat per ounce.
- Remove salt shakers from tables.

## Definitions

**A La Carte:** Additional and separately priced foods.

**Dietary Guidelines for Americans:** Dietary recommendations for healthy Americans age 2 years and over about food choices that promote health, specifically with respect to prevention or delay of chronic diseases.

**Physical Activity:** The center for Disease Control and Prevention (CDC) defines physical activity as any bodily movement produced by skeletal muscles that result in an expenditure of energy.

**Normal School Day:** Time period spanning from the first bell of the day that begins the first class period to the last bell of the day ending the final class period.

**Vending Machine:** A coin operated machine for the sale of merchandise.

## **7.8 Bullying and Harassment Policy**

Bullying is defined as the repeated and systematic abuse and harassment of another and others. A student is being bullied when he or she is exposed, *repeatedly and over time*, to negative actions on the part of one or more students.

Characteristics of a bully are

- Aggressive behavior or intentional “harm-doing”
- Actions are carried repeatedly and over time
- It occurs within an interpersonal relationship characterized by an imbalance of power (real or perceived)
- There is a difference in power in regards to age, physical size and social position
- There is a real intent to harm others

Bullying behaviors that can be identified are: Name-calling , Mimicking, indifference and exclusion, Hitting, Kicking, Pushing/shoving, invasion of personal space, Extortion (money & belongings), Hazing, Initiation rites of any kind, Fistfights, Spitting, and Defacing of victim’s property.

Bullying is harmful because of the effects of the actions against others. Those effects are lower self-esteem, feelings of incompetence, illness, impact on grades, suicidal thoughts, climate of fear, lack of confidence, feeling of powerlessness, higher rate of depression and anxiety, absenteeism and truancy, and leads to higher levels of disrespect.

### **Harassment**

Sexual harassment is defined as unwanted, unwelcomed, and unsolicited sexual advances; requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature when

- Submission to said conduct is made explicitly or implicitly a condition of employment or academic advancement;
- Rejection of such conduct is used as a basis for decisions affecting employment or academic advancement;
- Rejection of such conduct is used as a basis for decisions affecting employment or academic advancement;
- Such conduct has the purpose or effect of unreasonably interfering with a person’s work or academic performance or creating an intimidating, hostile or offensive work or learning environment.

There are two categories of sexual harassment:

- Quid Pro Quo which means something is given or withheld for something else (aka sexual bribery)
- Hostile environment in a work or learning environment which interferes with a person’s ability to function normally without intimidation, fear, or sexually harassing behaviors. It can be visual, verbal, or physical.

Sexual harassment is not about sexual attraction. *It is about power!* Some examples of sexually harassing behaviors are rating games, name calling, labeling a student as gay, homo, fag, queer, lesbian, etc., hissing and moaning, barking and mooing, sexually explicit jokes, verbal taunting,

rumors, leering or staring, graffiti, bumping into someone on purpose, wedgies, unwelcome touching, towel snapping, or hand gestures.

Sexual harassment is against the law:

- Title VII of the 1964 Civil Rights Act
- The Civil Rights Act of 1991
- Title IX of the Education Amendments of 1972
- The 14<sup>th</sup> Amendment to the United States Constitution
- Executive Order 11246
- Common Law Torts
- Other state and municipal laws included rape, sexual abuse, sexual assault, child molestation.

Factors used to evaluate hostile environment sexual harassment:

- Student did not invite it
- Consent was not given
- No such thing as “consensual conduct between an adult and elementary students
- Witnesses of the act
- Credibility of the allegedly harassed student and alleged harasser
- Behavior of the harassed after the harassing incident
- Evidence of the harassed filing a complaint

Students who bully are in violation of this policy and are subject to disciplinary action that may include, but it is not limited to, detention, suspension, or expulsion for verified perpetrators of bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it may be reported to local law officials.

Bullying Policy Consequences:

**First Offense-** Parents are called and informed that:

- A. Bullying has occurred
- B. Nature of the bullying
- C. Punishment- up to 1 hour of detention, Written paper on bullying

**Second Offense-** Parents are called and informed that:

- A. Bullying has occurred
- B. Nature of the bullying
- C. Punishment- up to 2 days of In-School Suspension, Written paper, meeting with parents

**Third Offense-** Parents are called and informed that:

- A. Bullying has occurred
- B. Nature of the bullying
- C. Punishment- Up to 5 days of Out-of-School Suspension, Parent Meeting, assigned counseling, and meeting with school board. Student must meet all of these before returning to school.

## **7.9 PUBLIC RECORDS**

The Bowdle School District believes in operating in an open, transparent manner and will make district records available for public inspection, provided the release of the record(s) does not conflict with state or federal law.

The Board hereby designates the superintendent as the District's public records officer. The public records officer shall be responsible for allowing inspection of records upon public request, and for maintaining confidentiality of those records not open to the public. The public records officer shall also establish fees that may be charged for the retrieval and copying of public records.

Legal References: SDCL 1-27  
10 U.S.C. §503 as amended by the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107).  
20 U.S.C. §7908 (§9528 of the ESEA) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110).

Cross References: GBL, Personnel Records  
JOA, Student Recruitment  
JO-N, Family Educational Rights and Privacy Act (FERPA)  
KBA, Public's Right to Know

## **8.0 ACCEPTABLE USE POLICY**

The Bowdle Board of Education conducted the initial CIPA hearing on August 14, 2001 and which time they discussed screening programs that protect users from accessing inappropriate sites and security for our servers and data. At that time the Bowdle School District purchased filtering/blocking software for the Bowdle School computer network system from Regal Computer. Department of Education supplies software to filter pornography, weapons etc. Regular updates kept the system current. This firewall is constantly updated by the Department of Education.

Students must complete an Internet use Policy form that states that they will follow our Internet use policy with parental approval as part of the policy.

