



HANDBOOK

KADOKA AREA SCHOOLS

22-23

HIGH SCHOOL and

MIDDLE SCHOOL

Contents

2022-2023 Kadoka Area Calendar	5
School Mission Statement	6
Statement of Philosophy	6
Character Education Mission Statement	6
Nondiscrimination Policy	6
Student Discipline-Bully Prevention	6
Cyber Bullying	7
Sexual Harassment Policy	7
DEFINITION	7
REGULATIONS	8
ACCOUNTABILITY	8
COMPLAINTS	8
Harassment	8
Custody	8
Asbestos Statement	8
Complaint Policy for Federal Programs	9
Patron Complaints Policy and Procedure	9
Student Grievance Policy and Procedure	9
Parent Involvement Policy for KAHS	10
Requirement for Title I Schools Identified for School Improvement	11
School Grounds Definition	12
Baccalaureate and Graduation	12
8 th Grade Graduation	12
Honor Students	12
GPA Policy	12
Transfers within District	12
Guidance	13
Testing	13
Attendance Policy	13
Advance Absence Slips	14
Absence Because of School Activity	14
Tardiness	15

	2
Incomplete Work	15
Classrooms	15
Games, Activities and Field Trips	15
Use and/or Possession of Tobacco, Alcohol and Controlled Substance	15
Cheating	16
Halls	16
Lockers	16
Fighting or Abusive Language and Behavior	16
Student Cars	16
Parking Lot	16
Out of School Activity Trips	17
Library	17
Knives, Firearms, or Weapons that Cause Bodily Harm	17
School Cancellation Make-Up Days	18
Inclement Weather	18
School Parties and Dances	18
Bus Rules	18
School Phone	18
Cell Phones	18
Electronic Devices	19
Fire/Tornado Drills	19
Skip Day	19
Candy and Pop	19
Senior Open Campus	19
Dress Code	19
All Disciplinary Procedures	20
Suspension and Expulsion	20
Co-Curricular Activities	21
Co-Curricular Activities Rules for Students	22
Home School Student and Co-Curricular Activities	22
Activity Eligibility Policy	22
SDHSAA Eligibility Requirements	23
Training Rules	24

	3
Penalties for Violation of Training Rules	24
Observation	25
Co-Curricular Activity Suspension	25
Athletic Injury	25
School Lunch Program	25
Offer vs. Serve	26
Health Service	26
Insurance	26
Medication	26
Communicable Diseases	26
Communicable Disease Guideline	27
Parent Notification School Health Assessments	28
Graduation Requirements/University Entrance Requirements	29
College Course Offerings	30
Intent to Release Information	30
Family Educational Rights and Privacy Act (FERPA)	30
Directory Information	31
Student Records	32
Educational Records Policy	32
Elastic Clause	32
Complaint Policy and Procedure	32
Informal Procedure	32
Formal Procedure	32
Americans with Disabilities	33
SECTION 504/ADA POLICY	33
Prom Rule and Conduct	34
Prom Dress Code	35
Dismissal Schedule	36
Discipline Matrix	37

2022-2023 Kadoka Area Schools and Staff

Kadoka School	837-2175
Interior School	433-5468 (Grades 4-8) 433-5480 (Grades K-3)
Long Valley School	462-6259 (Grades K-3) 462-5003 (Grades 4-8)
Midland School	843-2561

STAFF

Superintendent	Jamie Hermann
Business Manager	Jo Beth Eisenbraun
Sup. Assistant/Acct. Rec.	Polly Brown
Payroll/Accounting	Sarah Madsen
HS/MS Principal	Robert Lukens
HS/MS Admin. Assistant	Cally Uhlir
Elementary Principal	Jeff Nemecek
Elem. Admin. Assistant	Danielle Stoddard
Network Administrator	Chad Eisenbraun
Athletic Director	Mark Reiman
Guidance Counselor	Susan Sudbeck
Impact Aid Coordinator	Polly Brown
Title IX Coordinator	Jamie Hermann
504 Coordinator Elementary	Jeff Nemecek
504 Coordinator MS/HS	Robert Lukens

Interior

K-1	Edna Kary
2-3	Katie Dibbern
4-5	Mia Whirlwind Horse
6-8	Barb Ireland
Special Ed	Tabitha Tetrault
Kitchen Staff/Custodian	Donna Curr
Bus Driver/Custodian	Larry Manley

Long Valley

K-1	Valerie Ohrtman
2-3	Fallon Richardson
4-5	Annette VanderMay
6-8	Denise Hartmann
Library	Patty Hamar
Bus Driver	Bruce/Jessie Ring

Midland

K-3	Renee Schofield
4-8	Kailey Rae Sawvell
Kitchen Staff	Yvonne Cooper
Paraprofessional Aide	Nicki Nelson
Aide/Custodian	Carissa Zysset

Kadoka - Elementary

Preschool, Speech	Candace Ireland
Junior Kindergarten	Dana Eisenbraun
Kindergarten	Ashley Schofield
First Grade	E'vanna Dupris
Second Grade	Cassie De Goes
Third Grade	Maribeth Roghair
Fourth Grade	Claire Beck
Fifth Grade	Jennifer Van Pelt
Special Education	Marti Sudbeck
Special Education Aide	Merilee Grimes
Speech Language Asst.	Joan Enders
Paraprofessional Aide	Carmen Huffman
Covid-Aide	Alyssa Herber

Kadoka – Middle School

Language Arts	Michelle Mansfield
Math	Barry Hutchinson
Science	Nichole Thompson
Social Studies	Colby Shuck
Special Education	Lisa Osburn
Special Education Aide	Katie Hicks
Physical Education	Mark Reiman
Covid-Interventionist	Rachel DeCory

Kadoka – Secondary

Math, Science, Technology	Julie Hermann
Social Studies	Dave Ohrtman
Science	Justine Garber
Agriculture/Industrial Tech	Brandy Knutson
Math	Carol Kroetch
Language Arts	Jessica Magelky
Lang. Arts/Psy-Soc/Drama	
Special Education	Amy Stilwell
Special Education Aide	Nicci DeVries
Physical Education	Mark Reiman

District

Music 6-12	Colby Shuck
Music Pk-8	Matthew Olson
Physical Education	Chris Byrd
Computers	Marylynn Patterson
Title I	Laurie Prichard
Custodians	Brad Stone
	Kim Djodjic
	Bonnie Madsen
	Sarah Clements
	Jordan Lizama
Bus Driver – Wanblee	Ted Schnee
Bus Monitor	Harris Eisenbraun
Kitchen Staff	Richard Ireland
	Kim Lechette

Kadoka Area School District

August-22						
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November-22						
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December-22						
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April-23						
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May-23						
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21	22	23	24	25	26	27
28	29	30	31			

2022-2023

School In Session

Parent-Teacher Conferences

October 6th - Dismiss @ 2:30
 January 26th - Dismiss @ 2:30

Teacher In-Service

August 15th, 16th 8:00-4:00
 October 14th 8:00-12:00
 November 4th 8:00-12:00
 December 16th 8:00-12:00
 January 20th 8:00-4:00
 February 24th 8:00-12:00
 March 3rd 8:00-12:00
 May 12th 8:00-4:00

End of Term - School in session

End of Q1 - October 6th (34 Days)
 End of S1/Q2 - December 15th (35 Days)
 End of Q3 - March 2nd (36 Days)
 End of S2/Q4 - May 11th (39 Days)

Homecoming - School in session

Sept

Graduation

May 14th @ 1:00

Holiday's and No School Days

September 5th - Labor Day
 November 24th- Thanksgiving
 April 17th - Easter Monday

Early Release

Parent/Teach Conf. 2:30
 November 23rd 1:00
 May 12th - 1:00

144 Days in Session

2 Inservice Prior to School
1 work day school year completion
3.5 Days Inservice
2 parent/teacher conferences
152.5 Total Days

School Mission Statement

The mission of the Kadoka Area School District is to prepare all students to reach their full potential in an ever-changing world.

Statement of Philosophy

It is the intent of the Kadoka Area Board of Education that each student who attends the Kadoka Area Public Schools be encouraged to develop his or her academic and social potential to its fullest.

Furthermore, it is the intent of the Kadoka Area Board of Education that each student who attends the Kadoka Area Public Schools be afforded the opportunity to acquire and develop intellectual and physical skills, as well as aesthetic appreciation, under conditions which stimulate ethical choices, responsible citizenship, effective leadership, and respect for the rights and freedoms of others.

In striving to attain these goals, the Kadoka Area Board of Education acknowledges the obligation to seek and maintain (a) academic and social participation of students regardless of race, sex, creed or economic background: and (b) open lines of communication among students, parents, teachers, administrators, and counselors for effective understanding and guidance of students within the Kadoka Area School District.

Character Education Mission Statement

We believe that within the cultural diversity of the Kadoka Area School District there is a core set of beliefs and character traits that we share. Through a partnership with home, business, and community we will strive to develop an educational program for students to develop the character traits necessary for them to become productive citizens.

Nondiscrimination Policy

The Kadoka Area School District provides equal opportunities for all its students and does not discriminate against students, employees, or others in its policies, practices, programs and activities on the basis of race, color, creed, religion, age, gender, sexual orientation, disability, national origin or ancestry, military/veteran status, genetic information or any other category protected by law. The following persons have been designated to handle inquiries regarding non-discrimination policies:

504 Coordinator MS/HS:	Robert Lukens PO Box 99 Kadoka, SD 57543 605-837-2175	Title IX Coordinator:	Jamie Hermann PO Box 99 Kadoka, SD 57543 605-837-2175
504 Coordinator Elem:	Jeff Nemecek PO Box 99 Kadoka, SD 57543 605-837-2175		

Student Discipline-Bully Prevention

Persistent bullying can severely inhibit a student's ability to learn effectively or a member of the staff's ability to do their job. The negative effects of bullying can have an impact on a person for their entire life. We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying is unjustified and a repeated intent to do harm. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending him or herself.

