

# Student/Parent Handbook

**DOLAND  
SCHOOL 56-2**

Doland School District 56-2

**Doland School District**

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## Doland School Handbook

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### **SCHOOL PHILOSOPHY**

The Doland Public School seeks to develop fundamental skills and encourages students to use these as building blocks for their future. It is the goal of the Doland Public School to meet individual needs by offering college preparatory courses, vocational courses, and technical courses. The major responsibility of the school is to enrich the students' intellectual growth

by providing the environment and climate for learning.

Each student should be treated as a unique individual with his/her own capabilities and background. We shall strive to guide the individual in the development of personal interests, values, potential, and self-worth.

The role of the teacher is important in stimulating the individual to achievement and personal growth. The personality, skills, and abilities of the classroom teacher are vital to the educational program.

The process of education is shared by the cooperation of the parents, school, community, church, and the student, in order to develop acceptable standards of social and moral behavior. In accomplishing these goals, it is our intention to equip students to become self-supporting and productive members of society.

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### **Redfield/ Doland School Song**

Oh Hail The Golden Pheasants

We're Here One Hundred Million Strong

Our Hearts Are Always With You

Our Eyes Upon You Every Redfield/Doland Man

Oh Yes, We're Here to Cheer You

So Put The Old Pep In Each Play

So Fight, Fight Pheasants

Fight Fight Pheasants,

## Charge and Fight Your Way to Victory!!!!

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### **DOLAND SCHOOL DISTRICT ENROLLMENT POLICY**

It is the policy of the Doland School District 56-2, Doland, South Dakota, to admit and enroll students without regard to race, national origin, sex, religion, or disability, pursuant to all Federal and State laws and regulations.

SDCL 13-27-1 requires compulsory attendance of a child who is six years of age by September 1st until the age of 16, unless excused by the Board of Education pursuant to SDCL 13-27-3 (i.e., the child is being provided alternative instruction, commonly referred to as home schooling). Compulsory attendance is required only through the eighth grade if exempted on religious grounds pursuant to SDCL 13-27-1.1. The privilege of attending the public school shall be free to all persons having school residence until completion of the secondary school program or a person reaches age 21. SDCL 13-28-5

1. Pursuant to SDCL 13-28-7.1, PRIOR TO ADMISSION, the school SHALL receive certification from a licensed physician that the student is free from a contagious form of tuberculosis and has received or is in the process of receiving adequate immunization against polio myelitis, diphtheria, pertussis, rubella, mumps and tetanus, unless the same is excused for the reasons stated in the statute. The school may, with the concurrence of the county health officer, exclude a student who is considered a risk or nuisance to the health of other students or school employees due to the presence of infectious diseases or communicable parasite, from attendance at school until such condition no longer exists.
2. At the time of enrollment or within 30 days of initial enrollment, the school must be provided a certified copy of the child's birth certificate or an Affidavit issued by the Department of Health, which shall be maintained by the school and become a part of the child's permanent record. SDCL 13-27-3.1; SDCL 13-27-3.2.
3. At the time of initial enrollment or within 30 days of initial enrollment, a student having previously attended another school shall provide to the Doland School District a copy of all educational records relating to the child.
4. A student having been conditionally accepted and enrollment pursuant to #2 and #3 above but not having provided the District within thirty days a certified copy of a birth

certificate (or affidavit) or the necessary school records from a previous school will not be enrolled nor have the right to attend school until such requirements have been met, and the District shall notify the Department of Education and Cultural Affairs and the Department of Social Services of the failure of the students/parents to comply with the requirements. The student thereafter shall be deemed truant.

Action #94 - 095 February 13, 1995

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## **FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT**

### **FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT**

The Family Educational Rights and Privacy Act (**FERPA**) (20 U.S.C. § 1232; 34 **CFR** Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

**FERPA** gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, **FERPA** allows schools to disclose those records, without consent, to the following parties or under the following conditions. (34 **CFR** § 99.31):

School officials with legitimate educational interest.

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under **FERPA**. The actual means of notification (special letter, inclusion in a **PTA** bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use **TDD** may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## **Doland School District 56-2**

### **Meal and Unpaid Meal Charge Policy**

#### **I Purpose:**

The goal of the Doland School District 56-2 is to provide students with healthy meals each day.

However, unpaid charges place a financial burden on our Food Service Department. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of the policy is to establish uniform meal account procedures throughout the Doland School District. The provisions of the policy pertain to regular priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, the

Doland School District provides this policy as a courtesy to those students in the event that they forget or lose their lunch money.

II Policy:

**Students- Preschool, Elementary, Middle School and High School Students** will pay for meals at the district's published standard rate each day. A student will be allowed to charge for a maximum of \$20 to their account. Once a student has charged to the maximum of \$20, he/she will not be allowed to charge for any Seconds or Extra or Extra Milks. The student will be allowed to receive a reimbursable meal, the cost of which will be added to their account. The maximum amount a family will be able to charge is \$50.00, more matter the number of students in the family.

**Parents/Guardians** are responsible for meal payment to the food service program. Notice of low or deficit balances will be sent to the parents/guardians at regular intervals during the school year.

**The school cafeteria** possess a computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records are available by setting up an account at the school business office. This is done when students enroll in Doland School.

**Student/Parents/Guardians** pay for meals in advance with cash or a check payable to the Doland Food Service. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money in any given day. Any remaining funds for a particular student will be carried over to the next school year.

**Refunds** for withdrawn, and graduating students; a refund will be given to students withdrawing or graduating if no other siblings are attending Doland. The balance of students who are graduating at the end of the year will be kept in the family account.

**Balances Owed** collection of owed balances will be turned over to a credit collection service if not paid by the end of the school year, or at the discretion of administration.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child.

#### **STUDENT COMMUNICABLE DISEASES AND/OR COMMUNICABLE PARASITES**

Students who are afflicted with a communicable, contagious, and/or infectious disease or who are infected with communicable parasites or who are liable to transmit such 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 be 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.

### **Pediculosis (Lice, Crabs)**

The student may attend school after proof of treatment. After repeated infestation of the same student, the student may be excluded until medical professional confirms all nits are removed.

The school

### **DISCLOSURE of STUDENT INFORMATION (on school website and other possible school related areas)**

The Doland School District proposes to designate the following personally identifiable information contained in a student's educational record as public information, and it will disclose that information without prior written consent. Personally identifiable information includes the following information relating to a student: The student's name, address, telephone number, date 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, the most recent previous educational agency or institution attended by the student, photograph, and other similar information.

The parents/guardians or eligible students will have three weeks after the first day of school to advise the school district in writing (a letter to the school principal's office) of any or all of the items they refuse to permit the district to designate as public information about the student.

At the end of the three-week period, each student's records will be appropriately marked by the record's custodians to indicate the items the district will designate as public information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent/guardian or the eligible student.

### **Picture Release Form**

Doland School requests your permission to have your child's name and picture on our website as well as any extracurricular publicity (ex. local newspaper, newsletter).

Some of the teachers would like to use their class pictures on their website as well as the school website. If you prefer that they are not pictures with their class or group, then we will try to find a way to block their individual picture. If you prefer that your child's name be left off, please check the appropriate box below.

You have the right to change these options at any time by contacting your school principal at 635-6302.

\*\*\*\*\*  
\*\*\*\*\*

\_\_\_\_\_ Parent Signature \_\_\_\_\_ Date

\_\_\_\_\_ I don't approve the use of my child's name or picture

\_\_\_\_\_ I approve use of a picture only.

\_\_\_\_\_ I approve use of a name only

\_\_\_\_\_ I approve use of a picture and a name.

Please list your child's name as you would like it to appear. (Ex. Tom Smith, Tom S., or T. Smith)

**Highly Qualified Staff**

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 teachers instructing their child. If you are interested in this information, you may contact the school and it will be provided to you.

Together we will work to carry out this compact.

**Doland School District Policy on  
Enrollment, Transportation, School of Origin,  
And the Elimination of Barriers for Children or Youth  
Experiencing Homelessness including Unaccompanied Youth**

The Doland School District Policy is to:

- Ensure the immediate enrollment of children or youth experiencing homelessness until

all enrollment records may be secured, i.e. academic records, medical records, proof of residency, and other documentation.

- Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.
- Provide children or youth experiencing homelessness with services comparable to services offered to the other students in the school including the following:
  - Transportation services.
  - Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title 1 for the Elementary and Secondary Education Act of 1965 or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
  - Programs in vocational and technical education.
  - School nutrition programs.

### **Doland School Complaint Policy for Federal programs**

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

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

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

## **1:00 CURRICULAR OFFERINGS AND REQUIREMENTS**

**1.01 ELIGIBILITY:** Any student who is currently a resident of District #56-2, who is less than 21 years of age, and who has satisfactorily completed grades one through eight may enroll as a regular student in Doland High School.

**1.02 TRANSFER STUDENTS:** Students transferring to Doland High School from another school district must furnish necessary and required student records.

**1.03 ENROLLMENT REQUIREMENTS:** All students enrolled at DHS must take at least six classroom credits. Any deviation from this policy must be approved by the administration.

**1.04 ENROLLMENT CHANGES:** All changes of enrollment in classroom courses at DHS must be made during the first week of the school year for courses offered throughout the school year or during the first week of the semester if the course runs for only one semester.

**1.05 REQUIREMENTS FOR GRADUATION:** Students planning to graduate from DHS must have successfully completed a total of 22 academic credits on the Carnegie Unit scale. One (1) Carnegie Unit is given to a course which meets 250 minutes per week for a school year and one-half (1/2) Carnegie Unit is given to courses meeting for only a semester. Within the 22 credits necessary for graduation, students must have successfully completed studies as established by the State Board of Education.

A minimum of twenty-two (22) credits is necessary for graduation. Up to one (1) credit may apply toward graduation in music (band and chorus each count as 1/2 credit per year). (P.E. counts 1/2 credit per semester) Minimum registration shall consist of six (6) assigned periods, which includes fine arts and exploratory courses and excludes study halls.

**1.06 WITHDRAWAL FROM DHS:** Any enrolled student at DHS who withdraws from school must complete a withdrawal form. See the principal for assistance.

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## **2:00 GRADING POLICIES**

**2.01 INTRODUCTION:** Grades indicate not only the quality and quantity of work a student is doing; but they may also reveal, when native ability is considered, to what extent the student is showing such character traits as perseverance, industry, and ambition. Grades become a part of every student's permanent record and consequently, a recommendation for or against that record when it is examined.

**2.02 REPORTING PERIODS:** Report cards will be issued following each nine-week grading period. Letter grades only will be used on the report cards.

**2.03 GRADING SYSTEM:** Some of the advanced classes in the high school are weighted. Classes that are weighted are Physics, Spanish II, and Advanced Math and College level classes on the RDTN. You should visit with the school counselor to determine which classes are weighted. A suggested five point division system of marking and a word statement of what the letters stand for, what the teachers should have in mind when using them.

Grade "A" - Superior - 94% - 100%.

Grade "B" - Above Average - 86% - 93%.

Grade "C" - Average - 77% - 85%

Grade "D" - Below Average, yet passing - 67% - 76%

Grade "F" - Failing - 66.9% or less.

(Adopted by Doland Board of Education during July Board Meeting, 2001)

Grade "I" - Incomplete - All incomplete grades must be completed within two weeks after the grade reporting date or the grade will be recorded as an "F".

A comprehensive nine weeks test may be given to all students in all classes near the end of the first nine-week grading period.

(Adopted by Doland Board of Education during July Board Meeting, 2001)

**2.04 GRADE WEIGHTS:** The following is the teacher's grading system for computing student grades.

A. Nine-weeks grades will be based on the computed means of all work graded during the

9-week grading period.

B. Semester grades will be based on the computed means of all work graded during the semester.

**2.05 MID-TERM REPORTS:** On or before the fifth week of each grading period, teachers will inform the principal of those students who are falling behind in class academically. A conference may be held with the student to determine the problem and efforts should be made to solve the problem area. Progress reports will then be mailed to the parents. These will include all D's" and "F's". If further conferences become necessary after the mailing of deficiency reports, they may be scheduled until the student's work becomes satisfactory.

