

# 2024-2025

# Dupree School District



## JUNIOR HIGH/HIGH SCHOOL

## STUDENT HANDBOOK

Approved by Dupree School Board  
July 8, 2024

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# **DUPREE SCHOOL DISTRICT #64-2**

## **"WHERE PRIDE AND CONCERN = SUCCESS"**

### **PHILOSOPHY AND OBJECTIVES**

The faculty of the Dupree School District, in agreement with the governing body, prescribes to excellence in education by making available a sound educational program that allows every student an equal opportunity to become educated to his/her fullest potential. Embodied in the Dupree School District principles of education are such ideals as human rights, patriotism, individualism, cooperation, and competition.

Each student is an individual human being and shall be treated as such. The Dupree School District will make every effort, within its resources, to accommodate the special needs and individual differences among students. It is the responsibility of the student to participate in the school program in such a way as to receive the greatest personal benefit without depriving any other child of this right to the same kind of education.

The effectiveness of the school on the student and the community is dependent upon the instructional program, the curriculum, and activities within the school. Interest and concern must be placed on the matter of instruction and curriculum development so that it will be relevant and coordinated at all levels of the school. Development and implementation of sound exploration and experimental programs are to be encouraged.

### **MISSION STATEMENT**

The mission of the Dupree School District, with the support of the students, parents, and community, is to enable students to become socially responsible citizens who are productive and competent lifelong learners by providing a positive, safe environment which offers innovative learning experiences, thus encouraging critical and creative thinking and respect for others in an ever-changing, culturally diverse world.

### **VISION STATEMENT**

We envision...

- a. A school that develops creativity and individual interests.
- b. A school where everyone is physically and emotionally safe.
- c. A school where everyone takes responsibility for their own actions.
- d. A school where parents, community, faculty, and administrators encourage and support the students to establish a learning partnership.
- e. A school where students will be self-directed lifelong learners.
- f. A school where students are able to succeed in a technologically advanced global society.
- g. A school where students will communicate effectively and work co-operatively.
- h. A school where students will think critically, solve problems, and make informed choices.
- i. A school where students will demonstrate the rights and responsibilities of good citizenship.
- j. A school where students show respect toward themselves and others regardless of differences.
- k. A school where cultural diversity is respected and celebrated.

**STATE LAW WILL HAVE PRIORITY OVER EXISTING POLICIES IN THIS HANDBOOK.**

### **ADMINISTRATIVE SCOPE OF HANDBOOK**

This handbook contains the general rules for the students of our school. However, should further regulations be required for our school's orderly and efficient conduct, the administration may impose them. Violations of rules set forth in this handbook may cause the violator to be subject to disciplinary actions. Insubordination and disobedience are cause for possible suspension and/or expulsion. Disciplinary action is at the discretion of the school administration.

**BOARD OF EDUCATION**

Mandi Smith - President  
Kody Woodward – Vice President  
Jenny Farlee  
Jesse (Jake) Longbrake  
Medina Matonis

The Board of Education meets at 6:00 PM on the second Wednesday of each month.

**Administration**

Brent Mareska  
Superintendent  
365-5140

Cindy Lindskov  
PreK-6 Principal  
365-5140

Micheal Busch  
JH/HS Principal  
365-5140

Connie Alspach  
Business Manager  
365-5140

**Certified Staff**

Anderson, Scot  
Belarma, Rose  
Blue Arm, Marion  
Bottjen, Nicole  
Brooks, Carolyn  
Christianson, Christian  
Corley, Amber  
De La Rosa, Susie  
Farlee, Kayla  
Farlee, Mary  
Farlee, Calby  
Feickert, Melissa  
Fordyce, Gnene  
Hinrichs, Shannon  
Hofer, Doug  
Hoff, Sandy  
Lawrence, Kristen  
Laughlin, Rex  
Longbrake, Jessie  
Lundberg, Tether  
Maher, Sydney  
McLellan, Peggy  
McLellan, Terri  
Menciano, Ghirlie  
Mraz, Gay  
Olsen, Kathy  
Olsen, Shawn  
Peacock, Mark  
Peacock, Patty  
Pederson, Cindy Sue  
Pesicka, Lynn  
Sampiano, Mary Ann  
Shaff, Sarah  
Sheridan, Jami  
Stevens, BreAnn  
Stewart, M. Susan  
Thompson, Corinna  
Tomas, Valerie  
Wall, Michelle  
Ward Martel, Jimmie

Business/PE  
Elementary SPED  
Lakota Language/Culture  
JH/HS English  
Computer Science/FACS  
K-12 PE/AD  
Elementary Guidance Counselor  
JH Math/Social Studies  
SPED Coordinator/Elem SPED  
Elementary Physical Education  
JH/HS Science  
5<sup>th</sup> Grade  
Social Studies  
DOS/Truancy  
Ag Science/FFA  
Early Childhood SPED  
2<sup>nd</sup> Grade  
Music/Band  
PK-12 Art  
Kindergarten  
6<sup>th</sup> Grade  
4<sup>th</sup> Grade  
1<sup>st</sup> Grade  
HS Mathematics  
Librarian  
4<sup>th</sup> Grade  
2<sup>nd</sup> Grade  
HS Science  
JH/HS Guidance Counselor  
JH/HS Special Education  
Kindergarten  
1<sup>st</sup> Grade  
2<sup>nd</sup> Grade  
JH Reading  
5<sup>th</sup> Grade  
HS English  
1<sup>st</sup> Grade  
Pre-K  
3<sup>rd</sup> Grade  
6<sup>th</sup> Grade

## **Support Staff**

Alley, Junella	Assistant Cook
Brehmer, Shelley	Head Cook/Bus Driver
Brooks, Charlie	Activity Bus Driver
Brooks, Robyn	School Nurse
Brooks, Thane	Eagle Butte Bus Driver/Custodian
Clifton, Nadean	Paraprofessional
Collins, Rhonda	Assistant Cook
Dupree, Makenzie	Paraprofessional
Fischbach, Julie	Paraprofessional
Hale, Danae	Paraprofessional
Hinrichs, Shannon	DOS/Truancy
Hunt, Jakki	HS Administrative Assistant
Garter, Kent	Custodian
Gillin, Shandee	Paraprofessional
Gould, Joseph	Technology Coordinator
Hale, David	Custodian
Holmes, Jazmyn	Paraprofessional
Howard, William	Assistant Cook
Jensen, Kim	Library
Little Star, Mary	Home School Liaison
Little Star, Travis	Iron Lightning Bus Driver/Custodian
Longbrake, Audrey	Kitchen Helper (PT)
Longbrake, Jackie	Administrative Assistant
Martin, Cathy	Paraprofessional
Meeks, Jeremy	Paraprofessional
McGill Bennett, Tammy	Paraprofessional
McLellan, Mariah	Central Office Administrative Assistant
Moudy, Eunice	Paraprofessional
Olsen, Shawn	Lantry Bus Driver
Overton, Donna	Study Hall/Study Skills
Rave, Hosteen	Paraprofessional
Ross, Mariah	Custodian (PT)
Shaff, Doron	Assistant Day Custodian
Soule, Nancy	Paraprofessional
Stambach, Carla	Paraprofessional
Stambach, Wade	Cherry Creek/RS Bus Driver
Stevens, Rhea	Paraprofessional
Swan, Lynnea	Paraprofessional
Woodward, Cassy	Paraprofessional
Zeiler, Callie	Asst. Business Manager

**Dupree School District Office Hours:**  
**7:30 - 4:00 - Monday – Thursday**  
**7:30 – 2:30 Friday**

## 2024-2025 ACTIVITY SPONSORS

### **WRESTLING:**

Head-Josh Schrempp

### **Football:**

Head-Cody Eaton

Assistant-Dakota Longbrake

Junior High-Micheal Busch

### **BASKETBALL-BOYS:**

Head Boys-Jeremy Meeks

Assistant Boys-Micheal Busch

JH Boys-Hosteen Rave

5<sup>th</sup> & 6<sup>th</sup> Grade Boys-Hosteen Rave

### **BASKETBALL-GIRLS:**

Head-Robyn Dupree

Assistant-Jakki Hunt

JH Girls-Robyn Dupree

5<sup>th</sup> & 6<sup>th</sup> Grade Girls-Robyn Dupree

### **TRACK-BOYS & GIRLS:**

Head-Jessie Longbrake

Assistant-Calby Farlee/Pearman

### **VOLLEYBALL:**

Head- Chelsey Kelly

Assistant-TBD

Junior High-TBD

### **CHEERLEADING:**

HS Boys/Girls BB-TBD    HS Football-TBD

### **CROSS COUNTRY:**

Head-Jessie Longbrake

JH-Calby Farlee/Pearman

**One Act Play Competition:** TBD

**7<sup>th</sup> Grade Class Advisors:** TBD

**8<sup>th</sup> Grade Class Advisors:** TBD

**Freshman Class Advisors:** TBD

**Sophomore Class Advisors:** TBD

**Junior Class Advisors:** TBD

**Senior Class Advisors:** TBD

**Yearbook:** TBD

**Athletic Director:** Christian Christianson

**Student Council Advisors:**

High School-TBD

Elementary-TBD

**National Honor Society Advisors:** TBD

**Destination Imagination Advisors:** TBD

\*Up to 5 coaching activities

All activities must be performed outside of the school day before 7:30 a.m. or after 3:30 p.m. Administration will set criteria and guidelines.

