

*DEUEL SCHOOL DISTRICT #19-4
MIDDLE/HIGH SCHOOL
PARENT/STUDENT
HANDBOOK
2025-2026*



Clear Lake, South Dakota

Deuel School District
P.O. Box 770
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Clear Lake, SD 57226
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Deuel Middle School/High School Handbook

Mission Statement:

Empower students to become independent learners, personally accountable, and responsible citizens.

Belief Statement:

Deuel School District Believes:

Everyone in the community contributes to the education of the children in our schools.

Therefore, we are committed to:

- * Personal responsibility and accountability.
- * Respecting others and maintaining an open line of communication in the district.
- * Providing opportunities and resources for individual success.
- * Maintaining and communicating high academic and professional standards

PERSONNEL NON-DISCRIMINATION POLICY

Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding negotiated agreements with the School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Furthermore, the Deuel School District abides by the *Boy Scouts of America Equal Access Act* which addresses equal access to meet on school premises or in school facilities for the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the Deuel School District's compliance with the regulations implementing Title VI, Title IX, Americans with Disability Act or Section 504 is directed to coordinate the District's efforts to comply with the regulations implementing these regulations.

Superintendent
Deuel School District #19-4
410 Fifth Street West
P.O. Box 770
Clear Lake, SD 57226

Telephone 605-874-2161
Fax 605-874-8585

You may also contact the Section 504 Coordinator at the South Dakota Department of Education and Cultural Affairs by calling 605-773-3134 or the Regional Director, Department of Education, Office for Civil Rights, 1244 Spear Blvd. Suite 310, Denver, Colorado 80202-3582.

ANNUAL NONDISCRIMINATION NOTIFICATION

Deuel School District 19-4 Annual Public Notice Career and Technical Education

Deuel Schools Department of Career and Technical Education offers a variety of career and technical programs to all students at the middle school and high school levels. The program areas include the following.

- Ag Food and Natural Resources
- Architecture and Construction
- Business, Management and Operation
- Information Technology

Tech Prep opportunities are also available for students who are entering the workforce and/or post-secondary education through an articulation agreement with Lake Area Technical Institute. For more information about Career and Technical Education, call (605)874-2161.

The Deuel School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

504 Coordinator
Hannah Swenson
PO Box 770, Clear Lake SD 57226
605-874-2161

Title IX Coordinator
Katie Hahn
PO Box 770, Clear Lake SD 57226
605-874-2161

South Dakota Regional US Office for Civil Rights:

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd floor, Suite 320
Kansas City, MO 64106

Telephone: 816-268-0550
FAX: 816-268-0599; TDD: 800-877-8339
Email: OCR.KansasCity@ed.gov

Dear Parents and Students,

Welcome to Deuel High School for the 2025-2026 school year. I am so honored to be a part of this school community, and I am really excited for the opportunities that this year will bring our students. On behalf of the Deuel School District, I want to wish everyone a year of outstanding success and look forward to working together to provide a safe and quality educational environment for all.

I firmly believe that every student that enters our school is unique and important, and it is my desire that each student avail himself/herself of all possible opportunities for personal growth and fulfillment.

It is your responsibility to become familiar with the material in this handbook. Please reach out if you have any questions as you look through it!

Let's have a great year!

MS/HS Principal

Mrs. Hahn

TEACHING STAFF

MIDDLE SCHOOL FACULTY

English	Cindy Konold
Math	Amy Tvedt
Science	Alyssa Beckius
Social Studies	Dustin Hourigan
Middle School Special Education	Rhonda Young

HIGH SCHOOL FACULTY

English	Karan Domina and Kim Eggers
Math	Sara Maaland and Lindsey Gorder
Sciences	Emily Brown and Katie Hinker
Social Studies	Issac Ronne
High School Special Education	Kea Kellen

ELECTIVES AND PK-12 FACULTY

Agriculture Education	Taylor Krause
Art	Brooke Hockett
Band	Ginger Lodmell
Business/Multimedia	Caleb Mack
Career Counselor	Leslie Cutshaw
School Counselor	Jessica Folk
Industrial Tech	Brian Tvedt
Physical Education	Lynn Gudmundson and Kris Ulmer
Technology/Personal Finance	Mike Gohring
Vocal Music	Doug Dyk

ACADEMIC REQUIREMENTS

STATE GRADUATION REQUIREMENTS (HS)

Twenty-four units of credit must be attempted at Deuel High School. Seniors must accumulate a minimum of 22 credits to fulfill graduation requirements. These are in accordance with rules and regulations of the State Department of Education and the local Board of Education with exceptions as recommended by the Administration.

South Dakota Department of Education Required Curriculum

Language Arts	4 units
Mathematics	3 units (must include Algebra)
Science	3 units (Must include Biology)
Social Science	3 units
Fine Arts	1 unit
Personal Finance or Economics	½ unit
Health	½ unit (Health Integration)
Physical Ed.	½ unit
Required Electives	1 unit of any of the following or a combination: Approved CTE course Senior Project World Language

*Total Credits needed for graduation- 22 units

*One unit equals one credit

Opportunity Scholarship Curriculum***

Language Arts	4 units
Social Studies	3 units
Math	4 units (Algebra I or higher)
Science	4 units (3 approved lab science)
Fine Arts	1 unit
Economics or Personal Finance	½ unit
P.E.	½ unit
Health or Integration	½ unit (MS Health)
Physical Education	½ unit
Required Electives	2 units of either of the following or a combination of the two: Approved career and technical education courses Modern or classical language

** To qualify for the Opportunity Scholarship a student must have a minimum score of a 24 on his/her ACT Exam and have NO grade below a "C" on his/her transcript to receive the monetary award

Regents Scholar Curriculum

Language Arts	4 units
Math	4 units (Algebra I or higher)
Science	4 units (3 approved lab science)
Social Studies	3 units
Modern or Classical Language	2 units (consecutive)
Fine Arts	1 unit

**Student must have a 2.0 on a 4.0 scale on all coursework and maintain a "B" 3.0 on 4.0 scale throughout HS

***REGENT SCHOLAR – It is the Deuel School District's goal that all our students will strive to complete the Regent Scholar curriculum. Students who successfully complete the Regent Scholar curriculum automatically qualify for entry into any of the six state funded universities.

STUDENT GRADUATION REQUIREMENTS (HS)

1. Seniors must have attempted 24 credits, and accumulate a minimum of 22 credits to fulfill graduation requirements.

***No more than one credit may be earned as an aide.

2. If students do not have the required amount of credits to advance to next grade level, they will be listed

according

to the number of credits they have earned. For example: if a junior did not pick up enough credits throughout the year to qualify for senior status, that student will be listed as a junior next year.

3. Any subject offered to students of lower grade level may be taken by a student of a higher grade level by securing permission of the principal.
4. Courses must be completed or no credit will be received.

GRADUATION CEREMONY

Participation in commencement is reserved for those students who meet the requirements put forth by the state department of education and the local school board. Any senior who fails to meet the requirements for graduation will not be allowed to participate in the graduation ceremonies. They may still receive their diploma once their requirements are met.

Deuel School does not issue diplomas to homeschool students; each homeschool is expected to issue its own diploma to its students. Students who enter the Deuel School District for their senior year from a homeschool setting may participate in the graduation ceremony if they are enrolled in at least three classes per semester during the academic year in which they will graduate and will meet the state graduation requirements. Participation includes walking with the class and being recognized for attendance.

Foreign Exchange students will be allowed to participate in commencement and will receive a certificate of attendance in place of a diploma.

Any senior student involved in vandalism, destruction of property, or inappropriate behavior directed towards the school building, grounds, or staff, may not be allowed to participate in the graduation ceremony.

VALEDICTORIAN (HS)

The senior student with the highest cumulative GPA and has followed the coursework that would qualify them for the Opportunity Scholarship throughout their high school career will be chosen as valedictorian. In the event of a tie in GPA, the student with the highest ACT composite score will be chosen as valedictorian.

HIGH SCHOOL REQUIRED COURSES (HS)

9 th Grade	English Language Arts 9, Algebra I, Physical Science, Geography, Leadership and Service, 9 th English Literature & Physical Education
10 th Grade	English Language Arts 10/Speech, Geometry, Biology, World History & Physical Education II
11 th Grade	American Lit I & II, U.S History
12 th Grade	Brit Lit I, Government, Personal Finance, Senior Capstone Experience

It is expected that students will have basic keyboarding skills and have had experience in using the Internet. These expectations may be met by high school course work or demonstrated by some other means.

SCHOLASTIC HONOR ROLL (MS and HS)

For those students who have displayed academic excellence, an honor roll listing their names will be published at the conclusion of each semester. Requirements for the Honor Roll are as follows:

1. 4.00 or higher in all classes for that semester
2. 3.5 and up to 3.99
3. 3.0 and up to 3.49

Students receiving a D or F for a subject will automatically be disallowed.

GRADING SCALE (HS)

To maintain an equitable reporting system, it is essential that teachers at all levels use a similar grading scale. The following scale shall be used for determining grades on a percentage basis:

Letter Grade	Percent	GPA Point	Dual Credit/ AP GPA Point
A+	99.5	4.0	4.2
A	93.5	4.0	
A-	91.5	3.67	
B+	89.5	3.33	3.15
B	84.5	3.0	
B-	82.5	2.67	
C+	80.5	2.33	2.1
C	75.5	2.0	
C-	73.5	1.67	
D+	71.5	1.33	1.05
D	66.5	1.0	
D-	64.5	.067	
F	64 and below	0.00	0.00

Dual credit classes are assigned letter grades according to the institution's grading policy. Dual credit courses are weighted at 1.05%.

PROGRESS REPORTS/REPORT CARDS (MS and HS)

Report cards will be distributed approximately one week after the end of each semester grading period.

ADVANCED PLACEMENT (HS)

The Advance Placement (AP) Program is a cooperative educational endeavor between secondary schools and colleges and universities. AP allows students to get a head start on college level coursework in high school with the opportunity to earn college credit in the process.

*Students must take and pass the AP exam to receive college credit.

DISTANCE LEARNING POLICY (HS)

Distance Learning is a means for school districts to provide courses that normally would not be offered because of low enrollment or other constraints.

Students currently have the option of enrolling in courses through Northern State University E-Learning Center, Apex Learning, South Dakota Virtual School, BHSU, SDSU, DSU, USD, NSU and all state technical schools. Students must communicate their desire to take these courses during registration in the spring. Students will be given information regarding these organizations prior to registering for classes.

NSU E-learning classes are two-way interactive video or online format class and are offered free of charge to students who are accepted through a registration process. The school will purchase any required materials provided that the student completes the course and follows the behavior policy. Any student who fails to

complete the course or is removed from the class for disciplinary reasons will be required to pay for any material purchased by the school for said class.

South Dakota Virtual School is a clearinghouse of courses offered by various School Districts across the state. The cost of these courses vary by course and sending district. All costs associated with these courses are born by the student.

Course offered by State or Private Universities or Technical Schools have a variety of delivery methods and must be approved by administration and all costs are the responsibility of the student.

***Deuel school will accept credit given by the above listed, and it will count toward graduation from Deuel School. Permission to replace a class provided by Deuel School with a class from any State University or Tech School, APEX, SILDL, or DIAL must be approved by the Principal prior to registering for the class. Students who register for classes from NSU will be allowed to drop prior to the class beginning providing no materials for the course have been purchased by the District.

Because of the uniqueness of Distance Learning, certain standards are expected of the students enrolling in these courses. This policy is intended to make both the students and parents aware of the standards expected of them when enrolling in such courses.

Freshman

-students will not be allowed to take an online course unless provided support from classroom teacher directly

Sophomores

-students will be allowed to take an online course with teacher or principal permission only based on specific situation.

