

## ***Elkton School***

### ***Home of the Elks***

## **JH/HS STUDENT HANDBOOK 2017-2018**

### **Elkton School District Philosophy**

The Elkton Independent School District 5-3 believes in the worth, dignity, and uniqueness of each individual. We believe the purpose of the educational process is to prepare each student to accept responsibilities for self, family, community, country, and the changing global society and to empower students with a dedication to lifelong learning.

Therefore, the District will offer a broad curriculum to fit the needs and levels in the intellectual range of all students by providing academic, vocational, and activity programs which give each individual the opportunity to develop his/her potential.

We believe this can best be attained through the joint efforts of students, parents, staff, and community.

### **GENERAL POLICIES**

The student handbook for the current school year includes school district policies of the Board of Education and other procedures to offer students an equal opportunity for a free and appropriate public education.

### **DISSEMINATION OF POLICIES**

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

## **ATTENDANCE**

### **ATTENDANCE AND ABSENCES**

When a student is absent from school, one of his\her parents/guardians should call the school (542-2541) on the day the student is absent to verify his\her being gone. Please call the office by 9:30 a.m. If we receive no word, the school will attempt to call to verify.

The natures of excuses which will be honored by the school are illness, injury, medical or dental appointments that cannot be scheduled outside of school hours, family situations, authorized school activities, and funerals. Students who have been absent from school for the entire day, except for an emergency or school sponsored, shall not attend any school activity that evening.

Students who expect to be absent for work or because of family or home situations (including vacations) should have their parents notify the school and have work completed before the time of the absence. Students involved in extra and co-curricular activities will receive a make-up slip from their coach or advisor before the scheduled event. All work must be completed and signed off by the classroom teacher in order for the students to attend.

Upon returning after an absence, students must secure a make-up slip from the office. Students will be given 2 days to make up schoolwork in order to get credit following an absent day, subsequent days of absence all 1 day of time for make-up for each day absent after the 1<sup>st</sup> day. Unexcused absences must be made up to prevent a lapse in instructional areas - although zeros will be given for such days. Excused absences must be made up and grades assigned for such work.

### **ABSENCES PER SEMESTER**

When a student misses the eleventh day in a given semester, he\she will automatically fail all courses for that semester. The same rule applies for individual class periods. Any student that misses a given class 11 times in 18 weeks will automatically fail that particular class for the semester. Hardship cases may be appealed to the panel of the student's teacher(s), principal, and superintendent. The teacher (s)and administrators will make the recommendation on credits to the school board.

## **COLLEGE VISITS**

Junior and Senior students are allowed 2 exempt absences each year for college/technical school visitations. (These absences do not count against the student's 10 excused absences each semester, as long as the student follows the proper procedure, as outlined below.)

Visitation arrangements need to be made through the counselor's office. Proof of attendance needs to be provided to the office upon return from the visit. Without proof, it will be considered an unexcused absence. Notification needs to be given in advance (through counselor and parent call/note to the EHS office), a makeup slip must be signed by all teachers, and homework needs to be completed before you go.

## **TARDIES**

Students are given four minutes to pass between classes. Any student not in the room by the time the buzzer rings is tardy. If a student has been held by the instructor of a class, he\she needs an excuse from that instructor in order to be admitted to the next class. Upon receiving a 5<sup>th</sup> tardy for the nine weeks, students will be required to sit one hour of detention. Each addition tardy will results in one hour of detention time. Upon receiving the 10 tardy for the nine weeks, students will sit an ISS. Delays in the start so classes do to operations directives of the school will not count against any student (I.e. assemblies, late buses, weather restrictions, etc.)

## **INCLEMENT WEATHER**

Parents will make the final decision regarding their K-12 student's school attendance. If you feel a dangerous weather condition exists, keep your children safely at home regardless if school is being held or not. They will not be counted absent.

## **ACADEMICS**

### **GRADUATION REQUIREMENTS**

Graduation requirements of the Elkton Public Schools shall consist of the requirements as established by the State Board of Education and the Elkton School Board.

The State Department of Education requires a minimum of 22 units (credits) for graduation. Elkton High School requires students to earn a minimum of 23 ½ units to graduate.

All students must meet the following core criteria for graduation:

English/Language Arts – 4.5 units (must include English 1-4 and Modern Communications)

Journalism – 0.5 units

Social Studies – 3 units (must include World Geography, World History, US History, and US Government)

Fine Arts – 1 unit

Health/PE – 1 unit

Economics – 0.5 unit

Computer Studies – 0.5 unit

## **POST SECONDARY ADMISSIONS**

The SD Board of Regents requires that entering undergraduates meet the following criteria for admission to a baccalaureate degree program:

- Rank in the top 60% of high school class OR Achieve ACT of 18 or above OR Earn GPA of at least 2.6 in high school courses
- Complete the at least the criteria for the Advanced Pathway with a GPA of 2.0 or better (OR score high enough on the ACT subtests)

Taking a foreign language in high school is recommended but not required for graduation from Elkton High School. At this time, SD post-secondary institutions are not requiring students to have foreign language for admission. However, many post-secondary schools outside of SD are starting to require foreign language for admission. For example, the MN State Colleges & Universities System requires that undergraduates applying for state universities have 2 years of a single world language. The University of MN campuses have the same requirement. Thus, it is important to check the admission requirements of the colleges, universities, or technical schools you are interested in to determine if you should take a foreign language in high school.