August 2023

S	M	T	W	T	F	S
		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		

11

September 2023

S	M	T	W	T	F	S
					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

19

October 2023

S	M	T	W	T	F	S
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				

20

November 2023

S	M	T	W	T	F	S
			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		

19

December 2023

S	M	T	W	T	F	S
					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						

14

January 2024

S	M	T	W	T	F	S
	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			

20

Board Approved on  
03/9/2023

2023/2024 Calendar  
Dupree School District 64-2

Aug. 9-10 – Pre-Registration  
 Aug. 14-15 – In-service Staff Only  
 Aug. 17 – First Student Day  
 Sept. 1 & 4 – Labor Day Weekend  
 Oct. 9 – Native American Day  
 Oct. 17 – End of 1<sup>st</sup> Quarter  
 Oct. 23 & 25 – 2 p.m. Dismissal  
 PTC 3:00-7:00 p.m.  
 Oct. 27 – No School PTC Comp Day  
 Nov. 22-24 – Thanksgiving Break  
 Dec. 14-15 - LNI, No school  
 Dec. 22 – End of 1<sup>st</sup> Semester  
 Dec. 23 – Jan. 2 – Christmas Break  
 Jan. 3 – School Resumes  
 Jan. 15 – Martin Luther King Jr Day  
 Feb. 16 – No School  
 Feb. 19 – President’s Day  
 Mar. 7 – End of 3<sup>rd</sup> Quarter  
 Mar. 11 & 13 – 2 p.m. Dismissal  
 PTC 3:00-7:00 p.m.  
 Mar. 15 – No School PTC Comp Day  
 Mar. 29 & Apr. 1 – Easter Break  
 May 10 – End of 2<sup>nd</sup> Semester  
 Last day of School  
 May 11 – Graduation  
 May 13 – In-service Staff Only

No School	Yellow
PTC Conference	Blue
Staff In-Service Day	Green

1<sup>st</sup> semester – 83 student days

2<sup>nd</sup> semester – 87 student days

February 2024

S	M	T	W	T	F	S
				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		

19

March 2024

S	M	T	W	T	F	S
					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						

19

April 2024

S	M	T	W	T	F	S
	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				

21

May 2024

S	M	T	W	T	F	S
			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	

8

June 2024

S	M	T	W	T	F	S
						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						

July 2024

S	M	T	W	T	F	S
	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			



**Make-up Policy for Days When School is not in Session**

The Dupree School will make up the days school is not in session by extending the school year calendar the appropriate number of days needed to meet the total number of days/hours in session requirement set by the Department of Education and as determined by the Dupree School Board.

**JUNIOR HIGH / HIGH SCHOOL CLASS SCHEDULE**

**MONDAY – THURSDAY**

**FRIDAY**

PERIOD I:.....	8:00-8:54 AM	8:00-8:41 AM
PERIOD II:.....	8:57-9:51 AM	8:45-9:26 AM
PERIOD III:.....	9:54-10:48 AM	9:30-10:11 AM
PERIOD IV:.....	10:51-11:45 AM	10:15-10:56 AM
JH LUNCH:.....	11:45 AM-12:05 PM	11:45 AM-12:05 PM
HS SRP:.....	11:45 AM-12:05 PM	11:45 AM-12:05 PM
HS LUNCH:.....	12:05-12:25 PM	12:05-12:25 PM
JH SRP:.....	12:05-12:25 PM	12:05-12:25 PM
PERIOD V:.....	12:28-1:22 PM	11:00-11:45 AM
PERIOD VI:.....	1:25-2:19 PM	12:30-1:08 PM
PERIOD VII:.....	2:22-3:16 PM	1:12-1:58 PM

**PLEDGE OF ALLEGIANCE**

SDCL 13:24:17.2

South Dakota state law requires that schools *"shall provide students the opportunity to salute the United States and the flag each day by reciting the Pledge of Allegiance to the flag of the United States. A student may choose not to participate in the salute to the United States and the flag. However, a student who does not participate in the salute shall maintain a respectful silence during the salute."*

The *Pledge of Allegiance* will be included in the opening messages from the office every morning. Take every opportunity to stress the importance of citizenship and democracy to students.

"I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

## Virtual Learning

Virtual learning may be offered, if medically indicated.

## SOUTH DAKOTA GRADUATION REQUIREMENTS (EFFECTIVE 2020)

The state of South Dakota is adopting new graduation requirements effective 2020. Dupree School District will implement these requirements at the state timeline. The requirements are structured in a similar way to college majors. All students pursue the same diploma but in addition to meeting the high school diploma course requirements, students may also earn advanced endorsements. These advanced endorsements are like college majors, signaling the coursework they have taken has a specific focus. There are four diploma types a student may earn:

1. South Dakota High School Diploma
2. South Dakota High School Diploma with an Advanced Endorsement. (The student has met entrance requirements for a postsecondary education at a university.)
3. South Dakota High School Diploma with a Career Endorsement. (The student has met requirements for career experience in a concentrated career area, based on academic and or workplace experience and a related credential earned.)
4. South Dakota High School Diploma with Advanced Honors Endorsement. (The student has pursued advanced, academic coursework and completed all HS level coursework with a 'C' or higher. These requirements, an overall GPA of at least 3.0, and an ACT of at least 24 are necessary to earn the SD Opportunity Scholarship.

### 1. South Dakota High School Diploma—**Base Level without Endorsement Requirements** (as of Fall, 2018):

Subject Area:	Credits Required (1 unit = 1 yr):	Courses Specified:
English	4 units	1 unit Writing ½ unit Speech 1 unit Literature (1/2 has to be American Lit.)
Math	3 units	1 unit of Algebra
Science	3 units	1 unit of Biology I
Social Studies	3 units	1 unit US History ½ unit of US Government
Fine Arts	1 unit	
Physical Education	½ unit	
Health Integration/Education	½ unit	
Personal Finance or Economics	½ unit	
Approved CTE OR World Language OR Capstone Experience	1 unit	
Electives	5 ½ units	
Total	22 units	

### 2. SD High School Diploma—**Advanced Endorsement Requirements (variations from Base Diploma in Bold)**: *This endorsement indicates that a student pursued courses consistent with entrance requirements for a postsecondary education at a university.*

Subject Area:	Credits Required (1 unit = 1 yr):	Courses Specified:
English	4 units	1 unit Writing ½ unit Speech 1 unit Literature (1/2 has to be American Lit.)
Math	3 units	1 unit of Algebra <b>1 unit of Geometry</b> <b>1 unit of Algebra II</b>
Science	3 units	1 unit of Biology I <b>2 units of other Lab Sciences</b>
Social Studies	3 units	1 unit US History ½ unit of US Government
Fine Arts	1 unit	
Physical Education	½ unit	
Health Integration/Education	½ unit	
Personal Finance or Economics	½ unit	
Approved CTE OR World Language OR Capstone Experience	1 unit	
Electives	5 ½ units	
Total	22 units	

3. SD High School Diploma—**Advanced Career Endorsement Requirements (variations from Base Diploma in Bold)**: *This endorsement indicates that a student has career experience in a concentrated career area, based on academic and or workplace experience and a related credential earned.*

Subject Area:	Credits Required (1 unit = 1 yr):	Courses Specified:
English	4 units	1 unit Writing ½ unit Speech 1 unit Literature (1/2 has to be American Lit.)
Math	3 units	1 unit of Algebra
Science	3 units	1 unit of Biology I
Social Studies	3 units	1 unit US History ½ unit of US Government
Fine Arts	1 unit	
Physical Education	½ unit	
Health Integration/Education	½ unit	
Personal Finance or Economics	½ unit	
Approved CTE	<b>2 units</b>	<b>Approved CTE units from the SAME Career Cluster OR Capstone Units AND earning an industry-recognized credential OR National Career Readiness Certificate of a Silver or higher.</b>
Electives	5 ½ units	
Total	22 units	

4. SD High School Diploma—**Advanced Honors Endorsement Requirements (variations bolded)**: *This endorsement indicates that a student has pursued advanced, academic coursework and completed all HS*

level coursework with a 'C' or higher. These requirements, an overall GPA of at least 3.0, and an ACT of at least 24 are necessary to earn the SD Opportunity Scholarship.

Subject Area:	Credits Required (1 unit = 1 yr):	Courses Specified:
English	4 units	1 unit Writing ½ unit Speech <b>1 ½ units of Literature (1/2 has to be American Lit.)</b> ½ unit of Language Arts <b>Elective</b>
Math	3 units	1 unit of Algebra <b>1 unit of Geometry</b> <b>1 unit of Algebra II</b> <b>1 unit of Adv. Mathematics</b>
Science	3 units	1 unit of Biology I <b>1 unit of Physical Science</b> <b>1 unit of Chemistry or Physics</b> <b>1 unit of Science Electives</b>
Social Studies	3 units	1 unit US History ½ unit of US Government ½ unit of Geography ½ unit of World History ½ unit of Social Studies Elective
Fine Arts	1 unit	
Physical Education	½ unit	
Health Integration/Education	½ unit	
Personal Finance or Economics	½ unit	
Approved CTE OR World Language OR Capstone Experience	<b>2 units</b>	2 units of Approved CTE courses OR 2 units of the SAME Modern or Classical Language Course
Electives	2 ½ units	
Total	22 units	

### **7-12 Grading Scale**

**90-100: A**

**80-89: B**

**70-79: C**

**60-69: D**

**59 and below: F**

### **DUAL CREDITS**

Dupree School District recognizes the opportunity and significance of Dupree High School students broadening their learning experience through participation in, and completion of, courses offered through community colleges, universities, correspondence courses or online.

Therefore, to acknowledge the student's work and commitment in pursuing credit through any one of these means, the District will recognize these credits as dual credits (placing these credits on the student's transcript and awarding high school credit). One semester of a college class is the equivalent of 1 credit toward high school graduation.

## Dupree High School Dual Credit Policy:

- 1) High school students wishing to exercise their right to enroll in courses through the SD Governor's Dual Credit Program are to follow the procedures outlined below:  
Students who wish to
  - To participate in the Governor's Dual Credit Program, a student must meet one of the following:
    - High school junior eligible to enroll in a high school in South Dakota;**
      - a. earn an ACT composite score of 24 reflective of the 70% percentile; or
      - b. rank in upper one-third of their graduating class; or
      - c. earn a cumulative GPA of at least 3.50 on a 4.0 scale;
    - High school senior eligible to enroll in a high school in South Dakota;**
      - a. earn an ACT composite score of 21 reflective of the 50% percentile; or
      - b. rank in the upper one-half of their graduating class; or
      - c. earn a cumulative GPA of at least 3.25 on a 4.0 scale;
  - The student will provide the counselor with a copy of their college course schedule a minimum of 1 week prior to the start of the new semester at the college.
  - **Students earning an F in any post-secondary course are no longer eligible for the program and must take classes at DHS.**
- 2) Students and parents should also be aware of the following:
  - All post-secondary courses through this program must be taken for credit and grade.
  - Once a student begins a course at a post-secondary institution, that block of scheduled time will be set aside for the semester. Post-secondary institutions allow students to withdraw from courses after the start of the term. This is not an option at DHS. **Students withdrawing from courses after the start of the term will receive an F on their high school transcript.**
  - Students dropping a course(s) at DHS to enroll in post-secondary course(s) must do during the drop/add week.
  - When the high school receives the post-secondary grades, if incomplete grades are shown, contact will be made with the registrar's office to determine if incomplete grades have been made up. However, it is the student's responsibility to ensure that grades are submitted on time. Incomplete grades in post-secondary courses must be made up within two weeks of the end of the high school semester. If not, the incomplete grade automatically turns to an F.
  - High school and college semesters do not begin and end at the same time. If at any time the student wishes to make a change in his/her post-secondary program, such as dropping or adding courses, the high school counselor must be involved in the decision. **Any withdrawal after the college term begins will result in a failing grade (F) at the high school.**
  - A student may NOT retake a dual credit course to improve their grade in the course. If the course has been completed by the student and a final grade awarded, they cannot retake that course through the dual credit program.

