REDFIELD MIDDLE SCHOOL & HIGH SCHOOL HANDBOOK

VISION STATEMENT

The Redfield School District will combine efforts with parents, students, and community to provide a safe and supportive learning environment, which will allow each student to receive a well-rounded education and develop the life skills and knowledge necessary to become responsible, respectful, and economically productive citizens.

SCHOOL TRADITIONS

OUR COLORS: Royal Blue and White with Gold accents

OUR SCHOOL SONG:

Oh hail, the Golden Pheasants,
We're here one hundred million strong;
Our hearts are always with you,
Our eyes upon you every Redfield man;
Oh, yes we're here to cheer you
So put the ol' pep in each play;
So fight, fight Pheasants;
Fight, fight Pheasants;
Charge and fight your way to victory!

ACADEMIC HONORS AND OTHER HONORS

Honor Roll

Qualifications:
"A" Honor Roll 4.00 grade point average (GPA) and above
"A-" Honor Roll 3.50 GPA to 3.99 GPA
"B" Honor Roll 3.00 GPA to 3.49 GPA
*Honor Roll will be calculated for each of the four quarters.

Class Rank

Students who meet the following criteria will be considered to have the #1 ranking in their class. If no student achieves these things the student with the highest overall grade point average will have the #1 ranking on their transcript. (No other class ranking will be provided.)

● Have earned a grade of "A" in all courses taken
● Have taken a minimum of 6 honors / AP / Dual enrollment courses in 3 of the 4 content areas

Graduating "With Honors"

Students with an accumulated grade point average will be recognized at graduation.
3.50 – 3.749 Graduate with Honors
3.75 – 3.999 Graduate with High Honors
4.00 – Above Graduate with Highest Honors

Student Classification

Students in Redfield School District may be classified according to the number of units of credit earned by the beginning of each year and not according to the number of years in attendance:
Sophomores.....6 credits minimum **Juniors**.....12 credits minimum **Seniors**…..15 credits minimum

NEW South Dakota High School Graduation Requirements (Class of 2021 & Beyond)

The new graduation requirements are structured in a similar way to college majors. All students pursue the same diploma but in addition to meeting the high school diploma course requirements, students may also earn advanced endorsements. These advanced endorsements are similar to college majors, signaling the coursework they have taken has a specific focus. Using that same idea, a student might have one major, a double major or even a triple major! Let's take a look at what the new high school graduation requirements might look like for Redfield High School students.

Redfield High School Minimum Graduation Requirements Subject	**Within Required Credits, Must Include:**	**Total Credits Required**
English	1.0 credit English 1 0.5 credit English 2 0.5 credit English 2 (Speech) 1.0 credit English 3 1.0 credit English 4	4.0 credits
Mathematics	1.0 credit Algebra 1	3.0 credits
Science*	1.0 credit Biology	3.0 credits
Social Studies	0.5 credit World History 0.5 credit World Geography 1.0 credit US History 1.0 credit US Government	3.0 credits
Fine Arts		1.0 credit
Physical Education		0.5 credit

Health		0.5 credit
Intro to Business (CTE)		0.5 credit
Employability (CTE)		0.5 credit
Personal Finance		0.5 credit
Electives		5.5 credits

NOTES:

● *A state-approved advanced computer science course (with a list of approved courses provided) may be substituted for 1 unit of science (not including Biology).

ADVANCED ENDORSEMENTS

Within the coursework outlined under South Dakota High School Diploma Requirements, a student may earn one (or more) of three advanced endorsements:

● **Advanced Endorsement:** Indicates a student has pursued coursework consistent with entrance requirements for postsecondary education at a university.

● **Advanced Career Endorsement:** Indicates a student has career experience in a concentrated area, based on academic and/or workplace experience and a related credential.

● **Advanced Honors Endorsement:** Indicates a student has pursued advanced rigorous, academic coursework consistent with §13-55-31.1 (High school course requirements for South Dakota Opportunity Scholarship eligibility)

Advanced endorsements outline specific coursework completed within the general high school diploma requirements to denote particular emphasis. *(Substitutions noted above with an * do not apply to Advanced and Advanced Honors endorsement requirements. Highlighted areas show the distinctions for each endorsement).*

*****The Shaded Areas Indicate The Differences In Requirements For Each Endorsement.*****

Subject	***ADVANCED ENDORSEMENT***	***ADVANCED CAREER ENDORSEMENT***	***ADVANCED HONORS***

	Within Required Credits MUST Include:	**Total Credits Required**	**Within Required Credits MUST Include:**	**Total Credits Required**	**Within Required Credits MUST Include:**	**Total Credits Required**
English	1.0 credit English 1 0.5 credit English 2 0.5 credit English 2 (Speech) 1.0 credit English 3 1.0 credit English 4	**4.0**	1.0 credit English 1 0.5 credit English 2 0.5 credit English 2 (Speech) 1.0 credit English 3 1.0 credit English 4	**4.0**	1.0 credit English 1 0.5 credit English 2 0.5 credit English 2 (Speech) 1.0 credit English 3 1.0 credit English 4	**4.0**
Math	1.0 credit Alg 1 1.0 credit Geometry 1.0 credit Alg 2	**3.0**	1.0 credit Alg 1	**3.0**	1.0 credit Algebra 1 1.0 credit Geometry 1.0 credit Algebra 2 1.0 credit Math	**4.0**
Science	1.0 credit Biology 2.0 credit other Lab Science	**3.0**	1.0 credit Biology	**3.0**	1.0 credit Biology 1.0 credit Physical Science 1.0 credit Chemistry or Physics 1.0 credit Lab Science Elective	**4.0**
Social Studies	0.5 credit U.S. Government 1.0 credit of U.S. History	**3.0**	0.5 credit U.S. Government 1.0 credit of U.S. History	**3.0**	5 credit U.S. Government 1.0 credit of U.S. History 0.5 credit World Geography 0.5 credit World History 0.5 credit Social Studies Elective	**3.0**
Fine Arts		**1.0**		**1.0**		**1.0**
Phy Ed		**0.5**		**0.5**		**0.5**
Health		**0.5**		**0.5**		**0.5**
Employ-ability (CTE)		**0.5**		**0.5**		**0.5**
Intro to Business (CTE)		**0.5**		**0.5**		**0.5**
Personal Finance		**0.5**		**0.5**		**0.5**
	Approved CTE – OR – World Language	**1.0**	2 credits of either of the following or a combination of the two: Approved CTE credits	**2.0**	2 credits of either of the following or a combination of the two:	**2.0**

	Employability and Intro to Business qualify to meet the 1.0 credit of CTE requirement		from the same career cluster Employability and Intro to Business qualify to meet 1.0 credit of CTE requirement **AND** Attainment of an industry recognized credential **OR** National Career Readiness Certificate (NCRC) of Silver or higher		Approved CTE courses Modern or Classical Language (including Sign Language); units MUST be in the same language Employability and Intro to Business qualify to meet 1.0 credit of CTE requirements	
Electives		**5.5**		**4.5**		**2.5**
TOTAL		**22**		**22**		**22**

Regents Scholar Diploma and South Dakota Opportunity Scholarship
Regents Scholars will be recognized on the graduation ceremony program. To be a Regents Scholar, a student must have no final grade below a "C", maintain a grade point average no lower than a "B" (3.0 GPA), as well as having completed the following courses:
English 4 credits Science 4 credits Social Science 3 credits OR 2 credits of CTE Fine Arts 1 credit
Math 4 credits (Algebra or higher) Foreign Language 2 credits OR 1 credit CTE& 1 credit Foreign Language
See the Counselor for details and an application for the **South Dakota Opportunity Scholarship**. To be eligible for the $6,500 scholarship (payable over four years) the student must take a prescribed set of courses (https://sdos.sdbor.edu/Pages/default.aspx) and earn a composite score of **24** or higher on the ACT examination or 1070 combined verbal and math on the SAT. Students who meet the above listed requirements per the Regents scholar program, automatically receive entrance to any of the six South Dakota institutions of higher education.