### **GRADING SCALE**

Class grades are issued based on percentage ranges. Grading scale for classes of 2012 and beyond is as follows:

100%-A+
99-96%-A
95-92%-A-
91-89%-B+
88-86%-B
85-83%-B-
82-80%-C+
79-77%-C
76-74%-C-
73-71%-D+
70-68%-D
67-65%-D-
64% and below-F

### **WEIGHTED AVERAGES**

Under the weighted average system, grade categories are assigned a weight as a percentage of the final grade. Different types of work performed by the student will be assigned a value that will help determine the final grade earned for the course. This concept of proportional relevance means that the tests carry more importance in making a good grade for the course, although the successful completion of other components will ensure earning the highest grade.

Semester tests for high school students will carry a weighted average of no more than 20% for the semester.

Remaining grade categories and weights are left to the discretion of individual teachers.

### **HONOR ROLL**

The Elkton High School Honor Roll is computed each quarter based on a student's grade point average for that quarter's courses (the student's "Term GPA"). Students on the "A" Honor Roll must achieve a Term GPA of 3.6-4.0. Students on the "B" Honor Roll must achieve a Term GPA of 3.0-3.599. In addition, no student on either honor roll may have a quarter grade of "D" or "F".

Honor Roll is published at the end of each nine weeks.

### **SEMESTER TESTING**

Students who have not missed more than the equivalent 2 complete days and have no more than 6 (3/semester) tardies throughout the year will be exempted from taking second semester finals. All students will take first semester exams. Attendance will be recorded hourly. It is recommended that doctor, dental, orthodontist, and other appointments be made in the afternoons or before school begins. Funerals are excused with a note from parents and will not enter into the perfect attendance summary. Elkton Public Schools will require students who are failing a class to take the semester exams regardless of attendance and we encourage all other students to consider taking the exams to raise their overall grade. Hardship cases may be appealed to the administration.

### **SEMESTER TESTING FOR SENIORS**

Seniors who do not meet the criteria listed above may also qualify to be exempted from semester testing by meeting the following guidelines:

- GPA of 3.67 this year and having no more than 10 absences per individual period for the entire year.
- GPA of 2.67 this year and having no more than 8 absences per individual period for the entire year.
- GPA of 1.67 this year and having no more than 5 absences per individual period for the entire year.
- Seniors will take semester tests in each of the individual periods that they have exceeded the limit of absences based on the criteria above.

College visits, school related absences, and funerals will not be counted in the totals listed above. However, all other absences will be counted individually per class period. Seniors will take semester exams in all classes, if they exceeded the tardy limit of no more than 6 (3/semester) throughout the entire school year.

### **INCOMPLETES**

All incompletes not finished at the end of the semester will revert to a failing grade for the course. (Hardship cases may be appealed to the Administration.)

### **RETENTION**

The decision to promote or retain a student is very complex, and the district will work with the parents/guardians of the student to determine what is best for the student who is being considered for retention.

A student will be promoted if he/she is passing the core courses, unless the parent and administration, because of physical, mental, social conditions, or attendance concerns want the child retained.

Students in grades 7-8 are expected to pass 80% of their core subjects during the school year. If a student has not passed four of the five core subjects, and is not proficient as indicated on state approved assessments, he/she will be considered for retention.

### **CLASS PROMOTION**

Promotion to the next grade in high school is as follows:

Freshmen: All first year students are considered freshmen.

Sophomore: Second year students who have earned at least 5.5 or more credits.

Juniors: Third year students who have earned at least 11 or more credits.

Seniors: Students who have earned at least 16.5 or more credits.

A student's grade level placement can be adjusted at semester time. Responsibilities and privileges of class will follow these credit "milestones." Examples include, but are not limited to, Prom (Juniors and Seniors), Senior Privileges, locker location, and state assessments (Juniors).

## **LOSS OF CREDIT**

Students in grade 9-12 who receive an F for a semester grade will receive no credit for that class in that semester. Less of credit requires a course to be taken again and directly impacts graduation requirements.

## **HOMEWORK**

Homework is recognized as an effective practice and teaches the skills of independent study and learning.

Unless prior arrangements have been made, work that is not completed on time will be penalized. Students have five days after an assignment has been assigned to turn the work in for credit. At that time, only 50% can be earned on the assignment.