### Other important information:

- 1) Credits will be considered for high school credit only with prior approval from high school administration.
- 2) Post-secondary coursework will be included in determining academic eligibility for DHS High School activities.
- 3) For counting post-secondary credit for high school class rank, GPA, and graduation. Students will be awarded 1 high school credit for each college course worth 3 or more credits.
- 4) Juniors in their first dual credit experience will not take more than 3 credits their first semester of dual credit. If they successfully complete that course, students may take up to 9 credits per semester, as a returning dual credit student. With administrative and BOR approval, a student can take up to 15 dual credits per semester.
- 5) Students participating in the dual credit program are not exempt from the policies, procedures, and rules of DHS. Students are responsible for obtaining a copy of the school rules (listed in the student handbook on the school webpage).
- 6) The cost of approved dual credit through this program is \$48 per college credit, which is the responsibility of the parent/student.
- 7) The purchase of books and supplies for all dual credit courses are the responsibility of the parent/student.
- 8) Students are responsible for making sure they have the necessary requirements to graduate and receive their diploma.
- 9) Students and Parents/Guardians are strongly encouraged to read the full information about the dual credit program at <http://www.sdmylife.com/students/advanced-education-opportunities> to learn about requirements, responsibilities, and credit transfer information

10) Advanced Placement (AP) courses and/or Dual Credit (DC) courses will use the following weighted grade values in student GPA calculation:

A = 5.0, B = 4.0, C = 3.0, D = 2.0, and F = 0.

## **SD Virtual High School**

### **Virtual High School/Distance Classes**

In 2006, the South Dakota Legislature created the South Dakota Virtual High School. The South Dakota Virtual High School is a clearinghouse of distance/online courses offered by approved providers. All course offerings are approved by the South Dakota Department of Education to ensure that they are aligned with South Dakota content Standards. The Dupree School District recognizes the need and desire for students to enroll in classes outside of the local school district. The district goal is to allow all students the opportunity for choice, flexibility, and quality through the Virtual School.

### **Student Application for Virtual High School Courses**

Students applying for permission to take a distance/online course will do the following:

- 1) Meet with the school counselor and principal to assess the student's maturity and ability to function effectively in an online learning environment.
- 2) Complete all prerequisite courses with a grade of a "C" or above.
- 3) Obtain written approval of the principal before the counselor enrolls the student in a virtual course.
- 4) Obtain written permission of parent/guardian for the student to pursue distance/online coursework. This document must be presented to the principal.
- 5) Adhere to the District Acceptable Use Policy and the DHS Student Handbook, including rules of behavior and consequences for violations.

### **Credit for Distance/Online Coursework**

Credit from an online course or distance course may be earned by meeting the following requirements:

- 1) The course is not offered by the Dupree School.
- 2) The Dupree School does offer the course, but the student is unable to take it due to an unavoidable scheduling conflict.
- 3) The student needs to complete the course to graduate on time (credit recovery).

### **Awarding Credit for Distance/Online Coursework**

The school must receive an official record of the final grade before awarding credit toward graduation. Only approved courses shall be recorded on student transcripts.

### **Costs**

- 1) Students will not be charged for any District approved distance/online course that is part of the student's full credit load for the semester.
- 2) If the student is taking the course for credit recovery reasons, the student will assume full responsibility for the cost.
- 3) In general, while SD Virtual School is available for electives and credit recovery, Dupree School District fee for membership to APEX, so most online and some credit recovery courses may be completed with no cost to the student. Some electives may be available as well.

**Dupree School District  
Online/Distance Learning Agreement**

I, \_\_\_\_\_, have read and understand the Dupree School District Policies for Virtual High School/Distance classes. I understand that online/distance learning requires a great deal of personal responsibility and motivation, as well as excellent time management skills. I have discussed the demands of online/distance learning with my teachers, parents, counselor, and principal and I understand that these courses often require work outside the normal daily class schedule.

Students are committed and responsible for their coursework, as well as initiating contact with their teacher and/or mentor, when necessary. The student code of conduct, grading scales, grading deadlines, course content, and other important information are all available online. Students are expected to work independently but must take the responsibility to ask for help when needed. Always keep the lines of communication open between you and your online instructor. I understand that the Dupree School will provide me with an on-site mentor to assist me with technical issues, proctor tests/quizzes, and monitoring my progress. However, I know that my online /distance instructor is my first point of contact for questions/problems with coursework, and it is my responsibility to stay in close contact with my online/distance instructor and to monitor my own progress.

The Dupree School District will provide textbooks and other materials required for this course. Any materials provided by the school must be returned to the school upon completion of the course. The student /parent is responsible for any damage and/or missing materials checked out and agrees to pay the replacement cost of such items, if necessary.

I understand that my online/distance course(s) are checked for eligibility purposes, and any failing grades in these courses may make me ineligible for activities, as per school policy. The on-site mentor will be responsible for doing grade checks, providing periodic progress reports, and recording final grades to the student's report card and transcript.

This course, \_\_\_\_\_ is a \_\_\_\_\_ semester course, counted as \_\_\_\_\_ credit at the Dupree School District. Final grades will be recorded on the student grade report and transcript.

The start date, \_\_\_\_\_; midterm deadline is \_\_\_\_\_, with grades posted on \_\_\_\_\_, and a final end date of \_\_\_\_\_.

**Payment: (District Personnel please check one below – Parent/Guardian and Student please initial)**

\_\_\_/\_\_\_ The district agrees to pay the cost of the course because it is part of the student's normal schedule and is not due to credit recovery.

\_\_\_/\_\_\_ The student/parent agrees to pay the cost of this course, as it is due to credit recovery.

**District Approval:**

I, \_\_\_\_\_, give approval for \_\_\_\_\_ to take the online/distance course as indicated above.

High School Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

High School Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand my responsibility as an online/distance learning student/parent. I have asked and received answers to questions, and therefore agree to the terms of this opportunity.

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

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## **DISCIPLINE**

### **RESPONSIBILITIES OF THE STUDENT**

The declaration of human rights implies corresponding responsibilities. The student must accept these responsibilities and not infringe upon the rights of others within the school community.

1. TO OBTAIN AN EDUCATION. The student must regard the opportunity of obtaining an education as one of his/her duties to the community. It is his/her responsibility to attend class regularly and complete his/her assignments.
2. TO FOLLOW SCHOOL RULES. The student must obey recognized rules and procedures developed by the school community, and not interfere with the rights of others in their pursuit to obtain an education.
3. TO PRACTICE SELF-CONTROL. The student must refrain from inflicting bodily harm on other individuals and respect the privacy of their person and property.
4. TO KNOW THE GRIEVANCE PROCEDURE. The student is responsible for knowing the proper methods and channel of complaints in the grievance procedure.

### **ADMINISTRATIVE DISCIPLINARY PROCEDURES**

It is necessary that students learn to develop self-discipline to further their learning. The importance of, and need for, good behavior and a good attitude while at school cannot be stressed enough. Students who break school rules and cause class disruptions will be disciplined. Disciplinary action is at the discretion of the school administration and may include the following actions:

1. In-School Suspension
2. After School Detention
3. Ineligibility for participation in school sponsored activities
4. Suspension
5. Expulsion

### **DISCIPLINARY ACTIONS**

#### **IN-SCHOOL SUSPENSION (I.S.S.)**

Students will report to the In-School Suspension room and remain there for the time assigned. There will be no privileges and students will do assignments as given by their teacher. Credit for class work will be given - students are allowed to participate in practice but not in school sponsored activities after school hours. An "In-School Suspension Report" will be completed on each student. The student must satisfactorily complete the day or they will have to repeat the day in ISS

#### **STUDENT SUSPENSION AND EXPULSION (O.S.S – OUT-OF-SCHOOL SUSPENSION)**

If a student violates a school rule or policy, or displays insubordination or misconduct, the principal may suspend the student for up to 10 school days and the superintendent of schools may suspend up to 90 school days. Any student suspended from the Dupree School is not permitted to participate in, or attend any functions sponsored by the Dupree School during the duration of his/her suspension. Students will be given assignments for OSS days, however, up to 50% credit will be issued for work completed by the student on the return to school.

No student may be suspended unless:

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

In case of a suspension by the superintendent for more than ten school days, the student and/or parent/guardian may appeal in writing the decision of the superintendent to the Board of Education.



In the event the student and/or parent/guardian wishes to appeal against the suspension to the Board of Education, the suspension shall be stayed until the Board renders its decision.

If, in the judgment of the superintendent of schools, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student may be immediately removed from school. In this case the notice and hearing shall follow as soon as practicable. Upon the recommendation of the Superintendent, the School Board may expel a student for one full year or the balance of the current school year for conduct that disrupts the educational process or endangers the life, health, or safety of the student, other students, or school personnel.

Prior to final action, the Dupree School Board and Superintendent must follow the requirements of due process.

## **THE RIGHT TO DUE PROCESS**

Every student is entitled to due process in every instance of disciplinary action for alleged violation of school regulations for which the student may be subjected to penalties of long-term suspension, expulsion, or transfer.

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Prior to final action, the Dupree School Board and its administrators must follow the requirements of due process.

1. The Dupree School must forewarn the student of the type of conduct that will subject him/her to expulsion through written and posted rules and regulations.
2. The Dupree School must give the accused student and his/her parents/guardians written notice of the charges against him/her within twenty-four hours and the nature of the evidence supporting those charges.
3. The Dupree School must inform the student in writing where and when the hearing will take place at least five working days prior to said hearing.
4. The Dupree School must inform the student of his/her procedural rights prior to the hearing.
5. The Dupree School must conduct the hearing in accordance with the basic principles of due process.

