

# Elementary Student Handbook

**Bon Homme School District #04-2**



**Springfield, Tabor, Tyndall**

**July 1, 2020 – June 30, 2021**

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## **OUR BELIEFS**

- We believe that children are life-long learners who must be prepared to meet the challenges of the future.
- We believe that a positive classroom environment with high expectations is important to student success.
- We believe that students are entitled to receive instruction from highly qualified, professional staff.
- We believe that education is the joint responsibility of the parents, the community, and the school.
- We believe that students need to become productive citizens of a rapidly changing world.

Adopted: November 12, 2007

Reviewed: June 2008

## **OUR MISSION**

*To ensure that our students have the resources to succeed in a changing world.*

Adopted: 1994

Reviewed: June 2008

## **OUR VISION**

*The vision of Bon Homme School District is to provide the opportunities for each Bon Homme student to succeed as a lifelong learner in our changing world. The most relevant and rigorous educational program possible will be provided through positive leadership, quality academics, and opportunities for social, emotional, and character development. All Bon Homme graduates will successfully pursue and enjoy lifelong learning, understand the importance of community involvement, and successfully compete in the work force. Bon Homme Schools must strive to accelerate all students' mathematical problem solving and reading comprehension skills as applied across the curriculum. To achieve this vision, we will maintain a climate of low anxiety, high expectations, and high productivity using technology and available resources to enhance quality learning experiences. The District will support and encourage professional development across the curriculum with the understanding that only through high quality professional development and instruction will students reach maximum achievement potential.*

Adopted: 2007

Reviewed: June 2008

# SCHOOL SONG

Go Bon Homme Cavaliers

Show us all your might

Give a yell for the red and the blue

For victory's ours tonight

Fight, fight, fight

Although we've just begun, spirit and  
pride make us number one

So stand up and cheer

For the best team that's here

We're rooting for the Bon Homme  
Cavaliers!

## **GENERAL POLICY**

It shall be the policy of the Board that the student rules and regulations as contained in this handbook shall be the directives under which the school system shall be administered. Each and every student will be advised of the rules and will thereafter be expected to know them. Ignorance of the policy will not be accepted as a valid excuse for noncompliance. It is the policy of the Board that the schools be operated on broad general policies. Should the actions of the students prove that they are incapable of disciplining themselves, then additional rules and regulations necessary to maintain order shall be adopted. It shall be the policy of the Board that the few individuals who are unable or unwilling to comply with the policies of the District shall not jeopardize the freedom of the student body. Students who violate the rules that have been instituted risk losing the privilege of continued attendance.

It is not possible to include everything that could happen during a school year in this handbook. The administration will make every effort to act consistently and fairly if any incident occurs that is not specifically covered in this handbook. The situation along with the best interests of the students, school, and community will dictate what disciplinary steps and consequences will be administered.

## **FEDERAL PROGRAMS POLICY**

### **PROHIBITING DISCRIMINATION AND GRIEVANCE PROCEDURE**

Bon Homme School District #04-2 will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, marital status, disability, age, religion, ancestry, or any other legally protected classification. All middle/high school students may participate in Career Technology Education Programs. Announcement of this policy is in accordance with Federal Law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

504 Coordinator Ms. Barbara Lindquist  
Title IX Coordinator Superintendent Brad Peters  
Both individuals may be reached at Bon Homme School District #04-2  
1404 Fir Street, Tyndall, SD 57066 Telephone: (605) 589-3388  
South Dakota Regional Office for Civil Rights:  
Office for Civil Rights  
U.S. Department of Education  
One Petticoat Lane, 1010 Walnut St, 3<sup>rd</sup> Floor, Suite 320  
Kansas City MO 64106  
Telephone: 816-268-0550; FAX: 816-268-0559; TDD: 800-877-8339  
Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

### **DISCLAIMER - Discipline, Rules, or Procedures**

Four commonly held views of discipline are:

1. The degree of order maintained in the classroom, on school grounds, and at school activities.
2. The means employed to establish, maintain, or restore order in the classroom, on school grounds, and at school activities.
3. The specific means we use to punish offenders.
4. The means we use to develop self-discipline or self-control.

## **ACCIDENTS AND ILLNESS**

All students are instructed in general safety procedures. In the event that an accident does occur, the following procedures will be used. All accidents will be reported as soon as possible after they occur to the principal's office. The report will be made in writing and will include the name of the student(s) involved, what happened, how it happened, type, and seriousness of any injuries and action taken. Forms for making the report will be available in the office. In case of injury, students will be given first aid and a parent will be notified. In case of a medical emergency, the student will be taken to the clinic or hospital and all precautions will be taken so as not to endanger the student's welfare. Students with any contagious or communicable disease will be sent home and allowed to return upon a physician's authorization. When a staff member suspects a student of having some type of communicable disease or health problem, the principal will be notified, the family contacted, and the District communicable disease policy will be put into effect.

### ADMINISTRATION OF MEDICATION (Policy JHCD)

Parents are encouraged to give medications at home whenever possible. If it is necessary to administer medications to students during school hours, the following regulations will be observed:

1. Medication to be administered by school personnel must be provided in a labeled container from the pharmacy or physician with the student's name, date, medication name, dosage, and frequency to be given, including the doctor's signed prescription order.
2. An official consent form must be signed by a parent/guardian. The form will specify what the school is responsible for administering, i.e. the noon dose. Medication will not be given without this written permission. Medication doses other than the dose listed on the consent form will not be administered i.e. missed morning doses.
3. There will be a consent form with lines for each medication.
4. A parent/guardian or designated adult **MUST** deliver to the school all medications including refills to be administered by school personnel.
5. All medications brought to the school will be counted and documents on **MEDICATION COUNT** form with two verifying signatures.
6. If there is an increase or decrease in medication, only the secretary responsible for medicine distribution can take verbal or telephone order from the health care provider. A new prescription label must be received within 24 hours.
7. If there is a change of medication (different medication), a new consent form must be completed.
8. Over the counter medications will be given only when prescribed by a physician and labeled by a pharmacy with name, date, medication name, dosage, and time schedule.
9. Teachers will be notified of a student taking medication using a **Medication Notification** slip. This will include student's name and what time to send student to the office for medication.
10. **Medication Administration Logs** will be utilized to document medication administration. The person delegated to give the medication will sign and time the log.
11. All medications must be stored in a locked cabinet.
12. Medications can safely be administered up to ½ hour before or after the prescribed time.
13. All consent forms and log sheets will be kept for one year past the last administered date.
14. If a student needs to carry an inhaler(s), a consent form must be completed with the parent indicating approval of self-administering the medication. The inhaler needs to be properly labeled. A **Medication Administration Log** will not be maintained.
15. Students will be responsible for reporting to the office for taking medication.
16. Parents are responsible for refills. Parents are urged to keep track of time frame for needed refills.
17. Bon Homme School District #04-2 will not be held responsible for any medication self-administered with or without our knowledge.
18. If medication is for emergency use only, such as a bee sting kit, parents must demonstrate proper procedure on the use of the medication kit and leave complete instruction provided by the physician for administration.

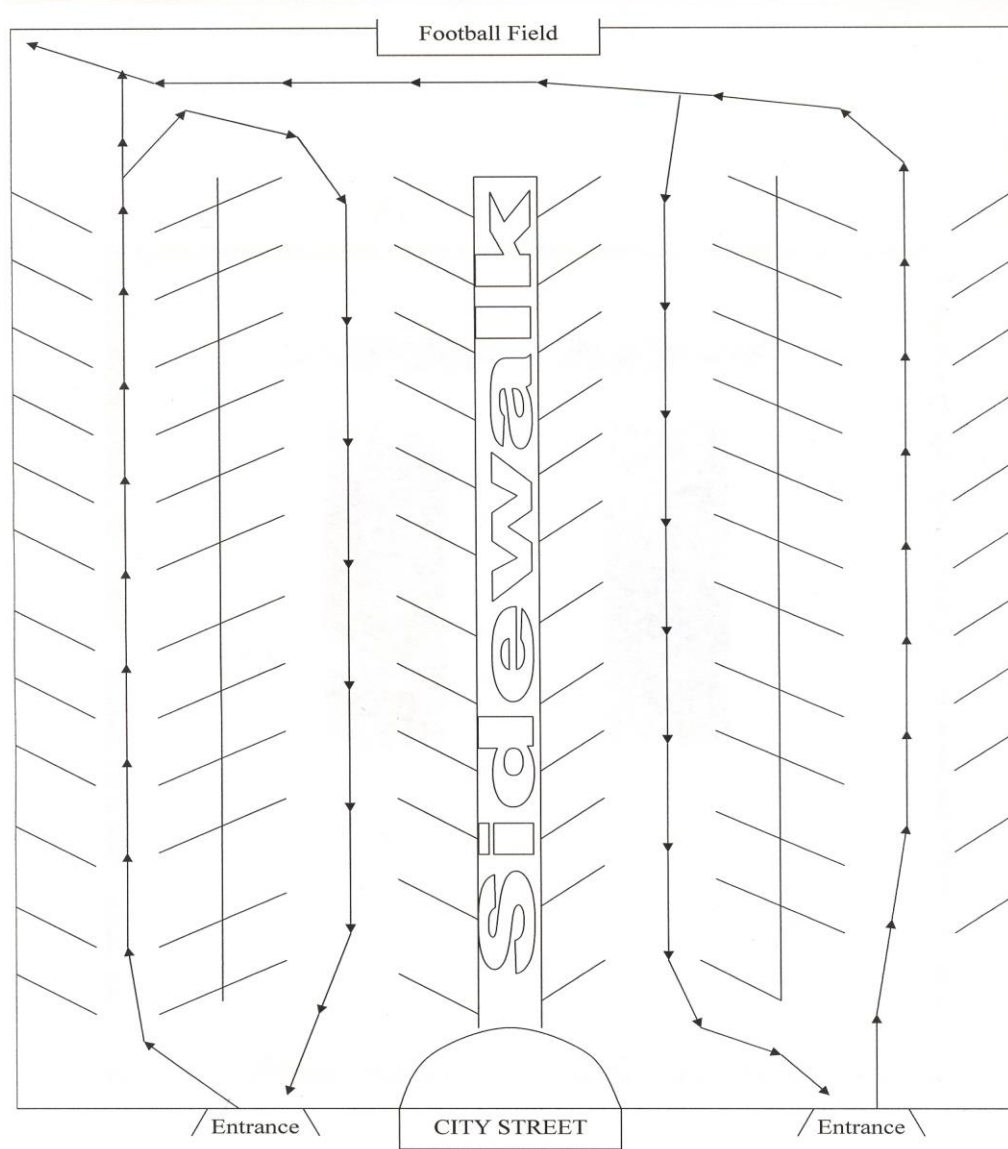
### ASBESTOS MANAGEMENT PLAN

On July 9, 1989, Bon Homme School District began implementation of its Asbestos Management Plan. This plan details the steps which will be taken to deal with any asbestos-containing building materials found in school facilities. In the short-term, these steps include repair of any damaged materials and cleaning of any areas which may have been, in any way, contaminated. In the long-term, they include an Operations and Maintenance Plan detailing procedures which will be used to assure that all materials are maintained in a condition which minimizes any possible health threat to building occupants. In addition, the Plan allows the eventual removal of the material when an opportunity to do so presents itself. The Plan also requires that every six months the situation in each building be reviewed to make sure the original assessment remains accurate and no new problems have arisen. Lastly, it is specified that every three years each building be given a complete re-inspection. December 27, 2018 this re-inspection was completed. A copy of the Plan will be kept on file in the District Office and will be made available for review to any interested parties. In addition, at least annually, the school will provide updated information on the Management Plan to those concerned. If there are any special questions or concerns, they should be directed to the school's designated person: Kevin Callahan (402) 429-0557, through South Central Co-op.

### AUTOMOBILE/VEHICLE RULES (Policy JHFD)

No students will drive during the noon hour unless permission is granted by the principal or in extreme hardship or emergency reasons. Only the operator of the vehicle may be transported by the vehicle. No other students are allowed to be transported without permission granted by the principal. Vehicles driven by students to the Tyndall School will be parked in the southeast parking lot or in the south parking lot across from the gym. Students should not park or drive in the lot west of the Elementary School or anywhere that is not paved or graveled. In the southeast parking lot, the cars should be in parallel rows running east and west with the vehicles facing north or south. In the parking lot south of the gym, the parallel rows run north and south with the cars parking diagonally facing east or west (see diagram below). At no time should anyone park in a manner that blocks another vehicle or driveway. At no time should any vehicle be parked beyond the barrel barriers in the parking lot. Students must exit out the south end of the parking lot. Students who persist in violating the parking rules will be subject to disciplinary action up to and including suspension from school. Employee parking will be on the south side of 14<sup>th</sup> Avenue or the east side of Fir Street immediately across from the school. No parking is allowed anywhere west of gym.

### STUDENT PARKING LOT - SOUTH OF BHHS GYM





## BEHAVIOR

All students are considered to be under the jurisdiction of the regulations in the Student Behavior Policy while going to, remaining at, returning from school, and any time they visit another school in the District in session. The Board advocates that while education is a right of our youth, it is not an absolute right. It is qualified first by eligibility requirements and secondly by performance requirements. The school must be concerned with the individual and his/her welfare but in working with the individual must at all times be concerned with the welfare of the group.

The following obligations should be assumed by the student: (1) Obey the rules of the school (2) Apply him/herself to the established course of study, be prompt and regular in attendance, complete school assignments on time, pay attention to teachers, be willing to work at self-improvement, learn to criticize fairly, and accept criticism (3) Respect the authority of the teacher (4) Respect school property (5) Conduct him/herself properly in school, on school grounds, buses, functions (6) Refrain from disruption, demonstrations, violence, and other incitement (7) Leave school grounds immediately upon being dismissed unless engaged in some school sponsored activity directed by a faculty member. The Board and administration cannot develop a policy in such detail as to anticipate every type of misconduct that could occur. These rules of conduct will be applicable in school and during attendance at activities both as a spectator and participant.

### Serious Misconduct

1. **Disruption of School:** A student shall not by any means cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Such behavior will result in disciplinary action that may include but not be limited to suspension for up to ten days and a report to the superintendent. The superintendent may also refer the student to the Board for additional disciplinary action which could include but not be limited to long-term suspension or expulsion for up to one full semester or school year.

2. **Damage or Destruction of School Property/stealing or attempting to steal or damage school property:** A student shall not intentionally cause or attempt to cause damage to school property or steal or attempt to steal school property. Should the student damage or destroy school property, the student will be required to pay the cost of repairs for the damage; should property be stolen, the stolen property shall be returned, or reimbursement made to the school.