No non-organizational software is allowed to be used on computers at the Bowdle School. We do not allow downloading of software or programs from the Internet. All software used by the Bowdle School will be properly licensed and legal. The Bowdle School administration or network administrator will be monitoring all Internet usage by reviewing log reports provided by the Sonic Wall.

Student confidentiality of records follows the District Policy that does not release information about students. Before any information is released on the Internet, a permission form must be completed. Student records for grades, attendance, special education and other personal student data is kept on the DDN campus servers and they provide security.

Network storage areas may be treated like school lockers and the network administrator may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the district servers would always be private. Employees and students have no right to privacy with regard to data stored or transmitted on school equipment.

Employees should not transmit confidential information concerning students or others and to use care to protect against negligent disclosure of such information.

The levels of access at Bowdle School range from Administrator, Teacher, Student and guests. Privileges may be altered as needed by the network administrator.



## **8.1 Distance Learning Policy**

The Bowdle School District recognizes the need and desire for students to enroll in classes outside of the local district. Coursework may be taken via Virtual School or through a University with school administration consent. The method of delivery and the cost of the courses may vary, but only coursework completed through Virtual High School or a University will be transcribed by the Bowdle School District. The Bowdle School District will be responsible for the cost of a Virtual School course when a core course is not offered by the district or if graduation requirements are not offered or feasible, because of scheduling (Exclusion: credit recovery). The student/family will be responsible for the cost of a course that is taken for credit recovery or academic challenge. If taken at a University, the cost is covered by the student.

The requirements for Academic Challenge courses:

- \*Classified as a Junior or Senior
- \*Minimum of a 3.0 cumulative GPA and B grade or higher in all prerequisite courses
- \*Maximum of 3 credits will be accepted and it will be transcribed as 1 credit on High School Transcript

**Administration has the ability to make exceptions to policy on a case by case basis.**

## **8.2 Telecommunications Services & Equipment**

Telecommunications services and equipment are reviewed on an “as needed” basis or annually. Input is gathered from staff members, board members and administration. The school district currently uses Midco Communications for local service and MCI for long distance services for its 6 telephone lines.

Additional telephones were purchased to give greater ease of access to staff and students. Telephone equipment is to be used for school use only. Long distance calls can only be made from the administration offices.

Cellular phones and services are reviewed annually as contracts expire. Cellular phones are used in the buses and by staff members traveling on behalf of the district and are to be used for school purposes only. Upgrades are made as needed or when changes are made in our coverage area.

The purchase of additional telecommunication services such as pagers, answering machines voice messaging, etc. was not deemed necessary at this time and will be reviewed on an annual basis.

Purchases for telecommunications equipment will be part of the annual budget process and funding will come from school district capital outlay fund with possible E-rate funding if the district qualifies.

## **8.3 INTERNET ACCESS INFORMATION FOR PARENTS, STUDENTS, AND FACULTY BOWDLE SCHOOL 22-1**

Please read the following terms and conditions for use of the Internet carefully before signing this document. This document is intended to be binding upon those signing.

1. **Acceptable User:** The purpose of NSFNET, which is the backbone to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources, and education in and opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of the organization’s network and computing resources must comply with the rules appropriate for that network. Transmissions of any material in violation of any U.S. state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening obscene material, or material protected by trade secret. Use of product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.
2. **Privileges:** The use of the Internet is a privilege, not a right and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with faculty member

pertaining to the proper use of the network. The system administrator and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke or suspend specific user access.

3. **Netiquette:** You are expected to abide by the general accepted rules of network etiquette. These include, but are not limited to the following:
  - a. Be polite. Your messages should not be abusive to others.
  - b. Use appropriate language. Do not swear, use vulgarities, or any other language deemed inappropriate.
  - c. Do not reveal the address or phone number of yourself or fellow students or colleagues.
  - d. Illegal activities are strictly forbidden.
  - e. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - f. Do not use the network in any way that would disrupt network services for other users.
  - g. All communications and information accessible via the network should be assumed to be private property.
4. **Software:** Software cannot be downloaded from the Internet without written permission from network administrator.
5. **Non-Liability:** Bowdle Public School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Bowdle Public School will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via Bowdle Public School is at the user's own risk. Bowdle Public School is not responsible for the accuracy or quality of information obtained.
6. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will in turn notify a system administrator. Do not share your login or passwords with others. It is your contract with the Bowdle School and you will be held responsible for all activities resulting under its use. Attempts to login to Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
7. **Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another use, Internet, or any agencies or other networks that are connected the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
8. **Exception of Terms and Conditions:** All terms and conditions as stated in this document are applicable to Bowdle Public School in addition to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties.

## BOWDLE SCHOOL DISTRICT INTERNET USER APPLICATION

Please fill out the following information and return this page to the School Administration Office.

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

**I understand and will abide by the terms and conditions for Internet access. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.**

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent or Guardian (If you are under the age of 18, a parent or guardian must also read and sign this agreement)**

As a parent or guardian of this student, I have read the terms and Conditions for Internet access. I understand that this access is designed for educational purposes and that the Bowdle Public School has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the Bowdle Public School to eliminate all controversial materials and I will not hold the Bowdle Public School responsible for materials acquired on the network. Further, I accept full responsibility if and when my child's use is not in a school setting. I hereby give my permission to grant access for my child and certify that the information on this form is correct.

Parent/Guardian (Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **9.0 Concussion policy**

Any athlete, player, contestant, competitor who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest, game, match, or event and shall not be allowed to return to play (RTP) until cleared by an appropriate health-care professional who is defined as a Physician's Assistant, Nurse Practitioner, Medical Doctor.

## **Complaint Policy for Federal Programs**

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

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

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

- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review.

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

The Bowdle school district policy is to:

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