

*Scotland School District 4-3*  
*Student/Parent Handbook*  
*2014-2015*



*Home of the Highlanders*

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*Message from the Superintendent.....*

**Dear Scotland Students and Parents:**

Welcome to the Scotland School District 4-3. Your years at Scotland High-Middle School are the time when you grow from being young students to becoming an adult with responsibilities that will contribute to your family, community, state and nation. The steps you take today can have a lasting and positive impact on what your tomorrows will look like. Our school and our staff are committed to helping provide the best atmosphere and tools to help you reach your fullest potential.

Scotland School District has a rich history of high academic achievement, strong co-curricular programs and community support for education. The quality of our programs is directly related to dedicated people who give their maximum effort for the students of our district. We ask this in return from our students. Everyone here at Scotland School District plays a valuable role in the education process. Together we can excel and prepare our youth for a bright future. Feel free to visit our school anytime.

*Dream Big Dreams!*

Sincerely,

**Damon R. Alvey  
Superintendent**

**Scotland School District #4-3**

OUR NAME: HIGHLANDERS/LADY HIGHLANDERS

OUR ADDRESS: 711 4<sup>TH</sup> STREET SCOTLAND, SD 57059

OUR PHONE NUMBER: 583-2237 (HS/MS)  
583-2717 (ELEMENTARY)

OUR WEBSITE: scotland.k12.sd.us

OUR COLORS: BURNT ORANGE AND BLACK

OUR YEARBOOK: HIGHLANDER

OUR SONG: LOCH LOMOND

We're from the Highlands, The place called Scotland. Let us hear that cry once again. Rah! Rah! With our school colors and With our loyalty, We have got the Scottie Spirit For a victory!!	So come from the right, For the Scots let us fight Let us hear that cry once again! Rah! Rah! We'll go out of our way Just to show to you today. That we've got the Scottie Spirit And we'll win!! Hey!
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**Mission Statement**

We will together as staff, students and community provide a quality education and co-curricular activities that result in high achievement in all areas of life, and students that desire lifelong learning.

**Vision Statement**

We will provide excellent academics and co-curricular activities that.....

- Adapt to the changing needs of our students
- Develop lifelong learning
- Result in high academic achievement
- Develop respectful and productive citizens that are prepared to be successful in the future endeavors.

**TITLE VI-1964 (1-03-92), TITLE IX-1972 AND SECTION 504-1973 COMPLIANCE NOTICE**

Students, their parents and employees of the Scotland School District # 4-3 are hereby notified that this school district does not discriminate and is required by Title VI, Title IX, and Section 504 of the Rehabilitation Act not to discriminate on the basis of race, color, national origin, sex or disabilities in its educational activities and employment practices.

Damon Alvey has been designated by the Scotland School Board to coordinate the school district's efforts to comply with Title VI, Title IX, and Section 504, and any persons having inquiries concerning the school's compliance is directed to contact Damon Alvey, Scotland Public School, Scotland, SD 57059, telephone #583-2237. Or Regional Director, Department of Education, Office for Civil Rights, 10220 N. Executive Hill Blvd., 8<sup>th</sup> Floor, Kansas City, Missouri.

## PHILOSOPHY AND GOALS OF SCOTLAND SCHOOL DISTRICT #4-3

The school is an institution organized to promote and perpetuate the fundamental aims and objectives of a democracy. The goals of Scotland School District # 4-3 will be to provide an environment whereby the students and adults may acquire experience which will enable them to gain not only knowledge and information, but also attitudes, ideals, and appreciations necessary for effective participation in a democratic society.

Individual excellence and the dignity of work will be values emphasized by the Scotland School District so that each person may become all that he/she is capable of becoming in both character and principle. Students and adults will be encouraged to participate in both academic work and activities. It is felt that expression in both types of endeavor results in a more complete and wholesome type of growth. The importance of reasoning and individual expression is recognized by the school. An attempt will be made to stimulate in each person a desire to think critically and express ideas clearly and fluently.

### Each student will be committed to these goals:

- Attend school regularly
- Come to school prepared
- Do his or her very best in work and behavior
- Show respect for self, school and other people
- Obey the school and bus rules

Parental interest and participation in the improvement of the school will be encouraged through cooperation with school personnel in direction of the education of the student.

### Parents will:

- Provide a home environment that encourage children to learn
- Encourage children to attend school regularly
- Support the school in developing positive behavior
- Establish a time for homework to be done and insist it be completed on time
- Communicate with teachers regularly
- Talk to child about what's going on in school
- Respect and support the teacher and the school

It is believed by the Board of Education that each person should be accepted into the educational program of this school as he/she is, and should be, provided with a stimulating environment and opportunities. These would be designed to promote behavioral development that will effect continuing satisfactory adjustments to new situations that he/she will face as he/she grows to maturity and assumes his/her role as a responsible citizen in his/her society or desires to refresh and start a training program toward another occupation.

### Teachers will:

- Expect each student to learn
- Be prepared for class
- Help each child grow to his/her fullest potential
- Maintain open lines of communication
- Respect each child and his/her family
- Seek ways to involve parents in the school program
- Demonstrate professional behaviors and positive attitudes.

***Hand in hand we can learn and work together to build a better world.***

## **PRIVACY RIGHTS**

TO: Students and Parents of Scotland School District #4-3  
FROM: Superintendent/ Elementary Principal Damon Alvey  
DATE: July 14, 2014  
RE: Privacy Rights of Parents and Students Act of 1974

This is your annual notice from Scotland School District #4-3 concerning the school policies and federal regulations of the Privacy Right of Parents and Students Act of 1974.

Parents of students and eligible students have certain rights in regard to the inspection of education records and disclosures of personal identifiable information from those records. A copy of the policy and regulations governing the educational records of students may be obtained in the building principal's office of you home attendance center.

During the school year, Scotland #4-3 students are involved in many activities such as music, athletics, publications, debate, drama, academic programs and special events. Some of these activities are given news coverage through school publications or bulletins and special coverage by newspapers, television, radio stations and Internet World-Wide Web. The Principals of each attendance center may release personally identifiable information known as "Directory Information" surrounding these activities at their discretion unless a written objection is filed by the parent of a student or an eligible student.

"Directory Information" includes the following information relating to a student: student's name, address, telephone number, date and place of birth, sports, weight and height of athletic teams, dates of attendance, degrees and awards received, most recent previous education agency or institution attended by the student and other similar information. The type of information mentioned above may also be included in class rosters, student directories, school annual and publications.

It is also the policy of the Scotland School District #4-3 to forward educational records of a student on request from a school in which a student seeks or intends to enroll without further parental notice of the transfer of records.

You NEED NOT respond to this communication unless you wish to OBJECT to the release of "Directory Information". If you have an objection, contact the building principal and complete the necessary form within ten days of your student's registration.

Complaints regarding violation of rights accorded parents and eligible students should be submitted in writing to:

Superintendent/Elementary Principal Damon Alvey, Scotland School District #4-3, 711 4<sup>th</sup> St., Scotland, SD 57059 OR the Family Educational Rights and Privacy Act Office Department of Health, Education and Welfare, 330 Independence Avenue SW, Washington, DC 20201.

### **CITIZENS CONCERNS POLICY**

The Board of Education of Scotland School District #4-3 welcomes constructive criticism of the school when it is motivated by a sincere desire to improve the quality of the educational program.

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

The Board also recognizes their obligation to identify responsible and valid criticism and channel it to productive uses. The Board understands that people have a right to question their public officials and to level criticism whenever they see fit. Criticism is vital to the democratic process. The educational system, as does any other social institution, needs and is nourished, by constant criticism and evaluation. Criticism of the schools, even when ill-informed and/or ill-advised, is an expression of free speech. No aspect of education can properly be hidden or put beyond the range of examination or disagreement.

If the concern or suggestion pertains to a student related classroom activity or incident, citizens are directed to first contact the teacher, or the building principal; if unable to reach the teacher. Matters involving building procedures, auxiliary programs, or activity programs should be directed to the person directly responsible for the activity, or the building principal; if unable to reach the activity supervisor.

In the event that the citizen is not satisfied with the action of the teacher, supervisor, or principal; the superintendent shall be contacted next regarding the concern. An opportunity for the citizen to be heard by the Board of Education is then available to the person(s) if he/she so desires.

Board members when contacted by the public about problems are requested to use the above procedure unless circumstances dictate that the concern be directed to the superintendent. The superintendent will process the complaint using the above-described process.

## PUBLIC NOTICE

(7-14-14)

The Scotland School District #4-3 provides the following annual notification to be in compliance with the Family Educational Rights and Privacy Act:

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

They are:

- 1) The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record (s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask (this school district) to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, 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/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 District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Damon Alvey Superintendent, Scotland Schools. 711 4<sup>th</sup> St., Scotland, SD 57059. Phone 605-583-2237.

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

## PUBLIC NOTICE

The Scotland School District provides the following annual notification to be in compliance with the regulations pertaining to "Directory Information" as described under the Family Educational Rights Act:

The district will disclose directory information pertaining to students in attendance. For the purpose of this notice Directory Information means:

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 parent or eligible student may refuse to let the school district designate any or all of those types of information about the student as Directory Information provided the school district receives written notification from the parent or eligible student within 15 days of this notification.

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

### **Parents Right to Know**

#### NCLB Statute (Section 1111(h)(6))

#### Parents Right-To-Know (a) Qualifications-

At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the students classroom teachers, including, at a minimum, the following:

- 1.) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- 2.) Whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived.
- 3.) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

**NCLB Newsletter Excerpt**

1. Do parents have the right to know the qualifications of the educational staff working with their child?  
Yes, Title I Part A, Section 1111 (h)(6) specifies the following requirement. At the beginning of each school year, any district that receives Title I funds must notify the parents of each student attending Title I school that the parents may request information regarding the professional qualifications of the students classroom teachers. The district will provide a response to the parents' request in a timely manner.  
The information must include, at a minimum, the following:
  2. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  3. Whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived.
  4. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
  5. Whether the child is provided services by paraprofessionals and, if so, their qualifications.Parents may also request information on the level of achievement of their child in each of the State academic assessments and timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

**Sample Notification**

**What do I know about my child's teacher?** The federal education law put in place by President Bush called "No Child Left Behind", requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teacher instruction their child. If you are interested in this information, you may send your request to the building principal who will provide a response.

**Information regarding district-wide student achievement (Scotland Report Card) may be found at <http://www.doe.sd.gov/> and in the building Principal's office.**

**NONDISCRIMINATION STATEMENT**

The Scotland School District does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age sex, disability, national origin, or ancestry.

Inquiries concerning the application of Title VI, Title IX, or Section 504 may be referred to the Title IX, Section 504 coordinator, Superintendent/Elementary Principal Damon Alvey, at 711 4<sup>th</sup> Street, Scotland, SD 57059, 605-583-2237; or the Regional Director, Department of Education, Office for Civil Rights, 10220 N. Executive Hill Blvd., 8<sup>th</sup> Floor, Kansas City, Missouri.



## PERSONNEL

### BOARD OF EDUCATION

Randy Thum (Chairperson)	Chad Odens
Tanya Vitek (Vice-President)	Rebecca Pedersen
Jason Bietz	Andy Rokusek
Shelly Konstanz	

### ADMINISTRATION

Damon Alvey –Superintendent/Elementary Principal	267
Chris McGregor--High School Principal/ Special Education Director	225
Kevin Kocer--Business Manager	221

### SUPPORT STAFF

Sandy Freier	Middle School & Sr. High School Secretary	223/224
Patty Mogck	Elementary Secretary	268

### CUSTODIANS

Steve Flett	229
Verlyn Jerke	229
Kathy Beecher	

### MIDDLE/HIGH SCHOOL FACULTY

Wayne Brunke	Computers/Technology Coordinator	232
Amy Comp	District Band/HS Vocal	235
Vicky Fryda	Math	244
Bryan Fuks	District PE	253
Christy Fuks	HS Sp Ed/Careers/Marketing	247
Laura Haase	English	246
Delilah Hahn	K-8 Music	245
Jacque Herrboldt	District Reading Specialist	240
Kevin Janish	Science	254
Jim Kocer	Business/Publications	258
Diana Mach	Guidance/Counseling	231
Ryan Robb	MS/HS Social Studies/ MS PE	242
Sheila Sargent	MS Special Education Teacher	247
Rob Schmitz	Science/Math	259
Pam Settje	Library	230
Amanda Stoebner	Preschool/ FACS	250/248
Lori Suess	Science/MS PE	249
Joy Rueb	K-6 Computer/District Tutor	257
Jordan Tuntland	Vocational Ag	228
Brandon Wagner	HS Special Education Teacher	247
Kristyn Walloch	English	255

### ELEMENTARY SCHOOL FACULTY

Denise Bruckner	Kindergarten	222
Jennifer Sedlacek	1 <sup>st</sup> Grade	261
Sara Brown	2 <sup>nd</sup> Grade	262
Blossom Koch	3 <sup>rd</sup> Grade	263
Rachael Massey	4 <sup>th</sup> Grade	264
Jill Haberman	5 <sup>th</sup> Grade	265
Gina Bialas	Elementary Special Education Teacher	236
Darla Brandt	District Psychologist	243
Tammy Ehlke	Title I Aide	
Delilah Hahn	K-8 Music	245
Jacque Herrboldt	District Reading Specialist	240
Connie Huber	Title II Teacher	
Nicole Janssen	SE Sp Ed Aide	236
Michelle Kass	Title I Aide	
Michelle Kurtz	SCC Preschool	250
Becky Koupal	Speech/Language Pathologist	243
Heather Kubal	SE Sp Ed Aide	236
Mary Misar	Title I Aide	
Malena Pulfrey	SE Sp Ed Aide	236

**GENERAL INFORMATION**

**ANNOUNCEMENTS**

Announcements are printed daily and are e-mailed to all staff members during first period and posted in the cafeteria or on the school website at scotland.k12.sd.us. Announcements must be turned into the office by 8:15 am.

**ATTENDANCE AT SCHOOL ACTIVITIES**

Absence caused by illness or injury, for half of the day of a school activity, disqualifies the student from attending the activity as a participant or as a spectator on that day unless a call to the principal’s office between 8:00 a.m. and 8:20 a.m., or a note is brought or phone call is made the day before. The student's health is the main concern. **If the student is too ill to attend classes in the afternoon, he/she is also too ill to attend or participate in any evening school activity. This will include appointments and such, unless arrangements have been made in advance with the principal’s office.**

**BIRTH CERTIFICATE REQUIREMENT**

State law requires a certified copy of the birth certificate for school enrollment and requires schools to report names of children without certificates to the State’s Attorney. A violation of this law is a Class 2 misdemeanor.

**CARE OF BUILDING AND PROPERTY**

It is the responsibility of all students to help maintain the school building and materials and equipment loaned to students. Desks, textbooks, football jerseys, track sweats, lab equipment, library materials, etc. are all school property. If items such as these listed are lost or damaged beyond normal wear, the student will be assessed the cost of the damaged item.

**CHANGE OF ADDRESS OR TELEPHONE**

Because we plan to keep parents involved, parents are urged to inform us of a new address change or telephone number to the office of the child's school as soon as possible after the change. We also encourage parents to send their e-mail address to their child’s teacher as another avenue of communication.

**HOMEWORK**

It is important for a student to develop the habit of independent study. Homework is an important means of establishing this habit. Even if there are no written assignments on a given night, there is studying or other schoolwork which can be done. Written assignments should be done completely and accurately if the student expects to derive any benefit from the assignments.

**GRADING SCALE**

Grading scale for grades 3-12:

A = 100-94	C = 82-76	<b>K-2<sup>nd</sup> Grade:</b>
A- = 93	C- = 75	S+ = 100-93
B+ = 92	D+ = 74	S = 92-75
B = 91-85	D = 73-67	N = 74-66
B- = 84	D- = 66	U = 65-0
C+ = 83	F = 0- 65	

(July, 2005)

**HONOR ROLL**

**SENIOR HIGH HONOR ROLL**

A = 4.0	C = 2.0
A- = 3.7	C- = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0	D = 1.0
B- = 2.7	D- = 0.7
C+ = 2.3	F = 0

There are two honor rolls per quarter and semester:

- 1) Superior: Honor Roll - 4.00-3.5
- 2) Merit: Honor Roll - 3.00-3.49                      No "D"s or "F"s allowed

All courses for 12<sup>th</sup>-9<sup>th</sup> and for which letter grades (A+-F) are used will be counted for the Honor Roll. These point totals will also be used for figuring G.P.A. and class rank.

**IMMUNIZATION LAW**

South Dakota Law requires that all children be immunized against six diseases: diphtheria, whooping cough, tetanus, polio, measles and rubella, prior to entrance. This immunization requirement applies to ALL students..... Kindergarten through fifth. Parents must submit evidence to the principal's office that their child has been immunized against these six diseases.

IN ADDITION state law (spring 2007) requires that all children entering kindergarten have a second dose of Varicella (chickenpox) vaccine, or proof of the disease by signature of the parent on the immunization records.

It is the parent's responsibility to see that the Certificate of Immunization is completed and signed by the parent and either a doctor or an official of a health department or a county health nurse.

Children who have not completed their immunizations may qualify of Provisional Enrollment. To qualify, the student must have

had at least one dose of each of the required immunizations.

The student's immunizations must be completed in 45 days or he/she will not be allowed to attend school. Any student who does not show proof of immunizations upon enrollment in school will NOT be allowed to attend school until they are completed.

## **DIAGNOSIS AND MEDICATION**

(July, 1998)

### **ADMINISTRATION OF MEDICATION**

The Board believes that the best way to ensure children get their medications in a proper manner is through their own parental administration. School personnel have no legal authority to dispense or administer any prescription or over-the-counter medication to students; however, school personnel are authorized by the Board to assist students with self-administration of medications in the interests of the child's health.