Juniors

-students must maintain class pace, complete all assignments by posted deadline

Seniors

-students must maintain class pace, complete all assignments by posted deadline

DUAL CREDIT POLICY (HS)

All students enrolled in dual credits must maintain class pace and complete all assignments by posted deadlines. They will be required to show their current grade to high school office staff on the first school day of each week to monitor progress. Students who do not complete their grade check can be assigned a consequence at the discretion of the office. Students must be passing all dual credit classes to be eligible for extracurricular activities and senior privileges. Junior and senior students must meet the following requirements to be eligible to sign up for dual credit classes.

Juniors (Must meet ONE of the following requirements)

- no less than a 3.5 cumulative GPA
- earn an ACT composite score of 24
- be in upper one-third of class rank
- earn a qualifying score on the Accuplacer
- must follow all established guidelines and requirements

****Juniors are allowed to take up to two dual credit courses each semester; an exception in rare cases can be made by administration**

Seniors (Must meet ONE of the following requirements)

- no less than a 3.25 cumulative GPA
- be in upper one-third of class rank
- earn an ACT composite score of 21

- earn a qualifying score on the Accuplacer
- must follow all established guidelines and requirements
- **Seniors are allowed to take up to three dual credit courses each semester; an exception in rare cases can be made by administration**

****Note:** The school calendar of the originating site will determine which days are in session. If the class meets on days Deuel Public Schools is not in session, class attendance is still required.

Procedure for noncompliance of guidelines in the Online classes:

1. When a student falls behind established pace guidelines:
 - a. Meeting with Principal
2. When a student falls more than 10% behind established guidelines
 - a. Meeting with Principal and Parents
3. When a student falls more than 20% behind established guidelines
 - a. Student will be removed from class and deposit will not be returned

LATE WORK POLICY/BEST PRACTICES PROCEEDURE (MS and HS)

The policy will operate under the following premises:

- All assignments will be completed.
- Deadlines set by the teacher will have to be met to avoid grade deduction. Assignments not turned in by the deadline and turned in the following week will receive a 50% reduction in grade. No credit will be given to assignments turned in after the conclusion of the chapter/unit.
- Parent contacts may be made when students have a D or F as a standing grade (MS and HS).
- Parents will be contacted with weekly emails explaining student/teacher pace (MS).

EXTRA-HELP FRIDAYS (MS and HS)

The Deuel School District will hold extra-help sessions on Fridays in which regular school classes are not in session. The extra-help sessions are designed to help students pass academic programs and an opportunity to have 1 to 1 time with classroom instructors. Students that choose not to attend are forfeiting an opportunity to improve and correct deficiencies. The District strongly encourages taking full advantage of this service.

*****All students, regardless of current letter grade, are encouraged to take advantage of the Help Sessions**

ALTERNATE INSTRUCTION REQUIREMENTS (MS and HS)

The parent, guardian, or other person in control of a child being provided alternative instruction shall submit proof of age when participating in athletics, fine arts, or activities. Any child being provided with alternative instruction and participating in South Dakota High School Activities Association activities shall be held to the same local training rules and South Dakota High School Activities Association transfer and non-academic eligibility rules as enrolled students. Pursuant to § 13-27-3 and before the current season of the sport or activity the alternative instruction child is participating in, the parent, guardian, or other person in control of a child being provided alternative instruction shall provide the appropriate school official with a copy of a transcript of the previous semester's completed coursework that is issued by the parent, guardian, or other person in control of the child. The parent, guardian, or other person in control of a child being provided alternative instruction shall notify the appropriate school official if the child becomes ineligible under South Dakota High School Activities Association or local school rules in so far as those standards apply to § 13-27-3. Nothing in this section confers any vested right in any student wishing to participate in any interscholastic activity to be selected for competition in such activity. However, any enrolled student who leaves an accredited program during the course of the school year and who will be provided alternative instruction is ineligible for participation in interscholastic activities for the balance of the current season of the sport or activity the student is participating in at the time of notification of alternative instruction.

ATTENDANCE POLICIES

ABSENCE AND ATTENDANCE POLICY (MS and HS)

Regular attendance is essential to a student's success in school. Scholastic achievement is often directly related to attendance, so it is vital that students attend regularly. South Dakota Law gives the responsibility for regular attendance to students and parents. Parental support of regular attendance is expected.

Parents are asked to call the school before 9:00 am each day that a student is absent. If parents do not call, the school will attempt to contact the parent. If the school cannot reach the parent during the day of absence, the absence will be unexcused. Students who arrive at class fifteen or more minutes late will be counted absent unexcused for that class period. Parents who are taking their child on an extended trip must call before leaving to excuse their child for the duration of the trip. Students must check out at the MS/HS principal's office when leaving during the day or the absence will be unexcused.

Completion of missed work is the responsibility of the student. The student will have two full days for each full day of excused absence, maximum of six full days, to complete work missed unless arrangements have been made with the individual classroom instructor. Please note that Fridays count as one of the six days providing staff are in session. Should the pattern of attendance persist the District may choose to remove credit for those classes.

GUIDELINES FOR EXCUSED AND UNEXCUSED ABSENCES

School officials have the final decision in all situations.

Exempt Absences – DO NOT COUNT AGAINST STUDENT ATTENDANCE:

- School-sponsored activities (school sports, school activities)
- Doctor/Dentist appointments verified by a doctor's office note
- Funerals/Religious observations
- Court appointment
- College Visit – Junior or Senior year only (Must have documentation of visit)

Excused Absences – WILL COUNT AGAINST STUDENT ATTENDANCE

- Parent request
- Personal illness or accident
- Weather related absences
- Suspension from school
- Death, serious illness, or injury within the immediate family/household/close friends
- Family vacations for multiple days (will count as 1 absence if the school is notified in advance and the necessary work is completed before trip)
- Other compelling situations which are approved by the administration

Unexcused Absences – WILL COUNT AGAINST STUDENT ATTENDANCE

- Absences without permission from parent, guardian, or school official
- Examples of absences which may not be excused by school officials unless there are extenuating circumstances include, but are not limited to:
 - Oversleeping
 - Missing class to prepare for another class or activity
 - Failure to check out in the office before leaving during the school day

CONSEQUENCES FOR EXCESSIVE EXCUSED AND/OR UNEXCUSED ABSENCES

School consequences for chronic absenteeism center around communication with parents. Notification of chronic absenteeism will occur as per the following policy:

- 7 Excused and/or Unexcused Absences: Notification to parents via letter of attendance policy.
- 10 Excused and/or Unexcused Absences: Notification to parents via letter when students have missed 10 times in one or more classes.
- 12 Excused and/or Unexcused Absences: Notification to parents via letter when students have missed 12 times in one or more classes. If a student has missed 12 or more days within a semester of school, the Deuel County Sheriff may/will write a truancy ticket for excessive absences.

TEMPORARY EXCLUSION RECOMMENDATIONS FOR ILLNESS IN THE SCHOOL SETTING (MS and HS)

- A. Chicken pox (Varicella): exclude until all lesions have dried and crusted or, in immunized children without crusts, until no new lesions appear within a 24-hour period.
- B. COVID-19: exclude based on current CDC and SD Department of Health guidance, see doh.sd.gov.
- C. Diarrheal diseases: exclude while symptomatic only if person is unable to practice independent hygiene.
- D. Haemophilus influenzae type B, invasive (Hib): exclude until after the child has been cleared by a physician.
- E. HIV, Hepatitis B, Hepatitis C, and other bloodborne diseases: generally no exclusion; considerations may exist if there is potential for bloodborne exposure. Consult healthcare provider for guidance.
- F. Hepatitis A: exclude until one week after onset of illness.
- G. Influenza and Influenza-like illness: exclude until fever has been absent for 24 hours in an unmedicated state. Additional exclusions may be necessary for documented novel strain or pandemic influenza based on SD Department of Health and CDC guidance.
- H. Measles: exclude until four days after onset of rash
- I. Meningococcal disease (Neisseria meningitidis): exclude until after 24 hours of antibiotic treatment.
- J. Methicillin-resistant Staphylococcus aureus (MRSA): exclude only if confirmed MRSA is present from a wound in which drainage is occurring and cannot be covered and contained.
- K. Mumps: exclude until five days after the onset of parotid gland swelling.
- L. Pertussis (Whooping cough): exclude until completion of 5 days of appropriate antibiotic treatment. If appropriate antibiotic treatment is not received, exclude until 21 days after onset of cough.
- M. Hand Foot and Mouth: The child should stay home from school or childcare until he or she has no fever for 24 hours and the mouth sores and open blisters have healed. Sores on the palms of the hands and soles of the feet rarely blister. Children can be in school/daycare with those sores as they may take weeks to resolve. However, if the child has blisters, anywhere on the body, the blisters need to be healing and crusted over before returning to school/daycare.
- N. Pink eye, head lice, ringworm, herpes gladiatorum, molluscum contagiosum, and skin rashes without fever: generally no exclusion; special considerations may exist. Consult healthcare provider for guidance.
 - a. Pink Eye:
 - Bacterial: Thick, sticky, white/yellowish discharge from eye(s). Child needs to be seen in the clinic. Child has to be on antibiotic drops for 24 hours before returning to school.
 - Viral: watery red eyes. Child can be in school as long as they don't have a fever and are feeling well otherwise.
 - Allergic: no need to stay home from school.
 - b. Ringworm:
 - Children with ringworm can return to school the day they start treatment for ringworm. In it is on the scalp, they need to remain out of school for 24 hours after treatments has been started. Any child with ringworm should not participate in gym or other close contact activities that are likely to expose others until 72 hours after treatment has begun or until lesions can be completely covered.
 - c. Head Lice:

Based on the recommendations of the National Association of School Nurses, the American Academy of Pediatrics, the Centers for Disease Control, and the State Department of Health the following are guidelines for managing head lice in the school setting:

- Teachers and/or parents may request that a student be checked for lice, based on excessive head scratching, student report of a “crawling” feeling, or observation of suspected lice and/or eggs.
 - ii. The student should be screened by the school nurse
 - iii. Students with live lice should be allowed to remain in the classroom until the end of the day but should be discouraged from close head to head contact with other students.
 - iv. In some situations students may be sent home. Sending a student home is determined on an individual basis. Common sense should prevail when deciding how contagious an individual child may be (a child with hundreds of live lice vs. a child with 2 live lice).
 - v. Parent/guardian should be informed of the findings either by phone or note. Information on head lice and treatment should be provided to the parent/guardian. It is expected that parent/guardian will treat the child before sending them back to school. Head Lice Information can be found on the District website under Health Services.
 - vi. The student may return to school the next day. The nurse or designated staff will determine if a student has been treated based on parent/guardian report and visual inspection.
 - vii. Non-compliant cases require the use of good nursing judgment that does not punish the child.
 - viii. Classroom checks and letters informing parents of head lice may be done in the case of an outbreak and at the discretion of the school nurse.
 - ix. The school nurse is the best person to provide education and guidance for head lice management.

O. Rubella: exclude until seven days after onset of rash.

P. Scabies: exclude until after treatment has started.

Q. Shingles (Herpes zoster): generally no exclusion if lesions can be covered. If lesions cannot be covered, exclude until rash or lesions have crusted over.

R. Strep throat and Streptococcal skin infections: exclude until after 12 hours of antibiotic treatment.

S. Tuberculosis: exclude until a physician, concurring with the SD Department of Health, states the child is not infectious.

With any illness, students must be fever free for 24 hours in an unmedicated state before returning to school.