**2.06 HONOR ROLL:** School Board Proceedings, Regular Meeting, December 12, 1988. Action 88-087: to adopt the following Honor Roll System with four categories: (4.0), (3.99-3.75), (3.74-3.5), (3.49-3.0) effective immediately.

\* A student receiving a grade of "D", "F", or "I" does not qualify for the honor roll regardless of grade point average.

**2.07 ACADEMIC LETTER REQUIREMENTS:** In recognition of the need for a rebirth of academic excellence and of the basic mission of the school, an academic letter will be awarded to deserving students. The requirements for earning this award are as follows:

1. The student must carry a minimum of six solid subjects each semester. Carrying two fine arts electives or exploratory classes may count as one solid. For those students taking DDN classes, 5 solids may count as a full load provided 3 of the 5 courses are weighted.
2. An academic letter will be awarded to a student who completes all courses with no semester grade below a "B" with no regard for weighted or AP classes. (Adopted 4-12-04) For awards night, administration will use the first semester grade and a combination of third quarter grade and fourth nine weeks midterm grade to determine a student's eligibility.

The academic letters will be awarded in the same manner as those traditionally provided for co-curricular activities. A lamp of knowledge will be the symbol attached to the letter to designate this high honor. The awards will be presented each year to qualifying students from the 7th through the 12th grades.

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### **3:00 GRADUATION EXERCISES**

**3.01 GRADUATION HONOREES GROUP:** All graduating seniors who have attained a 3.50 or better grade point average in high school through the seventh semester of their high school career shall receive recognition as members of the Honors Group at graduation exercises. The student in the senior Class Honors who has attained the highest grade point average shall be known as the class Valedictorian and shall present a valedictory address to the class during

graduation exercises. The student in the senior class Honors Group with the second highest grade point average shall be known as the class Salutatorian and shall present a salutatory address to the class during graduation exercises. In the event of a tie there will be no tie breaking system, the tie will remain in place.

**3.02 RESERVED GRADUATION SEATING:** Senior students will each be given reserved seating tickets for graduation. How many and where they will be will be determined by the administration and handed out at graduation practice on the last day of school for seniors.

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#### **4:00 STUDENT CONDUCT**

**4.01 INTRODUCTION:** Good discipline is not confined to the classroom, but extends to the corridors, study halls, restrooms, gymnasiums, lunchroom, and the playground before, during, and after school. The best discipline is that discipline that you instill in yourself. If you keep in mind the purpose of being in school, your self-discipline will make your school years enjoyable and productive.

- A. No running in the halls or on the stairs at any time.
- B. No loud talking, shouting, pushing, or jostling.
- C. No congregating in the halls or the lavatories.
- D. When going up or down stairs, stay to the right at all times.
- E. No tampering with lockers.

**4.02 SUPERVISION OF STUDENTS:** Superintendents, principals, supervisors, teachers, and other adults shall have supervisory control over all students, whether in or outside of the school buildings and until such students leave the school grounds. This includes, but is not limited to, custodians, cooks, and bus drivers. It is expected that students will show respect for and obedience to the wishes of all employees of the school district.

**4.03 HALLWAY CONDUCT:** The following rules of conduct apply in the halls and stairs of all buildings:

**4.04 MOTOR VEHICLES:** Cars used by students for transportation shall be used only in driving to and from school. Cars are not to be moved between arrival in the morning and dismissal, without permission from the administration. No student is to be in, or on, any motorized vehicle during the school day without permission from the administration. All student vehicles are to be parked in the designated area on the south side of the high school.

**4.05 TOBACCO:** The Doland School is a tobacco free school. Cigarettes, or use of other tobacco products, will not be permitted in the school, on school property or at other school activities, even if they are away from school premises. Students in violation of this policy will

be subject to suspension from school.

**4.06 ALCOHOL AND DRUGS:** The Doland School board recognizes its share of responsibility for the health, welfare, and good of the students who attend the district's schools. Alcohol and other drug use is wrong and harmful and 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 both on the young person and the community. Psychoactive and mood altering drugs can destroy the health and wellbeing of an individual. The school and community recognize alcohol and/or other drug use (tobacco excluded) as a serious health problem and are committed to discouraging this behavior and to encourage young people to choose a drug free lifestyle and to seek help should a problem arise. The Doland School has been a tobacco free school since January 9, 1989. Tobacco is covered under section 4:05 of the student handbook which states: 4:05 Tobacco: The Doland School district is a tobacco free school. Cigarettes or smoking or other use of tobacco products will not be permitted in the school, on school property, or in school vehicles, at other school activities, even if they are away from school premises. Students in violation of this policy will be subject to suspension from school.

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

The following document outlines policy on student use of alcohol and other drugs in the school district. This policy is in effect on premises owned, leased or maintained by the school district, at all school related activities on and off campus, on vehicles used to transport students to and from school or at activities and in vehicles parked on school property. Student and parent members of the school community are expected to know and understand the policy provisions and its mandatory nature. A copy of the policy will be provided to all student and parents.

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

## Disciplinary Sanctions and Implementation Procedures

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

### A. First Offense -

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

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

The suspension of a student who agrees to be assessed will be commuted to three (3) days. The administration will provide a list of agencies/professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and the family.

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

### B. Second and Subsequent Offenses -

1. The administration will try to contact the parent(s)/guardian(s) to arrange a conference;
2. The administration may notify available law enforcement authorities;
3. The administration may suspend the student for ten (10) days in compliance with student due process procedures;
4. The administration will notify the parent(s)/guardian(s) in writing of the suspension within thirty-six (36) hours;
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 assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency;

b. Upon appropriate authorization, the agency or professional notifies the administration that the student has been assessed and does or does not require treatment. If the student is accepting needed treatment, the recommendation for expulsion may be commuted. Fees for this assessment and/or treatment are the responsibility of the student and family.

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

1. Within thirty-six hours, the administration will notify parent(s)/guardian(s) in writing of the suspension;
2. Supplying or selling chemicals may result in a ten (10) day suspension;
3. The administration will refer the case to available law enforcement authorities;
4. A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion. Expulsion may be recommended by the administration.

D. Students whose observed behavior indicates possible use of alcohol and/or other drugs will be referred to the building administrator. The building administrator and/or "first responder" medical personnel will determine whether to contact the parent for further instruction, refer to the emergency authorization form or immediately seek additional medical treatment. Following the handling of the medical emergency, this Policy Statement for Alcohol and/or Other Drug Abuse will be followed.

E. An annual review of the School Districts Program will be made

1. To determine the programs' effectiveness and implement changes to the programs if they are needed; and
2. To insure that disciplinary sanctions are consistently enforced.

**4.07 VANDALISM OF SCHOOL PROPERTY:** Any student who cuts, defaces, or otherwise injures any schoolhouse, apparatus, or outbuilding thereof, is liable to suspension or expulsion. The parents or guardians of such student shall be liable for all damages. (See SDCL 13-32-5)

**4.08 INITIATIONS AND HAZINGS:** Initiations and the hazing of any students or persons who may become a student at Doland High School are prohibited. Said practice is potentially

dangerous to students, disruptive to proper discipline, and a violation of the rights of students who are equal in every degree to all other students of the high school. Any student who shall in any manner participate in initiating or hazing any student is subject to rigid disciplinary action by the administration. Such discipline may include suspension from school.

**4.09 CARE OF SCHOOL PROPERTY:** Students found to have intentionally damaged school property will be subject to fine for the cost of repair or replacement of the damaged property.

**4.10 CONDUCT ON SCHOOL BUSES:** Students riding the school bus are always under the supervision of the bus driver. Upon entering the bus, find a seat and remain in that seat until you have reached your destination. Misbehavior will not be tolerated. When you ride the bus to a school activity, you will come home on the same bus unless your parents personally see the administration or the supervisor of the activity and supply a written note to the supervisor stating that they wish to take you off the bus.

**4.11 FIRE ALARMS - EXTINGUISHERS:** Any person tampering with fire extinguishers and/or fire alarms will be subject to dismissal from school and subject to a fine, replacement of said property or both.

**4.12 DISRUPTIVE BEHAVIOR:** When it is necessary to suspend a student from a class it usually means the teacher has exhausted his or her means to modify the behavior of the student within his or her class and the student is referred to the principal for disciplinary actions.

Suspension or expulsion from a class or school will result in the student being treated as an unexcused absence. The student will receive a 30% grade reduction for all work that can be completed and 0% for the work that cannot be completed while suspended or expelled. (See section 5.07)

**4.13 DRESS CODE:** The style and fashion of clothing worn by students is a matter of individual taste and reflects the pride each student places in himself/herself. The school officials will not attempt to regulate clothing except in cases where the student's clothing is dangerous to himself/herself, his/her classmates, where state health and sanitation regulations may require, or where that clothing may be a danger or threat to school property and its maintenance. Clothing disruptive to the classroom will not be tolerated. Clothing advertising beer, cigarettes or other inappropriate behavior will not be allowed in school.

**4.14 DISCIPLINE POLICY** Adopted 8-19-02

Discipline must be based on judgment if it is to be effective. The purpose of school discipline is not to have the offender pay his/her debt to society. Discipline should be designed to help the student. This does not mean that discipline need be soft. Discipline will be administered as determined by the situation.

The following disciplinary actions are authorized for breach of school rules (policies) or obligations applicable to students. The corrective measure to be employed shall be determined in each case by the administration, the classroom teacher, or other appropriate educational staff member, except where a Board Hearing is required. Repeated minor infractions may justify the use of more severe measures.

- A. Admonition and Counseling: Admonition and Counseling should be used when appropriate to assist a student to understand his or her conduct interferes with his or her educational process, threatens the academic or social progress and rights of others, or is contrary to school policy.
- B. Detention: A form of discipline that detains a student outside of the normal school hours. Detention shall last for one hour beginning at 3:20 and ending at 4:20 or from 7:20 and ending at 8:20. Detention periods not attended by students will receive in-school suspension. Faculty members and/or administration will supervise the detention period. Students will be given a 1-day notice before serving the detention. Students will be required to work on school assignments or read an appropriate book. A form will be sent home with the student to be signed by the parent/guardian notifying them of the student's infraction of school policy, the corrective action taken and any recommended future actions
- C. In-School suspension:

Students who receive in-school suspension at Doland High School are required to report to the Principals office at 8:00a.m. each day of the suspension to pick up a make-up slip. Once students receive their make-up slip they have until 8:20 to make contact with their teachers and receive their day's assignments and work. When the bell rings at 3:20p.m. the student has until 4:00p.m. to turn in the day's assignments to classroom teachers and return the signed make-up slip.

Students who receive in-school suspension will receive a grade reduction of 10% to work completed during the in-school suspension. Tests which will be made up at the teachers' convenience will also receive a grade reduction of 10%.

Student who receives in-school suspension will be required to take all semester tests. The test can only raise their grade it cannot lower their grade if they complete the test to the best of their ability at the discretion of the teacher and the principal.

**D. Out of School Suspension:**

Students may receive out of school suspension for up to ten (10) days.

Out of school suspensions will be recorded on the student's permanent record. Students will receive a 30% grade reduction on any work that can be made up during the suspension. Tests missed during the suspension will result in a zero and will not be allowed to be made up.

Students who receive out of school suspension will be required to take all semester tests.

The test can only raise their grade it cannot lower their grade if they complete the test to the best of their ability at the discretion of the teacher and principal.