## **GRADUATION**

Students who fail to meet the graduation requirements set forth by either the South Dakota Department of Education, or the Elkton School Board will be allowed to participate in the graduation ceremony if those students have at least 22 credits. Students will not receive a signed diploma until the requirements set forth by the state and school district has been met.

## **STUDENT'S RESPONSIBILITIES FOR SUCCESS**

Students should come to class prepared to learn and bring absolutely all necessary materials. It is also important to be attentive in class to understand the objective of the lesson and take notes as needed to provide background for the preparation of the homework. Students should prepare the assigned homework neatly and accurately and have it ready to hand in on the due day. Students are encouraged to use the resources of the school (i.e. after school teacher conference) when experiencing difficulty with assignments. It is also imperative students set priorities that put daily educational achievement ahead of other activities.

## **SENIOR PRIVILEGES**

A senior must meet one of the following criteria in order to be exempt from study hall attendance during the second semester. In order to keep this privilege, be sure to adhere to the guidelines and responsibilities that accompany it.

- A senior with a GPA this year of at least 3.67
- A senior with a GPA this year of at least 2.67 and missing no more than eight (8) of the same class period for the school year.
- A senior with a GPA this year of at least 1.67 and missing no more than five (5) of the same class period for the school year.
- Students cannot have a "D" or an "F" in any class.

Guidelines to be followed:

1. The grades and attendance standards that allowed students to earn this privilege must be maintained.
2. Seniors must return a signed waiver from their parents.
3. Students are not allowed to drive or be in or on any motorized vehicle during regular school hours.
4. When classes are in progress, seniors are to be out of the main hallways near classrooms or stay in their assigned classroom. They may be in the library, or the hallways by the principal's office and south gym hallway.
5. Tardiness will not be accepted upon returning to class. If a student receives his/her (5th) tardy during either the 3<sup>rd</sup> or 4<sup>th</sup> nine weeks, it will result in a loss of the privilege.
6. Days absent will be counted as stated in the school attendance policy.

Seniors will have open study hall when no scheduled activity is planned, if they have senior privileges. If a senior is in chorus, they are to be in chorus on those scheduled days each week.

**Students who score proficient or advanced in 2 of the 3 assessed categories (mathematics, reading, and science) on the state assessment their junior year will receive senior privileges for the first semester. All guidelines in regards to attendance and grades will need to be maintained during the first semester.**

## **GENERAL POLICIES**

### **CARE OF SCHOOL PROPERTY**

All school property shall be treated with care. Students who maliciously or carelessly damage school property shall be required to reimburse the school district for the cost of replacing or repairing the property and shall be disciplined according to discipline policies.

Students are expected to walk in the halls.

### **LOCKERS**

Each high school student is assigned a locker for storage of books, school supplies, and coats. It is the student's responsibility to see that his or her locker is kept locked in their assigned locker and in working order at all times. Students are responsible for all items left in their locker. Lockers are school property and subject to search at any time.

Students are discouraged from bringing large amounts of money or valuables to school. The school cannot be responsible for lost or stolen items.

Students are to use only the locker which has been assigned to them by the office. Any changes in your locker assignment must be approved by the office.

### **BUS PLAN**

Riding the bus is a privilege. Students are expected to be ready once the bus arrives and share their seat when on the bus. Bus drivers shall have full authority to quell any disturbances that might arise while the bus is en route. All disturbances will be reported to the school principals for immediate action. Constant troublemakers and creators of misbehavior may be forbidden to ride on the bus in accordance with the transportation policy on file in the offices or with the bus drivers. Parents will be notified.

### **CLASS MEETINGS**

All class or student organizational meetings must be cleared through the principal's office by the advisor or representative of the organization that is requesting the meeting. Class and student organization meetings shall not be held without the advisor being present.

### **HEADPHONES, MUSIC PLAYING DEVICES, AND CELL PHONES**

Radios and portable personal music players are not to be brought into classrooms. If students are found using these devices in class, they will be confiscated and turned into the office, where the student may pick them up after school. Students can use headphones if given permission by their classroom teacher. The school is not responsible for lost or stolen items.

Students are allowed to utilize their cell phones during lunch period and between classes. Students may have their phone on them during classes, but the phone must be off and not out. Confiscation for failure to follow the guidelines is as follows: 1<sup>st</sup> offense-phone is held in the office until the end of the day; 2<sup>nd</sup> offense-held in the office until the end of the

day and student must serve a lunch detention; 3<sup>rd</sup> offense-held in the office until a parent or guardian picks it up, lunch detention, and phone is turned into the office each school day for a week. These offenses accumulate per semester.

## **BOOK BAGS AND COATS**

Students are not allowed to wear coats in school. Coats must be kept in a student's locker. Sweatshirts and fleeces are acceptable to wear.

Due to safety issue within the classroom, book bags and purses are not allowed in the classroom. Book bags and purses must be kept in a student's locker. Students are able to use a carrying case for their Net book.