The forms of bullying:

- Physical-involves harmful actions against another person's body
- Verbal-involves speaking to a person or about a person in an unkind or hurtful way
- Emotional-involves behaviors that upset, exclude, or embarrass a person
- Sexual-involves singling out a person because of gender and demonstrates unwarranted or

unwelcome sexual advances

- Racial-involves rejection or isolation of a person because of ethnicity

The school board expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and staff. The school board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The school board requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying.

The school board requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violation of this policy. **All school employees, students, parents, visitors or any other member of the community are required to report alleged violations to the school principal.** The school principal and/or principal's designee are to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and or principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. A report shall be made within 24 hours of the incident.

Cyber Bullying

Cyber bullying is all form of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyberbullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the materials they transmit. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been victims of such misuses of technology, as described in this policy, should not erase the offending material from the systems. A copy of the material should be brought to the attention of a principal or teacher.

In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day to day operations of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making threats off school grounds, to harm a member of the school staff or a student.

Malicious use of District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or change the components of an entity on the network is prohibited. Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyberbullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

Sexual Harassment Policy

It is the policy of the Kadoka Area School District that sexual harassment is unacceptable and shall not be tolerated that no member of the District community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

DEFINITION

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or reflection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or
- Whether the incident(s) occurs on school property, out of school, or by electronic means, if such conduct has the purpose or effect of reasonable interference with an individual's academic or work performance or is creating an intimidating, hostile or offensive employment or educational environment it shall be considered sexual harassment.

REGULATIONS

Sexual harassment is illegal under both South Dakota (Executive Order 81-08) and Federal (Title VII, Title IX) law. In some cases, it may be liable to prosecution under the criminal sexual conduct law. All reported incidents of sexual harassment will be promptly and thoroughly investigated, and all substantiated acts of sexual harassment will result in immediate and appropriate corrective action. Confidentiality consistent with due process will be maintained.

ACCOUNTABILITY

The faculty, staff, administrators and students of the Kadoka Area School District are responsible for maintaining a working and learning environment free from sexual harassment. It is the obligation of each employee and student to become fully informed of the provisions of this policy and assure individual compliance. To assure dissemination of this policy, copies will be posted at appropriate locations.

COMPLAINTS

Any employee who feels that he or she has been subjected, in the workplace, to sexual harassment should report the incident immediately to his or her immediate supervisor and/or to the Superintendent. If the immediate supervisor is involved in the activity, the violation should be reported to that supervisor's immediate supervisor. Students may report such incidents to the Principal or Superintendent of Schools. Resolution of complaints or problems may be pursued informally or formally at the option of the person who feels he or she has been subjected to sexual harassment.

Harassment

Harassment, whether it is physical or verbal, will not be tolerated within the Kadoka Area School District proper. Any conduct that has the effect of unreasonably interfering with an individual's academic, co-curricular, or work performance or of creating an intimidating, hostile, or offensive educational environment, regardless of intent, may be interpreted as either physical or verbal harassment.

Any student who believes he or she has been a subject of physical or verbal harassment by another student or district employee should report this incident immediately to the guidance counselor and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Such action could consist of suspension and or expulsion depending on the severity of the situation. Confidentiality consistent with due process will be maintained. If a student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure. Any retaliation from a report that is made will also be subject to disciplinary action.

Custody

In most cases, parents shall be given reasonable access to their children at school and to their children's official school records. It shall be the responsibility of the custodial parent who has a court order restricting the rights of the other parent to access the child or the child's official school records to provide the school with a current copy of the court order.

In cases of guardianship, it is the responsibility of the legal guardian to notify school officials of the conditions of the guardianship and to provide the school officials with all pertinent written documentation or changes.

Asbestos Statement

The Asbestos Hazard Emergency Response Act (AHERA) requires that all public-school building be inspected or re-inspected for the presence of asbestos every three years after a management plan is in effect. This same statute also requires initial and annual notifications of the availability of a management plan which outlines the steps to be taken to eliminate any hazards.

The Kadoka Area School District System has a very limited amount of asbestos containing materials in the school buildings and it is being managed in strict compliance with all pertinent federal regulations. A copy of the inspection report which details the locations of these materials and the proper management procedures is available for public inspection during normal working hours in the Administration office.

Complaint Policy for Federal Programs

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

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly 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.

If the complaint remains unresolved, the stakeholder may address in writing the complaint to the South Dakota Department of Education.

Patron Complaints Policy and Procedure

If a school patron has a complaint involving a school staff member or school policy, the following procedures shall be followed:

First step in resolving the complaint:

- a. If complaint pertains to school staff, complainant should make an appointment to visit involved staff member.
- b. If complaint deals with school policy, complainant should contact school administration.

If first step or level fails to resolve complaint:

- a. Complainant should put the complaint in writing, sign and present it to assigned principal. A conference with the principal to resolve the complaint shall take place.

If step 1 and 2 fail to provide a justifiable answer to complaint:

- a. Complainant should notify the superintendent and conference will be arranged.

If complaints cannot be solved with the superintendent, a notice should be given to the superintendent that complainant desires to appear before the school board.

Student Grievance Policy and Procedure

STUDENT GRIEVANCE

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,
- (2) that a school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin or handicap,
- (3) that an unfair procedure has been used in arriving at a punishment. Grievances are processed through three steps:

- A) to the principal,
- B) to the superintendent,

C) complaints that remain unresolved following any action of the superintendent may be referred in writing to the school board for review. The board's decision will be final unless an appeal is requested. On all three levels an informal conference is to be held within five days of the date of filing 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's level and designed to provide the student with a basis for resolution of the program as originally stated in the complaint.

STUDENT GRIEVANCE PROCEDURE:

If a student has a grievance, he/she should present it in writing to:

- LEVEL 1: The principal shall schedule an informal discussion of said grievance with student. It is expected that many grievances may be resolved at this level. The principal must hold a conference within five days' time of the date of filing. If such party does not attend the meeting the principal's decision is final.
- LEVEL 2: If a student is not satisfied with the resolution made a Level 1, he/she may appeal to the superintendent for an informal conference and discussion of said grievance.
- LEVEL 3: Complaints that remain unresolved following any action of the superintendent may be referred in writing to the school board for review. The board's decision will be final unless an appeal is requested.

Parent Involvement Policy for KAHS

1. Policy Involvement

- a. Convene an annual meeting to inform and explain in an understandable and uniform format to parents their school's participation in the Title I program, and their right to be involved.
- b. Offer a flexible number of meetings with funds used to provide transportation, childcare, or home visits as they relate to parent involvement. The scheduled agenda should include discussion on planning, review, and program improvement.
- c. Provide parents of participating children timely information about programs, a description and explanation of curriculum in use at the school, the forms of assessment used to measure student progress and the proficiency levels students are expected to meet.

2. Shared Responsibility

- a. Develop a school-parent compact that outlines how parent, the entire school staff, and students share responsibility for student achievement and the means by which the school and parents will build and develop a partnership to help serve the state's standards.
- b. Address the importance of communication between parents and teachers on an ongoing basis, such as parent teacher conferences, report cards, and being involved in their child's classroom.

3. Building Capacity for involvement

- a. Provide assistance to parents in understanding the state's academic and content standards and how to monitor a child's progress and work with educators to improve achievement.
- b. Provide materials and training to help parents to work with educators to improve achievement.

- c. Ensure that information related to schools and parent programs and meeting is sent to the parents in a format that is practical and in a language parents can understand.
 - d. Provide such other reasonable support for parental involvement activities under this section as parents may request. This may include:
 - i. Provide necessary literacy training from funds under this part.
 - ii. Pay reasonable and necessary expenses associated with parent involvement.
 - iii. Train parents to enhance the involvement of other parents.
 - iv. Arrange school meetings at a variety of times.
 - v. Establish a district wide parent advisory council to provide advice on matters related to parental involvement.
4. Accessibility
- a. To the extent practicable, provide full opportunities for the participation of parents with limited English Proficiency, parents with disabilities, and parents of migratory children. This would include information in a format the extent practicable; in a language such parents can understand.

Requirement for Title I Schools Identified for School Improvement

In August, notification will be submitted to the newspaper to notify parents and community the level of school improvement of our schools. The following requirements are compounded each year as school's advance to the next level of school improvement. School Improvement is dictated only by scores on the Dakota Step Test administered in the spring to grades 3-8. The additional requirement that is added at each level is listed. The previous requirements must be implemented throughout the cycle including level 5.

Alert: The year before a school goes into Level 1 School Improvement

Level I: The school must offer students the choice to transfer to another school not in school improvement within the district.

Level II: The school must provide supplemental services to its poverty students.

The list of approved providers is available on the Title 1 web page. The District will pay for these services as determined by Every Student Succeeds Act (ESSA)

Level III: The district must take at least one of the following corrective actions:

- i. Replace the school staff who are relevant to the school's failure to School Performance Index (SPI).
- ii. Institute and fully implement a new curriculum, including professional development for all relevant staff.
 - 1. The new curriculum must be grounded in scientifically based research and offer substantial promise of improving educational achievement for low-achieving students and of enabling the school to make SPI.
- iii. Significantly decrease management authority at the school level.
- iv. Appoint one or more outside experts to advise the school on:
 - 1. Revising the school improvement plan developed under Sec. 200.41 to address the specific issues underlying the school's continued failure to make SPI and resulting in identification for corrective action.
 - 2. Implementing the revised improvement plan.
- v. Extend for that school the length of the school year or school day.
- vi. Restructure the internal organization of the school.

Level IV: The district must prepare a plan and make necessary arrangements to carry out restructuring or alternative governance for the school.

Level V: The district must implement its plan for alternative governance or restructuring of the school.

School Grounds Definition

The “school grounds” refers to all the property that surrounds all school buildings in Kadoka Area, Interior, Midland and Long Valley. The parking area in front of the school, the auditorium and the school buses – school year (starting when practice begins), and Jackson County Sports Complex are also considered “school grounds.”

Baccalaureate and Graduation

Beginning with the class of 1985 any senior who has not completed all graduation requirements by the date of graduation may not be allowed to participate in any Commencement activities. Each graduating class will decide by a majority vote whether to have a Baccalaureate Service. Attendance will not be mandatory. The speaker for the service may be rotated among the clergy of Kadoka.