## **RIGHTS OF THE INDIVIDUAL STUDENT**

To maintain the integrity and values of the community and promote the high ideals of education, students enrolled in Dupree School are expected to follow high standards of personal conduct. By enrolling in and attending this school, you have agreed to abide by the regulations and rules which govern the school environment.

### **STUDENTS HAVE AND SHALL BE ACCORDED THE FOLLOWING RIGHTS:**

1. The right to a free and appropriate education.
2. The right to freedom of religion and culture.
3. The right to be free from unreasonable search and seizure of their person and property, to a reasonable degree of privacy, and to a safe and secure environment.
4. The right to freedom of the press, except where the material in student publications is libelous, slanderous, obscene, or prejudicial.
5. The right to freedom of speech and expression, including symbolic expression, such as display of buttons, posters, choice of dress, and length of hair; so long as the symbolic expression does not disrupt the educational process or endanger the health and safety of the student or others.
6. The right to freedom from discrimination.
7. The right to be free from cruel and unusual punishment.
8. The right to peaceable assembly and to petition for the redress of grievances.
9. The right to due process. Every student is entitled to due process in every instance of disciplinary action for alleged violation of school regulations for which the student may be subjected to penalty of expulsion, suspension, or transfer.

## **APPROPRIATE BEHAVIOR**

We expect that as a student, you will act and behave in an appropriate manner. We expect you to treat your fellow classmates and school personnel with dignity and respect. We believe students can make their own decisions and therefore should be willing to accept the consequences. The following is a partial list of infractions which will not be tolerated and are subject to disciplinary procedures. **You as a student must assume complete responsibility for your actions.**

1. Fighting on the school premises, on the school bus or at any school sponsored activity or function.
2. Insubordination or disrespect of students toward staff or another student (i.e.: swearing, name calling, etc), pornographic materials, disrespectful/obscene language or actions, profanity, physical aggression, leaving class/school without permission.
3. Disrespecting the rights of other students. Note writing or the passing of notes, texting or emailing during school hours is not allowed.
4. The use of profanity or vulgar expressions or actions, whether verbal, nonverbal, or written.
5. Possession or use of anything that might be considered a weapon, including chains used as belts or jewelry.
6. Destruction, damaging, abusing, or defacing of school property, including textbooks.
7. Removing items belonging to the school or any other person without permission.
8. Wearing hats or caps in school is not allowed. Please remove it upon entering the building and only put it back on when going out the door. Hats and caps must be kept in your assigned locker. Disciplinary action will be taken, and hats/caps will be confiscated and kept by HS Principal at his discretion. Hats or caps may be worn at indoor school functions out of school hours.
9. Wearing sunglasses in school is not allowed. These will be confiscated, turned in to the principal, and returned at his discretion.
10. Loitering in the halls and restrooms is not acceptable. Students are encouraged to use the bathroom facilities before school hours and to ask before the tardy bell rings between classes.
11. Possession or use of tobacco products, including, but not limited to cigarettes, cigars, chewing tobacco, herbal, hookah pipes or individual pipes, or e-cigarettes (regardless of content).
12. Locker misuse - Students are required to keep textbooks and all other classroom materials in their assigned locker.
13. Stealing and/or copying assignments or tests from other students.
14. Possession or use of alcoholic beverages, drugs, inhalants, or any substance presented as a drug, any substance considered illegal by South Dakota statute, or any mood-altering chemicals in or near the school building and property or at school sponsored events.
15. Possession and or use of food items such as candy, seeds, pop juice, gum, etc. is not allowed in the school. Candy, pop, food products, etc. are not allowed in student lockers.
16. The wearing or displaying of anything deemed gang related is not allowed, i.e.: bandanas, gloves, rags, head and wrist bands, signs and symbols written or printed on clothing, school materials or your body.
17. Sexual harassment is illegal, unacceptable and shall not be tolerated. No employee, student, or other person of the school district may sexually harass another person.
18. Clothing deemed inappropriate will be subject to principal discretion. Immodest clothing that is worn for sensationalism, or clothing that exposes undergarments, cleavage, or inappropriately exposes skin, including midriff tops, backless tops, "muscle" shirts, spandex and excessively tight clothing. If leggings are worn, your "bottom" must be covered.
19. Hazing and initiation activities of any type are inconsistent with the educational process and will always be prohibited by the Dupree School District.
20. The wearing of coats, hoodies, backpacks, book bags, cosmetic cases, etc. is not allowed in the hallways or classroom. These items must be placed in assigned lockers upon arriving at school. Baseball caps/Stocking caps worn appropriately without offensive wording/gang affiliation may be allowed based on administrative discretion.
21. Clothing, hats, etc. with wording deemed offensive, vulgar, insinuating statements or which contain profanity or promote drug or alcohol use are not allowed (Students will be asked to turn their shirt inside out). Discretion is left to the administration.
22. Horsing around, including jumping on each other's backs, punching, slapping, pinching are not allowed. Respect other's "space."
23. All Hickeys must be covered.
24. Bullying in any form will not be tolerated. Please see the Bullying Policy for procedures.

## **Discipline Policy**

The Dupree School Discipline Grid is published in this student handbook and is on the Dupree School website. Parents will be advised of disciplinary action when the principal and/or teacher feels it is necessary. If disciplinary action is deemed necessary, the principal will have teacher/staff member document the issue on the Discipline Referral form and the information will be entered into Infinite Campus per discretion of the principal.

## **BUS STUDENT CONDUCT**

Bus student conduct will be such that the safety of all passengers is insured. Those riding the bus are to keep the bus clean and follow the rules set forth by their driver and the school. Violation of rules may result in the student's loss of riding privileges.

SDCL 13-32-2. Superintendents, principals, supervisors, and teachers and their aids and assistants, have the authority to use the physical force that is reasonable and necessary for supervisory control over students. Like authority over students is given any person delegated to supervise children who have been authorized to attend a school function away from their school premises and to school bus drivers while students are riding boarding or leaving the buses.

SDCL 22-18-5. To use or attempt or offer to use force upon or toward the person of another is not unlawful if committed by a parent or the authorized agent of any parent, or by any guardian, teacher or other school official, in the exercise of a lawful authority to restrain or correct his child or ward and if restraint or correction has been rendered necessary by the misconduct of such child or ward, or by his refusal to obey the lawful command of such parent, or authorized agent, guardian, teacher or other school official, and the force used is reasonable in manner and moderate in degree.

### **BUS RIDER RULES:**

The following rules will be observed by all students who ride the Dupree School buses:

1. Wait for the bus a safe distance from the bus until it has completely stopped, and bus door is open.
2. Be waiting with plenty of time for the bus to be a little early or late.
3. Get on and off the bus quietly and calmly.
4. Stay in your assigned seat and in a sitting position when the bus is in motion.
5. Keep head and hands inside the bus.
6. Keep aisles clear at all times.
7. Loud, boisterous, or profane language, indecent conduct, scuffling or throwing articles will not be tolerated.
8. No tobacco or alcoholic products are allowed on the bus. Eating sunflower seeds is also prohibited.
9. Help keep the bus clean and sanitary on the inside.
10. Enter and leave the bus by the front door only, except in case of an emergency.
11. Be courteous and obedient to your bus driver.
12. Bus drivers and principals can assign seats.
13. Any damage to the bus shall be paid by the rider inflicting the damage.
14. Weapons of any kind are prohibited on the bus.
15. When you have a change in plans about riding the bus, let the driver or school secretary know.

### **VIOLATION OF BUS RULES:**

1. **First violation** - the student will receive a warning with copies sent to the parents and the principal.
2. **Second violation** - the student will receive a warning with copies sent to the parents and the principal. Parental meeting about violation is required.
3. **Third violation** - the student may receive suspension from riding the bus for a period of 1 to 10 school days. The Superintendent will make the suspension decision and notify the parents.
4. **Fourth violation** - the student may receive a suspension from riding the bus for a period of 10-90 school days. The Superintendent will make the suspension decision and notify the parents.
5. The Superintendent may, at his/her discretion, suspend a student from riding privileges without warning for a serious violation.
6. The School Board will make the final determination on any permanent suspension of students riding privileges.

## **INTERROGATIONS AND SEARCHES**

### **Searches by Staff**

The right of inspection of students' school lockers, desks, other storage space, or the person of the student is inherent in the authority granted school boards and administrators. Lockers remain the property of the school district and the school district has the right of access to these lockers at any time for any reason. This authority may be exercised as needed in the interest of safeguarding children and their own and school property.

Whenever school authorities have any cause to believe that articles may be in a locker, desk, other storage space or the person which constitute contraband or are in violation of a school rule, a search will be made, and items may be seized by school authorities. Police "drug dogs" may be brought into the school at any time to search for illegal drugs.

### **Interrogations by Police/School Resource Officer**

The school district has physical custody of students during the school day and during hours of approved extracurricular activities. School authorities stand *in loco parentis* to the students and thus have responsibility regarding the circumstances under which access to students is allowed. Therefore:

1. When the SRO or other law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or his designee will cooperate. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
2. Parents or guardians will not be contacted in child abuse cases or other interrogations if the law enforcement official requests confidentiality.
3. If custody and/or arrest are involved, an effort will be made to contact the student's parent/guardian.

### **INTERNET GUIDELINES**

Internet access is coordinated through a complex association of government agencies, regional, and state networks. In addition, the smooth operation of the network relies upon proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here to make students, staff, and parents aware of the responsibilities associated with internet use. In general, this requires efficient, ethical, and legal utilization of the network resources.

#### **1) Acceptable Use**

The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Dupree School District. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, the uploading or downloading of any unauthorized software threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

#### **2) Privileges**

The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Inappropriate use consists of the following: submitting, publishing, or viewing any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. We expect that you recognize what you are into is inappropriate and exit that window immediately.

#### **3) Netiquette**

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a) Be polite. Do not get abusive in your messages to others.
- b) Use appropriate language. Do not send messages that violate the law or would be offensive to another person.
- c) Do not reveal your personal address, phone number, or phone numbers of other students or staff.
- d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e) At all times, these standards must be followed: Is it safe? Is it kind? Is it appropriate?
- f) Be familiar with these rules and how to use the Internet before going online. If you have any questions about these rules, please ask your teacher so you can understand.

