

KADOKA AREA SCHOOL DISTRICT

2024-2025

KADOKA AREA HIGH SCHOOL  
and  
KADOKA MIDDLE SCHOOL

STUDENT HANDBOOK



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# SCHOOL INFORMATION

## 2023-2024 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

### Administration and Staff

Superintendent/SPED Director	Jamie Hermann
Business Manager	Jo Beth Eisenbraun
Payroll/Accounting	Sarah Madsen
HS/MS Dean of Students	Colby Shuck
HS/MS Administrative Assistant	Jody Stout
Elementary Principal	Jeff Nemecek
Elementary Administrative Assistant	TBD
Network Administrator	Chad Eisenbraun
Activities Director	Mark Reiman
Title IX Coordinator	Jamie Hermann
504 Coordinator Elementary	Jeff Nemecek
504 Coordinator MS/HS	Colby Shuck
Federal Programs	Kaycee Jones

### Interior

K-3	Edna Kary
4-8	Barb Ireland
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 and Jessie Ring

### Midland

K-8	Marti Sudbeck
Paraprofessional Aide	Nicki Nelson

### Transportation

Interior – Bus Driver	Larry Manley
Kadoka – Bus Driver	Ted Schnee
Kadoka – Bus Monitor	Harris Eisenbraun
Long Valley – Bus Drivers	Bruce and Jessie Ring

### Kitchen Staff

Kadoka – Head Cook	Richard Ireland
Kadoka – Assistant Cook	Kim Lechette
Interior – Cook	Donna Curr

### Kadoka - Elementary

Preschool/Speech	Candace Ireland
Junior Kindergarten	E'vanna Perault
Kindergarten	Ashley Schofield
First Grade	Renee Schofield
Second Grade	Kaylee Eisenbraun
Third Grade	Kelsey Reeves
Fourth Grade	Claire Beck
Fifth Grade	Jennifer Van Pelt
Special Education	Lisa Osburn
Special Education	Tarryn Petrak
Title I	Maribeth Roghair
Special Education Paraprofessional	Sarah VanderMay
Special Education Paraprofessional	Carissa Zysset
Special Education Paraprofessional	Mercedes Goss
Speech Language Assistant	Joan Enders
Paraprofessional Aide	Carmen Huffman

### Kadoka – Middle School

Language Arts	Michelle Mansfield
Math	Barry Hutchinson
Band and Chorus 6-12	Colby Shuck
Physical Education 6-12	Mark Reiman
Science	Nichole Thompson
Social Studies	Dana Eisenbraun
Special Education Paraprofessional	Katie Hicks
Special Education/Interventionist	Rachel DeCory

### Kadoka – Secondary

Academic Advisor	Susan Sudbeck
Agriculture	Kaycee Jones
CTE Technology	Dana Eisenbraun
Industrial Tech	Kade Bonenberger
Language Arts/Drama/Debate	Jessica Magelky
Math	Carol Kroetch
Math/Science/CTE Technology	Julie Hermann
Band and Chorus 6-12	Colby Shuck
Physical Education 6-12	Mark Reiman
Science	Justine Garber
Social Studies	Dave Ohrtman
Special Education Paraprofessional	Nicci DeVries
Special Education	Amy Stilwell

### District Instructional Staff

General Music and Band P-8	Matthew Olson
Physical Education P-8	Chris Byrd
Computers P-8	Marylynn Patterson

### Custodial Staff

Interior – Custodial	Larry Manley
Kadoka – Custodial	Polly Brown, Brian Letellier, Kim Lurz, and Kathleen Murdock
Maintenance	Tim Huffman

Kadoka Area School District

August-24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September-24						
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29	30					

October-24						
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20	21	22	23	24	25	26
27	28	29	30	31		

November-24						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December-24						
Su	M	Tu	W	Th	F	Sa
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22	23	24	25	26	27	28
29	30	31				

January-25						
Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February-25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	

March-25						
Su	M	Tu	W	Th	F	Sa
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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April-25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30			

May-25						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2024-2025

School In Session

Parent-Teacher Conferences  
 Sept 26th - Dismiss @ 2:30  
 February 6th - Dismiss @ 2:30

Teacher In-Service  
 August 19th & 20th 8:00-4:00  
 October 18th 8:00-12:00  
 November 15th 8:00-12:00  
 December 20th 8:00-12:00  
 January 24th 8:00-4:00 (JC at 2:30 DH)  
 February 21st 8:00-12:00  
 March 7th 8:00-12:00  
 May 16th 8:00-4:00

End of Term - School in session  
 End of Q1 - October 17th (34 Days)  
 End of S1/Q2 - December 19th (35 Days)  
 End of Q3 - March 6th (36 Days)  
 End of S2/Q4 - May 15th (39 Days)

Homecoming - School in session

Graduation  
 May 18th

Holidays and No School Days  
 September 2nd - Labor Day  
 November 28th - Thanksgiving  
 Apr 21st- Easter Monday

Early Release  
 November 27th 1:00  
 May 15th - 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:

Title IX Coordinator: Jamie Hermann  
PO Box 99  
Kadoka, SD 57543  
605-837-2175

504 Coordinator MS/HS: Colby Shuck  
PO Box 99  
Kadoka, SD 57543  
605-837-2175

504 Coordinator Elem: Jeff Nemecek  
PO Box 99  
Kadoka, SD 57543  
605-837-2175

# ATTENDANCE

## 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/Middle 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 receive 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. For each day of unexcused absence, the student will receive 20 minutes of detention for each day, or partial day, they miss until the situation is resolved or detention is/are served.

Assignments will be required to be made up by the student within two days of the absence. One additional day for every day over one that is missed. (Examples: absent one day - due in two days, absent two days - due in three days, absent three days - due in four days)

Excused absences include:

1. 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.
2. Family emergencies (death, serious illness).
3. 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.
4. Personal family requests (weddings, funerals, special family events, vacations). The school reserves the right to determine whether an absence is excused. If the family/student does not wish to state the reason for the absence, the student will automatically be assessed  $\pm$  unexcused absence(s) for the days missed.
5. 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.
6. Special circumstances upon approval by the administration.

Unexcused Absences are counted as such when there is no contact from a parent or guardian or an adequate excuse is given. The student will receive 20 minutes of detention for each day, or partial day, they miss until the situation is resolved or detention is/are served.

Positive Award for attendance at Kadoka Area High School:

Students who have 3 or fewer absences in the given semester will be allowed to exempt one day the last week of the semester. Students must not have any missing work, must have all grades above 69% in all classes, and must have all the work done for the day in advance.