The two students with the highest-grade point average in the graduating class will speak at graduation. Two to four additional student speakers may be selected by the vote of the class. No outside speaker will be used. SDBOR recommends using 2 decimal places in determining GPA. In the case of a tie for V/S, we will use the ACT score as the determining factor. If the ACT score is not available, the South Dakota State Assessment may be used.

8th Grade Graduation

8th Grade students must obtain a passing grade in all classes in order to participate in graduation ceremonies.

Honor Students

Students must have a 3.50 total grade point average for all years of high school on a semester basis. All subjects will be counted.

Honor roll for grades 9-12 will be published in the *Kadoka Press* two weeks after the end of the nine weeks period. The Honor Roll will consist of: 4.0 Honor Roll; 3.5-3.99 Honor Roll; 3.0-3.49 Honor Roll. Any grade of “F” will exclude a student from any honor rolls.

Grading procedure for 9-12;

A	90-100
B	80-89
C	70-79
D	60-69
F	below 60
NC	(see Attendance Policy)

GPA Policy

4.0 Honor Roll

3.50 to 3.99 – Above 3.5 Honor Roll

3.0 to 3.49 – Above 3.0 Honor Roll

The following is the break down for a 4-point system to figure out GPA:

A = 4.0 B = 3.0 C = 2.0 D = 1.0

The following will be awarded for AP classes, Dual Credit courses, and college level classes:

A = 5.0 B = 4.0 C = 3.0 D = 2.0

Transfers within District

In-district transfers during the school term, not resulting from a change of residence, require board of education approval before the transfer will be allowed. Students within the Kadoka Area School district boundaries will only be allowed to transfer at the end of a grading period to ensure grades are current and up to date.

Guidance

Guidance services are provided to students to help them prepare and gain the most from their educational opportunities. Services are provided to high school students according to the South Dakota Comprehensive School Counseling Program Model. The guidance office will be available to help during the school week. Information discussed is required by law to be confidential.

Testing

Students in grades 3, 4, 5, 6, 7, 8, and 11 will take the South Dakota State Assessment in the spring of each year. The district also administers other assessments throughout the year to monitor student progress.

Attendance Policy

Students are expected to be on time and to attend all classes regularly. If you are to receive maximum benefit from your educational experience you must have good attendance. It is important that you develop habits of punctuality, self-discipline and responsibility. Good attendance keeps disruption of the educational environment to a minimum. While it is possible for a student to be absent and to make up some of his/her work missed, it is impossible to make up for the lost classroom experience.

Students who have good attendance are more likely to achieve higher grades and enjoy school life to a greater degree. Your future employers expect promptness and good attendance on the job. Employers are hesitant to hire people who are tardy and have bad attendance records.

Absences are reported to the State of South Dakota daily through our Campus reporting system. The only absences that do not affect your child's attendance are school related activities.

Parents or guardians are to call Kadoka Area High School as soon as possible after they determine their son or daughter will be absent from school that day, whether it is all or part of the day. The school offices are open and receiving calls by 7:30 a.m. each day.

Students' homes will be called to verify absences on the day in question. Written documentation may be requested for excused absences. Failure to provide written documentation when requested will result in an unexcused absence.

Assignments will be required to be made up by the student within two days of the absence.

Excused absences include:

- **Personal illness.** In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences as to be justifiable. If the student fails to provide the proper medical excuse, the absence will become unexcused.
- **Family emergencies** (death, serious illness).
- **Medical, dental, and legal appointments** that are necessary and cannot be made on non-school days. If the school requests, written verification must be provided by the physician's office, dentist's office, or court services' office stating the time and length of the appointment.
- **Personal family request** (weddings, funerals, special family events, vacations). The school reserves the right to determine whether or not an absence is excused. If the family/student does not wish to state the reason for the absence, the student will automatically be assessed 1 unexcused absence.
- **Inclement weather or poor road conditions.** On days of bad weather, parents will use their own discretion in sending their children to school. Road and weather conditions may vary from one end of the school district to the other.
- **Special circumstances upon approval by the administration.**

Unexcused Absences are counted as such when there is no contact from a parent or guardian.

Positive Award for attendance at Kadoka Area High School:

Students will be given three (3) excused absence per semester to apply for exemptions from finals.

1. Absence due to school-sponsored events shall not apply to the three-day provision.
2. Leaves of educational value (as determined by the principal) will not count against the student's 3 days.
3. All students will be required to take all semester finals. Students with perfect attendance (0) will be exempt the score of all tests or keep those scores that help their grades. Students with 0.1-3 absences will be exempt from 3 tests, keeping the scores that will help them. AP and dual credit courses are excluded from the policy.

When multiple absences occur:

- After the twelfth absence from a class or classes, credit **may be withheld** unless there is a documented reason for the absences such as but not limited to illness, family emergencies and funerals. If credit is going to be withheld, a meeting with a parent or guardian and the student will be held to address the reasons for absences and to determine if they are justifiable. Guardians and parents will be notified of potential loss of credit by a letter from the principal and it will be the duty of the guardian/parent to schedule a meeting to address the absences. Upon completion of this meeting, a decision will be made on the individual student's ability to earn credit in the class or classes in which they have more than 12 absences. The student and parent(s)/guardian(s) will be informed of the decision. The decision of the principal is final unless appealed to the next level superintendent, followed by the Kadoka Area School Board.
- If a student misses 12 consecutive days of school without notification to the district they shall be withdrawn from school.
- Students will be awarded the right of due process in appealing an action. A copy of the due process procedure will be given out on request.
- All attendance issues are subject to the due process provision in school policy.

Notification of excessive absences to parents/guardians.

In addition to communicating with parents/guardians when students are absent, the following procedure will be used after a student's fifth absence and tenth absence during a semester.

- On the fifth absence: A letter stating this fact will be sent to the parent/guardian. A conference may be held with the parent/guardian, student, and principal to discuss the attendance policy and consequences of further absences.
- On the tenth absence: A letter stating this fact will be sent to the parent/guardian. Any absence missed after the twelfth may result in no credit being granted for that class.
- If a student has accumulated 20 or more absences and/or 20 or more tardies throughout the school year, Social Services may be contacted on the grounds of neglect and/or abuse. Extended illness, family emergencies, and other extenuating circumstances will be reviewed by either the administrative team or the attendance committee prior to the phone call to Social Services.

Advance Absence Slips

If you know in advance that your child will be absent from school, the parent or guardian must call Kadoka Area High School or send a note indicating the upcoming absence.

Absence Because of School Activity

Students participating in organized co-curricular school activities are required to be in attendance for all classes on the day of an activity or event in which the student participates. A student must be in school for all classes in order to participate in an organized co-curricular school activity that day, unless given permission by the Principal.

Tardiness

Tardiness is inexcusable (unless buses are late or we are notified by a parent). All tardiness will be marked in the permanent records. After six tardies the student will be assessed a school absence. Offenders may be put on a plan to help themselves to keep the tardiness from becoming habitual. The first tardy will result in a verbal warning and each additional tardy is a 20-minute detention. Students who missed an assigned detention will be counted as skipping class which is a class II offense and will still have their time in detention they were assigned to complete.

Incomplete Work

All course work must be completed to the satisfaction of the teacher/principal to include all requirements, prior to the issuance of a grade/credit for the course. Attendance in the class must be to the satisfaction of the teacher/principal. Failure to satisfactorily complete the total requirements of the course will result in the student receiving an incomplete that will become a permanent part of the student's record until removed through completion of the course requirements. The time provided for removal of the incomplete will normally be two weeks' maximum: further extension may be determined by the teacher/student with approval of the principal. Courses not completed will not be used to determine the final grade point average until the incomplete has been resolved. If an incomplete remains on the report card at the end of the school year, it will be transferred to the transcript.

Classrooms

Each teacher will post the discipline matrix and any of their own classroom rules. The principal has approved all classroom rules and will strictly support the teacher and his/her rules. Students who are unable to follow the classroom rules and demands of the classroom teacher will be removed from the classroom. They will be sent to the principal and could possibly be suspended or recommended for expulsion. A student's right to an education does not include the right to disrupt the educational process.

Games, Activities and Field Trips

All school rules apply to athletic contests, speech activities, music events, and any other related activity including field trips. Any school employee or school-designated supervisor has the authority over students during any of the above activities.

Use and/or Possession of Tobacco, Alcohol and Controlled Substance

SD Codified Law It is unlawful to purchase or attempt to purchase, to receive or attempt to receive, to possess, or to consume a tobacco product if a person is under the age of eighteen. Violators will be referred to law enforcement for prosecution.

- 1) If any child under the age of eighteen years is arrested, with or without a warrant, for violation of any law or municipal ordinance for which the child is not subject to proceedings as a delinquent child as defined in SDCL or for violation of SDCL), the child shall be brought before the judge of a court having jurisdiction over the offense and proceedings shall be conducted as though the child were eighteen years of age or older.
- 2) A child under the age of eighteen years, subject to proceedings pursuant to this section and accused of a ¹Class 2 misdemeanor, may be held in or sentenced to an adult lockup or jail or a detention or temporary care facility for up to seven days if physically separated from adult prisoners.
- 3) A child under the age of eighteen years, subject to proceedings pursuant to this section and accused of a Class 1 misdemeanor, may be held in or sentenced to an adult lockup or jail or a detention or temporary care facility for up to thirty days if physically separated from adult prisoners.
- 4) Minors violating the tobacco legislation are liable additionally for fines up to \$200.

Use and /or possession of alcohol, controlled substance, and marijuana, including tobacco, electronic cigarettes and vaporizers are prohibited on the school grounds or in the school building, including the school parking

facilities. Such use and/or possession are prohibited at all school activities and will result in suspension. Electronic cigarettes and vaping devices will be placed on the discipline matrix as a level three offense, unless substance warrants placement on a higher level. Parents will be notified of any violation of this rule. If any state or local laws are broken, the appropriate law enforcement personnel will be notified. Any intoxicated student or any student under the influence of a controlled substance or marijuana will be suspended from school. Suspension may be in-school or out-of-school suspension. Use and/or possession of tobacco on the school grounds, in the school building, or at any school activities, is prohibited. The discipline matrix will determine the consequences.