When a student violates this rule, such behavior will result in disciplinary action that may include but not be limited to suspension for up to ten days. Violations will be reported to the superintendent. In addition, the principal will confer with the student's parents. Subsequent violations will be reported to the superintendent who may recommend further disciplinary action to the Board, which may include but not be limited to a long-term suspension or expulsion. Any damage or theft will be reported to the States Attorney, Sheriff, and to the superintendent immediately for possible Board action even though it may be a first or second offense.

3. **Damage or destruction of private property/stealing or attempting to steal private property:** A student shall not intentionally cause or attempt to cause damage to private property or steal or attempt to steal private property which is on school grounds or while at a school sponsored function or event off school grounds. A student may not be in possession of stolen property while on school grounds or while at a school sponsored function or event off school grounds.

When a student violates this rule, such behavior will result in disciplinary action that may include but not be limited to suspension for up to ten days. In all instances a parental conference shall be held. Any violation may be reported to the Sheriff and will be reported to the superintendent. Subsequent violations may be reported to the superintendent for possible Board action which could include but not be limited to long term suspension or expulsion. The student will also be reported to the States Attorney.

4. **Abuse of School Personnel, Students, or other Persons:** A student may not direct any form of violence or abusive language, taunting, physical violence, or harassment to a teacher, school administrator, other school employee, to another student, or to other individuals (a) on school property during or immediately before or after school hours (b) on school property at any time when the school is being used by a school group (c) off school property while at a school activity or event.

When a student violates this rule, such behavior will result in disciplinary action that may include but not be limited to suspension for up to ten days. Any violation may be reported to the Sheriff and will be reported to the superintendent. Subsequent violations or violations involving physical violence may be reported to the Sheriff and will be reported to the superintendent for possible action by the Board which could include but not be limited to a long-term suspension or expulsion.

5. **Damage to Teacher Property or Harassment after Hours Non-School Related:** Neither student, parent of a student, or person acting for a student, may use any form of violence or abusive language to a teacher, school administrator, other school personnel, or cause damage to be inflicted on the property of such persons.

When a student violates this rule, such behavior will result in disciplinary action that may include but not be limited to suspension for up to ten days. Any violation may be reported to the Sheriff and will be reported to the superintendent. Subsequent violations or violations involving physical violence may be reported to the Sheriff and will be reported to

the superintendent for possible action by the Board which could include but not be limited to a long-term suspension or expulsion.

6. **Threat or Hoax – Personal, Terroristic – Policy JFCJA:** It is the policy of Bon Homme School District and SDCL 22-14A-24 through 22-14A-27 that the communication of a threat or hoax will not be permitted. Any report will be investigated by a team including administration, counseling, and law enforcement. If the team deems this as a serious threat, the student will face a minimum of five days suspension and the possibility of expulsion by action of the Bon Homme School Board for the entire school year. Before the individual is readmitted to the school, a psychological evaluation must be completed at the parent's expense. This evaluation must be done by a licensed Psychologist, Psychiatrist, or Qualified Mental Health Professional (QMHP), and a confidential written report must be sent to the District Office. Readmission to the school will be based on the recommendations of the psychological evaluation. Any employee who communicates a threat or hoax by any means may face suspension or termination of employment. Any individual who communicates a terroristic threat or hoax will be reported to local law enforcement agencies for possible disposition of a criminal activity.

The communication of a terroristic threat or hoax is a criminal offense and can carry felony penalties of \$10,000 in fines and 10 years in prison. A terroristic threat or hoax can be verbal, written, or physical in nature. For example, a student or adult who etches terroristic threats on places such as a wall or floor, calls the school, an individual threatening violence, or uses a hoax substance to make people believe it is dangerous, can face criminal penalties.

Any person who intentionally communicates a threat or leaves a substance or device, thereby causing either a public inconvenience, or the evacuation or disruption of a building, place of assembly, facility of public or school transport, or a school related event, is guilty of communicating a terroristic threat which is a felony.

Any person who intentionally possesses, transports, uses, or places any hoax substance or hoax destructive device with the intent of causing anxiety, unrest, fear, or personal discomfort is guilty of a felony.

A student may not make any threats to do bodily harm to a teacher, administrator, other school employee, to another student, or to other individuals: (a) on school property during or immediately before or after school hours (b) on school property at any time when the school is being used by a school group (c) off school property while at a school activity or event.

Courts may, after conviction or adjudication of any violation SDCL 22-14A-22 and 22-14A-24 to 22-14A-27, inclusive, conduct a hearing to ascertain the extent of costs incurred, damages and financial loss suffered by local, county, or State Public Agencies, and the amount of property damage caused as a result of the crime. A person found guilty of violating these Laws, inclusive, may upon conviction be ordered to make restitution to the local, county, or State Public Service Agency for any costs incurred, damages and financial loss or property damage sustained as a result of the commission of the crime.

The Law clearly states there may be no cause of action against any person based upon or arising out of any act or omission relating to any good faith response to a terrorist act, attempted terrorist act, or hoax.

Any person who makes a false report, with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, explosive, destructive device, dangerous chemical, biological agent, poison or harmful radioactive substance, is guilty of falsely reporting a threat. Falsely reporting a threat is a felony. Any person found guilty of falsely reporting a threat shall pay restitution for any expense incurred as a result of the crime. The person is also civilly liable for any injury to person or property from the false report and any costs related to responding to the false report.

Legal References: SDCL 22-14A-24 through 22-14A-27      Adopted: October 2002 Revised: November 10, 2008

7. **Dangerous Instruments:** A student is prohibited from possessing, handling, transmitting, or transporting on school premises or off school premises at any activity or event, knives, ammunition, fireworks, lasers, or any other objects that can reasonably be considered as a dangerous object. The object will be confiscated. State Law requires reporting to law enforcement. Because of the seriousness and danger involved, any violation may result in a suspension of up to ten days and being reported to the superintendent for possible Board action including but not be limited to long-term suspension or expulsion and reporting to the States Attorney.
8. **Firearms:** A student is prohibited from possessing, handling, transmitting, or transporting on school premises or off school premises at any activity or event any firearm. The definition of a firearm is found in Section 921 of Title 18 of the United States Code. State Law requires reporting to law enforcement. In compliance with the Federal Gun-Free Schools Act, Public Law 103-382 and South Dakota Law 13-32-4, disciplinary action will result in a one-year expulsion. The superintendent may increase or decrease the length of expulsion on a case-by-case basis. All violations of this rule will be referred to the States Attorney for prosecution.

9. **Drugs, Alcoholic Beverages:** A student is prohibited from using, possessing, transmitting, or being under the influence of any illegal drug or controlled substance without a valid prescription or alcoholic beverage or inappropriately using any inhalant on school grounds at any time or off school grounds at any school activity, function, or event.

When a student violates this rule, such behavior will result in disciplinary action which may include but not be limited to suspension for up to ten days and a requirement that the student meet with the school counselor or some other counselor of his/her choosing to study the dangerous effects of the substance. The counseling must take place within six weeks or the student will be referred to the superintendent for possible Board action which could include but not be limited to a long-term suspension or expulsion. Written documentation of the counseling session must be provided to the school specifying when and where the counseling session(s) took place. Any subsequent violations of this rule will be immediately reported to the superintendent or Board for disciplinary action up to and including expulsion. All violations of this rule will be referred to the States Attorney for prosecution.

10. **Tobacco:** A student is prohibited from using, possessing, or transmitting tobacco of any kind at any time on school grounds or off school grounds at any school activity, function, or event.

The first offense will result in disciplinary action which might include up to a ten-day suspension from school and a requirement that the student meet with the school counselor or some other counselor of his/her choosing to study the dangerous effects of the substance. The counseling must take place within six weeks or the student will be referred to the superintendent for possible Board action which could include but not be limited to a long-term suspension or expulsion. Any subsequent violations of this rule will be immediately reported to the superintendent or Board for disciplinary action up to and including expulsion. All violations of this rule will be referred to the States Attorney for prosecution.

11. **Publications:** A student may not produce, have in their possession, and/or distribute on school premises petitions, newspapers, leaflets, or documents of any kind that are disruptive to the conduct of school. No petitions or printed materials of any kind may be produced by and/or distributed to students on school premises without the permission of the principal. School newspapers, yearbooks, and other school publications which are produced under the supervision of a qualified advisor are endorsed by the Board as the forums for students.

When a student violates this rule, the offending material will be confiscated, and such behavior will result in disciplinary action that may include but not be limited to suspension for up to ten days. Violations will result in a parental conference in addition to confiscation of the offending material and being reported to the superintendent for referral for further disciplinary action to the Board. Board actions may include but are not limited to a long-term suspension or expulsion.

12. **Vulgar Language, Apparel, or Conduct:** Offensive, indecent, or lewd speech, apparel, and conduct will not be tolerated in the Bon Homme Schools. This includes the classroom, hallways, or at any school sponsored event.

Disciplinary action may include but not be limited to suspension for up to ten days. Repeated violations of this rule may be referred to the superintendent for possible disciplinary action by the Board which may include but is not limited to long-term suspension or expulsion.

13. **Plagiarism/Cheating:** Bon Homme School District #04-2 expects all students to follow proper procedures for documenting all information cited from primary and secondary sources. Plagiarism/cheating will not be tolerated on any level by the administration, faculty, and staff of the District. Any student found guilty of plagiarizing assignments or cheating will receive a grade of zero (0) for that assignment and may not be given the opportunity to make up said assignment.

14. **Repeated Violations of School Rules:** Students will obey school and classroom rules. Students who repeatedly fail to obey school rules and comply with directions of teachers, student teachers, substitute teachers, paraprofessionals, principals, and other authorized school personnel when they are in school, on the school premises, or at a school activity will be disciplined by the principal.

a. **Detentions** - Students receiving a sixth detention in a semester from the principal's office will automatically receive one day of out-of-school suspension. Each additional detention in that same semester will add one day to the number of days of out-of-school suspensions up to ten days. At any time, a student may be referred to the superintendent for possible disciplinary action by the Board which may include but is not limited to a long-term suspension or expulsion.

b. **Removals from Class** - Students in grades 6-12 who are sent to the principal's office from any class, will spend the remainder of that class period in the principal's office. The student will meet with the principal or his representative. Upon consultation with the involved teacher/staff member, the principal will issue appropriate disciplinary action that may include but not be limited to suspension for up to ten days. Students who are sent to the office for a second time during the same day will spend the rest of the day in the office. The same disciplinary action as stated above will apply. Parents of students that are sent to the office will be notified of the removal by

the principal.

If a student is removed from any class a second time, he/she will spend the remainder of that day in the principal's office and serve one day of suspension. A third removal from any class will result in the remainder of the day being spent in the principal's office and two days of additional suspension. Any additional removals from class may include, but are not limited to, suspension from school for up to ten days. At any time, a student may be referred to the superintendent for possible disciplinary action by the Board which may include but is not limited to a long-term suspension or expulsion.

- c. **Removals from Class by a Substitute Teacher** - Students in grades 6-12 who are sent to the principal's office from any class taught by a substitute teacher will spend the remainder of that hour in the office. Discipline may include but is not limited to long-term suspension or expulsion.

15. **Flagrant Disregard of Instructions, Rules, and Policies:** Students who fail to obey or comply with school rules, policies, or procedures and/or fail to obey or comply with directions and instructions given by administrators, teachers, student teachers, substitute teachers, paraprofessionals, principals, supervisors, and other personnel authorized by the school when the students are in school, on school premises, or at any school related activity will be disciplined accordingly. Any form of flagrant disregard for instructions, rules, and policies will be treated as "serious misconduct". The student who violates these rules will be removed from the activity as soon as possible. The first time a student violates this rule, he/she may be suspended for up to five school days. In addition, the principal will confer with the student's parent(s) or guardian(s). A second violation of this rule will be treated the same as the first offense, however, the suspension could be up to ten days. Subsequent violations will be reported to the superintendent who may recommend further disciplinary action to the Board, which may include but not be limited to a long-term suspension or expulsion from the activity, school setting, or both.

### **Hazing**

It is the policy of the Board of Education and District that hazing activities, of any type, are inconsistent with the educational process and will be prohibited at all times.

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

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

No administrator, faculty member, or other employee of the District will encourage, permit, condone, or tolerate hazing activities. No student, including leaders of student organizations, will plan, encourage, or engage in any hazing.

Administrators, faculty members, and all other employees of the District will be particularly alert to possible situations, circumstances of events, which might include hazing. If hazing or planned hazing is discovered, involved students will be informed by the discovering school employee of the prohibition contained in this policy and will be required to end all hazing activities immediately. All hazing incidents will be reported immediately to District administration. If reported, the information will be turned over to law enforcement for further investigation.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with State Law.

The contents of this policy will be distributed in writing to all students and District employees following its official adoption by the Board of Education. In addition, this policy will be incorporated into building, employee staff meetings, or in-service programs.

Legal References: SDCL 13-8-39, 13-32-1, 13-32-2, 13-32-4, 13-32-5 South Dakota Executive Order 81-08 Federal Title IX (1972 Education Amendments)

Approved: August 8, 2011

### **Suspension Procedure by the Principal**

Before a student is suspended, the student shall be given oral notice by the principal of the possible suspension as soon as possible after discovery of the misconduct. Before suspending the student, the principal will inform the student of the following: (a) the exact nature of the misconduct (b) the policy/rule she/he has violated (c) the penalty for the violation. The student shall be given an opportunity to respond and present any evidence on his/her behalf. If the student is subsequently suspended, the parents will be contacted by telephone if possible. Otherwise, a letter will be mailed explaining the circumstances and the consequences of the suspension. The student will remain in the office for the remainder of the school day and the suspension will begin the following school day. The principal will also file a written report with the superintendent within one school day of the suspension. If the superintendent deems there are grounds for further disciplinary action by the Board, he/she shall proceed according to the rules of due process for a long-term suspension as listed in this handbook, the policies of the District, and the Laws and rules of the State of South Dakota.

## **BOMB THREATS (Policy EBCA)**

In the event that a telephone call or other notice is received indicating that a bomb has been placed in a school or on school property, the following procedures, which have been developed in cooperation with the Bon Homme County Sheriff's Department, will be followed:

### **1. IMMEDIATE RESPONSE**

- a. The person receiving a threat by telephone will press \*69 (star 69) to lock in the number from where the call is being made. The person receiving the threat by telephone will note the exact time of the call and the telephone line and should attempt to get a voice description of the caller - age, sex, and identifying patterns of speech.
- b. Call your local telephone company immediately to inform them of the situation.  
Tabor & Tyndall 589-3366. Springfield 279-1020.
- c. Evacuate the building(s). Use All Call on the intercom or appropriate methods at the site and report a "Code Red Emergency". This should notify the staff that they have a brief period of time to properly address students prior to exiting the building.