**STUDENT DISCIPLINE NOTICE****Doland School**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Adult/Teacher: \_\_\_\_\_ Class/Grade: \_\_\_\_\_

Period: \_\_\_\_\_ Location: \_\_\_\_\_

**REASON for REFERRAL:**

- Tardiness
- Unauthorized absence from class
- Disturbing class or other pupils (Removal from class is necessary)
- Disrespectful or discourteous
- Dress code violation
- Driving violation
- Damaged school property
- Cheating or plagiarism
- Tobacco, Alcohol, other drug violation
- Not reporting before or after school as directed
- No textbook or class materials
- Antagonistic toward class routine

Other (Explain): \_\_\_\_\_

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

(Student signature indicates being counseled involving this referral)

COMMENTS ON VIOLATION:

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Parent Signature \_\_\_\_\_

Corrective action and any recommended future actions:

**4.16 JUNIOR HIGH DISCIPLINE POLICY (may serve as guide for other grades as well)**

(Adopted Fall Semester 2000-2001 school year):

**PHILOSOPHY:**

The junior high faculty and administration met to discuss the effectiveness of the current junior high discipline policy and procedure. The consensus among the group was a need for a change in the current policy. The current policy consists of receiving packets and detention relative to each infraction.

To better the effectiveness of our school discipline program, a committee was formed to research new discipline strategies and techniques. It was discussed and agreed upon by the panel of teachers, parents, and board representatives that the following behaviors and actions were the most common problems: getting work done; distractions; being unprepared; tardiness; disrespectfulness; and cheating. The panel came up with the following policy and procedure to handle all of these problems and any others that would be considered significant and inappropriate:

**GENERAL POLICIES:**

All junior high students will report to assigned homeroom each morning upon arrival at school. Class advisors will be in charge of homeroom with study hall rules in effect. Homeroom will run from 8:05 -- 8:20 each morning. No students should arrive before 8:00 a.m.

### **(Step 1)**

#### **DETENTION:**

- Any student who is sent to the principal's office for any of the following reasons will:  
 (1) Serve 45 minutes detention from 3:20 p.m. to 4:05 p.m. or from 7:20 a.m. to 8:20 a.m. (2) Have parents sign referral form. (If the referral slip is not signed by parent and with the student on the day of detention it will be considered a no show.) (3) A letter and a phone call will notify the parents.

- After the student receives his/her third detention, a meeting will be scheduled with the student, parent, and principal.

- Unprepared For Class
- Tardy
- Cheating
- Distracting the Class
- Disrespectfulness
  - Not Completing Homework (0% will be given on any homework not completed within 24 hours)
  - Behaviors Not Conducive To Environment

\*ANY STUDENT WHO IS A NO SHOW OR IS LATE WILL HAVE ONE DAY OF ISS. (The detention supervisor's clock will be the official time)

### **(Step 2)**

#### **IN-SCHOOL SUSPENSION OR ISS:**

Any student who is sent to the principal's office six times in one school year will: (1) Serve 1 day of ISS. (2) A letter and a phone call will notify the parents.

Any student who is sent to the principal's office seven times in one school year will: (1) Serve two days ISS. (2) A letter and a phone call will notify the parents.

### **(Step 3)**

**OUT-OF-SCHOOL SUSPENSION OR OSS:**

Any student who is sent to the principal's office eight times in one school year for one of the offenses above will: (1) Serve 1 day of OSS. (2) A letter and a phone call will notify the parents.

Any student who is sent to the principal's office nine times in one school year for one of the above offenses will: (1) Serve 3 days of OSS. (2) A letter and a phone call will notify the parents.

**ALTERNATIVE PROCEDURE:**

The following behaviors may result in immediate ISS or OSS, skipping steps 1, 2, and 3. (Examples are, but not limited to, the following):

- Physical Fight
- Vandalism
- Destruction of Property
- Sexual Harassment
- Profanity
- Possession of Tobacco/Alcohol/Drugs
- Alcohol
- Drugs
- Major or Severe Infractions May Result in Immediate ISS or OSS.

**REFERRAL TO THE BOARD OF EDUCATION FOR DISCIPLINARY ACTION:**

Teachers will be updated on a weekly basis on each student's status.

Any student who is sent to the principal's office ten times in one school year.

**4.17 SUSPENSIONS AND EXPULSIONS:** The following policies shall apply toward student suspensions and expulsions:

A. Definition of terms:

- (1) Suspension is considered not being allowed to attend school for a period of up to ten (10) days
- (2) Expulsion is considered a period of ten (11) days or more.
- (3) All suspensions/expulsions will be recorded on the student's permanent record.

B. Authority:

1. Expulsions of pupils from school may not occur without the approval of the school board.

Superintendent or Principal's actions under the authority of the school board may suspend students for a period of time not to exceed ten (10) days.

C. Grounds for suspension or expulsion will generally be that:

- (1) Continued presence by the student concerned, constitutes a health or safety hazard to himself/herself or to those around him/her or to the building.
- (2) The student's actions while present prevent other students from learning, and/or teachers from teaching.
- (3) The student was disrespectful to a school district employee or using gross profanity.

D. The following is a list of practices forbidden by the school and which may lead to expulsion or suspension:

- (1) Smoking in school buildings or on school grounds.
- (2) Use or possession of alcoholic beverages in school buildings or when under the supervision of school personnel while engaged in extra-curricular activities.
- (3) Use or dispensing of illegal drugs.
- (4) Excessive absences.
- (5) Disruptive behavior in the classroom, study halls, etc.
- (6) Intimidation of the instructors and/or school officials.

- (7) Bomb threats to the school district.
- (8) Clothing disrupting to the classroom.

E. In case of suspension or expulsion the hearing process described in section 10.00 of this handbook will be followed.

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## 5:00 ATTENDANCE POLICY

**5.01 ATTENDANCE POLICY:** In keeping with the recognition that an education is of primary and growing importance to success in life, the Doland School Board adopts the following attendance policy. All absences will fall into one of the two categories, excused or unexcused. Excused absences and unexcused absences count towards the attendance policy. Exempt absences don't count toward semester tests.

**5.02 EXCUSED ABSENCE:** Any of the following legitimate reasons will be considered an excused absence when a note (The note must state the specific reason and time of the absence or it will be unexcused.) from the parent or guardian is sent in advance of the absence if known or a **phone call or e-mail the day of the absences where advance notice is not possible** (doctors or other professional appointments must bring a note from the doctor stating the time of the appointment and time left) and a make-up slip must be completed and turned in on time to the principal's office:

- a. Illness of the student;
- b. Serious illness in the family;
- c. Conditions over which the student has no control;
- d. Work at home in cases of absolute necessity (if not abused) -- no student will be excused to work for anyone other than his or her parents;
- e. Family trips with parents;(2 days will count as one, 4 days will count as two
- f. Medical appointments that cannot be arranged outside of school hours **with a note from the Dr. upon the students return to school.**
- g. Students will be excused to attend school related events.
- h. Students will receive one personal day per semester that cannot be used during the last two weeks before semester tests each semester.

**5.03 UNEXCUSED ABSENCE:** If an absence is not excused it is unexcused. **Each student will be allowed one unexcused absence (PERSONAL TIME, UNLESS IT HAS BEEN USED) that will be treated as an excused absence towards semester tests each semester. They**

**will need to bring a note from home for this absence within twenty-four hours in order to be excused stating the hours missed and signed by the parents.**

#### **5.04 POSITIVE APPROACH TO BETTER ATTENDANCE:**

Attendance will be kept by the hour. Any student who misses more than ten minutes of a class period will be considered absent from that period. (Study halls included) Any absence other than a school related activity will require a note in advance of the student's absence or when advance notice is not possible a phone call during the morning of the absence. If the above criterion is not met the absence will be unexcused. Any unexcused absence will require the student to take the semester tests. (AS WELL AS SUFFERING A GRADE REDUCTION AS STATED BELOW UNDER UNEXCUSED ABSENCES.)

Students will be allowed two days of absences per semester. One of these days can be used for a sickness that the student may then stay home up to four days in a row and it will only count as one day. (Exceptions are explained below.)

Students will also have one day for any other excused absences. (If the student does not use any sick days they will have two days for any other excused absences.) During this time if a student chose only to use their two days for doctors' appointments or other excused reasons they may miss up to two days and no more than two days. (To be an excused absence the criteria must be met as stated above.)

The absolute number of days a student may miss is five per semester. (Hospitalization, injuries, and other items at the discretion of the administration are the exceptions.) An example of this would be one sickness where he/she missed four days and then one other day of excused absences. If the student so chooses to miss for reasons other than an illness he/she will then only receive two days to be used any way they see fit as long as the absence is excused as stated in the above criteria. If the student misses the same class more than five times (OTHER THAN A STUDY HALL) they are no longer eligible for the incentive of choosing to take semester tests in any of their classes.

Any absence other than a school related activity would be counted toward the incentive of not taking the semester tests and perfect attendance. (STUDENTS WHO GO AS A SPECTATOR TO A SCHOOL EVENT WILL BE EXCUSED BUT THE ABSENCE WILL COUNT TOWARD THE LIMIT OF TWO DAYS.)

The following list of items are a list of school related activities or items that will not count toward the limit of semester tests:

- A. Funerals & serving as altar boy/girl if not abused
- B. Seniors may take one day or part of a day to visit a college of their choice
- C. Snow show winners who are competing in the state event.
- D. Any school related activity (participation)

E. Items that are beyond the students control (Fires, other items as deemed uncontrollable by the administration.

F. Students attending state or nationally recognized youth programs of an educational nature. (Approved in advance by the administration with all schoolwork to be made up prior to the student leaving.) Examples of this would include church youth rallies, 4H programs, educational conferences or other nationally recognized programs. A student could attend a state or national youth program for up to four consecutive days one time per year and it would not count towards semester tests. If a student decides to use this option more than once during the school year they will given an excused absence for each day gone. If a student is gone for more than four days, each day after four will be counted as an excused absence.

Injuries or hospitalization will count toward the four illness days but the student may miss more than the four days and it will only count as one.)

Any student who has an unexcused absence will no longer qualify to not take the semester tests. (THREE UNEXCUSED TARDIES IN A SEMESTER WILL COUNT AS AN UNEXCUSED ABSENCE. THE TARDIES DO NOT ALL HAVE TO BE IN THE SAME CLASS AND STUDY HALLS COUNT IN THIS AREA.)

Any student who misses a class ten times or more for any reason other than a school related activity will need to report before the school board (**at the discretion of the administrator**) with his/her parents and explain to the board why they should be able to continue in the class and receive credit.

Students who meet the criteria as listed above will be eligible to not take the semester tests if they have a "B" or above in the class for the SEMESTER. If they so choose to take the test the test can only help their grade it cannot lower their grade. Any student who has met the incentive of absences and has a "D" for the semester in the class will be required to **take** the semester test. **The grade of the semester test may or may not be counted. It will be at the discretion of the teacher and the principal on a case by case basis.**

At the end of the year any student who has perfect attendance and no unexcused tardies will receive an award at awards night for perfect attendance. To qualify for this award the student will not have missed any classes at all other than for a school related activity. (NO EXCEPTIONS)

TWO DAYS WILL BE SET ASIDE EACH SEMESTER FOR FINALS WITH THOSE PEOPLE WHO WILL BE EXEMPT FROM THE TEST EXCUSED DURING THE TEST TAKING TIME. DURING THIS TIME WE WILL HAVE AN OPEN CAMPUS FOR THE STUDENTS UNDER THE ATTENDANCE REQUIREMENTS WITH ABSOLUTELY NO DRIVING UNLESS THE STUDENT IS LEAVING FOR THE DAY.

**5.05 ACTION TO BE TAKEN IN THE EVENT OF AN EXCUSED ABSENCE:** The student will be required to make up any schoolwork missed. The student will have two school days for each

day missed, not to exceed ten school days, to accomplish the make-up work. Schoolwork will be graded without penalty if completed within the time allowed.

**5.06 EXTENDED ILLNESS:** When an illness does or can be reasonably expected to extend beyond three school days, the parent or guardian should notify the school and make arrangements to get textbooks and assignments for the student so schoolwork can be accomplished at home. Should an extended illness be of such a nature that homework is not possible, other arrangements will be made and the student will be given additional time to make up the work.