School personnel may assist with self-administration of medication in the following manner:

1. They may remind the student that it is time to take his/her medication;
2. They may remove the medication from storage for the student;
3. They may open a container for a student;
4. They may help the child remove medication from its container;
5. They may return the medication container to storage.

Parents shall communicate the necessary information about a child's medication and health to school personnel in writing. The written instructions for each medication must contain: (1) child's name, (2) medication name, (3) purpose of medication, (4) time to be administered, (5) dosage, and (6) any special instructions for handling the medication or a description of the conditions under which the medication is to be taken (i.e. before meals, with food, after meals, before exercise, etc.). A form for this purpose will be provided in the student handbook. Additional copies may be secured from the principal's office or parents may make copies of the form in the handbook.

It is imperative that the smallest possible quantity of medication be sent to the school. A single day's dosage would be the best. The dosage should be sent in a clearly marked container with the name of the child, name of the drug, the doctor and the pharmacist on it. Any liquid medication should be pre-measured and sent in separate containers labeled with the child's name and medication. Any pills needing to be halved should be done before delivery to school.

The Principal will: 1) Inform appropriate school personnel of the instructions for assisting with self-administration 2) make provisions for a safe, appropriate place for the medication to be kept under lock and 3) make provisions for the return of unused medication to the parent or guardian. The principal has the right to reject requests for assistance with self-administration of medication that do not comply with this policy. A copy of the policy will be provided to parents or guardians each time that they request the assistance of school personnel with self-administration of medication. Only a licensed physician is qualified to make a diagnosis. If there is a reason to suspect a possible health problem, the child's parents will be notified with the suggestion that the child be seen by a doctor.

### **AIDS POLICY FOR STUDENTS:**

1. The policy applies to all school age children who are human T-lymphotropic virus type III antibody positive (HTLV-III) or who meet the clinical definitions of AIDS Related Complex (ARC) or the AIDS Syndrome (AIDS).
2. "School age" is defined in this policy to mean children and adolescents placed in legally required educational settings and programs.
3. School age children with AIDS/ARC or HTLV-III antibody will be allowed to attend the Scotland School District #4-3 schools, with the written approval of the child's physician, in an unrestricted manner unless the school board documents reasons to exclude the child.
4. One or more of the following conditions may require a more restricted environment or exclusion from school for the infected school age child:
  - A. The child is not toilet-trained or is incontinent, or otherwise is unable to control drooling;
  - B. The child is unusually physically aggressive, with a documented history of biting or harming others;
  - C. The child has other medical conditions, such as un-coverable oozing sores.
5. The principal shall notify the superintendent of schools when an AIDS infected school age child exhibits questionable behavior or other medical conditions requiring possible restricted school settings.
6. The South Dakota Secretary of Health has designated an expert Advisory Committee to evaluate each infected child on an on-going basis. The Committee consists of five permanent members, including:
  - A. The State Epidemiologist,
  - B. The Medical Officer for the South Dakota Department of Health
  - C. A representative from the South Dakota Department of Education and Cultural Affairs
  - D. A physician with expertise in infectious diseases
  - E. A physician with expertise in the care of AIDS patients
  - F. Other members of the Committee will be specifically assigned by the State Epidemiologist for each child and may include the child's parent or guardian, personal physician, and relevant employees from the school in which the child is to be enrolled.
7. The superintendent of schools may request an evaluation by the Advisory Committee to evaluate an AIDS/ARC or HTLV-III antibody positive child who exhibits any of the exceptional conditions described above. Between the time of referral and the reading of the evaluation by the Committee, the Superintendent of school may exclude the child from school.
8. The State Epidemiologist will chair the Committee and will be responsible for convening the Committee. The Committee's appraisal and recommendation on each child's placement will be based on:
  - A. The child's behavior
  - B. Neurological development
  - C. Physical conditions, and
  - D. The expected type of interaction with others in the school setting

9. The Committee will weigh the risks and benefits to both the infected child and to others.
10. A school age child with AIDS/ARC or HTLV-III antibody who is recommended by the Committee to not attend school will be provided with an education program as provided by federal and state law.
11. A child infected with the AIDS virus may experience immunodeficiency and are at increased risk of experiencing severe complications from such infections as chickenpox, tuberculosis, herpes, and measles. The child's parents who are aware of his/her immune status best make assessment of the risk to the immunosuppressed child or attending school in an unrestricted setting. If outbreaks of chickenpox, measles, or other acute infectious diseases occur in the school, the child may be excluded from school at the request of the parent until the outbreak is over.
12. Information concerning school age children with AIDS/ARC or HTLV-III antibody shall be kept in strict confidence by personnel. Only those individuals who are necessary to assure the proper care of the infected child and to detect situations in which the potential for transmission may increase will be informed of the child's condition.
13. The building principals shall develop routine procedures for handling spilled body fluids, soiled surfaces, and cleaning equipment.
14. Based on available data, mandatory screening of children as a condition for school entry or attendance is not warranted.

## COMMUNICABLE DISEASES

Students who are afflicted with a communicable contagious, and/or infectious disease and who are infected with communicable parasites or who are liable to transmit such a disease or parasite may be excluded from school attendance.

The board recognizes the need and right of all children to receive free and appropriate education. The board further recognizes its responsibility to provide a healthy environment for all students and school employees.

A determination of whether an infected student maybe excluded from the classroom or school activities shall be made on a case-by-case basis, under the direction of the principal/building administrator or designee. In situations where the decision requires additional expertise and knowledge, the building administrator will refer the case to an advisory committee for assistance in the decision-making.

### The advisory committee may be composed of:

1. A representative from the State Health Department;
2. The student's physician
3. The student's parents or guardian(s)
4. The school principal or designee;
5. The school health service's supervisor
6. The superintendent or designee; and
7. Primary teacher(s).

### In making the determination, the advisory committee shall consider:

1. The behavior, developmental level, and medical condition of the student;
2. The expected type(s) of interaction with others in the school setting;
3. The impact on both the infected student and others in that setting;
4. The South Dakota Department of Health guidelines and policies; and
5. The recommendation of the County Health Officer, which may be controlling.

The advisory committee may officially request assistance from the State Department of Health.

If it is determined that the student will not be permitted to attend classes and/or participate in school activities, arrangements will be made to provide an alternate education program. If that requires personal contact between student and school employees, only trained volunteer employees shall be utilized.

Public information will not be revealed about the student who may be infected. If the student is permitted to remain in the school setting, the following procedure will be followed by the superintendent/principal:

- Information will be provided, as appropriate, to school employees who have regular contact with the student, as to the student's medical condition and other factors needed for consideration in carrying out job responsibilities.
- Health guidelines for school attendance are established and interpreted within the content of the case. The guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.
- Instruction in appropriate handling of blood and body fluids will be provided. Hand washing after contamination, food preparation and health/hygiene care performed in different sick and work areas, maintenance cleaning and other personal hygiene measures are part of creating a health environment.

## COMMUNICABLE DISEASE GUIDELINES

Numerous communicable diseases may affect a school-age population and/or school staff. Some of these have a high degree of communicability. Some are life threatening in nature. Some are both.

### Disease and Incubation\*

### Rules for School Attendance Period

Acquired Immune  
Deficiency Syndrome (AIDS)  
6 months-five years

Determination will be made by the Advisory  
Committee as outlined in the Communicable  
Disease policy.

Chicken Pox  
14-21 days

The student may attend school after all pox are  
dry and scabbed.

Cytomegalovirus (CMV) Salivary Gland Viruses	The student may attend school. Precautions should be taken by contacts with immunosuppression as Anti-cancer or organ transplants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection.
Fifth Disease (Erythema Infectiosus) 6-14 days	The student may attend school. School official may request parent to have a physician diagnosis.
Giardiasis (Intestinal Protozoan Infection) 5-25 days or longer	The student may attend school if the student practices independent and hygienic bathroom skills. The student may attend school after the third day of drug treatment. Good hand washing in all cases should eliminate risk of transfer of infection.
2-12 days	The student may attend school during an active case if the student has the ability and practices of personal hygiene precautions and the area of lesion is covered. -----
Impetigo Variable 4-10 days	The student may attend school if treatment is verified and covered or dry.
Infectious Hepatitis 15-40 days Average 25 days	The student may attend school with physicians written permission and if student has the ability to take appropriate personal hygiene precautions.
Measles (Red, Hard Rubella or 7-day) 8-14 days	The student may attend school after a minimum of 7 days. Students who have had contact with measles may attend school if immunization is up to date.
Infectious Mononucleosis (Glandular Fever) 2-6 weeks	The student may attend school with physicians permission. The student may need adjusted school days and activities.
Mumps 12-21 days	The student may attend school after swelling has disappeared.
Pink Eye (Conjunctivitis) 5-12 days	The student may attend school if under treatment <u>for 24 hours</u> , or with physician's written permission.
Plantar Wart	The student may attend school. Students should not be permitted to walk barefoot.
Ring Worm (Scalp, body or Athlete's foot)	The student may attend school if the area is under treatment and covered. Restrict known cases of athlete's foot from pools and showers until treatment.
Rubella (3-day German Measles) 14-21 days Scabies (7-year itch, mites)	The student may attend school after a minimum of 4 days. Prevent exposure of pregnant women. The student may attend school after treatment.
Streptococcal Infections (Scarlet Fever, Scarletina or Strep Throat) 1-3 days	The student may attend school 24 hours after initiation oral antibiotic treatment therapy, and clinically well.

Herpes Simplex

**Head Lice –Crabs (Pediculosis)**

Use the following Rules for School Attendance Period:

All students are screened for head lice as needed during the school year. Children with live lice will be sent home for treatment. They are allowed back into school after they have been treated. Head lice are very small, dark brownish insects (less than 1/8<sup>th</sup> inch long) that live

on human heads. They lay their eggs (nits) close to the scalp. The eggs are tiny (about the size of the eye of a small needle) and are dark gray or a whitish-opaque color.

### **Signs/Symptoms:**

Itching of the scalp and neck. Look for 1.) crawling lice in the hair, usually few in number; 2.) eggs (nits) glued to the hair shaft, often found at the back of the neck or around the ears; and 3.) scratch marks on the scalp resulting from the itching.

### **Spreading:**

Lice spread by direct person-to-person contact and by sharing personal items such as combs, brushes, hats, scarves, jackets, blankets, sheets, pillowcases, etc. Lice do not jump or fly; they crawl and can fall off the head. Head lice do not live longer than 48 hours off the head. Nits that are more than ¼ inch from the scalp are likely to die or simply will not hatch. Also, the eggs do not hatch if they fall off. Lice do not spread to or from pets.

**Period of Communicability:** Until treated with a lice-killing medication, crawling forms of the louse are communicable; the nits are not. **A communicable and chronic disease should be reported to Health Services.**

### **DANGEROUS WEAPONS IN THE SCHOOL**

(August, 1996)

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 police. The building principal shall disperse appropriate disciplinary or legal action or both. A dangerous weapon is defined as any firearm, or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school functions. An exception would be weapons under the control of law enforcement personnel, starting guns, while in use athletic events, firearms or air guns 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 that 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 "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapons, a muffler or silencer for a weapon, or any explosive, including any poison gas. LEGAL REF.: SDCL 13-32-4.2; 13-32-7; 22-1-2 Improving America's Schools Act of 1994, P.L. 103-382

### **DRESS AND GROOMING**

Good personal appearance is conducive to a positive learning atmosphere. Student dress and grooming must not endanger the student's health and safety, cause an interference with work or create classroom or school disorder. Proper dress and grooming is vital not only to the individual student, but also to those with whom he/she comes in contact. **The following types of clothing are**

#### **prohibited during school hours:**

1. Pictures or lettering that display lewd, obscene, or profane words or pictures.
2. Items related to alcohol, tobacco or drugs.
3. Items related to sexual innuendos.
4. Clothing that exposes undergarments

**If students wear such clothing they will be asked to change and if school time is missed, they will have to make it up.**

Caps are not to be worn in the school during the school day (8:00 a.m.-3:30 p.m.). Any questions concerning appropriateness of dress will be handled on an individual basis. **Remember: we are a "Drug Free" school and proud of it!!**

### **DETENTION**

(July, 2010)

The use of detention will be left up to the individual instructor as a form of discipline or extra work. If this form of discipline is to be used, the instructor will inform the administration and the parents will be informed by the administration, teacher or student.

Detentions will be held after classes have ended until 4:00 p.m. at a location designated by the administration. Students need to bring work. Teachers may keep students on their own in their room if necessary. Detentions may be assigned by the high school principal and are typically scheduled for the next school day. Alternate dates or alterations to the detention schedule will be determined by the administration.

### **DISASTER/TORNADO DRILLS**

The signal for a disaster drill will be given by voice over the intercom. Directions will be given by school personnel for you to move to areas of safety.

### **FIRE DRILLS**

The signal for a fire drill is the sounding of an alarm.

1. Fire doors are not to be used while classes pass.
2. Specific instructions concerning routes for evacuation of the building during the drill are posted in each room. You should remember that in case of an actual fire: talk, horse-play, or laughter on the part of students could cause a real tragedy. Be aware of alternative routes.
3. Regulations for Fire Drills

- A. Never cut through the lines.
- B. Talking should be kept to a minimum.
- C. **Walk**, do not run. Lines should be orderly. Keep moving at a uniform pace away from the building to avoid congestion at the exits.
- D. After leaving the building, students with teacher would congregate as a class.
- E. **DO NOT PUSH OR SHOVE.**
- F. The first two students to reach an exit will serve as door monitors.

**FUNDRAISING:** *All fundraising efforts must be approved by administration.*

**MAKE-UP ASSIGNMENTS**

Students will be allowed time equal to the time they were absent plus one day to make up assignments missed. Students will be given credit for make-up assignments only if the absence is excused. Suspension is unexcused.

**MONEY**

We request that students do not bring money from home except for school needs, such as lunch money. Children often lose extra money and money is a temptation to other children; the school cannot be responsible for money left in a student's desk.

**LOCKERS**

Lockers will be assigned to students at the beginning of the school year. Students in K-8 will have lockers on the first floor. Students in grades 9-12 will have lockers on the second floor. Some of these students may share lockers.

The school will not be responsible for lost or stolen articles. Valuables should not be left in lockers at any time. Money and valuable items should be checked in at the office for safe-keeping. Students are responsible for any damages or defacing of lockers. **NO** locks are permitted on hallway lockers.

**The school administration retains control over lockers (in the hallways and locker rooms), desk space loaned to students and automobiles parked on school property. Therefore the administration has the right to inspect or search students' lockers or automobiles on school grounds.** School principals, therefore have the right and duty to inspect and search students' lockers, desks, and students or non-students automobiles, if the principal reasonably suspects, upon information received from police or otherwise, that drugs, tobacco, weapons, dangerous illegal or prohibited matter, or goods stolen from the school or from members of the staff or student body, are likely to be found on the student's person, in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student and/or the student body. The fruits of such search may nevertheless be turned over to the police for inspection or examination and may be the subject of criminal or juvenile court prosecution, or of school disciplinary proceedings.

**LOST AND FOUND**

Lost and found articles should be given to the teacher or taken to the principal's office. Parents are urged to mark children's jackets, overshoes, mittens, etc. to provide easy identification. This helps eliminate loss and confusion.

All loss of articles should be reported by the student to the office. Items will be placed out for parents to claim at each Parent/Teacher Conference. Unclaimed articles are donated to a welfare organization at the end of each semester.

**PHYSICAL EDUCATION**

All K-9 students are required to take physical education unless excused by their physician. A written excuse from the physician or parent should be given to the physical education teacher.

Fifth-eighth grade students are required to shower following physical education class. A detailed note will be sent home with your child as to class requirements.

Elementary students K-8 participate in the Presidential Physical Fitness Program in the fall and spring of the school year.

Separate "non-marking" tennis shoes are required for all K-8 PE participants.

**PEP ASSEMBLIES**

Pep assemblies will be held periodically through the school year. A special schedule will be followed on days when pep assemblies are held.

**POLICE IN THE SCHOOLS**

(December, 1996)

**If a police officer wishes to speak to a student or students, the policy of such action shall be:**

1. The officer must first speak to the administration and explain the situation to the administration.
2. The administration will request that the officer needs to contact the parent, prior to the officer meeting with the student.
3. If the parent is not available the school administration should be present.

**REPORT CARDS AND PARENT/TEACHER CONFERENCES**

Every attempt will be made to send the report card home within five school days following each nine-week session. Your student's final report card will be mailed within five days after our last day in session. Questions concerning any particular grade should be directed to the respective teacher.

Individual parent-teacher conferences will be scheduled after the 1st and during the 3rd nine-weeks of the school year; however, parents are encouraged to call for an appointment with the teacher whenever they have a concern to discuss. Student problems can be handled much more effectively when parents and teachers work together.

In addition, K-5 grade students will bring home a midterm progress report after four (4) weeks of school in each nine-week period. 6-12 Parents may request a midterm be sent.

## REPORTING OF ACCIDENTS

All accidents on the school premises must be reported at once to the Principal's Office along with a full report stating the name of the individual, what has happened, and how the accident happened, the seriousness of the injury, and the action taken. Minor injury reports can be made orally; serious injury reports must be in writing. The student will be given first aid or emergency help will be summoned. In case of serious injury, an attempt will be made to contact a parent or guardian. A physician will be notified in serious injury cases. In all cases, the welfare of the student will be the first priority.

## REPORTS OF MISCONDUCT

Any student with a discipline problem, which is, brought to the attention of the administration, will be recorded and a copy of the record may be sent to the student's parents.

## SATURDAY SCHOOL

(January, 1998)

All Saturday School is assigned by the principal and will be served on Saturday morning.