#### 4) Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies. This includes, but is not limited to, the uploading or creation of computer viruses. Dupree School has invested a large amount of funds to purchase computers for use by students and staff. All computer hardware is to be always treated with care. Failure to use computer hardware in an acceptable manner may result in loss of computer use privilege.

#### 5) Ownership

Copyright is an issue that is ever-changing with currently pending undecided court cases. Therefore, the Dupree School District will comply with current copyright laws. At this time all data collected and created by students or staff of the Dupree School District is owned by the creator. Each person is responsible for their data. Should a person no longer continue with the district, they will be allowed to export their data stored on our network. If it is not removed at the time they leave the district, then it will be deleted from the server. All software owned by Dupree School District will be available for use by staff members at their home if the licensing allows for home educator use. No software owned by Dupree School will be available for students' use at their home. No students or staff will be allowed to download software onto school computers.

#### 6) Confidentiality

All records and files located on the Dupree School network are password protected. This means that every student and staff member of Dupree School logs onto our network at computer start up with a username and password. This log-on enables the user to access files located on the server belonging only to them.

#### 7) Consequences

The consequences for violating the Acceptable Use Policy will be administered as follows:

##### First offense

- Reprimand
- Loss of privileges, outside of classroom use, for 2 weeks
- Notify administration

##### Second offense

- Detention
- Loss of privileges for 4 weeks
- Notify administration

##### Third offense

- Loss of privileges for 8 weeks
- Notify administration

\* Major issues – Administrative discretion

### **MISSION STATEMENT/DISTANCE LEARNING**

The Distance Learning Program at Dupree School subscribes to the general philosophy that the mission of our school is to provide "educational opportunities for all". Because education is no longer limited to traditional classrooms, Dupree School is committed to providing quality educational opportunities through electronic technology that will enable students to achieve their educational goals. Our distance learning program expands the educational experience by allowing students, staff, and community to communicate with others and learn from the knowledge and experiences of others we would not otherwise be fortunate enough to learn from due to our remote location.

### **INTELLECTUAL PROPERTY AGREEMENT & COPYRIGHT**

Copyright is an issue that is ever-changing with currently pending undecided court cases. Therefore, the Dupree School District will comply with current copyright laws. At this time, all data collected and created by students or staff of the Dupree School District or students from remote sites receiving instruction under the distance learning program originating from Dupree School is owned by the creator. It is the school's belief that the creative process belonging to each individual whether student or teacher is unique to that individual. Therefore, any data produced because of that creative process belongs to the creator. Each person is responsible for their data. Data created by a group of people belongs to the group as a whole and each member of the group has equal rights to it.

## **MISCELLANEOUS INFORMATION/PROCEDURES**

### **BATHROOM USE**

Students are encouraged to use the bathroom facilities before school hours and to ask before the tardy bell rings between classes.

### **CLASS SCHEDULE CHANGES**

Students can set their class schedule before school starts by pre-registration. You may change your class schedule up to one week after the first week of each semester, providing you receive approval from the Guidance Counselor, the teacher whose class you are dropping, the teacher of the class you wish to enter, and the Principal. Schedule change forms are available for this purpose from the guidance counselor. You are encouraged to choose your courses carefully so that changing classes will not be necessary. Many classes are designed as yearlong classes and to drop such a class during the school year may result in retaking the entire course. If you have questions about what is covered in a subject, feel free to discuss the matter with the teacher of that course before you enroll in it.

### **DAILY ANNOUNCEMENTS**

Announcements will be available on the district website and Infinite Campus.

### **DRESS**

You are responsible for your dress and personal appearance. In keeping with this idea, the school requires the following general criteria to be observed: Dress and personal appearance should be clean, neat, modest, and in keeping with the requirements for health and safety. Artificial eyewear that is not prescribed by a medical professional is not permitted. You will be reported to the administration if there are concerns.

### **GETTING STUDENTS OUT OF CLASS**

Parents, relatives, friends, or other students are not to get students out of class unless they have received permission from an administrator or Central Office. Interruptions to regular classroom activities are to be kept at a minimum. Either an administrator or the central office will notify the teacher of a student's need to leave.

### **GUIDANCE**

The Counselor is a trained professional who can help you in many areas including personal, family, or school concerns. You are encouraged to use this service. You may visit the Counselor during the latter portion of study halls or with an appropriate appointment. The Counselor will inform the office when he/she has a student so the teacher can be notified. The counselor will send a pass with the student to get back into class.

### **HONOR ROLL**

An honor roll will be published at the end of each nine-week grading period and for each semester. The following grade point average criteria will be used for placement on it:

- "A" HONOR ROLL----- 3.75 - 4.0
- "A-B" HONOR ROLL----- 3.35 - 3.74
- "B" HONOR ROLL----- 3.00 - 3.34

### **HONOR CORDS**

- Summa Cum Laude – 3.76-4.00
- Magna Cum Laude -- 3.51-3.75
- Cum Laude ----- 3.00-3.50

## **VALEDICTORIAN AND SALUTATORIAN**

There will be 1 valedictorian and 1 salutatorian selected for each HS graduating class. Selection of valedictorian and salutatorian will be made after transcripts are posted following the first semester of the current school year. Selection will be based on the following in order: 1) GPA, 2) total number of credits earned, 3) course work transcribed, and 4) involvement in school/community activities.

## **INCOMPLETES**

The letter "I" on your progress report or report card indicates that you have not completed all the required work for the grading period. You are allowed a maximum of ten days to complete this work and receive another grade. If you do not make up the work before the ensuing period, the "I" automatically changes to a failing mark ("F"). The ten days begin on the first day of the following quarter. If the Incomplete falls at the end of the fourth quarter, the ten days begin from the last day of school. The ten days do not include Saturdays or Sundays.

## **LOCKERS/LOCKS**

A locker and lock will be assigned to you. Do not keep anything of personal value in your locker. School officials do have the right and obligation to inspect your locker. The school cannot assume responsibility for anything which is stolen from your locker. Lost or stolen locks are the responsibility of the student and will be billed to the student.

## **PERMISSION TO LEAVE SCHOOL PREMISES**

Any student wishing to leave school during the day must have a note or telephone call from his/her parent/guardian giving permission to leave at the designated time. Any student leaving the school without first obtaining permission from an administrator or Central Office will be considered truant.

## **PUBLIC SCHOOL LAWS GOVERNING STUDENT CONDUCT**

Any student that cuts, defaces, or otherwise injures any school apparatus, or outbuilding thereof, is liable to suspension or expulsion. The parents or guardian of each student shall be liable for all costs incurred by the damage.

The superintendent, principals, supervisors, teachers, and staff have supervisory control over all students whether in or outside the school buildings (including school functions) until the students leave the school and are no longer on the school premises. Bus drivers have complete authority over students while they are entering, riding, or leaving the bus.

SDCL 13-32-2. Superintendents, principals, supervisors, and teachers and their aids and assistants, have the authority to use the physical force that is reasonable and necessary for supervisory control over students. Like authority over students is given any person delegated to supervise children who have been authorized to attend a school function away from their school premises and to school bus drivers while students are riding boarding or leaving the buses.

SDCL 22-18-5. To use or attempt or offer to use force upon or toward the person of another is not unlawful if committed by a parent or the authorized agent of any parent, or by any guardian, teacher or other school official, in the exercise of a lawful authority to restrain or correct his child or ward and if restraint or correction has been rendered necessary by the misconduct of such child or ward, or by his refusal to obey the lawful command of such parent, or authorized agent, guardian, teacher or other school official, and the force used is reasonable in manner and moderate in degree.

## **PUTTING UP POSTERS OR OTHER ITEMS**

Students are required to obtain permission of the administration before putting up posters. The placing of posters in lockers or in the school building or on the school premises with wording deemed offensive, vulgar, gang related, or which contain profanity or promote drug or alcohol use are not allowed. Discretion is left to the administration.

## **TELECOMMUNICATION/ELECTRONIC DEVICES**

The students' personal use of radios, laser pointers, CD players, cell phones, beepers, MP 3's, iPods, Smart watch, ear buds and other equipment of this nature will not be allowed in classrooms. These items will be confiscated and turned

over to the administration. Students will store cell phones in assigned pouches when they enter classrooms. Refer to District Discipline Grid.

### **SCHOOL DISMISSALS AND CLOSINGS**

In case of severe weather or other emergency circumstances, the official announcements for school closings may be heard over the following radio and television stations, and by telephone through our automated voice message with the announcement being made as soon as practical.

RADIO:

	KIPI	93.5 FM	EAGLE BUTTE
TV:	KEVN		RAPID CITY
	KOTA		RAPID CITY
	KELO		SIOUX FALLS

Dupree School Website and Facebook page

An automated calling system will be utilized in the case of school closings. Please do not call the school as our lines must be left open to call in the school closings.

### **SENIOR PRIVILEGES**

The Dupree School District 64-2 Board of Education allows senior privileges under the following guidelines:

1. Senior privileges may be granted to a graduating senior on an individual basis as determined by the High School Principal.
2. Seniors must have an accumulative attendance of 94% each year throughout grades 9-12. The student may not accumulate more than three unexcused absences per semester. Three unexcused tardies equal an unexcused absence.
3. Seniors will have 22 credits upon graduation and will have met the graduation requirements set forth by the South Dakota Department of Education and the Dupree School Board of Education. A senior student may use their last period study hall as a senior privilege period if he or she is on track to graduate and in good standing. If the period is chosen to be used as a senior privilege hour rather than a class period, the student is not to be in the school building during that hour unless a pass has been obtained from a staff member, and the high school secretary has been notified.
4. Seniors who are on track to graduate and in good standing will also be granted an open lunch period. Seniors will be excused for lunch at 11:45 a.m. and should return to school by 12:25 p.m. on Monday through Thursday. On Fridays, seniors will be released for lunch at 11:42 a.m. and should return to school by 12:28 p.m. All seniors will be held to tardy rules.
5. Senior privileges will be awarded after the first midterm of the school year. The senior student must have a signed parent/guardian permission slip giving the senior student permission for senior privileges and the open lunch period.
6. Senior privileges or the open lunch period may be revoked by the High School Principal due to any discipline or academic problems and/or the misuse of the senior privileges by the student. Seniors must be passing all of their classes to keep their senior privileges and open lunch period.
7. Seniors who have lost their senior privileges or open lunch period for a total of three weeks, consecutive or non-consecutive, will lose their senior privileges and open lunch period for the remainder of the semester.
8. Seniors driving with Senior Privilege – need signed permission from parents specifying driving only during their Senior Privilege time.