Cheating

Cheating will be disciplined by the teacher concerned, according to the discipline matrix. The incident will be reported to the administration. The incident will be communicated to the parents.

Halls

While in the halls, students are under the supervision of any and all staff and may be asked to go to an assigned area.

Lockers

Lockers are the property of the school district and subsequently subject to inspection by school personnel at any time. It is strongly recommended that students do not leave anything of value in the lockers at any time. Locks are available in the Principal's Office.

Fighting or Abusive Language and Behavior

Fighting will **NOT** be tolerated between students in the hallways, classrooms, on the school grounds, or by any student who represents the school, and/or is attending any school function. The result, if there is a fight, will be handled through the discipline matrix.

The definition of a language problem is:

- A student's use of profanity, obscenity, abusive or gang-related language, will not be tolerated. Whether the communication is in writing, graffiti, spoken verbally, or hand gesture. Any gesture that would communicate profanity, obscenity, or gang activity, or items of the same on school property will not be tolerated. This means that language infractions will not be tolerated in the hallways, classrooms, and buses or on the school grounds, or by any student who represents the school district at any school-sponsored activity or function. The above provisions include items of clothing, which bear alcohol, sex, profane, gang-related, or obscene wording, illustrations or symbols, or anything, which advocates illegal behavior. The discipline matrix will determine the result.

Student Cars

No student will be allowed to drive or ride in cars from the time school begins in the morning (including lunch) until dismissal, without permission of the principal. Any driving in and around the school area will be done in a prudent manner. The administration will not hesitate to contact the local law enforcement in case of reckless or careless driving. All state and local laws will be observed. Students violating this policy will lose their privileges and keys will have to be turned into the office.

Parking Lot

The parking lot is off limits from the beginning of school until the end of the school day. The principal can give permission to retrieve something needed from your vehicle.

Out of School Activity Trips

All students involved in a school sponsored activity trip will be under the direct control of school assigned chaperones and will obey their directions completely. All school rules apply plus specific rules for overnight activity trips. Rules for overnight trips are as follows:

1. No student will leave the group unless directed by a chaperone. Meeting will be held periodically to determine attendance.
2. All students will stay at the designated place of lodging and adhere to curfews as set by chaperones.
3. No overnight guests will be allowed
4. All luggage may be inspected by the chaperones if deemed necessary. Any article found in the luggage deemed inappropriate will be disposed of immediately or confiscated by the chaperone until the trip is completed.

Inappropriate behavior, both personally and/or professionally may result in the following actions:

1. Trip cancellation
2. All or some students may be returned early depending on severity of offense.
3. Suspension or expulsion from activity or school may result depending on severity of the inappropriate behavior.

Library

All library rules will be strictly enforced. Fines may be imposed for overdue books or materials and misuse of books and materials. Student report cards and other school reports may be withheld until library and all other types of fines are paid.

Knives, Firearms, or Weapons that Cause Bodily Harm

Schools should be an example of what is taught regarding the observance and respect for law. Schools also must be highly conscious of the health and welfare of students, staff, and the public.

State and federal laws and board policy forbid the bringing of dangerous or illegal weapons to school or school-sponsored activities. Any weapon taken from pupils shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary and/or, legal action, shall be pursued by the building principal.

A dangerous weapon is defined as any firearm, air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. This includes toys that give appearance to be real or threatening. Laser pointers are considered dangerous when used inappropriately and therefore students are prohibited from bringing them onto any school property or to any school activity.

No dangerous weapons are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at fire ranges, gun show, and authorized supervised school training sessions for the use of firearms.

Any student bringing a firearm to school calculated or designed to inflict death or serious bodily harm, shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of the portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

School Cancellation Make-Up Days

School days at various times and occasions may be canceled. An attempt to make up the missed day(s) will be made if the minimum required days for a school year are in jeopardy. The choice of when to make up the day will be the decision of the administration. An extended school year will be considered when several days have been missed.

Inclement Weather

Information on school closing, whatever the reason, will be given on: Automated telephone system, the school Facebook page, and the school website; between 6:00 and 7:30 a.m. School may be closed at other appropriate times during the day and this information will be broadcast at that time.

School Parties and Dances

The advisor of the sponsoring group must schedule all school parties and dances, three days in advance. The principal will approve all parties and dances before they are scheduled, in accordance with the city and auditorium contract laws. One (1)-faculty member plus four (4) adults are required for chaperones.

Bus Rules

Students will obey all rules of good conduct on the buses. All school rules apply to riding the buses at all times. The bus driver has the same authority as a certified teacher. Students who are disruptive may be prohibited from riding the buses and are liable for suspension. High School students are carried on the bus as a convenience for the students and the parent. This privilege may be revoked at the occurrence of disruptive behavior. Removal from the bus could be for 1-10 days or permanently. Misbehavior could also result in suspension or expulsion from school. Please contact the bus driver if your child will not be riding the bus. This is a courtesy to the driver and other passengers on your route. Bus drivers may assign students specific seats. If any type of destruction occurs on the bus, students in the immediate area could be billed for the repair cost.

School Phone

The school phone is a business phone. Students may not use the school phone during school hours except in an emergency or with permission from the office.

Long distance phone calls by students must be approved through the principal or the designee. If the phone call is necessary, it must be charged as a collect call to the student's home phone or charged on a telephone calling card.

Cell Phones

Cell phones may be used during a high school students' lunch session and between class sessions. Cell phones are limited to use in the cafeteria area and halls. Cell phones will be permitted in classrooms upon teacher request of the principal for academic purposes and teacher request for discretion.

Middle School students may use their cell phones only at lunchtime.

Violations:

1. First offense: The student's phone will be taken and kept by the teacher for the rest of the day. The student may pick it up at the end of the day.
2. Second offense: The student's phone will be taken to the office and picked up after school, adding 30 minutes of detention.
3. Third offense: The student's phone will be taken to the office and will only be picked up by a parent, plus 30 minutes of detention.
4. Any offenses after this will require a parent meeting and a contract be established.

The district assumes no responsibility for loss, damage, or theft of cellular phones and digital media

devices, whether in the possession of students, on school property, or if confiscated by school personnel pursuant to this policy.

Parents are encouraged to honor the designated cell phone times during the day to contact their student(s). The office will gladly cooperate with parents to get messages to students during school hours if parents need to reach a student outside of designated cell phone times.

Electronic Devices

Unauthorized electronic devices that can record or take pictures will not be allowed during school time.

Fire/Tornado Drills

There will be unannounced fire and tornado drills periodically throughout the school year. Predetermined designated locations are posted in each classroom. Roll will be taken by the teacher at the designated locations. Students are expected to move quickly and quietly and in an orderly fashion to the predetermined locations.

Skip Day

There will be no skip days or senior skip day. All skipping will be given automatic zeros and will be considered a class-two offense.

Candy and Pop

Candy or pop may be allowed in the classroom at each teacher's discretion.

Senior Open Campus

Seniors will be allowed to apply for open campus with the following stipulations:

1. Student must check into study hall before leaving for open campus.
2. Student must be on time for their next class following their free hour or lose privileges for the next week.
3. Students with grades of "D" or "F" will not be allowed open campus.
4. Students may have open campus 1 period per day, unless the principal allows additional class periods because of scheduling and special circumstances.
5. Any infraction of alcohol, tobacco, marijuana, or controlled substance rules or laws shall be cause for immediate suspension of privileges. Nine weeks for the first offense, remainder of the year for the second offense and disciplinary action will be taken based on the discipline matrix.
6. Any legal court adjudication resulting in probation or diversionary program conditions shall be cause for immediate and permanent revocation of privileges.

Each week seniors will be checked for individual attendance that needs to be above a 94%. If they do not reach this there will be NO SENIOR PRIVILEGES GIVEN UNTIL 94% OR ABOVE IS ATTAINED.

Dress Code

All students should endeavor to follow the rules of good grooming and cleanliness to ensure good health; keeping clean and well-groomed is part of respecting the rights of others.

No student shall wear clothing, accessories, or hair that disrupts the ongoing school program, or invades the right of others. Excessively baggy pants and coats will not be allowed. Apparel cannot display anything to do with alcohol, tobacco, or other illegal substances, profane or implied profane words, or that of a sexual nature.

No student will wear a top that reveals any part of their midriff. The neckline must be high enough not to show cleavage. The school administration and staff always reserve the right to review any student's manner of dress. If students fail to follow the reasonable guide concerning dress, they will be asked to leave the school, or wear a tee shirt from the Principal's office. School dress applies to all school activities unless changed by the administration.

Remove all hats or caps in any school building, excluding shop area and the city auditorium. No caps in the auditorium during class or assemblies.

All Disciplinary Procedures

Detention (Supervised Study)

Supervised Study students will spend allocated time with the scheduled detention supervisor or teacher who placed them on supervised study for reasons such as incomplete work. Other inappropriate behavior or misconduct in classroom incidents will be reported to administration for disciplinary action. These students will be placed in supervised study when indicated by administration. **Students who ride the bus will have 24 hours to make arrangements for finding an alternative way home.**

Suspension and Expulsion

No student under expulsion or suspension from school may transfer to another school district until the suspension or expulsion has expired. The sending district will notify the receiving district in writing of the suspension or expulsion when the student's permanent school record is requested by the receiving district.

In-School Suspension is social isolation as a consequence or disciplinary measure. The student shall be removed from regular classroom attendance and placed in a supervised situation away from other students. Lunch will be brought to the student. An ISS student will not be marked absent from her/his classes. However, they are in school and will be given their regular assignments. The papers will be corrected, and the grades entered. ISS papers will be graded as normal. Assignments will need to be turned in at the end of each day. Students in ISS will not be allowed to participate in extracurricular activities.

Suspension and expulsion are disciplinary measures, which involve exclusions from school. Students that are suspended out of school must get their schoolwork done during the suspension and turned in the first day back to school. They will receive normal grades for this work. Each day the student is suspended will count as an absence for the student.

Short-term suspension is defined as: an exclusion from school for ten (10) days or less.

Long-term suspension is defined as: an exclusion from school for more than ten (10) days, but not more than ninety (90) days.

