

***Scotland School District 4-3  
Student/Parent Handbook  
2018-2019***



***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,

**Tim Hagedorn  
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!

#### **Mission Statement**

The Scotland School District will SUPPORT lifelong learning, STRENGTHEN students' knowledge and SERVE the common good.

#### **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 achievement for life
- Develop respectful and productive citizens

#### **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.

Tim Hagedorn 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, One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, MO 64106.

Telephone: 816-268-0550

FAX: 816-268-0599

TDD: 800-877-8339

Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

## 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
- Obeys 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 Tim Hagedorn  
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 Tim Hagedorn, 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.

Concerns from citizens will be heard and addressed within five (5) working days of receipt of the concern. 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. Citizens wishing to be heard by the Board of Education should contact the Superintendent 24 hours prior to the next scheduled Board meeting to be placed on the agenda.

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.

Tim Hagedorn 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, One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, MO 64106.

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## **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 or 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.

## **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 students 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. Tim Hagedorn, Superintendent of Schools, 711 4<sup>th</sup> St. Scotland, SD 57059 and at 605-583-2717 ext. 267.

## **NOTIFICATION LETTER**

(7-13-15)

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

FROM: Tim Hagedorn, 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. Tim Hagedorn at 583-2717.

Sincerely,

Tim Hagedorn, Superintendent/Elementary Principal

Scotland School District #4-3

Scotland, SD 57059

## PUBLIC NOTICE

(7-13-15)

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: Tim Hagedorn 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, DSC 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 EXERPT**

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 Tim Hagedorn, at 711 4<sup>th</sup> Street, Scotland, SD 57059, 605-583-2237; or the Regional Director, Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, MO 64106.  
Telephone: 816-268-0550  
Fax: 816-268-0599; TDD: 800-877-8339  
Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

## PERSONNEL

### BOARD OF EDUCATION

Jason Bietz, President	Damon Mogck
Tanya Vitek, Vice-President	Chad Odens
Michele Behl-Hlavac	Andy Rokusek
Shelly Konstanz	

### ADMINISTRATION

Tim Hagedorn –Superintendent/Elementary Principal	267
Chris McGregor--High School Principal	225
Fallon Woods--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
Nicole Suurmeier	K-8 Computer	258
Carly Fritz	School Counselor	231
Vicky Fryda	Math	244
Bryan Fuks	District PE	249
Christy Fuks	Business	257
Laura Haase	English	246
Calvin Hunhoff	MS/HS Social Studies	253
Kevin Janish	Science	254
Lindsey Kaufmann	Vocational Ag	228
Jim Kocer	Athletic Director	238
Barb Koupal	HS Sp Ed Aide	260
Heather Kubal	MS Sp Ed Aide	242
Sue Lowe	MS Sp Ed Aide	242
Diana Moerman	MS/HS Sp Ed Aide	242
	HS Special Education Teacher	242
Rob Schmitz	Science/Math	259
Brett Jacobson	5-12 Band	235
Pam Settje	Library	230
Lori Suess	Science/MS PE	247
Bethany Svacina	MS Special Education Teacher	242
Kristyn Walloch	English	255

### ELEMENTARY SCHOOL FACULTY

Denise Bruckner	Kindergarten	222
Jennifer Sedlacek	1 <sup>st</sup> Grade	261
Kylee Ligtenberg	2 <sup>nd</sup> Grade	262
Alicia Gramkow	3 <sup>rd</sup> Grade	263
Rani Van Gorp	4 <sup>th</sup> Grade	264
Jill Haberman	5 <sup>th</sup> Grade	265
Candra Calhoun	Elementary Special Education Teacher	236
	District Psychologist	240
Tammy Ehlke	Title I Aide	
Amy Comp	K-8 Music/HS Choir	245
Jacque Herrboldt	District Reading Specialist/SPED Director	256
Connie Huber	Title II Teacher	
Michelle Kass	Title I Aide	
Michelle Kurtz	SCC Preschool	250
Becky Harvey	Speech/Language Pathologist	243
Mary Misar	SE Sp Ed Aide	236
Malena Pulfrey	SE Sp Ed Aide	236
Heather Kubal	Preschool	250

## **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](http://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.

### **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 than twelve months and will be referred to law enforcement authorities.

The Chief Executive Officer (CEO)/Superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the "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

### **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.

### **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 elementary recess:**
  - \*\* 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:

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. Tube tops, short shorts, backless garments, tops with spaghetti straps, bare midriffs, large chains, studded garments, short skirts, and baggy pants.
5. Clothing that exposes undergarments.
6. Shorts or skirts that are shorter than finger-tip length.

Caps and bandanas 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!!**

### 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.

### FIRE DRILLS

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

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

### 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	

### HONOR ROLL

(July, 2005)

#### 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.

## 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. Physical Education is graded "S" (satisfactory) or "U" (unsatisfactory). Band in **Grades Six and Seven** and middle school vocal will use letter grades (A-F).

## 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.

## ILLNESS

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 or with parental permission.

## 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, the South Dakota Department of Health (DOH) is now revising its administrative rules to require both the Tdap (Tetanus, Diphtheria, Pertussis) and MCV4 (Meningococcal ACYW) vaccines for entry into the 6<sup>th</sup> grade beginning with the 2016-2017 school year. Vaccine requirements for kindergarten entry have been in place for many years but this will be the first such requirement for middle school entry in South Dakota. With the change, school entry requirements for South Dakota 6<sup>th</sup> grade students includes:

- One dose of Tdap vaccine
- One dose of MCV4
- The requirements apply only for 6<sup>th</sup> grade entry and transfer students 6<sup>th</sup>-12<sup>th</sup> grade.
- If a child is 10 years old when entering the 6<sup>th</sup> grade they have 45 days after their 11<sup>th</sup> birthday to be vaccinated.

