

# **Estelline High School and Middle School**

## **Student Handbook**



**2020-2021**

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## **FOREWORD**

This handbook has been prepared to familiarize the students, parents, and faculty with the services, programs, and policies of Estelline School.

It is our aim to provide the best educational environment possible. In order to accomplish this goal, it becomes necessary to have certain rules imposed on all of us. Students who accept this idea will easily adjust to our complex society after leaving school.

It is our hope that this information will provide a better understanding of the school and consequently result in still better cooperation and closer harmony among all parties involved.

You, as students in Estelline, have a rare opportunity that many students don't have. You have an excellent facility to come to and claim as your school. It will take an effort on the students and staff to keep this facility looking good. TAKE PRIDE in what you have and do your part in keeping the building and its surrounding campus free from litter and unnecessary marks on walls, floors, etc. Start a new era of respect toward others in and out of school and community. Set the example!

## **PHILOSOPHY AND PURPOSE OF THE ESTELLINE SCHOOL DISTRICT # 28-2**

We believe the primary purpose of education should be individual preparation to lead successfully and worthwhile lives. To achieve this goal, it is essential that each child be granted the opportunity to pursue a meaningful program of studies directed towards physical, intellectual, social, vocational, and economic competence. In other words, we believe it essential that each child be given the opportunity to study individually, or through group processes, those areas which are of most valuable in their development.

It is imperative, therefore, that our staff and personnel are committed to the concept of a child-centered approach to learning. That each child will be treated with dignity, respect, and will be given assistance to meet the challenges of modern society. It is our belief the school environment should be one in which the child has freedom to develop socially, physically, mentally, and provide for emotional well-being under capable guidance.

The overall purpose of the elementary and secondary schools are essentially similar. In the elementary grades, primary emphasis and stress should be placed on the basic skills, especially the communicative skills and work study habits. As the student matures with age and wisdom, we feel they are more capable of making individual decisions regarding their long range goals. Therefore, we place more emphasis on vocational, terminal, and college preparatory courses in high school. We feel the student, through various guidance services, should have the opportunity to select and pursue those courses most desirable in their development.

We further believe the school cooperative with our community agencies which are committed to the development of responsible citizens. There is a need to ensure that all students graduate with the knowledge and skills to become productive global citizens through a commitment by the school, family, business, and the community in a creative, healthy environment. We realize that the school is

only one of many agencies responsible for a child's education and are committed to assisting the development of the individual through cooperation with the home and community.

## **TITLE II / AMERICAN WITH DISABILITIES ACT**

The Estelline School District does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Estelline Schools do not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or request for additional information regarding ADA may be forwarded to Estelline School's designated ADA Compliance Coordinator:

**Dr. Eric Bass**  
**Estelline School District**  
**PO Box 306**  
**Estelline, SD 57234**

**8:30 am – 3:30 pm M - F**

## **TITLE IV-TITLE IX -SECTION 504**

The Estelline School District does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, disabilities, national origin or ancestry.

Inquiries concerning the application of Title VI, Title IX or Section 504- Affirmative Action, and the American with Disabilities Act may be referred to:

**Dr. Eric Bass / Justin Pitts**

**P O. Box 306**

**Estelline School District**

**(605) 873-2201**

**8:30 AM - 3:30 PM M-F**

or to the Office of Civil Rights, US Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106. Telephone: 816-268-0550 Fax: 816-268-0599 TDD: 877-521-2172 Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

## **TITLE IX COMPLIANCE**

Title IX Compliance: The Estelline School District states its intent to comply with the spirit of the law and the regulations of Title IX, which prohibits discrimination on the basis of sex in education programs or activities which receive federal funds, extending to employment in and admission to such programs and activities. The District further commits itself to take remedial action, if it is necessary, to eliminate and discrimination on the basis of sex or to eliminate the effects of past discrimination. The compliance officer for the Estelline School District is: Dr. Eric Bass, Superintendent.