### **DROP SHEET**



Students dropping from the roll at Dupree High School must have a Drop Sheet Checklist signed by teachers and the Librarian to determine that all books and school material have been turned in.

## **STUDENT ACTIVITIES**

All students participating in sports or other school activities or events will be guided by the activity/event/athletic policy handbook and student handbook for issues that may occur outside the realm of the Athletic Handbook.

## **STUDENT TRANSPORTATION**

If you drive to school, your vehicle is to be parked in the school parking lot. You are not to drive, ride in, or ride on a motor vehicle during the school day unless express permission has been obtained from the principal or superintendent. The school day is interpreted as the period which exists between the time the student enters the school building in the morning and the final dismissal bell in the afternoon.

## **STUDENT USE OF THE LIBRARY**

1. Students with class assignments have priority use of the computers.
2. If a class is in the library, please do not disturb those students and no talking is allowed. Please be considerate.
3. Students must have a pass to the library. Place this pass in the holder on the librarian's desk when entering. It is the student's responsibility to have the pass signed by the librarian/library aide and returned to study hall/class 5 minutes before the end of the period.
4. Both the Librarian and the Study Hall instructor have the discretion to revoke Library passes due to improper behavior. (See rules and consequences posted in the library). This as well as any inappropriate behavior will be reported to the Principal.

## **STUDY HALL REGULATIONS**

During the periods which you have no classes, you are to report to the designated study hall. It is your responsibility to take all the needed books, paper, and pencils. You are to remember that the study hall is to be a quiet place which is conducive to study. You are expected to adhere to the rules set forth by the study hall monitor.

## **TELEPHONE USE**

The school telephone is used heavily for official school business. Students are not allowed to use the telephone without the permission of staff. JH/HS students must use the phone in the JH/HS office. Elementary students use the central office phone.

## **TEXTBOOKS**

You are responsible for the textbooks issued to you in class. Your teachers will note their condition when you get them. If the book is damaged in any way, you will be charged the value of the book.

## **TORNADO DRILLS**

Tornado drills will be held at appropriate intervals. Upon the announcement from Central Office, go to the designated areas in an orderly manner by the route described by your teacher and illustrated evacuation plans posted in each room. Once at the designated area, all students are to assume the protective position facing the wall.

## **FIRE DRILLS**

Fire drills will be held at appropriate intervals. At the alarm, leave the building in an orderly manner by the route described by your teacher. Remain outside in the designated area until the notice is given for you to return.

## **VISITORS**

Students are not permitted to bring visitors to school. At Dupree School, we welcome parent/guardian visits and look forward to assisting you. To maintain an effective learning environment and minimize disruption to the instructional program for all our classrooms, the school board has set the following policies regarding parent classroom visitations:

1. Parents/guardians must call in advance so that the principal may plan with the teacher for your visit to your child's classroom.
2. The principal may approve or deny the requested classroom visitation. No reason need be given for that decision.
3. All parents/guardians must check in at the office before going to the classroom and check out in the office at the end of the scheduled visit.
4. The approved visitor must be accompanied by the principal or the principal's designee to the classroom or teacher.
5. Visitations will be limited to 30 minutes by one parent, no more than one time per quarter.
6. No recording device of any kind will be allowed in the school and classroom during this visit.
7. The visitor is expected to conduct themselves in a respectful manner or be removed from the classroom.
8. If there is a circumstance that necessitates visits outside of these parameters, please contact the Principal to discuss how we may be able to accommodate you.

## **SPECIAL SERVICES**

The Dupree School offers several special service programs aimed at best meeting the needs of the students. These include counseling services, resource room services, early childhood programs, and speech and language services. Services are provided by trained professionals. You are encouraged to utilize any of these services if you feel your child could benefit.

## **ENROLLMENT PROCEDURE**

Students will be accepted per state law.

## **POLICIES**

**(As Adopted by the Dupree Board of Education)**

**Should State Law change, the current State Law will be followed over existing policy**

These policies can be accessed through the school website under the policy tab.

**ALCOHOL AND OTHER DRUG USE BY STUDENTS-District Policy JFCH**

**SEXUAL HARASSMENT POLICY-District Policy ACAA**

**BULLYING POLICY-District Policy JFCD**

**RESTRAINT AND SECLUSION-District Policy JGB**

**PARENT INVOLVEMENT IN TITLE I-District Policy KMB**

**NON-DISCRIMINATION IN FEDERAL PROGRAMS-Policy AC**

**STUDENT RECORDS-District Policy JO**

**STUDENT DIRECTORY INFORMATION-District Policy JOA**

## Notification of Rights under FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal or appropriate school official, a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask this school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff or law enforcement personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605.

What conditions apply to disclosing directory information?

- 1) An educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency or institution of—
  - a) The types of personally identifiable information that the agency or institution has designated as directory information.
  - b) A parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and
  - c) The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student designated as directory information.

- 2) An educational agency or institution may disclose directory information about former students without meeting the conditions in paragraph (a) of this section.

### **Directory Information:**

Information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed, such as the student's name, photographs, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

A copy of these policies and regulations may be obtained in the building principal's or superintendent's office of the named school district. Complaints regarding violation of rights accorded parents and students should be submitted to the Superintendent of Schools of the Dupree School District or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605

If a parent/guardian or eligible student, does not wish to have personally identifiable information (directory information) disclosed, they must notify the Dupree School in writing, within 1 week of the date of registering their child/children in the Dupree School.

Adopted July 2019

### **ATTENDANCE POLICY**

A student's contribution to and achievement in class are directly related to attendance. Both students and parents must understand that students miss a vital portion of their education when they are absent from school. While it is true that written work can be completed for make-up, class instruction, presentations, or student interactions can never be made up.

Together with the provision of the state law, specifically SDCL 13-26-2, the official attendance policy of Dupree School District #64-2 is as outlined in the following paragraphs.

### **PUPIL ATTENDANCE**

1. A student who enrolls in the Dupree School subjects himself/herself to the same compulsory school attendance requirements and the rules, regulations, and requirements of those students who are within the compulsory school attendance law (13-27-1). Dupree School truancy staff will monitor student(s) on a daily basis beginning the 2024-25 school year .
2. For accounting purposes, students are considered absent when they are not in attendance, regardless of the reason.
3. When students are ill and unable to report to school, a call from the parent/guardian is requested before 9:00 AM on the day of absence.
4. All students must present a written explanation of absence, signed by parent/guardian, on the day of return to school. A telephone call by the parent/guardian is also accepted to be excused. No parent contact will result in the absence being unexcused. After one week, absences marked "unknown," will be changed to unexcused.
5. Except for emergencies and illness, absences should be pre-arranged.
6. Assignments and class activities during an absence are the responsibility of the student.
7. In general, a student will be allowed two days for each day missed to complete the make-up work which was assigned during the absence.
8. Students who miss school on the day of a co-curricular activity or event will not be able to practice, attend, or compete that day. To participate in or attend any contest, event, or exhibition, students must be in school the entire day on the day of the contest or exhibition or have an excused absence from the principal's office. This includes all of the classes conducted for that student on that day.

Exceptions:

- a.) Medical reasons
- b.) Administrative approval

Irregularity in attendance may have a serious effect on a student's progress. Attendance and punctuality are important parts of each student's permanent record. Colleges, as well as employers, are concerned about school attendance.

Daily attendance of all students who are enrolled at Dupree High School is required in accordance with state law. South Dakota Statutes require the local Board of Education to enforce definite standards of attendance, with few valid excuses for absences.

## **ABSENCES FROM SCHOOL PROCEDURE**

The following procedures for notification of absence status will be enforced.

1. When a student reaches 5 days absent in one semester, a letter will be sent to the parent/guardian informing them of their student's attendance.
2. When a student reaches 7 days absent, a letter will be sent to the parent/guardian, informing them that continued absences may result in loss of credit (HS Students) and dropping from the rolls for the remainder of the semester.
3. When a student reaches 9 days absent, a letter will be sent to the parent/guardian, states attorney, and tribal courts informing them that continued absences may result in loss of credit (HS Students) and dropping from the roll for the remainder of the semester. Parents/Guardians and the student will be notified of the determination.
4. A letter of this decision will be mailed to the parents/guardians if the student is withdrawn from the class(es) or dropped from the rolls for the remainder of the semester.
5. The parents/guardians may appeal against the decision made by the Principal to the superintendent. The student's parent/guardian may request in writing (within five (5) school days of notification of the decision to drop the student) a meeting with the parents/guardians, student, and principal to review their decision to drop their student from the school roll. If parents/guardians are not satisfied with this decision, the superintendent (by the request of the parents/guardians) will schedule a due process hearing before the school board and will notify all parties of their rights in that process. If dropped from the roll, the student may re-enroll the following semester.

### **Consequences that will be used to deal with poor attendance will be the following:**

- Detention
- ISS & OSS
- Loss of credit
- Dropping from the roll for remainder of the semester

**"NO COUNT"** days are days the administration takes into consideration when determining whether a student will be dropped due to excessive attendance. "No count" days will consist of:

1. participation in school sponsored activities
2. death or critical illness to immediate family (up to 5 days).
3. cases of prolonged absence because of hospitalization or serious illness—must have doctor's verification
4. absences accompanied by a doctor's written statement indicating student's illness or appointment
5. all situations of absence, not covered by the attendance policy, are **unexcused**.

## **ATTENDANCE**

1. Students will be given two days for every day of absence on which to make up the work. The make-up of this work is the responsibility of the student.
2. If students know they are going to be gone, they are to provide notification to teachers and/or administration prior to their leaving. Work should be completed prior to students leaving; however, special arrangements may be made with individual teachers.

#### STUDENT CHECK OUTS/BUS CHANGES:

1. Students may not be checked out of school after 2:45 p.m. on Monday – Thursday and 1:30 p.m. on Fridays.
2. The Office staff will not accept any bus changes after 2 p.m. Monday – Thursday and 1 p.m. on Fridays.