**5.07 ACTION TO BE TAKEN IN THE EVENT OF AN UNEXCUSED ABSENCE:** The student may make up any schoolwork missed. The time frame for making up the work is at the discretion of the teacher. Schoolwork will be graded with a fifteen percent (15%) penalty applied to the student's work. (Example: Student scores 140 points out of a possible 150;  $140 \times 15\% = 21$  point penalty -- student scores 119 points out of the 150 point test/assignment.)

**5.08 APPEAL OF DETERMINATION OF UNEXCUSED ABSENCE:** Any parent or guardian who feels an absence has been unjustly determined to be unexcused may appeal that ruling. Appeals will be made as follows: First appeal will be made to the student's principal. If not satisfied with that ruling, the second appeal will be made to the superintendent. If not satisfied with that ruling, the third appeal will be made to the school board at their next regularly scheduled board meeting. When an appeal is made to the school board, the parent or guardian will contact the superintendent to have the appeal placed on the school board's agenda. Said contact should be made at least three school days before the school board meeting.

**5.09 STUDENT TARDIES:** These policies will apply to student tardies:

- a. All tardies will be recorded on the student's permanent record;
- b. If student is late for school report to the principal's office before reporting to class or reporting to study hall.
- c. If student is detained by a teacher, student is to request a pass from the teacher for the next class or study hall; and,
- d. Three tardies in a nine-week grading period will equal one unexcused absence and will require the student to spend one-half hour in detention with subsequent tardies also receiving one-half hour of detention.

**5.10 UNEXCUSED ABSENCES AND EXTRACURRICULAR ACTIVITIES:** Students having an unexcused absence in excess of one-half day on the day of extra-curricular practices, competitions, or activities, will be ineligible to participate in said practices, competitions or activities.

**5.11 EXCESSIVE UNEXCUSED ABSENCES AND EXTRA-CURRICULAR ACTIVITIES:** For the purpose of this section vocal and instrumental music will not be deemed extra-curricular activities. Students having more than three unexcused absences during a nine-week grading period will be suspended from all extra-curricular competitions and activities for a period of five consecutive school days. Two more unexcused absences during the same nine-week

grading period will result in an additional five consecutive school day suspensions from all extra-curricular competitions and activities; etc.

**5.12 INCOMPLETE GRADES:** No credit will be given for a course until all work is completed and approved. Any incomplete grades carried beyond two weeks past the grading period will be changed to failures. Individual arrangements may be made through the principal in respect to special circumstances.

**5.13 LATE BUSES:** Students who arrive at school on a late bus will report to their first period class as rapidly as possible. Students will not be counted as tardy.

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## **6:00 GENERAL REGULATIONS**

**6.01 TELEPHONE USE:** The telephone is for business and emergency use only. Inform your parents of your study hall periods, as you will be called from class only in an emergency. Students will use the phone in the gym lobby unless there is an emergency then they may use the phone in the principal's office. Student cell phones will not be allowed in the school building. Students may keep them in their vehicle and may use them if necessary with permission from the principal.

**6.02 LEAVING SCHOOL:** No student is to leave school grounds during the school day, except by permission of the principal. Students will not be released from school without parental permission. Students must be signed out with the principal before leaving the school premises during school hours. Students not in compliance with this policy will be considered as truant.

**6.03 CLASSES OUTSIDE OF DHS:** Any student wishing to take a class that costs money through another source other than the Doland School District will agree to the following requirements in regards to paying for the course.

- Student Pays:
  - If it is a repeat course or for make-up credit.
  - If the course is already offered at DHS.
  - If they drop out of the class.
  - If their semester grade is not a "C" or better.
- School Pays:
  - If it is an inconvenience in the schools scheduling (mainly make-up credit or transfer students)
  - If it is a requirement for graduation and the school does not offer any other similar courses to meet the requirements
  - If the student meets the above conditions.

Students will be required to pay a 25% deposit for the class at the beginning of the semester.

**6.04 LOST AND FOUND:** Students are urged not to leave money, jewelry, or anything of value

in their coat or jacket pockets. It is also advisable not to leave any valuables in your locker. Should you lose any personal property, the school will not be responsible. A lost and found center will be maintained in the principal's office.

**6.05 CHURCH NIGHT:** Church night will be on Wednesday. The school will not schedule activities for that evening and the building is to be cleared of students no later than 6:00 p.m.

**6.06 SCHOOL DANCES AND PARTIES:** Any class or organization may make arrangements to hold a dance or a party. Such activities must be scheduled as a regular event on the school calendar, must have the approval of the advisor and administration, must have chaperones approved by the administration, and must operate under the "closed door" rule.

### **6.07 STUDY HALL REGULATIONS:**

#### Study Hall Guidelines

1. Students are to be in their desks with school related material or homework to work on.
2. All passes must be turned into the study hall supervisor before sitting down for class. You cannot leave the study hall until the supervisor has granted permission. You must report back during the last 5 minutes of the study hall.
3. You must have permission to speak from the supervisor.
4. You must be reading or working on something constructive at all times. (No sleeping, Walkman's, un-educational games, cards or other items of this nature allowed.)
5. Students will be allowed to sign out from the Study Hall only to the following areas, without a pass, for a total of five minutes :( one checkouts per study hall and you must list all of the places you will be)
  - a. Counselor's office
  - b. Principal's office
  - c. Superintendent's office
  - d. Bathroom
  - e. Locker
  - f. Phone
6. Study hall teachers may write a pass for the locker rooms in cases of emergency only.

1st Violation: One day without study hall privileges

2nd Violation: One week without study hall privileges

3rd Violation: Referred to the principal's office for loss of study hall privileges for nine weeks.

**6.08 FIRE DRILLS:** There will be unannounced fire drills twice each semester throughout the year. Students are advised to observe the posted directions in each room and shall follow all

directions during such drills.

**6.09 STUDENT LOCKERS:** Students are to be assigned lockers and are responsible for their use and content. Periodic inspection may be made at the discretion of the administration. Students are cautioned not to leave valuables in their lockers. Lockers will be assigned by classes.

**6.10 OFFICE VISITS:** The counselor's, Principal's, and superintendent's offices are open to all students. Students are free to come in and talk over any problems. If necessary a special appointment may be made by the student. Please observe common courtesy if the offices are occupied by other persons. Other offices and the teacher workroom are off limits to the students.

**6.11 BAND RENTALS:** There will be a charge established at the beginning of each school year for band instrument rental. The charges must be paid at the time the instruments are picked up.

**6.12 STUDENT INTERVIEWS:** The following policy shall exist to protect the rights of students with respect to interviews with personnel outside of our school districts:

- a. Individual pupils may not be interviewed by any person, except an employee of the school board, without the approval of the superintendent.
- b. The superintendent shall not grant such an interview unless he deems it essential to the welfare of the child or as may be required by court order.

**6.13 STUDENT MOVEMENT:** No student should be moving about the building except between classes or in restroom leave unless the student has a pass in her/his possession. No student is to interrupt a classroom while class is in session unless the student has a pass slip from that teacher requesting his/her presence.

**6.14 PUBLICITY:** All signs or news releases which promote activities at our high school must be approved by the principal before they are distributed.

**6.15 STUDENT ILLNESS DURING SCHOOL:** Report to your principal. Do not leave the building without first checking out.

#### **6.16 DHS DAKOTA DIGITAL NETWORK POLICY**

**1. Purpose.** The purpose of this is to provide administrative, instructional/classroom and student policies governing the conduct of high school classes over the Dakota Digital Network (DDN). The intent of these policies is to standardize procedures for distance learning classes that involve different school districts.

**2. Student Selection.** Students enrolled in DDN classes should be screened by the local administration to ensure they have the maturity and traits required to be successful in distance learning classes.

**3. School cancellation.** If the host school cancels due to bad weather any classes that they were hosting are not taught that day. If the host school is in session and one of the remote schools cancels then the teacher will have to determine what adjustments are necessary for that particular day.

**4. Late starts.** Generally, if a host school started late they would attempt to teach any DDN classes they had scheduled even though they may adjust the schedule for the day.

**5. School calendar.** The starting and ending date for DDN classes will be based upon a common start/end date for all DDN schools. Other holidays, in-service days or non-class days are based on the calendar of the host school. Each school will provide a copy of their instructional calendar to each school involved in each class offered.

### **Part III. DDN Student Guidelines June 1, 2001**

1. **Purpose:** The purpose of this letter is to outline classroom guidelines for students participating in DDN distance learning classes.

2. **Distribution:** A copy will be provided to each student participating in DDN classes.

3. **Background:** The Dakota Digital Network or DDN, is a two-way, interactive distance-learning network connecting schools across South Dakota. This network is connected by fiber optic cable, which is capable of carrying the picture and sound throughout the system. As an interactive network, students and teachers can see and talk to others at any of the network locations. The purpose of the DDN is to provide increased educational opportunities for students, staff and community members at the DDN schools. Using technology, classes, which would not usually be available at your school, can be taught by a teacher at another location giving you the opportunity to take new classes. Along with this new opportunity is additional responsibility. Students participating in distance learning classes are expected to demonstrate a high degree of initiative, discipline, and cooperation since you will be in a different physical location than the teacher. Participating in a class over the DDN may seem different at first because of the use of various cameras, microphones and television monitors but with your

cooperation in following DDN classroom procedures the technology should soon become second nature and your classes will be no different than a traditional face-to-face class.

During the first class day the teacher and your site coordinator will show how the various cameras and microphones work.

4. **Class procedures:** Since the teacher and students in DDN classes will be located at different schools there are some classroom procedures, which must be followed to ensure effective classes. These procedures and your cooperation will assist the teacher to focus on the content of the class and not the technology.

a. **Use of Microphones:** The student microphones in the DDN classroom require you to position the microphone no more than 12 inches from you. **When talking to the teacher, say your name and location.** Since the teacher may be looking at 3 TV monitors this will help the teacher determine which TV to look at. The student microphone is primarily used for speaking with the teacher or other students.

b. **Who's watching and listening to you?** You should assume anytime you are in your DDN classroom that someone is watching or listening to you. Just because you do not see another site on the TV monitors doesn't mean another site can't see or hear you. If they have your site tuned in you can be seen or heard or videotaped. Don't embarrass yourself or your school by doing or saying something you wouldn't want anyone else to see or hear. Additionally, a local classroom TV monitor may be placed in the administrative office at each DDN school. This allows the principal or other administrative personnel to observe and hear students in the local DDN classroom.

c. **Stay in view of the camera.** It is important to sit in view of the class camera at all times. Your local site coordinator will set up the classroom and the camera.

d. **Local class facilitator/coordinator.** Each school will have someone designated to assist the host teacher in collecting papers, tests, and handing out materials or other papers from the teacher. This individual may be a teacher or administrator.

e. **Leaving class.** If you have been excused to leave class early at your local school make sure you tell the DDN teacher at the **start** of class so he or she will know you are leaving class and when. If you leave without informing the teacher they won't know why you are leaving and you will be considered unexcused. During fire drills or other emergency evacuations you are expected to follow the procedures and instructions at your school.

## 5. Class Policies.

A. **General.** The general class policies such as class requirements, grading, and make-up requirements will be provided by the teacher. These policies will be those of the host school.

If you have a question or don't understand a policy you need to talk to your local site coordinator or principal.

**b. Discipline.** Each student taking a DDN class will sign a student contract, which outlines your expected behavior (enclosed). The purpose of this contract is to minimize class disruptions and ensure students are aware of the standards for taking classes over the network.

**c. Class handouts.** Handouts and class materials will be provided to you by your local site coordinator. If you do not have materials that the teacher says you should have contact your site coordinator.

**d. Submitting material to the teacher.** Your local site coordinator will be responsible for mailing, faxing, or delivering materials such as homework, tests, or other papers to the teacher. You are responsible for getting these items to your site facilitator by the required due date.

**e. Contacting the teacher after class.** If you need to contact your DDN teacher outside of normal class times you should make arrangements with your local site coordinator to either phone the teacher or set up a meeting using the DDN.