### **2. NOTIFY IMMEDIATELY**

- a. The principal of the threatened school
- b. Bon Homme County Sheriff's Department (911). They will notify the City Police and/or Fire Department.
- c. The Superintendent of Schools
- d. Bus Drivers
- e. Evacuation site representative

### **3. BOMB THREAT CHECKLIST**

The individual(s) who received the bomb threat will complete the Bomb Threat Checklist to assist law enforcement with their investigation.

### **4. SHERIFF'S DEPARTMENT**

- a. The Sheriff's Department and other emergency vehicles will respond. The local law enforcement agencies shall search the building(s) involved with their own personnel or with personnel they have designated for such purposes.
- b. The school building(s) shall not be opened to the students and staff until they or parts thereof are approved for occupancy by the law enforcement Agency in charge.
- c. After the entire building(s) is approved for occupancy by the law enforcement agency in charge of the search, the school day shall be resumed at the point at which it was interrupted.

### **5. INVESTIGATION**

An investigation of the incident should be made by the local law enforcement agency in charge (normally the Sheriff's Department). They may be assisted by the State Fire Marshall's Office or any other organization they deem necessary.

### **Student Responsibilities and Consequences:**

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, the school counselor, or other employee in a position of authority.

Making a bomb threat is a crime. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by Law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action. The administration shall suspend and may recommend for expulsion any student who makes a bomb threat.

A student who knowingly encourages, causes, aids, or assists another student in making or communicating a bomb threat shall be subject to disciplinary consequences which may include suspension and/or expulsion.

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

### **Staff Responsibilities and Consequences:**

An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator.

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements, and Board policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

### **Civil Liability**

The District reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by Law.

### **Lost Instructional Time**

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate opportunity as determined by the superintendent within parameters set by the Board.

Time lost may be rescheduled on a vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by Law.

### **Notification through Student Handbook**

All student handbooks shall address the District's Bomb Threat Policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and Civil and Criminal Law.

Legal References: SDCL 26-11-5.1; 13-32-6 Amended: December 13, 1999 Revised: January 14, 2009

### **BOOKBAGS / BACKPACKS (Policy JHFC)**

The use of Book bags/Backpacks in Bon Homme Schools will be limited. Limited use will equate to students being permitted to do the following:

- a. Book bags/backpacks may be used at the start of the school day to bring books into school and at the end of the school day to take books home.
- b. Book bags/backpacks are to be placed in student lockers prior to the first bell ringing in the morning.
- c. Seniors with Open Campus may take their book bag/backpack with them as they leave for Open Campus. Seniors may also take their book bags/backpacks with them if choosing to leave campus during lunch. Upon returning to school, all bags are to be placed back into student lockers, prior to the bell ringing.
- d. Book bags/backpacks are not to be used by students between classes; students are to use their lockers.

Book bags/backpacks will not be replaced by wearing/using over-sized purses or using any other types of bags for carrying items. It is recommended that purses be left in the student's locker, unless for personal reasons at which time special permission may be granted by the building principal.

### **BUS RULES (Policy JECC)**

When a child is riding, boarding, or leaving the bus, the bus driver has supervisory control over the student and may exercise reasonable and necessary physical restraint to maintain that control

Students will be picked up on bus schedules. However, students will abide by bus regulations or be denied the right to ride the bus. The principal will decide if the student should be put off the bus for a behavioral or rule violation. If a student is put off the bus, the parent will be notified and after 24 hours or the day following the violation, the student will be held responsible for having the parent get him/her to school. Violation of a rule must come from the driver to the administrative office. Parents will be notified and told of the violation and time that the student will not be allowed to ride on the bus.

The driver is in full charge of the student and the bus. The driver's relationship with the students should be on the same plane as that of a teacher in the classroom. Bus transportation for students is not entirely a right, more a privilege, conditioned upon the courteous behavior and obedience to the established rules. The safety of the bus and its passengers demands complete cooperation from the students. It shall be the duty of the driver to report to the administration the names of students who persist in violating the rules and regulations. The administration may find it necessary to temporarily withhold the privileges of riding on the bus from those students who fail to cooperate.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

Students will observe the following rules of conduct while riding school buses:

1. Students shall obey all instructions from the bus driver.
2. Students must occupy the seat assigned, if assigned.
3. The same courteous conduct expected in the classroom must be observed on the bus. Ordinary conversation is permitted. Loud and vulgar language is not.
4. Students must refrain from unnecessary conversation with the driver. His/her job requires full attention.
5. Students must be on time at the designated bus stops. The bus cannot wait beyond its regular time for tardy students.
6. Students must not stand in the traffic lanes while waiting.
7. Students will assist the driver in keeping the inside of the bus clean and orderly. Pupils will not throw wastepaper or trash on the floor or out the windows.
8. Students will not open or close windows without permission of the driver.
9. Students must not at any time put hands, arms, or heads out of bus windows.
10. Students must not move about inside the bus or try to get on or off while the bus is in motion.
11. Students will immediately report to the driver any damage occurring on the bus.

12. Students must follow the instructions of the driver when entering or leaving the bus and when the student must cross the road or highway.
13. Students must await the signal from the driver to cross a road or highway, then cross it promptly. The crossing should be made approximately 10 feet in front of the bus, in full view of the driver.
14. Students desiring to leave the bus at other than their designated bus stop must present the driver written permission to do so from their parents.
15. Students will be courteous to the driver, fellow students, and the public.

Legal References: SDCL 13-32-3; 13-32-4; 13-32-5

Revised: December 8, 2008

### **CHILD CUSTODY**

If a parent has a court order that limits the right of the other parent in matters such as custody or visitation, a copy of that order must be placed on file in the principal's office. Unless the court order is on file in the office, school officials cannot be expected to abide by it. Parents should provide the school principal with the name and address of non-custodial parents. The non-custodial parent has a right to certain information about the child such as newsletters and report cards. These will be mailed to the non-custodial parent whose address is on file in the office.

### **COMPLAINTS**

A copy of the citizen's complaint policy concerning the procedure for objecting to staff procedures, rules, and instructional materials used in the District's educational program can be obtained in the principal's office. Parents or students who have other complaints about the school should follow the procedure adopted by the Board for handling complaints. The procedure asks that the complaint be brought to the attention of the person who is seen as the closest to the problem. If this action does not produce satisfactory results, the complaint should be taken to the person's supervisor. If still not satisfied, the superintendent should be consulted and if the complaint is still not resolved, the Board may be brought into the matter. As an example, a person who feels a teacher is not doing something right in a classroom should discuss the problem with the teacher. If the person is not satisfied as a result of this discussion, the person should discuss the matter with the teachers supervising principal. If still not satisfied, the matter should be taken up with the superintendent and if satisfaction is still not received, then the person may ask to be placed on the agenda of the next Board meeting and the matter taken up with the Board.

### **CREDITS FROM NON-ACCREDITED SCHOOLS**

All K-12 students transferring into Bon Homme School District #04-2 from a non-accredited school will be evaluated by District personnel and will be given appropriate placement based on the results of the evaluation.

### **DETENTION**

Detention policies may be established by the administration. Detentions may be held outside regular school hours or at the discretion of the building principal and staff.

### **DRUG FREE WORKPLACE (Policy GBEC)**

Student and employee safety is a paramount concern to the Bon Homme School Board. Students and employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, students, and other employees. The Bon Homme School Board hereby institutes this policy as a part of its continuous effort to maintain a drug-free workplace.

Any student(s) and/or employee(s) who are suspected of possession or consumption of alcohol will be subject to inspection with a Passive Alcohol Sensor. The Passive Alcohol Sensor may serve in a supplemental role when alcohol possession or consumption is suspected.

Students and employees are prohibited from the use of alcohol, possession of alcohol, or being under the influence of alcohol on any school property or at any activity in which Bon Homme students are participants. Any student or employee who violates this policy will be subject to disciplinary action as per Board policy and/or Student Handbook.

### **DRUGS, ALCOHOLIC BEVERAGES, TOBACCO, AND WEAPONS (Policy IGAG & JFCJ)**

This statement is official notice to students of the District policy on drugs and alcohol.

Student safety is a paramount concern to the Board. Students under the influence of alcohol, drugs, tobacco, or other controlled substances pose a serious risk to themselves and others. The Board has adopted a policy stating that the schools will be drug-free. Students are prohibited from possessing, using, or transmitting any controlled substance without a valid prescription. A student is prohibited from possessing, using, being involved with, or transmitting alcoholic beverages, tobacco, weapons, drugs, or other controlled substances at any time on school grounds or at any school sponsored function. If a violation occurs, a parental conference will be held, disciplinary action may follow that may include suspension. The student will be reported to the States Attorney and to the superintendent for possible action which may include but not be limited to long-term suspension or expulsion.

**2020-21 DUES & FEES SCHEDULE**  
**Bon Homme School District #04-2**

Adopted: July 13, 2020

<b>FOOD SERVICE PRICES</b>	<b>Adult</b>	<b>PK</b>	<b>K-5</b>	<b>6-8</b>	<b>9-12</b>	<b>K-12 Reduced</b>	
Breakfast	\$2.20	Free	Free (\$1.40)	Free (\$1.40)	Free (\$1.40)	Free (\$0.30)	
Lunch	\$3.72	NA	\$2.80	\$2.90	\$2.90	\$0.40	
Additional Milk	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	
Additional Entrée-Lunch	\$1.50	NA	\$1.50	\$1.50	\$1.50	\$1.50	
Additional Entrée-Breakfast-Cold	\$0.90	\$0.90	\$0.90	\$0.90	\$0.90	\$0.90	
Additional Entrée-Breakfast-Hot	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	
Extra Breakfast Juice	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	
Extra Dessert	\$0.75	NA	\$0.75	\$0.75	\$0.75	\$0.75	
A la Carte Assorted Beverages						\$1.25-\$1.50 (MS/HS)	
A la Carte Ice Cream Novelties						\$0.25-\$1.00 (MS/HS)	

<b>TRAVEL ALLOWANCES</b>	<b>Student</b>	<b>Adult In-State</b>	<b>Adult Out-of-State</b>
Breakfast	\$6.00	\$6.00	\$10.00
Lunch	\$14.00	\$14.00	\$18.00
Dinner	\$20.00	\$20.00	\$28.00
Maximum per day	\$40.00	\$40.00	\$56.00
Lodging	Paid in full	Applicable/State rates	\$175 / Applicable

The adult rates are the same as State Rates.

**Student meal allowance provided on approved overnight trips for competition and state events only.**

**MILEAGE** - \$0.42 / mile (if school vehicle **IS NOT** available)      \$0.25 / mile (if school vehicle **IS** available)

**ACTIVITY TICKETS**

Allow admission to any Bon Homme #04-2 sponsored event in District except tournaments and musicals

Grade K-5 = \$8.00      Grade 6-12 = \$15.00      Employees = \$21.00

Adult = \$50.00      Sr. Citizen 62+ = Free with Gold Card

Family = \$100.00 (Includes two adults and the elementary & high school students residing in one household)

**ADMISSION**

**Concerts** - No charge (a free will offering may be taken up.)

**HS Athletic event/Play**      Adult = \$5.00      Student = \$3.00

**HS Athletic Double Header**      Adult = \$6.00      Student = \$4.00

**SUBSTITUTE TEACHER PAY**

Certified (Valid teaching certificate)      \$100 per day

Degreed (No teaching certificate)      \$ 90 per day

Non-Degreed      \$ 80 per day

**BAND RENTAL FEES**

Flag & Drum Major Uniform Rent      \$ 2.50/year

Drum Rental--Grades 5-12      \$ 7.50/sem      Horn Rental--Grades 5-12      \$20.00/semester

**SUMMER BAND LESSONS**      \$2.50/lesson/student payable at beginning of each month.

**STUDENT ATHLETIC PHYSICALS** The District does not pay any portion of the cost of the biennial athletic physicals.

**STUDENT INSURANCE** The District does not provide medical insurance; however, students may purchase such insurance through the school.

**ANNUAL COSTS**      \$50.00

**DRIVER EDUCATION FEE**      \$250.00      student attending Bon Homme

**DRIVER EDUCATION FEE**      \$300.00      student not attending Bon Homme

**PRE-SCHOOL FEES**

\$125.00 / month per child.

\$125.00 / month for first child, decreasing by half for each of the others in families with more than one child beginning at the same time.

\$75.00 / month per child for those that qualify for reduced meals.

\$25.00 / month per child for those that qualify for free meals.

**ELECTRONICS/TELEPHONES/CELL PHONES**

School telephones are reserved for school business. Students must have permission from school personnel in order to use these phones. If any electronic device is seen or heard in a classroom, study hall, library, gym, or bathroom, the electronic device will be confiscated and turned into the principal's office. Students are allowed to utilize their cell phones when changing classrooms. If they do so, however, the cell phones must be turned off, by the student upon entering their next class. Also, if a student continually arrives late at class due to overuse of the cell phone, he/she will, after five violations reported to the principal by the classroom teacher, no longer be allowed this privilege. A student would then have to come to the office to make a phone call. Picture taking will not be allowed with cell phones, or by any other means, in the locker rooms or restrooms.



## **EMAIL/INTERNET USERS (Policy EHAA & IIBG)**

Users of the Internet/Email are responsible for their actions in the use of the Internet.

### **Internet Usage**

Internet usage is allowed only when a certified staff member is present and is willing to supervise the user directly. No Internet usage is allowed without direct supervision. Internet usage may be terminated at any time by a supervisor, administrator, or by action of the Board. Community members must have direct supervision and must be accessed outside of the normal school hours at a time established by the administration or Board. A trail of all Internet access may be maintained and available to administrators or the Board.

### **Internet Etiquette**

All users of the District's computers and networks are expected to abide by accepted rules of network etiquette. Breaches can result in harsh criticism by others on the Net and restricted access to some sources on the Internet. The rules of acceptable behavior are as follows:

1. Use of the District's Internet access is a privilege, not a right.
2. Use of the District's Internet is voluntary on the part of students, teachers, administrators, and the community.
3. Do not reveal your personal address or phone number or that of other students or people.
4. Communication and information accessible via the network should be assumed to be private property.
5. Do not place unlawful information on any network system.
6. Use of the District's Internet may be terminated without notice at any time. The District will not be held liable for individual(s) actions on the Internet.

### **Email Use**

Students and staff will maintain high integrity with regard to email content. Use of inappropriate language and transmitting language/material that is profane, obscene, abusive, or offensive to others is prohibited. District email is subject to inspection by school personnel. Sending or forwarding mass emails, chain letters, or Spam is prohibited. Private chatting, texting, or instant messaging during class without permission is prohibited.

### **Inappropriate Use**

Inappropriate use includes, but is not limited to: intentional uses that violate the law, that are specifically named as violations in this policy, that violate the regulations of the District or any other use that hampers the integrity or security of the District's computer network or any computer networks connected to the Internet.