## **SECURITY CAMERAS**

Security Cameras are installed in high traffic areas within the Elkton School. These cameras are to monitor the safety of our students and staff.

## **AUDIO TAPING OF CONVERSATIONS**

For the protection of all parties involved, the Elkton School administration reserves the right to audiotape any phone or personal conversation involving students, parents, etc., dealing with student or other school related issues. Notice may or may not be given.

## **NOON HOUR AND BEVERAGES**

Elkton School lunch hour is closed. Students may not leave the building or go home for lunch. Students who bring a sack lunch from home will eat in the lunchroom. No pop or soda is allowed over the lunch hour. Guest for lunch must be cleared a day in advance with the main office.

Students are not allowed to bring pop to classrooms. Due to our wellness policy, water, juices and sport drinks are acceptable drinks to have during the school day.

## **VEHICLES**

Any student providing his/her own transportation shall be under the direct supervision of the school administration. There shall be no driving of vehicles during school hours without approval from administration. Extreme caution must be exercised by the student when approaching and leaving the school grounds. Students will not return to cars without permission of the administration.

## **TELEPHONE / TELEPHONE USAGE**

There is local phone service available in the main office. The telephone may be used by the student in emergency situations on approval by a teacher, secretary, or administration official. Unless an emergency exists, messages will be taken for all incoming calls. We will not interrupt classes for incoming calls.

## **LEAVING OR RETURNING TO THE BUILDING OR GROUNDS**

No student is allowed to leave the school grounds at any time during school hours for any reason without permission from the office and having signed out in the office. A student neglecting to do so will receive 1/2 day of unexcused absence.

Any student who is tardy in the morning must check in at the office before going to their class. Students who are returning to school following an appointment must also check in at the office before going to their class.

## **DRESS CODE**

The purpose of a dress code is to promote the best possible atmosphere for students to achieve their highest potential and safety. Students should at all times be dressed in a manner that is conducive to a business-like scholastic atmosphere and in a way as to reflect positively upon the school and community. Please refer to the progressive discipline plan for further explanation.

**Shorts** may be worn only during the months of August, September, October, March, April, and May. No biker shorts, short shorts, or boxer shorts allowed. Wear shorts with finished hems - no cut offs, jeans or sweats. Students who abuse the policy will receive a warning and he/she will be assigned detention if guilty of another incident. If you have questions concerning the appropriateness of your attire, it is best not to wear it.

**Shirts/Sweatshirts** containing advertisements or references to drugs, alcohol, or tobacco, as well as shirts containing marking, wording or pictures that convey profane, obscene or sexual innuendoes are prohibited.

Students are expected to be well groomed and use proper hygiene.

## **VISITORS**

We suggest visitors do not visit the first two weeks of school or the last two weeks. The first weeks of school are for getting organized and review; the last few weeks of school, much time is devoted to testing, evaluating, and completing units. The principal should be notified **before** any visitation and visitors should report to the office the day of the visit.

Visiting children who live elsewhere should **not** be sent to school with enrolled children before you have contacted and cleared it with the principal. **All** visitors should check in at the office first. All lunch visitors must be approved by the office a day in advance.

## **COMPUTER USAGE**

Students are encouraged to utilize all available technology at school. Every student is required to have a signed Acceptable Use policy on file each year. Students who fail to abide by this policy may forfeit the use of the technology.

The use of the Netbook in grades 9-12 is a privilege. Failure to use the Netbook in an acceptable manner will result in the loss of the Netbook.

## **FIRE, FIRE DRILLS, LOCKDOWN, LOCKDOWN DRILLS, AND TORNADO DRILLS**

In the case of a fire drill, or a real fire, students are to follow the instructions of the teacher in charge of the class or study hall in which they are participants. Speed is desirable during all fires and fire drills, but not to the point of throwing away caution. Every person walks to his/her station of safety.

Students gather in groups according to the class or study hall that they are in and retreat at least one hundred feet from the building. Students shall wait for the teacher in charge of their group until they are done taking roll. All students will remain in their groups until they are given instructions to leave them.

If the fire or drill occurs at noon, the students should leave the building by the fire exit which is posted in the room they are in. Students shall fall into groups, by classes, one hundred feet from the building for roll call.

## **DISCIPLINE**

### **EXTRA AND CO-CURRICULAR ACTIVITIES GUIDELINES**

The following guidelines are in effect for all extra and co-curricular activities offered by the Elkton School District. Activities that fall under the rules and guidelines set forth in this document are as follows: all athletic participation, FCCLA, FFA, Student Council, Oral Interpretation, school play, All State Choir, NHS, co-curricular activities not part of the



curriculum (trips, contests, etc.) and other school sponsored events and activities not associated with the curriculum. Items not included are: graduation, band and choir concerts that are included in the curriculum, field trips and contests that are part of a student's grade.