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

**FERPA** affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

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

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

- The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Estelline School District, with certain exceptions, obtain your written consent prior to the Disclosure of personally identifiable information from your child’s education records. However,

the Estelline School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Estelline School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production
  - The annual yearbook
  - Honor roll or other recognition lists
  - Graduation programs
  - Sports activity sheets, such as basketball, showing weight or height of team members
  - School Web page
- Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.
  - In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.
  - If you do not want the Estelline School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by the first day of September. The Estelline School District has designated the following information as directory information:
    - Student’s name
    - Participation in officially recognized activities and sports
    - Address
    - Telephone listing
    - Weight and height of members of athletic teams
    - Electronic mail address
    - Photograph
    - Degrees, honors, and awards received
    - Date and place of birth
    - Major field of study
    - Dates of attendance
    - Grade level
    - The most recent educational agency or institution attended

**Note:** an LEA may, but does not have to include all the information listed above.

# MIDDLE SCHOOL STAFF

We are proud of our fine staff and encourage parents to bring concerns to them as they occur. Good communication between parents and teachers is vital to our success. We are all in this together and want to provide opportunities for all children to experience success. When we communicate and work together to educate, we begin to understand each other and work together for the benefit of all children. If you have a question or concern, please call before or after school. Please try to avoid calling during daily instructional time unless it is an emergency.

Middle School Principal	Justin Pitts
Athletic Director	Jeremy Bachman
Secretary	Audra Gunderson
Business Manager	Amy Miller
Guidance	Morgan Hanenberger
Library	Vicki DeVille
Art	Jim Rieger
Band	Meghan Carmody
English	Kristy McAninch
JH Boys Basketball	Brandon Krein
JH Girls Basketball	
JH Cross Country	James Benning
JH Football	Tim Cass
JH Gymnastics	Sherri Johnson
JH Track	Hilary Suther
JH Volleyball	
Math	Erika Hauck and James Benning
Physical Education	Jeremy Bachman and Kristy Hollenbeck
One-act Play	Gayle Klinker
Oral Interp	LouAnn Jensen
Science	Tiffany Runia
Social Studies/Computers	Hilary Suther
Spanish	Amanda Saathoff
Special Education	Angie Scotting
Speech	Marci Saathoff
Student Council	Erika Hauck and Morgan Hanenberger
Vocal	Chris Watt

# HIGH SCHOOL STAFF

We are proud of our fine staff and encourage parents to bring concerns to them as they occur. Good communication between parents and teachers is vital to our success. We are all in this together and want to provide opportunities for all children to experience success. When we communicate and work together to educate, we begin to understand each other and work together for the benefit of all children. If you have a question or concern, please call before or after school. Please try to avoid calling during daily instructional time unless it is an emergency.

High School Principal	Dr. Eric Bass
Athletic Director	Jeremy Bachman
Secretary	Audra Gunderson
Business Manager	Amy Miller
Guidance	Morgan Hanenberger
Library	Vicki DeVille
Art	Jim Rieger
Band	Meghan Carmody
English	LouAnn Jensen
HS Head Boys Basketball	Andy Hansen
HS Asst BB Coaches	Tim Cass & Brandon Krein
HS Head Girls Basketball	Mike Evert
HS Asst GBB Coaches	Jim Rieger
HS Head Cross Country	James Benning & Jessica Johnson
HS Football	Jeremy Bachman
HS Asst FB Coaches	Matt Hausman, Tim Cass, Kevin Olson, & Maxx Hausman
HS Gymnastics	Sherri Johnson
HS Gymnastics Asst Coaches	Tiffany Runia, Greta Johnson, Gary Johnson
HS Head Track	Jim Rieger & Brandon Krein
HS Head Volleyball	Paul Chick
HS Asst VB Coach	Tiffany Runia
Math	James Benning
Physical Education	Jeremy Bachman and Kristy Hollenbeck
One-act Play	Gayle Klinker
Oral Interp	LouAnn Jensen
Science	Kristy Hollenbeck
Social Studies	Jeremy Bachman
Spanish	Amanda Saathoff
Special Education	Angie Scotting
Student Council	Morgan Hanenberger
Vocal	Chris Watt

## **ACADEMIC ELIGIBILITY (grades 6-12)**

A student must be passing in all his/her classes to be considered eligible for extra-curricular participation in a school sponsored event. In the event the student is not passing in one or more classes, the following procedures will be in effect:

- **School-offered classes:** starting with the third week (partial week is counted as a week) of each nine-week period, student academic progress is evaluated each week with an academic progress report. It is encouraged that parents and students check the grades before every Monday using Infinite Campus to be aware of grades that are 76% or lower.
- **Online classes:** A form for online students, found in appendix, needs to be signed by a parent/guardian and the student by the end of the first week of class. As with all classes, starting with the third week (partial week is counted as a week) of each semester the student's academic progress will be evaluated each week. Progress is determined either by grade reports if furnished by the online school (Black Hills online classes), or all other online classes require checking grades with the student each Monday morning by student submitting a screenshot of grade in each online class. It is encouraged that parents and students check their grades online every week (prior to Monday) to be aware of grades that are 76% or lower for high school online credits or if dual credit passing according to the grading scale of the dual credit institution (found on teacher's syllabus). In all online classes, expected weekly progress (meeting all deadlines of the class) must also occur to be eligible.

Online students are required to email their grade for each online class to the staff member handling the online eligibility (MS/HS principal, MS/HS assistant principal or high school counselor) by the Monday morning deadline time set by the online monitor the first week of school. If this grade report deadline is not met, the student will be ineligible for the week (considered an F). Grade reports will be accepted and encouraged during the weekend before the Monday. It is the student's responsibility to get the grade report to the staff member handling the online eligibility on time.

Students, keep in mind that submitted assignments, etc. may not be graded over the weekend, so working ahead would be good practice. If you feel the online grade is not accurate, it is up to you to contact your online teacher immediately and have your teacher email the staff member handling the online eligibility with an explanation of what it should be. The email will need to be received by 3:30 pm the next day, Tuesday, to remove you from the ineligibility list.

- If the class or online grade falls below 70%, the student will be placed on academic probation from extra-curricular, school sponsored events. The student may continue to practice throughout the probation period.
- The student will be allowed to resume participation in school sponsored events when the grade is again passing on the first day of the next week, provided he/she has regularly attended practices.
- Eligibility begins on the first day of the week, if on that Monday the student is back to passing all of their classes. Eligibility is done weekly, as long as all grades are a D- or above Monday morning, the student is able to participate in the games and activities for the week.
- Students who have unserved detentions will be ineligible to participate in extra-curricular activities until the detention has been served.
- Coaches and advisors have the discretion to set higher standards, but cannot lower the standard.

## ACTIVITIES AND CLUBS

Estelline School provides the following activities as a means of enhancing the student's education:

Drama	Volleyball	E-Sports	Oral Interpretation
Band	Football	One-Act Play	Gymnastics
Chorus	Cross Country	Golf	Track
Student Council	Basketball	Trap Shooting	FFA

### Activities Attendance:

Extra-curricular activities provide students with an after-school activity that puts their talents to work and helps to teach them teamwork and discipline. With our many different activities offered, students should have little trouble finding the type of activity they like. Students must be in attendance at school a full day in order to participate in or attend any school-sponsored activity that is conducted on that day. The principal and/or athletic director may grant exceptions to this limitation.

Middle school sports are defined as 6th, 7th and 8th grade athletes. Sixth grade athletes may participate at the discretion of the coach or athletic director.

## ACTIVITIES CODE OF ETHICS/TRAINING RULES

### Philosophy and Purpose

It is the intent of the school to encourage the growth of responsible citizenship among our students. We must also be concerned about the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health. We also desire to promote equity and a sense of order and discipline among students, therefore, this Code of Ethics must apply to all activities within our school.

We, the students, faculty, staff, school board members, and parents, in an effort to promote proper moral and academic standards declare the following "Code of Ethics." This Code of Ethics will apply to: all sports, all-state chorus, all-state band, annual staff, newspaper staff, oral interpretation, 1-Act Play, student council, class officers, National Honor Society, and cheerleading.

### Code of Ethics

As a representative of Estelline Schools and the community of Estelline, the student must always present him or herself in the most positive light to other communities. This code applies to when a student is representing the school as a participant as well as a spectator. We never want anyone to think that Estelline represents anything less than the best. Representing Estelline Schools is a privilege and comes with certain responsibilities. These include but are not limited to:

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the property of others.