Expulsion is defined as: exclusion from school for not more than twelve (12) months.

Expulsion and long-term suspension are reserved for school board action and a hearing must be provided. A short-term suspension does not require a formal hearing before the Board of Education, but the student must be given an opportunity to be heard. Detentions and in-school Suspensions require no formal due process hearing. The formality and documentation requirements escalate when the exclusion is more than (10) days. This is because, under state law, students are granted an "entitlement" to education. A student may not be deprived of this entitlement by the government, (meaning the school) without due process of law. Students' rights to hearing procedures relative to suspension and expulsion are outlined in state law as follows:

The school board of every school district shall assist and cooperate with the administration and teachers in the government and discipline of the school. The board may suspend or expel from school any student for: a) violation of rules or policies b) for insubordination c) or misconduct, and the superintendent or principal in charge of the school may temporarily suspend any student in accordance with SDCL concerning due process. The rules or policies may include:

- (1) The consumption or possession of beer or alcoholic beverages on the school premises or at school activities.
- (2) The consumption or possession of marijuana or a controlled substance, without a valid prescription, on the school premises or school activities; and
- (3) The use or possession of a firearm, as provided in, on or in any elementary or secondary school premises, vehicle, or building or any premises, vehicle, or building used or leased for elementary or secondary school functions or activities.

The period of expulsion may extend beyond the semester in which the violation, insubordination, or misconduct occurred. Any expulsions for consumption or possession of beer or alcoholic beverages may not extend beyond ninety school days. If a student has intentionally brought a firearm onto school premises, the expulsion may not

be for less than twelve months.

However, the superintendent or chief administering officer of each local school district or system may increase or decrease the length of a firearm-related expulsion on a case-by-case basis.

The South Dakota Board of Education shall promulgate (*make public the terms of a proposed law*) rules about chapter 1-26 to establish administrative due process procedures for the protection of a student's rights. The administrative due process procedures ensure the protection of a student's rights. The administrative due process procedures shall include a requirement that the school give notice of a student's due process rights to the parent or guardian of the student at the time of suspension or expulsion.

Each school district board shall provide a procedural due process hearing, if requested, for a student in accordance with such rules if the suspension or expulsion of the student extends into the eleventh school day. This section of the South Dakota law does not preclude other forms of discipline, which may include suspension or expulsion from class or activity. This section of the South Dakota law does not prohibit a local school district from providing educational services to an expelled student in an alternative setting.

Suspension

The school board in any district may authorize the summary suspension of pupils by principals of schools for not more than ten (10) school days and by the superintendent of schools for not more than ninety (90) school days. In the case of suspension by the superintendent for more than ten (10) school days, the pupil or his parents or others having his custodial care may appeal the decision of the superintendent to the board of education.

Any suspension by a principal shall be immediately reported to the superintendent who may revoke the suspension at any time. In the event of an appeal to the board the superintendent shall promptly transmit to the board full report in writing of the facts relating to the suspension, the action taken by him/her and the reasons for such action; and the board, upon request shall grant a hearing to the appealing party.

No pupil may be suspended unless:

- (1) The pupil is given oral or written notice of the charges against him/her.
- (2) The pupil is given an oral or written explanation of the facts that form the basis of the proposed suspension; and
- (3) The pupil is given an opportunity to present her/his version of the incident.

In the event of a suspension for more than ten (10) school days, if the pupil gives notice that he/she wishes to appeal the suspension to the board, the suspension shall be stayed until the board renders its decision. The only exception is if, in the judgment of the superintendent of schools, the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. If that is the case, the pupil may be immediately removed from school, and the notice and hearing shall follow as soon as practicable.

The South Dakota Board of Education has adopted a due process procedure that must be used by public schools when suspending or expelling students. Copies of the South Dakota Board of Education's rules are available in the Superintendent's Office as well as on under the Administration Rules.

Co-Curricular Activities

1. **Philosophy:** The activities program should be an integral part of the educational process of the Kadoka Area School District 35-2.

Our aim is to develop highly competitive activities, while teaching educational values such as sportsmanship, health, scholastic attainment, etc. The program is to develop lifelong participation in activities and teach positive approaches to learning, participation, and competition.

Objectives: Provide opportunities to develop skills and to experience the satisfaction of performing in an emotionally charged situation.

1. Contribute to the development of a health and fitness attitude and awareness; the Students will carry with them throughout their lives.
2. Contribute to the development of desirable social and citizenship qualities such as:
 - a. responsibility
 - b. respect for authority
 - c. leadership abilities
 - d. respect for the rights and properties of others
 - e. ability to work cooperatively with groups

- f. Respect for individual's differences.
3. Contribute to the development of desirable character traits such as:
 - a. perseverance
 - b. determination
 - c. dedication
 - d. unselfishness
 - e. will to succeed
 - f. maximum effort
 - g. resourcefulness
4. Contribute to the understanding; students should not let the fear of failure prevent them from participating.
5. Help build an attitude, that each individual is responsible for developing their skills to their maximum level of performance to help the TEAM reach its full potential.
6. All activities should be an enjoyable experience for the students. Having fun is an important aspect of our activity programs.

Lettering system for athletics: The respective coaches will determine the requirements for lettering in each sport.

Awards system for activities: The respective coaches and advisors will determine the requirements for awards in each activity before the activity begins.

The following rules have been adopted by the Kadoka Area School Board of Education, for students participating in organized extracurricular activities.

Co-Curricular Activities Rules for Students

Students participating in organized co-curricular school activities are required to follow certain rules and meet minimum standards to qualify for participation in those activities.

Among the organized co-curricular activities for which compliance with these rules is required are athletics, including football, basketball, volleyball, gymnastics, wrestling, cross-country, track and cheerleading; music including chorus and band; drama including one-act play; all school plays; and such programs as student council, newspaper, FBLA, FFA and any other school co-curricular activities.

Home School Student and Co-Curricular Activities

- 1) An education plan will be agreed upon by the principal, superintendent, and parents.
- 2) Minimum enrollment of 3/7 must be obtained by the student and continuous 3/7 enrollment must be maintained in order for continuous eligibility. This policy will carry over from year to year with each individual student.
- 3) Student must adhere to eligibility criteria and extracurricular training rules set forth in the handbook, policy, and SDHSAA.

Activity Eligibility Policy

For students participating in FFA, FCCLA, Band, Chorus, One Act Play, All School Play, Student Council or athletics, eligibility must be established before they will be permitted to attend any contest, unless it is required as part of a class assignment.

The eligibility procedure will be as follows IN ADDITION to the guidelines set forth by the SDHSAA:

1. Grades in all courses are checked starting after the first 4.5 weeks at the beginning of the year, then at midway and ending points of quarters. Semester 2 grade check will consist of Semester 1 grades and then checked 4.5 weeks after that point. The principal's office will run ineligibility check of students who are below 70% in each of their classes which is a D or F.
 - a. Middle School grades will be checked every week for eligibility with no D's or F's, unless they are participating at the high school level, which places MS students on the Eligibility procedure used in the High School level.
 - Administration reserves the right to allow student to play at the MS level if the grade is up prior to check date.

The grade checks for the 2022-2023 year will be the following Tuesday's: September 13, October 18, November 22, December 15, January 31, March 7, April 11, and May 11 .

2. Teachers must have a minimum of three grades a week in their grade books and report them by

10:00 am the date set by the principal.

3. Transfer students will be subject to SDHSAA eligibility standards until next grade check.
4. Any student who has a D or F will be declared ineligible for one week. At the start of the next week the student's grades will be checked again. The student must be passing each individual course with a 70% average and no D's or F's at this time in order to become eligible. If a student has D's in any courses they may appeal to the administrative eligibility checklist. If the student is not passing all courses, he/she will then be declared ineligible for 4 weeks/or until the next grade check.
5. Students who are taking online dual credit courses– the policy will follow the online course schedule. The grades will be checked every four and a half weeks that the course is in session for distance education. Online Dual credit education courses are not required to have three grades per week for eligibility and will follow the grading policy agreement for the distance education course.
6. Students enrolled in Black Hills Online learning will be expected to maintain pace and practice during their time in the class, or classes. Grades will be checked every four and a half weeks for the quality of work completed and must be higher than a 70% as a default of the high school eligibility policy. Additionally, student pace will be checked weekly, Black Hills Online must report that student are 'on-pace', or 'ahead of pace' to maintain eligibility for extracurriculars.
7. Any student who receives an ineligible grade (69 or lower) for the second quarter (1st Semester) will be declared ineligible until the next 4-week grade check at the beginning of the second semester.
8. Students who have unexcused absences from school on the day of an extracurricular activity will not be permitted to participate in the activity.
9. Any students receiving an incomplete for the second quarter will be declared ineligible until the incomplete is completed and the student has a grade.
10. A student that is suspended from school (OSS) or given (ISS) is not to attend any school activity until their suspension has been served.
11. At the end of the second semester the eligibility guidelines set forth by the SDHSAA will be used in determining the eligibility of students for the start of the next school year.
12. The Principal will determine eligibility and procedure in situations that may not be fully addressed in this eligibility policy. The Principal's decision may be appealed to the Superintendent and that decision may be appealed to the Board of Education.
13. The Kadoka Area School District's belief is ACADEMICS COMES FIRST.

SDHSAA Eligibility Requirements

SOUTH DAKOTA HIGH SCHOOL ACTIVITY ASSOCIATION REQUIREMENTS

You are not eligible if:

1. You have reached your twentieth (20) birthday
2. You have attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester. Once a student enrolls as a ninth grader, all semesters must be consecutive unless verified in writing by a physician that withdrawal from school is necessary due to a serious illness or injury.
3. You did not pass 20 hours of high school work per week, in courses approved for graduation for the preceding semester.
4. You are not enrolled in and attend a minimum of twenty (20) hours of high school work per week during the current semester.
5. You have graduated from a regular four-year high school or institution of equivalent work.
6. You have not enrolled in school by the 16th school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
7. You have been absent from school more than (10) consecutive days. (Illness of the student or death in immediate family accepted)

8. You have transferred from one high school to another without a corresponding change in residence of your parents/guardians. (Exception made for students who transfer pursuant to the open-enrollment By-Law.)
 9. You do not have on file in the principal's office a signed physical examination and parent's permit form.
 10. You have participated in an athletic contest under an assumed name.
 11. You have ever participated in athletics in any institution of learning or higher rank than a standard secondary high school.
 12. You have violated your amateur athletic status.
 13. During your high school sport season, you competed on an unattached basis as an individual or as a member of a non-school team.
- *If you have questions ask your coach or athletic director.**

Training Rules

The South Dakota High School Activities Association recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects co-curricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives.