#### **Academic Eligibility:**

All students who are enrolled in the Elkton Public School shall be eligible to participate in school-sponsored activities under the following conditions:

- He/she must be passing all classes with no "F" grades in any subject.
- If the academic standing of a student is unsatisfactory, he/she becomes ineligible to participate in all extracurricular activities. Eligibility can be restored when satisfactory progress is documented by the classroom teacher(s) and administration at the proper grade check times. Grade checks will occur beginning the second week of each nine weeks and will occur weekly. Students will be notified of their eligibility on the first day of the school week. If they are deemed ineligible, the student will be ineligible for any activities occurring from second day of the school week until the first day of the following week. Eligibility will be determined week by week.
- Students who are deemed academically ineligible will be able to practice with the team and can sit on the bench. Students who are academically ineligible will not be allowed to leave school early to travel to events.
- Students must attend classes for a minimum of ½ day in order to participate in school-sponsored activities scheduled on the same day. The school encourages you to communicate with the administration (principal/athletic director) with any questions or special circumstances that you might have prior to the scheduled event.

#### **Training Rules:**

You, the students of our school, are looked upon to set an example for the young people of our community. It is impossible to do your best and look your best if you are not in your best physical condition. This cannot be accomplished without a training program.

It is understood and agreed that the use and/or being in the presence of alcohol, tobacco, or the use, possession, purchase or distribution of any illegal substance is prohibited by age as well as law. It is the position of the Elkton School District that any student found in violation of law is also considered in violation of system policy concerning alcohol, tobacco, illegal drugs, and/or other products not used for their intended purpose. A student shall not be readily accessible to, possess, use, distribute, or be under the influence of tobacco, tobacco products, alcohol, illegal and controlled substances as in accordance with SDCL 13-32-9. Students who have been found to be in violation to this policy will have the consequences listed below.

**1<sup>st</sup> offense:** Student will be suspended from participation in **all** activities the student is currently participating in for a period of 2 weeks. Student will forfeit of any special awards for those activities (including lettering). Students will be allowed to partake in practices, but will not suit up for games.

**2<sup>nd</sup> offense:** Student shall not participate in any school activity or event in which the student is participant for six calendar weeks beginning with the next scheduled event for the student. Student will forfeit all special awards (including lettering) for all the activities the student is involved with. Students will not be allowed to be part of the team. This includes participating with them in practice or sitting on the sidelines with the team. Since consequences require that student serve penalties for violations in the next activity in which the students participates, a student will not be allowed to enter an activity for the purpose of serving a penalty unless that student has been involved in that activity at least one year previously.

**3<sup>rd</sup> offense:** Student will be ineligible for all activities for one full calendar year (12 months) from the next scheduled event.

As a secondary school, accredited by the South Dakota Department of Education, we also adhere to South Dakota Codified Law and SDHSAA Activities Policy, which does outline additional penalties for illegal drug use: 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 22-24, is ineligible to participate in any extracurricular activity

at any secondary school accredited by the Department of Education and Cultural Affairs for six (6) months. 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.

These training rules will be enforced the entire year, which includes the summer months, regardless of whether or not the student is participating in an activity at the time of a violation. A student who violates these policies shall be ineligible to participate in activities according to the policy.

If a student is involved in more than one activity at the time of a violation, the time period for the suspension as well as all other consequences will apply to all activities. The time period will begin whenever the next scheduled event (in any of the activities) for that student occurs.

Concerns or complaints may be addressed in writing to the athletic director or school administration. Due process rights are afforded every student at Elkton Public School.

## **STUDENT DISCIPLINE POLICY**

The following discipline policy applies to all students, grades 7-12, in the Elkton School District. The consequences described apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle, at a school or district activity, or at a school bus stop. The consequences may also apply for misbehaviors that took place at another location but directly affect school programs or activities. On a case-by-case basis, the principal may implement consequences other than those outlined herein where it is necessary to protect the safety of students and staff or as necessary to prevent disruption of the educational environment. Any behavior that may constitute a crime under state and federal law may be referred to law enforcement.

### **Definitions:**

**Detention** means the action of a staff member or the principal that requires a student to spend a specified period of time before or after school with the individual who assigned the detention. The individual assigning the detention will determine the date, time, and location of the detention and will notify the student's parents of this information.

**In-school Suspension** means the exclusion of a student by the principal from a class or an entire school day where the student must be present in the school building but will work independently in an isolated location to be determined by the principal. A student assigned to in-school suspension will be allowed to complete all schoolwork assigned during the in-school suspension period, and he or she will receive credit for all work completed. The student may also participate in extra-curricular activities but only to the extent the activity does not interfere with the assigned detention time.

**Short-term suspension** means the exclusion of a student by a principal or superintendent from a class or from school for not more than 10 school days. During the short-term suspension period, the student may not be in the school building or on school or district property, and the student may not participate in or attend school or district events or activities. Each school day missed as a result of short-term suspension will be considered an unexcused absence, and no credit will be given for schoolwork assigned during the absence.