### **Violation Consequences**

Transmission of any material in violation of any international, United States, or State Law is prohibited. This includes, but is not limited to copyright materials, threatening, harassing, or obscene material. Use of the District's Internet for commercial (for profit) activities or product advertisements is prohibited. Vandalism and mischief while using the District's Internet access is prohibited. Forgery of electronic mail messages, changing files belonging to users, and downloading of any files into the District's computers is prohibited. Violations of the Law, through the use of the District's Internet access may result in disciplinary action or litigations against the offender by proper authorities.

School disciplinary action may include but not be limited to:

First Infraction - One day out-of-school suspension

Second Infraction - Two days out-of-school suspension

Third Violation - Loss of total Internet usage for the remainder of the school year.

Appropriate legal action may be taken.

## **ENROLLMENT INFORMATION**

Enrollment information includes name, address, telephone number, and contact persons for an emergency when parents cannot be reached. Inoculations required by Law are diphtheria, tetanus, polio, hard measles, chicken pox (two for kindergarten), rubella, measles, and mumps. South Dakota Codified Law 13-27-3.1 requires that a certified copy of the birth certificate be presented to the school and a copy made and kept on file for all students enrolling in any South Dakota school. Students from out-of-state must receive a tuberculin test.

## **EQUAL RIGHTS STATEMENT**

Bon Homme School District #04-2 does not discriminate on the basis of sex, race, color, religion, age, national origin, or disability in its programs and activities or employment practices and policies. Persons who feel their rights have been violated may appeal to the Bon Homme School District #04-2 Superintendent of Schools or the SD Department of Education.

## **FIRE OR FIRE DRILL (Policy EBCB)**

A fire in the building or fire drill will be announced by the school fire alarm. If a fire is discovered, the person discovering it should throw the nearest fire alarm. Students will file out of their respective rooms immediately and in good order. Do not stop for coats, books, or other property. WALK FAST, BUT DO NOT RUN! If a person falls, help him/her to rise quickly. EVERYONE MUST LEAVE THE BUILDING. Students and teachers will return to the building after all

members of the class are accounted for and the All Clear signal is given.

Exit drill maps will be posted for each room in buildings.

When a fire or fire drill occurs, teachers must take a class roster and red/green cards with them as they exit the building. Teachers will escort their class to the designated areas and roll shall be taken. Each classroom should remain together. The various classes should be separated to allow for easier student accounting.

Teachers will hold up a green card if every student registered in their class is present. Should a student be absent from the group for any reason, a red card shall be displayed. Teachers holding a red card will report absent students to the high school/middle school personnel acting as Attendance Secretaries.

The Attendance Secretaries will compile a missing student list and distribute to the Principal.

### **FOOD SERVICE (Policy EF)**

We offer breakfast and lunch governed by Federal Regulations. Students may not charge meals nor borrow from other students. Please respond promptly to the reminder of a lunch account in need of having funds added to said account.

Food Service accounting allows "Family" accounts. Breakfast and lunch for all children in the family regardless of their attendance center can be taken from the account. Any amount from \$10 to \$500 per family can be paid. When the balance in the "Family" account drops below \$7.50, a reminder notice is given to the student. Please reimburse the account as soon as possible after the notice is given. We WILL NOT charge on account. A student may be denied additional meals until a payment to the account is made. Children will be allowed a sandwich and a milk if denied a meal due to a negative account balance.

### **HARASSMENT (Policy JFCEA)**

A student shall not by any means harass another student or staff member. Harassment consists of physical or verbal conduct enacted upon another person(s) related to a person's race, color, religion, creed, ancestry, national origin, age, disability, or for any other basis when the conduct is so severe, pervasive, and objectively offensive that it: (a) has the purpose of effecting or creating an intimidating, hostile, or offensive working or academic environment (b) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance and deprives the student or staff member access to academic or employment opportunities. Any form of harassment will be treated as "serious misconduct" and will be treated accordingly. When a student violates this rule, such behavior will result in disciplinary action that may include but not be limited to suspension for up to ten days. In addition, the principal will confer with the students, parents, or guardians. Violations may be reported to the superintendent who may recommend further disciplinary action to the Board, which may include but not be limited to a long-term suspension or expulsion.

### **HEARING - FORMAL PROCEDURE**

The Bon Homme School Board shall constitute the hearing Board and shall conduct the hearing in the following manner:

1. A Board member or a Board designee who is not an employee of the District shall be appointed as presiding officer. Generally, this is the Board President.
2. Each party may make an opening statement.
3. Each party may introduce evidence, present witnesses, examine, and cross-examine witnesses.
4. Each party may be represented by an attorney.
5. The administration shall present its case first.
6. The hearing shall be closed to the public (Executive Session) and there shall be no verbatim record by mechanical or electronic means.
7. Witnesses may be present only when testifying. All witnesses shall take an oath or affirmation to be administered by the Board President or Business Manager.
8. Each party may raise objections; however, objections shall be limited to relevancy and scope of the question.
9. All relevant evidence shall be admitted; however, unproductive or repetitious evidence may be limited by the presiding officer.
10. The presiding officer may ask questions of witnesses and may allow other Board members to interrogate witnesses.
11. Each party may make a closing statement.
12. After the hearing, the Board shall continue to meet in Executive Session for deliberation. No one other than the presiding officer of the hearing shall meet with the Board during deliberation. The Board may seek advice during deliberation from an attorney not present at the hearing. Consultation with any other person, not present during deliberation, shall occur only if a representative of the pupil is present.
13. The decision of the Board shall be based solely on the evidence presented at the hearing and shall be formalized by a motion made in open meeting. The motion shall omit the name of the pupil and shall state the reason for the Board's action. The pupil or pupil's parents/guardians, if not present, shall be notified in writing of the decision. The notice shall state the decision of the Board and the final determination of the Board.
- 14.

## **Right of Appeal**

An adverse decision to the student by the Board may be appealed to a Court of Law. A decision rendered by the Board is enacted immediately. A student or the student's parents/guardians may seek a court injunction to stop an adverse decision until such time as it is finalized in a Court of Law.

### **IMMUNIZATION REQUIRED – SOUTH DAKOTA STATUTES PROVIDED BELOW:**

13-28-7.1 Tests and immunizations for communicable diseases required for admission to school or early childhood program--Exceptions--Rules. Any pupil entering school or an early childhood program in this state, shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubella, rubella, mumps, tetanus, and varicella, according to recommendations provided by the Department of Health. The Department of Health may modify or delete any of the required immunizations. As an alternative to the requirement for a physician's certification, the pupil may present:

1. Certification from a licensed physician stating the physical condition of the child would be such that immunization would endanger the child's life or health
2. A written statement signed by one parent or guardian that the child is an adherent to a religious doctrine whose teachings are opposed to such immunization
3. A written statement signed by one parent or guardian requesting that the local health department give the immunization because the parents or guardians lack the means to pay for such immunization

The Department of Health may promulgate reasonable rules, in accordance with Chapter 1-26, to require compliance and documentation of adequate immunization, to define appropriate certification, and to specify standard procedure.

13-28-7.2 Immunizations provided at public expense. The local board of health, upon application of the Board of any school affected by § 13-28-7.1 shall, at public expense to the extent that funds are available and without delay, provide the immunizations required by § 13-28-7.1 to such pupils as are not provided the immunizations by their parents or guardians and who have not been exempted.

13-28-7.3 Exclusion of student for risk of infectious disease or communicable parasite--Readmission. A Board or superintendent may, with the concurrence of the County Health Officer, exclude from school attendance a student who is determined to be a risk or nuisance to the health of other students or school employees due to the presence of infectious disease or communicable parasite. A student may be readmitted when the Board or superintendent, with the concurrence of the County Health Officer, determines that the state of communicability or infectiousness no longer exists.

South Dakota requires all 6<sup>th</sup> grade students to get:

- One dose of Tetanus, Diphtheria, Pertussis (Tdap) vaccine on or after the 11<sup>th</sup> birthday
- One dose of Meningococcal (MCV4) vaccine on or after the 11<sup>th</sup> birthday

### **INSURANCE**

The Board affords parents the opportunity to participate in group accident insurance at the beginning of each school year. The principal will be responsible for seeing that parents of students enrolled are informed concerning protection afforded through school sponsored accident insurance. One of the following is requisite to registration in classes or activities having a potential of personal injury: (1) student accident insurance (2) statement signed by parent certifying insurance covering personal injury of the student is maintained by the family (3) statement signed by parent acknowledging receipt of information concerning student accident insurance and declining participation. In addition, consent forms for medical treatment will be required of all students enrolled in such classes or activities. The statements covered in #2 and #3 above will become part of the student's school file.

### **LOST AND FOUND**

All found articles should be turned in at the principal's office.

### **LUNCH PERIOD**

Bon Homme School District operates a closed lunch period. All students are expected to remain on campus unless they are awarded senior privileges or have permission granted by the principal with proper notification. Automobile or vehicle rules will be adhered to by the students during the lunch period.

### **POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)**

PBIS will be implemented in the Bon Homme School District. PBIS is a proactive strategy for defining, teaching, and supporting appropriate student behaviors to create positive school environments.

### **PERSONAL APPEARANCE**

Students will dress and groom themselves in such a manner as not to disrupt the educational process of the school.

1. Clothing should be neat, clean, and in good repair.
2. Hair should be clean.
3. Students must wear shoes or footwear at all times.
4. Students may not wear apparel or adornment that presents a hazard to the student or to other students, that is

disruptive to school or that distracts fellow students or others in school.

5. Head coverings including bandanas, caps, hats, scarves, and headbands worn around the forehead are not acceptable attire and must be removed upon entering the building during regular school hours.
6. Clothing that contains any of the following is not permitted at school: advertises illegal activities such as tobacco, alcohol, or controlled substances; contains obscene language, graphics, or symbols; contains lewd, suggestive, or objectionable sexual material.
7. Halter tops, strapless tops, and midriff tops are not permissible attire for school. Attire which is excessively revealing or allows underwear or bra straps to be seen is not acceptable.
8. All skirts, dresses, and shorts must be appropriate length to cover all under garments.
9. Pocket wallet chains may be no more than 15 inches in length.
10. Students may not wear winter coats to class. They must store them in their assigned locker.
11. Any other apparel worn by a student that the principal deems unacceptable is subject to disciplinary action.

Any unacceptable clothing may be confiscated and, if necessary, substitute clothing will be provided for the day. The substitute clothing is to be laundered and returned within one week or the student will be charged for the cost of the clothing. Any confiscated items will be returned when the substitute clothing is returned or after one week.

When a student violates this rule, such behavior will result in disciplinary action that may include but not be limited to suspension for up to ten days.

### **POLICE QUESTIONING & APPREHENSION**

Law enforcement officers may not remove a child from a school building for questioning without permission of the child's parent unless an Enforcement Officer has a warrant for the child's arrest, or an order signed by a judge of the Children's Court. Also, when a crime has been committed on school premises, pupils may be questioned without parental consent.

### **PRESCHOOL PROGRAMS (Policy IGCf)**

The Board recognizes the critical importance of the early years in determining the educational development of children and authorizes the administration and maintains pre-kindergarten programming.

Pre-K programs will meet all Federal and State Requirements and follow a comprehensive, sequential curriculum, which is geared to the individual child and emphasizes educational purposes. The programs will be offered to eligible children for a fee which is currently \$60 per month.

The administration is charged to implement preschool programs, including age-eligibility and other requirements, when such programs are authorized by the Board.

Pre-payment must be received by the first of each month or the child will be denied preschool services.

Enrollment applications will be accepted from all Bon Homme School District patrons through August 1<sup>st</sup>.

All Bon Homme School District students who reside in the District will be served. Out of District students will be placed on a waiting list according to the criteria listed below and notified as vacancies arise.

Out of District applications may be made at any time but will be considered for remaining classroom openings after August 1<sup>st</sup>. Out of District applications will be prioritized according to the following criteria:

1. Children of Bon Homme School District employees.
2. Children whose siblings are currently open enrolled to Bon Homme School District #0-2.
3. All other applicants as determined by administration.

The date that the application is received will be the determining factor in the event there are applications with the same ranking scores for out of District students.

Children that live out of District and do not meet the above criteria will be prioritized by the date that the application is received by the District.

Approved: March 14, 2011      Revised: July 9, 2012

### **RELEASE FROM SCHOOL**

Students may not leave the school building during the school day without the permission of the principal or principal's designee. If a student needs to leave school during the day, the school must receive a written excuse or a telephone call from his/her parent or guardian before the start of the school day. At that time, he/she will receive a makeup slip for the absent time. When it is time for the student to leave, the student must sign out in the principal's office before leaving the building. If the student returns before the end of the school day, he/she must sign back in at the principal's office and receive an admit slip to class. If a student becomes ill, he/she should come to the principal's office where every effort will be made to make arrangements for the student to leave. If a student leaves school without following this procedure, his/her absence will be considered unexcused without parent signature. In the case of an emergency, a parent/guardian may call at any time to have the student released. When students are in school, they must be in the place to which they are assigned. A student who does not return to school following open campus will be considered absent without parent signature unless he/she (or a parent/guardian) calls the principal's office before the start of the next class.

# BON HOMME #04-2 SCHOOL CALENDAR - 2020-2021

Approved: February 10, 2020

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	CLASS SCHEDULE	
15	Holidays	End of 1st Quarter: 10/16/20
3	Staff In-Service (8 Hour Days) = (3 Contract Days)	End of 2nd Quarter: 12/18/20
17	Unscheduled	End of 3rd Quarter: 3/11/21
2	PD/Work (Jan 4 & May 20-8 hour days) = (2 Contract Days)	End of 4th Quarter: 5/19/21
10	Tutor Days (4 Hour Days) = (10 Contract Days)	1st Sem: 73 37 36
2	PTC (Parent Teacher Conferences) = (2 Contract Days)	2nd Sem: 79 40 39
1	Professional Day = (2 Contract Days)	Total: 152
2	Tutor Day(AM) - Professional Day(PM) (8 Hour Days) = (4 Contract Days)	

Make Up Days - First Three Student Contact Forgiven; if used, then

Make Up Days Will Be the Friday of the Week the Closure Occurred If Possible; If More Than 1 Day missed in 1 Week - Friday of the Week Missed and others Determined by Administration

Holidays, PD and P/T Conferences Will Not Be Used or Changed For Makeup Days

Tutor Day Make Up Days Will Be Determined by Administration

Full School Day Make Up Will Have Precedence Over Tutor Day Make Up

2018-19 = 1060 hrs / 2019-20 = 1043

## **SCHOOL STARTING AND DISMISSAL TIMES**

All schools will start at 8:05 a.m. and dismiss at 3:45 p.m. The designated school doors will be open from 7:15 a.m. to 4:30 p.m.