#### ATTENDANCE REGULATIONS

The following guidelines are to help you establish a good attendance record:

1. Students who arrive at school beyond the halfway point of any given class period will be counted absent for the class period.
2. Students who arrive at school before the halfway point of any given class period will be counted tardy for the class period.
3. Three unexcused tardies equals one unexcused period absence.
4. Students, who miss three class periods on any given day, will be counted as a ½ day absent.

#### TARDINESS

1. When a student is tardy to school in the morning, he/she is to report to the high school secretary for an admit slip. Exception for inclement weather, medical appointments, etc. will be at the discretion of the principal. Parents/guardians must notify the school by note or phone call.
2. When a student is tardy from one class to another, the teacher will mark the student tardy and notify the student and central office.
3. If a student is tardy from one class to another because of a teacher conference, or getting an assignment, etc. that teacher will send a slip along with the student to his/her next class. No tardy will be assigned if a slip is presented signed by the sending teacher.
4. Beginning with the 4<sup>th</sup> tardy, the Discipline Policy will take effect. See Discipline Grid.

#### CLASS FUNDS POLICY

All funds raised or generated by a particular class of students throughout their high school career, held on account by the Dupree School and not disbursed for class expenses, activities or projects shall be paid to a community organization as designated by the senior class. The disbursement will be made following graduation after final class expenses are paid.

#### DANGEROUS WEAPONS POLICY

Schools should be an example of what is required regarding observance and respect for law in society at large. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public.

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

A dangerous weapon is defined as any firearm, air gun, knife or device, instrument, material, or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

No firearms 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 or SRO 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 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 this 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.

### **STUDENT TRANSFER POLICY**

Students transferring into the Dupree School system must provide current records of previous school attended and must also show change of residency and/or guardianship. Students must be in good standing at their previous school.

### **GRIEVANCE PROCEDURE POLICY – Discipline and Academics**

Actions that may be appealed through the Grievance Policy are limited solely to Student Disciplinary determinations and Student Academic determinations. Grievances are to be addressed through three stages: 1) the appropriate Principal, 2) the Superintendent and 3) the School Board, in the following manner:

A. Parent/Guardian/Students (Aggrieved Party) may grieve any Student Disciplinary determination or Student Academic determination by filing a written Grievance with the appropriate Principal within seven (7) school days of the determination. The Grievance shall contain the following information: 1) the date of the adverse determination, 2) names of the parties involved, 3) the names of witnesses, 4) the specific details of the Grievance, and 5) signature of the Aggrieved Party.

B. Upon receipt of the written Grievance, the Principal shall arrange for an informal hearing with the Aggrieved Party to discuss the matter. The resulting decision shall be presented in writing to the Aggrieved Party.

C. If a satisfactory determination is not agreed upon, the Aggrieved Party may file a written Grievance to the Superintendent within seven (7) school days of the written determination and provide a copy to the Principal. The Grievance shall contain the following information: 1) the date of the determination, 2) names of the parties involved, 3) the names of witnesses, 4) the specific details of the Grievance, and 5) signature of the Aggrieved Party.

D. Upon receipt of the written Grievance, the Superintendent shall arrange for an informal hearing with the Aggrieved Party to discuss the matter. The resulting determination shall be presented in writing to the Aggrieved Party.

E. If a satisfactory determination is not agreed upon, the Aggrieved Party may file a written Grievance to the School Board within seven (7) school days of the determination by depositing the same with the Dupree School Office Secretary in a sealed envelope clearly marked, "NOTICE OF GRIEVANCE", and provide a copy to the Superintendent. The Grievance shall contain the following information: 1) the date of the determination, 2) names of the parties involved, 3) the names of witnesses, 4) the specific details of the Grievance, and 5) signature of the Aggrieved Party.

F. Upon receipt of the written Grievance, the School Board shall arrange for a hearing with the Aggrieved Party to discuss the matter in executive session at the next regular School Board Meeting. During the hearing in executive session, all parties to the grievance, including Principals and the Superintendent, shall be in attendance.

G. The decision of the School Board shall be final, although its decision may be appealed to the State Board of Education or to the 4<sup>th</sup> Circuit Court.

H. The Aggrieved Party must be in attendance to all hearings and have the right to be accompanied by an attorney or representative of their choosing, at their own expense. If the Aggrieved Party does not appear or does not give sufficient notice and reason for not attending, the Grievance Procedure will end and the findings and determinations rendered shall be final.

### **HEAD LICE POLICY (BED BUGS)**

The Dupree School District #64-2 recognizes the potential health risk which head lice can present to the Dupree School students, teachers, and other employees.

The Dupree School administration will work closely with the Dupree School Home/School Coordinator, Health Aide, Community Health Nurse, CHR and staff to bring such cases of head lice to a timely conclusion.

The following procedures will be implemented:

- 1) The heads of all K-6 students will be checked on a (regular) basis by the Heath Aide.
- 2) The heads of all 7-12 grade students will be checked monthly, or more often at administrative request, including particular grade levels, throughout the year with key times to be after summer, Thanksgiving, Christmas and Easter vacations by either the County Health Nurse or persons hired by Dupree School District 64-2.

Steps to be followed when nits and/or live lice are detected:

- 1) All students must be sent (to the school nurse) for immediate treatment. If sent home by the school nurse or Dupree Administration, student(s) may not return to school until admit slit is signed by the person(s) hired by the Dupree School.
- 2) Upon return to school the following day/days the student will be checked by the County Health Nurse or persons hired by Dupree School District. If there is still a presence of nits and/or lice, the student will be returned home.
  - a. A maximum of one day will be allowed for this procedure. If the student fails to return to school within one day, either the Community Health Nurse or CHR will be notified for additional assistance.
  - b. School attendance is a parental responsibility and parents must be held accountable.
- 3) The parents/guardians of a child that is sent home will be contacted by the school. The Home/School Coordinator will then deliver the child to their home. The Home/School Coordinator will also give parents information on how to treat the head lice problem.

## **ACADEMIC DISHONESTY**

Academic Dishonesty is not an accepted practice at the Dupree School District. Academic Dishonesty includes cheating and plagiarism associated with the classroom, laboratory, or clinical learning process.

Cheating - includes, but is not limited to

- (a) use of any unauthorized assistance in taking quizzes, tests, or examinations
- (b) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments or
- (c) the acquisition, without permission, of tests or other academic material belonging to a member of the Dupree School staff, and
- (d) students sharing work with others that is not authorized by instructor.

Plagiarism - Plagiarism is intellectual theft and includes, but is not limited to

- (a) the undocumented use of information—paraphrase or direct quotation—from the published or unpublished work of another person or source
- (b) using papers/writings from an agency engaged in the selling of term papers or other academic materials.

Involvement in academic dishonesty will be reviewed by Dupree School staff and disciplinary action will be taken per discipline policy. See Discipline Grid.

## **NON-DISCRIMINATION POLICY**

It is the policy of the Dupree School District #64-2 that no person be subjected to discrimination on the basis of race, national origin, religion, sex, age, physical disabilities, or marital status in any program, service, or activity for which the school is responsible, as required by Title XIX, P.L. 93-122, Section 504, and other state and federal laws. The Dupree



School Elementary Principal is the coordinator for the policy. The Elementary Principal may be reached at 365-5140 or write: Elementary Principal, Dupree School, Box 10, Dupree, SD 57623.

**RETENTION AND PROMOTION POLICY GRADES 7-12**

The decision to promote or not to promote a student in grades 7 & 8 will be made by the school administration with staff and parent/guardian recommendation.

Students in grades 9-12 must have earned a minimum number of credits for his/her class to be promoted. The number of credits needed for promotion for each grade is as follows:

FRESHMAN	-----	0 - 5 CREDITS
SOPHOMORE	-----	5.5 - 10.5 CREDITS
JUNIOR	-----	11 - 16 CREDITS
SENIOR	-----	16.5 - 22 CREDITS

**SENIOR TRIP OR SKIP DAY POLICY**

It is the policy of the Dupree School that a quality education requires class attendance. Therefore, to ensure that the students at the Dupree School receive the best opportunity for a quality education, the Dupree School does not sponsor, advocate, encourage or authorize any absence for any non-school functions, and specifically does not sponsor, advocate, encourage or authorize any Senior Class activities such as "Senior Trip" or "Skip Day". Any student who is absent from school for an unauthorized activity, such as "Senior Trip" or "Skip Day", shall receive an unexcused absence for all such days missed.

**PUBLIC DISPLAYS OF AFFECTION POLICY**

Although it is true that many relationships begin in public schools, the public school is not a facility that should allow outward signs of affection. These outward signs of affection are holding hands, hugging, kissing, arms wrapped around each other, heads being laid on each other's shoulders, rubbing each other's body, and any other action deemed inappropriate by administration. Please take responsibility for your actions and be sure you are acting in an adult, responsible fashion.

**INTERNET ACCESS POLICY**

**INTERNET SAFETY POLICY FOR DUPREE SCHOOL  
Children's Internet Protection Act**

Dupree School has an Internet safety policy that addresses: (1) access by minors to inappropriate matter on the Internet and World Wide Web, (2) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (3) unauthorized access by minors online, (4) unauthorized disclosure of personal identification information regarding minors, and (5) measures designed to restrict minors' access to materials harmful to minors.

Dupree School uses blocking/filtering software that protects students working on computers with Internet access by preventing them from accessing visual depictions that are obscene, child pornography, or content harmful to minors. This blocking/filtering software is provided to us at no cost by the State of South Dakota and will be updated as needed/requested by them.

Dupree School District will conduct a public meeting on Internet safety/technology protection in conjunction with the yearly JOM/Title meeting. The joint meetings will be held every year in the fall. Our goal is to make the public aware of the internet safety measures Dupree School is taking as well as the dangers of being online, using chat rooms and email. We will address the school's Internet Safety, Acceptable Use, and Distance Learning Policies and explain why they are in place.

## **INTERNET SAFETY POLICY FOR DUPREE SCHOOL**

It is the policy of **Dupree School** to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Definitions**

Key terms are as defined in the Children’s Internet Protection Act.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter the Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the **Dupree School** online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Supervision and Monitoring**

It shall be the responsibility of all members of the Dupree School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet protection Act.

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of Dupree School Network Administrator or designated representatives.