**Long-term suspension** means the exclusion of a student by the district superintendent or school board from a class or from school for more than 10 but not more than 90 school days. During the long-term suspension period, the student may not be in the school building or on school or district property, and the student may not participate in or attend school or district events or activities. Each school day missed as a result of long-term suspension will be considered an unexcused absence, and no credit will be given for schoolwork assigned during the absence.

**Expulsion** means the action of the school board that terminates a student's membership in school for not more than 12 consecutive months.

<b>Misbehavior</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Abuse: verbal, written or otherwise expressed - arousing alarm in others through the use of language that is discriminatory, abusive, threatening, or obscene.	Detention as assigned by teacher or principal.	Referral to principal for detention or other appropriate discipline.	In-school or short-term suspension assigned by principal
Alcohol Possession or Use / possessing or being under the influence of alcohol.	Short-term suspension of three (3) to ten (10) days and referral to law enforcement.		
Arson - intentional destruction or damage to school or district buildings or property by means of fire.	Short-term suspension of three (3) to ten (10) days and referral to law enforcement. Depending on the severity of the behavior, the principal may recommend other action including long-term suspension or expulsion.		
Assault: physical or verbal - acting with intent to cause fear in another person of immediate bodily harm or death, bullying, or inflicting or attempting to inflict bodily harm upon another person.	Short-term suspension of three (3) to ten (10) days and referral to law enforcement. Depending on the severity of the behavior, the principal may recommend other action including long-term suspension or expulsion.		
Bomb Threat - intentionally giving a false alarm of a bomb.	Suspension of ten (10) days and referral to law enforcement. Depending on the severity of the behavior, the principal may recommend other action including long-term suspension or expulsion.		
Damage to Property - defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees, or others.	Restitution must be paid for the damaged property and referral to the principal for appropriate discipline depending upon the severity and frequency of the behavior.		
Dress - wearing or displaying clothing that may include words or visuals; or are lewd, obscene, disruptive, abusive, discriminatory, or that advertise or promote the use of drugs, alcohol, or tobacco. Hats, caps, and head-coverings must be kept in the student's locker.	Detention as assigned by teacher or principal.	Referral to principal for detention or other appropriate discipline.	In-school suspension assigned by principal.
Drugs - possessing, distributing, or being under the influence of any narcotic or controlled substance, or item purported or believed to be a narcotic or controlled substance, or possessing or distributing drug paraphernalia where possession or use is prohibited by state or federal law; or use of over-the-counter or prescription drugs for the purpose of mood alteration or intoxication, or inhaling the fumes of certain volatile	Short-term suspension of ten (10) days and referral to law enforcement. Depending on the frequency and severity of the behavior, the principal may recommend other action including long-term suspension or expulsion.		

substances for their mood-altering or intoxicating effect.			
Fighting - adversarial physical contact (differentiated from poking, pushing, shoving, or scuffling) in which one or the other parties or both contributed to the situation by verbally instigating a fight and/or physical contact.	Short-term suspension of three (3) days for all individuals involved and referral to law enforcement. Depending on the frequency and severity of the behavior, the principal may recommend other action including long-term suspension or expulsion.		
Harassment, including sexual and Bullying - participating in or conspiring with others to engage in acts that injure, degrade, intimidate, or disgrace another individual, including indecent exposure, displaying pornography, and words or actions that negatively impact an individual or group based on their racial, cultural, or religious background, their sex, any disabilities they may have, or their color, creed, or national origin.	Short-term suspension of three (3) to ten (10) days and referral to law enforcement. Depending on the frequency and severity of the behavior, the principal may recommend other action including long-term suspension or expulsion.		
Hazing - committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm or holds a student up to ridicule in order for the student to be initiated into or affiliated with a student organization, group, or club.	Short-term suspension of three (3) to ten (10) days and referral to law enforcement. Depending on the frequency and severity of the behavior, the principal may recommend other action including long-term suspension or expulsion.		
Insubordination - willful refusal to follow an appropriate direction given by a staff member, or acting in a disrespectful manner toward staff.	Detention as assigned by teacher or principal.	Referral to principal for detention or other appropriate discipline.	In-school or short-term suspension assigned by principal.
Interference, disruption, or obstruction - any action taken to prevent a staff member or student from exercising their assigned duties, including but not limited to, talking, sleeping, not paying attention, or coming to class without necessary materials.	Detention as assigned by teacher or principal.	Referral to principal for detention or other appropriate discipline.	In-school or short-term suspension assigned by principal.
Forgery/ misrepresentation: oral or written - falsifying signatures or data, or giving false information to a staff member.	Referral to principal for appropriate discipline depending upon the severity and frequency of the behavior.		