STUDENT EXPECTATIONS AND DISCIPLINE POLICIES

DISCIPLINE (MS and HS)

It is the objective of the Deuel School District to recognize, preserve and protect the individual rights of all students, and at the same time encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient and continuing school program. Therefore, discipline and structure are necessary standards for the maintenance of an atmosphere where orderly learning is possible and encouraged.

The administration will enforce the district discipline policy unless unusual circumstances exist which can be more properly handled by other actions. Parent(s) or guardian will be notified for disciplinary actions involving out of school suspension. Parents will also be notified when law enforcement is involved except in cases of child abuse and/or sexual abuse.

GENERAL CONDUCT (MS and HS)

The issues addressed are general rules of the school, which are important procedures toward establishing an environment conducive to learning.

1. Students will stay in the classroom during class time, unless it is an emergency.
2. Hats, caps, stocking hats, blankets, and hoods will be removed and put away when in the building.

3. Passes will be used to ensure timely passage in the halls during class.
4. Students will use acceptable language at all times.
5. Students will demonstrate appropriate behavior at all times. This includes public displays of affection.
6. Students will show proper respect to peers and to employees of the Deuel School District.
7. Students will dress appropriately for a school setting (see section on Dress Code).

CONSEQUENCES (MS and HS)

Realizing that discipline is essential to the normal operation of the school, any or all of the following steps may be taken to help students who have demonstrated misbehavior:

1. Counseling
2. Parental Conference
3. Contracts
4. Detention
5. Suspension from class
6. In-school suspension
7. Out-of-school suspension
8. Expulsion

Understand that steps taken will depend on the nature of misbehavior, a student's past record, and more importantly, the school official's opinion as to what is necessary to ensure appropriate behavior by this particular student.

Definitions:

Detention: a form of discipline that detains a student outside of the normal school hours. Students involved in activities may miss the activity to fulfill detention requirements. Detention can be spent before school, over the lunch hour, and/or after school. A student who misses detention will have additional consequences assigned. Students serving detention will not be allowed to talk and should have homework to work on. No phone usage is allowed.

In-School Suspension (ISS): a temporary denial of a student to participate in any instructional or school activity for a period of time as determined by administration. Students will serve ISS in the office area. Students will be expected to make up all work missed during their time in ISS and will receive the full grade earned for the work completed. All make-up work given to the student on ISS will be due when the student returns to the classroom. No headphones or cell phones will be allowed during ISS. ISS may be served on Fridays or at the Principals' discretion.

Out-of-School Suspension (OSS): a temporary denial of a student to participate in any instructional or school activity for a period of time as determined by administration. Students will be expected to make up work missed and will receive the full grade earned for the work completed. All make-up work given to the student on OSS will be due when the student returns to the classroom. Students are not allowed to attend or participate in any extra-curricular or co-curricular activity including practices that day.

Expulsion: Denial of a student to participate in any instructional or school activity on or off school property for a period of time as determined by the school board.

PROGRESSIVE DISCIPLINE CHART

(Guidelines only, administration reserves the right to modify consequences)

Class 1 – Attendance (Per Quarter)	1 st Offense	2 nd Offense	3 rd Offense	Habitual Disobedience
Tardy to School or Class	Warning and Recorded	Warning and Recorded	Detention and/or Parent Contact	Detention and/or ISS (1 Day) and Parent Contact
Skipping Detention/Leaving the Building w/o permission	1 Additional Detention	2 Additional Detentions	ISS (1 Day)	ISS (2 – 5 Day)
Class 2 – Behavior (per year)	1 st Offense	2 nd Offense	3 rd Offense	Habitual Disobedience
Cell Phone/Electronic Device Violation	Confiscated (picked up in classroom/office at the end of the day)	Confiscated (picked up in office at the end of the day)	Confiscated (held in office until a parent/guardian picks it up), Detention	ISS (1 Day)
Insubordination: Behavior that is disruptive, disrespectful, or interferes with teaching and learning	Detention	Additional Detentions	ISS (1 Day)	ISS (2 – 5 Days)
Technology Violation (Acceptable Use Policy)	Warning and Recorded	Detention	Detention (technology access limited for a period of time)	ISS (1 Day) (technology access limited for a period of time)
Class 3 – Safety (Per Year)	1 st Offense	2 nd Offense	3 rd Offense	Habitual Disobedience
Aggressive/Disrespectful/Offensive Language, Obscene Gesture/Drawings,	ISS/OSS (# based on severity of offense)	ISS/OSS (# based on severity of offense)	ISS/OSS (# based on severity of offense)	Long Term Suspension
Harassment, Bullying, Intimidation, Racial Slurs	ISS/OSS (# based on severity of offense)	ISS/OSS (# based on severity of offense)	ISS/OSS (# based on severity of offense)	Long Term Suspension
Physical Aggression, Threatening Behavior/Words/Communication	ISS/OSS (# based on severity of offense)	ISS/OSS (# based on severity of offense)	ISS/OSS (# based on severity of offense)	Long Term Suspension
Class 4 – Illegal (Per High School Career)	1 st Offense	2 nd Offense	3 rd Offense	Habitual Disobedience
Theft	ISS (# based on severity of offense), Police Referral, Restitution	OSS (# based on severity of offense), Police Referral, Restitution	OSS (# based on severity of offense), Police Referral, Restitution	Long Term Suspension, Police Referral, Restitution
Smoking/Tobacco/Vaping	ISS (# based on severity of offense)	ISS/OSS (# based on severity of offense)	Long Term Suspension	
Destruction of School Property/Vandalism/Trespassing	ISS/OSS (# based on severity of offense)	OSS (# based on severity of offense)	Long Term Suspension	
Alcohol, Drugs, or Mood Altering Substances (using, under the influence, or possession including paraphernalia)	OSS (# based on severity of offense, suggested 5 days)	OSS (# based on severity of offense, suggested 10 days)	Long Term Suspension	
Drugs/Alcohol – Possession of an amount that suggests distribution	Long Term Suspension			

ELECTRONIC COMMUNICATION DEVICES (MS and HS)

All electronic communication device policies are handled by the classroom teacher, and individual classroom rules will apply. Repeat offenders may be subject to grade deductions, detention, and possible in-school suspension. Students are allowed

to use electronic communication devices in the hallways and during lunch periods. Students who use the electronic communication devices improperly are subject to having them confiscated by teachers and/or administration.

CHEATING OR PLAGIARISM (MS and HS)

Cheating or plagiarism will not be tolerated at the Middle or High school levels. Any student caught cheating or plagiarizing on a test or an assignment will receive a zero for that test or assignment. In addition to the zero score, students in possession of materials belonging to the teacher, the school, or another student, without the permission of those agents will be disciplined according to the discipline policy. The use of Artificial Intelligence (AI) tools in completing assignments or tests may result in receiving a zero for that assignment or test.

DRESS CODE/PERSONAL HYGEINE (MS and HS)

The Board recognizes that it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual, the school, and the community.

There are certain restrictions necessary on a student's dress and grooming when such dress and grooming may create a health or safety hazard; invade the rights of others; or, be disruptive to the educational environment by detracting from the decency and decorum in school. It will be the responsibility of the building principal to determine violations of the intent to this policy and to take necessary corrective action.

BULLYING & HARASSMENT (MS and HS)

The District is committed to maintaining a constructive, safe, and bullying-free school climate that is conducive to all students' educational opportunities and which fosters an environment in which all students are treated with respect and dignity. Bullying can inhibit a student's educational opportunities and may also have long-term negative effects on a student. Bullying of students shall not be tolerated and is strictly prohibited. Bullying of students from other schools who are at a District activity, parents, school employees, guests, visitors, volunteers and vendors of the District shall also not be tolerated and is strictly prohibited.

This policy shall not be interpreted or applied to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. However, conduct which substantially interferes with the work of the school, causes material and substantial interference with schoolwork and discipline, and might reasonably have led school authorities to forecast substantial disruption of or material interference with school activities is not constitutionally protected speech and is therefore prohibited under this policy.

All students, parents, employees, guests, visitors, volunteers and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies related to student, parent, employee and visitor conduct. This policy prohibiting bullying shall apply to all students, parents, employees, guests, visitors, volunteers and vendors while on school property, while attending or participating in school activities, on school-owned property or on non-school property, while in any school-owned or leased vehicle, while at a school bus stop, or when in a private vehicle located on school property during school or during school activities.

The District shall investigate all reported instances involving bullying. Unless a different person is designated by the Superintendent to conduct the investigation, the Principal of the school attendance center where the bullying is alleged to have occurred is responsible for investigating the alleged bullying. Allegations of bullying may also be reported by the administration to other authorities, including but not limited to law enforcement.

Students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination of

employment. Parents, guests, visitors, volunteers, and vendors who violate this policy may be prohibited from being on school property.

Pursuant to state law:

- A. any school district employee, school volunteer, student, or parent who promptly reports in good faith an act of bullying to the appropriate school district official as designated in the school district's policy, and who makes the report in compliance with the provisions of the school district's policy, is immune from any cause of action for damages arising from failure to remedy the reported incident, and
- B. no cause of action is created against the school district, school district employee, school volunteer, student, or parent unless there has been substantial noncompliance with the school district's policy which results in injury to a person.

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting bullying conduct must understand that should the administrator who is investigating the report determine there is reasonable cause to suspect that bullying did occur which could result in administrative discipline or a referral to the School Board, the person alleged to have abused the other person may have the right to know the identity of the person(s) making the report in order that he/ she may have an opportunity to defend himself/herself.

The District strictly prohibits retaliation against any person because he or she has made a report, testified, assisted, or participated in the investigation of a report of alleged bullying. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have bullied another person shall not directly or indirectly (such as through another person) harass, pressure, or retaliate against any other person because of the complaint being reported. A violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he or she is being subjected to retaliation because of his or her involvement with a bullying report should immediately contact a school administrator.

Complaints against school employees and complaints related to Sexual Harassment are addressed through other school district policies and not through this policy.

SECTION 2 – Bullying Defined

- A. Bullying is an intentional isolated act or pattern of repeated conduct toward another person that is sufficiently severe and offensive to a reasonable person, and
 1. has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, parents, employees, guests, visitors, volunteers or vendors, and/or
 2. has the purpose or effect of substantially or unreasonably interfering with a student's educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment), employee's and volunteer's work environment or performance, or access by parents, guests, visitors or vendors, and/or
 3. places a person in reasonable fear of harm to his or her person or damage to his or her property, and/or
 4. causes physical hurt or psychological distress to a person, and/or
 5. constitutes retaliation against any person for asserting or alleging an act of bullying, and/or
 6. disrupts the orderly operation of a school.
- B. Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking (SDCL 22-19A-1), harassment (SDCL 22-19A-4), and threatening or harassing contact by telephone or other communication devices, commonly referred to as cyberbullying (SDCL 49-31-31). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in SDCL 13-32-15.
 1. Hazing defined: any verbal or physical act or acts done on school property or at a school activity which directed toward another person and done for the purpose of initiation into any group, regardless of whether the group is a school sanctioned organization, when the act or acts causes or may create a reasonable risk of causing mental, emotional or physical harm to the person who is the recipient of the act or acts.
 2. Stalking defined: willfully, maliciously, and repeatedly following or harassing another person; making a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or willfully, maliciously, and repeatedly harassing another person by means of any verbal, electronic, digital media, mechanical, telegraphic, or written communication.

3. Harass defined: a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.
4. Threatening or harassing contacts by telephone or other electronic communication device defined: using or knowingly permitting a telephone or other electronic communication device under his or her control for any of the following purposes:
 - (1) to contact another person with intent to terrorize, intimidate, threaten, harass or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act,
 - (2) to contact another person with intent to threaten to inflict physical harm or injury to any person or property,
 - (3) to contact another person with intent to extort money or other things of value,
 - (4) to contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.