National Honor Society / National Junior Honor Society
The National Association of Secondary School Principals sponsors the National Honor Society and National Junior Honor Society. Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a five-member Faculty Council and is based on outstanding scholarship, character, leadership, and service. Membership in the Redfield Chapter of National Honor Society (NHS) is restricted to juniors and seniors. Membership in the National Junior Honor Society (NJHS) is restricted to second semester seventh graders, eighth graders and ninth graders.
Selection Procedure: Students with an accumulated grade point average of 3.50 or above (NHS) and 3.25 or above (NJHS) will have met the criteria for outstanding scholarship. These students will have the opportunity to fill out an application to the NHS in the spring of each school year. Students will have one week to fill out the application.

The five-member Faculty Council will then review applications with the following definitions in mind:
Leadership:
Students must document leadership qualities. Holding an elective office of a school sponsored activity, being a captain or co-captain of an athletic team, being a strong leader in the classroom, promoting school ideals and loyal school attitude in an exemplary way, or effectively contributing ideas that improve the civic life of the school are among items that could be considered.
Service:
Service items must be documented in the application and may include mentoring, church and civic organization service, and any actions undertaken by the student which are done with or on the behalf of others without any direct financial or material compensation.
Character:
Based on the Six Pillars of Character that include respect, responsibility, trustworthiness, fairness, caring, and citizenship. Administrative and professional records may be used to aid in determining character. Faculty Council judgements should be free of speculation and rumor. No "single" event should prohibit membership into the NHS.
Determination of membership will be determined through a rubric process based on the application and other official school documents and the Faculty Council recommendation.

STUDENT CODE OF CONDUCT: RULES FOR ALL SCHOOL ACTIVITIES, CONTESTS, AND EVENTS (SDHSAA/REDFIELD)
Philosophy:
The Redfield School District encourages all students to participate in activities due to the benefits derived from such participation. Because participation in student activities exposes students to greater public exposure and scrutiny, students are expected and encouraged to bring credit rather than discredit to the school whose programs make such participation possible.
It shall therefore be the policy of the School District that:
1. The student's participation in student activities is a privilege.
2. Those students who voluntarily exercise the privilege of participating in student activities shall consequently be expected to exemplify high standards of behavior.
3. Local and state (SDHSAA) Eligibility Rules will be followed.
During the school year and the season of practice, play rehearsal, or activity-regardless of the quantity - a student shall not use or consume, have in possession, buy, sell, or distribute alcohol, tobacco, e-cigarettes, vape pens and any other vaping devices, marijuana or any other controlled / mood altering substance or commit a crime against any person or property. It is not a violation for any student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.
Violation Enforcement
Training rule violations can only be processed in the following ways: self-admittance, a signed, written statement by an adult, or notification from law enforcement. Any infraction during the summer months that is reported to the school by law enforcement will result in policy enforcement at the beginning of the next school year.

Definition of Activity
Activities that fall under the rules and guidelines set forth in this section are as follows: all athletic participation, FBLA, FCCLA, FFA, Cheerleading (squad and competition), Student Council, co-curricular activities not part of the curriculum (marching band performance, music contests, etc.), and other school sponsored events and activities not associated with the curriculum. Items not included are graduation ceremony, band and chorus concerts included in the curriculum, and field trips or other curriculum items.

Procedure for Reporting Incident
A staff member who suspects or observes any of the above violations, on the school grounds, or surrounding areas during the school day or during school activities, will be required to refer violation to the administration.

Procedure for staff to follow will be:
1. Report to Redfield Administration any violations observed.
2. Make a statement to the sheriff's office.

A parent/guardian or any other adult member of the community may also refer the violation to school administration. The administration may then report the violation to the sheriff's office and investigate the alleged allegation.
Parent/guardian, staff members, or any other adult member of the community observing or suspecting any of the above violations, off school grounds, after the school day and not during a school activity, may report the violation to the sheriff's office or a school official, as a concerned citizen. The school and the sheriff's office will be in contact with each other for any violations dealing with extra or co-curricular activities.

Activities: Rules and Regulations
1. The student(s) involved in an alleged violation will be given an informal conference with the Principal and/or Activities Director to respond to the allegation. This meeting and decision will take place within five school days of when the Principal is notified of the allegation.
2. Upon suspending a student from activities, if possible, the Principal and/or Activities Director shall provide oral notice of the suspension to the student's parent or guardian. The Principal and/or Activities Director shall also provide written notice to the parents or guardian.
3. In the absence of the Principal and/or Activities Director, an appointed designee will work with the violation.
4. In order for the "missing of an event" to count towards a violation the student must complete the activity in good standing.
5. Violation of this policy will be cumulative over a three-year period in middle school or a two-year period in high school (6-8, 9-10, 11-12).
6. If a student/athlete comes forward with an admission of guilt prior to a determination being made by school officials, the suspension period will be reduced to whichever is shorter: days or number of events.
7. For any violation, the number of days start immediately during the school year. If a violation occurs in the summer, the days start the first day of school or practice (if a student is involved in a fall sport).

Specific Violations and Penalties
1. First Violation

A. Penalty--after confirmation of the first violation, the student shall immediately lose eligibility for participation in extra-curricular and co-curricular activities for 15 days, including the 15th day or two events, whichever is longer. This does not include practice.
Students not involved in extra-curricular/co-curricular activities for the entire school year will adhere to lettered points B, C and D and any subsequent violations. These violations are considered major violations in our school code of conduct. The penalty for a major violation will be enforced.
B. The student shall carry out an educational program of five hours under the direction of the prevention coordinator and/or counselor.
C. The parent/guardian and/or student will meet with a representative of the Student Assistance Team (S.A.T.).
D. The school will offer the parent/guardian information on an assessment of potential chemical abuse (excluding tobacco).

2. Second Violation

A. Penalty--after confirmation of the second violation, the student shall immediately lose eligibility for participation in extracurricular and co-curricular activities for 45 days, including the 45th day, or 6 events whichever is longer. This does not include practice.
B. Before being readmitted to activities following suspension for the second violation, excluding tobacco, the student shall show evidence in writing that he/she has sought an assessment and/or counseling from a certified Chemical Dependency Counselor. The assessment, counseling, and/or drug treatment will be at the student's expense.
C. The student shall carry out an educational program of five hours under the direction of the prevention coordinator and/or counselor.
D. Parent/guardian and/or student will meet with a representative of the Student Assistance Team (S.A.T.).

3. Third Violation

A. Penalty--after confirmation of the third and subsequent violations, the student shall immediately lose eligibility for participation in extracurricular and co-curricular activities for twelve consecutive months. If another violation occurs during the school year, the year suspension will start on the date of this violation.
B. Before being readmitted to activities following suspension for the third violation, excluding tobacco, the student shall show evidence in writing that he/she sought assessment and/or counseling. The assessment, counseling, and/or drug treatment will be at the student's expense.
C. The student shall carry out an educational program of five hours under the direction of the prevention coordinator and/or counselor.
D. Instances in which other school rules and regulations have been violated on a school sponsored trip, in a school building, or on school property, the administration shall deal with the student in addition to this policy.
E. A student will not be allowed to participate in any activities during the current school year or following years until the required restitution is completed.
F. Any student convicted for drugs will be suspended from school activities in accordance with state statute which can be found in the SDHSAA Handbook.

4. Appeals

A. In the event the student or parents believe the student's rights have been violated, they may appeal the Principal's decision within five school days to the superintendent or designee. The superintendent or designee has five school days to respond to the appeal.