It is the policy of Bon Homme School District to provide supervision before and after school hours on a limited basis. The building principal will determine: the time supervision will begin and end on school days, the individual(s) in charge of providing supervision and the location(s) supervision will be provided. Children who do not ride the school bus should gauge their time of arrival as to fall within the time frames established for supervision by the building principal. Upon completion of the school day, students are to go directly home or to buses as the case may be. School buildings will remain locked outside the time established in which supervision will be provided. Any other arrangements must be made in advance with approval of the building principal. Should students violate this policy, notification will be given to parent(s)/guardian(s). Should violations continue, the States Attorney's Office will be contacted for possible resolution of the matter.

### **SEARCH & SEIZURE (Policy JFAA)**

The school principal may search a student's personal belongings when he/she has a reasonable suspicion that evidence of wrong doing will be found. The principal may search a student's desk, locker, or other school property at any time.

Board policy allows principals and other administrators to open and inspect school owned students' lockers and desks under the following guidelines:

1. Open and inspect when clear and present danger to other students and personnel is indicated.
2. Open and inspect when sufficient evidence points to a student's concealing therein materials forbidden in school by policy and regulation such as alcoholic beverages, illegal narcotics, firearms, tobacco, and any other unacceptable substances.
3. Officers of the Law, appearing with duly processed search warrants.

### **SEXUAL HARASSMENT (Policy JFCEB)**

Bon Homme School District has a policy which prohibits sexual harassment of anyone (including students) in its workplace. Sexual harassment is also prohibited by US Government Statute. Sexual harassment is defined as any action, word, or innuendo which is interpreted as offensive by the person who is its subject. Persons who feel they are being sexually harassed may file a complaint with the Title IX Sexual Discrimination Officer (Bon Homme Superintendent of Schools) or with the US Office for Civil Rights located at 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, MO 64153-1367. Sexual harassment is serious business. Persons (including students) who are found guilty of sexual harassment will be disciplined. Disciplinary measures may include being expelled from school or dismissed from the job. Persons who feel they are being harassed are urged to discuss the problem with the administration as soon as possible.

### **SOCIAL SECURITY NUMBERS**

Students who are enrolling in Bon Homme School District for the first time will be asked to complete a form listing their birth date and Social Security number. All South Dakota School Districts are becoming part of a state-wide computer reporting system which uses the student Social Security number to record information about your child. This information is provided to the South Dakota Department of Education and Cultural Affairs. The Department has the authority in Law to "establish a system for gathering and reporting of educational data for the keeping of adequate educational and financial records and for the evaluation of educational progress." Therefore, we ask that you, the parent, provide your child's Social Security number although you are not legally required to do so.

The Department of Education and Cultural Affairs will use this information to determine how much money our District receives from the State and Federal Government. This information is also used to judge the quality of the State's Educational Programs, to improve instruction, to follow trends in student enrollment, and to track student participation in various programs.

As a parent, you do not have to provide your child's Social Security number. If you choose not to provide the number, the District staff might need to submit another type of report to receive money distributed by the State and/or Federal Government.

### **SPECIAL SERVICES**

The Bon Homme School District #4-2 with the assistance of the South Central Cooperative conducts screens and accepts referrals to meet the needs of students. Special programs include school-wide Title I Reading and Math, Physical Therapy, Occupational Therapy, Speech and Language Therapy, Early Childhood Special Education Services, and educational supports based assessed needs of students who have been identified as eligible for special education.

## **STUDENT CONDUCT (Policy JFC)**

Bon Homme #04-2 students are expected to:

1. Apply themselves to the established course of study, to be prompt and regular in attendance, complete school assignments on time, follow directions from teachers and other staff, and be willing to work at self-improvement
2. Obey the rules of the school and classroom
3. Conduct him/herself properly in school, on school grounds, on buses, and at school functions

## **STUDENT DUE PROCESS (Policy JFA)**

### **Probation, Suspension, Expulsion, Student Due Process**

The school principal, superintendent, and Board are empowered to suspend or expel students from school on those rare occasions when it may be necessary in accordance with this policy and the statutes and rules of the State of South Dakota. Suspension may be either short-term or long-term. Short-term suspensions will be issued by the principal or the superintendent after a hearing conducted in accordance with the Student Due Process Procedure outlined in this policy. Long-term suspensions of 11 or more days but less than 91 days may be issued by the superintendent and long-term suspension of 91 days or more and expulsions may be issued only by the Board. All suspensions and/or expulsions must be done in accordance with the Student Due Process Procedures found in this policy.

### **Definition of Terms**

**Short-Term Suspension** The exclusion of a student by principal or superintendent from a class, classes, school, or a school activity for not more than ten school days.

**Long-Term Suspension** The exclusion of a student from a class, classes, school, or a school activity by the superintendent for more than ten but not more than 90 school days or the exclusion of a student by the Board for more than 90 school days.

**Expulsion** The action of the Board to terminate a student's membership in school for a period of time that does not extend beyond the end of the school year.

**Parent** A parent, guardian, or person in charge of a student.

**Policy** A rule, regulation, or standard enacted by a Board.

### **Hearing Procedure for Short-Term Suspension**

If a short-term suspension is anticipated because of a student's violation of a rule, regulation, or policy, the principal or superintendent shall give oral or written notice of violation to the student as soon as possible after discovery of the alleged violation. The notice shall inform the student of the actions of the student that are alleged to be in violation of any rule, regulation, or policy which might become the basis for suspension.

The student must be given the opportunity to answer the charges before any decision to suspend is made. When a student is suspended following the hearing, the principal or superintendent shall give the parent oral notice, if possible, and shall send the parent a written notice detailing the reason for the suspension and the length of the suspension. A student may not be removed from the school premises before the end of the school day unless a parent has actually been contacted and informed that the student is being removed.

### **Hearing Procedure for Long Term Suspension by the Superintendent**

1. **Written report required** If a long-term suspension or expulsion of a student is anticipated because of a student's violation of a rule, regulation, or policy, the principal shall file a written report with the superintendent by the end of the school day following the day of discovery of the alleged violation.
2. **Notice of hearing** If the superintendent finds grounds for a long-term suspension from class, classes, or for expulsion from school, the superintendent may exclude the student from a class, classes, school, and/or a school activity before the hearing by using the short-term suspension procedure. The superintendent shall give notice to the student and the student's parents, orally or in writing, of the necessity for a hearing. The notice shall contain the following minimum information:
  - a. A description of the acts of the student which are alleged to be in violation and the rule, regulation, or policy which was alleged to be violated.
  - b. A time, date, and place for the hearing.
  - c. A description of the hearing procedure to be used.
  - d. A summary of current evidence and a list of proposed witnesses to support the alleged misconduct and the reason for the disciplinary proceedings.
  - e. A statement that the student's records are available at the school for examination by the student's parents or their authorized representative.
  - f. A statement that the student may present witnesses and evidence in his/her behalf and that a list of such proposed witnesses and evidence should be submitted to the superintendent at least one school day prior to the time set for the hearing.

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

3. **Hearing procedure** The superintendent shall preside over the hearing and shall conduct the hearing in the following manner:
  - a. The principal shall present witnesses and evidence on behalf of the school and the student or the students' parents may present witnesses and evidence on behalf of the student. The principal will present witnesses and evidence first. Each party shall have the right to question the witnesses presented.
  - b. The hearing shall be closed to the public. A record of the hearing will be made in the event further action is taken.
  - c. Witnesses may be present only when testifying.
  - d. Each party may be given the opportunity to make an opening statement at the beginning of the proceedings and a closing statement at the end of the proceedings. Each party may introduce evidence, present witnesses, examine, and cross-examine witnesses about any matters logically relevant to the charge against the student and the proper disposition of the matter at hand. The superintendent may ask questions of the witnesses.
  - e. Each party may be represented by legal counsel. The administration shall present its case first. That presentation shall at least contain evidence of the rule, regulation, or policy violated and evidence and testimony relative to the conduct which demonstrates the student's violation of the rule, regulation, or policy.
  - f. All relevant evidence must be admitted unless it is deemed to be unproductive or repetitious by the superintendent.
  - g. The student shall have the right to speak in his/her own defense and present witnesses and other relevant evidence. The student and all witnesses so presented may be questioned on their testimony by the principal, the superintendent, or legal counsel. The student may choose not to testify in which case he/she shall not be threatened with punishment or later punished for refusal to testify, nor shall such refusal in any way be construed as an indication of guilt.
  - h. The parent should be present at the hearing and should have an opportunity to make a statement to the superintendent on their feelings about the proper disposition of the case and to answer questions in the same manner as other witnesses.
  - i. If any person to whom notice is to be given cannot be notified or cannot be present at the hearing because of extenuating circumstances, the superintendent shall postpone the hearing until notification of such persons is possible.
  - j. If the student, his/her parent, or his/her representative do not waive their right to the hearing or request postponement for a good and sufficient cause, and they are not present at the time and place scheduled in the hearing notice, the hearing shall proceed without them.
4. **Decision** After the hearing, the superintendent shall take all evidence presented at the hearing into consideration and shall issue a decision in writing. Prior to arriving at his/her decision, the superintendent may consult with legal counsel.
  - a. The decision of the superintendent shall be based solely on the evidence presented at the hearing and must be issued in writing within three days of the conclusion of the hearing. The superintendent shall notify the student and/or student's parents in writing of the decision. The notice shall state the length of the suspension or expulsion.
5. **Right of Appeal** An adverse decision to the student by the superintendent may be appealed to the Board.
6. **Absence of Expulsion Not a Violation of Compulsory Attendance** If a student is suspended or expelled from school in accordance with the provision of these guidelines, his/her absence from school shall not be deemed a violation of the Statutes of the State of South Dakota relating to compulsory attendance at school.

#### **Long-Term Suspension or Expulsion Hearing Procedure before the School Board**

1. **When Used** A long-term suspension or expulsion of a student shall be considered by the Board when the violation of a rule, regulation, or policy is deemed to be so severe as to warrant an exclusion from school of more than 90 days or a student appeals a suspension of 90 days or less by the superintendent.
2. **Notice of hearing** If the superintendent finds grounds for a long-term suspension or expulsion from class, classes, or school for more than 90 days or the student files an appeal of the superintendent's decision to suspend for 90 days or less, the superintendent may exclude the student from a class, classes, or school before the hearing by using the short-term suspension procedure. The superintendent shall give notice of the necessity for a hearing in writing to each Board member. A written notice shall also be given to the student and the student's parents. The notice to the parents shall contain the following minimum information:
  - a. The rule, regulation, or policy allegedly violated and the acts of the student thought to have violated the rule, regulation, or policy.
  - b. A tentative time, date, and place for the hearing.



- c. A description of the hearing procedure to be used.
  - d. A summary of current evidence and a list of proposed witnesses to support the alleged misconduct and the reason for the disciplinary proceedings.
  - e. A statement that the student's records are available at the school for examination by the student's parents or their authorized representative.
  - f. A statement that the student may present witnesses and evidence in his/her behalf and that a list of such proposed witnesses and evidence should be submitted to the superintendent at least one school day prior to the time set for the hearing.
3. **Right to waiver** The student, if the age of majority or emancipated, or the student's parent may waive the right to a hearing by informing the superintendent, in writing, that he/she wishes to waive the right to a hearing. If a waiver of the right to a hearing is not filed with the superintendent, the hearing shall be held at the time and place set in the notice unless a different time and place are agreed to by the parties.
4. **Group hearing** When more than one student is charged with violating the same rule and it is known that they have acted in concert and the facts are basically the same for each of the students, a single hearing may be conducted for all of them if the Board believes that the following conditions exist:
- a. A single hearing will probably not result in confusion and destroy fact-finding procedure
  - b. No student will have his/her interests substantially prejudiced by a group hearing.
- If, during the hearing, the Board finds that the student's interests will be substantially prejudiced by the group hearing it may order a separate hearing for that student.
5. **Hearing procedure** The Board is the hearing Board and shall conduct the hearing in the following manner:
- a. The Board shall appoint a Board member or a person who is not an employee of the District as the hearing officer. The hearing officer shall have authority and discretion to limit unproductive, long, immaterial, repetitious questioning; however, all relevant evidence shall be admitted, and each party shall have the opportunity and privilege of raising objections.
  - b. The hearing is closed to the public. A record of the hearing will be made in the event further action is taken.
  - c. Witnesses may be present only when testifying. All witnesses must take an oath or affirmation administered by the hearing officer.
  - d. Each party may be given the opportunity to make an opening statement at the beginning of the proceeding and a closing statement at the conclusion of all presentations. Each party may introduce evidence, present witnesses, examine, and cross-examine witnesses about any matters logically relevant to the charge against the student and the proper disposition of the matter at hand. Further, the presiding officer may ask questions of witnesses and may allow Board members to interrogate witnesses.
  - e. Each party may raise objections; however, objections are limited to relevancy and scope of the question. All relevant evidence must be admitted. Unproductive or repetitious evidence may be limited by the hearing officer.
  - f. Each party may be represented by an attorney and the administration shall present its case first. The administration's presentation should at least contain evidence of the rule, regulation, or policy violated and evidence and testimony relative to the conduct which demonstrates the student's violation of said rule, regulation, or policy.
  - g. The student shall have the right to speak in his/her own defense, present witnesses, and other relevant evidence. The student and all witnesses so presented may be questioned on their testimony by the hearing officer, the administration, counsel for either party, or by Board members. The student may choose not to testify in which case he/she shall not be threatened with punishment or later punished for refusal to testify, nor shall such refusal in any way be construed as an indication of guilt.
  - h. The parent should be present at the hearing and should have an opportunity to make a statement to the Board regarding their feelings about the proper disposition of the case and to answer questions in the same manner as other witnesses. Each party may make a closing statement.
  - i. If any person to whom notice is to be given cannot be notified or cannot be present at the hearing because of extenuating circumstances, the Board shall postpone the hearing until notification of such persons is possible.
  - j. If the student, his/her parent or his/her representative do not waive their right to the hearing or request postponement for a good and sufficient cause, and they are not present at the time and place scheduled in the hearing notice, the hearing shall proceed without them.
6. **Decision** After the hearing, the Board shall continue to meet in Executive Session for deliberation. No one other than the hearing officer may meet with the Board during deliberation. The Board may seek advice during deliberation from an Attorney. Consultation with any other person during deliberation may occur only if a representative of the student is present. The decision of the Board must be based solely on the evidence presented at the hearing, must be formalized by motion made in open meeting and must be rendered in writing. The motion must omit the name of the student and must state the reason for the Board's action. The Board shall notify the student or student's parents, in

writing of its decision and of the facts upon which the decision is based and the length of the suspension or expulsion, if the Board's decision is to suspend or expel.