4. I will respect and obey the rules of my school and the laws of my community, state and country.
5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

**No initiation activities or hazing is sanctioned for any class or group during the school year.**

### **Training Rules**

Students will not:

- Use tobacco products
- Drink or possess alcoholic beverages.
- Use or possess any drug, drug paraphernalia or controlled substance unless prescribed by a physician.
- Commit crimes against person or property.
- Violation of this rule will result in the dismissal of the student for the entire year according to state law.

**These rules will be in effect all year round. There will be two classifications of offenses:**

- **Class I** – Misdemeanor or minor offenses; Misdemeanor shall be as defined or classified by state law. If the student is charged with or adjudicated for a misdemeanor, the penalty will be considered a Class I offense. If guilt is determined by confession or other means, the penalty will be invoked without formal testimony or regard to court disposition. The penalty for Class I violations are as follows:
  - First offense: the student will be suspended for three events/games or 21 consecutive days whichever is greater.
  - Second offense: the student will be dismissed from the activity for the remainder of the season. With parent permission the school district would work with the student to receive out of school professional counseling at the expense of the family and upon completion the student may return to activity participation (minimum suspension – 28 days or  $\frac{3}{4}$  the number of contests, whichever is greater.) Suspensions will not be lifted until the athletic director has been notified, in writing, from the counselor conducting the sessions that counseling is complete.
  - Third offense: the student will be suspended from all activities for the remainder of the time the student is in middle and high school.
  - If the violation is reported by a reliable source other than the student and can be verified by the administration, the punishment will be suspension from the team for the remainder of the season according to the penalties for the second offense. If the penalty is a second offense and is not reported by the student, the penalty becomes a third offense. *Example: If the student is picked up on the weekend and must go to court, the student will report the violation on Monday to the coach or athletic director.*
  - The student will need to complete a full season/activity to fulfill his/her suspension. Special circumstances such as a season ending injury during the season are an exception.

- A “day” for suspension is defined as an in-season day during a season or activity for which the student normally participates. *Example: A senior may not use basketball to serve a suspension in order to go out for track if the student has not participated in basketball in previous years.*
- Suspensions cannot be served concurrently with time spent in jail; suspensions will be served following jail time.
- Extra-curricular suspensions cannot be served while student is academically ineligible.
- **Class II** – Felony or major offenses: Felony will be defined by state law. If the student is charged with or adjudicated for a felony, the penalty will be considered a Class II offense. If guilt is determined by confession or other means, the penalty will be revoked without formal testimony or regard to court deposition. The penalty will be as follows:
  - First offense: the student will be dismissed from activities for one year.
  - Second offense: the student will be dismissed from activities for the remainder of the time the student is in middle and high school.

Violations during the school year must be reported within 72 hours by an individual (other than law enforcement agencies) who shall testify before the school administration and athletic director (if athletic suspension could result), and/or coach/advisor. It will be up to the student and student’s parents to report violations during the summer months. The accused person and/or the parent shall have the right to be present at all times. The final decision of guilt/innocence will be made by the Activities Director and advisor (if the incident involves activities) or athletic director and coach (if the incident involves athletics). The aggrieved party shall have their right to appeal the decision to the superintendent. Notice of appeal must be in writing within 5 days of the decision.

Complaints that remain unresolved following any action of the superintendent may be referred in writing to the School Board for review at its next regularly scheduled board meeting. The Board’s decision will be final unless an appeal hearing is requested. There shall be written notice within 5 days for an appeal hearing if one is requested.

These training rules are meant to serve as a minimum standard for the student athletes. It is completely within the right of an individual coach to make the rules pertaining to his or her sport or activity stricter. The coach or advisor will inform the student of the punishment following consultation with the administration. The administration will send a letter of notification to the parents or guardian. This Code of Ethics has been set forth with the purpose of allowing students the privilege and honor of being a part of a successful program at Estelline Schools, while at the same time being fair to teammates, coaches, teachers, parents, and community members.

## **ACTIVITY TICKETS**

There is no admission for Estelline and Hendricks students during Estelline regular season games. Note: all spectators and students will be charged for tournament games held in Estelline.

## **ADVERTISING**

All signs or other advertisements displayed in any school building shall be posted only after permission is received from the High School Principal. If such approval has not been received, the signs will be removed.