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 for 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.

## 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.

## 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.

## **PEP/ASSEMBLIES PROGRAMS**

Pep/Assembly programs will be scheduled periodically through the school year. The school day may be adjusted to accommodate the assembly program. 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.

## **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.

Fourth-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.

## **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.
  - j. Violation of the cell phone policy.
  - k. Make up time for absence beyond what is provided for in the attendance policy.
8. Saturday School specifics:
- 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 "8d." 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 music (iPods, etc.), leave the study hall unless there is an emergency, play cards or games, watch TV, videos 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 Messenger phone system and on WNAX, KELO-TV and KSFY-TV.

### **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.

### **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.

### **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.

### **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.

**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.

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Fifth Disease  
(Erythema Infectiosus)  
6-14 days

The student may attend school. School official may request parent to have a physician diagnosis.

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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.

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Herpes Simplex  
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.

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Impetigo  
Variable 4-10 days

The student may attend school if treatment is verified and covered or dry.

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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.

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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.

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Infectious Mononucleosis  
(Glandular Fever)  
2-6 weeks

The student may attend school with physicians permission. The student may need adjusted school days and activities.

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MRSA  
(Methicillin-Resistant Staphylococcus Aureus)  
1-10 days

The student may attend school with physicians permission. Students should not attend school if they have wound drainage ("pus") that cannot be covered and contained with a clean, dry bandage. Students with active infections should be excluded from activities where skin-to-skin contact is likely to occur (e.g., sports) until their infections are healed.

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Mumps  
12-21 days

The student may attend school after swelling has disappeared.

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Pink Eye  
(Conjunctivitis)  
5-12 days

The student may attend school if under treatment for 24 hours, or with physician's written permission.

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Plantar Wart

The student may attend school. Students should not be permitted to walk barefoot.

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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.

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Rubella (3-day German Measles)  
14-21 days

The student may attend school after a minimum of 4 days. Prevent exposure of pregnant women.

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Scabies (7-year itch, mites)

The student may attend school after treatment.

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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.

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## **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.**

## ***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.

### **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.

### **REMOVAL FROM CLASS**

A teacher may remove a student from class for just cause. The student is to go directly to the office and may be required to write his/her explanation of the incident on the form provided. Removal from class may result in notification of parents. The student will be returned to class by the principal after the problem has been resolved and consequences may be applied.

### **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. Squirt 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. Pop is not permitted in classrooms except with permission from the teacher in special situations.
8. Holding doors to prevent exit or entrance
9. Use or possession of smoking materials: see student suspension/expulsion.
10. Profane language and obscene gestures. Disciplinary action may range from verbal reprimand to suspension.
11. Show of affection other than hand holding
12. 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.
- b.) **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.

## **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 and keep hands, arms, and heads inside the bus.
4. 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 bus crosses the track.
5. No food or beverage is allowed to be opened on the bus without permission from the driver.
6. Pupils will remain courteous to those on or off the bus.
7. Pupils shall enter and leave the bus in an orderly fashion and in accordance with instructions.
8. 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. Students shall demonstrate respect in the lunchroom, including cleaning up after themselves and eating in designated areas.
3. Junk food cannot be brought into the cafeteria during the lunch periods.
4. 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.
5. **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 school 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.

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. The library is considered a classroom during school hours. Students will be expected to follow the library policy as set out in the Scotland Public Library policy manual. The Library policy manual can be found on the School/Community Library page linked to the School website.

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.

# *Scotland Elementary*

## *Student/Parent*

### *Handbook ... 2018-2019*



#### The Six Pillars of Character

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

Responsibility      Fairness      Citizenship  
Caring      Trustworthiness      Respect

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### *Message from the Principal.....*

**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,**

**Tim Hagedorn  
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

## **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.

## **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 Freeman 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.

## **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.

## **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.

## **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.

## **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.

## **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.

## **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.

## **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.

## **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.

## **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.

# *Scotland Middle/High School*

## *Student/Parent Handbook*

2018-2019



**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**

(7-13-15)

**Scotland 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**

#### **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. (7-13-15 Board of Education).

#### **CELL PHONE/ELECTRONIC DEVICES POLICY**

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

Students who violate district or school rules and regulations may be subject to:

First Offense: Device will be confiscated and may be retrieved by the student after school.

Second Offense: Device will be confiscated and may be retrieved by the student after school. Parents will be contacted and the student will serve a detention.

Third Offense: Device will be confiscated and may be retrieved by the student after school. Parents will be contacted and the student will serve a Saturday School.

Each additional offense may result in the student losing his/her device privileges during school hours for the remainder of the school year.

### 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.

### 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.

### DEFICIENCY 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.

### 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/her 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. No more than one study hall per semester is permitted for freshmen and sophomores and no more than two study halls per semester are permitted for juniors and seniors. This includes activity period, which can be counted as a study hall.

### 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.

### 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.**



**GRADUATION REQUIREMENTS:** 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:

**LANGUAGE ARTS** - 4 Credit hours or 4 years

Writing	1.5 units
Literature	1.5 units
(must include .5 unit of American Literature)	
Speech or Debate	.5 units
Language Arts (elective)	.5 units

**MATHEMATICS**

Algebra I	1 unit
Algebra II*	1 unit
Geometry*	1 unit

**LAB SCIENCES**

Biology	1 unit
Any Physical Science	1 unit
Chemistry or Physics*	1 unit

**SOCIAL STUDIES**

U.S. History	1 unit
U.S. Government	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.