1. Saturday Morning School supersedes any school- sponsored activities that might take place on Saturday.
2. Students assigned Saturday School must be there for the entire 2 1/2 hour period.
3. Saturday School hours are from 8:30-11:00am. Students who are tardy will be sent home and the time will double.
4. Parents will always be notified when the student is assigned Saturday School or is in violation of Saturday School rules.
5. Students have two consecutive weeks to serve the Saturday School, the week the Saturday School is assigned or the following week. This will allow for plans that were made by the student or parents prior to the Saturday School being assigned. No exceptions.
6. Short or long term in or out of school suspension may be used in conjunction with Saturday School.
7. Saturday School may be assigned for the following reasons, **but is not limited** to these specific situations. Administrative discretion will apply.
  - a. For each un-excused absence from school.
  - b. Talking back to teachers, support staff or administrators.
  - c. Being disruptive after being asked to discontinue disruptive behavior. This includes study hall and library time.
  - d. Using the "F" word or speaking in a vulgar or obscene manner or using words that a teacher has deemed unacceptable in his/her classroom or presence, be that in school, or at a school activity.
  - e. Failure to obey an instructor, support staff or administrator.
  - f. Destruction of school property. Student (parents) is responsible for repair or replacement.
  - g. Stealing, regardless of what, where or why.
  - h. Repeatedly not having assigned class work completed.
  - i. Cheating on an exam.
8. Saturday School specifies:
  - a. Students will be required to read an appropriate book or work on school assignments only. Magazines/newspapers will not be read during Saturday School unless they are required by an assignment. Number "9d." will be invoked if the student shows up to Saturday School without a book or schoolwork.
  - b. Students will not be allowed to chew gum, eat candy or food, drink pop or juice, talk (unless to the instructor), sleep, lay head down, listen to radio or tapes (Walkmans). Leave the study hall unless there is an emergency, play cards or games, watch TV, videotapes or movies unless assigned as class work.
  - c. A restroom break of five (5) minutes will be allowed from 9:45-9:50am.
  - d. Failure to comply with any of these rules will result in dismissal from Saturday School for that day and the time will be doubled.
9. Skipping an assigned Saturday School:
  - a. The student will be given one (1) day out of school suspension and two (2) Saturday Schools for the first skip.
  - b. The student and his/her parents will be required to attend the next regularly scheduled Board meeting to discuss student non-compliance for the second skip.
10. When a student has been assigned a third Saturday School, the student, along with his/her parents or guardians will be required to appear at the next regularly scheduled Board meeting to discuss the behavior(s) causing Saturday School.

## SCHOOL CLOSING DUE TO WEATHER CONDITIONS

Announcements regarding late start, early dismissal or cancellation of classes will be made on the School Reach phone system and on WNAX, KELO-TV and KSFY-TV.

## SPORTSMANSHIP

Scotland has traditionally had tremendous enthusiasm for sports. This enthusiasm has played a vital role in the success of our teams. The Administration hopes and demands that students and patrons will conduct themselves at all activities in a manner, which will have a good reflection on our school. Misconduct at the various activities will be dealt with by the Administration as we, the Administration, take a very dim view of disruptive behavior at all times, but especially when another community is involved. So, have fun and support our teams, but stay within the realm of good sportsmanship.



## **WEDNESDAY ACTIVITIES**

There is to be absolutely no scheduling of school activities on Wednesday evening except those scheduled by our Activity Conference and the South Dakota High School Athletic Association. Any deviation from the established procedure outlined above must be cleared with the administration.

## **SUBSTITUTE TEACHERS**

Our school is fortunate in having people to help us whenever our regular teachers are ill, or are attending conferences. A substitute teacher is an important visitor whose impression of our school will be carried into the community. Let us be helpful and considerate as you would be to a regular teacher. The responsibility is on the student to treat a substitute with the respect and courtesy that is due all persons at Scotland School District.

## **SUGGESTIONS**

Any suggestions for the betterment of the school should be brought to the attention of the student council or the principal.

## **TEXTBOOKS**

All textbooks are furnished by the school district. They are typically depreciated over a seven-year period. Their condition is checked at the beginning and again at the end of the school year. If there has been any misuse or abuse of the book resulting in more than the normal amount of depreciation, the student is charged for such excess wear.

## **SUSPENSION FROM CLASS**

A teacher may suspend a student from class for just cause. The student is to go directly to the office and write his/her explanation of the suspension on the form provided. Suspension from class may result in notification of parents. The student will be returned to class by the principal after the problem has been resolved. The student will fill out the misconduct form and the teacher will stop in the office prior to the end of the day, to complete the form.

## **SEXUAL HARASSMENT POLICY**

(January, 2003)

Sexual harassment is unacceptable and shall not be tolerated. No member of the school district community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

Furthermore, the Scotland School District will not discriminate on the basis of sex or sexual orientation in its educational program or activities. If anyone feels that she/he is being discriminated against on the basis of sex, she/he should feel free to contact Mr. Damon Alvey, the Title IX Coordinator for the Scotland School District 04-3.

Sexual harassment is herein defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical misconduct of a sexual nature including the following:

- a. submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment or education; and/or,
- b. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; and/or,
- c. such conduct has the purpose of effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment is illegal under both South Dakota (Executive Order 81-08) and Federal (Title VII, Title IX) law. In some cases, it may also be liable to prosecution under criminal statutory law. The board of education of the Scotland School District 04-3 has established a non-retaliatory grievance procedure for handling sexual harassment complaints. All reported incidents of sexual harassment will be promptly and thoroughly investigated and all substantiated acts of sexual harassment will result in immediate and appropriate corrective action, including sanctions.

Confidentiality consistent with due process will be maintained.

The staff, administrators and students of the Scotland School District 04-3 are responsible for maintaining a working and learning environment free from sexual harassment. It is the obligation of each employee and student to become fully informed of the provisions of this policy and to assure individual compliance. To assure dissemination of this policy, copies will be distributed to all administrative units serving both employees and students. Copies will be posted at appropriate locations throughout the district and the policy will be announced in the appropriate district publications.

Any employee who feels that he or she has been subject to sexual harassment in the work place should report the incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to that supervisor's immediate supervisor. Students may report such incidents to their teacher, principal, superintendent or board of education, depending on involvement of the listed individuals. Resolution of complaints will be handled through the district grievance policy.

**EXTRA CURRICULAR ACTIVITIES: Students are expected to ride to and from school sponsored activities with the team or school group. In the event that the parents want to take a student home after an activity, that is permitted with the parent signing the student out with the activity coach or advisor. Students will not be allowed to ride home with anyone other than the student's parents. Exceptions will be considered if the parents send a note the day prior to the event asking for permission for the student to ride home with another family member (i.e. Grandparent, aunt, uncle etc.) Students cannot be released to family friends. Administration will consider all requests on a case by case basis.**

## SERVICES

### BUS REGULATIONS

All students, who use the transportation service provided by Mr. Meyer, will be informed of safe riding procedures by the bus driver. OBEY THEM because your life may depend on it. B-J School Buses Incorporated (583-4596).

### REGULATIONS GOVERNING PUPIL RIDING SCHOOL BUSES

1. Pupils are under the authority of the bus driver.
2. Pupils shall be on time for the bus both morning and evening.
3. Pupils shall remain seated while the bus is in motion.
4. Pupils shall not extend their hands, arms or head through the bus windows.
5. Pupils shall converse in normal tones, loud or vulgar language is prohibited. When the bus is crossing a railroad track all conversation must stop until the sub crosses the track.
6. Pupils must not eat sunflower seeds on the bus.
7. Pupils shall keep the bus clean, and refrain from damaging it.
8. Pupils shall be courteous to the driver, to fellow students and to passers-by.
9. Pupils shall enter and leave the bus at school loading stations and at highway bus stops in orderly fashion and in accordance with instructions.
10. Pupils shall refrain from talking to the driver while the bus is in motion.
11. Pupils must refrain from crowding or pushing.
12. Each pupil must go directly to his/her seat upon entering the bus.
13. Roughhousing on the bus is prohibited.
14. Pupils must keep feet off the seats.
15. Pupils must not throw objects about the bus or out through the windows.
16. Pupils must keep sharp objects off the upholstery.
17. Books and other property must be properly stowed out of the way, and the aisle must be clear at all times.
18. Shooting paper wads or other material in the bus is not permissible.
19. Pupils must avoid playing or loitering ON THE HIGHWAY when waiting for a bus, which is late.

**Any student who wishes to ride a bus to the home of another and who normally does not ride that bus must have two written permissions; 1 from his/her parent and 1 from the receiving bus parent. Those notes should be presented to the bus driver, unless prior arrangements or a call have been approved with the bus supervisor.**

### LUNCH PROGRAM/CAFETERIA

The prices for meals in the lunch program are reviewed annually by the board and published in the Scotland Journal. **Any student with a negative lunch account balance of \$15 or more will not be allowed to participate in the school breakfast or lunch program until the balance due has been paid.**

Applications are available at the Business Manager's Office for persons who meet the guidelines for free or reduced-price lunches.

The following courtesies should be observed in the cafeteria:

1. Do not cut in line, save places in line, or save seats for friends.
2. Food, which, is spilled or dropped must be cleaned up immediately.
3. Dispose of papers and other refuse in the containers provided.
4. All eating is to be done in the cafeteria, at the tables.
5. Do not leave food or refuse on the tables when you leave.
6. Junk food cannot be brought into the cafeteria during the lunch periods.
7. There will be a charge for seconds. If you wish two or more, or larger portions, you must ask for them while being served. There will be a charge for seconds for free/reduced meals.
8. **There will be NO eating home/sack lunches in the front hallway or upstairs hallway. Students may eat in the hallway downstairs by the Ag Room .**

### GUIDANCE AND COUNSELING

Guidance and counseling services are provided to help students in the areas of personal and social adjustment, educational and vocational choices, and scholastic achievement. It provides a relationship in which the individual is stimulated to evaluate himself/herself and his opportunities, to choose a feasible course of action, to accept his/her responsibility for his choice, and to initiate a course of action in line with his/her choice. The guidance office will attempt to deliver five services: (1) individual analysis; (2) information dissemination; (3) counseling; (4) placement; and (5) follow-up.

### LIBRARY-MEDIA CENTER

The community-school library is a pleasant place in which to read or study. It is open for use during the entire school day and before and after school, briefly.

Audio-visual equipment is made available to students. Computers are also available for the students/public to use. The librarian or aides are available to assist those who need help. The PALS communication network service is to provide greater resource opportunities. The library/media center is a place to study not visit. Students need a pass to be in the library. **Reminder: Library parking is reserved for Library patrons only.**

## EXTENDED SCHOOL YEAR PROGRAMS

(August, 2008)

According to the Individuals with Disabilities Education Act, students identified as having disabilities and needing special education and related services may be entitled to an Extended School Year Program. A student's eligibility for an ESY Program must be determined annually and on an individual basis.

The purpose of ESY services is to prevent regression of previously learned skills which when lost, cannot be recouped in a reasonable length of time and to maintain Individual Education Plan goals and objectives already achieved by the student. It is not to introduce the student to new goals and objectives. A separate IEP should not be developed for ESY; the current IEP is used to monitor the maintenance of mastered skills.

Recoupment is the ability to recover or regain skills specified in the IEP at the level demonstrated prior to the interruption of the educational programming. Any recoupment that takes more than eight weeks should be considered significant. Regression is a decline to a lower level of functioning demonstrated by a decrease of previously obtained skills, which occurs as the result of an interruption of educational programs. The skills must be specified in the current IEP.

### ELIGIBILITY:

Determining the need for ESY programming in excess of the normal school year must be made on an individual student basis. Eligibility rests with the placement committee that should be composed of the following individuals:

Parent(s), Superintendent/designee, regular classroom teacher(s), special education teacher(s), student (when appropriate), others (as appropriate).

The following procedures should be implemented when determining eligibility for ESY services:

1. All students with disabilities who have current IEP's will be considered for ESY services at least annually.
2. Eligibility should be based upon data and discussion of the placement committee and not determined by a formula. Each decision should occur retrospectively or prospectively and be based on the unique needs of the student.
3. Primary elements to be used in determining the need for ESY should include:
  - a) The likelihood of significant regression
  - b) The rate of probable recoupment of skills
  - c.) Other factors to consider include degree of impairment, parents' ability to provide educational structure at home, behavioral and physical problems, availability of alternative resources, student's ability to interact with non-disabled students and curriculum areas that need continued attention.

The placement committee must document that a delay or break in the services of special education and related services would result in significant regression and slower than normal recoupment of previously gained skills as stated on the IEP. If no empirical data is available on regression, the need may be shown by the expert opinion or prospective criteria determined by the placement committee.

### **This opinion should be based upon an individual review of the student and should include the following data:**

1. Review of the current IEP goals and objectives;
2. Observations and data from teachers, therapists, parents and others having direct contact with the student before and after breaks in educational programming;
3. Data and observations regarding the student's performance after long weekends, vacations, and past summer breaks;
4. Assessments of information maintained on the student, including pre-test and post-test data;
5. Curriculum based testing, including pre-test and post-test data; and
6. Other relevant factors.

Requirements regarding placement and least restrictive environment during the academic year also apply to ESY programming. A review of the Extended School Year program should be completed by September.

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

In accordance with the Asbestos Hazard Emergency Response Act (AHEAR) of 1986, school facilities have been inspected in order to identify any asbestos containing materials which may be present. Steps have or will be taken to assure that any asbestos containing material does not pose a significant health hazard to those who work within the building or attend classes there. In addition, an Operations and Maintenance Plan provides for periodic (semi-annual) surveillance and the use of procedures which will continue to assure a safe environment within the school for student s and staff. A copy of the inspection and the Operations and Maintenance Plan is available for public view in the Superintendent's office. Any special questions or concerns should be directed to: Mr. Damon Alvey, Superintendent of Schools, 711 4<sup>th</sup> St. Scotland, SD 57059 and at 605-583-2717 ext. 267.

## **NOTIFICATION LETTER**

**(7-14-14)**

**TO: PARENTS, TEACHERS AND EMPLOYEES OF THE SCOTLAND PUBLIC SCHOOLS**

**FROM: Damon Alvey, Superintendent/Elementary Principal**

**RE: AHERA ASBESTOS MANAGEMENT PLAN**

On 7-9-89, the Scotland School District began implementation of its asbestos Management Plan. This plan details the steps which will be taken to deal with any asbestos-containing building materials found in school facilities.

In the short-term, these steps include repair of any damaged materials and cleaning of any areas which, may have been, in any way, contaminated. In the long-term, they include an Operations and Maintenance Plan detailing procedures which will be used to assure that all materials are maintained in a condition which minimizes any possible health threat to building occupants. In addition, the plan allows the eventual removal of the material when an opportunity to do so presents itself.

The plan also requires that every six months the situation in each building be reviewed to make sure the original assessment remains accurate and no new problems have arisen. Lastly, it is specified that every three years each building be given a complete re-inspection.

A copy of the Plan will be kept on file in the Superintendent's office and will be made available for review to any interested parties. In addition, at least annually, the school will provide updated information on the Management Plan to those concerned.

If there are any special questions or concerns, they should be directed to the Superintendent, Mr. Damon Alvey at 583-2717.

Sincerely,

Damon Alvey, Superintendent/Elementary Principal

Scotland School District #4-3

Scotland, SD 57059

*Scotland Elementary  
Student/Parent  
Handbook ... 2014-2015*



The Six Pillars of Character

Scotland Schools are proud to be Six Pillar Schools...

Responsibility

Fairness

Citizenship

Caring

Trustworthiness

Respect

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## **INTRODUCTION TO THE PARENTS**

Welcome back to school! The teachers, staff and I all want to wish you the best this year.

This handbook is designed to give you and your child some helpful information regarding the Scotland Elementary School. Please read it carefully with your child and place it in a convenient location for quick and easy reference.

This handbook does not include every situation that may arise. In any event the administration will make every effort to act fairly and quickly. Each situation is different and will be handled on an individual basis.

If you have any concerns or questions throughout this school year please feel free to contact your child's teacher or me at the school. Together we can make a difference in the lives of children.

Sincerely,

Damon R. Alvey  
Superintendent/Elementary Principal

## SCHOOL RULES AND EXPECTATIONS

The following rules have been formulated in an effort to provide a safe learning environment. It is important that the students know from the start of the year what is expected of them and what the consequences are for choosing to neglect these rules. For this reason, rules are posted in the elementary cafeteria.

The Scotland School District 4-3 expects students to respect other's rights and other people's property. Students who exhibit extremely disrespectful behaviors will not be allowed to attend school until their parents have met with the child's teacher and the principal. Extreme disrespect will result in student suspensions one day for each offense. (1st offense - one day; 2nd offense - two days; and 3rd offense - three days). All disciplinary consequences will be judged on individual circumstances and will be handled with administration discretion.

Classroom Rules & Expectations will be sent home with your child. The classroom teacher will also provide each student with a guideline explaining the classroom homework policy.

## HALLWAY RULES

1. Walk quietly
2. Do NOT enter other people's lockers

## LUNCHROOM RULES

1. Always walk
2. Quiet talking at tables
3. Be courteous (keep hands and feet to self)
4. Do NOT share food
5. Do NOT save places

**NOTE:** K-5 students will NOT be permitted to purchase ice cream products except on designated days. (To be determined by the administration.)