7. **Majority Vote Required** On the question of whether the student violated a reasonable rule by misconduct, the Board shall reach its decision by a majority vote. If no misconduct is found, the matter is terminated and no further action may be taken against the student.
8. **Right of Appeal** An adverse decision to the student by the Board may be appealed to the Circuit Court.
9. **Review of Expulsion During First Semester** If a student is expelled from school during the first semester of any given school year, his/her expulsion may be reviewed by the Board before the beginning of the second semester unless the expulsion originally took effect three weeks or less before the beginning of the second semester. The review may lead to a recommendation that the student shall be reinstated for the second semester.
10. **Absence After Suspension or Expulsion Not a Violation of Compulsory Attendance** If a student is suspended or expelled from school in accordance with the provision of these guidelines, his/her absence from school shall not be deemed a violation of the Statutes of the State of South Dakota relating to compulsory attendance at school.

#### **Long Term Suspension or Expulsion of a Student Receiving Special Education and/or Related Services**

A student with a disability who violates a code of student conduct may be removed from his/her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for not more than 10 consecutive school days (to the extent those alternatives are applied to students without disabilities), and for additional removals of not more than 10 consecutive school days in the same school year for separate incidents of misconduct (as long as those removals do not constitute a change of placement).

A removal of a student with a disability from the student's current educational placement is a *change of placement* if:

1. The removal is for more than 10 school days in a row
2. The child has been subjected to a series of removals that constitute a pattern because:
  - The series of removals total more than 10 school days in a school year.
  - The student's behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals.
  - Of such additional factors as the length of each removal, the total number of times the student has been removed, and the proximity of removals to one another.

After a student with a disability has been removed from his or her current placement for 10 school days in the same school year, during any subsequent days of removal the District must provide services to the extent required.

Within 10 school days of any decision to change the placement of a student with a disability because of a violation of a code of student conduct, the District, the parent, and all relevant members of the student's IEP Team must review all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information provided by the parents to determine:

1. If the conduct in question was caused by, or had a direct and substantial relationship to the student's disability; or
2. If the conduct was the direct result of the District's failure to implement the IEP.

The conduct must be determined to be a manifestation of the student's disability if the team determines that a condition in either (1) or (2) above was met.

If the team determines that the student's behavior was not a manifestation of his or her disability, the student is subject to the same disciplinary action as their non-disabled peers.

#### **STUDENT GRIEVANCE (Policy JFH)**

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices: (1) that a school rule is unfair or that it has been misinterpreted or improperly enforced by a teacher or administrator (2) that a school rule or regulation discriminates between students (3) that an unfair procedure has been used in arriving at a punishment.

Grievances are processed in three steps: (1) to the counselor (2) to the principal (3) to the superintendent; in that order. On all three levels an informal conference is to be held within five days of the date of filing of the complaint so that no student's complaint shall consume more than 15 days' time in all. The burden of proof is upon the student to show that a rule is unfair, is discriminatory, or that an unfair procedure (lack of due process) has been perpetrated. The final resolution of the grievance is to be in writing at the principal level and designed to provide the student with a basis for resolution of the problem as originally stated in his/her complaint. If a student has a grievance, he/she should present it in writing to: Level 1 to the High School Counselor. The counselor will hold an informal discussion of said grievance with the student within five days of the filing date. Many grievances may be resolved at this level. Level 2 If a student is not satisfied with the resolution made at Level 1, he/she may appeal in writing to the principal for a conference to discuss said grievance. Level 3 If a student is not satisfied with the resolution made at Level 2, he/she may appeal in writing to the superintendent for a conference and discussion of the grievance. The decision at this level is binding and cannot be appealed unless the

superintendent so indicates. (FORM FOLLOWS)

**STUDENT GRIEVANCE FORM**

Date: \_\_\_\_\_ I, \_\_\_\_\_, hereby file a grievance against

I am aggrieved because the following policy was unfairly or inappropriately applied against me:

I hereby petition for a hearing on my grievance at the convenience of the School Administrator but in no event later than five school days after the date of the petition.

Student Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

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

**SCHOOL RECORD OF STUDENT GRIEVANCE**

Date Received: \_\_\_\_\_ Conference Date and Place: \_\_\_\_\_ Time: \_\_\_\_\_

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

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

Signature of School Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT LOCKERS**

Students in Grades 6-12 will be assigned a school owned locker with a working lock. Each student is expected to lock all his/her books, PE bags, coats, book bags/backpacks, and other personal belongings he/she is responsible for in that locker. If the student chooses not to do that, then the student is responsible for anything that is lost or stolen for whatever reason.

Students will be expected to keep all of their personal belongings in their assigned locker unless other arrangements are made with the principal. Any damages to lockers resulting from misuse of stickers, pens, tape, or the loss of the school owned padlock will be paid for by the student. Students may not place, keep, or maintain any article, material, or substance in a school owned locker which is illegal or inappropriate for use in school or which causes a disruption to the school. Hanging posters or advertisements promoting alcohol or tobacco products or pictures that are obscene will not be permitted. The principal and the superintendent retain the right to inspect and/or search the school owned lockers at any time without notice to the student.

**STUDENT RECORDS (Policy JO)**

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian or the student in accordance with the Law, and yet be guarded as confidential information. It will be the responsibility of the principal's office to provide for the proper administration of student records in keeping with State Law and Federal Requirements and to standardize procedures for the collection of necessary information about individual students throughout the District.

The Board wishes to make clear that all individual student records of the District are confidential with the exception of directory information. The principal of each attendance center may release directory information at his/her discretion. Students can prevent the release of directory information by filing a request with the principal.

**STUDENT RIGHTS AND RESPONSIBILITIES**

Each student has the right to an education and he/she also has the responsibility not to interfere with or threaten the education of others by his/her actions. Each student has the responsibility to attend school regularly and to abide by the policies and regulations of the school. Students have the right to request changes in school policies and regulations in an orderly manner by utilizing those channels provided for this purpose.

**Expression:** The primary liberties in a student's life have to do with the inquiry and learning, acquiring, and imparting knowledge and exchanging ideas. These processes require that students have the right to express opinions, to take stands, and to support causes either publicly or privately. There should be no unlawful interference by the school with these liberties or with the student's access to or expression of controversial points of view.

**Speech:** Every student has the right to express his/her opinion either verbally or symbolically as long as he/she does not infringe upon the rights of others. As an intellectual being, every student has a right to search vigorously for truth by examining opposing ideas and to espouse and express in any orderly manner whatever view commands the assent of his/her mind. Where soundness of position can neither be proved nor disproved with documentation, he/she shall in no way be penalized academically for holding those views. A student's responsibility must include personal concerns for the effect of the spoken word or symbolic expression on the personal reputation of others and a student has the right to have his/her own personal reputation protected accordingly. Consequently, personal attacks and obscenities are prohibited.

**Petition:** Students have the right to present petitions; however, the collecting of signatures of petitions shall not disrupt classroom procedures nor interfere with the educational process. Students shall not be subjected to disciplinary measures for initiating or signing a petition providing that the petition is free from obscenities, libelous statements, and personal attacks.

**Press:** School Sponsored Publications--Journalism provides many learning experiences. In a school community, students involved in student publications shall convey information with accuracy and insight in such a manner that truth shall remain predominant. Such publications shall operate under the concept of the First Amendment which guarantees freedom of the press. In order to achieve the full learning experience, only materials alleged to contain the following should be withheld from the press: 1) libelous materials by current legal definition; 2) obscenity by current legal definition; 3) materials which incite others to damage property, physically harm others, or seriously disrupt school activities or the educational process. The responsibility and authority for decisions based on the standards mentioned above are vested with the principal or to whomever he/she delegates the authority. Non-School Sponsored Publications: Students who edit, publish, and/or wish to distribute non-school sponsored handwritten, printed, or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publication and may be restricted as to the time and place of distribution or may be prohibited from distribution if the principal determines that the material is libelous or obscene according to legal definition or would threaten to disrupt the educational process.

#### **SUSPENSION/EXPULSION**

Breaches of standards of behavior may result in suspensions or expulsions from school. By Law (SDCL 13-32-4, 13-32-4.2, 13-32-5, 13-32-7) the Bon Homme School Board has the authority to suspend or expel students beyond 10 days for violation of school rules or policies or for insubordination or misconduct. The Bon Homme School Board supports and authorizes the principals to suspend pupils for not more than 10 school days (per incident) and authorizes the superintendent to suspend pupils for up to 90 school days. The period of expulsion may extend beyond the current semester in which the violation, insubordination, or misconduct occurred.

Students who are guilty of continued misconduct which results in a suspension(s) and/or interferes with the opportunity of other students to carry on their learning activities may be recommended to the Board for expulsion from school.

When a student is suspended/expelled, he/she will not be allowed to participate in any school activity or activity practice. If the suspension is in-house, the student must complete the work and/or tests during the day, for that day. All grades will be reduced by 20% for the work done that day for the in-school suspension. If the suspension/expulsion is out-of-school, the student will receive 60% credit for all work done during the time suspended/expelled. When a student is suspended/expelled, the days of suspension/expulsion do not count as days of absence. Should the student be on an IEP, FAPE regulations will apply after ten days of out-of-school suspension/expulsion. Suspension/expulsion incidents will be reviewed on a case-by-case basis.

#### **TARDIES**

Students in Grades K-5 who arrive late to school are to report to the principal's office. The principal's office must receive notification from home at this time or within two school days, the same as for an absence. When a student is tardy for the fourth time in a semester, a letter will be sent home. A fifth tardy in a semester will result in a telephone call from the principal. A sixth tardy will result in a conference with the principal and the student making up the missed time with the teacher after school. Teachers will monitor the hallways prior to school to make sure students are not tardy.

#### **TEACHER QUALIFICATIONS**

All parents in a Title I school will be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. This information may include whether the teacher has met the State Requirements for licensure and certification for the grades and subject matters in which the teacher provides instruction; whether the teacher is teaching under emergency or other provisional status through which State Qualification or licensing criteria have been waived; the college major and any other graduate certification or degree; and whether the

child is provided services by paraprofessionals, and if so, their qualifications. If you are interested in this information, you may send a request to your building administrator and a response will be provided.

The District will provide notice to parents of students in a Title I Program if their child's teacher is absent for four or more weeks and is being taught by a teacher who is not highly qualified.

#### **TORNADO WARNING SYSTEM (Disaster Preparedness Nuclear Attack)**

The school secretary will monitor the radio for warnings and will be responsible for notifying the principal, the students, and the staff when a warning is broadcast. When a tornado or "take cover" warning is issued by the National Weather Service or the school principal, all persons in the school building will be required to take shelter in an area designated by the school principal. The warning will be issued to the school through the intercom system in each building. When students receive the warning, they are to proceed to the area designated as the appropriate take cover area assigned to the room they are in at the time. The students will be instructed to respond to the command "Everybody Down! Crouch on elbows and knees! Hands over back of head!"

If weather is threatening, there should not be any outside activity. School personnel will be assigned to alert students and faculty who are outside the school building when a warning has been issued.

Buses will not run when a tornado "warning" has been issued. The students will be held in the schools until an "all clear" report is received. Buses will run during a tornado "watch". If a bus is caught in the open when a tornado is approaching the bus driver will escort the students to a nearby ditch or ravine and instruct them to lie down, hands over head. The students should be far enough away from the bus so there is no danger of the bus toppling over on them. Bus driver shall conduct at least two bus evacuation drills per year.

Locations of tornado shelters will be posted in every room in each building and will be updated and distributed to students annually.

#### **TRUANCY (Policy JEDA)**

Under South Dakota Law, children between the ages of six years old by the first day of September and who have not exceeded the age of eighteen years old, are of compulsory school age. The children, who are of compulsory school age, shall attend school regularly and annually in either a public school, private school, or home school for the entire school term as defined by State Statute, unless otherwise excused as provided in State Statute.

It is the responsibility of every person having under their control a child of compulsory school age to see to the child's attendance at school until the child has reached the age of eighteen, unless excused. Any person who does not see to the school attendance of a child in their care will be guilty of a misdemeanor and, if convicted, will be subject to a fine, as established by Law.

The Bon Homme School Board shall annually appoint one or more Truancy Officers (Superintendent/County Sheriff) to enforce, under the Board's direction, the Compulsory Attendance Laws within the District. If the Bon Homme School Board fails to appoint a Truancy Officer, the President of the Bon Homme School Board shall be the Truancy Officer and is responsible for the enforcement of the Compulsory Attendance Laws within the District.

Students who have missed more than 6 unexcused days of school each semester, 12 unexcused days of school for an entire year, will be subject to truancy. An accurate record of attendance will be maintained by the appropriate administrator at each site. The appropriate administrator will notify the parents/guardians either in writing or in person of the student's attendance record prior to the 6 days absence allowed each semester and/or the 12 days absence allowed per year.

The Truancy Officer will also receive an attendance record from the appropriate administrator. The Truancy Officer will carefully check the attendance and non-attendance record of the student and may inform the Board of the student's attendance and non-attendance record at the appropriate time.

When the student has been absent 6 unexcused days per semester or 12 unexcused days per year, the Truancy Officer will be notified by the appropriate administrator and a letter will be sent to the parents/guardians of the student by the superintendent or County State's Attorney warning persons in control of the compulsory school age student that the child must enter school and attend regularly. Any continued violations of this policy will be reported to the Bon Homme School District Truancy Officer who in turn may report the violation to the Bon Homme County State's Attorney for proper disposition.

#### **VISITORS, VOLUNTEERS, AND PARENTS ENTERING THE SCHOOL (Policy KK)**

All visitors, volunteers, and parents entering any school building are expected to check in at the principal's office. Children who are not accompanied by a parent are discouraged from visiting school.

#### **WEATHER INFORMATION AND CANCELLATION (Policy ICA)**

If it becomes necessary to cancel school because of weather or other problems, announcements will be made over WNAX-AM 570; WNAX-FM 104.1 THE WOLF; KYNT-AM 1450; KDAM 94.3; KKYA-FM 93.1; KOOL 98-FM 98.3; KVTM-AM 1570; KVHT-FM CLASSIC HITS 106.3; KMIT-FM 105.9; RESULTS RADIO (AM--KXRB COUNTRY 1000; KSOO 1140; FM--KMXC-MIX 97.3; ESPN 99.1; KDEZ EASY & FUN 100.1; KIKN 100.5; KYBB CLASSIC

ROCK B 102.7; KKLS-HOT 104.7); and KDLT TV-#5; KELO-TV-#11; KSFY-TV-#13; KTTW-TV-#17 television stations, and via the BrightArrow automated phone system. In the event of a late start, no breakfast will be served. Parents have the right to determine if their child should be kept home because of weather or intense cold. Please notify your bus driver and school office of such a decision. Keep the office informed of a current residence where your child can stay in the event buses do not run. In the winter months, students should be dressed for the cold (winter coats, winter hats, boots, and gloves).