**RETENTION OF MIDDLE SCHOOL STUDENTS**

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 may 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.**

## **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.

## **NHS 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.
8. The procedure for dismissal shall be determined by the faculty council in compliance with the rules and regulations of the National Honor Society.
9. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency.
10. If a student is not happy with the faculty council's selection, they can make an appeal to the NHS Adviser within 10 days of their notification. The appeal will be handled by writing a letter to the faculty council explaining the student's concerns and reasoning for appeal.
11. For further information regarding selection/dismissal procedures please consult the Scotland NHS Constitution.

## **PREGNANT/MARRIED STUDENTS**

Marital, maternal, or paternal status shall not affect the rights and privileges of students to receive a public education nor to take part in any extracurricular activity offered by the School District. Pregnant students will continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. The physician's approval of this continued attendance must be on file at the school. The school administration is authorized to make special arrangements for the instruction of pregnant students and to provide an educational program designed to meet their special needs.

## **PROM**

The Prom Dance is for all students in grades 9-12 and their approved guests. Outside dates for prom must be approved by the administration, be at least a freshman in high school, not be older than 20 years of age, and have completed the Dance Guest Registration form. The Prom Banquet is for all students in grades 11-12 and their approved guests. Attendance must include the entire event; Banquet, Grand March, and Dance. Once students leave the dance they will not be allowed back into the building. All school policies are extended to cover prom.

## **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.

## **SENIOR EXPERIENCE**

Each senior at Scotland High School will complete a Senior Experience as a requirement for graduation. The purpose of the experience is to allow the student to demonstrate the knowledge and maturity that he/she has gained during the course of his/her education. The project must be a "learning stretch," meaning that it must go beyond what one already knows or has experienced. The Senior Experience is a three-part process consisting of a research paper, a project/product that is an extension of the research, and an oral presentation. The Senior Experience Committee is made up of Scotland High School Faculty and Administration. The Committee approves all Senior Experiences and is the final authority on all inquiries or disputes.

## **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.

## **SOCIAL MEDIA**

Students and staff represent the Scotland School District both inside and outside of the school and are seen as role models in the community. As leaders, we all have the responsibility to represent our schools, and ourselves in a responsible and positive manner. Third parties including media, future employers, and law enforcement can easily access social media profiles and view all personal information. This includes pictures, videos, comments, posts, and links. It is important to understand that once something is posted online, it never disappears. Inappropriate material found by third parties affects the perception of Scotland students, staff, and the school district as a whole.

With those ideas in mind, students and staff should be aware that using any form of social media in an inappropriate manner may result in disciplinary actions by the administration.

### **Examples of inappropriate use:**

- a. Posting photos, videos, comments, posts or tweets showing the personal use of alcohol, tobacco, or drug related products.
- b. Posting photos, videos, and comments that are sexual in nature.
- c. ANY inappropriate or offensive language in comments, videos, and other postings. This includes threats of violence and derogatory comments against race, gender, or any organizations.
- d. Posting negative commentary regarding students or staff of the Scotland School District.
- e. Posting any material which reflects negatively on themselves or the Scotland School District.

## **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.

## **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 may sign out to the library or to use the restrooms.
- 4) To see another teacher, you must have a pass signed by that teacher.
- 5) You must have permission to visit with another student. Visits are limited to two minutes.
- 6) 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.
- 7) All passes to leave study hall must be signed by the teacher who will supervise you while you are gone.
- 8) All students who sign out must return 5 minutes before the end of the period or lose their sign-out privileges.
- 9) 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.

## ***ACTIVITIES***

### **ACTIVITIES / 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. 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 including any tobacco product that contains nicotine or any device that is used for inhaling or ingestion unless used for medical purposes with a prescription; 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, State Golf 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. This may be reduced to three (3) events if the student self-reports the violation to school administration within 24 hours of

the violation. 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 or State Golf 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 Championship" level events and "State Conventions" 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 in extreme cases with school board approval.**

**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. Law Enforcement may share information with school officials. 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. Events to be determined by the administration.**

**F. The following activities may be denied to a student for the violation of the above mentioned Training Rules:**

1. BASKETBALL: All regular and post season SDHSAA sanctioned Middle School, JV, and Varsity contests.

2. FOOTBALL: All regular and post season SDHSAA sanctioned Middle School, JV, and Varsity contests.

3. WRESTLING: All regular and post season SDHSAA sanctioned Middle School, JV and Varsity contests.

4. TRACK: All regular and post season SDHSAA sanctioned Middle School and Varsity track meets.

5. GOLF: All regular and post season SDHSAA sanctioned Middle School, JV, and Varsity golf meets.

6. CROSS COUNTRY: All regular and post season SDHSAA sanctioned cross country meets.

7. VOLLEYBALL: All regular and post season SDHSAA sanctioned Middle School, JV, and Varsity contests.

8. STATISTICIANS/TEAM MANAGERS/VIDEOGRAPHER: All regular and post season SDHSAA sanctioned Middle School, JV, and Varsity contests.

9. SHOW CHOIR PERFORMANCES: All public, non-graded performances, contests, or trips.

10. CHORUS PERFORMANCES: All public, non-graded performances, contests, or trips.

11. BAND: All public, non-graded performances, contests, or trips. (Pep Band 1=1)

12. QUIZ BOWL: All competitions with other schools.

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 = 2 (Thursday matinee & evening = 1, Sunday =1)

16. ORAL INTERPRETATION: All competitions with other schools.

17. FFA: State FFA Convention, State FFA Leadership Contest, District Leadership contest, State Farmer Interviews, Judging Contests, and CDEs.