SECTION 3 – Reporting Procedure

Any individual who believes that he or she has been or is being subjected to bullying or has reason to suspect another person has been or is being subjected to bullying should immediately report it to a teacher or school administrator. The report may be made verbally or in writing. A report may be made anonymously, although disciplinary action may not be based solely on an anonymous report. If disciplinary action is being requested, the individual reporting the bullying will be asked to either submit a signed written complaint or sign a completed Bullying Report Form, Exhibit JFCD-E(1), verifying the accuracy of its content. The written complaint or Bullying Report Form must include the following:

- the date the written complaint was filed or the Bullying Report Form was completed,
- the school employee receiving the complaint (if applicable),
- the name of the person reporting the bullying,
- the address/phone # of the person reporting the bullying,
- the specific conduct or nature of the bullying complaint including the person(s) alleged to have bullied the complaining party or another person, the date(s) and location where the conduct occurred, witnesses, etc.,
- the date the school employee completed the form (if applicable),
- the date and signature of the person reporting the bullying.

If the signed written complaint was given to a teacher, or if the Bullying Report Form was completed by a teacher, the teacher shall forward the complaint or Bullying Report Form to the teacher's building principal.

SECTION 4 – Procedure for Addressing Bullying Complaints

STEP 1: Principal.

Should there be a report which alleges a District student, parent, employee, guest, visitor, volunteer or vendor has been subjected to bullying, an investigation into the alleged bullying will be initiated. The District's investigation may include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct negatively affects the educational opportunities or employment condition of the victim, identifying prior history of a similar nature by any of the individuals involved, and attempting to obtain possible verification from other persons. The investigation shall be conducted promptly and completed in a reasonable time frame given the nature of the complaint.

The person alleged to have bullied another person will be notified that a complaint has been filed pursuant to this policy and that the complaint is being investigated. The name of the person making the complaint will not be disclosed to the person alleged to have violated this policy unless and until the investigation results in a determination that there is reasonable cause to suspect that bullying did occur.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of bullying may be true, the employee, student or other person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, including a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim.

The person alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond to the allegation of bullying but is not required to submit a response.

Pending the outcome of the investigation the school administrator responsible for conducting the investigation may take such action consistent with school policy and state law as deemed appropriate in order to facilitate the investigation and protect the rights of all persons involved. If there is reasonable suspicion to believe that a person bullied another person while at school or at a school activity on non-school property in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

At the conclusion of the investigation, the Principal shall make a determination as to whether bullying did occur or whether the facts are insufficient to determine that a determination that bullying occurred. The complainant and the person alleged to have bullied another person will receive written notice of the Principal's determination. Should the Principal conclude that bullying did occur, the Principal shall take such action as deemed appropriate, which may include imposing disciplinary consequences on the person found to have violated this policy prohibiting bullying.

STEP 2: Appeal to the Superintendent

The following procedure shall be used to address an appeal of the Principal's decision in Step 1 to the Superintendent:

1. If either party is not satisfied with the Principal's decision, or if the Principal does not render a written decision within fourteen (14) calendar days of the request for a decision on the merits of the complaint, that party may appeal to the Superintendent by filing form JFCD-E(2). The appeal must be filed within ten (10) calendar days of receipt of the Principal's written decision, or ten (10) days of the deadline for the Principal's written decision, whichever comes first. The appealing party must attach the Principal's written decision.
2. Within fourteen (14) calendar days from the date the appeal was filed, the Superintendent shall render a decision in writing. All parties shall receive copies of the decision. The Superintendent shall uphold, reverse, modify the principal's decision, or the Superintendent may refer the matter back to the Principal for further investigation and supplemental decision which decision may restate, modify or reverse the Principal's initial decision. A supplemental decision by the Principal after a referral back to the Principal is subject to appeal to the Superintendent. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to all parties, which notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.

STEP 3: Appeal to the Board

If either party is not satisfied with the Superintendent's decision, or if the Superintendent does not render a written decision within fourteen (14) calendar days of the receipt of the appeal, that party may appeal to the School Board by filing with the Business Manager using Form JFCD-E(3) within ten (10) calendar days of receipt of the Superintendent's written decision, or ten (10) days of the deadline for the Superintendent's written decision, whichever comes first. The appeal shall be in writing and the appealing party must attach to the appeal the Principal's written decision, the appeal to the Superintendent, and the Superintendent's written decision or notice of the Superintendent's failure to render a written decision.

The following procedure shall be used by the Board to address an appeal of the Superintendent's decision on the merits related to a bullying complaint:

1. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the person alleged to have violated the bullying policy.
2. Upon receipt of an appeal, the Board shall at its next meeting schedule a date, time and location for the appeal hearing.
3. The following procedure shall be applicable at the appeal hearing before the Board:
 - A. The Board shall appoint a board member or a person who is not an employee of the school district as the hearing officer;
 - B. Within thirty (30) calendar days of an appeal being filed with the Board, the Board shall conduct a hearing in executive session;
 - C. The Complainant, person alleged to have violated the bullying policy, and Superintendent each have the right to be represented at the hearing;

- D. The Board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
- E. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified;
- F. All parties shall be given the opportunity to make an opening statement, with the appealing party being given the first opportunity, followed by the other party, and then the Superintendent;
- G. The appealing party shall present his or her case first, and the other party shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The hearing officer and board members may ask questions of any witness;
- H. The Superintendent shall present the basis of his/her decision which led to the appeal. Both parties shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent;
- I. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the hearing officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board president, hearing officer or other person authorized by law to take oaths and affirmations;
- J. The hearing officer shall admit all relevant evidence. The hearing officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 595. 602 (S.D. 1979).
- K. All parties shall be given the opportunity to make a closing statement, with the appealing party having the first opportunity, followed by the other party, and then the Superintendent. The appealing party shall be given the opportunity for a brief rebuttal;
- L. After the evidentiary hearing, the Board shall continue to meet in executive session for deliberations. No one other than the hearing officer may meet with the Board during deliberations. The Board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of both parties and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date; Within twenty (20) calendar days of the hearing, the Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to both parties and the Superintendent, and the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered;
- M. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will convene in open session and a motion to uphold, reverse, or modify the Superintendent's decision shall be made and voted upon. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion shall be in writing and approved by the Board. Both parties, the Principal and the Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the Board.
- N. Following the Board hearing, should the Board determine there has been a violation of this policy prohibiting bullying, Board action may include but is not limited to the following: (1) suspend or expel a student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities; (2) pursuant to statute, reprimand, suspend without pay, or terminate the contract of an employee, or (3) prohibit a person from being on school property or at school activities for such time as may be determined by the Board.
- O. If either party is dissatisfied with the Board's decision, that party may appeal the decision by filing an appeal to circuit court pursuant to SDCL 13-46-1.

SEXUAL HARASSMENT POLICY (MS and HS)

The District is committed to a school environment which is free from sexual harassment and conducive to all students' educational opportunities. Sexual harassment can inhibit a student's educational opportunities and an employee's work. Sexual harassment of students attending school in the District or students from other schools who are at a District activity, and sexual harassment of school employees, school volunteers, parents, guests, visitors and vendors of the District shall also not be tolerated and is strictly prohibited.

All students, school employees, school volunteers, parents, guests, visitors and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies. This policy prohibiting sexual harassment shall apply to all students, school employees, school volunteers, parents, guests, visitors and vendors while on school property, while attending or participating in school activities, on school-owned property or on non-school property, while in any school-owned or leased vehicle, while at a school bus stop, or when in a private vehicle located on school property during school or during school activities.

The District shall investigate all reported instances involving sexual harassment. Attempts to informally or voluntarily resolve the complaint should not delay the commencement of the District's investigation. Unless a different person is designated by the Superintendent to conduct the investigation, the school administrator of the school attendance center where the sexual harassment is alleged to have occurred is responsible for investigating the alleged sexual harassment. Allegations of sexual harassment may also be reported by the administration to other authorities, including but not limited to law enforcement.

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting sexual harassing conduct must understand that should the administrator who is investigating the report determine there is reasonable cause to suspect that sexual harassment did occur which could result in administrative discipline or a referral to the School Board, the person alleged to have sexually harassed another person may have the right to know the identity of the person(s) making the report in order that he/ she may have an opportunity to defend himself/herself.

The District strictly prohibits retaliation against any person because he or she has made a report, testified, assisted, or participated in the investigation of a report of alleged sexual harassment. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have sexually harassed another person shall not directly or indirectly (such as through a third person) harass, pressure, or retaliate against any other person because of the complaint being reported. A violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he or she is being subjected to retaliation because of his or her involvement with a sexual harassment report should immediately contact a school administrator.

Students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. School volunteers, parents, guests, visitors, and vendors who violate this policy may be prohibited from being on school property.

Complaints against school employees and complaints related to bullying are addressed through other school district policies and not through this policy.

SECTION 2 – Sexual Harassment Defined

Sexual harassment is defined as sexually oriented words and/or actions which tend to annoy, alarm or be physically or verbally abusive toward another person and which serve no legitimate or valid purpose regardless of the intent of the person accused of the sexually harassing conduct. Not all harassment falls within the definition of sexual harassment (i.e., harassment that is of a sexual nature). Other laws, regulations and policies also prohibit inappropriate conduct and provide a means for addressing inappropriate conduct should it occur.

Sexual harassment is a specific type of harassment which is prohibited under this policy. Examples of sexual harassment include, but not limited to:

1. Unwelcome sexual flirtations, advances or propositions;
2. Verbal comments, jokes, or abuse of a sexual nature;
3. Graphic verbal comments about an individual's body;
4. Sexually degrading words used to describe an individual;
5. Displaying pornographic material;
6. Physical contact or language of a sexually suggestive nature.

SECTION 3 – Sexual Harassment Reporting Procedure

Any individual who believes that he or she has been or is being subjected to sexual harassment or has reason to suspect another person has been or is being subjected to sexual harassment should immediately report it to a teacher, guidance counselor, or school administrator. The report may be made verbally or in writing. A report may be made anonymously, although disciplinary action may not be based solely on an anonymous report. If disciplinary action is being requested, the individual reporting the sexual harassment will be asked to either submit a signed written complaint or sign a completed Sexual Harassment Report Form, Exhibit ACAA-E(1), verifying the accuracy of its content. The written complaint or Sexual Harassment Report Form must include the following:

- the date the written complaint was filed or the Sexual Harassment Report Form was completed,
- the school employee receiving the complaint (if applicable),
- the name of the person reporting the sexual harassment,
- the address/phone # of the person reporting the sexual harassment,
- the specific conduct or nature of the sexual harassment complaint including the person(s) alleged to have sexually harassed the complaining party or another person, the date(s) and location where the conduct occurred, witnesses, etc.,
- the date the school employee completed the form (if applicable),
- the date and signature of the person reporting the sexual harassment .

If the signed written complaint was given to a teacher or guidance counselor, or if the Sexual Harassment Report Form was completed by a teacher or guidance counselor, the teacher or guidance counselor shall forward the complaint or Sexual Harassment Report Form to the teacher's building school administrator.

SECTION 4 – Procedure for Addressing Sexual Harassment Complaints

STEP 1: School Administrator Investigation and Determination.

Should there be a report which alleges a District student, employee, school volunteer, parent, guest, visitor or vendor has been subjected to sexual harassment, an investigation into the alleged sexual harassment will be initiated. The District's investigation may include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct negatively affects the educational opportunities or employment condition of the victim, identifying prior history of a similar nature by any of the individuals involved, and attempting to obtain possible verification from other persons. The investigation by the school administrator responsible for the investigation shall be conducted promptly and completed in a reasonable time frame given the nature of the complaint. Unless the nature of the complaint and investigation dictate otherwise, the investigation should be completed and determination made by the school administrator on the merits of the complaint within thirty (30) calendar days of receipt of the complaint.