## **ALTERNATIVE INSTRUCTION PARTICIPATION**

In order to meet individual student needs, the Estelline School District desires to provide flexibility in the completion of prescribed courses in accordance with the law by encouraging all students to complete their high school education and gain admission to college. The Estelline Board provides students with the opportunity to enroll in online courses that are approved by the South Dakota Department of Education under the following conditions:

- 1) For the purposes of grade remediation. For example, a student who receives a grade of 'D' or 'F' may choose to take an online course to demonstrate his/her improvement in the class for purposes of college admission. If approval is granted for a student to take an online class for remediation, the grade received for the online course will be placed on the student's transcript along with the student's original course grade. The student must have approval from the Estelline High School Principal and Counselor prior to enrollment in the course in order to take an online course for remediation. An enrollment form must be signed by the student and parent acknowledging the requirements of taking the class. The parent will pay for the class, the school will refund the parent for the class provided the student passes the course and receives credit for the class. If the course is failed, the student will be responsible for the cost of the class, will not receive credit for that class and there will be no refund to the parent/guardian.
- 2) For the purposes of program acceleration. If a student has a strong interest in a class not required for high school graduation, which may not be offered in the Estelline schedule, he or she may choose to take an online course through an approved delivery system. The student must have approval from the Estelline High School Principal and Counselor prior to enrollment in the course, in order to take an online course for this purpose. Students must have a "B" average and have no attendance violations to be considered by the high school principal. The student is responsible for any tuition that may occur through enrollment in this course.
- 3) Dual credit courses with a college or tech school (11th and 12th grade). If a student is admitted into a Department of Education approved dual credit course, the student must have prior approval of the High School Principal and Counselor prior to receiving credit. Students are responsible for submitting transcripts for their college course to the school district in order to have the class included on their transcript and their grades are subject to review by the High School Principal on demand. The student is responsible for any tuition and additional costs such as labs or books that may occur through enrollment in this course.

Revised: (8/2012)

## **ARENA USAGE POLICY**

1. All students **MUST** have an adult supervisor who has signed documentation in the district office and be present at ALL times while using the arena.
2. Students are expected to use the arena during set open arena hours. Times will be posted on the Estelline School website. The arena is **CLOSED** to the public between the hours of 10:00 p.m. - 6:00 a.m.
3. The arena is open from 6:15 a.m. – 8:00 a.m. for walkers to use.

4. At NO time will smoking, drinking alcohol, or drugs be allowed in the gym. Smoking outside for adults (that are not students) is allowed off the school grounds.
5. NO dunking or hanging from the rim. This is to ensure the safety of participants and to keep equipment in good condition.
6. When the supervisor is ready to leave - then everyone needs to leave. The supervisor is responsible for checking that all doors are locked and secure before they leave the arena.
7. Facility may be used for birthday parties, family gatherings, etc, but a contract (see appendix for REQUEST FOR USE OF SCHOOL FACILITIES) must be obtained and submitted prior to using and to schedule a time. For these activities, no one is allowed in the weight room.
8. The main school gym will only be used if the arena is not available. Individual alumni or adults will not be allowed to use the new gym.

## **ARENA SUPERVISOR'S RESPONSIBILITIES**

1. The paperwork (see appendix for REQUEST FOR ARENA FOB) must be completed, submitted, and approved for the FOB to be issued.
2. A \$25 deposit will be collected when the FOB is issued. It will be returned when the FOB is returned at the end of the season.
3. The adult supervisor is responsible for all the students that are in the arena, including the weight room, when they open the arena.
4. The supervisor must check to be sure ALL DOORS are secure and locked just before leaving.
5. The supervisor must be the last one to leave the building.
6. The supervisor gives up the privilege of having a FOB and forfeits the deposit, if any of the school rules or arena rules are violated during their time of supervision.
7. The school activities will have priority when scheduling the use of the arena.
8. The Athletic Director must approve the scheduled times that will be used by the organization.
9. If the FOB is not returned at the end of the season, the FOB will be deactivated and the deposit will not be returned.
10. NO ONE is allowed to work out in the weight room alone.