18. FCCLA: District/Region FCCLA Leadership meetings, Fall Leadership Training, State FCCLA Leadership meeting.

19. HOMECOMING/CORONATION ACTIVITIES: Eligible as candidates or attendants, but may be removed.

20. PROM: and ALL scheduled activities at school connected to Prom.

21. PROM Waiters/Waitresses

22. PROM Chairpersons

23. All DANCES (grades 6-12) each counting as one.

## **SDCL 13-32-9 SUSPENSION FROM EXTRACURRICULAR ACTIVITIES FOR CONTROLLED SUBSTANCE VIOLATIONS.**

13-32-9. Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to thirty calendar days if the person participates in an assessment with a certified or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Upon a second adjudication, conviction, diversion, or suspended imposition of a sentence for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one year suspension may be reduced to sixty calendar days if the person completes an accredited intensive prevention or treatment program. Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court proceeding, the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities. Upon placement of the person in an informal adjustment or court-approved diversion program, the state's attorney who placed the person in that program shall give notice of that placement to the South Dakota High School Activities Association and chief administrator of the school in which the person is participating in any extracurricular activity. As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association. Students are ineligible to participate in activity events, competitions, and performances, but a local school district may allow a student to participate in practices.

**REVISED 2006 LEGISLATIVE SESSION  
AMENDED 2010 LEGISLATIVE SESSION  
AMENDED 2014 LESISLAVTIE SESSION**

### **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

wellbeing 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

## **ACTIVITY PARTICIPATION/ELIGIBILITY**

1. Participation in activities is a privilege and not a right, and academic achievement should take priority over participation in activities. Scotland High School students who choose to participate in activities shall assume responsibility for maintaining good academic standing in all of their classes, and the following policies are in place to assist them in doing so.
2. To participate in activities sanctioned by the South Dakota High School Activities Association, high school students must meet the scholastic eligibility requirements set by the SDHSAA which are as follows: "Students, unless they are entering high school for the first time, shall have successfully passed twenty hours of high school work per week (4 full credit) classes for the preceding semester of attendance at any accredited high school."
3. In addition to the SDHSAA requirements, the following rules will govern participation in activities for Scotland High School students:
  - a. Students will be academically eligible for all activities at the beginning of each school year provided they meet the minimum state guidelines.
  - b. Grades will be initially checked at the 4 ½ week point of each semester. If a student is failing (F) one or more classes, they will be placed on "Academic Probation" for one week. If a student is failing one or more classes after the probation period, they will be ineligible in any activities for a period of one week.
  - c. Grade checks will take place on the first school day of each subsequent week with students informed of their ineligibility by the end of that day. An attempt will be made to inform parents, but ultimately it will be the student's responsibility to inform parents.
  - d. All students will be given a probation period before being declared ineligible as described above upon determination of a failing grade at any point in the school year.
  - e. The period of ineligibility will begin at 12:00am on the day following the grade check and ineligibility notification and run through 11:59pm the next Monday.
  - f. At the end of the first and third quarters, quarter grades will determine eligibility for the first week of the second and fourth quarters.
  - g. At the end of each semester, quarter grades will be used to determine eligibility going into the holiday and summer breaks. If a student has a failing grade (F) in one or more classes, they will be ineligible for one week immediately following the end of the semester. At the end of the first semester, that would involve a time period during Christmas break. At the end of the second semester, that would involve a time period after the last day of classes possibly including region and state track or golf. The exact one-week period of ineligibility will be determined on a semester by semester basis depending on the last day of classes and when grades are submitted by teachers.
  - h. There is no minimum of number of events for which a student must be ineligible for failing more than one class, and it is possible there are no events during a period of ineligibility.
  - i. Students are not ineligible for activities that are part of the grade for a class. Such graded activities must be clearly defined in the course syllabus.
  - j. The coach or advisor will determine whether an ineligible student may/must participate in practices.
  - k. The coach or advisor will determine whether an ineligible student may/must attend an activity/event. However, an ineligible student may not leave school before the end of the school day to attend an activity or event.
  - l. With the exception of SDHSAA eligibility requirements as defined in number 2 above, academic eligibility requirements for students on Individual Education Plans (IEP's) will be consistent with these policies unless the student's IEP team specifies alternative requirements clearly documented in the student's IEP.
  - m. Open campus privileges will be lost until the student reaches eligible status.
  - n. Ineligible students are expected to stay after school for tutoring (Monday-Thursday) to get extra help.

### **Academic Eligibility for Activities for Middle School Students**

1. Eligibility for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students in co-curricular activities are the same as high school students and applied to all activities that middle school students are eligible to participate in.
2. 7<sup>th</sup> and 8<sup>th</sup> grade students who participate in a high school activity will be required to follow high school eligibility requirements.

## ***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.

Tim Hagedorn 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 Tim Hagedorn, Scotland Public School, Scotland, SD 57059, telephone #583-2237. Or Regional Director, Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, MO 64106.

Telephone: 816-268-0550

FAX: 816-268-0599

TDD: 800-877-8339

Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

### **STUDENT SUSPENSIONS AND EXPULSIONS**

#### **PART I**

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

##### **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 designee:**

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/her 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 maybe 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 SUPSENSION**

**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.

### ***DUAL ENROLLMENT ONLINE COURSE PARTICIPATION REQUIREMENTS & CONTRACT***

#### **DUAL ENROLLMENT POLICY**

Because online dual enrollment courses demand a maturity level and dedication beyond what is necessary under normal circumstances, a student must understand the following guidelines:

- A. To take courses from any of the 6 Board of Regents Colleges (BHSU, DSU, NSU, SDSMT, SDSU or USD), students
  - Must have the approval from the principal.
  - If the student has struggled in the past with dual credit courses or online classes, they may not meet the approval of the Principal.
  - Students must have passed all classes the previous semester.
  - Students must meet the SDBOR Admission requirements:

#### **High School Dual Credit Program – Spring 2015 South Dakota Board of Regents**

##### **Admission requirements:**

1. **High school senior eligible to enroll in a high school in South Dakota; OR**
  - a. earn an ACT composite score of 21 reflective of the 50% percentile; or
  - b. rank in the upper one-half of their graduating class; or
  - c. earns a cumulative GPA of at least 3.25 on a 4.0 scale;
2. **High school junior eligible to enroll in a high school in South Dakota; OR**
  - a. earn an ACT composite score of 24 reflective of the 70% percentile; or
  - b. rank in upper one-third of their graduating class; or
  - c. earns a cumulative GPA of at least 3.50 on a 4.0 scale;
3. **High School junior or senior eligible to enroll in a high school in South Dakota meeting Undergraduate admissions requirements:**
  - a. ACT score of 18 (or 21 for USD & SDSMT); and
  - b. Successful completion of coursework Requirements
    - Four years of English
    - Three years of advanced mathematics
    - Three years of laboratory science
    - Three years of social studies
    - One year of fine arts
- B. To take courses from one of the four SD Technical Institutes (LATI, MTI, WDT, STI), students:
  - Must have the approval from the principal
  - If the student has struggled in the past with dual credit courses or online classes, they may not meet the approval of the principal.
  - Students must have passed all classes the previous semester.
  - Earns cumulative of at least 3.25 on a 4.0 scale.

Student/Parent Guardian must understand that:

- Once a student is enrolled in a Dual Enrollment course, they must provide a copy of their dual enrollment course schedule to the E Mentor at the beginning of the semester.
- Dual enrollment grades will be entered into the student high school transcript and will be used in calculating GPA and class rank.
- The student must speak to Mrs. Fritz or Mr. Brunke prior to dropping a dual credit course so that they can enroll in a class at the high school.
- The student is fully responsible for completing the requirements of all dual credit courses, even when Scotland High School classes may not be in session.
- Students will be given a full class period every day to work on the course.
- Students will be required to be in the designated room to complete their coursework on a daily basis.
- It is the responsibility of the student to access help when it is needed and to maintain good/positive/appropriate communication with the online professor for the course.
- The student will be the only one accountable for their work and seeing that work is completed and turned in on time, as they will not have the face to face daily interaction with a teacher like with their other high school courses.

- Course cost \$48.33 per credit hour (so a 3 course credit, for example, will cost \$144.99 plus any course materials that may be required.)

- All expenses for the course are the responsibility of the student/parents/guardians.
- Any books, supply fees, lab fees, etc., that may be required for the course are the responsibility of the student/parent/guardian.
- Each college has their own deadline when to pay for the classes. Most pay upfront. The student does not have the flexibility of waiting until the end of the class and must meet the college's deadline.

- A student will have two weeks to withdraw and nothing will go on their transcript
- If they choose to withdraw at the end of 9 weeks:
  - a. Required classes will be averaged in with the required class that they will be taking the second 9 weeks.
  - b. Electives – the student will be given the grade for that elective for those 9 weeks as an “attempted” class.
  - c. \*\*\* We have no control over the colleges and what they choose to do with the grade on the college transcript.

# Scotland High School Dual Enrollment Contract

\_\_\_\_\_ I understand and hereby give permission to Scotland High School to release information to the State of South Dakota regarding my dual credit enrollment.

Please sign and return to Mrs. Fritz.

---

School District Administrator Signature	Date
-----------------------------------------	------

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

Monday - Friday---Regular periods 1-4. 5<sup>th</sup> 12:01-12:37, 6<sup>th</sup> 12:39-1:15, 7<sup>th</sup> 1:17-1:53, 8<sup>th</sup> 1:55-2:30

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

Monday - Friday---1st Period: 9:15-9:43; 2nd Period: 9:45-10:13; 3rd Period: 10:15-10:43  
Regular 4th Period with lunches and normal afternoon classes.

**LATE START SCHEDULE----(2 hours late)**

Monday - Friday---Periods rotate between 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>: 10:15-10:43  
Regular 4th Period with lunches and normal afternoon classes.

**2018-2019 BELL SCHEDULE**

1st Period: 8:15-9:03

2nd Period: 9:05-9:53

3rd Period: 9:55-10:43

4<sup>th</sup> Period: MS 10:45-11:37

HS 11:07-11:59

A LUNCH (HS) 10:45-11:05

B LUNCH (ELEM) 11:05-11:39

C LUNCH (MS) 11:39-11:59

5th Period: 12:01-12:49

Wednesday: 12:01-12:44

6th Period: 12:51-1:39

Wednesday: 12:46-1:29

7<sup>th</sup> Period: 1:41-2:29

Wednesday: 1:31-2:14

8<sup>th</sup> Period: 2:31-3:19

Wednesday: 2:16-3:00

**2018 SCOTLAND CROSS COUNTRY SCHEDULE**

<i>Date</i>	<i>Time</i>	<i>Event</i>	<i>Location</i>
August 28, 2018	2:30 PM	Gregory Inv.	Gregory Golf Course
September 4, 2018	4:15PM	Scotland Inv.	Scotland Golf Course
September 10, 2018	4:15PM	Wagner Inv.	Pickstown Golf Course
September 12, 2018	1:00PM	Freeman Inv.	Freeman Golf Course
September 17, 2018	2:00PM	Bon Homme Inv.	Tyndall Golf Course
September 22, 2018	10:00AM	Platte-Geddes Inv.	Platte Golf Course
September 27, 2018	4:15PM	Great Plains Conference	Burke Golf Course
October 3, 2018	3:00PM	Irene-Wakonda/TVC	Glenridge Golf Course
October 10, 2018	1:00PM	Region 3B	Freeman Golf Course
October 20, 2018	TBA	State B	Sioux Falls, Yankton Trail Park