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

The KADOKA AREA SCHOOL DISTRICT 35-2, expresses a sincere desire to help educate and to develop well-rounded students in our school system without the use of mood-altering chemicals.

The training rules are in effect from the first day of practice in the fall, through the final day of the State Track meet. A summer infraction may be upheld if the school is informed by law enforcement officials. Violations and penalties will be cumulative, carrying from student's first participation of high school activities to end of eligibility as per SDHSAA. Training rules pertain to extracurricular activities, any activity sanctioned by the South Dakota High School Activities Association and/or the Kadoka Area School District.

Regardless of quantity, a student shall not:

1. Use or possess a beverage containing alcohol.
2. Use or possess tobacco, e-cigarettes and vaporizers
3. Use or consume, have in possession, buy, sell or give away marijuana, or any controlled substance.
4. If a student is in violation of South Dakota law, the accompanying South Dakota stipulations relating to suspension from activities shall apply.

Violations in training rules will be reported to the administration and dealt with after investigation. Violations to be investigated will come from the list below:

1. Parent(s)/Guardian(s) of the student report a violation
2. Administration is notified by law enforcement of a violation
3. Self-admission of a violation
4. Report by a school official of a violation

Penalties for Violation of Training Rules

First Violation

Penalty: The student shall lose eligibility for 2 weeks or 2 contests, whichever is greater. During the 1st offense suspension, the student will practice but will not appear or perform before the public.

Second Violation

Penalty: The student shall lose eligibility for 6 weeks or 6 contests, whichever is greater. The individual will continue to practice during the suspension

Third Violation

Penalty: The student shall lose eligibility for all activities for 1 calendar year from date of infraction or

investigation. (If there are no infractions during the calendar year, the student will remain at this stage without moving to the next level.)

Fourth Violation

Penalty: The student shall lose eligibility from participating in all High School Activities for the remainder of the student's eligibility. (If a student is serving their third violation and they have another violation within the calendar year this penalty will be in place.)

If a student does not complete the activity under which the penalty has been placed, the student is still required to fulfill that penalty as long as they are active in activities.

Observation

No one, including the SDHSAA or the Kadoka Area School District, expects rules alone to deter students from using chemicals. The clear philosophy and statement of purpose explain the rule responding to existing chemical use problems, preventing future problems from occurring and promoting the chemical health of students involved in SDHSAA and the Kadoka Area School activities. The Kadoka Area School District believes in consistent and fair policies regarding mood-altering chemicals. The administration has the authority to act on any of the above violations mentioned. Student suspension may be in order during any of these mentioned violations. This means any student, who breaks any violation pertaining to the training rules, may also be suspended from school if the administration desires to do so concerning the training rule, situation, and violation. Suspension is defined as out of school suspension.

Co-Curricular Activity Suspension

Suspension from co-curricular activities for controlled substance violations

Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to sixty school days if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Upon a subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association and/or the Kadoka Area School District.

Athletic Injury

No player will participate in practice or play in a game after sustaining a serious injury, (head injury) for example; until a permission slip signed by a physician is presented to the school.

School Lunch Program

Kadoka Area students in grades K-12 may buy lunch per meal or meal ticket. One ½ pint of milk is served with

each meal. If additional milk is desired, it may be purchased for an additional amount. Second meals may also be purchased. Pricing will be determined and costs given to students at the beginning of the school year. K-12 students at the Kadoka and Interior Schools may also purchase a breakfast.

THE KADOKA AREA SCHOOL DISTRICT BOARD OF EDUCATION HAS ADOPTED THIS POLICY:

No more than ten (10) meals may be charged by students in the school lunch program. Parents are notified by mail when their student is charging meals. After ten charges, continuous charging of meals will be denied. The student may, however, purchase meals on a daily basis.

Offer vs. Serve

The Kadoka Area School District has adopted this policy, which is designed to reduce food waste and give students a choice in the items they take. All 5 required items in a meal pattern must be offered; but students are only required to take 3 items. This applies to grades K-12.

Health Service

The Kadoka Area School District contracts with the South Dakota Department of Health to provide screening services including Scoliosis, vision, and hearing. Parents and school personnel may refer a student for any of these screening services.

The South Dakota Department of Health (DOH) is subject to the rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA). The HIPAA notice of privacy practices can be viewed on the DOH website at www.state.sd.us/doh or request a printed copy by contacting them at 1-800-305-3064.

Insurance

All students can apply for accident insurance. This insurance is not mandatory but is encouraged if your child is not already insured. Information is sent home with each child during the first week of school. Further information may be obtained by calling the school office in Kadoka.

Medication

Your child's health is very important to us. Kadoka Area School District has trained medication distribution staff, known as unlicensed medication aides through the South Dakota Board of Nursing. If a student becomes ill or injured during the school day, they will be referred to the office. Parents may be contacted to pick up their child if he or she has a fever, nausea, headlice, ringworm or other symptoms of illness. **It is essential that we can contact you, keep your information updated and accurate.**

All medications to be given at school must be given to the UMA for distribution. **All** medicines must be in their ORIGINAL containers with the prescription attached. Over the counter medications must be in their original containers and presented to the school for distribution. Medications will be kept in a locked, safe place. The UMA will not administer medication unless there is a consent form on file signed by the parent/guardian. The consent form is only valid for the current school year.

State law for school enrollment requires up-to-date immunization records. Please keep the school updated on new immunizations.

If your child has specific health problems that need regular medical attention, please inform the school so that provisions can be made for proper treatment.

Communicable Diseases

The quality and quantity of learning for each student is in direct proportion to the student's physical, mental, emotional, and social levels of health. The board recognizes its responsibility to provide a healthy environment for all students and employees. In addition, it recognizes its responsibility to provide a normal classroom setting for all students whenever possible.

The decision as to whether an infected student should be excluded from the normal classroom setting, or from other school activities, shall be made on a case by case basis by a committee consisting of:

1. The building principal or designee

2. The county nurses
3. The Superintendent or designee
4. The board of education representative

Communicable Disease Guideline

Disease & Incubation Period Rules for School Attendance

Acquired Immune Deficiency Syndrome (AIDS) 6 month – 5 years	Determination will be made by committee as outlined in the Communicable Disease policy.
Chicken Pox	The student may attend school after the scabs are dry and well healed.
Cytomegalovirus (CMV) Salivary Gland Viruses	The student may attend school. Precautions should be taken by contacts with immune-suppression as for organ/transplants as well as anyone with suspected or known pregnancy. Good hand-washing in all cases should eliminate risk of transfer of infection.
Fifth Disease (Erythema Infectiosum) 6 – 14 days	Exclude from school, if student has a fever present.
Giardiasis (Intestinal Protozoan Infection) 5 – 25 days or longer	The student may attend school if the student practices independent and hygienic bathroom skills. Other students may attend school after the third day of drug treatment. Good hand washing in all cases should eliminate risk of transfer of infection.
Herpes Simplex 2 – 12 days	The student may attend school during an active case, if the student has the ability and practices appropriate Personal hygiene precautions and the area of lesion are covered.
Impetigo Variable 4 – 10 days	The student may attend school if the treatment is verified and covered or dry.
Infectious Hepatitis 15-30 day	The student may attend school with written permission and if the student has the ability to take appropriate personal hygiene precautions.
Lice	If students have live bugs they will be sent home. Upon returning students will be checked by appointed school personnel to ensure that the student no longer has live bugs.
Measles (Red, Hard) Rubella, 7 Day	
German-3 Day Rubella Mono (Infectious Mononucleosis Glandular Fever)	The student may attend school after recommendations from the State Health Department. The student may attend school with physician's permission. The student 4 – 6 weeks may need adjusted school days and activities.
Mumps 12 – 21 days	The student may attend school after swelling has disappeared and or after recommendation from State Health Department.
Pediculosis (Crabs)	The student may attend school after proper treatment. After repeated infestation of the same student, the student may be excluded until all nits are removed.
Pink Eye (Conjunctivitis) 5 – 15 days	The student may attend school after being on adequate antibiotics after a minimum of 24 hours of

Planters Warts	being on adequate therapy. The student may attend school. Students will not be permitted to walk barefoot.
Ringworm	The student may attend school if the area is under treatment and covered. Known cases of athlete's foot will be restricted from showers until under treatment.
Scabies (7-year itch or mites)	The student may attend school after adequate treatment
Streptococcal Infection (Scarlet, Scarlatina, Strep Throat)	The student may attend school 24 hours after initiating oral antibiotic therapy with no fever present.
Gonorrhea	The student may attend school under proper medical treatment.
Syphilis	The student may attend school when under proper medical treatment.
Diphtheria 3 – 5 days	The student will be under quarantine until two negative throat and nose cultures are taken, not less than 24 hours apart and with a recommendation from the State Health Department.
Scarlet Fever 2 – 5 days	Isolate one day after adequate antibiotic therapy or until The rash is clear.
Whooping Cough (Pertussis)	Students may come to school but should be watched carefully. Students must be on antibiotics and therapy for at least 5 days and come back to school upon recommendation from State Health Department.
Fever	If student has a temperature of 100 degrees or over, they should be kept home or sent home.

All communicable and chronic diseases should be reported

Parent Notification School Health Assessments

From time to time during the year, screening may be provided through a contract with the South Dakota Department of Health (DOH), who is subject to the rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA). HIPAA requires that the DOH provide access to our Notices of Privacy Practices. You may view the DOH notice on our website at www.state.sd.us/doh or request a printed copy by contacting us at 1-800-305-3064.