B. The student or parent may appeal the superintendent or designees' decision to the local board of education within 30 days. The board of education has 30 days to render their decision.
C. The student will remain ineligible during the appeal process.

Activities Causing Absences During the School Day

If taking part in an activity necessitates a student being absent during the school day, it is the student's responsibility to make up his/her work. Students may not be excused from class, if in the opinion of an instructor, they have not made an honest effort regarding assignments or if the student is considerably behind in a particular course. Classwork is due as if the student was in class the day they were gone for the activity. Classwork originally due on the day of the activity is due prior to leaving. Classwork due the day after the activity is still due the day after. Students do not get an extra day to make-up work when they are gone for a school activity.

Athletic Participation In Two Sports During the Same Season

Athletes wishing to participate in two sports during the same season must go through the following process:
1. A pre-season meeting must be scheduled by the parent/guardian with the Activities Director.
2. Persons attending the meeting should include parent/guardian, student, head coaches for both sports and Activities Director.
3. At the meeting a season plan must be developed that must contain the following items:
A. Declaration of a major sport (upon the occurrence of any conflict, the major sport will take precedence).
B. A season practice and game schedule must be established.
C. All other conflicts should be discussed, and solutions documented in a plan.

ACTIVITY TICKETS

Activity tickets are free to middle and high school students. The activity ticket allows admittance to varsity athletic contests, school plays, band concerts and vocal concerts. It does not admit students to tournaments, post-season games and classics. If a student loses his/her activity ticket, a duplicate may be purchased.

AIDS

The Redfield School District has adopted a HIV/AIDS Policy that is currently in effect. A multi-page policy may be reviewed or obtained from the District Office.

ANNOUNCEMENTS

Announcements are posted on the school web page and sent by email to our students via the central office.

ASSIGNMENT COMPLETION

The Redfield School District believes that our students need to learn and achieve at a proficient academic level. To reach proficiency, students are expected to complete all classroom assignments. If a student fails to complete an assignment, he/she will be subject to the following consequences:
1. Student will receive one (1) free pass per class per semester where no detention will be given. Grade deduction is at the discretion of the teacher.
2. Student will receive a 30-minute detention and grade deduction per teacher policy.
3. Student will notify their parent/guardian by phone of the unfinished assignment.
4. Assignments that are three days late will result in a Saturday School.

ATTENDANCE

Education is a state function under the control of the state legislature. It is compulsory that all children from age six and not exceeding age 18 regularly attend school until reaching the age of 18 years. Since some students attending senior high school are beyond the age requirements specified by the South Dakota statute of compulsory school attendance, the basic responsibility for regular school attendance lies with the students and with the parent/guardian. The role of the school in attendance matters is one of cooperation, counseling, and reporting to the parent/guardian. Parent/guardian cooperation is expected.

The absence policy is because something important happens in class every day and that the activity or interaction with teacher and students can never be exactly duplicated. Attendance is a part of each student's permanent record. It is one of the major concerns of an employer. A casual attitude toward regular school attendance extends into adulthood.

It is the duty of school officials to know the whereabouts of students during school hours. Students may be excused for specific purposes only through the Principal's office. Attendance is taken in each class and study hall and a record is kept of absences from each class. Days of absence will be accumulated and recorded on report cards each nine weeks and on permanent school records at the end of each school year.

The following regulations apply to all students and pertain to absences of all types. Administrative discretion will be used when necessary.

Absenteeism: Absence from school during regularly scheduled school hours.
1. Excused absences will count toward the eight-day absence policy.
2. The only absences excused are:
A. Personal illness
B. Family emergency (death, serious illness)
C. Funeral
D. Dental or medical appointments – confirmed with a note from the doctor
1. In specific cases that may interfere with competing safely, a note from the physician that communicates "PARTICIPATION IS ALLOWED" to participate in extracurricular activities (games / events / concerts and practices) will be required.
E. Attending a Principal designated, school sponsored activity as a non-participant. When possible, students should notify teachers in advance of absence.
F. Parent/guardian request: An absence, when required by the family, upon request by the parent/guardian and approved by the Principal. All such absences will be counted as one-for-one. Students may be excused for family vacations or to attend South Dakota High School Activities district, regional, and state events when accompanied by the parent/ guardian(s) or another adult designated by the parent/guardian with prior notification and approval of the administration. Lessons assigned and class discussions for the duration of the parental request absence become the responsibility of the student and the parent/guardian and should be made up in advance or immediately upon return to school whenever possible. If a student is failing a course, the parent/guardian is expected to contact the teacher prior to the student's absence.

G. College visit: A maximum of two days per school year is allowed for seniors and one day for juniors**,** which must be taken **prior to the end of the third quarter of classes**. If special circumstances exist, visitation days during the fourth quarter may be cleared by the Principal. College visitation requests made less than three days prior to the actual visit may not be granted. Students must fill out both a college day sheet and a blue sheet before using visitation days. The Principal's office must clear all visits and reserves the right to withhold visitation days. The Principal reserves the right to limit the number of students allowed to use a college visitation day to four (4) for any given day. As with all absences, parent/guardian verification is needed. The one-day for juniors and the two days for seniors will not count towards the 8-day attendance policy. Any days thereafter will be counted as an excused absence. Any abuse of a college visitation day will result in an unexcused absence.

3. If a student is expected to be absent, a parent/guardian should call the school between 7:45 and 9:00 a.m. If no call is received by 9:00 a.m., the school will call the home and make every effort to contact a parent/guardian to verify the absence.

A. A written excuse is not necessary if a phone call has been made by the parent/guardian.

B. If no contact is established with parent/guardian on the day of the absence, this absence will be recorded as unexcused or truant, which results in detention.

C. If parent/guardian is unavailable on the day of the absence, a call must be received before 9:00 a.m. the following morning to be excused.

4. A student shall not leave school during the school day without reporting to the Principal's office and obtaining permission prior to the absence. Failure to report to the office shall result in an unexcused absence or truancy and detention.

5. If a student becomes ill while in school, he/she shall report to the nurse's/Principal's office. An attempt will be made to contact a parent/guardian before allowing the student to go home. Whenever a parent/guardian gives the school permission to send a child home unattended, the parent/guardian assumes responsibility for the safety and well-being of the student. All students will be asked to list two (2) additional people whom the school may call if contact cannot be made with either parent/guardian.

6. Perfect attendance recognition is accorded to those students who are present and on time every day for the entire year.

7. In order for the student to compete**/**travel to an extracurricular activity, the student must be in school for the entire day of that activity unless approved by the Principal. A medical appointment with a doctor's note is an example of something that would be approved.

8. In case of an excused absence the student shall make up work and receive full credit. Students will be given as many school days as they were absent plus one additional school day to make up work for full credit. It will be the sole responsibility of the student to make arrangements with the teacher for assignments and class activities missed during a parental request absence. If a grading period falls within the allowed time to make up work due to an absence, an "incomplete" shall be recorded. Incompletes become a "failure" if not made up within time allowed. Teachers may extend deadlines under unusual circumstances.

All absences, excused or unexcused, will be processed as follows:

1. After being absent four (4) times from any class during a semester, a letter will be sent to the parent/guardian stating this fact. The letter(s) will stress the importance of attendance in school achievement. The parent/guardian will also be informed of the consequences of additional absences.

2. When a student has been absent from any class six (6) times during a semester:

A. The student will be notified by the office to meet with the Principal, School Counselor, or a member of the SAT team.

3. When a student has been absent from any class eight (8) times during a semester.

4. A notification may be given to the student, their parent/guardian, and the State's Attorney's office stating concerns of habitual absenteeism.