**2018 SCOTLAND HIGHLANDER FOOTBALL SCHEDULE**

<i>Date</i>	<i>Time</i>	<i>Opponent</i>	<i>Location</i>
August 17, 2018	7:00PM	Burke/South Central	Scotland
August 24, 2018	7:00PM	Centerville	Centerville
August 31, 2018		BYE WEEK	
September 7, 2018	7:00PM	Alcester-Hudson	Scotland
September 14, 2018	7:00PM	Corsica-Stickney	Corsica
September 21, 2018	7:00PM	Gayville-Volin	Gayville
September 28, 2018	7:00PM	Colome - HOMECOMING	Scotland
October 5, 2018	7:00PM	Avon	Avon
October 12, 2018	7:00PM	T-D-A/AC-DC	Scotland
October 18, 2018	TBA	First Round Play-Off Game	TBA
October 25, 2018	TBA	Quarter-Final Play-Off Game	TBA
November 2, 2018	TBA	Semi-Final Play-Off Game	TBA
November 9, 2018	TBA	9-B Championship Game	USD Dakota Dome

## 2018 SCOTLAND LADY HIGHLANDER VOLLEYBALL

<i>Date</i>	<i>Time</i>	<i>Opponent</i>	<i>Location</i>
August 23, 2018	JV-6:15PM	Irene-Wakonda	Wakonda
August 28, 2018	JV-6:30PM	Alcester-Hudson	Scotland
August 30, 2018	JV-6:30PM	Viborg-Hurley	Scotland
September 4, 2018	JV-6:15PM	Gayville-Volin	Gayville
September 6, 2018	JV-6:15PM	Freeman Academy/Marion	Marion
September 10, 2018	JV-6:15PM	Freeman	Freeman
September 11, 2018	JV-6:30PM	Andes Cent./Dak. Christian	Scotland
September 15, 2018	TBA	Bridgewater-Emery Tourn.	Emery
September 20, 2018	JV-6:30PM	Ethan	Scotland
September 25, 2018	JV-6:30PM	Avon	Scotland
September 27, 2018	JV-6:30PM	Parkston	Scotland
September 29, 2018	TBA	Great Plains Conf. Classic	Yankton
October 2, 2018	JV-6:30PM	Wagner	Scotland
October 4, 2018	JV-6:15PM	Centerville	Centerville
October 9, 2018	JV-6:15PM	Bon Homme	Tyndall
October 11, 2018	JV-6:30PM	Tripp-Delmont/Armour	Scotland
October 13, 2018	9:00AM	AC/DC Tourney	Lake Andes
October 15, 2018	JV-6:15PM	Hanson	Alexandria
October 22, 2018	JV-6:15PM	Menno	Menno
October 30, 2018	7:00PM	Region 6B 1 <sup>st</sup> Round	High Seed
October 30, 2018	7:00PM	Region 6B Quarter Finals	High Seed
November 1, 2018	TBA	Region 6B Semi-Finals	Bonesteel
November 6, 2018	TBA	Round of 16	TBA
November 15-16-17, 2018	TBA	State B Tournament	Sioux Falls

## 2018-2019 BON HOMME-SCOTLAND-AVON WRESTLING SCHEDULE

<i>Date</i>	<i>Time</i>	<i>Opponent</i>	<i>Location</i>
November 29, 2018	6:30PM	Wagner	Tyndall
December 1, 2018	10:00AM	Dell Rapids Tourn.	Dell Rapids
December 4, 2018	6:30PM	Crofton/Bloomfield/Pierce	Pierce, NE
December 8, 2018	9:00AM	Gregory Tourn.	Gregory
December 11, 2018	6:00PM	Tri w/Marion-Freeman & Parker	Tyndall
December 15, 2018	10:00AM	Elk Point-Jefferson Tourn.	Elk Point
December 22, 2018	9:00AM	McCook Central Tourn.	Salem
January 3, 2019	6:30PM	Elk Point-Jefferson	Scotland
January 5, 2019	9:00AM	Brandon Valley Tourn.	Brandon
January 12, 2019	10:00AM	Tri-Valley Tourn.	Tri-Valley HS
January 15, 2019	6:30PM	Parkston	Parkston
January 19, 2019	10:00AM	Winner Tourn.	Winner
January 26, 2019	10:00AM	Wagner Tourn.	Wagner
January 29, 2019	6:30PM	Burke-Gregory	Gregory
February 9, 2019	10:00AM	Huron Tourn.	Huron
February 16, 2019	10:00AM	Region 3B Tourn.	Parkston
February 22-23, 2019	TBA	State B Tourn.	Rapid City

## 2018-2019 SCOTLAND LADY HIGHLANDERS BASKETBALL

<i>Date</i>	<i>Time</i>	<i>Opponent</i>	<i>Location</i>
December 11, 2018	6:30PM	Menno	Scotland
December 13, 2018	6:15PM	Bon Homme	Tyndall
December 15, 2018	JVG-2:00; JVB 3:15	Andes Central/	
	VG-4:30; VB-6:00	Dakota Christian DH	Lake Andes
December 18, 2018	JVG-5:00; JVB-5:00	Gayville-Volin	
	VG-6:30; VB-8:00	Double Header	Scotland
December 28, 2018	6:30PM	Corsica-Stickney	Scotland
January 8, 2019	JVG-5:00; JVB-5:00	Centerville	
	VG-6:15; VB-7:45	Double Header	Centerville
January 10, 2019	JVG-5:00; VB-5:00	Avon	
	VG-6:30; VB-8:00	Double Header	Scotland
January 12, 2019	JVG-11:30; JVB-11:30	Freeman Acad./Marion	
	VG-1:00; VB-2:30	Double Header	Scotland
January 15, 2019	JVG-5:00; JVB-5:00	Irene-Wakonda	
	VG-6:15; VB-7:45	Double Header	Irene
January 17, 2019	JVG-4:00; JVB-5:15	Marty	
	VG-6:30; VB-8:00	Double Header	Marty
January 19, 2019	TBA	GPC Classic-TBD	Yankton
January 21, 2019	JVG-5:00; JVB-5:00	Alcester-Hudson	
	VG-6:30; VB-8:00	Double Header	Scotland
January 25, 2019	JVG-5:00; JVB-5:00	Wagner	
	VG-6:00; VB-8:00	Double Header	Scotland
January 29, 2019	6:30PM	Freeman	Scotland
January 31, 2019	6:30PM	Platte-Geddes	Platte