The person alleged to have sexually harassed another person will be notified that a complaint has been filed pursuant to this policy and that the complaint is being investigated. The name of the person making the complaint will not be disclosed to the person alleged to have violated this policy unless and until the investigation results in a determination that there is reasonable cause to suspect that sexual harassment did occur.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of sexual harassment may be true, the employee, student or third person accused of sexual harassment conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, including a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim.

The person alleged to have sexually harassed another person in violation of this policy shall be afforded an opportunity to respond to the allegation of sexual harassment but is not required to submit a response.

Pending the outcome of the investigation the school administrator responsible for conducting the investigation may take such action consistent with school policy and state law as deemed appropriate in order to facilitate the investigation and protect the rights of all persons involved. If there is reasonable suspicion to believe that a third person sexually harassed a student, employee or guest while at school or at a school activity on non-school property in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

At the conclusion of the investigation, the school administrator shall make a determination as to whether sexual harassment did occur or whether the facts are insufficient to determine that a determination that sexual harassment occurred. The complainant and the person alleged to have sexually harassed another person will receive written notice of the school administrator's determination. Should the school administrator conclude that sexual harassment did occur, the school administrator shall take such action as deemed appropriate, which may include imposing disciplinary consequences on the person found to have violated this policy prohibiting sexual harassment.

STEP 2: Appeal to the Superintendent

The following procedure shall be used to address an appeal of the school administrator's decision in Step 1 to the Superintendent:

1. If either party is not satisfied with the school administrator's decision, or if the school administrator does not render a written decision within fourteen (14) calendar days of the request for a decision on the merits of the complaint, that party may appeal to the Superintendent by filing form ACAA-E(2). The appeal must be filed within ten (10) calendar days of receipt of the school administrator's written decision, or ten (10) days of the deadline for the school administrator's written decision, whichever comes first. The appealing party must attach the school administrator's written decision.
2. Within fourteen (14) calendar days from the date the appeal was filed, the Superintendent shall render a decision in writing. All parties shall receive copies of the decision. The Superintendent shall uphold, reverse, modify the school administrator's decision, or the Superintendent may refer the matter back to the school administrator for further investigation and supplemental decision which decision may restate, modify or reverse the school administrator's initial decision. A supplemental decision by the school administrator after a referral back to the school administrator is subject to appeal to the Superintendent. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to all parties, which notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.

STEP 3: Appeal to the Board

If either party is not satisfied with the Superintendent's decision, or if the Superintendent does not render a written decision within fourteen (14) calendar days of the receipt of the appeal, that party may appeal to the School Board by filing with the Business Manager using Form ACAA-E(3) within ten (10) calendar days of receipt of the Superintendent's written decision, or ten (10) days of the deadline for the Superintendent's written decision, whichever comes first. The appeal shall be in writing and the appealing party must attach to the appeal the school administrator's written decision, the appeal to the Superintendent, and the Superintendent's written decision or notice of the Superintendent's failure to render a written decision.

The following procedure shall be used by the Board to address an appeal of the Superintendent's decision on the merits related to a sexual harassment complaint:

1. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the person alleged to have violated the sexual harassment policy.
2. Upon receipt of an appeal, the Board shall at its next meeting schedule a date, time and location for the appeal hearing.
3. The following procedure shall be applicable at the appeal hearing before the Board:

- A. The Board shall appoint a board member or a person who is not an employee of the school district as the hearing officer;
- B. Within thirty (30) calendar days of an appeal being filed with the Board, the Board shall conduct a hearing in executive session;
- C. The Complainant, person alleged to have violated the policy, and Superintendent each have the right to be represented at the hearing;
- D. The Board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
- E. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified;
- F. All parties shall be given the opportunity to make an opening statement, with the appealing party being given the first opportunity, followed by the other party, and then the Superintendent;
- G. The appealing party shall present his or her case first, and the other party shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The hearing officer and board members may ask questions of any witness;
- H. The Superintendent shall present the basis of his/her decision which led to the appeal. Both parties shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent;
- I. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the hearing officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board president, hearing officer or other person authorized by law to take oaths and affirmations;
- J. The hearing officer shall admit all relevant evidence. The hearing officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 595. 602 (S.D. 1979).
- K. All parties shall be given the opportunity to make a closing statement, with the appealing party having the first opportunity, followed by the other party, and then the Superintendent. The appealing party shall be given the opportunity for a brief rebuttal;
- L. After the evidentiary hearing, the Board shall continue to meet in executive session for deliberations. No one other than the hearing officer may meet with the Board during deliberations. The Board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of both parties and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date. Within twenty (20) calendar days of the hearing, the Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to both parties and the Superintendent, and the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered;
- M. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will convene in open session and a motion to uphold, reverse, or modify the Superintendent's decision shall be made and voted upon. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion shall be in writing and approved by the Board. Both parties, the school administrator and the Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the Board.
- N. Following the Board hearing, should the Board determine there has been a violation of this policy prohibiting sexual harassment, Board action may include but is not limited to the following: (1) suspend or expel a student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities; (2) pursuant to statute, reprimand, suspend without pay, or terminate the contract of an employee, or (3) prohibit a third person from being on school property or at school activities for such time as may be determined by the Board.
- O. If either party is dissatisfied with the Board's decision, that party may appeal the decision by filing an appeal pursuant to law.

TOBACCO PRODUCTS (MS and HS)

The Deuel School District recognizes its duty to promote the health and safety of students, staff and citizens on district property and during school-sponsored activities. In accordance with this responsibility, it is the intent of the School Board to establish a tobacco-free school environment that demonstrates a commitment to helping students resist tobacco use and that emphasizes the importance of adult role modeling.

The use, possession, or promotion of tobacco on school property by students, employees, vendors, visitors and invitees is prohibited. Students and employees are also prohibited from using or promoting tobacco at school-sponsored activities off school property. Students participating in school activities are also subject to such rules as may exist pursuant to an applicable activity code of conduct.

For the purposes of this policy:

1. "Tobacco" means any substance or item, in any form, containing tobacco and electronic nicotine delivery devices (e-cigarettes/vapes), which may not contain tobacco;
2. "School property" means all district-owned, rented or leased buildings, grounds and vehicles;
3. "School-sponsored activity" means any planned, organized, endorsed, or supervised activity involving district students or staff that occurs either before, during or after regular school hours;
4. "Promotion" means the use or display of tobacco-related clothing, bags, lighters, or other material that is designed to encourage the acceptance or use of tobacco.

District employees in violation of this policy will be subject to disciplinary action. Visitors, vendors and invitees in violation of this policy will be subject to appropriate consequences, which may include being directed to leave school property.

The superintendent shall provide reasonable public notification of the district's policy within student and staff handbooks.

ALCOHOL AND OTHER DRUG USE (MS and HS)

The school years are among the most important in human development and the most vulnerable. Any substance that can interfere with the development of an adolescent must be evaluated as to its impact to both the young person and the community. Psychoactive and mood-altering drugs can destroy the health and wellbeing of an individual. The school defines drug use as a serious health problem and is committed to discouraging this behavior and to encouraging young people to seek help should a problem arise.

The following document outlines policy on student abuse of psychoactive or mood-altering chemicals in the Deuel School District. This policy is in effect on property owned or leased by the Deuel School District, at all school sanctioned activities on and off campus, on vehicles parked on school property. The Deuel School District will refer each case to the appropriate authorities.

Student members of the school community are expected to be aware of and understand these policies and comply with them. Parents are expected to be aware of and understand these policies and cooperate with the administration of them.

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver nor be under the influence ("under the influence" is defined as manifesting signs of chemical use/misuse such as staggering, odor of chemicals on breath of person, reddened eyes, nervousness, restlessness, falling asleep, memory loss or inappropriate behavior.) of narcotics drugs, or alcohol or use chemical substances which can affect psychological functioning or affect the education system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia in specific to the use of chemicals. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the appropriate school policies.

The following procedures will be followed in dealing with possession, use, transmission, or being under the influence of chemicals:

1st violation

- a. The principal will notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.
- b. The principal will suspend the student for five (5) days in compliance with student due process procedures.
- c. Within twenty-four (24) hours, the principal will notify the parent(s)/guardian(s) in writing of the suspension.

The Deuel School District strongly recommends that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results.

The suspension of a student who agrees to be evaluated and treated will be commuted to two (2) days. The school will provide a list of agencies/professionals who can do the assessment and provide treatment. The choice of agency/professional is left to the student and family. Fees for this assessment and treatment are the responsibility of the student and family.

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

2nd and subsequent offenses:

- a. The principal will contact the parent(s)/guardian(s) to arrange a conference.
- b. The principal will suspend the student for ten (10) days in compliance with student due process procedures.
- c. Within twenty-four (24) hours, the principal will notify the parent(s)/guardian(s) in writing of the suspension.
- d. The principal will recommend to the superintendent that the student be expelled unless the following procedure is followed:
 1. The student must agree to be evaluated and treated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency.
 2. Upon appropriate authorization, the agency or professional notifies the school principal that the student has accepted treatment. If the student is accepting treatment, the recommendation for expulsion may be commuted.

Supplying/Sale of Chemical (Drugs/Alcohol) or Material Represented to be a Controlled Substance:

- a. Within twenty-four (24) hours, the principal will notify the parent(s)/guardian(s) in writing of the suspension.
- b. Supplying or selling of chemicals will result in a ten (10) day suspension. The principal will recommend to the superintendent that the student be expelled in compliance with student due process procedures.
- c. The principal will refer the case to the police.
- d. A hearing on the case conducted by the superintendent will be held. Based upon the results of this hearing, the superintendent may recommend expulsion to the Board of Education.

STUDENT INTERVIEW POLICY POLICE / DEPARTMENT OR SOCIAL SERVICES (MS and HS)

When students are at school or involved in a school activity off school grounds, the school has an obligation to the students, the parents, as well as to authorities such as law enforcement and the Department of Social Services. This policy attempts to balance the rights of students and parents with the rights and responsibilities of law enforcement and the

Department of Social Services as those entities investigate juvenile delinquency/criminal matters and matters of child abuse and neglect. It is therefore the policy of the District that:

1. Should a law enforcement officer wish to talk with a student under the age of 18* while the student is at school and interview the students for a reason other than investigating suspected child abuse or neglect, the District will cooperate with all law enforcement agencies and allow them to interview your child. The District will make every attempt to notify you that your child is being interviewed.
2. Should the Department of Social Services or a law enforcement office be investigating suspected child abuse or neglect and wish to talk with a student under the age of 18* while the student is at school, the request to talk with a student shall be in writing and given to the school. The written request shall include the name of the person making the request, date of request, date of interview, and that the request is made for the reason of investigating suspected child abuse or neglect. The law in South Dakota requires investigation of suspected child abuse to be kept confidential and can be done without notification to parents. Therefore, the school will not notify parents of a request by the Department of Social Services or law enforcement to talk with a student in such instances.

*Upon the student reaching the age of 18, the student is a legal adult and has the authority to make decisions without parental involvement. However, the student, even if age 18 or older, may choose to contact his/her parents for advice before responding to a request by the authorities to meet with and talk to law enforcement and/or the Department of Social Services.