## PLAYGROUND RULES

1. Walk to and from playground
2. Use playground equipment correctly
3. Respect the rights of others
  - NO snowball or rock throwing
  - NO roughhousing
  - NO name calling or swearing
  - NO leaving the playground without permission

## Bullying/Hazing Policy (addition 10.28.13)

The Scotland School District 04-3 recognizes that bullying/hazing and intimidation have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying/Hazing can also lead to more serious violence. Every student has the right to an education and to be safe in and around the school.

a.) **Definition of bullying:** SDCL 13-32-15 defines bullying. The legal definition includes the following requirements:

-“a pattern of repeated conduct” – ( a single isolated incident does not fit the legal definition);

-“that causes physical hurt or psychological distress”- (there is a causation requirement between the repeated conduct and the resulting hurt or distress);

-“on one or more students” – (only addresses harm or distress of students);

-that may include (a non-exclusive list of conduct including use of data or computer software)

-“that” (the foregoing are not all of the required elements; Nos. (1) AND (2) OR (3) also apply)

(1) places a student in *reasonable fear* of harm to.....*person or property* (the student's fear must be reasonable and must relate to personal or property harm) AND EITHER

(2) *substantially* interfere with student *educational* performance (minor interference does not fit the legal definition); OR

(3) *substantially* disrupts the orderly operation of a school (again, minor interference is not addressed, and the orderly operation of school must be affected.

Bullying is a pattern of abuse that involves a student being “picked on”. Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name calling; threatening looks, gestures, or actions; cruel remarks; false accusations; and social isolation.

b.) **Definition of hazing:** Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

c.) **Bullying/Hazing is prohibited:** The Scotland School District 04-3 and staff shall not tolerate any bullying/hazing on district grounds or any school activity on or off school grounds.



- d.) **Staff Intervention:** The district expects staff members who observe or become aware of an act of bullying/hazing to take immediate, appropriate steps to intervene----unless intervention would be a threat to staff member’s safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying/hazing persists, he/she shall report the bullying/hazing to the school principal for further investigation.
- e.) **Students and parents should report bullying/hazing:** The school district expects and encourages students and parents who become aware of an act of bullying/hazing to report it to the school principal for further investigation. Any student who retaliates against another for reporting bullying/hazing, maybe subject to the consequences listed below in letter g.
- f.) **Investigating Procedures:** Upon learning about a bullying/hazing incident, the principal or designee may contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues.
- g.) **Consequences/Intervention:** Consequences for students who bully/haze others shall depend on the results of the investigation and may include counseling; a parent conference; detention, suspension and or expulsion. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement if appropriate and developing a supervision plan with parents. All disciplinary consequences will be judged on individual circumstances and will be handled with administrative discretion.

### **SNOWBALL THROWING**

Throwing snowballs is considered a serious threat to the safety of all children and is therefore not permitted on school premises or off school premises while students are under the jurisdiction of the school. Violators of this rule shall be referred to the principal for disciplinary action.

### **DRESS AND GROOMING POLICY**

Realizing the danger involved with cold weather, and the importance of dressing properly for the cold weather, we are establishing the following guidelines as a policy to be followed by schools and bus drivers in the Scotland School District 4-3.

1. Coats, gloves, and leg coverings should be worn in cold weather when riding the bus on the regular routes and for activity trips.
2. The type of protective clothing needed changes with the severity of the cold temperatures. Students are required to wear overshoes at recess during the winter. When the temperature either with or without the wind chill is zero or below the students will have recess inside the building.
3. **Guidelines for warm weather:**  
 \*\* BELOW 50 degrees coats are needed;  
 \*\* 51-59 degrees long sleeves are required;  
 \*\* 60 degrees or above short sleeves are permitted.  
 \*\* Shorts Policy.....We advise shorts not to be worn in the elementary from Oct. 1-April 1. If extreme warm weather continues into the month of October or started prior to April, this policy may be altered by the elementary administration.
4. The bus supervisor shall notify school officials, who then, in turn, shall notify the parent(s) of the violation. The parent(s) shall be urged to dress their children properly.

Good personal appearance is conducive to a positive learning atmosphere. Student dress and grooming must not endanger the student’s health and safety, cause an interference with work or create classroom or school disorder. Proper dress and grooming is vital not only to the individual student, but also to those with whom he/she comes in contact. The following types of clothing are prohibited during school hours:

+++Pictures or lettering that display lewd, obscene, or profane words or pictures.

+++Items related to alcohol, tobacco, or drugs.

+++Items related to sexual innuendos.

+++Tube tops, short shorts, backless garments, tops with spaghetti straps, bare midriffs, large chains, studded garments, short skirts, and baggy pants.

+++Clothing that exposes undergarments.

Caps are not to be worn in the school building during the school day (8:00am-3:30pm). Any questions concerning appropriateness of dress will be handled on an individual basis. Remember, we are a “Drug Free” school and proud of it!!

### **PERMISSION NOTES TO RIDE A BUS**

Any student who wishes to ride a bus to the home of another student and who normally does not ride that bus must have written permission from his/her parent(s). That note should then be presented to the bus driver who may permit the student to ride the bus if the bus is not filled.

The school discourages the practice of riding a different bus home although the practice is not prohibited. **any student who wishes to ride a bus to the home of another and who normally does not ride that bus must have two written permissions; 1 from his/her parent and 1 from the receiving bus parent. Those notes should be presented to the bus driver.**

Town students are expected to leave the school premises after school is dismissed. Only with a teacher's permission will a student be allowed to stay after school.

## **PERMISSION NOTES TO STAY IN TOWN**

Parents who wish to have their bus children stay in town **MUST** have a note stating what alternate arrangements have been made. Please state who will be picking your child up and at what time. Notes **MUST** be sent for each occasion.

## **STUDENT ACTIVITY NOTES**

Student activity notes for any outside-of-school program (soccer, basketball, girl and boy scouts, softball, baseball, etc.) **MUST** be handed out by that activity advisor or coach. The school will **NOT** handle, copy or distribute student activity information.

## **NUISANCE ITEMS**

Students are **NOT** allowed to bring personal electronic media devices designed to play music, movies, or games to school (iPods, etc.). Skateboards and roller blades are also prohibited for safety reasons.

## **ATTENDANCE**

Education is a state function under the control of the state legislature. It is compulsory that all children from the age of 6 (Sept. 1) and not exceeding 18 regularly attend school.

If a child misses school due to illness the child received the missed day plus one as a time to make up their homework. (For example: If Sam missed Monday and Tuesday due to illness his homework would be due at the end of the day on Friday.) IF your child misses school due to illness or unexcused absence, they will not be allowed to participate in any evening school events.

When returning to school the student should bring a note from a parent explaining their child's absence. In some cases of certain communicable diseases, students shall bring a permit from their doctor before they may be admitted to class.

Truancy is any unexpected absence from school or class. When a student has been truant from school, he/she will be required to make up lost time. Truancy may also be turned over to a Truant Officer and followed up by the County States Attorney for proper disposition.

Students having more than 3 tardies per semester may be assigned to detention or Saturday School. Attendance will be taken four (4) periods per day. Periods will run from 8:30 am-10:00 am; 10:00 am-12 noon; 12 noon-2:00 pm; and 2:00-3:19 pm. If a child enters school within 30 minutes after a period begins, he/she will be counted tardy for that period. After 30 minutes the student will be counted absent for the entire period. If a child leaves school after 2:45 pm, he/she will be counted present all day.

## **PARENTAL INVOLVEMENT**

Take an interest in schoolwork. Encourage your child to bring home, even if it is a library book, and to spend time reading. Designate a time and quiet place for your child to study or read. Make sure the child has supplies that he/she needs for assignments. Establish a regular bedtime; a student does not learn well if he/she is tired. Encourage your child to write down assignments as the teacher gives them each day. Do not hesitate to contact the teacher about an assignment or to learn what tutoring you can do to help your child.

## **SCHOOL VISITS**

Parents are invited to visit their child's classroom. This will enable you to become better acquainted with our program and to observe your child at work. You are encouraged to call or to send a note with your child to the classroom teacher informing him/her of your intended visit.

All visitors are required to stop in the principal's office and sign in prior to their classroom or lunch-time visit. Please use the west (front) doors.

Children who are not enrolled are asked not to visit the classroom unless they have permission from the principal. This applies to friends of our students who may be visiting.

## **FIELD TRIPS/EXTRA CURRICULAR**

Field trips are offered to the K-5 students through donations by the PTO (Parent-Teacher Organization). Each classroom teacher picks their class field trip as it relates to their curriculum or content standards. Field trips are a privilege and students must be in good academic standing to attend. Students may be held back from a field trip for disciplinary reasons.

Fifth grade students planning to compete in the Tripp Music Contest, (held on the first Friday of May) must be passing all subjects at 4<sup>th</sup> Quarter Mid-Term, in order to participate.

## **RETENTION OF STUDENTS**

All students are expected to demonstrate achievement at their assigned grade level. This is usually accomplished by passing either math or reading and two of the other four academic subjects. Passing requires a minimum grade average of 66% on daily work and tests over the entire course.

Should a student fail to pass the minimum classes, alternative assessments and consideration of the child's effort towards achievement may be considered.

As soon as the classroom teacher suspects that a child might be a candidate for retention, a conference with the teacher, parents and principal will be arranged. This conference will be held at least one month prior to the end of the school year. After the parent conference the principal will make the decision concerning the retention or promotion of the child. In all cases, the welfare of the child will be the main consideration.

## **TITLE I**

Title I is a federally funded program designed to improve educational opportunities in reading and math. Services are available in our district to grades K-5. Students participate in small group activities that provide a different approach to the problem areas.

Scotland is a School-Wide Title Program which allows extra para-professionals and/or teachers to come to the regular classroom to work with all children in that grade. Individual pull-out or whole classroom activities will be explored for the instructional benefit of the students.

A parent's advisory council will be designed each year. The council's primary purpose will be to assist in ongoing communication among parents, teachers, Title I staff and agency officials.

## **LIBRARY**

The elementary library is in conjunction with the city library. Books and media are available to all students and teachers to check out. Loan periods for students are one week with the possibility of renewal. Loss of or damage to books will result in a fine. NO fines are charged for overdue books, but students are asked to assume responsibility for returning their books on time.

## **KINDERGARTEN ENTRANCE REGULATIONS**

Entrance age into kindergarten is governed by South Dakota Law. To enter kindergarten the parent or guardian must present a CERTIFIED copy of a birth certificate for school enrollment. State Law requires schools to report names of children without a certificate to the states attorney. A child must be five years of age on or before September 1st of the year of his/her intended enrollment. Parents may withhold their child if they feel that his/her physical, emotional or social readiness is such that the child would not perform well. In such a case, please consult school officials. A physical examination is recommended for all kindergarten students.

## **IMMUNIZATION LAW**

South Dakota Law requires that all children be immunized against six diseases: diphtheria, whooping cough, tetanus, polio, measles and rubella, prior to entrance. This immunization requirement applies to ALL students..... Kindergarten through fifth. Parents must submit evidence to the principal's office that their child has been immunized against these six diseases.

IN ADDITION state law (spring 2007) requires that all children entering kindergarten be immunized against the chickenpox (Varicella) or proof of the disease by signature of the parent on the immunization records. It is the parent's responsibility to see that the Certificate of Immunization is completed and signed by the parent and either a doctor or an official of a health department or a county health nurse.

Blank certificates are distributed at the Kindergarten Round-Up in the spring and to each new student who enrolls in the Scotland School District 4-3.

Children who have not completed their immunizations may qualify of Provisional Enrollment. To qualify, the student must have had at least one dose of each of the required immunizations. The student's immunizations must be completed in 45 days or he/she will not be allowed to attend school. Any student who does not show proof of immunizations upon enrollment in school will NOT be allowed to attend school until they are completed.

## **ILLNESS AND MEDICATION**

Students who feel ill or have been injured should notify their teacher immediately. A representative of the school will contact the parents and make appropriate arrangements. Elementary Students will be dismissed for illness ONLY if a parent, relative, or neighbor will be present upon the child's arrival.

## **PARTIES**

Parties for children in grades K-5 are planned for Halloween, Christmas, and Valentine's Day. A field day and picnic will be held in the spring. These are not to be elaborate parties, but times for fun and organized play. A treat or light lunch is arranged at the discretion of the teacher. Parties usually begin after the afternoon recess. To stay within our wellness policy, please consider bringing a healthy food choice such as sliced apples, carrots, etc. to class parties.

Many children have shared birthday treats in the past. This is a matter which is left to the discretion of the parent(s), teacher, and the child. Please be sensitive that there may be students in your child's class that have food allergies.

Student party invitations will NOT be allowed to be distributed at school. Please mail birthday and any other invitations from home.

# *Scotland Middle/High School*

## *Student/Parent Handbook*

2014-2015



**Education is what remains after one has forgotten what one has learned in school.**

**Albert Einstein**

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*Message from the Principal.....*

**Dear Students and Parents,**

**Welcome to the Scotland School District #4-3. Although this is a time in your lives filled with excitement, it is one of the most important times in life as you develop into the adults you will one day be. Here at Scotland we are committed to the growth and achievement of all students. We will make every possible effort to enhance the learning process and provide a positive school culture aimed at achievement. For this to be a successful endeavor, students must play an active role in searching out the means for success.**

**I would like to challenge all students to be accountable for their individual futures. Respect your peers and your teachers, and be excited to have the opportunity to learn and grow in such a wonderful place as Scotland!**

**This handbook will serve you as a guide to your rights as well as inform you on school policies on discipline. Read it well, know your rights, and know that the policies herein will be followed; they have been established to keep you safe and to provide us with the best possible learning environment.**

**Mr. McGregor**

## BELIEFS

(7-14-14)

Senior High/ Scotland Middle School Believes That:

Education, through breadth and depth of learning experiences, empowers the person to aspire and achieve.

All people are capable of learning.

A valid educational system affects more than reflects the values of the community and society.

Education is measured by the degree to which it achieves global relevance through local excellence.

Education is an ultimate value.

An effective and efficient system of public education can be achieved only through interaction of the family, community and the schools.

Education is a lifelong experience.

Public education is fundamental to the existence of a democracy and the mobility of its citizens.

The school and the student bear a mutual accountability for the educational success of the student. Education is a force for change which both influences and responds to human events.

Our society is obligated to provide public education for every person and each person is obligated to contribute to society.

Education affirms the ultimate worth of all individuals.

### *ATTENDANCE, ABSENCES, AND TARDINESS*

#### Attendance S.D.C.L. 12-27-1

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and individual study in order to reach the goal of maximum educational benefits for each student. Although written work can be completed while a student is absent, class instruction and presentations, discussions, audio-visual presentations, and student-teacher interaction cannot be made up for a student who has missed them. This is the essence of schooling. A student's contribution to and achievement in class are directly related to attendance.

It is critical for both students and parents to understand that students miss an essential portion of their education when they are absent from class. Furthermore, South Dakota statutes require that all children attend school regularly and the school board adopt a calendar with the required days and times students must be in attendance.

The following areas are only guidelines and should be used by the parent/student and administration when dealing with attendance issues.

Excused absences: certain absences of students will be excused by the administration, usually a phone call to the office between 8:00-8:25 prior to the absence explaining the absence.

- 1.) Personal illness
- 2.) Bereavement or serious illness in student's family
- 3.) Weather related
- 4.) Needed to work at home
- 5.) Medical appointments

A student may be excused for other reasons with the approval of the administration.

A student may be excused to attend national conventions or the South Dakota State Fair, at which time the student will be counted present. All school sponsored activities in which the student is participating the student will be counted present.

Unexcused Absences: are those absences which are not excused by the school. Such absences might be outright skipping of one class to study for another class or do work for another class, tanning appointments, hair appointments, shopping, going to concerts, oversleeping, transportation problems (tickets, etc.). Skip days will be treated as an unexcused absence.

This means that even though the parents excuse the student the administration may not. The administration reserves the right to determine when an absence shall be excused.

Parents must verify all student absences within 24 hours either by a phone call or a written note. Any absence not verified within the 24 hour time frame will be considered unexcused.

Unexcused absences will result in detentions being assigned or a Saturday School being assigned. Excessive unexcused absences will result in the student and parents having to meet with the attendance committee to discuss loss of credit.

Students will receive zeros in classes missed for unexcused absences.

## **PROCEDURE FOR EXCESSIVE ABSENCES**

(July, 2012)

1. Following the **sixth absence** from any course during a semester, the principal will inform the parent or guardian in writing of a potential attendance problem.
2. Following the **ninth absence** from any course during a semester, the principal will inform the parents or guardian in writing of excessive absences.
3. Following the **eleventh absence** from any course during a semester, the principal will inform the parent or guardian in writing of resultant loss of credit for the respective course or courses.
4. Absences due to school activities or suspension do not count toward the ten-day limit.
5. A student may appeal the loss of credit to an attendance committee if the student feels that the excessive absences resulted from unusual circumstances. Such appeal must be filed with the principal within ten days of the date of written notification by the principal to the student's parents or guardian regarding loss of credit. The attendance committee shall consist of the principal, two teachers from Scotland High School, two members of the Scotland School Board who shall be appointed by the Superintendent of Scotland School District 4-3, and one Scotland School Board member who may be appointed by the student's parents or guardian.
6. Further appeal may be made to the Scotland School Board following due process procedures within thirty days of the date of written notification of the attendance committee's decision.

## **LEAVING SCHOOL DURING SCHOOL HOURS**

No Student having reported at school may leave school before the regular time for dismissal without signing out at the office. Students who plan to leave school early must have a note from a parent or guardian and present it at the office, to obtain a permit to leave early. If a student leaves the building without permission during the school day, a detention, Saturday School or suspension from school may be assigned at the discretion of the principal.

If a student becomes ill or injured at school, he/she must report to the office where arrangements will be made for care or transportation home. Such arrangements will be made by contacting a parent or other responsible person.