**6. What to do if things don't work.** Although the DDN has not yet had any major network outages it is always possible that the network operation could be disrupted due to a power failure or fiber optic cable cut or some other technology failure. In the event the network should fail and you can no longer see your teacher or the other sites have one student contact your local DDN site coordinator or your principal.

**7. Questions:** If you have any questions about a DDN class or the way things are done in a DDN class contact your local site coordinator or your local principal as soon as possible.

### **Dakota Digital Network Student Behavior Policy**

The Dakota Digital Network (DDN) is a means for school districts to provide courses that normally would not be offered to students because of low enrollment or lack of qualified teachers. The DDN two-way interactive video classes allow a teacher to teach a class from one location to students at one or more other schools. The interactive technology allows the teacher to see and speak to all students just as the students can see and speak to the teacher, and students at other locations. Because of the unique aspects of the two-way interactive classes certain standards are expected of students enrolling in these courses. This policy is intended to make both the students and the parents aware of these standards.

### **As a student taking a Dakota Digital Network (DDN) course I am aware that:**

1. Certain standards are expected of me as a student and insubordination of any kind will not be tolerated. Insubordination has been defined as anything that interferes with teaching or learning in the classroom.
2. Inappropriate language or gestures will not be tolerated.

3. Because of the technology, anything I do in the classroom can be videotaped.
4. The following classroom procedures must be followed:
  - a. Students must sit within camera view at all times.
  - b. Students must not mishandle the equipment in the classroom.
  - c. Students must pay for any damages to the equipment for which they are responsible.
  - d. Students must follow all other rules specified by the teacher.

The procedures for students who cannot follow the above listed rules are listed below:

**First Offense:** The student will be given a verbal warning and informed that his/her behavior is inappropriate.

**Second Offense:** The student will be informed that his/her behavior is inappropriate, and a letter explaining the incident will be sent to the parents/guardians through the student's principal. The parents will be informed that a repeat offense will result in loss of the privilege of participating in the course.

**First Offense:** The student will be removed from the course permanently and will receive no credit for the class.

**Severe Misconduct:** For the first offense, the student will be removed from the class and disciplinary action according to the local district's policies.

I hereby authorize and give consent to the DOLAND SCHOOL DISTRICT 56-2 and the Dakota Digital Network to record and play back any likeness, image, voice, and performance and any and all materials furnished by me on film, tape, or otherwise during this school year. I give these rights freely and without compensation now or in the future. I have read and understand the above policy and agree to everything stated.

|                              |             |
|------------------------------|-------------|
| _____                        | _____       |
| Student signature            | Date        |
| _____                        | _____       |
| Parent or Guardian signature | Date        |
| _____                        | _____       |
| School District              | School Year |

Adopted by Doland School Board, July 2001

**6.17 WEAPONS POLICY:** The purpose of this policy is to assure a safe school environment for students, staff, and the public. No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. State and federal laws forbids the bringing of dangerous or illegal weapons to school or school-sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. The building principal shall pursue 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 that is calculated or designed to inflict death or serious bodily harm. The term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas. No firearms are permitted on any school premises, school vehicles, or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms under the control of NRA certified instructors, 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 calendar months and will be referred to law enforcement authorities. The Chief executive officer of the school 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 consistent with all state and federal laws.

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## **7:00 STUDENT SERVICES**

**7.01 STUDENT RECORDS:** Records for each student at DHS are maintained by the school district and among other things, indicate courses taken, grades earned, attendance and tardies, involvement in extra-curricular activities, and honors and recognition earned. Student who desires copies of their records to be sent to school, employers, or other proper authorities should obtain a release for from the principal or counselor's office. The release form must be properly completed before records will be released. No records will be released without your permission or request or that of your parents. In order that your rights to privacy are upheld, only the following agencies or persons may have access to your records without written consent of you or your parents or pursuant to a subpoena or court order:

- a. Other school officials, including teacher within the school system who have legitimate education interest;
- b. Officials of other schools or school systems in which the student intends to enroll.
- c. In connection with a student's application for post-secondary schooling for financial aid.

**7.02 AWARDS PROGRAM:** At the end of the school year, special recognition for outstanding student achievement will be feted at an Awards Program. Students who have excelled in

academics, extra-curricular activities, and other school related programs would be recognized. These include:

- a. **STUDENT COUNCIL:** This is an organization that represents the views of the high school student body. Members and procedures of operation are outlined in the constitution of the student council.
- b. **FFA:** The Future Farmers of America consists of all students enrolled in vocational agriculture. The FFA is a national organization.
- c. **FCCLA:** The Family Career and Community Leaders of America consist of all students enrolled in FACS. The FCCLA is a national organization.
- d. **CLASS AND ORGANIZATION MEETINGS:** The secretary of each of the recognized organizations at DHS shall keep the minutes of each meeting and shall place the minutes in a permanent folder. Minutes are to be kept on file in the principal's office at the end of each school year.

**7.03 WHEEL TRACKS:** The annual yearbook published each year is called the WHEEL TRACKS. The annual is a pictorial and literary review of the school year.

**7.04 INSURANCE:** All students at DHS will be given an opportunity to take out accident insurance. Insurance is not mandatory; however, athletes must either be insured or must sign a waiver offer.

**7.05 HEALTH SERVICES:** Enrolling students will provide the name of their personal physician. Students with any medical problem should contact the principal. All students will be required to have their parents/guardian sign a medical consent form in case of emergency.

**7.06 SCHOOL LUNCH:** The school district has established an excellent hot lunch program. Meals will be served every day that school is in session. Please be orderly during this time. Students should purchase meal credits at the secretary's office. No one will be allowed to have on credit more than five meals at a time without purchasing another meal ticket.

**7.07 ASSEMBLIES PROGRAMS:** General assembly programs may be held throughout the year. These include assembly programs by professional entertainers, clubs and classes.

**7.08 PEP ASSEMBLIES:** Pep assemblies may be held during the school day and must be approved by the administration at least one week in advance. Pep assemblies will be limited. Student conduct at pep assemblies will determine future planning of these events.

**7.09 GUIDANCE AND COUNSELING:** Student should work with the counselor in planning high school and post high school careers. Students with problems of any nature should feel free to visit with the counselor. Anything said with the counselor will be kept in the strictest confidence.

**7.10 FUND RAISING:** All fund raising by student organizations must receive prior approval by the superintendent. Wherever possible, student activities should be planned on a

"break-even" basis.

**7.11 SCHOOL LIBRARY:** The school library is accessible to students in each of their individual classes. Teachers will open the library for student use when deemed necessary.

**7.12 STUDENT INFORMATION BULLETIN BOARDS:** A student information bulletin board exists on the second and third floor of the senior high building. Announcements pertaining to students will be found on these bulletin boards and students should make a habit of checking the bulletin boards often.

**7.13 STUDENTS ANNOUNCEMENTS:** It is the student's responsibility to make sure they are informed about the daily announcements. Other announcements will be given, as they are needed.

**7.14 CLASS RINGS:** Class rings will be selected, ordered, delivered and paid for during the sophomore year of DHS students.

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## **8:00 INCLEMENT WEATHER PROCEDURES**

**8.01 INTRODUCTION:** The procedure, which will be used in the Doland School District #56-2 in the event of inclement weather, has been outlined below and will be followed whenever it is deemed necessary.

**8.02 SCHOOL OPENING:** When inclement weather is threatening or apparent and might affect the opening of school for the day, students should be aware of the following:

a. If inclement conditions cause a decision to be made to either run buses late or to cancel school for the day, notice will be announced by the following stations:

- KQKD Radio – 1380 Redfield
- KWAT Radio - 950 Watertown
- KIJV Radio - 1340 Huron
- KDLO-TV - Channel 3
- KABY-TV - Channel 9

b. On days when buses run late, school will not begin late but will begin when the buses arrive. Town students should be in the building ahead of school bus students.

c. On some days a MUD AND SNOW ROUTE will be used. When this announcement is made it will mean that busses will run only on certain highways and will pick students up at designated stop points. These points are as follows:

(1) Old Highway 37 (County Road 3) South to Bloomfield corner, & return to 10 mile road, Highway Stops.

(2) Highway 28 - East to the Yale corner.

(3) West Highway 212 & South to 37 & Highway 37 South to Bob Knox farm

(4) Highway 37 North to Burton - Bank Corner, Turton Corner Cafe, & Highway Stops.  
(Please note since County Road 12 East and West of Turton have been repaired we will use this on the mud & snow routes.

(5) Highway 212 East and Clark County Road 1.

d. Whenever possible, school announcements shall be made and aired the evening before school would be affected. If this is not possible, the announcements shall be made on the above-mentioned stations before 7:30 A.M. on the involved.

e. During bad road conditions, when buses are running and cannot reach the student's home, these students will not be counted absent but must first report to the principal's office to obtain a makeup slip for the time missed.

f. If inclement weather conditions prevail for an extended period of time, the procedure for operation of school will be run on a day-to-day basis.

**8.03 INCLEMENT WEATHER FORMS:** During the first part of each school year, each student who rides the bus will provide the principal with the name and address of a person or family with whom the student would stay if he/she cannot get home due to inclement weather. This form will list each member of the student's family presently attending DHS, the name and address of the guest host and the signature of approval by the parents.

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## 9:00 POLICIES RELATING TO TITLE IX

**9.01 INTRODUCTION:** Title IX is the portion of the Education Amendments of 1972 that prohibits discrimination in federally assisted education programs. Specifically, Title IX stated: "no person in the United States shall, in the basis on sex, race, color, national origin, or handicap, be excluded from participation in, be denied the benefits of, or by subjected to discrimination under any regulation became effective on July 21,1975.

"It is the policy of our school district that our employees should be able to enjoy a work environment free from all forms of discrimination, including sexual harassment. It is expressly against school policy for any employee to make unwelcome sexual advances or requests for sexual favors, or to engage in any other physical or verbal conduct of a sexual nature when (1) submission to such conduct is made an express or implicit condition of employment; or (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individuals who submit or reject; or (3) such conduct has a purpose of effect of interfering with the employees work performance or creates an intimidating , hostile or offensive working environment. Conduct that is harassing to other employees will not be tolerated. Such conduct, whether permitted by supervisors, non-supervisory personnel or

non-employees is prohibited. An employee who believes that he or she has been or is being subjected to harassing acts or conduct should bring such acts or conduct to the prompt attention of a supervisor, manager, or administrators who are either his or her immediate supervisor, the personnel authority, or other appropriate management representatives. It is also the policy of the district that all students should be able to enjoy a school environment free from sexual harassment. Any student who believes that he or she has been or is being subjected to harassing acts or conduct should bring such acts or conducts to the prompt attention of a school administrator.

**9.02 DOLAND SCHOOLS TO BE IN COMPLIANCE:** Doland High School observes this policy and does not discriminate on the basis of sex, race, color, national origin, or handicap, in education programs or activities as required by Title IX.

**9.03 PUBLIC NOTIFIED OF DOLAND SCHOOL COMPLIANCE:** Students, their parents, and employees of the Doland School District are hereby notified that this school district does not discriminate on the basis of sex, race, color national origin, or handicap, and is required by Title IX not to be discriminate on the basis of sex, race, color, national origin, or handicap in its education activities and employment practices.

**9.04 GRIEVANCE PROCEDURE:** Any certified employee of the Doland Public Schools, as defined in section 10:00 of this policy handbook shall, upon cause and reason, file any grievance under the authority of this section in the manner and procedure prescribed for teachers. Any student, non-certified employee, or district patron of the Doland Public Schools shall upon cause and reason, file any grievance under the authority of this section in the manner and procedure prescribed in section 10:00 of this policy handbook.

**9.05 INQUIRIES BY THE PUBLIC:** Any person having inquiries concerning Doland School District compliance with Title IX is directed to contact the Superintendent of Doland School, Doland South Dakota, 57436, phone no. 635-6302.

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## **10:00 POLICIES RELATING TO GRIEVANCE PROCEDURE**

**10.01 INTRODUCTION:** A grievance procedure is a means of inviting communication on matters of concern to the school, on matters of concern to the school, its employees, and students; short of their having to engage in disruptive behavior in order to be noticed and to have a grievance redressed. In no way is the grievance procedure meant to lessen the legal authority of the school officials to deal with disruptive students.