Leaving school building without permission.	Detention as assigned by teacher or principal.	Referral to principal for detention or other appropriate discipline.	In-school or short-term suspension assigned by principal.
Missed Detention - not attending assigned detention.	Time doubled for each missed detention for a maximum detention time of three (3) hours. If the student does not report for detention after accumulating three (3) hours of detention, the student will be assigned to in-school or short-term suspension at the discretion of the principal.		
Plagiarism or Cheating - stealing or using the words, ideas, or work of another in daily work, tests, assignments, and other schoolwork.	Detention as assigned by teacher or principal. Teacher may deny credit for work.	Referral to principal for detention or other appropriate discipline. Teacher may deny credit for work.	In-school suspension assigned by principal. Teacher may deny credit for work.
Robbery or extortion - obtaining property from another person without consent or where his or her consent was induced by use of force, threat of force, or under false pretenses.	Short-term suspension of three (3) to ten (10) days and referral to law enforcement. Depending on the frequency and severity of the behavior, the principal may recommend other action including long-term suspension or expulsion.		
Skipping class - in school or on school or district grounds but not attending class.	Detention as assigned by teacher or principal.	Referral to principal for detention or other appropriate discipline.	In-school suspension assigned by principal.
Serious Threat - threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.	Short-term suspension of three (3) to ten (10) days and referral to law enforcement. Depending on the severity of the behavior, the principal may recommend other action including long-term suspension or expulsion.		
Theft or knowingly possessing stolen property - unauthorized taking of property of another or possessing such property.	Detention as assigned by teacher or principal.	Referral to principal for appropriate discipline depending upon the severity and frequency of the behavior.	
Tobacco - possessing or using tobacco in district buildings, on district grounds, in district vehicles, or at district events.	Referral to principal for appropriate discipline depending upon the severity and frequency of the behavior.		
Weapon - possessing any firearm or any device intended to look like a firearm; any knife; or any other device, instrument, or substance, which, in the manner in which it is used or intended to be used may produce severe bodily harm.	Suspension of ten (10) days, referral to law enforcement, and recommendation for expulsion from school.		

**Harassment and Bullying:** The Elkton School District prohibits all forms of infringement of the rights of others between and among students and adults connected with the operation of the District. The District will enforce all state and federal laws prohibiting harassment and bullying, and any individual who believes he or she has been subjected to physical or verbal harassment or bullying may file a written Harassment/Bullying Report with the district superintendent.

Upon investigation of a written Harassment/Bullying Report, the principal or district superintendent may impose short-term suspension of three (3) to ten (10) days upon the individual(s) engaging in harassing or bullying behaviors and refer the matter to law enforcement. Depending upon the severity and frequency of the behavior, the principal or

superintendent may also recommend long-term suspension or expulsion. Any individual who believes he or she has been subjected to physical or verbal harassment or bullying may also seek to resolve the matter through the grievance procedure outlined below.

Additional information regarding the District's policies against harassment and bullying and a Harassment/Bullying Report form may be found in the Superintendent's Office.

**Due Process Procedures:** Pursuant to South Dakota law and regulation, the following procedures will be followed when a student is disciplined through short-term suspension, long-term suspension, or expulsion.

1. **Short-term Suspension:** If a short-term suspension from a class, classes, or school is anticipated because of a student's behavior, the principal shall give oral or written notice to the student as soon as possible after discovery of the alleged behavior, stating the facts that form the basis for the suspension. The student must be given the opportunity to answer the charges. If a student is suspended, the principal must give the parent oral notice, if possible, and shall send the parent or a student who is 18 years of age or older or an emancipated minor a written notice that provides information regarding the student's due process rights. A student who is an unemancipated minor may not be removed from the school premises before the end of the school day without contacting a parent unless the student's presence poses a continuing threat or danger, in which case the student may be immediately removed from the school and transferred into the custody of a parent or law enforcement.

2. **Long-term Suspension:**

a. **Written report required:** If long-term suspension is anticipated because of a student's behavior, the superintendent must file a sealed, written report with the school board by the end of the fifth school day following the first day of the long-term suspension and may request that a hearing be held before the school board. The report must include the facts of the situation, the action taken, the reasons for the action, and the superintendent's decision or recommendation. The report must remain in the possession of the school board secretary or business manager, sealed and unavailable for review by individual school board members, until the time set for a hearing. The superintendent must send a copy of the report to the student's parent or to the student if the student is 18 years of age or older or an emancipated minor at the same time the report is filed with the school board's secretary or business manager.

b. **Right to request hearing -- Notice of hearing.** If the superintendent finds grounds for a long-term suspension from a class or classes, the superintendent may exclude the student from a class or classes by using the short-term suspension procedure set forth above. The superintendent shall give a written notice to the student's parent or to a student who is 18 years of age or older or an emancipated minor and may schedule a hearing. The notice shall contain the following minimum information:

- The policy allegedly violated;
- The reason for the disciplinary proceedings;
- Notice of the right to request a hearing or waive the right to a hearing.
- A description of the hearing procedure;
- A statement that the student's records are available at the school for examination by the student's parent or authorized representative; and
- A statement that the student may present witnesses.