February 5, 2019	JVG-5:00; JVB-5:00 VG-6:30; VB-8:00	Parkston Double Header	Parkston
February 7, 2019	6:30PM	Bridgewater-Emery	Scotland
February 8, 2019	JVG-5:00; JVB-5:00 VG-6:00; VB-8:00	Gregory Double Header	Scotland
February 12, 2019	6:15PM	Canistota	Canistota
February 14, 2019	6:30PM	Tripp-Delmont/Armour	Tripp
February 18, 2019	7:00PM	Region 6B 1 <sup>st</sup> Round	High Seed
February 19, 2019	7:00PM	Region 6B Quarter Finals	High Seed
February 21, 2019	TBA	Region 6B Semi-Finals	Wagner
February 28, 2019	TBA	Round of 16	TBA
March 7-8-9, 2019	TBA	State B Tourn.	Huron

## 2018-2019 SCOTLAND HIGHLANDERS BOYS BASKETBALL

<i>Date</i>	<i>Time</i>	<i>Opponent</i>	<i>Location</i>
December 7, 2018	6:30PM	Burke/South Central	Burke
December 10, 2018	6:15PM	Viborg-Hurley	Hurley
December 14, 2018	6:30PM	Bon Homme	Scotland
December 15, 2018	JVG-2:00; JVB-3:15 VG-4:30; VB-6:00	Andes Central/ Dakota Christian DH	Lake Andes
December 18, 2018	JVG-5:00; JVB-5:00 VG-6:30; VB-8:00	Gayville-Volin Double Header	Scotland
January 4, 2019	6:30PM	Tripp-Delmont/Armour	Tripp
January 8, 2019	JVG-5:00; JVB-5:00 VG-6:15; VB-7:45	Centerville Double Header	Centerville
January 10, 2019	JVG-5:00; JVB-5:00 VG-6:30; VB-8:00	Avon Double Header	Scotland
January 12, 2019	JVG-11:30; JVB-11:30 VG-1:00; VB-2:30	Freeman Acad./Marion Double Header	Scotland
January 15, 2019	JVG-5:00; JVB-5:00 VG-6:15; VB-7:45	Irene-Wakonda Double Header	Irene
January 17, 2019	JVG-4:00; JVB-5:15 VG-6:30; VB-8:00	Marty Double Header	Marty
January 21, 2019	JVG-5:00; JVB-5:00 VG-6:30; VB-8:00	Alcester-Hudson Double Header	Scotland
January 25, 2019	JVG-5:00; JVB-5:00 VG-6:30; VB-8:00	Wagner Double Header	Scotland
January 28, 2019	6:15PM	Freeman	Freeman
January 31, 2019	6:30PM	Ethan	Scotland
February 5, 2019	JVG-5:00; JVB-5:00 VG-6:30; VB-8:00	Parkston Double Header	Parkston
February 8, 2019	JVG-5:00; JVB-5:00 VB-6:30; VB-8:00	Gregory Double Header	Scotland
February 11, 2019	6:30PM	Platte-Geddes	Scotland
February 15, 2019	6:15PM	Menno	Menno
February 16, 2019	TBA	GPC Classic-TBA	Yankton
February 25, 2019	7:00PM	Region 6B 1 <sup>st</sup> Round	High Seed
February 26, 2019	7:00PM	Region 6B Quarter Finals	High Seed
March 1, 2019	TBA	Region 6B Semi-Finals	Wagner
March 5, 2019	TBA	Round of 16	TBA
March 14-15-16, 2019	TBA	State B Tourn.	Aberdeen



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

OBJECTION FORM:

I object to the release of the following items:

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 \_\_\_\_\_  
Name \_\_\_\_\_

Parent/Guardian

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

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

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

Emergency

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 \_\_\_\_\_

(if not a violation of confidentiality)

Dosage \_\_\_\_\_ Frequency \_\_\_\_\_ Route of Administration \_\_\_\_\_ Expiration Date of  
Medication Received \_\_\_\_\_

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 one 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/Training Rules can be found on pp. 36-40 of the Student Handbook which has been published online on the Scotland School District website. Your signature, indicates that you understand and acknowledge the Activity/Training 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,

Tim Hagedorn  
Superintendent of Schools/ Elementary School Principal  
Scotland School District #4-3  
Scotland, SD 57059  
Please return by August 26, 2016.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# Scotland MS/HS Grades (6-12) 2018-19 Schedule