5. May be referred to the board of education.

A. Exceptions to the above policy are:

- For excused absences 9-15, the student would be given the option of making up time as designated by the Principal.
- Grouping is the combination of absences because of extended illnesses or other legitimate reasons. Student/parent must arrange to meet with the Principal to discuss the grouping of absences. Grouping will take place only if a student exceeds nine (9) absences and will only return a student's attendance back to nine (9).
- Any unexcused absences, in-school, or out-of-school suspension may automatically exclude a student from grouping absences.

6. Absences will be counted in the following manner:

- Participating at school sponsored activities count as exempt absences. Exempt absences are counted as a day of attendance. This includes athletic contests, music, oral interpretation, field trips, and any other activity approved by the school administration or counselor.
- Absences due to prolonged illness, hospitalization, counseling or a series of medical treatments may be grouped whenever a physician supports the condition.
- Absences due to bereavement or serious illness in the student's family may be grouped.
- Students may be excused and counted for school attendance as exempt up to five (5) days per year to attend events of state or nationally recognized youth programs of educational value. These are not school related activities.

7. All other absences, excused or unexcused, will count one-for-one days missed (vacations, hunting trips, tournaments, work, truancy, parent/guardian requests, etc.).

8. Students must be in attendance at least 25 minutes of the period or at least 10 minutes of homeroom in order to be considered present.

9. Extenuating circumstances will be considered by the administration. Students may be excused for any other exceptional reason with approval by the Administration (Juvenile Detention Center, New Beginnings, Charter, Child Abuse Center, and severe weather as to endanger the health or safety of the student).

10. In the event a student needs transportation while at school; the school with the parent/guardian will review such transportation arrangements. The solicitation of transportation by the student with another student will usually not be approved.

Tardiness: Failure to be at the assigned workstation when the final bell rings.

1. Any student who is late arriving for the first period class must report to the Principal's office for an admit slip to enter class or study hall. The tardy student will have 15 minutes after school and one point towards Saturday School if it is unexcused. Tardiness between classes will be handled by the individual teachers and administration.

2. Excused Tardies for Medical or Emergency Situations: Any student late in arriving or leaving early up to 20 minutes for any medical situation or emergency needs, if approved by the Principal, will not be recorded.

Unexcused Absences: Any absence not approved by the administration.

1. Students with unexcused absences will receive detention.

Truancy: Absence from school without permission from parent/guardian and Principal.

1. District truant officer will be notified.
2. One day, or any part thereof, equals one violation.

AUDITORIUM

Students will be seated alphabetically according to classes in the auditorium. Sit in your assigned seats at designated programs and assemblies. Students are expected to follow RARE (Responsible, Always Safe, Respectful, and Engaged) expectations in the auditorium.

CHURCH NIGHT

Redfield School District will not schedule activities on Wednesday evenings to allow students to participate in church youth activity programs.

CLASS SCHEDULE CHANGES

1. Plan on taking the classes for which you register. Course descriptions are available from the counselor and each teacher.
2. All class changes will take place during the first three days of the first week of the semester in which the class begins. Students will have three days to add or drop a class with administrative discretion after three days.
3. Each student in grades 9-12 must carry six (6) classes, not including homeroom or choir.

COMMENCEMENT

Students who are seniors and complete the necessary course work prescribed by the State Department of Education and the Redfield School District are eligible to participate in the graduation ceremonies. Any violation of school rules during the last week of school and up through graduation practice as well as unfulfilled Saturday School obligations for seniors may result in revocation of privileges to be part of the commencement program.

DANGEROUS WEAPONS POLICY

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

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. No dangerous weapons are permitted on any school premises, in any vehicle or a vehicle used for school purposes, or in any other building or premises used for a school function. Exceptions include weapons under the control of law enforcement or the United States Military, starting guns used for athletic events, gun shows, and authorized supervised school training sessions for the use of firearms.

Any weapon taken from a student shall be reported to the student's parents. Weapons will be confiscated and may be reported to law enforcement authorities. Appropriate disciplinary, legal action or both may be pursued by the building Principal. Any student bringing a dangerous weapon to school can be expelled for up to twelve months. The superintendent shall have the authority to recommend to the School Board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. A dangerous weapon is defined as any firearm, air gun, knife, device, instrument, material, or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. A "firearm" includes any weapon that is designed to expel a projectile by an explosive action.

DISRUPTIVE ITEMS

No food, candy, or beverages (exception: water in a clear water bottle) are allowed to be consumed in classrooms unless approved by the Principal or specific exemptions as notified. Cell phones and other electronic devices are allowed in school. High school students are required to have their cell phones on silent and placed in a specified location within a high school teacher's classroom. Middle school students will place cell phones in their lockers and turn them off. MS students are not allowed to carry cell phones or take them to lunch. Any inappropriate use will fall under this policy. Any items that may be considered as a disruption or hindrance to learning in the classroom are not allowed.

DISCIPLINE

Minor Violations 0-4 points as determined by the principal	1st Incident Options	2nd Incident Options	3rd Incident Options	4+ Incidents Options
Level 1 Late Assignment (*Zero points assigned)	Teacher discussion Office referral Detention	Teacher discussion Office referral Detention	Teacher discussion Office referral Detention Saturday School (½ day) (3rd time for the same assignment)	
Level 1 Sleeping, PDAs, Food/Beverage, Dress code, Horseplay, Inappropriate language/behavior	Teacher discussion Office referral Detention	Teacher discussion Office referral Detention	Teacher discussion Office referral Detention	Teacher discussion Office referral Detention ISS
Level 2 Disruption, Technology violations (computers, cell phones, watches),	Teacher discussion Office referral Detention Grade reduction	Teacher discussion Office referral Parent call Detention	Teacher discussion Office referral Parent call, Detention Counselor referral	Teacher discussion Office referral Parent meeting Detention

Cheating (daily work), Disrespect, Non-compliance, Skipped detention		ISS	ISS Saturday School	Counselor referral Saturday School OSS
Major Violations 5-10 points as determined by the principal				
Level 3 Cheating (tests/projects), Plagiarism, Insubordination, Computer use, Harassment/Bullying, Stealing/Theft, Forgery, Hazing, Driving or riding in vehicle	Office referral Detention (one hour) Saturday School Parent call Principal Meeting Cheating:One letter grade deduction for quarter	Office referral Detention (one hour) ISS OSS Saturday School Parent call Principal meeting	Office referral Parent meeting Detention (one hour) ISS OSS Saturday School Expulsion Parent call Principal meeting	Office referral Parent meeting Detention (one hour) ISS OSS Saturday School Expulsion Parent call Principal meeting
Level 4 Vandalism, Fighting, Tobacco, Vaping, Alcohol, Drugs, Dangerous Weapons	Principal Meeting Parent meeting 2 days OSS Saturday School Drug/Alcohol -5 hours mandatory counseling, Minimum 15 days without activities Loss of senior privileges	Principal Meeting Parent meeting 5 days OSS Saturday School Drug/Alcohol -5 hours mandatory counseling, Minimum 15 days without activities Loss of senior privileges	Principal Meeting Parent meeting 10 days OSS Saturday School Drug/Alcohol -5 hours mandatory counseling Minimum 15 days without activities Loss of senior privileges	Principal Meeting Parent meeting Recommend to the school board for expulsion Saturday School Drug/Alcohol -5 hours mandatory counseling Minimum 15 days without activities Loss senior privileges

**These are typical consequences. Changes may be made at the discretion of the school administration and school board.
** For those in extracurricular activities, please see “Student Code of Conduct” section of the Student Handbook for consequences relating to practices and games.