**10.02 DEFINITIONS:** For the purposes of this policy, the following definitions shall be operative:

A."Grievance" is a complaint lodged by a non-certified employee, student, or patron of District #56-2 with an employee, member of the school board, or the school board of the Doland Public School.

- B. "Complainant" is the person or persons who initiate the grievance.
- C. "Respondent" is the person or persons to whom the grievance is addressed. For the purposes of this policy, the respondent must be an employee, school board member or school board of Doland Public School.
- D. "Superintendent" is the person defined in section 2.01 of this policy handbook.
- E. "School Board" is the governing body of the Doland Public Schools as defined in section 1.01 of this policy handbook.

**10.03 PURPOSES AND GROUNDS FOR GRIEVANCE:** The purpose of this procedure is to allow a complainant a means to secure prompt solutions to grievance which may be filed. The grievance must allege one or more of the following unfair practices:

- A. That a school rule is unfair
- B. That a School rule or regulation discriminates against or between employees or students;
- C. That an unfair procedure has been used in arriving at a punishment or determination.

**10.04 PROCEDURE FOR GRIEVANCE:** The following steps shall be followed in the filing, resolution, and disposition of a grievance.

- A. Step One: A complainant shall initially present his complaint orally to the principal of the school. The principal shall promptly investigate the claim and make an oral report of his findings and his decision to the complainant
- B. Step Two: If the complaint is not resolved, the complainant may within five (5) days of completion of Step One file his complaint in writing with the superintendent of schools and shall deliver a copy of the same to the principal. The principal, within five (5) days, shall then prepare a written report of his findings and decision and deliver the report to the superintendent, providing the claimant with a copy. The superintendent shall, upon receiving the report from the principal, meet with the complainant and take whatever other action he feels is necessary to investigate the complaint. Upon completion of the superintendent's investigation, he shall within ten (10) days, serve a written answer upon the complainant.
- C. Step Three: If the complainant is not resolved in Step Three the complainant may file the complaint in writing with the Clerk of the School Board within ten (10) days after receipt of the superintendent's answer. The school board shall consider the complaint at the soonest appropriate meeting at which the complainant or counsel shall have the right to present his or her position to the Board. The Board shall within thirty (30) calendar days after the meeting advise the complainant in writing of the action taken with regard to the complaint.

**10.05 BURDEN OF PROOF:** In all grievances, the burden of proof shall be on the complainant.

**10.06 CONFIDENTIALITY OF PROCEEDINGS:** All proceedings under this Grievance

Procedure shall be kept confidential, unless open to the public by request of both parties.

## 10.7 RESTRAINT AND SECLUSION

### I. Policy Rationale and Philosophy

Reasonable efforts should be made to prevent the use of restraint and the use of seclusion thus enhancing academic and social behavioral outcomes for all students.

The District believes that the school environment should be one in which the care, safety, and welfare of all students and staff members are priorities. Efforts to promote positive interactions and solutions to potential conflict should be extensive. In the event that an individual's behavior presents a threat of imminent harm to self or others, the use of approved physical intervention or seclusion strategies to maintain a safe environment may be used as the last resort.

### II. Definitions

#### a. Physical Restraint:

- i. The use of physical contact that immobilizes or reduces the ability of a student to move their arms, legs, body, or head freely. Such term does not include physical escort, mechanical restraint, or chemical restraint.
- ii. Physical restraint does not include brief, but necessary physical contact for the following or similar purposes:
  1. To break up a fight;
  2. To knock a weapon away from a students' possession;
  3. To calm or comfort;
  4. To assist a student in completing a task/response if the student does not resist the contact;
  5. To prevent an impulsive behavior that threatens the student's immediate safety (i.e. running in front of a car).

#### b. Seclusion:

- i. The involuntary isolation of a student in a room, enclosure or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier. It does not include a timeout.

#### c. Time Out:

- i. A behavioral intervention in which a student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

### III. Requirements for the Use of Physical Restraint:

Physical restraint may be used only when there is an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible. If physical restraint is applied the staff members must:

- a. Implement in a manner that is age and developmentally appropriate;
- b. Ensure safety of other students and protect the dignity and respect of the student involved. Combine use with other approaches (non-physical interventions are always preferred) that will diminish the need for physical intervention in the future;
- c. Use the least amount of force necessary, for the least amount of time necessary;
- d. Be appropriately-trained.
- e. Continually observe the student in restraint for indications of physical or mental distress.
- f. Contact appropriate emergency entities according to district crisis policy if at any point the staff assesses that the intervention is insufficient to maintain safety of all involved;
- g. Remove the student from physical restraint immediately when the immediate risk of physical harm to self or others has dissipated; following the use of physical restraint, the individual should be assessed for injury or psychological distress and monitored as needed following the incident.

#### IV. Prohibited Practices for Use of Restraints

Staff members are not to use any physical restraints for which they have not been trained by the district. Staff members are not to use any unauthorized physical restraints. This includes but is not limited to:

- a. Prone restraint, which is physical pressure applied to any part of the student's body to keep the student in a face down position on the floor or other surface, except when the use is necessary and reasonable in manner and moderate in degree;
- b. Any form of physical restraint that involves the intentional, knowing, or reckless use of any technique that involves the use of pinning down a student by placing knees to the torso, head, and or neck of the student;
- c. Using any method that is capable of causing loss of consciousness or harm to the neck or restricting respiration in any way;
- d. Uses pressure point, pain compliance, or joint manipulation techniques;
- e. Corporal punishment;
- f. Dragging or lifting of the student by the hair or ear or by any type of mechanical restraint;
- g. Deprivation of basic needs;
- h. Chemical restraint;
- i. Mechanical restraint (that does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);

- j. Using other students or untrained staff to assist with the hold or restraint;
- k. Securing a student to another student or fixed object;
- l. Aversive behavioral interventions; or
- m. Seclusion in a locked room or area.

#### V. Requirement for Use of Seclusion

Given a threat of immediate risk of physical harm to the student or others, the following principles must always be applied:

- a. A room or area used for seclusion must:
  - i. Provide for adequate space, lighting, ventilation, clear visibility and the safety of the student; and
  - ii. Not be locked.
- b. Staff must:
  - i. Implement in a manner that is age and developmentally appropriate;
  - ii. Ensure safety of other students and protect the dignity and respect of the student involved;
  - iii. The least amount of time necessary;
  - iv. Be appropriately-trained;
- c. Staff must continually observe the student for the duration of the seclusion;
- d. If at any point the staff assesses that the intervention is insufficient to maintain safety of all involved, emergency personnel will be contacted;
- e. Seclusion ceases when the immediate risk of physical harm to self or others has dissipated;
- f. Upon each use of seclusion, the student shall be assessed for injury or psychological distress and monitored as needed following the incident.

#### VI. Prohibited for Use of Seclusion

- a. Use of seclusion in any environment that does not meet the above criteria.
- b. Deprivation of basic needs;
- c. Seclusion shall not be used;
  - i. As a form of discipline/punishment
  - ii. As a means to coerce, retaliate or in a manner that endangers the student;
  - iii. For the convenience of staff;
  - iv. As a substitute for an educational program;
  - v. As a substitute for less restrictive alternatives;
  - vi. As a substitute for inadequate staff; and/or
  - vii. As a substitute for positive behavior supports or other crisis prevention.

#### VII. Reporting and De-Briefing Requirements after the use of Physical Restraint or Seclusion:

- a. The staff member(s) using physical restraint or seclusion shall complete all district required reports and document staff observations of the student.

- i. As soon as possible under the circumstances the staff member(s) using physical restraint or seclusion shall inform the appropriate school administrator of the use of physical restraint or seclusion.
  - ii. The District's Incident Report shall be completed upon occurrences of physical restraint or seclusion.
  - iii. Completion of the form and submission of the Incident Report to the appropriate administrator must be done the same day the staff member(s) used physical restraint or seclusion.
  - iv. An administrator shall attempt to contact the parent/guardian during the same day of the incident.
  - v. A copy of the Incident Report must be made available to parent/guardian by the administrator within 24 hours after receipt of the Incident Report.
- b. The administration shall conduct a debriefing with all involved staff and parents and, if appropriate, the student;
  - i. Debrief utilizing the District's Debriefing Form.
  - ii. Evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs;
  - iii. During the Debrief, if the behavior is noted as a pattern of dangerous behavior that leads to the use of restraint and/or seclusion, a Functional Behavioral Assessment, and/or a Behavior Intervention Plan must be completed.

#### VIII. Training and Professional Development

- a. The District will ensure that an appropriate number of personnel in each building are trained in crisis management and de-escalation techniques.
- b. The school district will maintain written or electronic documentation on training provided and lists of participants in each training.
- c. All student personnel shall be trained annually on this policy.

#### IX. District Monitoring:

- a. The school board and superintendent shall monitor the implementation of this policy.
- b. This policy shall be accessible on the District's website.
- c. The District shall notify all parents annually on the school's website of its policy on seclusion and restraint.

#### X. Complaint:

- a. A parent/guardian who feels that a school employee violated this policy may file a complaint pursuant to Policy KL: Complaint against School Employee.
- b. If the student is a student with a disability, the parent/guardian of the students with a disability may file a complaint with the South Dakota Department of Education, Office of Special Education instead of filing a complaint pursuant to Policy KL: Complaint against School Employee.

### **11:00 ATHLETIC TRAINING RULES**

## **ATHLETIC HANDBOOK**

**Revised 5/18**

### ***Introduction***

On behalf of the Athletic Department of the Redfield-Doland Public Schools, we welcome you to the new sports season. We are very proud of our Redfield-Doland Pheasants and are excited to have your child as part of our programs.

Athletics is an important element in the overall education of our students. Sports provide an opportunity to extend the learning process onto the fields and courts through interscholastic competition.

### ***Role of Athletics in the Redfield-Doland Public Schools***

Athletics are an extension of the classroom experience for the student-athlete. We are assisting students to be responsible citizens in their community and the world. We exist to enhance the experiences student-athletes receive in the classroom. We believe athletics assist the educational process in instilling and developing skills necessary for future success. Skills such as leadership, communication, goal setting, organization, work ethic, self-discipline, perseverance, cooperation, loyalty, honesty, perspective, and relationships are gained through athletic participation.

### ***Athletic Department Mission Statement***

We want to provide all students with the opportunity to experience athletics in an effort to enhance their overall educational experience.

### ***Objectives***

The objectives we are striving to meet within the Redfield-Doland Department of Athletics are:

- (1) Develop the key skills for success as an adult in a competitive society.
- (2) Develop the fundamental physical skills for athletic endeavors.

(3) Develop lifelong vocational and recreational interests and a healthy lifestyle.

### ***Parent's Creed***

As parents, you are an invaluable part of your child's educational and athletic development. Your attitudes and actions have the most impact upon the outcome of your child's learning in the athletic arena. Therefore, it is important that you see athletics for what it can do to help your child's development. The Parents Creed is:

*I will be the positive role model my child needs to become a successful adult.  
In victory, I will be gracious, humble, and thankful. In defeat, I will be strong, honest, and accepting.*

### ***The Key Elements for Athletic Parents***

- (1) I will make sure my child knows I love them in the thrill of the victorious moment and the period of agony brought on by defeat.
- (2) I will accept my child's strengths and weaknesses as they are and focus on helping them to just do their best.
- (3) I will let the coaches' coach – my rule is to support and encourage progress on a daily, weekly, monthly, and yearly basis.
- (4) I will teach them to enjoy the thrill of competition – the fulfillment of just being part of it all – and the satisfaction of having done your very best.
- (5) I will not re-live my athletic career through my children in any way.
- (6) I will not compete with the coach – together we will be a team to work toward the improvement of my child as a person, student, and athlete.
- (7) I will never compare and contrast the skills, courage, or attitude of my child with that of their teammates, or opponents, in a negative manner.
- (8) I will temper my reactions towards my child's tales of woe or heroism – we all tend to inflate reality to make it kinder to our personal standing.
- (9) I will take the time to know my child's coach in a way that allows me to understand their

philosophy, ethics, knowledge, goals, aspirations, and responsibilities.