LOCKERS/STUDENT VEHICLES (MS and HS)

Each student will be assigned a locker. In rare cases it may be necessary for two students to share the same locker. At the end of the year, the student will be responsible for the locker that was assigned to them in the fall. If for some reason the student wants to change locker assignments, it must be reported to the principal's office. Students are urged not to leave money, jewelry, or anything of value in their lockers, clothing or desks. If you do so, you do so at your own risk. The school cannot be responsible if such things disappear. All lockers are loaned to students and the school retains control of the lockers. Since the school retains control of the lockers, they may be inspected anytime there is reasonable suspicion that the student has something in the locker that is against school rules or state law. The District also reserves the right to cut or otherwise remove a lock from a locked locker. The same principle applies to the cars that are parked on school property. Students are not to open the locker of another student unless expressed permission is given from that student to do so. It is recommended that students take sufficient books, supplies, etc. with them for more than one class so that locker stops between classes are not necessary.

SEARCHES (MS and HS)

Safety is a major concern of the administration. The administration reserves the right to search students, student belongings, lockers and vehicles.

DRIVING MOTOR VEHICLES (MS and HS)

Students who drive regularly to school are to park in the south parking lot of the school. Students will not be permitted to use cars during the school day or noon hour, unless they secure permission from the administration. If permission to drive is not secured from the administration, it will be considered as skipping school. The administration will use their discretion for punishment. The purpose of this regulation is to promote safety and to protect both parents and students. The courthouse parking area is not to be used by students. Violators may be given a ticket. Please cooperate with the county officials accordingly. Reminder, vehicles on school property and surrounding area may be subject to random searches. Illegal substances/items of any kind are not permitted on school grounds, including but not limited to tobacco, alcohol, weapons and/or munitions, and drugs.

ATHLETIC AND ACADEMIC ACTIVITIES AND OPPORTUNITIES

NATIONAL HONOR SOCIETY SELECTION PROCESS (HS)

Selection to National Honor Society is an honor recognized throughout the nation. Selection to NHS is a privilege, not a right. Students who are members of NHS have met high standards of scholarship, leadership, service, and character. It is assumed that they will strive to maintain these high standards. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council. The Faculty Council consists of five faculty members selected by the high school principal. The NHS advisor is not a voting member of the Faculty Council. The following procedures will be followed in selecting members for National Honor Society:

- 1) Prospective members may be sophomores, juniors, or seniors with a cumulative grade point average of at least 3.5.
- 2) Students meeting the GPA requirement at the end of the fall semester will be invited to submit an information form to assist the Faculty Council in making their selections.
- 3) Any eligible student who does not submit an information form will not be considered for membership at that time.
- 4) The Faculty Council will meet as a group to consider each student's qualifications on the basis of service, leadership, and character. Each member of the Faculty Council vote on the individual qualifications of each prospective member.
- 5) Selection to NHS is by majority vote of the Faculty Council
- 6) Students who are not accepted for membership may be considered for membership the following year as long as the GPA requirements are met and a new information form is submitted.
- 7) As stated membership is a privilege and can be revoked, by vote of the committee, for conduct unbecoming to the National Honor Society.

STUDENT COUNCIL (HS)

The purpose and function of the Deuel High School Student Council is establishing better relations between faculty and students, to provide for student participation in school activities, to coordinate the activities of the school and to develop in the students a sense of personal responsibility. The Student Council shall be made up of a student president, vice-president, and secretary/treasurer - elected by all students, and representatives from each class. Each senior high student running for president, vice-president, secretary/treasurer for the Student Council must pick up a petition in the guidance office and have 20 9th through 11th grade students sign it. After all petitions have been turned into the guidance office, an election will be held with 9th through 11th grades voting. This will be done in the spring of the year.

CLASS OFFICERS (HS)

Each of the classes shall organize for the purpose of carrying on their functions and social activities. Each class will choose officers in the fall of the year. A complete record of all class meetings and a class roll and a financial statement shall be kept by the secretary or treasurer of the class. This will be done in a class record book that may be picked up in the principal's office at the beginning of the year. At the end of each year this book must be returned to the office for safe keeping. The administration will appoint faculty members to be advisors for each class. Class meetings may be called by the class president with permission from the advisors and the principal with at least two days' notice.

ATHLETICS/ACTIVITIES (MS and HS)

Local Requirements:

All participants in extra-curricular activities must maintain passing grades in all areas, including dual credits. Grades will be reviewed at the start of each week beginning in the third week of the semester. Any student that receives a failing grade at a grade check will be notified and become ineligible starting that Monday and will remain ineligible for the period of one week. If a student is passing all classes at the next immediate grade check they will become eligible the following Monday for activities.

Students enrolled in customized or self-paced classes (including dual credits) will be expected to maintain a pace in which they can complete the course within the scheduled time frame of the course (i.e. semester or year). Students who are more than two weeks behind the established (teacher) pace will receive an incomplete for a class during a grade check period. A student receiving an incomplete will be ineligible until a passing grade is reported to the office by the instructor of the class. Once a passing grade has been reported to the office, the student will become eligible.

Students who complete a semester with a failing grade will be automatically ineligible for the period of two weeks beginning in the next term. For grades posted in December, students will be able to participate in events that occur during winter break and will begin their period of ineligibility on the first day of the spring semester. For grades posted in May, students will be able to participate in events that occur over summer break and will begin their period of ineligibility for two weeks on the first day of the fall semester.

Extra Help sessions will be available on Fridays from 10:00-12:00 or by special arrangement between students and individual staff members, to students wishing to utilize the service. The intent of these sessions is to provide assistance to students to help them stay current with coursework or help them to comprehend difficult material.

The student is ultimately responsible for their academic performance. The school will make every effort to assist the student in this endeavor; however, it is the student's responsibility to take advantage of the services being offered.

S.D.H.S.A.A. Requirements:

To see SDHSAA requirements follow this link: <https://sdhsaa.com/athletic-handbook/>

Deuel High School is a member of the South Dakota High School Interscholastic Activities Association and the school abides by its regulations.

PARTICIPATION IN ACTIVITIES (MS and HS)

Any team member that participates in an event as an individual will be excused from that team for the remainder of that season, unless it has previously been arranged by the coach and administration.

NOTE: All student athletes should be aware that participation in an All-Star Basketball or Football Game that is not sanctioned by the SDHSAA could cause you to be ineligible at NCAA colleges and universities your freshman year, consult your coach, athletic director or principal for further information.

Consult your coach or principal for additional information.

DUAL ATHLETIC PARTICIPATION GUIDELINE (MS and HS)

1. Athletic Rules – **Participation in two sports during the same season is highly discouraged and requires a meeting and written agreement from coaches involved, parents, and Athletic Director.**

*****A student will be allowed to miss a maximum of two school days during an academic week.**

CO-CURRICULAR ACTIVITIES RULES FOR PARTICIPATION (MS and HS)

Uniform rules for ALL activities for Deuel High School are the following: Students are reminded that this activities policy runs from the start of fall practices to the midnight of the second day of the state golf meet. Certified school employees, non-certified school employees, law enforcement personnel, parents, or student confessions must be sources used for reporting these students. Deuel School District feels it is a privilege to be a member of our extra-curricular teams. With this privilege come a responsibility to be a dedicated, disciplined, and a contributing team player. Deuel School District's Rules for Participation reflect a low tolerance for students who use tobacco, alcohol, and drugs.

1. Suspension from classes for other disciplinary reasons

- a. Students who are suspended from classes for other disciplinary reasons are ineligible to participate in any activities during that suspension.
- 2. Smoking/Vaping or use of drugs, alcohol, or tobacco; stealing; and/or destruction of property
 - a. If seen by certified or non-certified school employees; either on or off school premises
 - b. If reported by law enforcement personnel
 - c. If reported by the parent/guardian of student
 - d. If admitted by the student

Participants of extra-curricular activities shall not use, or have possession of, alcohol, tobacco, or participate in stealing, and/or destruct property during the stated timeframe regardless of quantity. Students violating this standard shall be suspended from participation in the activity in which he/she is a member.

The student will miss the next two (2) performances of an activity/activities starting with the next performance after the violation. Students will also be placed on a probationary period until midnight of the second day of the state golf meet. If a student has a 2nd offense during the probationary period, he/she will be suspended from participation for six (6) performances of an activity/activities starting with the next performance. If a student has a 3rd offense during the probationary period, he/she will be out of all activities for one (1) full year from the third infraction date. If a student has further infractions, the student will be out of all activities for one year from the last infraction date. If a student has no infraction during the probationary period, the student will start over with the process at the end of the probationary period (midnight of second day of state golf meet).

Law enforcement will contact a Deuel administrator on a year-round basis. Students and parents will be notified at the time of the infraction as to the 1st or 2nd offense and what the consequences will be. The Deuel School District recommends to parents that they seek professional counseling for their child. School counselors are available if parents and/or students need of or desire this service.

- 3. Students convicted of drug use are barred for one year from school sports and extra-curricular activities sanctioned by the South Dakota High School Activities Association. This association bans high school students from extra-curricular activities for using, possessing or selling drugs. High school students with a second drug offense are barred permanently from such activities. Deuel School District will follow these rules as set by the South Dakota High School Activities Association. A student will be barred for one (1) year from participation in all activities for using, possessing, or selling drugs. A student with a second drug offense will be permanently barred from all activities at Deuel School District.
- 4. Curfew during the season
 - a. Suggested curfews for participants of extra-curricular activities shall be home by 11:00 p.m. on week-nights or nights preceding a school day, usually Sunday-Thursday. On weekends they may be out until 1:00 a.m. The coaching staff of each particular activity may adjust these hours.
- 5. School bus facilities provided for attendance by spectators and participants are required to travel by school bus.
 - a. All participants arriving by bus to an activity must leave the activity by bus or with a parent only. Failure to do so may result in:
 - 1) Spectator or participant will not have access to school provided transportation thereafter for the rest of the year
 - 2) Participants in the activity will be dropped from the activity for the rest of the year
- 6. Absence day of an activity or activity practice
 - a. All participants of extra-curricular activities must be here at least half of the day (any combination of 4 class periods of the school day constitutes a half day) of an activity unless prior approval is obtained from the principal.
 - b. Students must check in with all teachers prior to leaving for an activity when a student knows in advance that they will be gone. If work required to be completed is not completed prior to leaving, it is the teacher's discretion to allow or disallow credit for the work

7. All practices and meetings for students during weekends and vacation must have prior approval from principals.
8. If school has been called off because of weather, there are to be no extra-curricular activities and/or practices. Whether or not to hold practice on a day school has been released early due to weather will be at the discretion of the administration.

ADMISSION TO EVENTS

Admission Students: \$4.00 single, \$4.00 doubleheader
Adults: \$6.00 single, \$7.00 doubleheader
Senior Citizen over 60: \$4.00 single, \$4.00 doubleheader

Adult Activity Tickets
20 punches Adults \$60.00
Annual Pass Adult \$90.00

Students Activity Fee:

All students grades 4-12 will pay a mandatory student activity fee in the amount of \$10.00 (maximum \$20.00 per family.) The student activity fee will allow admission to all Deuel School sponsored home activities (does not include post-season events sponsored by the SDHSAA.) Students in grades K-3 accompanied by a parent or guardian will not be charged admission to Deuel School sponsored events.

ACTIVITY PRACTICE TIMES (HS)

Morning practices will not begin before 6:00 a.m. For evening practices, the quitting time will not be later than 10:30 p.m. No weekend practices unless approved by the administration. When school is dismissed early (due to teacher in-service), students are not to be in the school building until 2:30 (Unless a coach is present).

CHURCH NIGHT (MS and HS)

Wednesday evening has been set aside as church night. Every effort will be made by school authorities to avoid scheduling school activities on Wednesday night. This will allow students to participate in the youth activity programs in the church of their choice.