## **SECURING A MAKE-UP SLIP**

On the day of an absence which was not anticipated the parents or guardian should call the school office (605-583-2237). When the student returns to school or when an absence is anticipated, the following procedure will be followed:

- 1) The student must bring a note which clearly states the date that the note was written, the dates of absence, the reason for the absence, and the signature of the parent or guardian.
- 2) The note must be presented at the office before 8:20am in exchange for a make-up slip. If the student forgets the note he/she will be given an unexcused make-up slip and will be given one more day to have the absence excused.
- 3) The make-up slip must be presented to each teacher whose class was missed to gain admittance to class. This is the student's responsibility.

## **ABSENCE CAUSED BY PARTICIPATION IN A SCHOOL ACTIVITY**

(2006)

When an absence is anticipated because of participation in a school activity, the following procedure must be followed:

- 1) Obtain an activity make-up form from the office or sponsoring instructor.
- 2) Present this form to the teacher of each class that you will miss to obtain make-up assignments.
- 3) This form must be signed by the student, a parent/guardian if the student is to be taken from Scotland, and **ALL TEACHERS** whose classes will be missed. If not signed by parent; a phone call will be made.
- 4) The form must be presented to the sponsor of the activity at least one day prior to the absence and turned into the office at the end of that day, or the morning of the event.
- 5) If students have a letter grade of **F (failing)**, they may not participate in extra-curricular trips (unless it will enhance a current grade in the failing class-i.e. field trips/educational events). This includes the parent transporting the student to the activity.
- 6) If the teacher signs the make-up slip, it is an indication that the student has adequate grades in that class to meet these requirements. If this procedure is not followed, the student will not be permitted to participate in the activity or event. **WORK MUST BE MADE UP IN ADVANCE.** Teacher's signature allows student to attend.

## **TARDINESS**

(July, 2011)

Every period of the school day students are scheduled to be in an assigned room or place. Students need to be where they belong and arrive there on time. Students are expected to be in their assigned seats when the class bell rings. If a student anticipates being tardy to class/study hall, arrangements need to be made with the teacher to enter class late.

Tardiness to school or to a class/study hall results in an interruption of the class and will be treated as such. Students who are tardy to a class/study hall must report to the office for a tardy slip. Emergencies, which may cause a student to be tardy, will be taken into consideration to determine whether the tardiness is to be excused or unexcused.

## **PROCEDURE FOR EXCESSIVE TARDINESS**

1. Following the **sixth tardy** during a semester, the principal will inform the parent or guardian in writing of a potential problem, and student will receive detention for this tardy and any subsequent tardiness. **Following the sixth tardy the student will serve detention for every tardy thereafter for that semester.**



2. Following the **eighth tardy** during a semester the principal will inform the parent or guardian in writing of the excessive tardiness and the student will continue to receive detention.
3. Following the **eleventh tardy** from a course, during a semester, the principal will inform the student's parents or guardians in writing that the student will be excluded from that course with a semester grade of FAILURE for disruptive behavior.
4. Tardiness due to school activities do not count toward the ten day limit.
5. A student may appeal the loss of credit to a tardy (attendance) committee if the student feels that the excessive tardiness resulted from unusual circumstances.

## GENERAL INFORMATION

### CHEATING POLICY

(June, 2004)

Cheating is divided into two different sections:

Students caught cheating on daily assignments will be given a zero for the assignment. Students will also be given detention.

Students caught cheating on tests/exams will be given a zero for the exam. The student needs to request an opportunity to re-take the test. The grade on the test retake will be averaged with the zero for the new test grade. In addition, the student will be assigned to Saturday School for the original cheating offense.

Plagiarism is a form of cheating, students caught plagiarizing an assignment will be given a zero and assigned detention.

### CLASS RINGS (Tom Tastad – Josten's (1-800-804-0379)

Class rings are ordered each spring by sophomores. Ordering a class ring is **optional** and ring styles are left up to the individual student. All seniors purchase caps and gowns through Josten's. Individual announcements may be ordered, as well.

### CLOSED CAMPUS

The school operates a system of closed campus with an exception made during the last quarter for seniors only. Students in grades 6-12 may go to the Scottie Stop during their lunch periods with administration approval.

### DRIVING OF MOTORIZED VEHICLES (8:15 AM – 3:19 PM)

(July, 2005)

You are not permitted to drive your vehicles during school hours. **Students are to park on the west or south side of the building.** The Scotland School District recognizes the fact that certain areas along or on school property shall be designated as HANDICAPPED and NO PARKING ZONES. The community-school library parking lot is reserved for library patrons only, during operation hours. Violators may be prosecuted according to State Law.

### DROPPING OR CHANGING SUBJECTS

(2007)

Students are encouraged to visit with the counselor, parents and members of the staff prior to selecting courses. When courses are selected, students should be responsible for carrying out those plans to the best of their ability. **Should a student decide to change courses, this must be done during the first week (5 days) of school and/or semester.** This change must be made in the principal's office with his consent and the consent of the teacher in charge of the course and the parents' consent. Dropping a subject after this time frame will count as a failure, unless specific permission of the principal is obtained.

### GYMNASIUM

Activities in the gym or weight room will take place only under the supervision of an adult. **Students will not engage in physical activities in the gym or weight room before school, during break, during lunch or after school except under the direct supervision of a coach or other staff member.**

### HALL PASSES/PASSPORTS

All students must have a written pass from an administrator or teacher or their pass port to be in the halls. There is to be no running, pushing, shoving or other forms of misconduct in the halls or stairways to visit or by blocking any part of the hallways (ex. Sitting on the floor and extending your legs/feet in such a way that you are blocking an open passage through the hallway).

### ADMINISTRATIVE POLICY

(October, 2002)

A student who receives an F or D- on their report card or the Mid-Term Report is not allowed to sign out of a study hall for the library or keyboarding computer labs unless they have received a pass from one of his or her classroom teachers. Study hall teachers cannot issue a library pass, keyboarding lab pass or a computer lab pass for students whose name appears on the improvement list.

A student's name will remain on the improvement list for one week at a time. Teachers will e-mail to the office on Monday with the names of the students **who are no longer on the improvement list.** The office will e-mail an updated list out on Monday at the end of the day. Second and third weeks run from Tuesday through Mondays. Follow same procedure as the first week during the second and third week when removing a student from the improvement list.

### MIDDLE SCHOOL HONOR ROLL

(A, B, C, D, F = Letter Grades/ 4,3,2,1, 0 = Points Per Letter Grade)

There are two honor rolls per quarter and semester:

- 1) Superior Honor Roll – 4.00-3.50                      \*Straight A's

2) Merit Honor Roll – 3.49-3.00 No D's or F's Allowed

All courses for grades 8<sup>th</sup>, 7<sup>th</sup> and 6<sup>th</sup> and for which letter grades (A-F) are used will be counted for the Honor Roll. There is no G.P.A. or class rank for Jr. High. Junior High Vocal and Physical Education is graded "S" (satisfactory) or "U" (unsatisfactory). For Band in **Grades Six and Seven** Grades of "S" and "U" will be used.

**REQUIREMENTS FOR GRADUATION: Except where otherwise noted, these requirements begin with students entering 9<sup>th</sup> grade in the 2013-2014 school year. A student's Personal Learning Plan must document a minimum of 22 credits that include:**

<b><u>LANGUAGE ARTS</u></b>	- 4 Credit hours or 4 years	<b><u>MATHEMATICS</u></b>	
Writing	1.5 units	Algebra I	1 unit
Literature	1.5 units	Algebra II*	1 unit
(must include .5 unit of American Literature)		Geometry*	1 unit
Speech or Debate	.5 units		
Language Arts (elective)	.5 units		
<b><u>LAB SCIENCES</u></b>		<b><u>SOCIAL STUDIES</u></b>	
Biology	1 unit	U.S. History	1 unit
Any Physical Science	1 unit	U.S. Government	.5 unit
Chemistry or Physics*	1 unit	World History	.5 unit
		Geography	.5 unit

**~One unit of the following –any combination:**

- Approved Career & Technical Education
- Capstone Experience or Service Learning
- World Language

**One Unit of ^Fine Arts**

**One-half unit of Personal Finance or Economics**

**One-half unit of Physical Education**

**~One-half unit of Health or Health Integration**

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

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

~Required beginning September 1, 2013: Regarding the health requirements: Beginning with students who are freshmen in the fall 2013, students will be required to take .5 unit of health at any time grade 6-12.

^Local decision. A district may decide to offer credit for extracurricular Fine Arts activities. Students may be granted up to one credit in Fine Arts for participation in extracurricular activities. A maximum of ¼ credit may be granted for each activity in each school year.

**Graduation Policy**

(January, 2003)

The valedictorian will be awarded to the senior with the highest GPA. In cases of ties, all will be awarded appropriately. Senior honor students will be those students who achieved a cumulative 3.5 GPA. They will wear gold honor cords at graduation ceremonies. Class speakers will be the two students who receive the SHS Alumni Scholarship. The valedictorian of the class will give the welcome at graduation ceremonies.

The graduation program will list honor students as follows:

- \* 3.50-3.74 Honor Students
- \*\*3.75-Above Highest Honors
- \*\*\*Valedictorian
- R: Regent Scholar

**SCHOLARSHIPS: A list of local scholarships awarded each year is available in the Guidance Office.**

**BOARD POLICY FOR SPECIAL EDUCATION STUDENT PARTICIPATION IN GRADUATION EXERCISES**

A student receiving services on an Individual Education Plan (IEP) may participate in graduation exercises with the student's class, as established by the IEP team, providing the student meets the following requirements:

- The student meets all of the graduation requirements established by Scotland School District Board of Education policy without course modifications, or
- The student meets all of the district established graduation requirements where course descriptions and content have been modified by the IEP team, or
- The student has met the goals and objectives of the IEP and the IEP team has determined that completion of a regular high school program is not appropriate.

The IEP team shall meet at least two weeks prior to graduation to review the IEP and verify that the provisions of the IEP are being met.

**REQUIREMENTS FOR MIDDLE SCHOOL**

Sixth, seventh and eighth grade students who do not satisfactorily complete at least five semesters of course work in English, Mathematics, Science and Social Studies will be considered for retention.

**When a student is in danger of failing, the following procedure will be followed:**

- 1) Grades will be closely monitored and parents will be kept informed of the student's progress.
- 2) For students who have not satisfactorily completed seventh or eighth grade, a conference will be held at the end of the school year between the parents and the administration to consider promotion or retention.

**LOCKER ROOMS**

Locker rooms will be locked except when being used by a class or activity under supervision of a teacher, coach or adult sponsor. To be used by athletes or P.E. personnel only!! The school administration retains control over lockers in the locker rooms and therefore has the right to inspect or search student's lockers. **Do not leave valuables in unlocked lockers at any time.**

**Other school teams frequent our locker rooms, therefore they must be kept tidy. Student items left out will be cleaned up and locked in storage. Storage containers will be opened two times per week for items to be claimed.**

**MESSAGES**

Parents should feel free to call the school concerning any matters dealing with their students and the school. Only in emergency situations will students be called from classrooms to answer a telephone call. Messages received at school in the office and will be given to the students at the end of the day unless it is an emergency. **The school has an automated phone system. There is a listing of all the staff members and their extensions at the back of the hand book.**

**PURCHASES**

All supplies for clubs and organizations must have the approval of the advisor and the Superintendent. Any item purchased without the approval of the Superintendent will be at the teacher's or the student's expense.

Students will be required to pay for their own project supplies through the teacher. Check with your teacher for further details.

**SCHEDULING OF EVENTS**

These are to be handled as follows:

- 1) All are scheduled through the Principal's Office.
- 2) Conflicts will be decided by the activity scheduled first.
- 3) Officers of classes and organizations should precede in the following manner:
  - A. Notify all advisors at least three days in advance.
  - B. Clear the date with the Principal three days in advance.
  - C. The Principal will contact advisors for approval.

**All fundraising efforts must be approved by the administration.**

**SCOTTIE STOP**

The Scottie Stop across the street is "**OFF LIMITS**" to students during the school day except during your lunch period/break. By request of the owner you must make your purchase and leave. No loitering.

**SEMESTER TESTS**

(July, 2004)

Comprehensive examinations, in addition to daily and weekly tests will be given at the end of each semester. Each student must take all examinations given during and at the end of the semester according to the schedule. (Exception to the policy—semester tests may be given at the discretion of the teacher for seniors in the 2<sup>nd</sup> semester.) 6-7-8 grades: cumulative exams will not cover more than a nine week period.

**STUDY HALL REGULATIONS**

- 1) **No food or pop will be allowed in study hall.**
- 2) Students are to arrive on time with enough materials to keep them busy for the entire period. This is **study time**, not free time.
- 3) **Students must remain in the study hall for the first 10 minutes of the period, unless they have a pass from a staff member---- for band or vocal lessons.**
- 4) Students may sign out to the library or to use the restrooms.
- 5) To see another teacher, you must have a pass signed by that teacher.
- 6) You must have permission to visit with another student. Visits are limited to two minutes.
- 7) Passports will be used in place of the pink passes. Students **are not** to lend their passports to other students. Both individuals could lose privileges.
- 8) All passes to leave study hall must be signed by the teacher who will supervise you while you are gone.
- 9) All students who sign out must return 5 minutes before the end of the period or lose their sign-out privileges.
- 10) The Study Hall Supervisor has the authority to make additional rules they deem necessary, in addition to those listed.

**TRANSFER AND WITHDRAWAL**

Student schedule changes are made through the principal's office. Request for schedule changes must be for educational reasons.

A student who is withdrawing from school should bring a note from his/her parents. The note is exchanged at the office for a student check-out form. This form is presented to each teacher for a signature and returned to the office for completion of the check-out procedure. All school property must be returned, such as textbooks, locks and library books.

# STUDENT CONDUCT

## STANDARDS FOR BEHAVIOR

Our main objective is your education. The staff and administration believes that every student has the right to an education without interference. Maximum achievement requires that you be able to listen, think and recite without interference from other students. Acceptable standards of behavior requires that every student:

- 1) Respect public, private and school property;
- 2) Conduct himself/herself with self-restraint and good manners, showing proper respect for everyone, with whom he/she comes in contact;
- 3) Regards honesty as the best policy, both scholastically and socially, and show respect for the achievements others;
- 4) Follows rules of courtesy and good sportsmanship at all times;
- 5) Avoids extremes in clothing, dress and grooming which are not in good taste and dresses appropriately for the place and occasion.

## RULES OF CONDUCT

In general, any act, which is unsafe, against the laws of the state and community, infringes on the rights of others, or is disruptive to the learning atmosphere, is not acceptable behavior.

The following acts are not acceptable behavior. More serious acts of misconduct are included in the policy regarding Student Suspensions and Expulsions, which is a part of this handbook.

### 1. Cheating Policy: (7-04)

Cheating is divided into two different sections:

- 1.) Students caught cheating on daily assignments will be given a zero for the assignment. Students will also be given detention.
  - 2.) Students caught cheating on tests/exams, will be given a zero for the exam. The student needs to request an opportunity to re-take the test. The grade on the test retake will be averaged with the zero for the new test grade. In addition, the student will be assigned a Saturday School for the original cheating offense.
  - 3.) Plagiarism is a form of cheating, students caught plagiarizing an assignment will be given a zero and assigned detention.
2. Fighting--Any activity which resembles fighting will be treated as such.
  3. Forgery. Such acts will be dealt with in a firm and decisive manner.
  4. Snowballing--leave the snow on the ground to avoid serious injury or property damage.
  5. Squir guns, water balloons, pea shooters and any other items of torment are not to be brought to school
  6. Gum chewing is left to the discretion of each teacher. Sunflower seeds are not permitted in school at any time.
  7. Holding doors to prevent exit or entrance
  8. Use or possession of smoking materials: see student suspension/expulsion.
  9. Profane language and obscene gestures. Disciplinary action may range from verbal reprimand to suspension.
  10. Show of affection other than hand holding
  11. Possession of pornographic materials: see student suspension/expulsion.

### Bullying/Hazing Policy (addition 10.28.13)

**The Scotland School District 04-3 recognizes that bullying/hazing and intimidation have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying/Hazing can also lead to more serious violence. Every student has the right to an education and to be safe in and around the school.**

#### a.) **Definition of bullying:** SDCL 13-32-15 defines bullying. The legal definition includes the following requirements:

- “a pattern of repeated conduct” – ( a single isolated incident does not fit the legal definition);
- “that causes physical hurt or psychological distress”- (there is a causation requirement between the repeated conduct and the resulting hurt or distress);
- “on one or more students” – (only addresses harm or distress of students);
- that may include (a non-exclusive list of conduct including use of *data or computer software*)
- “that” (the foregoing are not all of the required elements; Nos. (1) AND (2) OR (3) also apply)
- (1) places a student in *reasonable fear* of harm to.....*person or property* (the student’s fear must be reasonable and must relate to personal or property harm) AND EITHER
- (2) *substantially* interfere with student *educational* performance (minor interference does not fit the legal definition); OR
- (3) *substantially* disrupts the orderly operation of a school (again, minor interference is not addressed, and the orderly operation of school must be affected.

Bullying is a pattern of abuse that involves a student being “picked on”. Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name calling; threatening looks, gestures, or actions; cruel remarks; false accusations; and social isolation.

- #### b.) **Definition of hazing:** Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

- d.) **Bullying/Hazing is prohibited:** The Scotland School District 04-3 and staff shall not tolerate any bullying/hazing on district grounds or any school activity on or off school grounds.
- d.) **Staff Intervention:** The district expects staff members who observe or become aware of an act of bullying/hazing to take immediate, appropriate steps to intervene----unless intervention would be a threat to staff member's safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying/hazing persists, he/she shall report the bullying/hazing to the school principal for further investigation.
- e.) **Students and parents should report bullying/hazing:** The school district expects and encourages students and parents who become aware of an act of bullying/hazing to report it to the school principal for further investigation. Any student who retaliates against another for reporting bullying/hazing, may be subject to the consequences listed below in letter g.
- f.) **Investigating Procedures:** Upon learning about a bullying/hazing incident, the principal or designee may contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues.
- g.) **Consequences/Intervention:** Consequences for students who bully/haze others shall depend on the results of the investigation and may include counseling; a parent conference; detention, suspension and or expulsion. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement if appropriate and developing a supervision plan with parents. All disciplinary consequences will be judged on individual circumstances and will be handled with administrative discretion.