Tardy: 1 point and 15 minutes after school

Definitions/Examples of Infractions			
Alcohol	Using, possessing, selling, dispensing, or being under the influence of any alcohol related product on school property or attending any school related activities	**Bullying**	Physical, verbal, written, or electronic conduct directed at another that is unwanted, repeated, and involves and imbalance of power; actions are so pervasive and severe that they have the purpose of creating or resulting in an intimidating, hostile, or offensive academic environment, or have the purpose or effect of substantially or unreasonably interfering with a student’s academic performance which deprives the student access to educational opportunities
Cheating (major)	Unauthorized use of information, materials, devices, or sources including the work of peers; any act of deception or fraud designed to gain an unfair advantage for test or projects	**Cheating (minor)**	Unauthorized use of information, materials, devices, or sources including the work of peers; any act of deception or fraud designed to gain an unfair advantage for assignments
Computer use	Unauthorized use of electronic devices/technology	**Dangerous weapons**	Possession, use, or intention of use of any instrument or object to inflict harm on another person or to intimidate any person

Definitions/Examples of Infractions			
Driving or riding in vehicle	Driving or riding in a student or adult vehicle during the school day without express permission granted by parent/guardians and the school office	**Disrespect**	Communication or actions that demonstrate a lack of respect or courtesy toward an individual
Dress Code	Profanity and suggestive themes, such as alcohol, drugs, tobacco, sex, death, suicide, violence, or other dress that is revelaing or distracting to the learning environment, including hats, will not be permitted.	**Disruption**	Creating or contributing to a moderate disturbance that disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others
Drugs, other than alcohol	Using, possessing, selling, dispensing, or being under the influence of any non-prescription mood altering substances on school property or attending any school related activities	**Fighting**	Physical altercation with intent to hurt or harm
Forgery	Fraudulently signing, altering, or producing a document, taking credit for work that is not one's own, with the intent to deceive a teacher, administrator, or staff member	**Harassment**	Physical or verbal conduct related to a person's race, religion, national origin, age, sex (including pregnancy), disability, sexual orientation, military status, genetic information, or other category protected by law that has the purpose of creating or resulting in an intimidating, hostile, or offensive academic environment, or which deprives the student access to educational opportunities
Hazing	Committing an act against a student or coercing a student to commit an act that creates risk of harm to a person, in order to be initiated into a student organization or class or for any other reason	**Horseplay**	Rough, boisterous, or rowdy physical behavior
Inappropriate behavior	Any action, language, or conduct that violates established school rules, disrupts the learning environment, or poses a safety risk to students and/or staff	**Inappropriate language**	Use of inappropriate language or communication that is verbal, written, or graphic (including gestures); writing on school property in a way which does or does not permanently damage said property; communication with sexual overtones and innuendo; agitating a situation that may cause or escalate a conflict between others
Insubordination	Disrespecting teachers, administrators, or any other staff member in a way that is profane, aggressive, or threatening	**Late Assignment**	Assignments that are not completed to teacher satisfaction by the assigned due date
Non-compliance	Failure to complete or fulfill a task assigned by a staff member	**Personal Displays of Affection**	Physical contact or intimate gestures between students that exceed established school limits, disrupt the educational environment, or cause discomfort to others
Plagiarism	Using or submitting work that is not your own	**Skipped detention**	Failure to be in assigned location at assigned time
Sleeping	Prolonged closing of eyes, resting head on desk, and/or being unresponsive to auditory requests	**Stealing/Theft**	Stealing or attempting to steal private or school property; includes illegal confiscation of the school's or another student's computer files and documents
Technology violations	In appropriate or unauthorized use of computers, phones, watches	**Tobacco/Vaping**	Using, possessing, selling, dispensing, or being under the influence of any non-prescription nicotine/vape on school property

Definitions/Examples of Infractions			
			or while attending any school related activities
Vandalism	Willfully causing or attempting to cause damage to private or school property		

The following steps will be utilized when appropriate:

- The administrator/supervisor shall investigate the alleged misconduct or violation.
- If the alleged misconduct or violation has occurred, the administrator/supervisor will give oral or written notice of the incident to the student and the parent/guardian as soon as possible after the incident.
- When appropriate, the notice shall state the policy allegedly violated, and the time and place where a hearing will be conducted by the administrator/supervisor.
- The administrator/ supervisor shall render a decision as soon as possible after the hearing and inform the student and parent/guardian.
- Suspension
    - Suspension shall mean temporary denial to a student to participate in an instructional and/or school activity for a period of time.
    - B. Short Term Out-Of-School Suspension shall mean suspension for a period of ten (10) school days or less. A school Principal shall have the authority to invoke a short- term suspension. However, a conference involving the student, Principal, and parent/guardian may be held before the student is readmitted.
    - C. Long Term Out-Of-School Suspension shall mean a suspension for a period of eleven (11) school days or more. Long-term suspension may be ordered only by action of the Superintendent. A formal hearing involving the student, Principal, parent/guardian, and the Superintendent may be held before the student is readmitted.
    - D. Three or more suspensions will result in automatic referral to the Board of Education for consideration of long-term suspension or expulsion.
    - E. In the event a student discontinues enrollment and later re-enrolls within the same school year, any suspension(s) received by the student during the first enrollment period shall be in effect during the second or subsequent enrollment period(s) within the same school year.
    - F. For regulations regarding special education see "Comprehensive Plan for Special Education".

- Expulsion
    - Expulsions shall constitute denial to a student to participate in any instructional and/or school activity for a period of time as determined by the school board. For special education regulations see "Comprehensive Plan for Special Education".

DISCIPLINE POINT SYSTEM, AND SATURDAY SCHOOL

1. Teachers reserve the right to independently handle most discipline incidents in a professional manner as determined by the Principal. Samples of acceptable teacher consequences include before or after school detention, assignment of extra work, loss of privileges, special seating arrangements, and many other acceptable consequences. Teachers may write a referral for an incident and turn it over to the Principal. Certain discipline incidents require a referral from the teacher. Referrals will be handled according to the discipline point system discussed below. Teachers are required to contact parents/guardians in regard to continuous discipline infractions.
2. Five (5) Point System - All points are combined and a running total is documented for the semester.
    - Each student starts at zero points every semester.
    - Students may be assigned points and/or other consequence(s) by the Principal for any referral.
    - First five (5) points equals a half day of “Saturday School.”
    - Each additional five (5) points per semester equals a full day of Saturday School.
    - When a student reaches 30 total points the administration shall suspend, in-school suspend, short term out-of-school suspend, with possible loss of credit.
    - Excessive points, as determined by the Principal, may result in long term out-of-school suspension or expulsion.
3. Procedures During Implementation
    - Students or parents can check on total points earned by the students during school hours.
    - A letter will be sent home to the parent/guardian in regard to the student's status in Part II-A after every 5 pts. The written verifications on assigned Saturday School days will be sent to parent/guardian and how points were accumulated.
    - Parents will be contacted by the administration when the student receives twenty (20) points, and a conference may be required.
    - Any referral, teacher request, or administrative situation, when deemed necessary, could also require a conference with the student, parent/guardian or both.
    - The first scheduled Saturday School following the recording of an infraction where enough points have been accumulated will be assigned. The student will be required to see his/her teachers before Saturday School and complete a form showing the assigned work. This form must be turned in by the Friday before the scheduled Saturday School. Forms are in the Principal’s office. Students who accumulate points after Tuesday of the week Saturday School is scheduled will be assigned to the next scheduled Saturday school.
    - Some infractions may require both Saturday school and suspension.
    - Students may, with the approval of the Principal, elect to request a community service option instead of attending Saturday School. The student’s intent to do this must be discussed with the Principal by the Thursday before the Saturday School to be

served. There must be extenuating circumstances in regards to not being able to attend Saturday School in order for the community service option to be granted. Community service assigned will be of equal time to the time to be served in Saturday School. The community service time will be documented in the Principal's office. If community service time is not fulfilled it carries the same consequences as skipping Saturday School. The Principal reserves the right to reject the community service option.