(10) I will prioritize the agenda that drives my interest in the athletic program or any individual sport: the team agenda comes first – my personal agenda follows.

(11) I will NOT allow the sport or game my child is part of take on a life of its own.

### ***Priorities***

In order to bring some perspective to the athletic department and its decision making system, we need to have a set of priorities.

Academics  
Overall Athletic Program  
Team

When we make decisions about the direction the department or a sport is going to proceed, we do so based on the above criteria.

When coaches make decisions about athletes and the various situations that come up as the seasons roll along, these are the priorities in the order of their importance by which decisions will be made:

Faith and Family  
Education  
Team

All other elements, jobs, friends, etc., will be prioritized by the coaches and individual athletes based upon their particular needs or wants.

### ***Parents and Sportsmanship***

The following are just a few reminders of the important role parents play in modeling behaviors when involved in athletic programs:

- (1) You are a fan and spectator – that's your role – play it well.
- (2) You are not the coach – so don't coach.
- (3) You are not an official – so don't referee.

- (4) You are the host for all visiting teams – treat them with respect and dignity.
- (5) Cheer for our team – not against the opponent.

*Remember – you are a role model for your child and others who are part of the team and overall program – how do you want to be remembered?*

### ***Common (vs.) Personal Agendas***

Redfield/Doland Pheasant athletics offers many opportunities to grow and develop in ways that are beneficial to the group as a whole and as individuals. It is important to understand that for real success to be achieved and growth to take place, everyone needs to be on the same page – which means to have a common agenda.

Teams that work together to reach common goals are the most successful. Teams that are unsuccessful – even though they may be winning – are those that have personal agendas prioritized ahead of the team agenda.

Every athlete should have personal goals and aspirations. However, they must be secondary to the common agenda set for the team. If you are more worried about your points, statistics, place, or playing time instead of the team – we no longer have a team. What we have is a group of individuals – no one ever wins for long under these circumstances, no matter how good they are as individuals.

Common agendas lead to team success – personal agendas that are within the framework of the team agenda will lead to personal success.

### ***The Athletic Department's Chain of Command***

Head Coaches  
Athletic Director  
Principal  
Superintendent  
Board of Education

### ***Athletic Opportunities***

The following are the athletic opportunities afforded the students of our District by season:

Fall Season: Boys Football Boys and Girls Cross Country Girls Volleyball  
Sports Cheerleading Competition Cheerleading Boys Golf

Winter Season: Boys Wrestling Boys Basketball Girls Basketball  
Sports Cheerleading

Spring Season: Boys and Girls Track Girls Golf

### ***Athletic Schedules***

These will be provided by the athletic director as soon as they are available. Varsity schedules are generally finalized in June, with the exception of Track. Other schedules (JV & Jr. High) take longer and may be finished just prior to the season. Schedules are always subject to change due to unforeseen circumstances.

### ***Athletic Questions and Concerns***

Questions, concerns, or complaints are best handled between the coach and the parents. All conversations will be held in the strictest confidence. If you need further assistance please follow the Chain of Command.

### ***Pre-Participation Eligibility Requirements***

Before any athlete can participate in any practice session for any sport offered through the Redfield & Doland Public Schools, the following must be on file:

- (1) Current SDHSAA Physical Examination Form
- (2) Current SDHSAA Annual Parent or Guardian Permit
- (3) Current SDHSAA Initial Pre-Participation History
- (4) Emergency Medical Authorization Form
- (5) Sports/Activity Rules Consent Form
- (6) Proof of health/accident insurance

Coaches at each individual sport kick-off meeting will have the forms necessary and instruct parents on how to properly complete each form.

### ***SDHSAA Eligibility Requirements***

Under the rules of the South Dakota High School Activities Association, athletes are NOT ELIGIBLE IF:

- (1) They have reached their 20<sup>th</sup> birthday
- (2) Have attended more than 4 first and 4 second semesters in grades 9-12
- (3) Have not passed 20 hours per week of high school work in the previous semester
- (4) Have not enrolled in or attended a minimum of 20 hours of class per week
- (5) Have graduated from a 4 year high school or an equivalent institution
- (6) Have not enrolled by the 16<sup>th</sup> day of the current semester
- (7) Have been absent for 10 consecutive school days – except illness/emergency
- (8) Transferred without open enrolled completed or a parental resident change
- (9) Do not have all physical, history, or permission slips on file
- (10) Have ever participated in an athletic contest under an assumed name
- (11) Have ever violated their amateur status
- (12) Have competed as an individual or member of another team during their regular high school season

\*Complete Academic eligibility guidelines can be found in Student Handbook page 21.

\*\*Ineligible athletes may ride the bus as long as no school is missed

### ***Program Structures and Goals***

Athletic programs are defined as: all grades 6-12 in Golf, XC, and Wrestling; 7-12 in BB, Cheer, Track, and VB. Head Varsity Coaches in any given sport are the head of their particular athletic program in conjunction with the Athletic Director and Principal. Head Coaches will give general directions to Assistant Varsity Coaches and Middle School Coaches in regard to an overriding philosophy of the program.

In our Athletic Programs, we will try to have five team levels (Gr. 7, Gr. 8, C, B, & A for Team Sports) (6-8, B, & A for Individual Sports) – each with its own structure and goals. The following system, or segments of it, will be used throughout the athletic department:

### ***Middle School Programs***

While participation in games is important, it will be based on attitude and effort put forth in practice.

- (1) Sixth Grade—entry level programs. Emphasis on introducing interscholastic sports to as

many students as possible and teaching them the sport, basic skills needed by the sport, and to have fun. At this time Cross Country, Golf, and Wrestling will be the sports open to sixth grade involvement.

(2) Seventh Grade – entry level programs. Emphasis on introducing interscholastic sports to as many students as possible and teaching them the sport, the basic skills needed by the sport, and to have fun. We want a healthy balance between the two key elements – participation and competition. Our goal is to have every athlete participating at their level of development.

(2) Eighth Grade – second level programs. Emphasis on further development of the sport, its basic skills, and the fun element. A continued balance between the two key elements – participation and competition. Our goals are to have every athlete participating at their level of development.

### ***Senior High School Programs***

While participation in games is important, it will be based on attitude and effort put forth in practice.

(3) 'C' Team – Third/Fourth level programs. The emphasis is on honing and further development of the sport, its skills, the fun element, and introduction of the more complex elements this level of competition requires. We have begun to shift the balance between participation and competition towards the competitive element. Our goal is to really offer the athletes a look at the rigors of an intense schedule and the demands of competition that accompany it.

(4) 'B' Team – Fourth/Fifth level programs. This is the first intensely demanding level within our system. The emphasis is on further development of the sport, its basic and complex skills, and a continuation of the fun element. This is the first level in which the number of athletes may be limited.

(5) 'A' Team – Fifth/Sixth level programs. This is where we put to use everything that has been developed and learned over the last five years. Basic skills continue to be extremely important. Complex sport skills are critical. The number of athletes at this level may be limited.

### ***Participation Selection***

Certain Teams at certain levels have limitations on the number of participants. These limitations are the result of factors including time, facilities, equipment, staffing, budgets, and tradition. We do not like to limit participation of our team. In fact, it is the most difficult decision any coach has to make, but in some instances it has to be made.

You should know that many factors are considered before limitation decisions are made by the coaching staff. Perhaps the most important element may be the roles to be played on the team and how each part fits into the entire puzzle.

We will make the necessary decisions about limiting teams to certain numbers in as fair and professional manner as possible.

### ***Advancement of Middle School Athletes***

Athletes who are in the 7<sup>th</sup> or 8<sup>th</sup> grade may be advanced to other levels of competition within our sports. 6<sup>th</sup> graders may only compete up to the 8<sup>th</sup> grade level.

### ***Coach, Parent, and Athlete Relationships***

It is critical to the success of every sport and the entire athletic department that solid lines of communication exist between coaches, athletes, and parents. The needs of the three key elements in the sport, coaches, athletes, and parents, are best met when we all know what each other's role in the activity is and we play that role.

To allow our sports to be successful there needs to be good communication between coaches, athletes, and parents. To allow this to happen it is very important to understand what should and should not be topics of discussion between coaches, athletes, and parents.

We believe that there are three topics that are off limits in discussions between coaches, athletes, and parents:

- (1) Playing time
- (2) Coaching strategy
- (3) Other athletes

The reason we feel this way is simple – playing time and coaching strategy decisions are the responsibility of the coaching staff. Also, discussion of other athletes with anyone outside of the immediate coaching staff is unprofessional.

If you need to talk to someone about any situation that concerns you about a coach or the team, come and discuss it with the athletic director or secondary principal (if the athletic director is the coach). Nothing is off limits with the athletic director and all conversations are confidential.

### ***Mandatory Meetings***

Each team at every level will have a mandatory parent/athlete meeting prior to the first scheduled event. The reason for a mandatory meeting is to start the season off on the right foot, convey our philosophy, goals, rules, regulations, and make every athlete and parent aware of the possible dangers associated with athletic activities.

### ***Awarding of Letters***

Each sport will have a specific system for awarding letters. The head coach will determine the criteria for that sport. The lettering system will be explained to the athletes and parents at the first meeting of the season.

### ***Practice Philosophy***

Our philosophy for practice is very simple – every athlete will be at every practice unless excused by the head coach for that activity. Each head coach will determine the consequences for non-excused absences.

In order for students to compete in an extra-curricular activity, the student must be in class for the entire day of that activity unless approved by the principal. In order for students to travel with the team to an extra-curricular activity the student must be in class during the last three (3) periods of the day unless approved by the principal. A violation of this rule will be considered truancy.

*Athletes should never be allowed to stay home and miss school to rest before or after any event – no matter how important it may seem.*

### ***Gifts or Awards***

Under the rules of eligibility for interscholastic competition set forth by the South Dakota High School Activities Association no athlete can accept any gift or award that has a value of more than \$75.00.

### ***Weight Room***

The weight room is one of the most important facilities in our entire athletic department. It is in the weight room that our athletes get stronger and faster. Parents need to encourage the use of this facility. Athletes are not to use the weight room unsupervised. School personnel, volunteer coaches, or other school designated personnel must be present.

### ***Care of Equipment***

Every athlete will be given equipment and/or uniforms that are provided by the District. Athletes are responsible for these items. Lost or damaged items will result in a fine being levied upon the athlete.

### ***Transportation***

*The athletic department policy is that all athletes ride with their team to and from all activities.* The only exceptions to this will be cases where family situations require the athlete to ride to or from an event. We would like to keep such happenings to a bare minimum. In such cases athletes need to secure a Parent Consent Form from the coach or office, have the parent complete the form, and return it to the coach prior to being excused from the event.

### ***Sunday Participation***

No contest under the auspices of the South Dakota High School Activities Association may be staged on Sunday. The athletic department will not schedule or allow any practices or open gyms unless special circumstances as approved by the school administration exist.

### ***Wednesday Evening Activities***

All public school sponsored practices will end by 6:00 PM on Wednesday evenings. There will be no junior high practices or events unless special circumstances as approved by the school administration exist.

### ***Inclement Weather Situations***

When school is cancelled or dismissed early due to inclement weather, practice and open gym will be decided on a case by case basis. When the school start time is delayed due to inclement weather, no AM practices or open gyms will be held.

If school is dismissed for heat reasons – teams may practice – but will follow an abbreviated schedule.

### ***Overnight Travel and Meals***

The District will pay for lodging athletic teams on overnight excursions for state events when an overnight stay is necessary. Any other overnight stay would have to be funded through fundraising. The District will NOT pay for meals on any athletic trips – EXCEPT when reimbursed by the SDHSAA for state event expenditures.