When multiple absences occur:

1. 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 or dean of students 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 or dean of students is final unless appealed to the next level superintendent, followed by the Kadoka Area School Board.
2. If a student has accumulated 20 or more absences at any point during the school year, the student may be dropped from the roll. In addition, 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 the administration. The decision of the principal or dean of students is final unless appealed to the next level, which would be the superintendent, followed by the Kadoka Area School Board.
3. If a student misses 12 consecutive days of school with or without notification to the district, they shall be withdrawn from school. Extended illness, family emergencies, and other extenuating circumstances will be reviewed by the administration. The decision of the principal or dean of students is final unless appealed to the next level, which would be the superintendent, followed by the Kadoka Area School Board.



4. Students will be allowed to reenroll in person with a parent/legal guardian.
5. 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.
6. 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.

1. On the fifth absence: An email will go out to the provided email address stating this fact will be sent to the parent/guardian. A conference may be held with the parent/guardian, student, and principal or dean of students to discuss the attendance policy and consequences of further absences.
2. On the tenth absence: An email will go out to the provided email address stating this fact will be sent to the parent/guardian. A conference may be held with the parent/guardian, student, and principal or dean of students to discuss the attendance policy and consequences of further absences. Any absence missed after the twelfth may result in no credit being granted for that class.

### 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/Middle School or send a note indicating the upcoming absence.

### Absence Because of School Activity

Students participating in organized extra-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 to participate in an organized extra-curricular school activity that day, unless given permission by the principal or dean of students.

# EXTRA-CURRICULAR ACTIVITIES

## Extra-Curricular

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 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 extra-curricular activities: The respective coaches, directors, or advisors will determine the requirements for lettering in each extra-curricular activity. Awards system for activities: The respective coaches, directors, or 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.

## Extra-Curricular Activities Rules for Students

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

Among the organized extra-curricular activities for which compliance with these rules is required are athletics, including, but not limited to, football, basketball, volleyball, gymnastics, wrestling, cross-country, track, tumbling, and cheerleading; drama including one-act play, all school plays/musicals, and oral interpretation; and such programs as student council, newspaper, HOSA, National Honors Society, FFA and any other school extra-curricular activities.

## Activity Eligibility Policy

For students participating in extra-curricular (non-graded) activities, 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. The principal or dean of students' office will run ineligibility check of students who are below 70% in each of their classes which is a D or F.
2. The pre-grade checks for the 2024-2025 year will be the following Tuesday's: September 10, October 15, November 19, December 10, January 28, March 4, April 8, and May 6.
3. The grade checks for the 2022-2023 year will be the following Tuesday's: September 17, October 22, November 26, December 19 (end of 2<sup>nd</sup> quarter, F only), February 4, March 11, April 15, and May 15 (end of 4<sup>th</sup> Quarter).
4. 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. For middle school grade check students will not have the pre check dates, as all weeks will be grade check weeks.

5. Any student who has a D or F, during the Tuesday pre-grade check, will be declared ineligible until the grade check the following week. During the next week the students' 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, during the grade check, the student falls below 70% in any of their courses, they will then be declared ineligible until the next grade check. If the ineligible student is currently participating in the activities during the day of the pre-grade and grade check the student's ineligibility will start the following day.
6. Ineligible students are only allowed to be a spectator at extra-curricular (non-graded) activities, they cannot be "part of the team", i.e., not allowed to ride the bus to or from events, stand on the side lines, or sit near the team during games. Students are allowed to practice or rehearse for the extracurricular non graded activities when deemed ineligible.
7. Teachers must have a minimum of three grades a week in their grade books and report them by 10:00 am the morning of pre-grade check or grade check. Classes that meet fewer than regularly scheduled class will be required to take at minimum one grade per class period.
8. Transfer students will be subject to SDHSAA eligibility standards until the next grade check.
9. Any student receiving a failing grade at the end of the first semester will be declared ineligible until the next grade check.
10. 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.
11. Any students receiving an incomplete for the second quarter will be declared ineligible until the incomplete is completed and the student has a grade.
12. Students who are taking online dual credit courses– the policy will follow the online course schedule. The grades will be checked according to the grade check schedule 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.
13. 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 according to the grade check schedule for the quality of work completed and must be higher than 70% as a default of the high school eligibility policy. Additionally, student pace will be checked weekly, Black Hills Online must report that students are 'on-pace', or 'ahead of pace' to maintain eligibility for extracurriculars.
14. Students who have unexcused absences from school on the day of an extracurricular activity will not be permitted to participate in the activity.
15. A student that is suspended from school (OSS) or given (ISS) is not to attend any school activity until their suspension has been served. While serving ISS the student may practice or rehearse for an extracurricular activity, but not while serving OSS.
16. The principal or dean of students will determine eligibility and procedure in situations that may not be fully addressed in this eligibility policy. The principal or dean of students' decision may be appealed to the superintendent and that decision may be appealed to the Kadoka Area Board of Education.
17. The Kadoka Area School District's belief is ACADEMICS COMES FIRST.

### Administrative Eligibility Appeal Checklist

1. Must be initiated by the student one week prior to the review.
2. Reviewed every Tuesday after the initial grade check.
3. Raised grade to 70% or better in all classes.
4. Students must have 90% attendance.
5. No missing assignments in any classes.
6. No behavior referrals.
7. Seeking out additional help in the class or classes that made the student ineligible.

### SDHSAA Eligibility Requirements

SOUTH DAKOTA HIGH SCHOOL ACTIVITY ASSOCIATION REQUIREMENTS – TAKEN FROM THE SDHSAA CONSTITUTION BYLAWS

#### PART III – SCHOOL PARTICIPATION

Any high school which is a member of this Association is eligible to participate in the activities sponsored by the Association.

#### PART IV – STUDENT ELIGIBILITY FOR FINE ARTS AND ATHLETIC PARTICIPATION

##### SECTION 1. GENERAL REQUIREMENTS.

- A. Age. The student must be under 20 years of age at the time of participation. Age to be determined by birth DATE.
- B. Enrollment. The student must have enrolled not later than the sixteenth school day of the current semester.
- C. Eight Semester/Twelve Trimester Rule. A student shall be eligible for four first semesters and four second semesters OR twelve trimesters of interscholastic competition while enrolled in grades 9-12. For the purpose of this subsection, enrollment and attendance in school or participation in one or more contests shall count as a semester/trimester of eligibility. Once a student enrolls as a ninth grader, all semesters/trimesters must be consecutive unless waived as per Article VII, Section 3 (I), page 18 of the Constitution.

NOTE: Attendance Defined: If the student is used in the ADM count, full or partial day, they are considered to have attended school.