## *ACTIVITIES*

### **ACTIVITY TRAINING RULES: ALL STUDENTS**

#### **1. Philosophy and Purpose**

A. The philosophy of the Scotland School District #4-3 relating to the use of mood altering chemicals, and/or controlled substances such as, but not limited to alcohol, tobacco, drugs and marijuana.

The Scotland School District recognizes the use of mood-altering chemicals and/or controlled substances, as a significant health problem, for many adolescents, resulting in negative effects of behavior, learning and the total development of each individual. The use of mood-altering chemicals, and/or controlled substances for some adolescents affects extra-curricular participation and development of skills. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives.

The close contact in the Scotland School District activities of advisors and coaches provides them with a unique opportunity to observe, interact and assist young people. The Scotland School District supports education and awareness training in adolescent chemical use problems including the symptomatology of chemical dependency and special issues affecting the Scotland School District activities for administrators, athletic directors, coaches, advisors, participants and their families.

#### **B. Statement of Purpose**

1. To provide consistency with the Scotland School District #4-3 extra-curricular activities program philosophy: "That provides opportunities and experiences that make a contribution to the general growth and development of each individual student and assists to create a healthy climate in the school system and its supporting community.
2. To emphasize the school's concerns for the health of the students in areas of safety while participation in activities and the long-term physical and emotional effects of chemical use on their health.
3. To promote equity and a sense of order and discipline among students.
4. To conform to and support existing State Laws which restrict the use of such mood-altering chemicals.
5. To establish standards of conduct for those students who are leaders and standard-bearing among their peers.
6. To assist students, who desire to resist peer pressure, which directs them toward the use of mood-altering chemicals, and/or controlled substances.

#### **2. Training Rules for All School Activities**

A. A student shall not: Have in possession or use a beverage containing alcohol; have in possession or use tobacco; or use or consume, have in possession, buy, sell or give away marijuana or any mood-altering drug, stimulant, controlled substances, and/or possess drug paraphernalia as defined by state law. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her own doctor. The consumption of alcohol in legal situations is permissible (Church Service).

B. The policies set forth are for all activities during the school year.

1. The school year for activities starts the first day of football, girls' volleyball and cross country track practice in the fall and ends the last day of the State Track meet or Graduation, in the Spring, whichever is later.

### 3. Penalties and Recommendations:

- A. First Violation:  
After confirmation, by the Administration, of the first violation the student shall lose eligibility for the next four (4) consecutive events. It is up to the coach, advisor, or director whether the individual will continue to practice during the suspension. The parents will be notified and counseling will be recommended.
- B. Second Violation:  
After confirmation, by the Administration, of the second violation, the student shall lose eligibility for the next six (6) consecutive events. It is up to the coach, advisor, or director whether the individual will continue to practice during the suspension. The parents will be notified and counseling will be recommended.
- C. Third Violation:  
After the confirmation, by the Administration, of the third violation the student shall lose eligibility for all activities for the remainder of the school year, or the next eight (8) consecutive events, whichever is greater. The parents will be notified and counseling will be recommended.
- D. Violations will be accumulative for current school term. Accumulative violations will end with the conclusion of each school term. (Graduation or State Track meet, whichever is later).
- E. PENALTIES that have not been applied *will be carried over* to the following school term.
- F. A student may not join an activity once the "Competition Level" begins for the season, if a training rules violation is involved.
- G. Students must complete the activity season, during which the penalty is applied.
- H. All "State" level events, school plays and school trips will count as two (2) events.
- I. If a student is denied participation in an activity, that student shall be expected to ride the bus to the event, as long as the bus does not leave during school hours and the coach/sponsor approves.
- J. Community service hours may be assigned by the superintendent as needed on a case-by-case basis.
- K. These are minimum restrictions!! Individual coaches and directors may impose additional punishment, as they see fit.

### 4. Miscellaneous Considerations:

- A. The activity rules will apply at all times, not just at school activities. (During the school term, as stated here in).
- B. Violations occurring while in or at school or at a State sponsored activities may also include a three (3) day suspension from school. (See student suspension/expulsions)
- C. Guilt by association is not a violation, but if such incidents are frequent, a conference with the student will be held.
- D. Accusations must be "First-hand", and directed to the superintendent/head coach/assistant coach, an activity advisor or the administration. The accused student(s) have the right to be present at the time that the formal accusation is made.
- E. Only one (1) similar event per day will be counted towards the total number of activities in which the student will be denied participation.
- F. The following activities may be denied to a student for the violation of the above mentioned Training Rules:
  - 1. BASKETBALL: All Middle School, JV, B-Squad and Varsity inter-squad contests.
  - 2. FOOTBALL: All Middle School, JV, and Varsity inter-squad contests.
  - 3. WRESTLING: All Middle School, JV and Varsity inter-squad contests.
  - 4. TRACK: All Middle School, JV and Varsity track meets.
  - 5. GOLF: All scheduled golf meets.
  - 6. CROSS COUNTRY: All cross country meets.
  - 7. VOLLEYBALL: All JV and Varsity inter-squad contests and Jr. High contests.
  - 8. STATISTICIANS/TEAM MANAGERS
  - 9. SHOW CHOIR PERFORMANCES: Homecoming, Health Fair, Good Samaritan Center, Christmas Concert, Region Contest, Vermillion Jazz Festival, Show Choir Concert, Pops Concert, Graduation and Show Choir Trip.
  - 10. CHORUS PERFORMANCES: All-State Chorus, Christmas Concert, Region Contests, Pops Concert, Tripp Junior High Music Contest and Graduation.
  - 11. BAND: Marching competitions, Parades, Band Festivals, Small Group & Solo Contest, Large Group Contest, Spring Concert, Tripp Music Contest, Graduation, Memorial Day, Pep Band (2=1), all special trips, such as a large-scale trip that is taken every four (4) years. (+ or -).
  - 12. QUIZ BOWL: All inter-school competitions.
  - 13. CHEERLEADING: Participation in all athletic contests at which the cheerleaders perform, cheerleading clinics.
  - 14. ANNUAL: Annual staff trips or competitions or workshops.
  - 15. SCHOOL PLAY: All performances
  - 16. ORAL INTERPRETATION: All inter-school competitions.
  - 17. FFA: National FFA Convention, State FFA Leadership Contest, District Leadership contest, State Farmer Interviews, FFA Legislative Breakfast, Judging Contests.
  - 18. FCCLA: Home Economics Expositions, Bridal Show, District IV FCCLA Leadership meeting, State FCCLA Leadership meeting, State FCCLA Camp, National Cluster meeting, National FCCLA Leadership meeting.
  - 19. GRADUATION USHERS
  - 20. HOMECOMING/CORONATION ACTIVITIES: (including candidates, attendants)
  - 21. PROM: and ALL activities connected to Prom ( including Prom Chairpersons & Waiters/Waitresses)
  - 22. N.H.S. or ACADEMIC/ATHLETIC AWARDS
  - 23. All DANCES (grades 6-12) each counting as one.

24. CLASS or ACTIVITY OFFICERS
25. ATHLETICS: NO AWARDS FOR THE SEASON

August 1997 13-32-9 **Suspension from extracurricular activities for controlled substance violations.** Any person adjudicated, convicted, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana as defined in Chapter 22-43 is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education and Cultural Affairs for one year. Upon a subsequent adjudication, conviction, or suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana by a court, of competent jurisdiction, that person is ineligible to participate in any extracurricular activity while that person is attending any school accredited by the Department of Education and Cultural Affairs. Upon such a determination in any juvenile proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is enrolled.

As used in this section, the term, extracurricular activity, and means any activity sanctioned by the South Dakota High School Activities Association. (8-11-97)

#### **S.D.H.S.A.A. ATHLETIC ELIGIBILITY:**

##### **Guard Your Athletic Eligibility! You are not eligible if:**

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

**NOTE:** You should also know that participation in an All-Star Basketball or Football game, during the school year, that is not sanctioned by the SDHSAA could cause you to be ineligible at NCAA colleges and universities your freshman year.

#### CONSULT YOUR COACH OR PRINCIPAL FOR ADDITIONAL INFORMATION

#### **ALCOHOL USE BY STUDENTS/DRUG ABUSE BY STUDENT/CHEMICAL ABUSE (NARCOTICS, DRUGS, TOBACCO AND ALCOHOLIC BEVERAGES)**

##### **BOARD POLICY SCOTLAND SCHOOL DISTRICT #4-3**

The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the districts' schools. Alcohol and drug dependency is an illness and a hazard that can interfere with a student's ability to learn and function responsibly 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 community. Psychoactive and mood altering drugs can destroy the health and well being of an individual. The school community defines drug use as a serious health problem and is committed to discouraging this behavior and to encouraging young people to seek help should a problem arise.

As educators, we recognize that chemical abuse (drugs and alcohol) has become a serious problem in our country. We accept our obligation to establish a positive environment in which these problems can be addressed locally in a helpful and supportive rather than a punitive way. One of our goals is to prevent abuse. Accomplishing this goal, we realize, will entail training teachers, counselors and other staff members to educate the community about drug abuse. Other goals are to teach staff to identify chemical abuse problems and to know what resources are available to address these problems if they are observed. The administration recognizes that the problems of chemical abuse exceed the boundaries of the school. Therefore, we are prepared to cooperate with agencies and community groups that address these problems.

The following document outlines policy in student abuse of psychoactive or mood altering chemicals in the school district. This policy is in effect on property owned, leased or maintained by the school district, at all school sanctioned 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.

Students, parents, members of the school and community are expected to be aware of and understand these policies and comply with them. A copy of the policy will be provided to all students and parents.

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver nor be under the influence of narcotics, drugs, or alcohol, materials/substance represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals.

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.

## **VIOLATIONS**

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

### **A. First Offense**

1. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.
2. The administration may suspend the student for up to five (5) days in compliance with student due process procedures.
3. Within thirty-six (36) hours, the director will notify the parent(s)/guardian(s) in writing of the suspension.
4. Notify available law enforcement authorities.

The school district strongly recommends that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuses, 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 evaluated and treated will be commuted to three (3) days. The administration will provide a list of agencies/professionals that 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 parent(s)/guardian(s) to arrange for a conference.
2. Notify available law enforcement authorities.
3. The administration may suspend up to five (5) days in compliance with student due process procedures.
4. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) 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:
  - a. The student must agree to be evaluated and treated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency.
  - b. Upon appropriate authorization, the agency or professional notifies the administration that the student has accepted treatment. If the student is accepting treatment, the recommendation for expulsion may be commuted. Fees for this assessment and treatment are the responsibility of the student and family.

### **C. Supplying/Distributing or Selling Chemical (drugs/alcohol) or material represented to be a controlled substance.**

1. Within thirty-six (36) hours, the administration will notify parent(s)/guardian(s) in writing of the suspension.
2. Supplying or selling chemicals may result in a five (5) day suspension.
3. The administration will refer the case to available law enforcement authorities.
4. A hearing on the case will be conducted by the School Board pursuant to due process rules for expulsion. Expulsion may be recommended by the Superintendent.

### **D. Pupils who visibly appear to be impaired from use of the illicit drugs/alcohol will be referred to the school nurse, if available, and the building administrator will determine whether to contact 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 Chemical Abuse will be followed.**

### **E. A biennial review of the School District program will be made; changes to the programs if they are needed; and**

### **F. To insure that disciplinary sanctions are consistently enforced.**

Legal Reference: Public Law 101-226

## **STUDENT GRIEVANCE PROCEDURE**

### **SECTION I - PURPOSE**

The purpose of this procedure is to secure at the lowest possible level, equitable solutions to the problems, which may from time to time arise affecting the welfare of the students or the school. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. All documents, communications, and records dealing with the processing of a grievance file of any of the participants.

### **SECTION II - DEFINITIONS**

- 1.) The term "Grievance Committee" shall mean the committee selected and structured by the Student Council.
- 2.) A "grievant" shall mean a student, a group of students, the grievance committee Board of Education, and the parents.
- 3.) A "grievance" is a complaint by a grievant based upon alleged violations, misinterpretations, or inequitable application of any existing agreements, ordinances, policies, rules or regulations of the school district.
- 4.) The term "days" when used in this procedure shall mean student in school days, except as otherwise indicated.

### **SECTION III - PROCEDURE**

1. Informal procedure--if a student has a grievance, he/she should first discuss the matter with his immediate supervisor or administrator to whom he/she is directly responsible in an effort to resolve the problem informally. The grievant may have witnesses present if so desired.
2. Formal procedure:

**LEVEL I**--If the grievant is not satisfied with the disposition of his/her grievance through the informal procedure, he/she may submit his/her grievance in writing to his/her supervisor who will arrange a meeting to take place within five (5) days after receipt of the grievant. The grievant, a student representative, and the supervisor shall be present for the meeting.



The supervisor shall within three (3) days after the meeting- render his/her decision and its rationale in writing to the aggrieved person, with a copy to the student representative. A student who is not directly responsible to a building supervisor may submit his/her formal written grievance claim to the administrator to whom he/she is directly responsible. Said administrator shall carry out the afore-mentioned responsibility of the supervisor.

**LEVEL II**--If the grievant is not satisfied with the disposition of his/her grievance at Level I, or if no decision has been rendered within two (2) days after the presentation of the grievance, he/she may file the grievance in writing with the superintendent. He/she shall arrange a meeting within five (5) days with the grievant, the supervisor, the student grievance committee and himself/herself. Within three (3) days after said meeting the superintendent shall render his/her decision and its rationale in writing to the grievant, with a copy to the student grievance committee.

**LEVEL III**--If the grievant is not satisfied with the disposition of his/her grievance at Level II or if no decision has been rendered within two (2) days after the presentation of the grievance, he/she may file the grievance in writing with the Board of Education. The Board of Education shall arrange a meeting within five (5) days with the grievant, the supervisor, the student grievance committee, and the Board. Within three (3) days after said meeting the Board of Education shall render their decision and its rationale in writing to the grievant, with a copy to the student grievance committee.

## **STUDENT SUSPENSIONS AND EXPULSIONS**

### **PART I**

#### **SCHOOL BOARD CODE PROHIBITING SERIOUS STUDENT MISDCONDUCT**

##### **RULE I: DISRUPTION OF SCHOOL**

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally to cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Neither shall he/she engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result.

Neither shall he/she urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his/her urging.

While this list is not intended to be all exclusive, the following acts - when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process or function of the school - illustrate the kinds of offenses encompassed herein:

- 1.) Occupying any school building, school grounds or part thereof with intent to deprive others of its use.
- 2.) Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building or corridor or room.
- 3.) Setting fire to or substantially damaging any school building or property
- 4.) Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose;
- 5.) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus;
- 6.) Preventing students from attending a class or school activity;
- 7.) Except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus; and
- 8.) Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct his/her class.

##### **RULE 2: DAMAGING OR DESTRUCTION OF SCHOOL PROPERTY OR PRIVATE PROPERTY**

**State laws make the student and parents responsible for damage and defacement of school or personal property. This law will be enforced as necessary. Violators will be subject to disciplinary action determined by the school principal.**

##### **RULE 3: ASSAULT ON A SCHOOL EMPLOYEE**

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way, as could reasonably cause physical injury to a school employee.

1. On the school grounds during and immediately before or after school hours.
2. On the school grounds at any other time when the school is being used by a school group, or
3. Off the school grounds at a school activity, function, or event.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

##### **RULE 4: PHYSICAL ABUSE OF A STUDENT OR OTHER PERSON NOT EMPLOYED BY THE SCHOOL**

A student shall not intentionally do serious bodily injury to any person.

- 1.) On the school grounds during and immediately before or after school hours.
- 2.) On the school grounds at any other time when the school is being used by a school group, or
- 3.) Off the school grounds at a school activity, function, or event.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

## **RULE 5: WEAPONS AND DANGEROUS INSTRUMENTS**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon.

1. On the school grounds during and immediately before or after school hours
2. On the school grounds at any other time when the school is being used by a school group, or
3. Off the school grounds at any school activity, function, or event. This rule does not apply to normal school supplies like pencils or compasses but does apply to any firearm, any explosives including firecrackers, any knife other than a small penknife, and other dangerous objects of no reasonable use to the pupil at school.

## **RULE 6: NAROTICS, ALCOHOLIC BEVERAGES, TOBACCO AND STIMULANT-DRUGS**

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drugs, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind or be in possession or use any tobacco products.

- 1.) On the school grounds during and immediately before or after school hours,
- 2.) On the school grounds at any other time when the school is being used by any school group, or
- 3.) Off the school grounds at a school activity, function, or state event. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

## **RULE 7: REPEATED SCHOOL VIOLATIONS**

A student shall not repeatedly fail to comply with direction of teachers, student teachers, substitute teachers, teacher aides, principals or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel.

## **PART II**

### **PROCEDURAL CODE FOR DEALING WITH ALLEGED VIOLATIONS**

#### **SECTION 1: COVERAGE**

**Alleged misconduct shall be dealt with by the principal\* or his/her designer:**

1. Whenever a teacher considers a problem of classroom discipline to be so serious as to warrant the principal's attention; or
2. Whenever the alleged misconduct constitutes a violation of the rules that govern serious misconduct; or
3. Whenever the principal deems it advisable that he/she deal personally with the misconduct.

\*Future references to the principal refer also to any other school administrator to who he/she may delegate his authority.