## **WELLNESS POLICY (Policy JHA)**

### **Introduction:**

The Board recognizes that the increasing rates of overweight and obesity among youth threaten the future health and productivity of our children. Overweight children may be at higher risk for developing severe long-term health problems. Research indicates that many diseases are largely preventable through healthy eating habits and regular physical activity. All adults and children benefit from both healthy food choices and increased physical activity.

Although the primary mission of schools is education, the present and future health, safety, and well-being of students is also a concern of Bon Homme School District. Bon Homme School District shares with families and the community the responsibility for the physical, mental, and social well-being of its students.

### **Nutrition Education Component:**

The primary goal of nutrition education is to influence students eating behaviors. Nutrition education will be incorporated into the school day as much as possible. All instructional staff are encouraged to integrate the benefits of good health, nutrition, and physical activity into daily lessons as appropriate, including core subjects such as math, science, language arts, and social sciences.

Nutrition and health education will be provided to parents in the form of handouts, postings, and links on the District website, monthly newsletters, and presentations.

The District Wellness Committee will work together with the school nutrition/health team, such as Team Nutrition, or Coordinated School Health, to conduct nutrition education activities and promotions that involve staff, students, parents, and the community.

### **Physical Activity Component:**

The primary goal of the physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, participate in physical activity, and understand the health benefits of being physically active.

### **Physical Education Classes**

The physical education curriculum should demonstrate progression and sequence and be consistent with South Dakota and/or National Physical Education standards for Pre-K through Grade 12.

### **Physical Activity across the Curriculum**

It is encouraged that opportunities for physical activity are regularly incorporated into other subject areas (math, language arts, science, and social studies).

### **Recess**

- All elementary students will have at least 30 minutes daily of supervised recess, preferably outdoors, during which students are encouraged to engage in moderate to vigorous physical activity.
- When feasible, recess will occur prior to lunch so that children will come to lunch less distracted and ready to eat.

### **Opportunities for Physical Activity Before and After School**

- All elementary, middle, and high school students will be offered the opportunity to participate in extracurricular activities, activity clubs, or intramural programs.
- After school and enrichment programs will encourage daily periods of moderate to vigorous physical activity for all participants.

### **Rewards/Incentives/Consequences**

- Teachers and other school personnel will not use physical activity (e.g. running laps) or withhold opportunities for physical activity (e.g. recess, physical education) as a punishment.
- It is strongly encouraged that students will not be denied physical activity for the purpose of make-up work and testing.

### **Other School-based Activities Component:**

Schools will provide consistent messages to foster lifelong habits of healthy eating and physical activity.

## **Rewards, Incentives, and Consequences**

- Rewards and incentives will be given careful consideration as to the messages they send to students. Food will not be used as a reward or incentive in the classroom, but other more appropriate rewards may be used, (e.g. extra free time, pencils, bookmarks).
- Food will not be withheld from students as a consequence for inappropriate behavior or poor academic performance.

## **Fundraising**

- School fundraising activities will promote healthy lifestyles.
- Schools will encourage fundraising activities that promote physical activity, such as car washes, fun-runs, walk-a-thons, golf tournaments, and basketball tournaments.
- The District will make available a list of healthy fundraising ideas.

## **Nutrition Standards Component:**

Student's eating habits are greatly influenced by the types of foods and beverages available to them. Foods that meet the Standards for Foods and Beverages set forth in this document will be offered wherever and whenever food is sold or otherwise offered at school during the normal school day. Examples may include a la carte items, snacks, vending machines, fundraising activities, parties, celebrations, and school sponsored events.

In order to maintain compliance with state and federal mandates regarding the school lunch program and for the safety and health of all students, snacks and drinks consumed during school hours must be provided by the student vending and drink machines. Aside from sack/cold lunches, all other outside food, snacks, and/or drinks must be discarded before entering the building or students will have items confiscated and discarded. Clear, refillable water bottles may be used and refilled at the water fountain filling stations throughout the school. Any student medical needs concerning snack/drinks will require prior arrangements with the principal's office.

## **School Food Service**

- The Board has entered into a contract with Catering By Marlin, Inc. a food service management company, to manage and operate the food service for the District's students, employees, visitors, and guests; however, the District remains in control of the quality, extent, and general nature of its food service, including student breakfast, lunch, and a la carte prices.
- The school food service program will operate in accordance with the National School Lunch Act and the Child Nutrition Act of 1996 as amended and with applicable laws and regulations of the State of South Dakota. All foods and beverages sold in the school food service will meet the USDA guidelines of foods of minimal nutritional value.
- Schools will offer food choices consistent with the Federal Government's Dietary Guidelines for Americans. These guidelines are designed to help people choose diets that will meet nutrient requirements, promote health, support active lives, and reduce chronic disease risks.
- French fries offered with the reimbursable meal are no longer deep fat fried but baked. There are more healthy options such as submarines and more salad choices.

## **A La Carte Offering in School Food Service**

- Students must purchase a reimbursable meal before purchasing a la carte items. A la carte items are not available to elementary students.
- A la carte items available during the school day will meet the Standards of Food and Beverages set forth in this document.
- School food service will not sell/encourage the sale of extra portions of desserts, french fries, and/or ice cream. A second a la carte item is not permitted.
- The District's Wellness Committee will review the listing of foods and beverages sold in the school's food service on an annual basis.

## **Parties and Celebrations**

- Parties and celebrations should include no more than one food or beverage that does not meet the Standards for Food and Beverages.
- The District will provide a list of healthy party ideas to parents and teachers.

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

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

## **Vending Machines**

- All foods and beverages sold in school vending machines must meet the USDA/NSLP guidelines for vending machines as described in policy JHA.

## **Definitions**

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

**A La Carte items:** additional and separately priced food and beverages sold by the school food service during the breakfast and lunch established serving times.

**School Vending Machines:** a coin operated machine for the sale of foods and beverages.

**Foods of minimal nutritional value:** in the case of artificially sweetened foods, a food which provides less than five percent of the Reference Daily Intake (RDI) for each of eight specified nutrients per serving; and in the case of all other foods, a food which provides less than five percent of the RDI for each of eight specified nutrients per 100 calories and less than five percent of the RDI for each of eight specified nutrients per serving. The eight nutrients to be assessed for this purpose are: protein, vitamin A, vitamin C, niacin, riboflavin, thiamine, calcium, and iron.

Legal References: 42 USC 1751-1769; 42 USC 1771-1791; 7 CFR 210.1-210.31; 7 CFR 220.1-220.21

Approved: July 17, 2006                      Revised: July 13, 2009; July 14, 2014



**ATTENDANCE**

All students are expected to attend school every day unless they are ill or excused before the absence. The school should be informed of a student's absence by a parent or guardian through a message or phone call. When the student returns to school, a written excuse signed by a parent/guardian or telephone call is **REQUIRED**.

Prior arrangements need to be made with the principal when a student is absent from school, but still plans to participate in any school-related activities for the rest of that day or night. This would include all-day doctor appointments, funerals, or such. Any student that has been absent from school must check in with the elementary office so that they can be considered in attendance for the day. Any students that have checked into the office during school hours and before 12:00 noon will be allowed to participate in all activities and will not require prior permission from the principal.

**BICYCLES AND TOYS**

Students may ride bicycles to and from school. Please review bicycle safety rules with your child. Bicycles must be walked on school premises. All bicycles are to be parked in the designated area. Other items or toys (skateboards, wagons, baseballs, and electronic devices) are not to be brought from home. The school is not responsible for lost or stolen personal property.

**CONDUCT IN HALLWAYS (Policy JG)**

Whistling, loud, or boisterous talking and laughing in the halls will not be permitted. All students and staff will remove their hats or caps upon entering the building during regular school hours. Running, sliding, or shuffling in hallways will not be tolerated. Students may not loiter in hallways at any time. Before school time, students should remain in the designated areas. Students in hallways should be courteous and considerate of others and should not display inappropriate behavior. Consequences will be determined by the teacher or principal. Subsequent reports will result in a parent conference.

**DAMAGE TO SCHOOL PROPERTY**

We try to instill in students' pride in the appearance of their school and respect for the property of others. If school textbooks, library books, or any other school property is marked or damaged in any way or lost by a student, parents will be notified and the student or student's parents will be expected to pay for replacement or repair before the end of the school year. A student shall not intentionally damage private property, steal or attempt to steal private property which is on school grounds or while at a school sponsored function. Disciplinary action may include but not be limited to in-school suspension. A parental conference will be held if property is damaged, the student will be reported to the State's Attorney and to the superintendent for action which may include but not be limited to long-term suspension or expulsion.

**HONOR ROLL (Policy IKD)**

Students in Grades 3-5 will be considered for the honor roll. Only grades received in reading, math, science, spelling, social studies, and language arts are considered for honor roll. However, a grade below a C- in ANY area will prevent a student from being on an honor roll. The requirements for the honor are as follows:

Merit Roll - All "A" or "A+" with no "A-" No Special Grades

A Honor Roll - Five grades must be "A-" or higher and no grade below "B-"

B Honor Roll - Five grades must be "B-" or higher and no grade below "C-"

**PROMOTION AND RETENTION (Policy IKE)**

Decisions for placement of a child are based on many factors and are governed by a Board adopted procedure. Parents whose children are being considered for retention will be given copies of the procedure.

Elementary students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interests of the students involved. Exceptions will always be made after prior notification and explanation to each student's parents, but the final decision will rest with the superintendent or designee.

The following will be carefully considered before a decision to retain an elementary student is made final:

1. The parents will be notified during each grading period of the unsatisfactory work by their child
2. The child exhibits a continuous lack of effort or creates serious disruptions of class while doing failing work
3. The administration is notified in writing of the teacher's intent to fail the student
4. At least two conferences with parent, teacher, and counselor will be held in an effort to improve the work of the failing student
5. The child has consistently done failing work

## **REPORTING SCHOOL PROGRESS**

Success in daily assignments is a good indication of achievement. School progress is formally reported every nine weeks. At least two opportunities for Parent-Teacher Conferences are provided each year. Parents or teachers may request a conference at other times when it will help the child.

## **SCHOOL SUPPLIES**

Students are responsible for providing their own basic school supplies such as writing paper, folders, note cards, pencils, pens, rulers, scissors, glue, tissues, crayons, markers, highlighters, calculators, ear buds, flash drive/memory stick, and book bag/backpack. They are expected to remember band instruments, physical education clothes (shoes which are recommended for wood or tile floors), and assignments as part of accepting responsibility. Please mark your child's clothing for identification. Several items are "unclaimed" every year. The school is not responsible for lost or stolen personal property. A separate pair of gym shoes is recommended for physical education.

## **STUDENT LOCKERS**

Students will be assigned a school owned locker or desk in which to keep their personal belongings. Some lockers may have locks, and some may not, depending upon which school the child is in. If a child chooses to lock his/her locker, a duplicate key or combination must be placed on file in the principal's office. All desks and lockers are the property of the school and they may be examined by the principal or superintendent at any time without notice to the student. Any damage to a school owned locker or desk or other property will be paid for by the student or his/her parents.

Students may not place, keep, or maintain any article, material, or substance in a school owned locker or desk which is inappropriate for use in school, is illegal, or which causes a disruption to the school. Posters or advertisements promoting alcohol or tobacco products or pictures that are obscene or vulgar will not be permitted.

## **COUNSELING SERVICES**

### **See Permission Statement in Packet of Required Forms**

In an effort to more fully meet the needs of its students, Bon Homme School District has a complete staff of certified counselors who stand ready to assist your son or daughter in dealing with a wide range of issues. These issues include, but are not limited to, academics, personal problems, career exploration, and, at the high school level, college entrance, career planning, and financial aid.

A student may request to see his or her counselor at any time. You, as a parent, are required to give your permission before a child may visit with the school counselor. If you have any questions or concerns, do not hesitate to call the Guidance Office. We look forward to serving your son or daughter.

Paige Stewart  
MS/HS School Counselor

Stephanie Duffek  
Elementary School Counselor

### **Federal Programs Grievance (Policy KLE) Complaints Regarding Use of Federal NCLB Funds**

A parent, student, employee, or District stakeholder who has a complaint regarding the use of Federal NCLB Funds and is unable to resolve the issue, may address the complaint in writing to the superintendent.

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

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

Approved: June 2008

## HOME/SCHOOL COMPACT, TITLE I, PART A

### Bon Homme School District

Bon Homme School District and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's High Standards.

This Home/School compact is revised annually at the first Parent Advisory Meeting held each year.

#### Parents' Pledge: I will

- Notify my child's teacher if I observe problems my child is having.
- Check my child's assignment notebook daily (if applicable) for communication between home and school.
- Provide a place for homework and review what my child is doing.
- Encourage my child's efforts and participation in activities that interest my child, both academic and extracurricular (fine arts and athletic).
- Participate in educational opportunities and trainings the school offers for me.
- Communicate with teachers regularly and attend Parent-Teacher Conferences.

#### Students' Pledge: I will

- Communicate problems I am having to my parents and/or teachers.
- Use Tutor Days to work with teachers who will be able to help me.
- Conform to the rules of student behavior during school days and at school activities.
- Participate willingly in all classroom activities.
- Complete assignments on time and to the best of my ability.
- Complete assignment notebooks (if applicable) and give parents papers sent home from school.

#### Schools' Pledge: We will

- Create a partnership with the families in our District by offering an opportunity to volunteer in their school as part of the Parent Advisory Council, Volunteer Parent Program, visit classrooms, and participate in special parties and events.
- Offer two scheduled Parent-Teacher Conferences annually.
- Enter student grades into Campus regularly. We will monitor student progress and inform parents of their child's progress in a timely manner by sending home progress reports at each conference and mid-term slips quarterly if a student's grade is at risk of failing, and provide students extra help if needed.
- Provide a high-quality curriculum by teaching to the South Dakota and/or Common Core Standards and help students to understand the assignment, set realistic goals, and strive for higher standards.
- Continually try to grow professionally to better teach all students.
- Offer professional assistance to parents to help them work with their children, understand the curriculum, and communicate with the school and provide parents' access to their children's classroom teachers through conferences, phone calls, emails, and/or visits to the classroom.

### **K-12 Guidance Plan**

The State Board of Education adopted the new South Dakota Standards of Guidance and Counseling in 2006. These standards were written to give direction for the development of counseling and guidance programs with the goal of providing improved guidance services for South Dakota students. The following three domains are further defined by nine standards.

#### **ASCA Domain 1 Academic Development**

Standard A: Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school and across the lifespan.

Standard B: Students will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary options.