## **ATTENDANCE**

**Absences:** The success of any effort is directly proportional to the time devoted to it and the attendance policy at Estelline Middle/High School reflects this concept. The following policy encourages each student to be present and on time for every school day. At Estelline Schools, we believe this policy is reasonable, workable, and ultimately beneficial to the long-range attitudes and welfare of all students. Students and parents should periodically check the student portal to ensure the accuracy of attendance data so that any errors can be quickly remedied.

1. In an effort to emphasize the importance of regular attendance, the following policy has been developed:

- Students and parents will receive written notification when their child has exceeded five (5) absences per semester for any class.
- Students will not be allowed any more than 10 absences during any given semester. This is to include both excused and unexcused absences. Absences related to school activities will not be included in their allotted 10. Parents will receive written notification when their child has exceeded 10 absences for any class.

- Once students reach their 10th absence, they will then receive zeros on any assignments given on these days for any days missed up to the 15th day.
- Absences accumulate over each semester (the students will begin with zero absences each semester).

**NOTE:** A student dealing with chronic physical illness, physical injury or mental illness will be exempt from these rules when the following is met: A written physician's note documents the illness/injury including a timeline and recommended time to be out of school. When missing school, the student will work when health allows it, at home to keep up with classes so that all their grades are passing. If homework and/or grades are not kept up with, meeting(s) will be held with the student, parents, counselor, teacher(s) of the failing class and principal or assistant principal to create a plan to get the student back on track. The goal is to work with the student, in these difficult situations, so they are supported and successful.

2. Students will be allowed ONE consolidated absence for an illness or a family emergency, per semester, up to 5 days for a single illness or injury.

- For example, gone for flu 2 days, back a day, then gone again for three days, this would count as one absence. Another example, knee surgery that has physical therapy required once or twice a week in which 5 of those days could be consolidated into 1 absence. Every absence after the one consolidation will be counted as one day absent. It will only count as one absence provided the student or parent provides a signed doctor's note that fully explains the reason for the absences with details as outlined in the NOTE above.
- When absent for any reason, it is the student's responsibility to go to Planbook on the school website to get their missed assignments. On the school's website's homepage click the link under Planbook Links <https://www.symbaloo.com/shared/AAAAB-yvXtQAA42ASB4N2A==> On symbaloo, all teachers have a link to their individual Planbook.
- When a student returns from an absence, they will be required to immediately report to the office with the reason for their absence from a parent's/guardian's written note, parent's/guardian's email or parent's/guardian's phone call. Notification to the office **must be from the parents/guardians, no other person**. Parents/guardians who speak only Spanish, must contact the Spanish teacher to explain the circumstances. At this time, the absence will be determined as excused or unexcused. Any absences that are not confirmed by a parent or guardian will be unexcused.
- **3.** If a student anticipates an absence, the parent/guardian is to notify the office of the absence and reason prior to the student being gone. The makeup slip should be obtained from the office secretary before the absence. The student is responsible to notify each teacher and get the missed work prior to being gone. This will minimize the amount of work to be done when returning after an absence. When returning, the student will have 2 days per one day gone to complete the work. Medical absences may be permitted to have more time to get caught up depending on the circumstances of the absence.

4. For the purposes of these rules, students will begin each semester with zero absences.

## **AWARDS**

An athletic letter will be given out for high school boys and girls sports. The head coach may letter a player if they feel that player is deserving. This may be based on a students' attitude, attendance at practice, cooperation, etc. To earn a letter, the student must meet the following criteria:

Football: (Boys and Girls): Letters will be awarded for number of quarters played. A player will letter if they are involved in 10 quarters of Football

Basketball: (Boys and Girls): Letters will be awarded for number of quarters played A player will letter if they are involved in 20 quarters of Basketball at the Varsity level.

Track: (Boys and Girls): A letter will be awarded to all students earning a minimum of four points at major track meets.

Volleyball: A player must play in half of varsity matches.

Cross Country: A runner who participates on the varsity team.

Cheerleading: Exhibiting good sportsmanship, crowd control, team support, no more than one excused absence other than illness, with prior approval of advisor and principal.