Screenings that will be provided during the 2022-2023 school year include:

- Vision Screening for students in Grades Kindergarten, 1st, 3rd, 5th, 7th, 9th
- Hearing Screening for students in Grades Kindergarten, 3rd, 5th, 9th
- Physical Assessments for students in Grades Kindergarten, 3rd, 5th
- Scoliosis Screening for girls in Grades 5th, 7th
- Scoliosis Screening for boys in Grades 8th

Any students outside of these grades may be screened upon referral from their instructor.

Abnormal curvature of the spine is usually first noticed at the beginning of the adolescent growth spurt. Often early detection and appropriate treatment can prevent progression. The screening procedure takes about 30 seconds and does require the student to remove his/her shirt or blouse in order that the spine can be visually observed by the Community Health Nurse.

Parents/guardians may request screening of a child for vision, hearing, or scoliosis in a class not listed above by sending a written request to the school. Parents will be notified of any concerns identified during the health screenings so the child can be further evaluated by the provider of the parent's choice. If you prefer not to have your child participate in the screenings, please notify your school personnel. If you would like more information

regarding the health screenings, you are welcome to call the Community Health Office

<u>Jody Spangenberg, RN</u>	<u>(605) 837-2240</u>
Community Health Nurse	Telephone Number
<u>Jeff Nemecek</u>	<u>(605) 837-2173</u>
School Administrator	Telephone Number
<u>Robert Lukens</u>	<u>(605) 837-2175</u>
School Administrator	Telephone Number
<u>Jamie Hermann</u>	<u>(605) 837-2174</u>
School Administrator	Telephone Number

Stop it – Don't Spread It:

Prevent Flu, Colds, and Other Infectious Diseases

- ✓ Teach your child to wash hands often with soap and water, or to use hand gel.
- ✓ Teach your child to cough or sneeze into a tissue, throw it away, and then wash their hands.
- ✓ When they do not have a tissue, teach your child to cough or sneeze into their elbow, or to cover the cough or sneeze with their hands and then wash their hands.

- ✓ Children need plenty of sleep and physical exercise, and a balanced diet to stay healthy.
- ✓ Your child can be protected from influenza by being vaccinated. Watch for school based flu vaccine clinics this fall.
- ✓ When your child is sick – keep him/her at home to prevent the spread of disease to others.

Graduation Requirements/University Entrance Requirements

The requirements to graduate from Kadoka Area High School and the requirements to attend a college or university may differ. Please go to our guidance office for help on the requirements needed. To graduate from Kadoka Area High School, you must attend at least sixteen (16) quarters of school and earn twenty-two (22) credits. Additional courses may be offered at Kadoka area school which are not included in this list.

REQUIRED COURSES ARE MARKED WITH AN ASTERISK (*)

	Required Units		Must include:
English/Language Arts	4 Units	English 1 * English 2 * English 3 * English 4 *	1 unit of Writing .5 unit of speech .5 unit of American Literature .5 unit of Literature
Social Studies	3 Units	World Geography * World History * US History * US Government *	1 unit US History .5 US Government
Science	3 Units	Physical Science * Biology * Chemistry * Anatomy Physics	1 unit of Biology
Mathematics	3 Units	Algebra I * Geometry * Algebra II * Trigonometry/Precalculus	1 unit of Algebra I
Approved Career & Technical Education or	1 Unit	Ag. I Ag. 2	

Capstone Experience or World Language		Ag. 3 Ag. 4 Shop World Language I World Language II Internship	
Business	.5 Unit	Personal Finance * Accounting I Computer Applications	.5 Unit Personal Finance
Fine Art	1 Unit	Chorus Band	
Physical Education	.5 Unit	Physical Education Weight training	
Health	.5 Unit	Health	
Miscellaneous	5.5 Units	Drama Publications Dual Credits Other	
	22 Total Credits		

THE ADMINISTRATION RESERVES THE RIGHT TO CHANGE ANY OF THE ABOVE AT ANY TIME.

SOUTH DAKOTA HIGH SCHOOL GRADUATION REQUIREMENTS ADOPTED BY THE STATE BOARD OF EDUCATION IN 2018 GO INTO EFFECT FOR THE FALL OF 2019. You may access the graduation requirements through the South Dakota Department of Education Web site (<https://doe.sd.gov/gradrequirements/>) or request a copy from the secondary principal.

*With school and parent/guardian approval, a student may be excused from this course in favor of a more appropriate course.

College Course Offerings

Students taking a college course through curriculum agencies that charge a fee will be required to pay for the upfront cost of the entire course. If the student passes the course and earns college credit, then the cost of the course will be refunded to the student. To be reimbursed, you must submit paperwork to the business office by the end of the year course was taken. Only courses approved by the administration for college credit will be covered. Students may take college courses offered for free through online programs if they meet the criteria as well, these courses are often AP courses. Administration can make a recommendation if the student does not meet these requirements on a case by case basis.

Intent to Release Information

Public notice of the intent of Kadoka Area School District to release personally identifiable information regarding student or former students.

Family Educational Rights and Privacy Act (FERPA)

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high

school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records
 - a. maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - a. School officials with legitimate educational interest;
 - b. Other schools to which a student is transferring;
 - c. Specified officials for audit or evaluation purposes;
 - d. Appropriate parties in connection with financial aid to a student;
 - e. Organizations conducting certain studies for or on behalf of the school;
 - f. Accrediting organizations;
 - g. To comply with a judicial order or lawfully issued subpoena;
 - h. Appropriate officials in cases of health and safety emergencies; and
 - i. State and local authorities, within a juvenile justice system, pursuant to specific State law.
 - j. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact them at the following address:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-8520

Directory Information

RIGHT OF PARENT, GUARDIAN OR STUDENT TO PROHIBIT RELEASE OF INFORMATION:

A PARENT, GUARDIAN OR STUDENT 18 YEARS OF AGE MAY REFUSE TO PERMIT THE RELEASE OF ANY OF THE Directory Information by notifying the Principal of the student's school in writing which of the above Directory Information may not be released in respect to the particular student. Such notification may be made at any time. Kadoka Area School District designates the following personally identifiable information regarding its students as Directory Information:

1. Name
2. Address and home phone number
3. Date of birth
4. School attending
5. Dates of attendance

6. Parents or guardian of student
7. Participation in school-recognized activities
8. Weight, height, age and grade of members of athletic team
9. Awards received
10. Individual and group photographs pertaining to school activities

Similar information which denotes accomplishment or achievement

Student Records

The Board of Education has adopted an educational records policy and, in implementing the release of information, that policy shall be considered.

Educational Records Policy

This is to notify all parents and students 18 years of age that they are entitled to:

1. The right to inspect and review all of his/her records and to receive explanations and interpretations of the records;
2. the right to request an amendment in his/her educational records believed to be error; the right to receive copies of all education records (a charge for copying will be made);
3. The right to request an impartial hearing if the educational agency refuses to amend an education record;
4. These records are on file in the office of the principal, superintendent or special educator.

Elastic Clause

It is impossible to cover every possible situation that may occur during the school year with the policies included in this handbook. If such a situation does occur, the administration has the authority to resolve said situation. The administration will act fairly and quickly in resolving the situation keeping the student's best interest in mind.

Complaint Policy and Procedure

Informal Procedure

When no action is being requested: If a patron wishes to express a concern to any school employee or school board member, they may express those concerns freely to whomever they want. Parents and patrons are encouraged to express their concerns to the person closest to the origin as possible. The informal complaint policy may not be used to bring complaints to the Board of Education in open or executive session when the issue is about students or personnel.

Formal Procedure

When action or change is being requested: The formal process must be followed. The purpose of this policy is to provide the school district a fair chance to improve its practices and policies and strengthen personnel through face to face negotiations with students, employees, and the public. All complaints must give the staff member closest to the problem a fair chance to resolve the issue before the complaint is taken to the next level. We believe that circumventing the staff member closest to the problem weakens and discredits our school by obscuring: (1) the nature of complaints, (2) pertinent details, and (3) potential improvements in our rules and processes. This policy explains in detail how to voice a complaint in a way that protects everyone's rights and ensures the potential for improvement. It does not guarantee that the school or Board of Education will change the rules or their application. Formal complaints must be filed within 5 working days after the occurrence the event leading to the complaint. Steps a. through c must be completed in 10 working days. The Board will hear the complaint at the first Board meeting following the 10-day process if needed.

- A. **A complaint about a teacher, coaches, supervisors, or their procedures.** The complainant must make a good faith effort to resolve the complaint with the staff member. The complainant must:
 1. Identify the problem
 2. Provide pertinent information

3. Suggest a solution in writing

If a resolution cannot be reached, the complaint will be referred to the principal. A report of good faith effort to find a resolution should accompany the referral by the staff member to the principal.

B. **Complaints about a principal, school policy, or the application of policy.** The principal will try to resolve the complaint with an explanation of his/her application of policy referencing the student handbook, district policy, or state law as needed. The principal may not change policy but may negotiate application changes with the patron as long as changes in application do not change the policy. If the complainant is not satisfied, the principal will refer the complaint to the superintendent in writing.

C. **Complaints unresolved by the principal are referred to the Superintendent.**

All complaints must be accompanied by a written record from the principal. The record must include clear identification of:

1. The problem or complaint,
2. All critical information and references to policy

Identify the positions of the principal and the complainant. The superintendent will conduct a meeting with the principal and the complainant...either individually or together before rendering a judgment. Superintendents cannot change policy but can suggest or order changes in the application of policy as long as the policy remains unchanged. Unresolved complaints may go to the BOE for their review.

D. **The BOE deals with all complaints unresolved with the superintendent:** All complaints must be accompanied by a written record from the superintendent of attempts to resolve the conflict with all appropriate individuals as outlined in this policy. The report must include clear identification of:

1. the problem or complaint,
2. all critical information and references to policy, and
3. The positions of the school and then complainant. The superintendent will arrange a meeting with the parties and the BOE before a judgment is rendered.

The BOE's purpose will be to:

1. Ensure that responsibility for changes in rules or application of rules resides with the most appropriate individuals
2. Offer one BOE member to accompany patrons to see the principal or superintendent as needed and consult with the principal and superintendent to ensure that all possible efforts have been made prior to hearing a complaint at the BOE level
3. Ensure that the school has met the legal responsibility of functional and procedural due process
4. Provide judgments on all complaints unresolved by the superintendent.