#### **SECTION 2: PRINCIPAL'S INVESTIGATION**

In dealing with alleged misconduct, the principal shall investigate the incident and hear all available accounts of it. The student shall be encouraged to raise any defense he/she thinks relevant. If the student requests that other witnesses be questioned, the principal should talk to them if possible. If the student makes a reasonable claim of other defensive matter, that, if true, would free him/her from blame, but is not immediately available, the principal should postpone disciplinary action for a reasonable time until such evidence may be presented to him/her.

#### **SECTION 3: LIMITATION OF PRINCIPAL'S POWER TO SUSPEND OR TO REQUEST A HEARING**

If the principal witnesses any serious student misconduct and decides to take disciplinary action, he/she must investigate and take action on all alleged misconduct known to him/her at that time. Consequently, the most serious action he/she can take on his/her own authority for any and all misconduct by a particular student, known to him/her at any one time, is to give a three-day suspension. (See Section 5). If he/she thinks additional penalties appropriate, he/she may seek the superintendent's approval to initiate the procedure for obtaining a long-term suspension or expulsion. (See Section 8).

#### **SECTION 4: SUMMARY SUSPENSIONS**

If the principal witnesses any serious student misconduct and he/she thinks that immediate removal of the student(s) is necessary to restore order or to protect persons on the school grounds, he/she may suspend the student immediately for not more than three (3) school days.

In such cases the principal is not required to conduct the investigation described in Section 2 before he/she suspends, but he/she shall carry out such an investigation and decide on further disciplinary action, if any, at least by the end of the school day following the summary suspension. If he/she thinks an additional penalty is necessary, he may invoke the procedures described in Section 6 for sending a student home during the school day.

Out of school suspension will result in an unexcused absence. Work is required to be made up, but no credit is to be given. In-school suspension will be counted as an unexcused absence also with work to be made up during the day. Credit may be given with the approval of the administration.

#### **SECTION 5: SHORT-TERM SUSPENSION**

A short-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time up to three (3) school days. The principal may invoke a short-term suspension only after investigating the misconduct and only for the following reasons:

1. A violation of the school board rules prohibiting serious student misconduct listed in Part 1 of this document; or
2. Misconduct of the same type as that prohibited by the rules governing serious student misconduct but which does not rise to the gravity of the misconduct stated by these rules; or

## **SECTION 6: SENDING A SUSPENDED STUDENT HOME DURING THE SCHOOL DAY**

When a student is suspended, the principal shall attempt to reach the student's parent(s)/guardian (s) to inform them of the school's action and to request that they come to the school for their child. If the parents are unable to come for their child, the school shall provide transportation to his/her home, assuming that a parent is there to receive him/her. If the principal cannot reach the parents, the student must remain on school property until the close of the school day.

Notwithstanding, the above requirement that a suspended student be released only to a parent. The principal may order students to leave the school premises immediately when he is faced with mass violations of school rules and it is not possible to keep the students on school grounds and restore order or protect people on the school grounds. Even in the case, distance to home and the age and sex of the individual child may require keeping him/her until his/her parents can be contacted.

## **SECTION 7: INFORMING THE PARENTS IN CASES OF SUMMARY AND SHORTTERM SUSPENSION**

**When a student is suspended, the principal shall:**

1. Send a statement to his/her parents and to the superintendent fully describing his/her misconduct, stating the rule violated, and stating the principal's reason for action.
2. Make every effort to hold a conference with the parents before or at the time the student returns to school;
3. Secure written statements and keep on file all documents and relevant information received about the misconduct.

## **SECTION 8: INITIATING LONG-TERM SUSPENSION OR EXPULSION**

### **1. Decision to seek suspension over three days or expulsion:**

If after his/her investigation, the principal decides that a penalty more severe than any within his/her own authority is warranted, he may notify the Superintendent of Schools and ask that a hearing date be set. (See Hearing Procedures). The principal must decide to do this and ask for a long-term suspension before the end of the day following the day of the alleged misconduct.

### **2. Sanction before hearing:**

The procedure described in subsection (1) above does not affect the principal's authority to invoke a short-term suspension or other sanction after his/her investigation. He/She may choose, however, to take no action other than to turn the entire matter over to the hearing board.

## **SECTION 9: NOTICE**

Whenever the principal seeks a long-term suspension or expulsion, he/she must give written notice to the Superintendent of Schools who shall invoke the procedures established by the Guidelines of the State Board of Education for long-term Suspension or Expulsion of Students.

## **SECTION 10: CHRONIC OFFENDER**

If a student has been suspended for a total of ten (10) school days during a semester, any further short-term suspension by the principal must be followed as soon as possible by a hearing board review of the students records including the principal's findings and action in relation to the latest misconduct, and of any explanation, mitigating circumstances, or defenses that the student or his/her parents desire to make. A report should be made to the principals with a copy to the superintendent stating the board's findings as to the facts of the latest incident and its recommendation, if any, about dealing with the student in the future.

## **SECTION 11: REMOVAL OF DANGEROUS STUDENTS**

1. Any student who has a dangerous communicable disease that poses a substantial threat to the health or safety of the school community may be removed from school by the principal on the approval of the Superintendent until he/she no longer poses such a threat.
2. A student who has been charged with the unlawful selling of narcotics or other such serious violation of the criminal law may be removed from the school by the principal upon the approval of the Superintendent when it is necessary to protect other students or avoid substantial disruption to school operations. The school must be able to show that the continued presence of the student endangers other students or would substantially disrupt school operations. As soon as the student no longer poses a threat, he/she shall be reinstated.

## **SECTION 12: DISSEMINATION OF POLICIES**

The school board shall provide for notice of all policies and regulations affecting student conduct, which could result in suspension or expulsion to be given to the students or parents, and otherwise give general publicity. Publication in the student handbook shall be considered adequate notice.

## **ACTIVITY TICKETS**

All Senior High/Middle School students will be encouraged to purchase an activity ticket for \$15.00 for K-5 and \$25.00 for 6-12. This ticket allows admittance to all home activities, except music concerts and school plays. (7-14-14 Board of Education).

## **ASSEMBLY PROGRAMS**

Assembly programs will be scheduled periodically through the school year. One class period will be omitted on the day that an assembly is held. The following procedure will be followed for all assemblies:

1. Go to the auditorium and be seated as quickly and quietly as possible.

2. When the program begins, courtesy demands that all talking cease immediately. Your attention is appreciated and deserved by everyone taking part in the assembly.
3. Hearty, spontaneous applause is courteous. Boisterousness and whistling are out of place.

### **CLASS MEETINGS**

1. Class officers will be elected during the spring for the upcoming year.
2. Officers include: President, Vice President, Secretary, Treasurer, and Student Council Representatives.
3. All class meetings will be held during school time. But, a faculty advisor and the administration must authorize the meetings, before they are scheduled.

### **ELECTIONS**

1. Elections will be conducted according to the Student Body Constitution.
2. Election of Homecoming King and Queen will be handled by the Student Council.
  - A. The senior class will nominate four senior girls and four senior boys of which the student body will elect the queen and king. Students in 7<sup>th</sup> and 6<sup>th</sup> grades do not vote!
  - B. Only the advisor will know the results of the elections until coronation.

### **SOCIAL FUNCTIONS**

The following guidelines will be observed for all social functions sponsored by the school:

1. Social functions must be scheduled and supervised by the sponsor or advisor.
2. Adult supervision, both men and women, parents, and/or teachers must be sufficient to adequately supervise the function.
3. School night functions: 7:30pm-10:00pm
4. Weekend functions: 7:30pm-12: 30am.
5. Guests must be registered with the sponsor or advisor prior to the time of the function. A student and his/her guest must arrive at the function together. Students who sign for a guest are responsible for the actions of their guest.
6. Students and/or their guest may not leave a function and return later.
7. School rules outlined in the Student Handbook apply to students and their guests at all school functions.
8. The use of live music for dances is discouraged and will be held to a minimum because of the costs involved and other related problems.

### **NATIONAL HONOR SOCIETY MEMBERS**

N.H.S. is a student organization that recognizes and promotes achievement in four areas: scholarship, leadership, character, and service. The Highlander Chapter will provide students an opportunity to share talents with other student, their school, and their community. Membership is both an honor and a commitment. Induction into National Honor Society will be held during the second semester.

### **SELECTION/DISMISSAL PROCEDURES**

These procedures are a product of National Honor Society Constitutional requirements and the Highlander Faculty Council Policy and may be amended only by the same.

1. All students eligible by grade level and scholarship will receive a copy of these procedures and a "Student Activity Information Form" from the National Honor Society Advisor.
2. All teachers will be given a form to rank eligible students according to individual judgment regarding scholarship, service, leadership, and character. A teacher may elect not to rank a student, if in their judgment there has been insufficient contact. This will be an individual teacher decision.
3. Students wishing to be considered will turn in their "Student Activity Form" to the National Honor Society advisor.
4. The National Honor Society advisor will collect the teacher ranking forms.
5. The Faculty Council will review all teachers' forms after the ranking has been averaged and the National Honor Society advisor has added GPA/class rank.
6. The Faculty Council will review all "Student Activity Information Forms".
7. The National Honor Society Faculty Committee shall determine the candidates to be inducted.

### **STUDENT COUNCIL**

The Student Council is composed of six (6) members; 4 executive officers and member(s) from each grade (6-12). The purpose of this organization is to participate with the principal and the faculty in the students' government of the school, exercising responsibilities delegated by the administration and to promote the general welfare of the school in all matters pertaining to the good of the student body and school in general. The Council shall also serve as a forum for student expression. Monthly meetings are held during the school year and all students are welcome to attend.

## **Cell Phone/Electronic Devices Policy**

**Cellular/digital phones and electronic devices shall be turned off or rendered incapable of activation during the regular school day unless preauthorized by the building administrator. Digital images or taking inappropriate photographs of any kind are prohibited to ensure the privacy of others. Cell phones must be stored in a student's locker or car during the school day. They are not to be carried on a student's body, in a book bag or a purse. When a device is confiscated, the electronic device must be turned over unaltered to**

the staff member. This includes the battery, earphones etc. Students who violate district or school rules and regulations may be subject to:

**First Offense:** Saturday School, with the device returned at the discretion of the Principal.

**Second Offense:** Saturday School, with the device returned directly to parent/guardian.

**Third Offense:** Suspension from school, with the device returned directly to parent/guardian.

**Fourth Offense:** The device will be returned only directly to parent/guardian and out-of-school suspension.

Each additional offense may incur an increase by one day to the number of out-of-school suspension days a student will receive (ex. Fifth offense—3 days, sixth offense—4 days.....).

The administration reserves the right to inspect the contents of the device that is confiscated.

**Additional Information:**

1. Students may use the school phone (including long distance) to call their parents or guardians either at home or work if necessary and in case of an emergency.
2. Parents may call the high school secretary to leave messages for students.
3. Students may leave their cell phones with the high school principal at the beginning of the school day and pick them up at 3:19.

**EARLY DISMISSAL SCHEDULE—(2:30 PM):**

Monday - Friday---regular morning classes. Activity 12:03-12:38, 5<sup>th</sup> 12:38-1:15, 6<sup>th</sup> 1:15-1:50, 7<sup>th</sup> 1:50-2:30

**LATE START SCHEDULE----(1 hour late)**

Monday - Friday---1st Period: 9:15-9:45; 2nd Period: 9:47-10:17; 3rd Period:10:19-10:49

Regular 4th Period with lunches and normal afternoon classes.

**PEP ASSEMBLY SCHEDULE:**

Monday - Friday: 3:10 – 3:30

# **2014-2015 BELL SCHEDULE**

**1st Period: 8:15-9:05**

**2nd Period: 9:07-9:57**

**3rd Period: 9:59-10:49**

**4<sup>th</sup> Period: HS 11:11-12:01  
MS 10:49-11:50**

**A LUNCH 10:49-11:09  
ELEMENTARY 11:15-11:45  
MS LUNCH 11:50-12:13**

**HS Activity Period: 12:03-12:43**

**MS Activity Period: 12:15-12:43**

**Wednesday HS 12:03-12:38  
MS 12:15-12:38**

**5th Period: 12:45-1:35**

**Wednesday: 12:40-1:25**

**6th Period: 1:37-2:27**

**Wednesday: 1:27-2:12**

**7<sup>th</sup> Period: 2:29-3:19**

**Wednesday: 2:14-3:00**

## SCOTLAND CROSS COUNTRY 2014

<i>Date</i>	<i>Time</i>	<i>Event</i>	<i>Location</i>
September 6, 2014	9:00	Mt. Vernon/Plankinton Inv.	Mt. Vernon
September 8, 2014	4:15	Scotland Inv.	<b>Scotland Golf Course</b>
September 17, 2014	1:00	Freeman Inv.	Freeman Golf Course
September 20, 2014	9:00	Wagner Inv.	Wagner
September 22, 2014	2:00	Bon Homme Inv.	Tyndall Golf Course
September 27, 2014	10:00	Platte-Geddes Inv.	Platte Golf Course
October 2, 2014	4:15	South Central Inv.	Burke
October 6, 2014	3:00	SESD Conference	Burke
October 9, 2014	4:15	Parkston Inv.	Parkston Golf Course
October 15, 2014	1:00	Region	Freeman Golf Course
October 25, 2014	TBA	STATE	Huron Broadland Creek Golf Course

## 2014 SCOTLAND HIGHLANDER FOOTBALL SCHEDULE

<i>Date</i>	<i>Time</i>	<i>Opponent</i>	<i>Location</i>
August 29, 2014	7:00 p.m.	Centerville	<b>Scotland</b>
September 5, 2014	7:00 p.m.	Tripp-Delmont/Armour	Tripp
September 12, 2014	7:00 p.m.	Avon	<b>Scotland</b>
September 19, 2014	7:00 p.m.	Andes Central	
Homecoming	<b>Scotland</b>		
September 26, 2014	7:00 p.m.	Gayville-Volin	Gayville
October 3, 2014	7:00 p.m.	Gregory	<b>Scotland</b>
October 10, 2014	7:00 p.m.	South Central	Burke
October 17, 2014	2:00 p.m.	Marty	Marty
October 23, 2014		BYE WEEK	
October 28, 2014			
Tuesday	TBA	First Round	
Play-off Game	TBA		
November 3, 2014			
Monday	TBA	Quarter-Final	
Play-off Game	TBA		
November 8, 2014			
Saturday	TBA	Semi-Final	
Play-off Game	TBA		
???	???	9-B State	
Championship Games	USD Dakota Dome		

## 2014 SCOTLAND HIGHLANDERS JVFOOTBALL

<i>Date</i>	<i>Time</i>	<i>Opponent</i>	<i>Location</i>
September 15, 2014	4:00	Menno-Marion	Menno
September 22, 2014	5:15after MS	Avon	Avon
September 29, 2014 after MS	5:15	Gayville-Volin	Gayville
October 6, 2014 after MS	5:15	Tripp-Delmont/Armour	<b>Scotland</b>

## 2014 SCOTLAND MIDDLE SCHOOL FOOTBALL

<i>Date</i>	<i>Time</i>	<i>Opponent</i>	<i>Location</i>
September 13, 2014	10:00	Scotland Jamboree	<b>Scotland</b>
September 15, 2014	5:15after JV	Menno-Marion	Menno
September 22, 2014	4:00	Avon	Avon
September 29, 2014	4:00	Gayville-Volin	Gayville
Octoe 4, 2014	TBA	Gayville-Volin Jamboree	Gayville
October 6, 2014	4:00	Tripp-Delmont/Armour	<b>Scotland</b>

## 2014 SCOTLAND LADY HIGHLANDER VOLLEYBALL

<i>Date</i>	<i>Time</i>	<i>Opponent</i>	<i>Location</i>
September 8, 2014	JV-6:15 p.m.	Freeman	Freeman
September 9, 2014	4:30 p.m.	CentervilleGayville-Volin	Centerville
September 11, 2014	JV-6:30 p.m.	Canistota	<b>Scotland</b>
September 16, 2014	JV-6:30 pm	Andes Central	<b>Scotland</b>
September 20, 2014	8:30 a.m.	Cavalier Clash Tournament	Tyndall
September 23, 2014	JV-6:15 pm	Marion	Marion
September 25, 2014	JV-6:30pm	Ethan	<b>Scotland</b>
September 30, 2014	JV-6:30 pm	Avon	<b>Scotland</b>
October 2, 2014	JV-6:30 pm	Parkston	<b>Scotland</b>
October 7, 2014	JV-6:30 pm	Wagner	<b>Scotland</b>
October 9, 2014	JV-6:15 pm	Parker	Parker
October 11, 2014	TBA	Gayville-Volin Tourney	Gayville
October 14, 2014	JV-6:15 pm	Bon Homme	Tyndall
October 16, 2014	JV-6:30 pm	Armour/ Tripp-Delmont	<b>Scotland</b>
October 20, 2014	JV-6:15 pm	Hanson	Alexandria
October 24, 2014	JV-6:15 pm	Irene-Wakonda	Wakonda
October 25, 2014	TBA	SESD Conf.Tourney	Chamberlain
October 27, 2014	JV-6:15 pm	Menno	Menno
November 4, 2014	6:00 p.m.	District 9B First Round	Parker
November 6, 2014	6:00 p.m.	District 9B Semi-Finals	Parker
November 7, 2014	7:00 p.m.	District 9B Championship	Parker
November 11, 2014	7:00 p.m.	Region 5B Championship	District 10 Champ
November 20-21-22	TBA	State B Tourney	Mitchell