	8:15-9:03	9:05 - 9:53	9:55 - 10:43	4TH PERIOD / LUNCH MS - 10:45 - 11:37 , HS - 11:07 - 11:59			12:01 - 12:49 Wed (12:01-12:44)	12:51 - 1:39 Wed (12:46-1:29)	1:41 - 2:29 Wed (1:31 - 2:14)	2:31 - 3:19 Wed (2:16-3:00)
	1ST PERIOD	2ND PERIOD	3RD PERIOD	HS Lunch (A) 10:45-11:06	ELEM (B) 11:06 - 11:39	MS Lunch (C) 11:39-11:59	5TH PERIOD	6TH PERIOD	7TH PERIOD	8TH PERIOD
INSTRUCTOR										
W. BRUNKE			Robotics				Computer Networking		Adv. Robotics Robotics	
V. FRIDA	Pre-Algebra	Geometry	7th Math	Basic Chemistry			8th Exploratory (Technology)	7th Math	6th Math	Prep
A. COMP	Elementary Vocal	6th Vocal (M-W) 7th Vocal (T-Th-F)	Elementary Vocal				HS Vocal	Elementary Vocal	Elementary Vocal	8th Vocal (M-W-F) 6th Vocal (Th)
N. STURMEIER	Elementary Computer Digital Photography	6th Computer (T-Th-F)	Digital Photography Elementary Computer				7th Computer (T-Th)	Elementary Computer	Spanish I E-Mentor	8th Computer (T-Th)
C. FRITZ	Counselor	Counselor	Counselor				8th Exploratory (Career)	Counselor	Counselor	Counselor
B. FUKS	Study Hall	Elem PE	Elem PE	6th PE			Prep	8th PE	9th Health 9th PE	Elem PE
C. FUKS	Business Math Personal Finance	Intro. To Business	Careers Personal Finance	Intro. To Business			Prep	Study Hall	Accounting II Business Law	Accounting I
L. HASE	7th Literature I	Study Hall	6th Literature I	8th English			8th Exploratory (Reading)	Prep	7th Literature II	6th Literature II (M-T-W-F)
C. HUNHOFF	US History	Government	Fitness & Cond	7th Geography			Study Hall	Prep	8th History	World Geography World History
B. JACOBSON		7th Band (M-W) 6-7 Band (F)	HS. Band				Music Appreciation	6th Band (M-W)		
K. JANISH	Physics	Pre-Calculus E-Mentor	Biology I	Adv. Chemistry			Prep	Biology I	Anatomy	Biology II
L. KAUFMANN	Intro. To AFNR Prep	Ag Woods I Ag Welding I	Intro. To AFNR Ag Welding I & II	Cabinetry Ag Mechanics			8th Exploratory (Ag)	Ag Welding I & II Ag Woods II	Animal Science Prep	Study Hall
STAFF				6th Remedial (M-W-F)				8th Remedial (M-W-F)		7th Remedial (M-W-F)
R. SCHWITZ	Algebra I	Algebra II	Prep	Trigonometry/Pre-Calc			Algebra II	Physical Science	Study Hall	Senior Math
P. SETTLE	Library	Library	Library				Library	Library	Library	Library
L. STESS	6th Social Studies	8th Science	7th Science	Study Hall			6th Science	7th Science	Prep	7th PE
K. WALLOCH	Grammar & Comp II Speech	Prep	Study Hall	Grammar & Comp II Speech			Yearbook	English IV	Grammar & Comp III	Grammar & Comp I
D. MOERMAN										
MS SPED										
B. KOUFAL			Spanish III E-Mentor							

1st 9-w.eeks Report Cards will be handed out at P/T Conferences.												SCOTLAND SCHOOL DISTRICT 4-3											
2018 - 2019																							
1st NINE WEEKS				2nd NINE WEEKS				3rd NINE WEEKS				4th NINE WEEKS											
Aug. 6 FB Starts	7	8	9 V B & XC Start	10	Oct. 15	16 P/T CONF	17	18	19 NO SCH Camp Day	31 NO SCH	Jan. 1 NO SCH	2 NO SCH	3 2nd Semester 1st Reading	4									
13 Inservice 10-3: Open House	14 Inservice 10-3: Open House	15 First Day	16	17	22	23	24	25	26	7	8	9 Winter Sports Day	10	11									
20	21	22	23	24	29	30	31 Elem Halloween	Nov. 1	2	14	15	16	17	18									
27	28	29	30	31	5	6	7	8	9 NO SCH (FB)	21 NO SCH M LK	22	23	24	25									
Sept. 3 Labor Day No	4	5	6	7	12 Veterans Day Program	13	14 Prog Reports	15	16	28	29 Prog Reports	30 Prog Reports	31	Feb. 1									
10	11 School Pics	12 Prog Reports	13	14	19	20	21 NO SCH Thanksgiving Break	22 NO SCH	23 NO SCH	4	5	6	7	8									
17	18	19	20	21	26	27	28	29	30 ELEM Vocal	11	12	13	14 ELEM Valentine's	15									
24 Coro-nation	25	26	27	28 HOME-COMIN	Dec. 3	4	5	6 MS.HS Vocal	7	18 NO SCH	19	20	21 P/T CONF	22 NO SCH Comp									
Oct. 1	2	3	4	5	10	11	12	13	14	25	26	27	28	Mar. 1									
8	9 Pic-Retakes	10	11	12	17 MS.HS Band	18	19	20 Elem Christmas INSERV.	21 TEACHER	4	5	6	7	8 NO SCH (GBB)									
					24 NO SCH Christmas Break	25 NO SCH	26 NO SCH	27 NO SCH	28 NO SCH														
Book Fair Oct.																							
IF we are not in a "State" event, we may use any days off as snow make-up days.																							
42 DAYS TAUGHT				45 DAYS TAUGHT				43 DAYS TAUGHT				42 DAYS TAUGHT											
TOTAL DAYS TAUGHT: 172 + 2 P/T DAYS + 3 INSERVICE DAYS = 177 TOTAL																							
Yellow - NO SCHOOL      Green - P/T Conferences and/or Early Dismissals      Pink - First and Last Day of School																							
○ = Progress Reports      K-12 Open House = Tuesday, August 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																							
2019 Graduation - Sunday, May 12 @ 1pm																							