GENERAL POLICIES AND ESSENTIAL INFORMATION

MEDICATION ADMINISTRATION (MS and HS)

The safe and effective use of medications for the treatment of illness and disability has enabled many children to attend school. At Deuel School, every effort should be made to administer all medications at home. When it is necessary that students receive medications at school, arrangements need to be made with the school nurse.

For students grades 9-12, two options exist for medication administration in the school setting:

#1 - - Supervised administration: This option allows the Deuel School personnel to supervise the administration of the medication prescribed for the student. Because the law requires the nurse to have an order from a physician in order to administer medications (including over-the-counter medications, such as Tylenol), it is important for students and parents to plan ahead when medication at school is anticipated. For example, arranging medication needs in advance, for conditions such as migraine headaches or menstrual pain, will help the school nurse keep students safe and comfortable at school.

#2 - - Self administration: This option allows the student to bring one day's dose of the medication to school and self-administer the medication. This option is not available for controlled substances (ex. Ritalin). Self-management privileges are lost if the student does not use medication properly or responsibly.

VISITOR POLICY (MS and HS)

Please use the high school entrance when visiting the school. Entrances will always remain locked for security purposes. All visitors will be required to check into the office when entering the school and if visiting a classroom, will be asked to fill out a classroom visitor form. The office will provide the visitor with a visitor badge if they must be in the hallways or a classroom.

PETS: (MS & HS)

The school district tries very hard to keep student bodies safe. After consulting with professionals certified in public and food safety, pets are not allowed in school.

LUNCH PERIOD (MS and HS)

All students in grades six through eleven are expected to remain on campus during lunch break and students are required to be in the cafeteria during their assigned lunch period. Students are not to be in other parts of the building or parking lot during their lunch break. Parents may not call students out for lunch. In the event that an extenuating circumstance occurs where a parent needs to call the student out for lunch, the parent must meet the student in the middle school/high school office for pick up.

Seniors have open campus during lunch if they have met the requirements for senior privileges.

STUDY HALLS (HS)/LEARNING LABS (MS)

Students who choose not to participate in band or chorus will have study halls (HS) or learning labs (MS) throughout their day. Students will have the opportunity to have a study hall or learning lab the last period of their day if they are not in band or chorus. Students should stay in the school building that period unless they have an appointment or valid reason for being absent.

PASSES (MS and HS)

Students are expected to stay in the classroom during class periods unless they are accompanied by a teacher or have a hall pass from a staff member. Students are responsible for obtaining the written pass. Teachers should not permit students to leave their classes without issuing them this pass. The teacher signing the pass is assuming responsibility for the student until the student returns. Passes will be the following types:

1. Passes for less than a full period to a specific area
2. Passes to leave the school grounds will be issued ONLY by the principal's office
3. All students with passes must turn them back in before the end of the period and check back into the classroom.
4. Passes to the offices may be granted by the teacher if there is a good reason for doing so. Students should use this pass and all others responsibly.

DELIVERIES DURING THE SCHOOL DAY

Please note that anything delivered by outside businesses to the school during the school day (flowers, etc.) will stay in the school office until the end of the day. Please refrain from sending flowers, etc. to students while at school.

BUS REGULATIONS (MS and HS)

By the authority of the Board of Education of Deuel School District, a student is entitled to ride the school bus provided that they adhere to the safety rules. In the interest of safety, a student will be reported in writing to the principal for continued or willful disobedience of the following safety regulations and may be suspended from riding the bus for a period of time to be determined by the administration. During inclement weather, it is the responsibility of you, the parent, to see that your child is properly clothed to withstand the weather conditions in case of mechanical problems with the bus.

We take this means to outline the basic responsibilities of your child while riding the Deuel School District bus:

- a. Obey the bus driver
- b. Students are not allowed to -
 - 1) Bring candy or other food items on the bus except lunches
 - 2) Put arms, head, or legs out the windows
 - 3) Use any profane language
 - 4) Throw any objects from the bus windows
 - 5) Leave their seats while the bus is in motion
 - 6) Strike, push or otherwise abuse another pupil while riding the bus
 - 7) Be excessively noisy while riding the bus
 - 8) Push while standing in line to board the bus
 - 9) Board or leave the bus except at their regularly scheduled bus stop without written permission from the parent
- c. No students will be allowed to ride the school bus unless they are registered to that particular bus unless permission has been granted by the administration.
- d. Students are expected to enter and leave the bus in an orderly fashion.
- e. Students are to be absolutely silent while the bus is approaching and proceeding across any railroad crossing.
- f. If it is necessary to cross the road after leaving the bus, students are to cross ten feet in front of the bus after receiving a clear signal from the driver and all approaching traffic has stopped.
- g. Students are to report promptly to their principal when instructed to do so by their driver.
- h. Students shall observe classroom conduct while riding the school bus. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, windows, etc. must be paid for by the offender.

Consequences for bus infractions:

1. The first reported incident from the bus driver, transportation manager, or the principal will result in a call from the principal referring to the infraction. A verbal warning will be given.
2. The second reported incident will result in the loss of bus privileges for 5 days. The principal will contact the student and the parents/guardians.
3. The third reported incident will result in the loss of bus privileges for the remainder of the school year. The principal will again make contact to the student and the parent/guardian.

Please note: If a child is not to ride the bus home from school or activities or is to ride a different bus a phone call to the office is necessary by 2:00 P.M.

DANCES (MS and HS)

School dances must be authorized. The Student Council, along with their advisor may plan a series of school, class, or organization parties. The following applies to these parties:

- a. The party must be planned by an organization under the direction of advisors, and the advisors will serve as chaperones.
- b. Permission to hold the party must be obtained a week in advance from the principal.

- c. Students in grades 9-12 who wish to bring a guest from out of town will need to obtain a form from the office that will be filled out by the Deuel student as well as officials from the school in which the guest is enrolled. Forms are due the Wednesday prior to the event so the office can verify that the guest is a student of good standing at their school. Guests for all dances except prom must be currently enrolled in a school or actively pursuing their diploma through a homeschool setting. Prom allows dates who have graduated in the previous academic year to attend. Out of town dates are not permitted at the MS level.
- d. The sponsoring group must clean up the event space immediately after the party.
- e. Any contracts must be signed or approved by the principal.
- f. Once a student has attended a party and leaves the party, he or she will not be permitted to return. The only exception to this will be where permission to leave and return has been granted by the supervisor prior to leaving the party.
- g. Before purchasing supplies for a party, you MUST secure a purchase order number from the business office and it is to be signed by the principal.
- h. There will always be an appropriate number of adults at the function to act as chaperones, along with the school personnel.
- i. No outside containers, food, drink, or bags are allowed.
- j. The adult(s) and/or supervisor(s) reserve the right to refuse admittance of any student, date or alumni.

TEXTBOOK (MS and HS)

All text and reference books are loaned to students without charge. Lost books and damaged books will result in a fine. Fines will be assessed as follows: 0-2 years - 50%; 3-4 years - 30% and 5 years or more - 15%. All textbooks will be evaluated by the teacher and student at the beginning and the end of the year to assess damages properly. The writing of obscenities in books will be treated as destroying the book and the student will be assessed the cost of replacing it.

STUDENTS INDEBTED TO THE SCHOOL (MS and HS)

Report cards for students indebted to the school for breakage, fees, lost books, mutilated equipment, music supplies and rentals, etc. are not given until such indebtedness is paid. Slips designating the amount due and the department to which the individual is indebted may be secured from the business office. If these are not paid by the beginning of the ensuing school year, students will not be able to register for classes.

INTERNET USAGE - DEUEL SCHOOL DISTRICT ACCEPTABLE USE AGREEMENT (MS and HS)

Rules of Appropriate Computer Use

- Always use assigned computer bag to transport computer
- Use the computer responsibly and respectfully to support your learning and the work of others.
- Handle the network and all equipment with care to keep everything running smoothly.
- Only install software that has been approved by administration to ensure continued operation.
- Respect copyright laws by using only legal and properly credited materials.
- Choose to view, send, or display appropriate content only at all times.
- Respect others' privacy by only accessing your own folders, work, and files.
- Keep system configuration in place to ensure consistent and secure performance
- Keep your computer under your care at all times

Failure to follow these rules will result in suspension of computer privileges up to 30 days. Also, any accidental or intentional damage to the computer or network will be billed out to the student/parent as outlined in policy. If student owes money to the school district, the computer may be taken away until the amount is paid. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

Internet

The Internet is a global electronic information infrastructure, a network of global networks. Because the Internet is a constantly changing electronic environment, the information available to users is constantly changing, and therefore, it is impossible to predict with certainty what information users might locate. The School District shall make every effort to restrict access to inappropriate materials; however, it is impossible to control all materials on a global network. This networking environment requires that the user be responsible for the appropriate use of this service. Therefore, the District shall not be liable for the content or viewing of any materials not prepared by the District. Availability of some materials on the Internet does not indicate endorsement of their content by the Deuel School District. The following rules apply to the use of the Internet:

- Be polite and use appropriate language in your messages to others. Obscene, abusive, sexually explicit or threatening language will not be tolerated.
- Never reveal your, or anyone else's personal information.
- Only State K-12 Students E-mail accounts are allowed unless permission is given by administration.
- You are prohibited from accessing, uploading, downloading, distributing, viewing or possessing any pornographic, obscene, or sexually explicit material and web sites that promote racism or religious intolerance.
- You and not the Deuel School District are responsible for possession of any and all materials, and for your actions with the use of the Internet.
- You must abide by and all local, state and federal rules and regulations.
- You are responsible for any action, artifice or scheme to defraud or obtain money, property, services and other things of value by false pretenses, promises or representations while using this access.
- Develop web pages only as directed by staff members to fulfill course or school related activities;
- Access is a privilege - not a right.
- Only files relating to classroom assignments may be stored on the network file sever

Any violation of District Internet policy or rules may result in loss of computer privileges for up to 30 days. Additional disciplinary action may be imposed and will be determined on an individual basis in keeping with existing practices and procedures regarding inappropriate language or behavior. When applicable, law enforcement agencies may become involved. The Deuel School District makes no warranties of any kind, either expressed or implied, for the Internet access it is providing. The District will not be responsible for any unauthorized financial obligations resulting from the use of this account.

Network

The use of the School District's network (LAN) and Intranet is a privilege, not a right. Guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of network resources. The School District does not guarantee that the network 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 out of any breach of any warranty.

User Accounts

User accounts are considered the property of the Deuel School District. The School District expressly reserved the right, at any time, to log, monitor and review, the subject, content and appropriateness of electronic communications or other computer files and remove them if warranted, reporting any violation to the school administration or law enforcement officials.

Persons, using the District network, shall have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the District network.

Bring Your Own Device

Students bringing personal devices to school may or may not be allowed on the District's network. Students that bring personal devices to school are not allowed to have Mobile Hotspots.

Rules of Network Use

Users of the School District Network shall:

- Be responsible for all use of the network under their accounts and user names, regardless of whether access is gained with or without the person's knowledge and/or consent;
- Use only your own account. You may not access any other person's material, information, or files without their permission;
- Immediately notify the School District if they suspect any unauthorized use of their account. The person shall remain liable and responsible for any unauthorized use until the School District is notified of the suspected unauthorized use and has a reasonable opportunity to act upon such notice;
- Not harm or destroy in any way, the data of another user, including the uploading of, or the creation of computer viruses to any computer;
- Do not transmit, download, access or place unlawful information, any abusive, defamatory, obscene, profane, sexually explicit, threatening or illegal material on the network;
- Not use the District network to solicit sales or conduct business;
- Do not transmit copyrighted material without the express consent or authorization of the owner of the copyrights.
- Any sites that are deemed bandwidth intensive some as streaming music for streaming video or any other sites defined by the Deuel School District are not allowed for personal use.
- During school hours, school owned devices are only allowed to connect to school WiFi Network. Wireless connections to other non-school WiFi networks (including Hotspots) is prohibited unless approved by administration or network administrator.