If a hearing is requested, the superintendent shall give notice to each school board member of an appeal to the board for a hearing. The superintendent shall set the date, time, and place for the hearing and send notice by first class mail to each school board member and by certified mail, return receipt requested, to the student's parent or to a student who is 18 years of age or older or an emancipated minor. If no hearing is requested or the hearing is waived, the action of the superintendent is final.

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

d. Hearing procedure. The school board is the hearing board and shall conduct the hearing in the following manner:

- The school board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer;
- Each party may make an opening statement;
- Each party may introduce evidence, present witnesses, and examine and cross-examine witnesses;
- Each party may be represented by an attorney;
- The school administration shall present its case first;
- The hearing is closed to the public. A verbatim record of the hearing will be made and will be sealed pending court order;
- Witnesses may be present only when testifying. All witnesses must take an oath or affirmation administered by the school board president or business manager;
- Each party may raise objections; however, objections are limited to relevancy and scope of the question;
- All relevant evidence must be admitted; however, unproductive or repetitious evidence may be limited by the hearing officer;
- The hearing officer may ask questions of witnesses and may allow other school board members to interrogate witnesses;
- Each party may make a closing statement;
- After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the hearing officer may meet with the school board during deliberation. The school board may seek advice during deliberation from an attorney. Consultation with any other person during deliberation may occur only if a representative of the student is present; and
- The decision of the school board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The motion must omit the name of the student and must state the reason for the board's action. The school board shall notify the student or the student's parents in writing of the decision. The notice must state the length of the suspension or expulsion.

e. Right of appeal. The student may appeal an adverse decision by the school board to the circuit court.

f. Attendance policies. The attendance policy of a school district may not exclude a student from a class or from school for more than ten days without providing due process procedures outlined here.

g. Referral to placement committee of students in need of special education. If a student identified as in need of special education or special education and related services pursuant to SDCL 13-37-1 is expelled or subjected to long-term suspension, the procedure in [◆ 24:05:26:09](#) applies.

### 3. Expulsion:

If expulsion is anticipated because of a student's behavior, the student will be afforded due process procedures substantially similar to those outlined above, including those governing written report by the superintendent, notice of hearing, right to waive hearing, hearing procedures, right to appeal, and referral to placement committee for students in need of special education and related services. As with long-term suspension, the Elkton School District may not expel a student from one or more classes or from a school for more than ten consecutive school days without providing the due process procedures described above.

**Grievance Procedures:** Students, parents, and employees are encouraged to use the following procedures if they believe they have been subject to unfair or discriminatory disciplinary action, or they have a specific complaint regarding the content or implementation of District's discipline policy. In addition, the following procedures may be used to resolve issues related to Harassment/Bullying Reports filed with the District. The burden of proof lies with the individual filing the grievance or report.

In order to ensure each grievance is addressed in a fair and equitable manner, it is important that the individual filing the grievance does not proceed to the next level until he or she has made a good faith attempt to resolve the matter at the lowest level. The same is true for Harassment/Bullying Reports. However, in the event the individual filing a

Harassment/Bullying Report feels he or she has been subjected to verbal or physical harassment by a teacher or staff member, he or she may proceed to Level 2.

**Level 1:** The individual filing the grievance or Harassment/Bullying Report will have an opportunity to discuss the matter with a **teacher or staff member**.

**Level 2:** If the grievance or issues related to a Harassment/Bullying Report remain unresolved at Level 1, the individual filing the grievance or report may bring the matter to the **Principal** for his/her consideration.

**Level 3:** If the grievance or issues related to a Harassment/Bullying Report remain unresolved at Level 2, the individual filing the grievance or report may bring the matter to the **Superintendent of Schools/CEO** for his/her consideration.

**Level 4:** If the grievance or issues related to a Harassment/Bullying Report remain unresolved at Level 3 and all of the procedures outlined above have been exhausted, the individual filing the grievance or report may bring the matter to the **Elkton School Board** for consideration.

As stated above, Harassment/Bullying Reports must be filed in writing with the Superintendent's Office. Grievances regarding the content or implementation of the District's discipline policy may be made orally or in writing at Levels 1-3. However, any unresolved grievance brought to the Elkton School Board must be presented in writing. The School Board's decision is final unless the individual filing the grievance requests a hearing. If a hearing is requested, the School Board shall comply with the procedures outlined above.

**PLEASE NOTE:** Due to state and federal privacy laws, no district employee, administrator, or school board member will be permitted to discuss Harassment/Bullying Reports or disciplinary action or inaction regarding a specific student unless the grievance or report is filed by that student, his or her parent or guardian, or authorized representative.

Questions may be addressed to the Administration.