- The Principal reserves the right to reschedule an assigned Saturday School.

NOTE: Anything not covered in this policy will be handled at the discretion of the Principal.

Attendance – All must be cleared within 5 school days.

Tardies

- One (1) point per tardy.
- All students arriving late or tardy in the morning must report to the office.

Truancy/Unexcused Absences (over 25 minutes of class counts as an absence). Students will receive 15 minutes of detention for each class period missed plus:

- A. One period = 2 pts.
- B. Two periods = 3 pts.
- C. Three periods = 4 pts.
- D. Four or more periods = 5 pts.
- C. Three violations in any period = possible loss of credit.

SATURDAY SCHOOL TIMES

- Full Saturday = 8:30 a.m. - 1:30 p.m.
- Half Saturday = 8:30 a.m. - 11:00 a.m.
- Lunch = Ten minutes will be given to eat a sack lunch at 11:30.

RULES FOR SATURDAY SCHOOL

- All half/full Saturdays start at 8:30 a.m. Each student must be in the room by this time or he/she is unexcused. Do not be tardy as the door will be locked promptly at 8:30.
- Hats, talking, asking questions, food, liquid, cell phones and other electronic devices, dress code violations, improper literature, putting heads down sleeping, feet on furniture or leaving of seat will NOT be allowed.
- No student shall be anywhere inside or outside of the school except for the Saturday School room assigned, restroom or adjacent hallway.
- All students are responsible for their own lunch, writing utensils, books, and additional reading material. No student will be allowed to go to his or her lockers.
- All students will be required to see their teachers before Saturday School and complete a form showing the assigned work for that Saturday, or they will be in violation of Saturday School rules.
- Students will not be allowed to leave Saturday School. You must bring your lunch with you.
- First violation of rules will result in a written referral and the assigning of extra points to be determined by the Principal. If a second violation occurs, students will be assigned points, and may be asked to leave, and the Saturday School will be reassigned plus one day of in-school suspension.
- Skipping Saturday School will result in the Saturday School being reassigned plus one day of in-school suspension. A second violation will result in being assigned the next two immediate Saturday Schools, plus two (2) days in-school suspension. A third violation or excessive violations will result in being assigned the next two (2) immediate Saturday Schools, plus one (1) day out-of-school suspension or possible loss of credit and long term out-of-school suspension.
- Students who have accumulated points for Saturday School or have violated Saturday School rules at the end of the first semester will be required to serve the next scheduled Saturday School in the second semester. If at the end of the year Saturday School has not been served the student will be required to serve a day in lieu of a Saturday. Failure to serve Saturday School by the end of the school year can be an attendance and behavioral violation and will result in school service hours during the summer which will need to be completed by a predetermined time set by the office, yearly.
- Saturday School Supervisors may be reached at their email address found on the school's website.
- If a student serves Saturday School, they are ineligible to participate in extracurricular activities for that day.

DRESS CODE

In the interests of cleanliness, health and safety, decency and good taste, and a non-disruptive academic atmosphere, restrictions on a student's dress and grooming are necessary. The responsibility for the dress and appearance of students' rests with individual students and their parents/guardians.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school to provide an appropriate academic and social environment for students the following restrictions on dress will be enforced.

1. Pants shall be worn fastened and at the waist.
2. Shoes or footwear must be always worn.
3. Skirts, dresses, and shorts of appropriate length are permitted. As a guideline, the length should be long enough to hang lower than the fingertips when arms are at your sides or approximately mid-thigh. Each administrator has the authority to develop guidelines to make this determination.
4. Midriff must be covered with clothing.
5. Transparent or see-through tops, strapless, spaghetti strap, low-cut clothing, or tops and outfits that don't provide adequate coverage are prohibited. Muscle shirts are prohibited.
6. Underclothing shall not be visible.
7. Clothing with rips, tears, or holes may be considered unacceptable for school.
8. Offensive items and items not in line with the philosophy of the school are prohibited. Anything that promotes, advertises, or mentions association with drugs, alcohol, tobacco products, things of a violent or sexual nature, or perceived gang related is not allowed. Anything that is vulgar, obscene, rude, lewd, or is aimed at demeaning a specific group or individual(s) is prohibited.

9. The wearing of hats, caps, hoods, or sunglasses is prohibited in the building. These items must be removed upon entering the building, placed in the student's locker, and may not be worn until the completion of the school day. Exceptions may be made at the discretion of the Principal for school activities.
10. Any article of jewelry considered to be a safety hazard is prohibited. This includes heavy chains and spiked or studded jewelry.
11. Winter coats are not allowed to be worn during classes.
12. Items not mentioned are under the discretion of the Principal.
Dress Code provisions apply any time school is in session and while attending any school activity. Students and parents may contact the office for questions about appropriateness of attire. See pages 15-18 for discipline consequences.

DRIVING OF MOTORIZED VEHICLES

No students, other than seniors with privileges, will be allowed to drive or ride in a vehicle during school hours unless permission is received from the Principal's office.

DUE PROCESS

In compliance with SDCL 13-32-4 (1973), on January 22, 1974, the South Dakota State Board of Education adopted a resolution defining the minimal standards for procedural due process guaranteed to a public school student when suspended or expelled from school. The Redfield School District is in compliance with the resolution, which sets forth the following minimum standards:
1. Adequate notice of charges.
2. Reasonable opportunity to prepare for and meet the charges.
3. An orderly hearing adapted to the nature and circumstances of the situation, and
4. A fair and impartial decision.
Due process as defined in Article 24:07 Administrators Rules of the Division of Education (DOE).

ENTERING AND LEAVING THE BUILDING

High school and Middle school students are expected to enter and leave through the main doors on the north (elementary) or south side of the building. Activities entrances are to be used for activities only.

EQUAL EDUCATION OPPORTUNITY STATEMENT

The Redfield School District #56-4 provides equal education opportunities for all students and does not discriminate against students on the basis of race, color, ancestry, national origin, creed, religion, sex, marital status, disability or political affiliation in its educational programs or activities as required by federal and state laws and regulations.

GUIDANCE & COUNSELING

School counseling/guidance services provided:
1. Middle school classroom guidance pertaining to Social Skills, Academic/Study Skills, Xello (formerly SDMyLife)
2. High school guidance pertaining to College/Career/Academic Prep
3. Short term and immediate individual counseling for social and/or emotional issues
4. Information and resources for parents on a variety of issues
5. Career/academic planning and preparation
6. Referral to other agencies when necessary
    - *A.School counselors are an advocate for students and an excellent resource; however, they do not provide therapy or long-term counseling (standards of the American School Counseling Association). Referrals to outside agencies will be initiated when appropriate.*

Parent permission for counseling services:
1. The main goal of school counseling services is to assist with healthy development in students in the following areas: academic, school, social and emotional.
2. The school counselor will seek parental permission before short-term individual counseling services are provided to the student.
3. The school counselor will seek parental permission before students are allowed to participate in any group counseling offered by the counselor.
4. However, the school counselor reserves the right to provide any classroom guidance activities, teacher referred counseling, or crisis intervention services to students without the permission of parents.

Confidentiality between student and school counselor:
1. The school counselor has an obligation to the student to keep what is shared in a counseling session confidential unless it falls under one of the following exceptions.
    - If the student reports neglect, physical or sexual abuse of themselves or others.
    - If the student threatens to harm his/herself or someone else.
    - If a parent grants me permission to release my records to another professional.
2. By law the situations listed above must be reported to the proper reporting agency or persons.
3. In the event that a parent wishes the counselor to share any other information rendered during a counseling session, the counselor must first obtain permission from the student.
4. The school counselor will do his/her best to work collaboratively with parents for the best interest of the student.