D. Scholastic/Academic Eligibility Rule.

3. Preceding Semester/Trimester. The student, unless they are entering high school for the first time, shall have successfully earned a minimum of two (2) units of credit which are used in the issuance of a diploma, for the preceding or for the most recent semester/trimester of attendance in any accredited high school. For the purposes of this subsection, enrollment and attendance in school or participation in one or more contests shall constitute a semester/trimester in determining eligibility. However, the Board of Directors or the Executive Director shall have the authority to waive the attendance rule when and if a student withdraws from school as a result of an injury or illness and does not return to any school for the remainder of the semester/trimester and the student does not receive any high school course credits.

NOTE: Failure to earn two (2) units of credit the previous semester/trimester causes the student to become ineligible the entire following semester/trimester. NOTE: Only credits accepted by the school for graduation may be used in determining whether a student successfully earned two (2) units of credit. Source: Minutes of the January 10-11, 2001 Board of Directors Meeting.

2. Current Semester/Trimester. The student shall (a) be enrolled in an accredited high school and attend courses for which a minimum of two (2) units of credit may be earned towards the issuance of a diploma, (b) be receiving alternative instruction as set forth in SDCL § 13-27-3 or (c) any student in grades ten, eleven, or twelve may apply to an institution of higher education or a postsecondary vocational education institution as a special student in a course or courses offered at the institution of higher education or postsecondary vocational education institution. Correspondence/college courses approved in advance by the high school principal for which credits earned are used in the issuance of a high school diploma may count towards the two (2) units of credit eligibility requirement. (Refer to SDCL § 13-28-37)
3. A student's grades which are dependent upon completion of a project such as a vocational education project after the close of the academic school year shall be determined by the grade averages of record assuming satisfactory completion of the project.
4. Credit recovery. Students who have been declared ineligible because of academic deficiencies from the previous semester/trimester may earn scholastic/academic eligibility by taking an academic course(s) via the options Revised 7/22 By-Laws – 23 approved by the SD Department of Education. Examples include, but not limited to, on-line courses, in-district credit recovery courses, alternative education settings, digital courses, etc. The principal must monitor the successful completion of the course(s) and reinstate eligibility only after the successful completion of 2 units of credit as per Chapter I, Part IV, Section 1, Subsection D., page 22 of the Bylaws.
5. Beginning and ending of a Semester/Trimester. For the purpose of this subsection, the first semester shall be considered as ending on midnight on the day before the second semester begins and the second semester shall be considered as starting on the first day classes are held in said semester. The first trimester shall be considered as ending on midnight on the day before the second trimester begins. The second trimester shall be considered as ending on midnight on the day before the third trimester begins. The actual ending of the first/second semester or second/third trimester or school year, rather than the date of graduation exercises or diploma date, controls the determination when eligibility terminates.

NOTE: Eligibility is extended to all students:

- Who choose to graduate at the conclusion of the first semester/first or second trimester until the first day of classes of the second semester/second or third trimester.
- Including those graduating students whenever a sub-state/state event is held after the school year has been completed at the local level.

3. Alternative Instruction Students: Students receiving alternative instruction satisfy the SDHSAA Scholastic/Academic Rule (By-Laws Chapter 1, Part IV, Section 1, Subsection D) through compliance with SDCL 13-27-3 and submission of contracts per SDCL 13-36-7.

SECTION 2. GRADES OF TRANSFERRED STUDENT. In the case of a student just transferred from another school the scholastic record from the former school shall be used for determining eligibility. The student shall not participate in any interscholastic contests until the official transcript of grades is received from the former school and academic eligibility is verified. See also Section F, page 24

SECTION 3. SEVENTH AND EIGHTH GRADE CONTESTANTS. Member schools may use seventh and eighth grade students on high school teams for high school contests provided they meet scholastic standards fully equivalent to those required for students in grades 9-12 by the Association. 7<sup>th</sup> and 8<sup>th</sup> grade students satisfy SDHSAA scholastic standards via compliance with SDCL 13-27-3 and submission of transcripts per SDCL 13-36-7.

SECTION 4. POST GRADUATE PARTICIPATION. Notwithstanding Section 1 of this chapter, high school graduates may be permitted to participate in inter-school meets or tournaments sponsored by the Association during summer months immediately following such graduation, unless the Board of Directors rules otherwise in the case of any such tournament or meet.

SECTION 5. LAPSE OF ATTENDANCE. Eligibility for the remainder of the semester ceases when: A. school attendance has lapsed for more than ten (10) consecutive school days in a SDHSAA member school which operates a five (5) day week, or B. when school attendance has lapsed for more than eight (8) consecutive school days in a SDHSAA member school which operates a four (4) day week. The exception to the Lapse of Attendance Policy as stated above would be in the case of student illness or in the case of death in the immediate family that forces the student to be absent from school.

SECTION 6. ELIGIBILITY AFTER ABSENCE. Students forced to leave school for personal illness or because of a death in the immediate family can be

eligible upon return to school when they (1) have been fulfilling the scholastic requirements for eligibility at the time of leaving school, (2) file with the Executive Director an affidavit from the attending physician certifying that the illness was of such a nature as to prevent school attendance during any and all of the absence period, and (3) have made up the school work at least to the extent of having secured passing marks in four full courses including the parts of such courses missed during the absence.

## SDHSAA Training Rules

Updated for the 2023-2024 School Year

### PHILOSOPHY AND PURPOSE

1. Philosophy relating to the use of mood-altering chemicals, i.e., alcohol and tobacco, drugs and marijuana shall be determined by the governing board of each member. Pursuant to SDCL 13-32-9. A member school would enforce its current activities policy until the student has been: “adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15.”

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 extracurricular 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.

2. Statement of Purpose.
  - a. To encourage the growth of responsible citizenship among the students, member schools and their personnel.
  - b. To emphasize the schools’ concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.
  - c. To confirm and support existing state laws which restrict the use of such mood-altering chemicals.
  - d. To establish standards of conduct for those students who are leaders and standard-bearers among their peers.
  - e. To assist students who desire to resist peer pressure which directs them toward the use of mood-altering chemicals.
  - f. To assist students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals.
  - g. To promote equity and a sense of order and discipline among students. It is recommended that any training rule and penalty code be applied to both athletics and fine arts.
3. Categories of Activities. For the purpose of administering this policy, the SDHSAA activities are divided into two categories as follows:
  - a. Category I includes all activities that have a regular season including speech debate and sports. The recommended penalty for violation of these training rules by students participating in Category I activities will be as hereafter stipulated in the section entitled “Recommended Penalties:”
  - b. Category II includes all activities that do not have a regular season including All-State Band, All-State Chorus and Orchestra and One Act Plays. The recommended penalty for Category II violations shall be determined by the governing board of each member school. (i.e. restitution)

### TRAINING RULE

During the school year and the season of practice, play or rehearsal, regardless of the quantity, a student shall not: 1) use a beverage containing alcohol, 2) use tobacco, 3) or use or consume, have in possession, buy, sell or give away marijuana, or any controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by her/his doctor.