Standard C: Students will understand the relationship of academics to the world of work and to life at home and in the community.

#### **ASCA Domain 2 Career Development**

Standard A: Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.

Standard B: Students will employ strategies to achieve future career goals with success and satisfaction.

Standard C: Students will understand the relationship between personal qualities, education, training, and the world of work.

## **ASCA Domain 3 Personal/Social Development**

Standard A: Students will acquire the knowledge, attitudes, and interpersonal skills to help them understand and respect self and others.

Standard B: Students will make decisions, set goals, and take necessary action to achieve goals.

Standard C: Students will understand safety and survival skills.

The counseling department responsibilities for Bon Homme School District #04-2 were written keeping these guidance and counseling standards as a guide.

### *Philosophy of School Counseling*

*"A school counselor is a professionally trained specialist with a master's degree and a strong background in the behavioral sciences and human relations. Counselors are involved in school procedures and curriculum. They are specialists in identifying school and personal problems; in helping students deal with social problems; and in facilitating the planning of future education and training. School counselors assist students in the development of those lifelong skills necessary for optimum character development, coping with life's difficulties, and building cohesive relationships."*

*Author: Kieron Murphy*

### **Bon Homme School District's Guidance Department Responsibilities**

#### **I. Assessment/Testing**

The school counselor is the Test Coordinator. The school counselor is responsible for the administration, collection, and interpretation of State Mandated Standardized Tests. South Dakota's required tests include Stanford Writing Assessment, SAT-10, CAPS, AP Exams, and the NAEP. The school counselor needs to prepare students for testing and encourage them to do their best. School counselors are responsible for proper handling and marking of tests. School counselors interpret results and create reports for administrators. The school counselor is involved in using these results for the purpose of planning for school improvement. The school counselor will coordinate and may administer placement tests within a school as needed. He/she may offer to administer additional tests such as the PSAT or the PLAN as well. The school counselor coordinates the testing time for the ASVAB and its interpretation. The school counselor may administer a college entrance exam if it is requested by the post high institution. The school counselor provides information to students and parents about college entrance exams, ACT/SAT, and CLEP Tests.

#### **II. Social Interest/Student Concerns**

The school counselor works as a student advocate. The school counselor functions as a positive force to encourage a climate free of discrimination and harassment. When there is a need, the school counselor can provide individual, group, class, and school wide interventions for school issues related to student success in the classroom. The school counselor will engage in professional counseling with individual and groups of students who wish assistance with developmental concerns, decisions, problems, planning, or coping with crisis. Developmental and social education is provided to the students through classroom guidance activities K-12. The school counselor works appropriately with school personnel, parents, and the community to provide for students developmental and social needs.

#### **III. Prevention/Curriculum**

The school counselor will provide education in social skills, interpersonal relationships, goal setting, career exploration, study skills, drug and alcohol abuse, gender issues, stress reduction, management, and abuse issues. These needs will be addressed through classroom guidance classes weekly or bi-weekly in grades K-5, through daily classes lasting a quarter in 6<sup>th</sup> and 7<sup>th</sup> Grades, and through periodical classroom visits in grades 8-12. The school counselor is responsible for creating a standards-based curriculum for the guidance program. The school counselor will encourage participation in student prevention groups such as Student Council, TATU, Improv, or Mentoring. The school counselor may be involved in some IEPs and interventions for at risk children. The school counselor will be active in providing teachers with information on warning signs, classroom management techniques, and learning styles.

#### **IV. Career Development**

Students will be given opportunities to explore different career fields during classroom guidance K-12, 8<sup>th</sup> Grade Career Fair, 7<sup>th</sup> Grade Exploratory Class, and use of the Guidance Central Program 8-12. They are encouraged to participate in various career related programs offered by the school. The school counselor will coordinate job shadowing and college visit requests made by students. He/she will aid students in creating a plan of study for high school. The school counselor will coordinate registration for high school classes. The school counselor will guide students in creating a schedule that matches their needs with the School/State Graduation and College Entrance Requirements, through credit checks and orientation nights. Upon request, he or she will work with individual students and/or parents and advise them on the best course of action to meet their individual goals. The school counselor will provide information for students and parents regarding post-secondary education, armed services, and career opportunity outlook. The MS/HS Secretary will provide official transcripts and student information per student request. The school counselor will serve as a resource to parents and students for Post-Secondary Financial Aid and scholarship information. He/she will provide

the opportunity for parents and students to learn about Financial Aid and scholarships. The school counselor may choose to serve as a reference for students applying for scholarships, colleges, or jobs. Several Scholarship Committees will be chosen by the school counselor for local and school scholarship selections. The school counselor will be involved in the coordination of Graduation and Senior Awards Ceremonies.

#### **V. Public Relations**

The school counselor needs to have strong communication skills. The school counselor needs to respond to requests in a timely fashion. He/she should have a system of communication for students and parents. The school counselor needs to educate the public as well as the students about the services that he/she offers. The school counselor may be involved in family outreach programs and act as a mediator between parents and the school. The school counselor must be knowledgeable about the importance and functions of the school counselor. She/he will work with other professionals in the community to meet the needs of the students. The school counselor is expected to maintain membership with a professional organization. The school counselor is expected to be part of the crisis team. The school counselor should make efforts to be available and visible at both school and community functions.

#### **VI. Consultation and Referrals**

Teachers may consult with the school counselor in ways to deal with specific situations. The school counselor serves as a resource for parents who want help with parenting issues. Students may talk to the school counselor for guidance. The school counselor may be asked for consultation by administrators. She/he may serve as mediators or witnesses in meetings between school officials, school personnel, parents, and students. Consultation the school counselor offers to other professionals may include but are not limited to specific situations, procedures, testing, and ethical, or legal standards. When the school counselor assesses the need for additional services, she/he will make the appropriate referral. The school counselor serves as a member of the local Child Protection Team and the Coordinator for the Drug-Free Schools, and member of the School Improvement Committee.

#### **VII. Professional Development**

The school counselor needs to attend workshops and trainings. The school counselor is responsible for attaining current information in regard to Graduation and college requirements, Financial Aid, “hot” issues, counseling techniques, laws, substance abuse trends, assessment expectations, and continuing education credits. It is useful for the school counselor to maintain professional memberships and to continue to seek new ideas to improve his/her effectiveness. She/he must remain certified in the State of South Dakota and meet the standards for highly qualified teacher.

#### **VIII. Administrative Duties**

The school counselor often is in a position to step in when the principal is unavailable. She/he assumes responsibility for taking care of emergency situations. The school counselor is often put in the position to listen to complaints and explain school policy. She/he is expected to represent the school in its best light both at work and in the community. She/he is involved in planning and overseeing several activities and events. She/he will assist, and lead teacher trainings as directed. Through participation in committees and as part of the leadership committee, the school counselor will become involved in the policy making and amending process.

#### **IX. Monetary Issues**

The school counselor is responsible for creating an accurate budget. She/he must stay within that budget while maintaining supplies and services used for the Guidance Program. The school counselor is accountable for the money spent through the Guidance Program and must fill out the appropriate paperwork when funds are used.

#### **X. Division of Responsibilities**

The duties and responsibilities described above are divided between the Elementary and Secondary school counselors according to what is logically based on the students they serve. The job descriptions of the Elementary and Secondary school counselors are varied in the amount of time spent in each area as well as in the content that is emphasized at each level.

**BON HOMME SCHOOL DISTRICT  
Parent Involvement Policy**

**The Bon Homme School District shall:**

1. Establish a District Wide Parent Advisory Council (PAC) which meets at least one time annually to plan, review, and improve the program.
  - A. The Parent Advisory Council membership shall consist of the Federal Programs Coordinator, Title I staff, administration, and parents who represent each one of the Title I schools in the District. As Colony parents will not attend these meetings, a school representative will share information from the Colony with the PAC.
  - B. The purpose of the council shall be to:
    - a. Work jointly with staff to develop and/or amend the District's and schools' Parent Involvement Policies and Home/School Compacts at the first PAC meeting each fall and as needed thereafter.
    - b. Provide assistance and support to participating schools in planning and implementing effective parental involvement activities.
    - c. Coordinate and integrate parental involvement strategies with all applicable programs in each school including Head Start, MTSS, Title I, Special Education, daycare facilities, and preschool as well as transition services.
    - d. Involve parents and encourage participation in the activities of the schools.
2. Offer a flexible schedule for parent meetings and parent-teacher conferences, such as morning, evening, or after school, as requested by parents.
3. Involve parents as members of the School Improvement Team that will meet each year to evaluate goals written for the current school year and to write or revise goals for the upcoming school year.
4. Hold an annual Title I meeting each spring to inform parents of their right to be involved in their student's education and solicit their input.
5. Provide parents in a timely manner of their student's progress on standardized testing, as well as assessment testing, including Dibels or Aimsweb.
6. Provide parents, on request, copies of the Consolidated Application, the District profile, and the School wide plans. If any are found to be unsatisfactory to parents, the parent may request in writing a review of the documents. Should the District retain the document in the same form, parent comments will be included with the document.
7. The District Home/School Compact and the Parent Involvement Policies developed jointly between the school and PAC parents, will be distributed to parents at the beginning of each school year and included in the Student Handbooks.

Legal References: SDCL 13-8-43; 13-46-1; ESEA-Section 1118; Public Law 103-382, Improving America's Schools Act; Public Law 107-110, No Child Left Behind Act of 2001

Adopted: April 13, 2009

Revised: November 9, 2009; May 3, 2011; November 18, 2013; October 20, 2014

**BON HOMME SCHOOL DISTRICT  
Tyndall, Tabor, and Springfield Elementary Schools  
(b) School Parental Involvement Policy**

**Tyndall, Tabor, and Springfield Elementary Schools shall:**

1. Involve parents, as members of our Parent Advisory Council, in the planning, review, and amendments of our Parent Involvement plan and our Home/School Compact at the first annual meeting in the fall, and as needed thereafter.
2. Convene an annual meeting, which will be held in the spring of the year in the evening, to inform and explain in an understandable format to parents their school's participation in the Title I Program, answer questions about the program, complete a survey, and inform parents of their right to be involved.
3. Provide parents two Parent-Teacher Conferences per year, allowing parents to choose between a Thursday evening or a Friday morning time, with information about programs, a description and explanation of curriculum in use at the school, the forms of assessment used to measure student progress and Dibels, and the proficiency levels students are expected to meet. The District will also provide assistance to parents in understanding the state's academic content standards through handouts provided by the Parent Resource Center.
4. The principal of each school will provide parents with timely notice if their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified due to the illness or leave of the regular teacher.
5. Allow parents to submit comments in writing or by email to the Title I Coordinator, the school principal, or the superintendent, on the School Wide Plan if that plan is not satisfactory to the parents of participating children.

6. Allow parents and community members to assist as volunteers in the Tyndall, Tabor, and Springfield Elementary Schools.
7. Provide parents of students in grades 3-12 access and training (if requested) in the use of the District's Parent Portal to allow parents to monitor their child's progress and work with educators to improve the achievement of their child.
8. Provide parents a checkout of material from the Parent Lending Library with books, a DVD, and other parent support literature available.
9. Provide four annual Book Buddies events during the school year to give parents, grandparents, and community members an opportunity to visit school and read with their child.
10. Provide monthly family involvement activities and ideas that will be sent home.
11. Provide the opportunity for parents in our District to attend an annual informational conference entitled "Empowering Parents" about educational issues and requirements as well as current topics of concern to parents. Input into the topics of this conference will be discussed at the Parent Advisory Council meetings.
12. Parents will be given the opportunity to attend programs and activities in which their students are involved including music programs, Math and/or Reading night events, the Reading Fair, Read Across America activities, PTO events, and holiday events in the classroom.
13. All staff will address the importance of communication between parents and teachers on an on-going basis. This communication will include Parent-Teacher Conferences, report cards, and other communication such as phone calls, emails, etc.

#### Other Efforts in Building Capacity for Involvement

1. Coordinate parent involvement with all applicable programs including Head Start. Information will be made available to parents about what services and programs they may qualify for.
2. Ensure that information related to school, parent programs, and meetings is sent to the parents in a format (and in a language) parents can understand.
3. Provide parents with information and services available through the South Dakota Parent Information and Resource Center (PIRC) at [www.sdpirc.org](http://www.sdpirc.org).

#### **PARENTS RIGHT TO KNOW**

The Federal Education Law 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 send your request to the building principal who will provide a response.

#### **PRIVACY RIGHTS OF PARENTS AND STUDENTS**

##### **See Permission Statement in Packet of Required Forms**

This is your annual notice from Bon Homme School District #04-2 concerning the school policies and federal regulations of the Privacy Rights of Parents and Students Act of 1974. Parents of students and eligible students have certain rights in regard to the inspection of educational records and disclosures of personal identifiable information from those records. A copy of the policy and regulations governing the educational records of students may be obtained in the building principal's office of your home attendance center.

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

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

Complaints regarding violation of rights accorded parents and eligible students should be submitted in writing to: Superintendent, Bon Homme School District #04-2, PO Box 28, Tyndall, SD 57066 OR the Family Educational Rights and Privacy Act Office, Department of Health, Education, and Welfare, 330 Independence Avenue SW, Washington, D.C. 20201.

**USE OF COMPUTERS AND NETWORKS**  
**See Permission Statement in Packet of Required Forms**  
**Student Agreement**

I understand and will voluntarily abide by the District's agreement on internet, E-mail, World Wide Web, and computer lab use. I further understand that any violation of this agreement may result in the loss of my internet access and computer lab privileges and school disciplinary action may be taken. I promise to make no attempt to access inappropriate material through the use of my internet access. Should I encounter embarrassing, obscene, or lewd material, I will not display it to any other student. I understand that all use of the internet and the computer lab is subject to monitoring by school officials.

**Parent/Guardian Agreement**

As parent/guardian of the student, I understand that the District's internet, E-mail, World Wide Web, and computer lab use is designed for educational purposes. Further, I recognize that it is possible that my child may be exposed to material, including graphic sexual material that is not consistent with the educational goals of the District. I hereby give my permission to the District to provide internet and computer lab access for my child. I understand the District has policies and procedures designed to keep offensive material from being accessed, however, I realize in spite of these efforts, such exposure may occur and I am willing to accept that risk in order to allow my child to experience the many unique advantages on the internet and the computer lab.

**YOUTH EXPERIENCING HOMELESSNESS (Policy JH)**

Enrollment, Transportation, School of Origin, and the Elimination of Barriers for Children or Youth Experiencing Homelessness Including Unaccompanied Youth

Bon Homme School District policy is to:

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

Legal References: Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431) Section 722 (g) (1) (j) and Section 722 (g) (3) as amended by NCLB in 2001; SDCL 28-8A-2; 26-8B-2

Adopted: March 9, 2009