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Student-athletes are to remain with their team during overnight excursions. We want our coaches to know where everyone is all the time. Parents please remember they are on a trip with their team – this is time for their athletic family. Our goal is to allow the student-athletes this time to bond as a team and individuals. Parents who are too close on out of town trips can disrupt the normal functioning of the team process.

### ***Cancellation of Events***

In the event any scheduled athletic event has to be canceled or postponed the athletic office will inform the news media in the community as soon as possible. Listen to the radio station, view TV channel 7, check the school's web site, check [www.northeastconference.com](http://www.northeastconference.com) or call the school office at 472-4520.

### ***Hazing***

It is the policy of the Redfield School District that hazing will not be permitted in any way, shape, or form. Athletes who violate this District guideline will be disciplined accordingly. Parents are encouraged to report any incidents of this type to the athletic director.

### ***Summer Participation Philosophy***

The athletic department believes the summer participation situation needs to be kept in proper perspective. Athletic development during the summer months needs to focus on the development of individual skills and strength. Team skills are secondary in nature. Student-athletes need to organize their summer around the following priorities:

- (1) Weight Room
- (2) Individual Skill Development
- (3) Open Gym or Runs
- (4) Individual Camps
- (5) Team Skill Development

We think the most important summer activity for all our athletes is the weight room. After that they need to work on their individual skills so that they can perform the tasks necessary to be the best they can be.

We will coordinate our activities to the best of our abilities.

Your attitude gets better by the following process:

- (1) Get stronger and faster (weight room)
- (2) Develop individual skills (self-motivated activities)
- (3) Learn new skills and correct your mistakes (open gym)
- (4) Be motivated to get better (individual camps)
- (5) Put your new and developed skills to work (team camps)

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### ***Social Networking Policy***

The Redfield-Doland Athletics Program recognizes and supports its student-athletes' rights to freedom of speech, express, and association, including the use of social networks. Each student-athlete must remember that they represent the schools of Redfield and Doland and are expected to portray yourself, the schools, and your team in a positive manner at all times.

Some guidelines are listed if you participate on a social networking site:

- Everything you post is public information. Texts or photos are out of your control once placed online.
- Use caution when adding or inviting friends. Some people are looking to take advantage of student-athletes or to gain information about you or your teammates and friends.
- Limit information about your location or plans.
- Posting information may affect your future.
- Use of disrespectful comments and behavior online will not be tolerated by Redfield-Doland Department of Athletics. This includes but is not limited too
  - Comments or photos that depict unlawful or prohibited conduct.
  - Derogatory, defamatory, harassing or discriminatory posts related to team, staff, or any person.
  - Comments that create a serious danger to the safety of another person or that constitute a credible threat of emotional or physical injury to another person.

Cases arising out of such circumstances will be handled on a case by case basis by the Head Coaches, Administration, Athletic Director, Principal, Superintendent, and the Board.

### **Appendix A-from Student Handbook**

#### RULES FOR ALL SCHOOL ACTIVITIES, CONTESTS, DANCES, AND EVENTS

Philosophy:

The Redfield School District encourages all students to participate in activities due to the benefits derived from such participation. Because participation in student activities exposes students to greater public exposure and scrutiny, students are expected and encouraged to bring credit rather than discredit to the school whose programs make such participation possible.

It shall therefore be the policy of the School District:

1. That the student's participation in student activities is a privilege rather than a right.
2. Those students who voluntarily exercise the privilege of participating in student activities shall consequently be expected to exemplify high standards of behavior.
3. Local and state (SDHSAA) Eligibility Rules will be followed.

During the school year and the season of practice, play rehearsal, or activity--regardless of the quantity - a student shall not use or consume, have in possession, buy, sell, or distribute alcohol, tobacco, marijuana or any other controlled substance or commit a crime against any person or property. It is not a violation for any student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

#### Violation Enforcement

Training rule violations can only be processed in the following ways: self-admittance, a written statement by an adult, or notification from law enforcement. Any infraction during the summer months that is reported to the school by law enforcement will result in policy enforcement at the beginning of the next school year.

#### Definition of Activity

Activities that fall under the rules and guidelines set forth in this section are as follows: all athletic participation, FBLA, FCCLA, FFA, Cheerleading (squad and competition), Pep Club, Student Council, school sponsored dances including prom, co-curricular activities not part of the curriculum (marching band performance, music contests, etc.), and other school sponsored events (ex. Dodgeball, Homecoming Dance, Prom and Snow Ball) and activities not associated with the curriculum. Items not included are: graduation ceremony, band and chorus concerts that are included in the curriculum, and field trips or other curriculum items.

#### Procedure for Reporting Incident

A staff member who suspects or observes any of the above violations, on the school grounds, or surrounding areas during the school day or during school activities, will be required to refer the violation to the administration.

Procedure for staff to follow will be:

1. Report to administration any violations observed.

## 2. Make a statement to the sheriff's office.

A parent/guardian or any other adult member of the community may also refer the violation to the administration. The administration may then report the violation to the sheriff's office and investigate the alleged allegation.

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Parent/guardian, staff members, or any other adult member of the community observing or suspecting any of the above violations, off school grounds, after the school day and not during a school activity, may report the violation to the sheriff's office or school official, as a concerned citizen. The school and the sheriff's office will be in contact with each other, for any violations dealing with the extra or co-curricular activities.

### Activities: Rules and Regulations

- A. The student(s) involved in an alleged violation will be given an informal conference with the principal in order to respond to the allegation of a violation. This meeting and decision will take place within five school days of when the principal is notified of the allegation.
- B. Upon suspending a student from activities, if possible, the principal shall provide oral notice of the suspension to the student's parent or guardian. The principal shall also provide written notice to the parents or guardian.
- C. In the absence of the principal, an appointed designee will work with the violation.
- D. In order for the missing of an event to count towards a violation the student must complete the activity in good standing.
- E. Violation to this policy will be cumulative over a two year period (7-8, 9-10, 11-12).
- F. If a student / athlete comes forward with an admission of guilt prior to a determination being made by school officials the suspension period will be reduced to shorter of days or number of events.

### Specific Violations and Penalties

- A. First Violation
  1. Penalty--after confirmation of the first violation, the student shall immediately lose eligibility for participation in extra-curricular and co-curricular activities and school sponsored dances for 15 days, including the 15th day or two events, whichever is longer. This does not include practices.
  2. The student shall carry out a restitution program of five hours under the direction of the prevention coordinator and counselor.
  3. The parent/guardian and/or student will meet with representative of the S.A.T.
  4. The school will offer the parent/guardian information on an assessment for potential chemical abuse (excluding tobacco).
- B. Second Violation

1. Penalty--after confirmation of the second violation, the student shall immediately lose eligibility for participation in extra-curricular and co-curricular activities and school sponsored dances for 45 days, including the 45<sup>th</sup> day, or 6 events, whichever is longer. This does not include practices.
2. Before being re-admitted to activities following suspension for the second violation, excluding tobacco, the student shall show evidence in writing that he/she has sought an assessment and/or counseling from an certified Chemical Dependency Counselor. The assessment, counseling and/or drug treatment will be at the student's expense.
3. The student shall carry out an educational program of five hours under the direction of the prevention coordinator and/or counselor.
4. Parent/guardian and/or student will meet with representative of the S.A.T.

#### C. Third Violation

1. Penalty--after confirmation of the third and subsequent violations, the student shall immediately lose eligibility for participation in extra-curricular and co-curricular activities and school sponsored dances for twelve consecutive months. If another violation occurs during the school year, the year suspension will start on the date of this violation.

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2. Before being re-admitted to activities following suspension for the third violation, excluding tobacco, the student shall show evidence in writing that he/she has sought an assessment and/or counseling. The assessment, counseling and/or drug treatment will be at the student's expense.
3. The student shall carry out an educational program of five hours under the direction of the prevention coordinator and/or counselor.

D. Instances in which other school rules and regulations have been violated on a school sponsored trip, in a school building, or on school property, the administration shall deal with the student in addition to this policy.

E. A student will not be allowed to participate in any activities during the current school year or following years until the required restitution is completed.

F. Any student convicted for drugs will be suspended from school activities in accordance with state statute which can be found in the SDHSAA Handbook. If the student completes the prescribed treatment plan they will receive suspension for the number of events under the corresponding violation.

#### G. Appeals

1. In the event the student or parents believe the student's rights have been violated, they may appeal the principal's decision within five school days to the superintendent or designee. The superintendent or designee has five school days to respond to the appeal.
2. The student or parent may appeal the superintendent or designee's decision to the local board of education within 30 days. The board of education has 30 days to render their

decision.

3. The student will remain ineligible during the appeal process.

### **Activities Causing Absences During the School Day**

If taking part in an activity necessitates your being absent during the school day, it is the student's responsibility that his/her work is made up. Students may not be excused from class, if in the opinion of an instructor, they have not made an honest effort regarding assignments or if student is considerably behind in a particular course.

### **Athletic Participation in Two Sports During the Same Season**

Athletes wishing to participate in two sports during the same season must go through the following process:

1. A pre-season meeting must be scheduled by the parent/guardian with the Athletic Director.
2. Persons attending the meeting should include parent/guardian, student, head coaches for both sports, and Athletic Director.
3. At the meeting a season plan must be developed that must contain the following items:
  - a. Declaration of major sport (upon the occurrence of any conflict, the major sport will take precedence).
  - b. A season practice and game schedule must be established.
  - c. All other conflicts should be discussed and solutions documented in plan.

### **CONSENT FOR MEDICAL TREATMENT**

I am the **(PLEASE CIRCLE ONE)** Mother-Father-Legal Guardian of

\_\_\_\_\_

**(Student's name)**

Who participates in co-curricular activities for Redfield/Doland Athletics? I hereby consent to any medical services that may be required while said child is under the supervision of an employee of the Redfield/Doland Athletics while on a school sponsored activity and hereby appoint said employee to act on behalf in securing necessary services from any duly licensed medical provider.

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### **PROOF OF INSURANCE**

Check one of the following boxes:

- We have adequate insurance coverage for my child

Insurance Co. \_\_\_\_\_

Insurance Policy # \_\_\_\_\_

- We have or will have purchased insurance provided by the school

### RISK ACKNOWLEDGEMENT AND CONSENT TO PARTICIPATE

I hereby give my consent for my son/daughter to compete in SDHSAA approved athletics or approved activities for Redfield/Doland Athletics during the **2018-19** school year. We realize that there are risks involved including a full range of injuries, from minor to severe, and that the result could be death, paralysis, or other serious, permanent disability. We agree this risk as a condition of my son/daughter's participation.

### ACTIVITIES GENERAL TRAINING RULES

We have read the Redfield/Doland Athletics' Activities General Training Rules on the back side of this form and agree to abide by its rules and regulations.

~Over~

### REDFIELD/DOLAND SPORTS COOPERATIVE PARENTAL/GUARDIAN/STUDENT CONSENT SHEET for Training Rules

#### RULES FOR ALL SCHOOL ACTIVITIES, CONTESTS, DANCES AND EVENTS

It shall therefore be the policy of the Redfield/Doland Sports Cooperative:

1. That the student's participation in student activities is a privilege rather than a right.
2. Those students who voluntarily exercise the privilege of participating in student activities shall consequently be expected to exemplify high standards of behavior.
3. Local and State (SDHSAA) Eligibility Rules will be followed.

**During the school year and the season of practice, play rehearsal, or activity – regardless of**

**the quantity – a student shall not use or consume, have in possession, buy, sell, or distribute alcohol, tobacco, marijuana or any other controlled substance or commit a crime against any person or property.** It is not a violation for any student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

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By signing below, we acknowledge the fact that we agree to all of the above forms and consents including the Interim/Initial Pre-Participation History, Consent for Medical Treatment, Proof of Insurance, Risk Acknowledgment and Consent to Participate, and the Activities General Training Rules.

**Parent/Legal Guardian's Signature:** \_\_\_\_\_

**Home phone no.** \_\_\_\_\_ **Cell phone no.** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Grade 2018-19 school year** \_\_\_\_\_