### RECOMMENDED PENALTIES

1. First Violation – Category I
  - a. Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two consecutive interscholastic events or two weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
  - b. Recommendations:
    - 1) It is recommended that the school develop a local education program through which the student would receive information about the effects of misuse or abuse of mood-altering chemicals.
    - 2) It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.
2. Second Violation – Category I
  - a. Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six consecutive inter-scholastic

events in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

b. Recommendations:

- 1) It is recommended that before being re-admitted to activities following suspension for the second violation, the student shall show evidence in writing that she/he has sought or has received counseling from a community agency or professional individual such as a school counselor, drug counselor, medical doctor, psychiatrist, or psychologist.
- 2) It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

3. Third Violation – Category I

a. Penalty:

- 1) After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve consecutive interscholastic events in which the student is a participant.
- 2) If, after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in SDHSAA activities after a minimum period of six weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

b. Recommendation: It is recommended that the student be referred for assessment of potential chemical abuse, misuse or dependency by a community agency or a professional individual outside the school.

4. Penalties shall be accumulative beginning with and throughout the student's participation on a varsity or subvarsity activity.

A FINAL OBSERVATION No one, including the South Dakota High School Activities Association, expect rules alone to deter students from using chemicals. The clear philosophy and statement of purpose explains the rule and gives direction, encouraging school staff to take an active role in responding to existing chemical use problems, preventing future problems from occurring and promoting the chemical health of students involved in SDHSAA activities. According to law enforcement officials, if the purpose of having rules is to deter student use of chemicals, three principal factors must be balanced to achieve the greatest effectiveness:

1. CERTAINTY: That enforcement of the consequences will follow a violation;
2. SEVERITY: That consequences are a fair penalty for the act; otherwise the offense will be overlooked or avoided; and
3. CELERITY: Promptness of the process.

## SDHSAA Extra-Curricular Activity Suspension

Updated for the 2023-2024 School Year

### SDCL 13-32-9 SUSPENSION FROM EXTRACURRICULAR ACTIVITIES FOR CONTROLLED SUBSTANCE VIOLATIONS. (SDHSAA POLICY)

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

Upon placement of the person in an informal adjustment or court-approved diversion program, the state's attorney who placed the person in that program shall give notice of that placement to the South Dakota High School Activities Association and chief administrator of the school in which the person is participating in any extracurricular activity.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association.

Students are ineligible to participate in activity events, competitions, and performances, but a local school district may allow a student to participate in practices.

13-32-9.1. Consequences imposed by local school districts. No local school board may impose a lesser consequence than those established in § 13-32-9, but a local school district may adopt a policy, by local school board action, with more strict consequences to meet the needs of the district.

Source: SL 2014, ch 88, § 2.

13-32-9.2. Reduced suspensions—Commencement of suspension. If a suspension is reduced pursuant to § 13-32-9, a suspension for a first offense shall make the student ineligible for a minimum of two South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. If a suspension is reduced pursuant to § 13-32-9, a suspension for a second offense shall make the student ineligible for a minimum of six South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. To count toward the minimum number of events the student must participate in the entire activity season and may not drop out or quit the activity to avoid suspension and the failure of a student to complete the entire activity season shall result in the student being ineligible for one year from the date of adjudication, conviction, 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. A suspension that is not completed by the student during one activity season shall carry over to the next activity season in which the student participates.

A suspension begins on the day following the notification to a school administrator by the Unified Judicial System that a student has been adjudicated, convicted, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of a sentence or a suspended adjudication of delinquency for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance prohibited by § 22-42-15 and the school administrator gives notice to the South Dakota High School Activities Association and the students.

Source: SL 2014, ch 88, § 3.

REVISED 2006 LEGISLATIVE SESSION  
AMENDED 2010 LEGISLATIVE SESSION  
AMENDED 2014 LESISLATIVE SESSION

As used in this section, the term, extra-curricular 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.

## 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.

# GENERAL POLICIES, REQUIREMENTS, STATEMENTS AND PROCEDURES

## 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 oneself, 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, hGPAe/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 principal or dean of students, 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 or dean of students, 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 the 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.



## 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.

## 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 or dean of students at the student's school in writing which of the directory information may not be released in respect to the 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 and/or information which denotes accomplishment or achievement.

## 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.

## 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 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.

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

## Student Records and Educational Records Policy

The Kadoka Area 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 or dean of students, superintendent, or special educator.

# GRADUATION REQUIREMENTS AND GRADUATION

## 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 with 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.

Academic Area	Required Units	Courses Offered – KAHS <i>REQUIRED COURSES ARE MARKED WITH AN ASTERISK (*)</i>	State Requirements:
Language Arts	4 Units	English 1 * - 1 unit English 2 * - 1 unit English 3 * - 1 unit English 4 * - 1 unit	Writing – 1 unit Speech or Debate - .5 units Literature (must include .5 unit of American Literature) – 1 unit Language Arts Electives – 1.5 units
Social Studies	4 Units	World Geography * - 1 unit World History * - 1 unit US History * - 1 unit US Government * - 1 unit	US History – 1 unit US Government - .5 units Social Studies Electives – 1.5 units
Science	3 Units	Physical Science * - 1 unit Biology * - 1 unit Chemistry * - 1 unit Anatomy - .5 or 1 units Physics - .5 or 1 units	Biology – 1 unit Science Electives – 2 units
Mathematics	3 Units	Algebra I * Geometry * Algebra II * - 1 unit each or Pre-Algebra * Algebra I * Geometry * Consumer Math * - 1 unit each Trigonometry and Precalculus – 1 unit	Algebra I - 1 unit Mathematics Electives - 2 units
Approved Career & Technical Education (CTE), or Capstone Experience, or World Language	1 Unit	Business Comp. App. I - .5 units Business Comp. App. II - .5 units Graphic Design II - .5 units Health Science Careers I – .5 units Health Science Careers II – .5 units Accounting I - 1 unit Accounting II - 1 unit World Language - .5 or 1 unit Internship - .5 or 1 unit Intro to Ag, Food, and Nat Res - .5 units per year Ag. Business - .5 units Ag Horticulture and Biotech - .5 units Fundamentals of Animal Science - .5 or 1 unit Advanced Animal Science - .5 or 1 unit Construction Trades I - .5 units Fundamental Ag Mech Tech - .5 unit Finish Carpentry I - .5 or 1 unit Ad. Ag. Structures Tech. - .5 or 1 unit Capstone Experience	Approved Career & Technical Education (CTE), or Capstone Experience, or World Language - 1 unit
Fine Art	1 Unit	Chorus - .5 units per year Band - .5 units per year Drama - .5 units per year	Fine Art - 1 unit
Personal Finance	1 Unit	Personal Finance * - 1 unit	Personal Finance - .5 units
Physical Education	.5 Unit	Physical Education - .5 units Weight Training - .5 units	Physical Education - .5 units
Health	.5 Unit	Health - .5 units	Health - .5 units
Electives	4 Units	Debate - .5 units per year Sociology - .5 units Psychology - .5 units Dual Credits Classes - .5 or 1 unit	Electives - 5.5 units
	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 or dean of students. 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.