HARASSMENT / BULLYING

Harassment / Bullying refers to any unwelcome verbal or physical act from one person to another person that may cause either physical or emotional harm. Any conscious willful, repeated and deliberate activity intended to harm and/or induce fear through the threat of further aggression. An imbalance of strength/power; it is not about anger or conflict, it is about contempt; a powerful feeling or dislike towards a person considered to be worthless, inferior or undeserving of respect.
Sexual harassment is any unwelcome sexual advance(s), requests for favors and/or other verbal, physical and/or visual contact of a sexual nature. The effect of the behavior on the victim regardless of the intent of the accused, determines whether or not harassment has occurred.
The Redfield School District has no tolerance for this type of behavior. Students who believe they have been or are being harassed / bullied should discuss the situation with their parent(s), and or contact a trusted teacher, counselor, or other school employee, or their Principal immediately. A detailed multi-page policy may be reviewed or obtained at the High School Office. The following definitions are examples of bullying:

- Hazing defined: any verbal or physical act or acts done on school property or at a school activity which is 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.
- 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.
- Harassment 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.
- Threatening or harassing contacts by telephone or other electronic communication device defined: using or knowingly permitting a telephone or other electronic communication devices under his or her control for any of the following purposes:
    - 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,
    - to contact another person with intent to threaten to inflict physical harm or injury to any person or property,
    - to contact another person with intent to extort money or other things of value,
    - 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.

ILLNESS

If a student becomes ill at school, they are to report at once to the nurse or office. They are not to leave the building without reporting their illness to the school secretary. This allows us to contact parents and to determine the seriousness of the illness. If the student should become ill at home, parent/guardian should contact us as soon as possible by telephone or written statement. The absence will be unexcused until parental notification is received. Upon request for assignments, students will be directed to the teacher assignment pages that are on the school website. If the student does not have internet access, parents should notify the office.

INCOMPLETES

All incompletes will be made up within one week following the marking period **(quarter or semester**). Failure to make incompletes up within one week will result in the incomplete turning into a failing grade. All exceptions will be approved through the Principal.

INSURANCE The school system makes available an accident policy for those desiring such insurance. This information will be handed out the first day of school.

INTERNET AND COMPUTER USE AGREEMENT

The student must sign and turn in an Acceptable Use policy prior to receiving internet or computer use.

LOCKERS

Lockers will be assigned to each student for books, school supplies, and clothing. The school assumes no responsibility for the loss of valuables left in the lockers or elsewhere about the premises. Assignment and use of Redfield School District lockers is strictly at the discretion of the administration. Lockers may be inspected at any time. Physical Education lockers do not have individual locks. Students who are assigned a locker in PE class may secure a padlock from the office.

NOTE: Unauthorized locks may have to be removed in a manner that destroys the lock. In this event, the school or its officials are not liable for the cost of the lock.

MEDICAL TREATMENT (Consent)

Signature on the Consent for Medical Treatment form gives consent to any medical services that may be required while students are under the supervision of any employee of RHS while on a school-sponsored activity. These consent forms appoint said employee to act on students and parent/legal guardian's behalf in securing necessary medical services from any duly licensed physician.

NOON HOUR

Students in grades 6-8 will not leave the building during the noon hour.

Students in grades 9-12 will be allowed to leave the building. No driving will be allowed except by those seniors with privileges. Students who are not seniors or do not have senior privileges will not have access to the parking lot during lunch unless they receive permission from the office staff or Principal.

RETENTION POLICY

Retention of a student in any grade, kindergarten through grade eight, shall be determined by a majority agreement of a multi-disciplinary team consisting of the Principal, special service personnel, the classroom teacher or teachers, and the parent or guardian. Retention shall be recommended on information provided to the team members by members of the team and by the parent/guardian. Criteria for a retention decision shall be based upon a wide variety of information about the student in order to assist the team in a decision that is educationally and emotionally best for the student.

If the parent/guardian wishes to challenge the retention decision, they must follow the Complaints and Grievances Procedures for Students and Parents.

SCHOOL RECORDS

The school has a file of students' grades, attendance, standardized test scores, and discipline records that have resulted from their work since the student began school. If the student has attended several different schools, these records have all followed the student to this school and are on file here. Student records, or any part thereof, legally cannot be transferred in writing or orally to any other place without the written consent of the student or their parent/guardian, with the exception of the South Dakota Department of Education, Military, or another public school in the state in which the student has already enrolled after transferring from this school. If parents/guardians wish information to be withheld to those agencies they must put the request in writing and submit to the administrative offices.

The Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records. This Act, gives the parent or guardian the right to:

1. Inspect and review his/her child's educational records.
2. Make copies of these records.
3. Receive a list of all individuals having access to those records.
4. Ask for an explanation of any item in the records.

5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading or violates the child's right.
6. A hearing on the issue if the school refuses to make an amendment.
A copy of this policy and regulation may be obtained in the superintendent's office. Complaints regarding violation of rights accorded parents and students should be submitted to the Superintendent of School of the Redfield School District or the Family Policy Compliance Office, U.S. Dept of Ed, 400 Maryland Avenue SW, Washington, D.C. 20202-4605 or at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

SENIOR PRIVILEGES

Seniors in the Redfield School District can obtain "open campus" privileges during such times as he/she may be in study hall or homeroom, under the terms as set forth below:
1. By the term "open campus", it is meant that the student shall have the right to leave school premises.
2. Before the school grants the privilege of "open campus", the student shall have a passing grade in all their courses.
3. The student will be allowed to drive any vehicle or be in any moving vehicle during the time when the student is exercising the "open campus" privilege unless a parent, in writing, expressively notifies the school of his/her intent that the student not be allowed to drive or be in a moving vehicle.
4. It is expected that the student, while off campus, would conduct himself/herself as a young adult when exercising the privilege of "open campus". The student will not allow any student, not on senior privileges, to ride in a vehicle with them.
5. If a student becomes ineligible, they will lose their senior privileges during study halls/homeroom until they regain their eligibility.
6. If a student receives excessive points during a semester they will lose their senior privileges for the remainder of the semester: 15 points per semester.
7. Senior students shall not be a discipline problem in any way. If a student receives Saturday School, they will lose their privileges until the Saturday School obligation is fulfilled.
8. The student should not be absent from school more than seven (7) days each semester. The student will lose senior privileges for five consecutive school days.
9. ANY unexcused absence will result in loss of privileges for one week.
10. Training rule violations will result in the loss of senior privileges for the length of the training rule violation.
11. Should the student not be passing all courses or otherwise not meeting the attached guidelines, the school may revoke the privilege of "open campus" for an amount of time to be determined by the Principal or administration.
12. The parents further understand that should the student be granted the privilege of being off campus during regular school hours; the student is allowed the same privilege by the parents. When the student is off school premises, the student is no longer under the supervision of the school, and the parent and student are solely responsible for the conduct of the student. Parents hereby agree that should the student be injured or cause personal or property injury to another person in any way; the school is released from any and all claims of liability which could otherwise be asserted against the District, Board of Education, or school personnel.

STEALING

Stealing school or student property could result in in-school or out-of-school suspension. Referral may be made to law enforcement officials and restitution will have to be made by the student or parents of the student. Students are encouraged to do the following:
1. Use common sense and do not leave purses and other personal belongings in classrooms and gym.
2. Check out school locks for lockers and do not jam open locks on lockers.
3. Check valuable items into the office if they must be brought to school on any given day.
4. Accept responsibility for belongings and valuables used each day in the classroom or on school activities.
5. Mark gym clothes, band uniforms, band instruments, tennis shoes, other personal equipment or items.