Network Security

Security of all networks connected to the Deuel School District is a high priority. Anyone observing a security problem on the District network shall notify District personnel. Any person identified as a security risk or having a history of problems with other computer systems may be denied access to the District network.

Any violation of District policy on network use may result in loss of privileges to the network or computer devices for up to 30 days. Access to the School District network may be denied, and the appropriate disciplinary action shall be applied. The School District's discipline policy shall be applied to student infractions.

EDUCATION OF MINORS/INTERNET PROTECTION (MS and HS)

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. The Deuel School District uses various resources to protect its K-12 students. The District adopted the CommonSenseMedia.org curriculum in 2011 for grades K-8. This curriculum satisfies all criteria for E-Rate compliance and is aligned to national standards for ISTE (International Society for Technology in Education), AASL (American Association of School Librarians), and the ELA (English Language Arts) Common Core. The students 9-12 along with their parents receive a yearly CIPA seminar in conjunction with our laptop rollout where students and parents can ask questions and receive information on best practices.

INSURANCE (MS and HS)

The school makes insurance available to all grade and high school students. It is not compulsory except for boys or girls out for athletics; however, it is recommended for all students, particularly for children who drive or ride in automobiles to and from school. No profit is made in the program by anyone connected with the school.

STUDENT POLICY FOR A GUN-FREE SCHOOL (MS and HS)

Student and employee safety is a paramount concern to the Deuel School Board. With this in mind, the school board shall assist and cooperate with teachers and administration in the government and discipline of the school. The board may suspend or expel from school any student for violation of rules, policies, insubordination or misconduct and administration may temporarily suspend any student in accordance with SDCL 13-32-4.2. The rules on policies may include prohibiting the following:

- (1) The use or possession of a firearm, as provided in SDCL 13-32-7, on or in any elementary or secondary school premises, vehicle or building that is owned, leased or used for elementary or secondary functions or activities.

The Gun-Free Schools Act of 1994 requires that schools:

- (1) Comply with the state law requiring a one (1) year expulsion; that is, subject to the case by case exception, any student who brings a weapon to school must be expelled for not less than one (1) year.
- (2) Provide assurance of compliance to the State Education Association.
- (3) Provide descriptive information to the State Education Association concerning the expulsion.
- (4) Have a referral policy for students who bring weapons to school.

Therefore, if a student has intentionally brought a firearm onto school premises, vehicle or building that is owned, leased or used for school functions or activities, the following plan will be implemented.

- (1) Students are entitled to due process:
 - A. If, after due process has been accorded, a student is found to have brought a weapon to school the GFSA requires expulsion for a period of not less than one (1) year.
 - B. The school administration may modify the one (1) year expulsion requirement on a case by case basis.
- (2) Send a report to the SEA that includes the following:
 - A. Number of students expelled.
 - B. The type of weapon involved.
- (3) A written report to the local law enforcement of the incident. The report must include name, date and type of weapon.
- (4) Alternative educational services will only be provided if federal or state laws require that service.

The school district will allow usage of facilities for hunter safety courses. A properly certified instructor must teach the class.

SEPARATED / DIVORCED FAMILY POLICY (MS and HS)

I. School Neutrality / Parent Responsibility

The Deuel School District shall maintain strict neutrality between parents who are involved in an action involving the family (separation/divorce proceeding/divorced) as it is the intent of the District to promote the best interests of each student enrolled in its schools in partnership with both parents, unless otherwise directed by Court Order. It is the responsibility of the parent wishing to restrict a parental right to notify the District of any Court Order affecting student contact/student visitation and/or student records by submitting a certified copy of the Court Order to the Superintendent of Schools and a copy to the child's school building principal.

II. Student Contact / Student Visitation During School Hours

Unless a parent gives notification pursuant to paragraph I above, the District will assume that both parents have the right to contact and visit his or her child at school. For purposes of this provision, the Court Order restricting any right of contact and/or visitation needs to specifically restrict the right and a general order granting physical custody to one parent will not be deemed as sufficiently specific as to prohibit the noncustodial parent's right to contact and/or visit the child while the child is at school.

III. Release of Student to Noncustodial Parent

The District will not authorize a student enrolled in the District to leave the school premises with a noncustodial parent during school hours without the permission of the parent having primary physical custody of the child. For purposes of this provision, it is the responsibility of the custodial parent to provide the District with a copy of the Court Order granting custody pursuant to paragraph I.

IV. Release of Student Records

Pursuant to federal law (Family Education Rights and Privacy Act) both parents, regardless of marital status, have the right to access and have copies of student records and discuss the same with appropriate school employees, unless there is a Court Order specifically restricting this right of access. Any Court Order restricting the release of confidential student records to a parent is to be submitted to the District pursuant to paragraph I.

FIRE DRILLS (MS and HS)

We are required to conduct four fire drills during the school year. Evacuation procedures for each classroom are clearly posted near the exit in each classroom. Older students should be careful of the younger students. When the fire drill sounds, each classroom will follow the course which will be outlined in each room. All books and wraps should be left in the building. No one should enter the building again until the all-clear signal horn has been given by the principal.

NATURAL DISASTERS (TORNADOES) (MS and HS)

DEFINITION OF TERMS:

Tornado watch (forecast) is announced. This means that tornadoes are expected in or near our area.

Tornado warning means that a tornado has actually been sighted and may strike the area. Take shelter immediately.

PROCEDURE:

Tornado Watch: If a tornado watch is announced by the weather bureau, the superintendent or business manager will be notified immediately by the National Weather Service (NWS). The school official so informed will then immediately contact all building principals.

Tornado Warning: Signal will be given by principal. When a tornado warning is issued, take shelter immediately. You must take action to protect yourself and those under your supervision from being blown away, struck by falling objects or injured by flying debris.

When the fire bell sounds, all students and staff members are to leave the building quickly and quietly by the route posted in each room. When the tornado drill signal is given, all students and staff are to go to their designated area and assume the instructed position. Fire and tornado drills are to be posted in each room.

SCHOOL DISCONTINUANCE DUE TO WEATHER (MS and HS)

Three most common situations regarding winter storm emergencies:

1. School will be closed because of storm and buses will not go out on routes.
No classes will be held.
2. A delay in school opening time will be announced. School will start late and buses will go out on routes prior to the time school begins.
3. Storms which occur after school is in session.

Procedures will be as follows:

1. Schools will close. No classes will be held.

- a. An ITC notify statement will be sent to all district stakeholders. This will be delivered in a text message for, phone call or an e-mail.
 - b. Post will be created on the school website and Facebook page.
 - c. Announcements will be made on the major network television affiliates prior to schools being closed.
 - d. Students shall not report to school.
2. If school is to start late, announcements will be made on the above radio and television stations. Students and parents are expected to listen to the radio and/or television for this announcement. Rural buses shall operate on a schedule to deliver students in time for new starting time. Dismissal time will be at the regular time.

GUIDELINES DEVELOPED BY COUNCIL OF SCHOOL ATTORNEYS

ARTICLE 24:07 STUDENT DUE PROCESS

CHAPTER 24:07:01 GENERAL PROVISIONS

Section 24:07:01:01 Definition of terms - Terms used in this article, unless the context plainly requires otherwise mean:

- (1) "Expulsion," the action of the school board to terminate a pupil's membership in school for a period of time not to extend beyond the end of the school year;
- (2) "Long-term suspension," the exclusion by the school board of a pupil from a class or classes for more than ten school days, but not more than 90 school days;
- (3) "Parent," a parent, guardian, or person in charge of a pupil;
- (4) "Policy," a rule, regulation, or standard enacted by a school district board;
- (5) "Short-term suspension," the exclusion of a pupil by principal or superintendent from a class or from school for not more than five school days.

CHAPTER 24:07:02 SHORT-TERM HEARING PROCEDURE

Section 24:07:02:01 Suspension

24:07:02:01 Short term suspension hearing procedure. If a short term suspension from a class, classes, or school is anticipated because of a pupil's violation of a rule, regulation, or policy; the principal shall give oral or written notice to the pupil as soon as possible after discovery of the alleged violation, stating the basis for the suspension. The pupil shall be given the opportunity to answer the charges. When a pupil is suspended following the hearing, the parent shall be given oral notice, if possible, and sent a written notice; however, a pupil shall not be removed from the school premises before the end of the school day without contacting a parent.

CHAPTER 24:07:03 LONG-TERM PROCEDURE

Section 24:07:03:01 Written Report Required

24:07:03:01 Written report required. The superintendent must file a sealed, written report with the school board by the end of the fifth school day following the first day of the long-term suspension and may request that a hearing be held before the school board. The report must include the facts of the situation, the action taken, the reasons for the action, and the superintendent's decision or recommendation. The report must remain in the possession of the school board secretary or business manager, sealed and unavailable for review by individual school board members, until the time set for a hearing. The superintendent must send a copy of the report to the pupil's parent or to the pupil if the pupil is 18 years

of age or older or an emancipated minor at the same time the report is filed with the school board secretary or business manager.

24:07:03:02 Notice of hearing. If the superintendent deems that there are grounds for a long-term suspension from a class, classes, or for expulsion from school, the using the short-term suspension procedure in Section 24:07:02:01. The superintendent shall give notice of the necessity for the hearing in writing to each school board member. A written notice shall be given to the pupil's parents. The parent's notice shall contain the following minimum information:

- (1) policy allegedly violated;
- (2) the date, time, and place for the hearing;
- (3) a description of the hearing procedure
- (4) the reason for the disciplinary proceedings;
- (5) a statement that the pupil's records are available at the school for examination by the pupil's parents, or their authorized representative; and
- (6) a statement that the pupil may present witnesses.

24:07:03:03 Right of Waiver. The pupil of if the age of majority or emancipated, or the pupil's parent may waive the right to a hearing in writing to the superintendent. If the hearing is not waived, the hearing shall be held on the date, time, and place set in the notice unless a different date, time, and place are agreed to by the parties.

24:07:03:04 Hearing Procedure. The school board shall constitute the hearing board and shall conduct the hearing in the following manner:

- (1) A school board member or a school board designee who is not an employee of the school district shall be appointed as presiding officer;
- (2) each party may make an opening statement;
- (3) each party may introduce evidence, present witnesses, and examine and cross-examine witness;
- (4) each party may be represented by an attorney;
- (5) the administration will present its case first;
- (6) the hearing shall be closed to the public and a verbatim record of the hearing will be made and will be sealed pending court order;
- (7) witnesses may be present only when testifying. All witnesses shall take an oath or affirmation to be administered by the school board president or business manager;
- (8) each party may raise objections; however, objections shall be limited to relevancy and scope of the question;
- (9) all relevant evidence shall be admitted; however, unproductive or repetitious evidence may be limited by the presiding officer;
- (10) the presiding officer may ask questions of the witnesses and may allow other school board members to interrogate witnesses;
- (11) each party may make a closing statement;
- (12) after the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the presiding officer of the hearing shall meet with the school board during deliberation. The school board may seek advice during deliberation from an attorney not present at the hearing. Consultation with any other person during deliberation shall occur only if a representative of the pupil is present;
- (13) the decision of the school board shall be based solely on the evidence presented at the hearing and shall be formalized by a motion made in open meeting. The motion shall omit the name of the pupil and shall state the reason for the board's action. The pupil or pupil's parents shall be notified in writing of the decision. The notice shall state the length of the suspension or expulsion.