## 2014 Scotland Middle School Volleyball

<i>Date</i>	<i>Time</i>	<i>Opponent</i>	<i>Location</i>
August 28, 2014	4:00	Irene-Wakonda	Irene
September 4, 2014	3:45	Hanson	Alexandria
September 11, 2014	4:00	Menno	Menno
September 16, 2014	3:45	Avon	<b>Scotland</b>
September 18, 2014	4:00	Bon Homme	Tyndall
September 22, 2014	4:15	Wagner	Wagner
September 29, 2014	4:00	Gayville-Volin	<b>Scotland</b>
October 2, 2014	3:45	Parkston	<b>Scotland</b>
October 4, 2014	9:00	8th Grade Tourney	Bon Homme
October 9, 2014	4:00	Freeman	<b>Scotland</b>
October 11, 2014	9:00	7th Grade Tourney	Avon
October 16, 2014	3:45	Tripp-Delmont/Armour	<b>Scotland</b>

## 2014-2015 BON HOMME-SCOTLAND WRESTLING SCHEDULE

<i>Date</i>	<i>Time</i>	<i>Opponent</i>	<i>Location</i>
December 4, 2014	6:30	Wagner	Scotland
December 6, 2014	10:00	Canton Dual Tourn.	Canton
December 11, 2014	6:30	Crofton	Crofton
December 13, 2014	9:00	Gregory Tourn.	Gregory
December 16, 2014	6:00	Triangular: BH-S, Marion-Freeman, Parker	Tyndall
December 20, 2014	10:00	Elk Point-Jefferson Tourn.	Elk Point
January 3, 2015	9:00	McCook Central Tourn.	Salem
January 8, 2015	6:30	Elk Point-Jefferson	Tyndall
January 10, 2015	9:00	Brandon Valley Tourn.	Brandon
January 17, 2015	11:00	Mitchell Tourn.	Mitchell
January 20, 2015	6:30	Parkston	Parkston
January 24, 2015	9:30	Winner Tourn.	Winner
January 31, 2015	9:00	Wagner Tourn.	Wagner
February 3, 2015	6:30	Burke-Gregory	Gregory
February 14, 2015	10:00	Huron Tourn.	Huron
February 21, 2015	10:00	Region 3B Tourn.	Parkston
Feb. 27-28, 2015	10:00	State 'B' Tournament	Rapid City



## SCOTLAND LADY HIGHLANDERS BASKETBALL 2014-2015 SCHEDULE

<i>Date</i>	<i>Time</i>	<i>Opponent</i>	<i>Location</i>
December 9, 2014	6:30	Viborg-Hurley	<b>Scotland</b>
December 16, 2014	6:30	Menno	<b>Scotland</b>
December 18, 2014	6:15	Bon Homme	Tyndall
December 20, 2014	6:30	Ethan	<b>Scotland</b>
December 29, 2014	6:30	Corsica-Stickney	<b>Scotland</b>
January 6, 2015	JV-4:00, 5:15 V-6:30, 8:00	Gayville-Volin Double-header	<b>Scotland</b>
January 8, 2015	6:30	Avon	<b>Scotland</b>
January 12, 2015	6:15	Centerville	Centerville
January 16, 2015	JVG-5:15, JVB-6:30 VG-6:30, VB-8:00	Andes Central Double-header	Lake Andes
January 20, 2015	JV-4:00, 5:00 V-6:15, 7:45	Irene-Wakonda Double-header	Irene
January 23, 2015	6:30	Platte-Geddes	Platte
January 27, 2015	6:30	Bridgewater-Emery	<b>Scotland</b>
January 29, 2015	6:30	Wagner	Wagner
January 31, 2015	TBA	Tri-Valley Classic vs .Freeman Academy	Mount Marty-Yankton
February 3, 2015	6:30	Freeman	<b>Scotland</b>
February 5, 2015	6:15	Marion	Marion
February 10, 2015	JV-5:00, 5:00 V-6:30, 8:00	Parkston Double-header	Parkston
February 13, 2015	VG-6:00 VB-8:00	Gregory Double-header	<b>Scotland</b>
February 17, 2015	6:30	Dakota Christian	<b>Scotland</b>
February 19, 2015	6:30	Tripp-Delmont/Armour	Tripp
February 23, 2015	6:30/8:00	District 9B Tournament Frist Round	Menno
February 24, 2015	6:30/8:00	District 9B Tournament Semi-Finals	Menno
February 27, 2015	7:00	District 9B Tournament	
Championship	Menno		
March 5, 2015	TBA	Region 5B Tournament	Yankton
March 12-13-14, 2015	TBA	State B Tournament	Huron

## SCOTLAND HIGHLANDERS BOYS BASKETBALL 2014-2015 SCHEDULE

<i>Date</i>	<i>Time</i>	<i>Opponent</i>	<i>Location</i>
December 12, 2014	6:30	South Central	Bonesteel
December 15, 2014	6:15	Viborg-Hurley	Hurley
December 19, 2014	6:30	Bon Homme	<b>Scotland</b>
December 23, 2014*	6:30	Dakota Christian	<b>Scotland</b>
January 3, 2015	6:30	Centerville	<b>Scotland</b>
January 6, 2015	JV-4:00, 5:15 V-6:30, 8:00	Gayville-Volin Double-header	<b>Scotland</b>
January 9, 2015	6:30	Tripp-Delmont/Armour	Tripp
January 13, 2015	6:15	Avon	Avon
January 16, 2015	JVG-5:15, JVB-6:30 VG-6:30, VB-8:00	Lake Andes Double-header	Andes Central
January 17, 2015	TBA	Tri-Valley Classic vs. Freeman Academy	Mt. Marty-Yankton
January 20, 2015	JV-4:00, 5:00 V-6:15, 7:45	Irene-Wakonda Double-header	Irene
January 26, 2015	6:30	Alcester-Hudson	<b>Scotland</b>
January 30, 2015	6:30	Wagner	<b>Scotland</b>
February 2, 2015	6:15	Freeman	Freeman
February 5, 2015	6:30	Ethan	<b>Scotland</b>
February 10, 2015	JV-5:00, 5:00 V-6:30, 8:00	Parkston Double-header	Parkston
February 13, 2015	V-G 6:00 V-B 8:00	Gregory Double-header	<b>Scotland</b>
February 16, 2015	6:30	Platte-Geddes	<b>Scotland</b>

February 20, 2015	6:15	Menno	Menno
February 23, 2015	6:15	Hanson	Alexandria
March 2, 2015	6:30/8:00	District 9B Tourn. First Round	Freeman
March 3, 2015	6:30/8:00	District 9B Tourn. Semi-Finals	Freeman
March 6, 2015	7:00	District 9B Championship	Freeman
March 10, 2015	TBA	Region 5B	Yankton
March 19-20-21, 2015	TBA	State B Tournament	Aberdeen

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974  
PUBLIC LAW 93-380

OBJECTION FORM:

I object to the release of the following items:

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Student's Name

Parent's Signature

Date

**Attachment D**

**PARENT/GUARDIAN AUTHORIZATION FOR ASSISTANCE WITH SELF- ADMINISTRATION OF MEDICATIONS**

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_ Parent/Guardian  
Name \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_  
Home Telephone \_\_\_\_\_

Name of Licensed Prescriber \_\_\_\_\_  
Business Telephone \_\_\_\_\_

Business Telephone \_\_\_\_\_ Emergency  
Telephone \_\_\_\_\_

Other person(s) to be notified in case of medication emergency:

Name \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Food/Drug Allergies \_\_\_\_\_  
Diagnoses: \_\_\_\_\_

Name of Medication: \_\_\_\_\_  
Date Ordered \_\_\_\_\_ Duration of Order \_\_\_\_\_

not a violation of confidentiality)  
Dosage \_\_\_\_\_ Frequency \_\_\_\_\_ Route of Administration \_\_\_\_\_ Expiration Date of  
Medication Received \_\_\_\_\_

(if

Specific Direction, e.g., times to be given:

Possible Side Effects, Adverse Reactions:

Quantity of Medication Received by School and Date:

Required Storage Conditions:

Other medications being taken by the student (if not in violation of confidentiality):

I give permission for my son/daughter to self-administer medication with assistance from authorized school personnel.

I give permission to school personnel to share information relevant to the prescribed medication assistance as he/she determines appropriate for my son's/daughter's health and safety.

I understand I may retrieve the medication from the school at any time; *however, the medication will be destroyed if it is not picked up within one week following termination of the order or none week beyond the close of school.*

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student's Signature, if appropriate** \_\_\_\_\_ **Date** \_\_\_\_\_

**School Personnel Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

The Scotland District Parent-Student Handbook is designed to help acquaint parents and students of the expected conduct of our students and guests.

The purpose of this handbook is to help ensure the health and safety of our students and to create the best learning environment for all of our children.

**I have read and understand the Parent-Student Handbook and have discussed its contents with my child.**

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

(Please have all K-12 students in your family sign, if appropriate,  
as well as yourself as parent/guardian.)

**PLEASE RETURN THIS PAGE TO SCHOOL WITH YOUR CHILD! THANK YOU!**

August 1997 13-32-9 **Suspension from extracurricular activities for controlled substance violations.** Any person adjudicated, convicted, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana as defined in Chapter 22-43 is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education and Cultural Affairs for one year. Upon a subsequent adjudication, conviction, or suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana by a court, of competent jurisdiction, that person is ineligible to participate in any extracurricular activity while that person is attending any school accredited by the Department of Education and Cultural Affairs. Upon such a determination in any juvenile proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is enrolled.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association. (8-11-97)

**AGREEMENT FORM**

Dear Parents/Guardians:

A copy of the Scotland Activity Rules and Regulations has been given to your child. Your signature, indicates knowledge of, not necessarily agreement with, these rules.

It is necessary for the parent/guardian and the student to sign and return this form in order for the student to be eligible to participate in any activities at Scotland School District #4-3.

Sincerely,

Damon Alvey  
Superintendent of Schools/ Elementary School Principal  
Scotland School District #4-3  
Scotland, SD 57059  
Please return by **August 25, 2014.**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Scotland MS/HS Grades (6-12) 2014-15 Schedule**

	8:15-9:05	9:07 - 9:57	9:59 - 10:49	10:49 - 11:09	11:11 - 12:01	12:03 - 12:43	12:45 - 1:35	1:37- 2:27	2:29 - 3:19
	1ST PERIOD	2ND PERIOD	3RD PERIOD	LUNCH	4TH PERIOD	HIGHLANDER	5TH PERIOD	6TH PERIOD	7TH PERIOD
<b>INSTRUCTOR</b>									
<b>W. BRUNKE</b>	Tech Director	Distance Learning Coord.	Comput Network/ Techn Director		MS Girls BB Compt Applica	Tech Director	Multimedia Compt Hardware	Prep	Tech Director
<b>A. COMP</b>	7th Band (T-Tb) 6th Band (M-W) 6-7 Band (F)	Lessons	HS Band		Lessons	HS Vocal	Lessons	Lessons	Lessons
<b>V. FRYDA</b>	Geometry	Pre-Algebra	6th Math		Basic Chemistry	8th Exploratory (Technology)	6th Math	7th Math	Prep
<b>B. FUKS</b>	SE PE	SE PE	SE PE		MS PE	Prep	Fitness/ Cond. Act. I	PE/Health	SE Reading
<b>C. FUKS</b>	MS/HS RR	MS/HS RR	SH		MS/HS RR	MS/HS RR	MS/HS RR	Intro-To/Market/ Careers	MS/HS RR
<b>L. HAASE</b>	Prep	7th Lit. I	7th Lit. II		SH	8th Exploratory (Reading)	8th English	6th Lit. I	6th Lit. II (M,T,W,F)
<b>D. HAHN</b>	7th Vocal (M-W)	Prep	SE Vocal		Music Apprec/ SE Vocal	7th Vocal (Th - 12:15) 6th Vocal (M-W - 12:15) HS Vocal (T-F)	SE Vocal	SE Vocal	8th Vocal (M-W-F) 6th Vocal (Th)
<b>J. HERRBOLDT</b>	Strateg Read/ Reading Spec.	Reading Spec.	Reading Spec.		Reading Spec.	Reading Spec.	Reading Spec.	Reading Spec.	Reading Spec.
<b>K. JANISH</b>	Biology II	Physics	Biology I		Adv Chem	Fresh/Jr Activity SH	Biology I	Anatomy	Prep
<b>J. KOCCER</b>	AD	SH SH - Yearbook	Intro. To Business		Intro. To Business Personal Finance	Yearbook	Prep/ Busin Math	Personal Finan Prep	Accounting I
<b>C. MCGREGOR</b>									World History
<b>D. MACH</b>	Guidance	Guidance	Guidance		Guidance	8th Exploratory (Career Plan)	Guidance	Guidance	Guidance
<b>M. MISAR</b>								SH	
<b>R. ROBB</b>	Government	American History	Prep		MS PE	7th (T-Tb)Activity SH	7th Geography	8th History	Geography
<b>J. RUEB</b>	6th Computer (T-Tb)	SE Computer Tutoring	SE Computer Tutoring		SE Computer Tutoring	6th Computer (F) 7th Computer (M-W)	SE Computer Tutoring	Spanish I E-Mentor	8th Comp (T-Tb) SE Comp (M-W-F)
<b>S. SARGENT</b>	MS/HS RR	MS/HS RR	MS/HS RR		MS/HS RR	Soph. Act SH	MS/HS RR	MS/HS RR	MS/HS RR
<b>R. SCHMITZ</b>	Algebra II	Algebra I	Algebra II		Trig/Pre Calc	8th Exploratory (FACS)	Phys. Science	Prep	Sr. Math
<b>A. STOEARNER</b>					Intro. To Human Dev. Nutrition & Wellness		Spanish II E-Mentor	Intro. To Human Dev/ Nutrit & Wellness	SH
<b>P. SETTLE</b>	SH	Library	Library		Library		SH	Library	Library
<b>L. SUSS</b>	8th Science	6th Social Studies	6th Science		MS PE	6th (T-Tb)Activity SH	6th Science	Prep	7th Science
<b>J. TUNTLAND</b>	Prep	Ag Mechanics Fund. Ag Structures I	Ag Welding I Cabinetry		Ag Mechanics Fund. Ag Struct II				
<b>B. WAGNER</b>	MS/HS/RR	MS/HS/RR	MS/HS/RR	RR	MS/HS/RR	MS/HS/RR	MS/HS/RR	MS/HS/RR	MS/HS/RR
<b>K. WALLCOCH</b>	Speech/Gram. & Comp. II	MS/HS/RR & Comp. II	English IV		Prep	Senior Activity SH	English IV	English III	English I
	Spanish 2 (FACS room)	Spanish I (DOWNSTAIRS DDN LAB)	English IV		Prep	Spanish II (NSU ) 12:30-1:20	English IV	English III	English I

1st & 3rd 9-weeks Report Cards will be handed out at P/T Conferences.

**SCOTLAND SCHOOL DISTRICT 4-3**  
2014 - 2015

**1st NINE WEEKS**

18	19	20	21	22	
25	26	27	28	29	
2	3	4	5		
8	9	10	11	12	NO SCH DATA INS
15	16	17	18	19	
22	23	24	25	26	
29	30	Oct. 1	2	3	
6	7	8	9	10	
13	14	15	16	17	

**2nd NINE WEEKS**

Oct. 20	21	22	23	24	
	P/T COMMS 2:30pm Dismiss			NO SCH	
27	28	29	30	31	Elem Halloween Party
4	5	6	7		
10	11	12	13	14	NO SCH ST FB
17	18	19	20	21	NO SCH ST VB
24	25	26	27	28	
		2:30 Dismiss	THANKSGIVING	NO SCH	
Dec. 1	2	3	4	5	ELEM Vocal
	M/S/HS Vocal		BAND Concert	12	
8	9	10	11	12	
15	16	17	18	19	Elem Christmas Party
22	23	24	25	26	
	NO SCH THRHINS		NO SCHOOL..CHRISTMAS		

**3rd NINE WEEKS**

Dec. 29	30	31	Jan. 1	2	
	NO SCHOOL.....NEW YEAR'S				
5	6	7	8	9	
		REPT CARDS			
12	13	14	15	16	
19	20	21	22	23	
26	27	28	26	30	
Feb. 2	3	4	5	6	
		PROG REPTS			
9	10	11	12	13	Elem Valentine Party
16	17	18	19	20	
	NO SCH				
23	24	25	26	27	
Mar. 2	3	4	5	6	

**4th NINE WEEKS**

Mar. 9	10	11	12	13	
	P/T COMMS 2:30pm Dismiss		NO SCH	NO SCH ST GBB	
16	17	18	19	20	NO SCH ST BBB
23	24	25	26	27	
30	31	Apr. 1	2	3	
		2:30 Dismiss	NO SCH EASTER	NO SCH	
6	7	8	9	10	
	NO SCH				
13	14	15	16	17	
		PROG REPTS		Kinde-Ready Day!	
20	21	22	23	24	
			M/S/HS Vocal?		
27	28	29	30	May 1	
			?Band Concert?	Tripp Music	
4	5	6	7	8	
	Awards Day!!		Authentic Banquet		
11	12	13	14	15	
		KindergRAD		LAST DAY	
18	18	20	21	22	

**43 DAYS TAUGHT**

TOTAL DAYS TAUGHT: 172 + 3 INSERVICE DAYS = 175 TOTAL

Yellow - NO SCHOOL = Mid-Term Reports K-12 Open House = Th-Aug. 14 from 6:00-7:30pm

Snow Days to be made up as needed... Wednesday Dismissals at 3pm unless otherwise noted... This calendar subject to change...

Scotland Board of Education **2015 Graduation - Sunday, May 17 @ 1pm**

**41 DAYS TAUGHT**

43 DAYS TAUGHT

**45 DAYS TAUGHT**

PROM - Sat. Mar. 28  
Pink - First and Last Day of School

IF we are not in a "State" event, we may use any or all of the Friday's off as snow make-up days.