## Graduation and Baccalaureate

Students that have not completed all requirements by the graduation date may be able to walk at commencement if a plan to achieve the requirements needed is put into place.

### Baccalaureate

Each graduating class will decide by a majority vote whether to have Baccalaureate Service. Attendance will not be mandatory. The speaker for the service may be rotated among the clergy of Kadoka.

### Valedictorian/Salutatorian

The two students with the highest-grade point average in the graduating class will speak at graduation. SD Board of Regents recommends using 2 decimal places in determining GPA. In the case of a tie for Valedictorian/Salutatorian, 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. Valedictorian/Salutatorian will be tentatively named at the end of the 3<sup>rd</sup> quarter of their graduating year. The GPA must keep their same or better for the 4<sup>th</sup> quarter to keep the honor, this will be at the discretion of administration.

### Additional Student Speakers

Two to four additional student speakers may be selected by the vote of the class. No outside speaker will be used.

## 8<sup>th</sup> Grade Graduation

8<sup>th</sup> Grade students must obtain a passing grade in all classes to participate in graduation ceremonies.

# GRIEVANCE AND COMPLAINT POLICIES AND PROCEDURES

## Complaint Policy and Procedure

Taken from Kadoka Area School District Policies

**INFORMAL PROCEDURES** – 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 PROCEDURES** – 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 their 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. 3-21

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
3. 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
3. The positions of the school and the 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.

Complaint Report can be found in the Kadoka Area School District Policies.

## Complaint Policy for Federal Programs

Taken from Kadoka Area School District Policies

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

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

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

## Student Grievance Policy and Procedure

Taken from Kadoka Area School District Policies

### 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:

- That a school rule is unfair,
- That a school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin or handicap,
- That an unfair procedure has been used in arriving at a punishment.

Grievances are processed through 3 steps:

1. To the principal
2. To the superintendent
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.

On all three levels an informal conference is to be held within five days of the date of filing of the complaint so that no student's complaint shall consume more than 15 days time in all. The burden of proof is upon the student to show that a rule is unfair, is discriminatory or that an unfair procedure (lack of due process) has been perpetrated. The final resolution of the grievance is to be in writing at the principal'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.

LEVEL 2: If a student is not satisfied with the resolution made at 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.

Student Grievance Form can be found in the Kadoka Area School District Policies.

# HEALTH

## 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 dean of students 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

- Chicken pox (Varicella): exclude until all lesions have dried and crusted or, in immunized children without crusts, until no new lesions appear within a 24-hour period.
- COVID-19: exclude based on current CDC and SD Department of Health guidance, see [doh.sd.gov](http://doh.sd.gov).
- Diarrheal diseases: exclude while symptomatic only if person is unable to practice independent hygiene.
- Haemophilus influenzae type B, invasive (Hib): exclude until after the child has been cleared by a physician.
- HIV, Hepatitis B, Hepatitis C, and other bloodborne diseases: generally, no exclusion; considerations may exist if there is potential for bloodborne exposure. Consult healthcare provider for guidance.
- Hepatitis A: exclude until one week after onset of illness.
- Influenza and Influenza-like illness: exclude until fever has been absent for 24 hours in an unmedicated state. Additional exclusions may be necessary for documented novel strain or pandemic influenza based on SD Department of Health and CDC guidance.
- Measles: exclude until four days after onset of rash.
- Meningococcal disease (Neisseria meningitidis): exclude until after 24 hours of antibiotic treatment.
- Methicillin-resistant Staphylococcus aureus (MRSA): exclude only if confirmed MRSA is present from a wound in which drainage is occurring and cannot be covered and contained.
- Mumps: exclude until five days after the onset of parotid gland swelling.
- Pertussis (Whooping cough): exclude until completion of 5 days of appropriate antibiotic treatment. If appropriate antibiotic treatment is not received, exclude until 21 days after onset of cough.
- Pink eye, head lice, ringworm, herpes gladiatorum, molluscum contagiosum, and skin rashes without fever: generally, no exclusion; considerations may exist for certain sports, extracurricular activities or behaviors that might increase risk of transmission. Consult healthcare provider for guidance.
- Rubella: exclude until seven days after onset of rash.
- Scabies: exclude until after treatment has started.
- Shingles (Herpes zoster): generally, no exclusion if lesions can be covered. If lesions cannot be covered, exclude until rash or lesions have crusted over.
- Strep throat and Streptococcal skin infections: exclude until after 12 hours of antibiotic treatment.
- Tuberculosis: exclude until a physician, concurring with the SD Department of Health, states the child is not infectious.

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](http://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, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>
- Hearing Screening for students in Grades – Kindergarten, 3<sup>rd</sup>, 5<sup>th</sup>, 9<sup>th</sup>
- Physical Assessments for students in Grades – Kindergarten, 3<sup>rd</sup>, 5<sup>th</sup>
- Scoliosis Screening for girls in Grades – 5<sup>th</sup>, 7<sup>th</sup>
- Scoliosis Screening for boys in Grades – 8<sup>th</sup>

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

- Heidi Burns, RN Community Health Nurse – (605) 837-2240
- Jeff Nemecek, School Administrator – (605) 837-2173
- Colby Shuck, School Administrator – (605) 837-2175
- Jamie Hermann, School Administrator – (605) 837-2174

***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.

## 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 serves.

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](http://www.state.sd.us/doh) or request a printed copy by contracting them at 1-800-305-3064.

## 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, headache, ringworm or other symptoms of illness. It is essential that we can contact you, and 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.



# INFORMATION AND DEFINITIONS

## Classrooms

Each teacher will post the discipline matrix and any of their own classroom rules. The principal or dean of students 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 or dean of students 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.

## 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.

## 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 a predetermined location.

## Food and Beverage

Food and beverage may be allowed in the classroom at each teacher's discretion.