STUDENT ASSISTANCE TEAM (SAT)

DEFINITION: The student assistance team consists of teachers, administrators, school counselors, and other support personnel. The purpose of this team is to address the four areas of concern (attendance, academics, behavior and school health).
MISSION STATEMENT: The mission of the SAT team is to provide assistance and intervention for students at risk of failing to reach their potential in the areas of attendance, academics, behavior and school health.
GOALS:
1. Assist young people dealing with at-risk behaviors.
2. Provide essential linkages to local and state services.
3. Improve the climate of the school by focusing on areas where the school has legal and ethical responsibilities.
REFERRAL PROCEDURES:
1. Referrals can be made by: parents, members of the community, students, and all school personnel.
2. A student is automatically referred by the administration when:
A. Student has reached 20 points (discipline policy) during the current semester.
B. Student has missed 8 absences during the current semester.
C. Student is failing three or more classes.
D. Drug, Alcohol, or Tobacco/Vaping violation.

TOBACCO, VAPING, ALCOHOL, AND OTHER DRUGS

The School Board is committed to promoting the health, welfare, and safety of the students who attend the district's schools. Tobacco, alcohol and other drug use (Referred to from hereon as TAOD use) is wrong and harmful. TAOD use can interfere with a student's ability to learn and function responsibly in the school setting and community, as well as destroy the health and well-being of an individual. The school community recognizes TAOD use as dangerous and is committed to discouraging this behavior and to encourage young people to choose a drug-free lifestyle. The following document outlines the district's policy on student use of tobacco, vaping, alcohol and other drugs in the school district and school-related events. This policy applies to:
A. Premises owned, leased or maintained by the school district.
B. All school-related activities on and off campus.
C. Vehicles used to transport students to and from school or at other activities.
D. Vehicles parked on school property and zone.
A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, or be under the influence of nicotine-based devices, tobacco, alcohol, and other drugs, materials/substances represented to be a drug or controlled / mood altering substance, or

chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in TAOD use or abuse nor possess paraphernalia 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 prescription and appropriate school policies.

VIOLATIONS

1. First Offense – (other than distribution)
A. The administration will try to notify the parent/guardian(s) by phone to explain the incident and arrange a conference.
B. The administration may suspend the student for ten days.
C. The administration will notify the parent/guardian in writing by first class mail at last known address of the suspension within thirty-six (36) hours; and
D. The administration will notify available law enforcement authorities.
E. State and federal regulations regarding special education students will be followed.
F. Administration will refer the student to SAT (Student Assistance Team).
H. Violation will also fall under the school's student conduct/training rules policy.
The school district will require that students with alcohol and other drug abuse problems seek professional assessment 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 completes five hours of a drug/alcohol/tobacco/vaping education program under the direction of the prevention coordinator and/or a certified or licensed addiction counselor or licensed physician trained in chemical dependency and recommended program, if any, will be commuted to three (3) days, provided the program is completed, unless good cause is shown to and approved by the administration, within twenty (20) school days. Fees for assessment and treatment are the responsibility of the student and family.
Upon receipt of appropriate authorization, the agency or professional will notify the school administration in writing that the student has been evaluated and to comply successfully, completed any recommended treatment program.
2. Second and Subsequent Offenses – (Other than distribution)
A. The administration will contact the parent(s) / guardian(s) to arrange for a conference.
B. The administration will notify available law enforcement authorities.
C. The administration shall suspend the student for ten (10) days in compliance with student due process procedures.
D. Within thirty-six (36) hours, the administration will notify the parent(s) / guardian(s) in writing of the suspension.
E. The administration will recommend to the school board that the student be expelled unless the following procedure is followed:
1. The student must agree to be assessed by a trained chemical dependency counselor or licensed physician trained in chemical dependency at his or her own expense.
2. Upon appropriate authorization, the agency or professional notifies the administration that the student has been assessed and does or does not require treatment. If the student is accepting needed treatment, the recommendation for expulsion may be commuted. Fees for the assessment and/or treatment are the responsibility of the student and family.
3. Violations will also fall under the student conduct / training rule policy.
3. Supplying / Distributing or Selling Tobacco, Alcohol and Other Drugs of Material Represented to be a Controlled Substance – (all occurrences)
A. Within thirty-six (36) hours, the administration will notify parent(s) / guardian(s) in writing of the suspension.
B. The administration shall suspend for ten (10) days in compliance with student due process procedures.
C. The administration will refer the case to available law enforcement authorities.
D. A hearing on the case will be conducted by the school board pursuant to due process rules for long-term suspension. The administration will recommend to the school board that the student be suspended for up to ninety (90) school days.
E. A second offense for distributing alcohol or drugs shall result in an expulsion hearing being scheduled before the school board and the administration will recommend the student be expelled for one year.
F. State and federal requirements regarding special education students will be followed.
G. Violations will also fall under the student conduct / training rule policy.
At the discretion of the school superintendent, a search of school buildings by drug detection canines (drug dogs) will be scheduled unannounced. Building Principals will be present during any search. If a locker is alerted to, the handler of the drug dog will secure and search the locker. If illegal drugs are found, the law enforcement officer will seek out and question the user(s). After the identity of the person possessing the illegal drugs is established, disciplinary action will be taken by the school and turned over to law enforcement. If illegal drugs are not found, the Principal will then contact the parent/guardian of the identified student to make them aware their child's locker was alerted to by the drug dog(s). All identification and procedures are carried out in confidence in order to protect the student(s) involved.

VISITORS

Students who are not members of the RHS student body are not permitted to attend classes. All visitors, parents, salesmen and others are to be directed to the main office. This is for student protection and classroom order.

SURVEILLANCE VIDEOS

All video recordings on surveillance equipment are the sole property of the Redfield School District, and no copies shall be viewed by anyone except as authorized by school administration or by court order.

WEEKLY ACADEMIC ELIGIBILITY

The purpose of the Weekly Academic Eligibility Policy is to promote academic success and individual responsibility.
Redfield Middle School and High School students must be passing all classes to a level and satisfaction of the teacher to be eligible for participation in co-curricular/extracurricular activities. A probation/ineligibility list will be published weekly.
Policy Guidelines:
1. A student will be on probation for two weeks following notification of a failing or non-satisfactory grade.
2. A student is either on probation or ineligible for one week, from Tuesday morning through Monday night.

3. When a student is put on the probation list, he/she will continue to participate in activities, contests and events as normal. Probation is a warning to a student to bring his/her grades up.
4. A student becomes ineligible when his/her name appears on the list for three or more consecutive weeks.
5. When a student becomes ineligible, he/she will continue to attend practices, but will not participate in any school activity, contest or event. The student may ride with the team / group as long as no school is missed.
6. The teacher may, with the approval of the Principal, immediately declare a student ineligible if special circumstances exist. Parents/guardians and students will be notified as soon as possible.
7. BAND & CHORUS EXCEPTION: Student participation at ball games and local concerts is part of their grade. Therefore Band & Chorus members will be excluded from the Academic Eligibility policy in these instances. Out of town Band and Chorus activities are included as part of the eligibility policy.
8. Weekly academic eligibility will begin the third week of each semester and continue throughout the semester. Eligibility will be based on the semester grade.

Procedures:
1. The list of students with failing and non-satisfactory grades will be turned in to the office by 8:30 a.m. every Monday. (Grade checks are made on Tuesday when there is no school on Monday)
2. Coaches/advisors of activities will be notified by 3:30 p.m. on Monday of students in their activities that are on the probation/ineligibility list.
3. Students will be notified of their probation/ineligibility by letter during their first scheduled class on Tuesday morning. (Notification occurs on Wednesday when there is no school on Monday)
4. Parents/guardians will be immediately notified by letter of their child’s probation/ineligibility status.
5. In the event that school is not in session, procedures will begin the next day school is in session