Americans with Disabilities

SECTION 504/ADA POLICY

Section 504/ADA is an Act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working).
2. Has a record of such impairment.
3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504/ADA, the Kadoka Area School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the Kadoka Area School District. The district has specific responsibilities under the Act, which include the responsibility to identify, evaluate and if the child is determined to be eligible under Section 504/ADA, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. It is the policy of the Kadoka Area School District to provide a free and appropriate public education to each student with disabilities within its jurisdiction, regardless of the nature or severity of the disability.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

Due process rights of students with disabilities and his/her parents under Section 504 will be enforced. Due process rights of personnel under ADA will also be enforced. If there are questions, please feel free to contact the Principals, 504/ADA Coordinator for the District at 605-837-2175.

The Kadoka Area School District has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by civil rights regulations implementing Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794) And ADA/title II of the Americans with Disabilities Act of 1990 Title II, 42 U.S.C. Section 12131. Section 504 states, in part, that “no otherwise qualified disabled individual...shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance...”. Title II provides that no qualified individual with a disability shall, on the basis of disability, be subjected to discrimination under any service, program, or activity conducted by a public entity.

Complaints should be addressed to: Kadoka Area School Principal, who has been designated to coordinate Section 504/ADA compliance efforts.

1. A complaint should be filed in writing, contain the name and address of the person filing it and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within ten (10) working days after the complainant becomes aware of the alleged violation. (Processing allegations of discrimination that occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, will follow a filing of complaints. They impartial investigation will be coordinated by the superintendent or an impartial investigator as agreed upon by the complainant and district. These rules contemplate informal but thorough investigations, affording all interested persons and his/her representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the circumstances involved in such complaint and a description of the recommended resolution, if any, will be issued by the superintendent or a designee and a copy shall be forwarded to the complainant no later than 30 working days after its filing.
5. The Section 504/ADA Coordinator will maintain the files and records of the Kadoka Area School District relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. The request for reconsideration should be made within 10 working days. A response to the complainant will be made within 10 working days. One can also file at an impartial level other than through the school district, such as the Office for Civil Rights (OCR).
7. The right of a person to a prompt equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the responsible federal department or agency. Using this grievance procedure is not prerequisite to the pursuit of other remedies.
8. These rules will be construed to protect the substantive rights of interested persons, meet appropriate due process standards and assure that the Kadoka Area School District complies with Section 504 and its implementing regulations.
9. No retaliation will be instigated against those filing complaints

Prom Rule and Conduct

1. Prom is a formal dress occasion. All student must be in formal attire.
2. Students with guests must be approved by the Kadoka administration and must provide a letter to their guest (the letter can be requested from your administration) that is to be signed by their administrator. The letter must be handed in to the Kadoka administration with a signature from their administrator that they are in good standing within their home school district. Out of town guests will also need a prom rules and conduct form turned into Kadoka administration along with their letter. The Kadoka school student is responsible for any behavior or damages of their invited guest.

3. Once admitted to the prom, you will not be allowed to leave and reenter. This includes going to your car. Each student will be required to blow into the professional breath alcohol tester administered by the principal. If they blow a positive test for alcohol, they will be turned over to the local law enforcement.
4. Absolutely no alcohol, tobacco, or drugs of any nature are permitted at the prom.
 - a. Prom is a privilege. If there are any suspicious actions or activity by any student or guest, they will be asked to submit to a screening by the administrator which involves another test with the professional breath alcohol tester.
 - b. All rules and regulations of Kadoka Area School District will be followed.
5. The parents and students assume responsibility for any accident or property damage while attending and traveling to and from the prom.
6. We want to make Prom a safe and fun experience for all involved. Please abide by all the rules.
7. Only students in high school grades nine through twelve will be allowed to attend prom.

Prom Dress Code

- Girls will wear semi-formal attire or formal gowns or pantsuits. Strapless and spaghetti straps will be permitted.
- Dresses are to be no more than 4 inches above the knee (front and back). This also applies to slits in dresses. Dress must also be at the appropriate length unless leggings are worn underneath the dress.
- Dresses may not be extremely tight/form-fitting. Be aware of the material that gathers and rises when you walk.
- Boys will wear a suit or sport coat.
- Ties are required.

The following will not be permitted:

- Two-piece formal gowns or pants and top, where the midriff is showing
- See-through gowns (this includes sheer/mesh overlays that do not have material underneath)
- Shorts
- Torn clothing will not be permitted. Remember that this is a formal event.

If the attire is questionable, students are encouraged to show their evening wear to administrators and the prom dress team beforehand to determine if it is dance appropriate. The determination of the appropriateness of student dress and grooming shall rest with the principal and the prom dress team. Students and their dates that are non-compliant with the dress code will not be admitted to the dance or will be escorted out of the dance. Students will ask to change into something that adheres to the dress code.

Dismissal Schedule

10:00 Start

High School		Middle School	
1 st	10:00 - 10:42	6 th ELA / 7 th Math / 8 th SCI	10:00 – 10:57
2 nd	10:45 – 11:30	6 th Math / 7 th SCI / 8 th SS	10:57 – 11:13
3 rd	11:33 - 12:18	Recess/Lunch	11:13 – 12:19
Lunch	12:18 - 12:40	Recess 11:13-11:53	Lunch 11:54-12:19
4 th	12:43 – 1:28	6 th SCI / 7 th SS / 8 th ELA	12:19 - 1:16
5 th	1:31 – 2:16	6 th SS / 7 th ELA / 8 th Math	1:16 - 2:13
6 th	2:19 – 3:04	Band/Chorus/SH (25/25)	2:13 - 3:04
7 th	3:07 – 3:47	Rotation	3:07 – 3:47

1:00 Dismissal

High School		Middle School	
1 st	8:00 – 8:40	6 th ELA / 7 th Math / 8 th SCI	8:00 – 8: 55
2 nd	8:43 – 9:23	6 th Math / 7 th SCI / 8 th SS	8:55 – 9:45
3 rd	9:26 – 10:06	6 th SCI / 7 th SS / 8 th ELA	9:45 – 10:35
4 th	10:09 – 10:49	6 th SS / 7 th ELA / 8 th Math	10:35 – 11: 10
5 th	10:52 – 11:32	6 th SS / 7 th ELA / 8 th Math	11:10 – 11:53
6 th	11:35 – 12:16	Lunch (No Recess)	11:53 – 12:16
Lunch	12:16 – 12:38	Band/Chorus/SH (13/13)	12:16 – 12:38
7 th	12:38 – 1:00	Rotation	12:38 – 1:00

Discipline Matrix

Infraction Class	First Offense	Second Offense	Third of More Offense
I. Class one offenses Includes: nuisance objects, inappropriate behavior, causing occasional classroom distractions, running in the halls, dress violations, and minor horseplay/teasing in or out of class.	Verbal warning and (1) Loss of privilege, or (2) In-class time out for one period, or (3) Help the student to correct the problem Inform Parents	(1) develop a behavior plan to correct the problem. (2) detention or ISS for 1 to 2 periods &/or after school Inform Parents	(1) Continue the behavior plan for an extended period (2) detention or ISS for 3 to 4 periods &/or after school Work with parents to correct the problem as needed. If it can be determined that progress is not being made, move to class two responses on the fourth offense.
II. Class two offenses Include: falsifying school records, disregard for rules/minor insubordinations, cheating, profanity, technology misuse, skipping class, causing frequent classroom disruptions, theft or destruction of minor property, and destructive/excessive horseplay.	Correction of records, Apologies, Restorations, Restitution, Relationship repair and/or (1) Loss of privileges, and/or (2) In school suspension for .5 to 1 day. Inform Parents	Correction of records, Apologies, Restorations, Restitution, Relationship repair, and/or (1) Loss of privileges, and (2) Suspension from school for 1 to 3 days. Inform Parents	Correction of records, Apologies, Restorations, Restitution, Relationship repair, and/or (1) Loss of privileges, (2) Suspension from school for 2 to 4 days Work with parents to correct the problems as needed. If it can be determined that progress is not being made more to class three responses on the fourth offense.
III. Class three offenses include: Physical and/or verbal threat, bullying, harassment, setting up fights, fighting, blatant insubordination, tobacco, e-cigarette and vaporizer use/possession, setting a false fire alarm, theft or destruction of important/ felony rated property, and disruption of school. Refer to SDCL 13-32-4 and 13-32-5.	(1) Suspension from school 3 to 5 days. (2) Restoring property (3) Paying expense of false alarms Inform Parents	(1) Suspension from school 5 to 10 days (2) Restoring property (3) Paying expense of false alarms Inform Parents	(1) Suspension from school 10 days. (2) Written letter to BOE recommending expulsion. Restore property & pay expenses Inform Parents
IV. Class four offenses include: Possession or use of alcohol or drugs on campus or at any school function. Smell, behavior, and physical possession of drugs or alcohol, (reported or observed) will determine reasonable suspicion. Schools do not need drug tests or breathalyzer tests to suspend. Evidence relating to reasonable suspicion of probable use or possession must be reported immediately and investigated in a timely manner. Refer to SDCL 13-32-4	(1) Suspension from school 5 to 10 days for possession or consumption of drugs or alcohol. (2) Suspension from school 5 to 10 days for distribution of drugs or alcohol (3) Parent support required for shortened suspension Inform Parents	(1) Suspension from school for 5 to 10 days for possession or consumption of drugs or alcohol (2) Suspension from school for 10 days for distribution of drugs or alcohol pending a BOE expulsion hearing. Inform Parents	(1) Suspension from school for 10 days for possession or consumption of drugs or alcohol pending a BOE expulsion hearing. Inform Parents
V. Class five offenses include: acts or reasonable suspicion of intent to endanger or threaten the lives and health of others with weapons, bomb threats, and/or gang related activities that endanger students through intimidation and threats.	(1) Suspension 10 days pending a BOE expulsion hearing. Inform Parents		

Offenses and consequences may be subject to the discretion of the administration.