## GPA/Honor Students/Grading Procedure

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

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.

The honor roll for grades 9-12 will be published 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 6-12

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

## 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.

## 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.

## Halls

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

## Incomplete Work

All course work must be completed to the satisfaction of the teacher/principal or dean of students 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 or dean of students. 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 or dean of students.

Courses that are 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.

## Intent to Release Information

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

## 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 or dean of students' office.

## 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. Meetings 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.

## Missing Assignments

Any missing assignment that is older than 8 days will remain a zero "0". Assignment due dates will vary due to missing number of days, IEP's, 504's, etc. Instructional staff have the option to extend the dates due to special circumstances.

## Parking Lot

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

## Prom Rule and Conduct

1. Only students in high school grades nine through twelve will be allowed to attend prom.
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 prom rules and conduct form turned into Kadoka administration along with their letter. The Kadoka school student is responsible for any behavior or damage of their invited guest.
3. All rules and regulations of Kadoka Area School District will be followed. Prom is a privilege and should be treated as such.
  - a. 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 or dean of students. If they blow a positive test for alcohol, they will be turned over to the local law enforcement.
  - b. 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.
  - c. Kadoka Area School District reserves the right to inspect any personal belongings that are brought in.
4. Absolutely no alcohol, tobacco, or drugs of any nature are permitted at the prom.
5. The parents and students assume responsibility for any accident or property damage while attending and traveling to and from the prom.

Prom Dress Code

1. Girls will wear formal gowns or pantsuits.

2. Boys will wear a suit or sport coat along with a tie.
3. Dresses are to be no more than 5 inches above the knee (front and back). This also applies to slits in dresses.
4. The prom is a formal, traditional event, so apparel choices should reflect this. We understand that fashion trends change frequently, so if attire is questionable, please bring questions to the principal or dean of students.

## 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.”

## School Parties and Dances

The advisor of the sponsoring group must schedule all school parties and dances, three days in advance. The principal or dean of students 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.

## 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 dean of students or the designee.

## Senior Open Campus

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

1. Students must check into study hall before leaving for open campus.
2. Students 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 or dean of students 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 90%. If they do not reach this there will be NO SENIOR PRIVILEGES GIVEN UNTIL 90% OR ABOVE IS ATTAINED.

## 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 breakfast.

1. 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.
2. 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.

## 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.

## 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.

# SCHOOL SCHEDULES AND INCLEMENT WEATHER

## Late and Early Dismissal Schedules

### 10:00 Late Start

High School		Middle School	
1 <sup>st</sup>	10:00 - 10:38 (38 min.)	6 <sup>th</sup> ELA / 7 <sup>th</sup> SS / 8 <sup>th</sup> MATH	10:00 – 10:50 (50 min.)
2 <sup>nd</sup>	10:41 – 11:19 (38 min.)	6 <sup>th</sup> MATH / 7 <sup>th</sup> SCI / 8 <sup>th</sup> SS	10:50 – 11:10 (20 min.)
3 <sup>rd</sup>	11:22 – 11:41 (19 min.)	Lunch	11:10 – 11:29 (19 min.)
Lunch	11:41 – 12:00 (19 min.)	Recess	11:29 – 11:38 (9 min.)
3 <sup>rd</sup>	12:03 – 12:22 (19 min.)	6 <sup>th</sup> MATH / 7 <sup>th</sup> SCI / 8 <sup>th</sup> SS	11:38 – 12:08 (30 min.)
4 <sup>th</sup>	12:25 – 1:03 (38 min.)	6 <sup>th</sup> SS / 7 <sup>th</sup> ELA / 8 <sup>th</sup> SCI	12:08 – 12:58 (50 min.)
5 <sup>th</sup>	1:06 – 1:44 (38 min.)	6 <sup>th</sup> SCI / 7 <sup>th</sup> MATH / 8 <sup>th</sup> ELA	12:58 - 1:47 (49 min.)
6 <sup>th</sup>	1:47 – 2:25 (38 min.)	6 <sup>th</sup>	1:47 – 2:25 (38 min.)
7 <sup>th</sup>	2:28 – 3:06 (38 min.)	7 <sup>th</sup>	2:28 – 3:06 (38 min.)
8 <sup>th</sup>	3:09 – 3:47 (38 min.)	8 <sup>th</sup>	3:09 – 3:47 (38 min.)

### 1:00 Early Dismissal

High School		Middle School	
1 <sup>st</sup>	8:00 – 8:34 (34 min.)	6 <sup>th</sup> ELA / 7 <sup>th</sup> SS / 8 <sup>th</sup> MATH	8:00 – 8:46 (46 min.)
2 <sup>nd</sup>	8:37 – 9:11 (34 min.)	6 <sup>th</sup> MATH / 7 <sup>th</sup> SCI / 8 <sup>th</sup> SS	8:49 – 9:35 (46 min.)
3 <sup>rd</sup>	9:14 – 9:48 (34 min.)	6 <sup>th</sup> SS / 7 <sup>th</sup> ELA / 8 <sup>th</sup> SCI	9:38 – 10:24 (46 min.)
4 <sup>th</sup>	9:51 – 10:25 (34 min.)	6 <sup>th</sup> SCI / 7 <sup>th</sup> MATH / 8 <sup>th</sup> ELA	10:27 – 11: 10 (47 min.)
5 <sup>th</sup>	10:28 – 11:02 (34 min.)	Lunch – No Recess	11:10 – 11:30 (20 min.)
6 <sup>th</sup>	11:05 – 11:41 (36 min.)	6 <sup>th</sup>	11:30 – 12:00 (30 min.)
Lunch	11:41 – 12:00 (19 min.)	7 <sup>th</sup>	12:03 – 12:37 (34 min.)
7 <sup>th</sup>	12:03 – 12:37 (34 min.)	8 <sup>th</sup>	12:40 – 1:00 (20 min.)
8 <sup>th</sup>	12:40 – 1:00 (20 min.)		