### **CIPA definitions of terms:**

**TECHNOLOGY PROTECTION MEASURE.** The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

**HARMFUL TO MINORS.** The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**SEXUAL ACT; SEXUAL CONTACT.** The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

## **USE OF TECHNOLOGY RESOURCES POLICY - DUPREE SCHOOL DISTRICT**

## **Purpose**

The Dupree School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Dupree School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Dupree School District.

## **Definition – Technology Resources**

The Dupree School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

## **Regulations**

The use of the Dupree School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the DUPREE SCHOOL DISTRICT is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Dupree School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions mentioned in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Dupree School District's Uniform Code of Behavior shall be applied to student infractions.

## **User Terms and Conditions**

The use of Dupree School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Dupree School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.
3. Prohibited technology resources activities include, but are not limited to, the following:

### **Computer Laptop Violations:**

- a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- b. Downloading or transmitting multi-player games, music, or video files using the school network.
- c. Vandalizing, damaging, or disabling property of the school or another individual or organization.
- d. Accessing another individual's materials, information, or files without permission.
- e. Using the network or Internet for commercial, political campaign, or financial gain purposes.
- f. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- g. Promoting or soliciting illegal activities.
- h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- i. Violating copyright or other protected material laws.
- j. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- k. Intentionally wasting school resources.
- l. Flaming, harassment, denigration, impersonation, outing, and cyber stalking

### **Computer Network Violations:**

- a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- b. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- c. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.

- d. Creating, uploading, or transmitting computer viruses.
- e. Attempting to defeat computer or network security.

Consequences: Suspension of laptop computer, referral to law enforcement authorities, and possible long-term suspension or recommended expulsion from school.

4. Dupree School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.
5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.
6. Any security or equipment problems arising from the use of technology resources must be reported to the Computer Help Desk or Principal's Office.
7. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.
  - a. Computer batteries must be charged and ready for school each day.
  - b. Only labels or stickers approved by the Dupree School District may be applied to the computer.
  - c. Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.
  - d. Computers that malfunction or are damaged must first be reported to the Computer Help Desk located in the high school library or media center. The school district will be responsible for repairing computers that malfunction as well as computers that have been damaged from normal or accidental use. Students will be held responsible for repairs to computers that are damaged intentionally.

Accidental laptop damage: Students who have recorded 3 or more instances of accidental laptop damage may be asked to check their laptop in at the Help Desk after school. Laptops may be checked out again before classes begin the next day. Special permission to take a laptop home for class work may be permitted by the student's teacher.

- Computers that are stolen must be reported immediately to the Principal's Office and the police department.
- Individual school laptop computers and accessories must be returned to the DHS Help Desk at the end of each school year. Students who graduate early, withdraw, are suspended, or expelled, or terminate enrollment at DHS for any other reason must return their individual school laptop computer on the date of termination.
- Tablet pens will be replaced by the student if lost or damaged.
  - e. Tablet power cords will be replaced by the student if lost or damaged.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at DHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with law enforcement.

Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Laptop policy, and must return the computer and accessories to the DHS Help Desk in satisfactory condition.

## **ADMISSION OF NONRESIDENT STUDENTS (OPEN ENROLLMENT) POLICY**

State law and Board policy will be followed on Open Enrollment procedures.

## **PARENTS RIGHT TO KNOW**

### **ESEA Statute (Section 1112)(e)(1)(B)(ii)**

What do I know about my child's teacher?

The federal education law put in place by the Elementary & Secondary Education Act (ESEA) requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers and paraprofessionals instructing their child. You may also request information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments. If you are interested in this information, you may send your request to the building principal who will provide a timely response.

Requests may be mailed to:  
Dupree School District Elementary Principal  
P.O. Box 10  
Dupree, SD 57623

### **SCHOOL SEEKS TO IDENTIFY CHILDREN WITH SPECIAL NEEDS ACT**

The Dupree School District, to fulfill the obligations of the Individuals with Disabilities Education Act (IDEA), P.L. 101-476, is required to inform and provide full educational opportunities to all individuals with disabilities ages birth through twenty-one.

The Superintendent of the Dupree School District, in conjunction with Northwest Area Schools Educational Cooperative, needs your assistance to identify, locate and evaluate all children with disabilities. This public awareness notice is to inform parents and other individuals/agencies of the availability of special education and related services to all individuals who reside within the jurisdiction of the Dupree School District and who are between the ages of birth through twenty-one, regardless of the severity of their disability. This includes individuals in all public and private agencies and institutions, highly mobile children with disabilities, such as migrants and homeless children, who reside within the legal boundaries of the district.

Anyone aware of an individual who may benefit from special education and related services is encouraged to contact Kayla Farlee, Coordinator of Special Education for the Dupree School District at 365-5140.

### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is an Act which prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Act defines a person with disability as anyone who:

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

To fulfill obligations under section 504, the Dupree School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The Dupree School District has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, they have a right to a hearing with an impartial hearing officer.

If there are questions, please feel free to contact the Dupree School District at 365-5140

## **Student Discipline**

Vape pens/e-cigs will be confiscated from students and tested for the presence of THC. A positive test will be considered evidence of possession and use of drugs and will be treated as an Illegal Offense Class 5 violation. (approved 12/6/23)

# Dupree Student Discipline Grid

Dupree School District Student Discipline Grid				
Offenses	1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	3 <sup>rd</sup> Violation	Habitual Disobedience
<b>Class 1 (per quarter)</b>	<b>Starts on 4<sup>th</sup> Tardy</b>	<b>5<sup>th</sup> Tardy</b>	<b>6<sup>th</sup> Tardy</b>	<b>7+ Tardies</b>
Tardy to school or class	Detention, no credit for class work missed until time made up.	Detention, no credit for class work missed until time made up	Detention, no credit for class work missed.	Student and parent conference. ISS and/or community service.
Academic dishonesty	No credit for work/parent contact	No credit for work/parent contact	No credit for work/parent contact	No credit/parent contact 3 days ISS
<b>Class 2 (per semester)</b>				
Classroom, library, lunchroom, bus, hall, office, or study hall disruption, inappropriate dress, campus violations, neglecting obligations/skipping	Detention, parents contact. Dress: Admin. conf. allowed to change clothes	ISS (1-3 days), parent contact. Counselor referral when appropriate. Community service option.	ISS (3-5 days), parent conference. Community service option.	OSS (1-3 days), TAT referral. Community service option.
Cell phone violation	Cell phone violation – phone confiscated until end of class	Cell phone violation – phone confiscated until end of day	Cell phone violation – phone held in office until picked up by parent.	Cell phone: 1-3 days ISS – phone held in office until picked up by parent
<b>Class 3 (per semester)</b>				
Insubordination, pornographic materials, disrespectful/obscene/vulgar language or actions, physical aggression, theft (under \$50) inappropriate use of network	ISS (1-3 days), detention, parents contact. Community service option. OSS (1-3 days) administrative option if obscene language or action directed at a person.	ISS (1-5 days), parent conference. Counselor referral option. OSS (1-3 days) administrative option if obscene language directed at a person. Community service option.	OSS (1-3 days), parent conference. OSS (1-5 days) Counselor referral option, TAT referral option. Community service option.	OSS (up to 10 days), TAT referral, Community service option.
<b>Illegal Offenses -</b>				
<b>Class 4 (per year)</b>				
Violence, spitting, fighting (instigator/participant), bullying, intimidation, tobacco/e cigarettes, theft, physical injury/assault, destruction of property, secret societies or gang activity, harassment, hazing, sexual misconduct, engaging in illegal activities.	OSS (up to 5 days), parent conference, counselor referral, reduce suspension to 2 days if student participates in approved counseling (conflict resolution, tobacco cessation, theft) program. Police referral when appropriate.	OSS (up to 10 days), parent conference, reduce suspension to 5 days if student and parent participate in approved counseling (conflict resolution, tobacco cessation, theft) program. Police referral when appropriate.	OSS (up to 10 days) Long term suspension hearing and police referral when appropriate. Student and parent must attend approved counseling program (conflict resolution, tobacco cessation, theft) before student returns to school.	OSS 10 days. Long term suspension or expulsion hearing as appropriate. Student and parent must attend approved counseling program (conflict resolution, tobacco cessation, theft) before student returns to school.
<b>Class 5 (per year) See District Policy JFCH</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>Subsequent Offenses</b>	
Drugs, alcohol - using or under the influence, or possessing drug paraphernalia.	OSS (up to 5 days), parent conference, police referral. Reduce suspension to 2 days if student and parent participate in approved drug/alcohol evaluation and counseling. Activity rules followed	10 days OSS, parent conference, police referral. Hearing for long term suspension reduced if students completes Program.	10 days OSS, parent conference, police referral, expulsion hearing scheduled	
Drugs, alcohol - Possessing an amount that suggests distribution.	10 days OSS. Police referral. Parent conference. Long-term suspension hearing.	10 days OSS. Police referral, parent conference. Expulsion hearing scheduled.	10 days OSS. Police referral, parent conference. Expulsion hearing scheduled	
<b>Class 6 (per year)</b>				
Weapons, bomb threat, fireworks, fires, endangering the life of others/threats to harm or endanger the life of others.	OSS 10 days. Parent conference. Long-term suspension/expulsion. Police referral. Mandatory 12-month expulsion for firearm possession. Follow SD state law.	OSS 10 days. Parent conference. Police referral. Long-term suspension/expulsion. Follow SD state law. Mandatory 12 month expulsion for firearms.	OSS ten days. Parent conference. Police referral. Long-term suspension/expulsion. Follow SD state law. Mandatory 12 month Expulsion for firearms.	OSS ten days. Parent conference. Police referral. Long-term suspension/expulsion. Follow SD state law. Mandatory 12 month Expulsion for firearms.

Any action that requires discipline not reflected on the grid will be handled on an individual basis by the administration. Administrative discretion is allowed as needed. Approved by Dupree School Board 4/8/2019

**PARENT/STUDENT SIGNATURE SHEET**

**HANDBOOK VERIFICATION**

I, \_\_\_\_\_ AND \_\_\_\_\_ HAVE READ  
STUDENT PARENT/GUARDIAN

AND UNDERSTAND THE STUDENT HANDBOOK. I HAVE BEEN GIVEN THE OPPORTUNITY TO ASK QUESTIONS FOR FURTHER EXPLANATION.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE SIGNED