### 2:30 Early Dismissal

High School		Middle School	
1 <sup>st</sup>	8:00 – 8:42 (42 min.)	6 <sup>th</sup> ELA / 7 <sup>th</sup> SS / 8 <sup>th</sup> MATH	8:00 – 8:55 (55 min.)
2 <sup>nd</sup>	8:45 – 9:27 (42 min.)	6 <sup>th</sup> MATH / 7 <sup>th</sup> SCI / 8 <sup>th</sup> SS	8:55 – 9:50 (55 min.)
3 <sup>rd</sup>	9:30 – 10:14 (42 min.)	6 <sup>th</sup> SS / 7 <sup>th</sup> ELA / 8 <sup>th</sup> SCI	9:50 – 10:45 (55 min.)
4 <sup>th</sup>	10:17 – 10:58 (41 min.)	6 <sup>th</sup> SCI / 7 <sup>th</sup> MATH / 8 <sup>th</sup> ELA	10:45 – 11:15 (30 min.)
5 <sup>th</sup>	11:01 – 11:41 (40 min.)	Lunch – No Recess	11:15 – 11:34 (19 min.)
Lunch	11:41 – 12:00 (19 min.)	6 <sup>th</sup> SCI / 7 <sup>th</sup> MATH / 8 <sup>th</sup> ELA	11:34 – 12:00 (26 min.)
6 <sup>th</sup>	12:03 – 12:50 (47 min.)	6 <sup>th</sup>	12:03 – 12:50 (47 min.)
7 <sup>th</sup>	12:53 – 1:40 (47 min.)	7 <sup>th</sup>	12:53 – 1:40 (47 min.)
8 <sup>th</sup>	1:43 – 2:30 (47 min.)	8 <sup>th</sup>	1:43 – 2:30 (47 min.)

## 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 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.

# TITLE I

Updated information can be found on the Kadoka Area School District website, including Kadoka Area School Board District Policy.

## Kadoka Middle School Compact

Kadoka Middle School Compact (revised May 2024)

2024-2025 School Year

Kadoka Area School District and the parents of the students participating in activities, services, and programs funded by the Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, students, and the entire school staff, will share the responsibility for improved student academic achievement and the means which the school staff and families will build and develop a partnership. The partnership will help students achieve the State's high standards. This school-family compact is in effect during the school year.

Schools Responsibilities –

Kadoka Area School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet the State's academic achievement standards as follow:

All students will participate in the curriculum which is driven by the [South Dakota State Standards](#). Students will be supported in a learning environment that provides multiple levels of instruction and considers a variety of learning styles.

2. Hold parent-teacher conferences, during which this compact will be discussed as it relates to the individual student's achievement.

Parent-teacher conferences will be held in the fall and winter of each school year.

3. Provide parents with frequent reports on their student's progress.

Student progress will be reported to parents every semester with assessment reports and report cards. Grades are posted and available on Infinite Campus. Infinite Campus has notification options through the parent portal.

4. Provide parents reasonable access to staff for communication.

Staff will be available to parents during parent/teacher conferences, during the time provided before and after school, and by phone and email as needed.

5. Provide parents opportunities to volunteer and participate in their student's class and to observe classroom activities as follows:

- A. Parents may participate in their student's school by attending school plays, music concerts, Science Fair, Family Fun Night, and open house activities at the school.
- B. Parents are also encouraged to volunteer in a variety of academic support areas.
- C. Parents are encouraged under Kadoka's open-door policies to come into classrooms at any time and observe their child's learning environments.

School Goals –

Kadoka Middle School will:

1. Improve attendance.
2. Improve our overall proficiency by 5% in all areas, math, ELA, and science, on the State Assessment.

Parent's responsibilities –

We, as parents, will support our students' learning in the following ways:

1. Making sure my student does not miss more than 4 days per semester, making exceptions for school-related activities.
2. Making sure that homework is completed and turned in on time.
3. Participating, as appropriate, in decisions relating to my student's education.

4. Promoting positive use of my student’s extracurricular time.
5. Staying informed about my student’s education and communicating with the school by promptly reading notices from the school or the school district either received by my child or by mail and responding, as appropriate.

Student Responsibilities –

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:

1. Concentrate on schoolwork to improve knowledge and the retention of that knowledge by completing work on time and being actively engaged in the education process.
2. Seek educational growth and opportunities outside of the regular school day.
3. Give parents/guardians all notices and information received by me from my school.
4. Utilize class time wisely to get work completed during the day.

## Kadoka Area High School Compact

Kadoka Area High School Compact (revised May 2024)

### 2024-2025 School Year

Kadoka Area School District and the parents/guardians of the students participating in activities, services, and programs funded by the Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, students, and the entire school staff, will share the responsibility for improved student academic achievement and the means which the school staff and families will build and develop a partnership. The partnership will help students achieve the State’s high standards. This school-family compact is in effect during the school year.

#### ACADEMIC GOALS

1. The percentage of students scoring at or above proficient based upon the South Dakota State Grade 11 ELA/Mathematics/Science summative tests will be at or above the South Dakota state average.
2. Students will be absent for no more than four (4) days, making exceptions for school-related activities.

#### SCHOOL’S RESPONSIBILITIES

Kadoka Area School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet the State’s academic achievement standards as follow:

All students will participate in the curriculum which is driven by the South Dakota State Standards. Students will be supported in a learning environment that provides multiple levels of instruction and considers a variety of learning styles.

2. Provide parents with frequent reports on their student’s progress.

Student progress will be reported to parents every semester with assessment reports and report cards. Grades are posted and available on Infinite Campus. Infinite Campus has notification options through the parent portal. Teachers and/or dean of students will also make individual contact with parents as needed throughout the academic year.

#### PARENT/GUARDIAN’S RESPONSIBILITIES

We, as parents/guardians, will support our students’ learning in the following ways:

1. Monitoring my student’s attendance.
2. Making sure that schoolwork is completed.
3. Participating, as appropriate, in decisions relating to my student’s education, including giving my student the opportunity to attend tutoring as offered either on Fridays or other out-of-school time.
4. Understanding and following the chain of command (as per the handbook) in addressing concerns about my student’s academics and/or extracurricular activities.
5. Promoting positive use of my student’s extracurricular time.
6. Staying informed about my student’s education and communicating with the school by promptly reading notices from the school or the school district either received by my child or by mail and responding, as appropriate.
7. Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, or other school advisory or policy groups.

#### STUDENT RESPONSIBILITIES

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:

1. Attend school, making exceptions for school-related activities. Communication will occur with teachers prior to school related and other planned absences.

2. Do schoolwork every day and be responsible for submitting work on time. This includes attending tutoring as offered either on Fridays or other out-of-school time.
3. Understanding and following the chain of command (as per the handbook) in addressing academic and/or extracurricular activity concerns.
4. Be responsible for accessing grades and communicating with teachers for additional help.
5. Give parents/guardians all notices and information received.

#### COMMUNICATION

Communication between the district, teachers, parents, and students is important for all student success. It will be agreed between families and teachers that the following will be deemed acceptable methods of communication. If guardians wish to communicate in a specific manner, they are encouraged to inform the school of that preference. Guardians are also responsible for ensuring that contact information is current and accessible.

Communication could include one or more of the following choices, ensuring that the language is in a manner family members will understand:

1. Infinite Campus
2. Staff directory information (including Planbook lesson plans)
3. Parent-Teacher conferences
4. Emails regarding student progress
5. Text messaging
6. Phone calls
7. School website
8. Social media sites
9. Other

#### PARTNERSHIPS

1. Hold parental involvement nights where this compact will be available to parents.
  - Freshmen computer orientation night, open house, and other events as arise.
2. Hold parent-teacher conferences, during which parents will be given a copy of this compact and be made aware of the material within as it relates to the individual student's achievement.
  - Parent-teacher conferences will be held in the fall and winter of each school year.
3. Provide parents reasonable access to staff.
  - Staff will be available to parents during parent/teacher conferences, during the time provided before and after school, by phone, and/or email as needed.
4. Provide parents opportunities to volunteer and participate in their student's class, and to observe classroom activities, as follows:
  - A. Parents may participate in their student's classroom by joining the KPAC organization, chaperoning field trips, and other activities as needed.
  - B. Parents are also encouraged to volunteer in a variety of academic support areas.
5. Parents will be encouraged to attend any of the following activities as offered:
  - A. Family workshops
  - B. Curriculum nights
  - C. Open houses
  - D. Online/virtual activities
  - E. Multi-media activities

### Parent Engagement Plan for KAHS/KMS

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 meetings 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 districtwide 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 to the extent practicable; in a language such parents can understand.



## CLASS ONE AND TWO OFFENCES

### Bus Rules

Students will obey all rules of good conduct on the buses. All school rules apply when riding the buses. 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 parents. This privilege may be revoked at the occurrence of disruptive behavior. Removal from the bus could be for 1-10 days or permanent. 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.

### Cheating

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

### 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 rights 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. Shorts and skirts need to be either longer than fingertips at the sides or 5 inches above the knee, but not both.

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 or dean of students' 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. Hats or caps will be allowed in the auditorium and gym during after-school-hours events. Dress code violations are a class one offence.

### Electronic Devices

Electronic devices may be used during middle and high school students' lunch sessions and between class sessions. Electronic devices will be collected at the beginning of each classroom. Electronic devices use will be permitted in classrooms when the classroom teacher approves the request. During school days or school activities electronic devices will not be used to take video or pictures of other people without their consent. Violations dealing with electronic devices will follow the discipline matrix starting at a class one offence.

The district assumes no responsibility for loss, damage, or theft of electronic 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 electronic devices 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 electronic devices times.

### Skip Day

There will be no skip days or senior skip days. All skipping will be considered a class-two offense.

### 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 or dean of students. 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.

### Tardiness

Tardiness is inexcusable (unless buses are late, or we are notified by a parent). All tardiness will be marked in the permanent records. Offenders may be put on a plan to help themselves to keep tardiness from becoming habitual. The first tardy will result in a verbal warning and each additional tardy is a 20-minute detention. Three unexcused tardies will result in an unexcused absence. Three excused tardies will result in one excused absence. Students who missed an assigned detention will be counted as skipping class which is a class II offense.

## CLASS THREE, FOUR, AND FIVE OFFENCES

### Bullying

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:

1. Physical-involves harmful actions against another person's body
2. Verbal-involves speaking to a person or about a person in an unkind or hurtful way
3. Emotional-involves behaviors that upset, exclude, or embarrass a person
4. Sexual-involves singling out a person because of gender and demonstrates unwarranted or unwelcome sexual advances
5. 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 or dean of students and/or the principal or dean of students' 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 or dean of students. The school principal or dean of students and/or principal or dean of students' designee are to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal or dean of students and or principal or dean of students' 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.

In situations in which cyber bullying originated from a non-school electronic device, 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 the 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.

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, dean of students, or teacher.

## Harassment

Harassment, whether it is physical, verbal, or visual, 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, extra-curricular, or work performance or of creating an intimidating, hostile, or offensive educational environment, regardless of intent, may be interpreted as either physical, verbal, or visual harassment. The distinction between bullying and harassment is that when the bullying behavior directed at the target is also based on a protected class, that behavior is then defined as harassment. Protected classes include but not limited to race, color, religion, sex, age, disability, national origin, and LGBTQ+.

Any student who believes he or she has been the subject of physical or verbal harassment by another student or district employee should report this incident immediately to the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Such an 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.

## Sexual Harassment Policy

It is the policy of the Kadoka Area School District that sexual harassment is unacceptable and shall not be tolerated and 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:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or reflection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or
3. 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.

### REGULATION

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 at 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 ensure individual compliance. To ensure dissemination of this policy, copies will be posted at appropriate locations.

### COMPLAINTS

Any student or employee who feels that he or she has been subjected, in the school or workplace, to sexual harassment should report the incident immediately to the principal or dean of students, 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, dean of students, 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.

## 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 or alcohol product if a person is under the age of twenty-one. It is unlawful to purchase or attempt to purchase, to receive or attempt to receive, to possess, or to consume controlled substances (including marijuana).

Use and/or possession of alcohol, controlled substance (including marijuana), tobacco, electronic cigarettes and vaporizers are prohibited on the school grounds or in the school building, including the school parking facilities, is prohibited. Such use and/or possession are prohibited at all school activities and will result in suspension. Suspension may be in-school or out-of-school suspension. Electronic cigarettes and vaping devices are 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.

## 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.

Examples of abusive language and behavior are a student's use of profanity, obscenity, abusive or gang-related language, which 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 level of infraction.

## Knives, Firearms, or Weapons that Cause Bodily Harm

Schools should be an example of what is taught regarding 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 students shall be reported to the student's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary and/or legal action shall be pursued by the building principal or dean of students.

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 shows, 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.

# DISCIPLINARY PRECEDURES

## Detention

Detention students will spend allocated time with the administrator or teacher who gave them the detention. Inappropriate behavior or misconduct in classroom incidents will be reported to the administration. Students who ride the bus will have 24 hours to plan 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 students. 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 but will be allowed to practice.

Students who are serving Out of School Suspension will not be allowed to practice or participate in extra-curricular 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.

1. Short-term suspension is defined as: an exclusion from school for ten (10) days or less.
2. Long-term suspension is defined as: an exclusion from school for more than ten (10) days, but not more than ninety (90) days.
3. 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 or dean of students 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 students by principal or dean of students 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 or dean of students 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 his/her 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 under the Administration Rules.

## Discipline Matrix

Infraction Class	First Offense	Second Offense	Third or More Offense
I. Class one offenses Includes: nuisance objects, inappropriate behavior (including electronic device misconduct), 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.  May Inform Parents	(1) Develop a behavior plan to correct the problem. (2) Detention or ISS for 1 to 2 periods and/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: assault, 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. (3) Restore property and 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.