Band: Students need to accumulate 250 points throughout their high school band experience. Students must attend all performances to receive a letter. After the first letter students will receive a bar. Lettering details are found in the Redhawk Music Handbook.

Chorus: To earn a letter in Music for HS Chorus, a student must accumulate 200 points during their entire career in chorus. See Redhawk Music Handbook for details.

Drama Lettering System: The following is a tentative list of activities by which a student in speech may earn points toward a letter.

According to this system, it would take 10 points to earn a letter (or similar award), Following the first letter, additional points may go towards bars or similar mark of achievement. (One bar for each additional ten points.)

Point range for any task is from zero to the maximum amount, depending on the quality of cooperation and performance and on the discretion of the advisor. Including but not limited to not receiving points if a performer does strike set or attend year ending meeting.

The point system is listed as follows:

Major Role - 3

Minor Role - 2

Walk-on or crowd role - 1

Contest Award (cast/ensemble/individual) - 4

Student Director - 2

Crew Members - 1

Oral Interpretation- 2 Points

Local Winner - 1

District Winner - 2

Regional Winner - 3

State Winner - 4

Other Awards: Awards in other areas will be determined by the instructor in that area, or by the constitution of the organization.

## **BAND PARTICIPATION**

All instrumental performances are required. 9th-12th band includes the Marching Band and Large Group Contest. Any missed performances will use a makeup assignment to receive some points back. Any knowledge of a missed performance in advance will need to be discussed with the director. 5th, 6th, 7th-8th, 9th-12th bands will perform in 3 concerts - Christmas, Pops and Spring.

Lettering in band is laid out in the Redhawk Music Handbook. Students need to accumulate 250 points throughout their high school band experience. Students must attend all performances to receive a letter. After the first letter students will receive a bar.

Please refer to the Redhawk Music Handbook for more information about instrumental music in Estelline.

## **BUILDINGS and GROUNDS**

Each student is assigned a locker in which he/she may keep their books and personal belongings. If you have some items of value, they may be taken to the Administrative Office. Lockers at the school will not have stickers, writing and or anything that would cause damage to the locker. Lockers are school property and administration can access the locker and its contents at any time, there is no reasonable expectation of privacy. Estelline school is not responsible for any stolen items from lockers.

Students are not to be sitting on top of any desks.

No street shoes on gym floor.

Middle school and high school students use the bathrooms in the high school area whenever possible. The elementary bathrooms are for the younger students.

NO BEVERAGES ARE TO BE BROUGHT INTO THE SCHOOL BUILDING BEFORE OR DURING SCHOOL HOURS. There is **NO POP or Drinks** allowed in the classrooms, only water.

NO OUTSIDE FAST FOOD ORDERED IN FOR LUNCH W/O PERMISSION PRIOR TO THE DAY IT IS REQUESTED. No food is to leave the lunch room.

## **BULLYING POLICY**

The Estelline School District believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards and that harassment or bullying disrupts the school's ability to educate all of the students in a safe environment.

### **DEFINITION:**

- Bullying in school or at a school activity is a CONTINUOUS and intentional behavior, persisting over time, that is deliberately hurtful, severe, pervasive and objectively offensive to another person or group. Bullying behaviors include physical, verbal, and cyber-bullying, or any other activity that creates an intimidating and hostile environment to the point that it disrupts a student's ability to receive an education.
- Bullying is behavior toward individuals or groups that is intimidating because of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender identify, culture, social origin or condition, political affiliation, mental, physical or sensory disability, and other attributes or abilities.

### **PROCEDURES:**

- For Students:
  - stand up to the bully by telling him/her to stop the behavior
  - If the bullying behavior continues, tell a parent, teacher, assistant principal, principal or another adult.
- For Parents:
  - Report bullying behavior to school principal or assistant principal without fear of reprisal
  - Discuss effective ways to stop bullying with your child
  - Teach assertiveness; not aggressiveness
  - Monitor interaction with friends
- For School Officials:
  - Assume that there is bullying in our school
  - Investigate any reports of bullying behavior
  - Keep documentation of reported incidents
  - Contact Parents (both victim and bullying student)
  - Administer consequences
- For Bystander:
  - Assist victim
  - Show support to the victim
  - Report incidents to adult (parent, teacher, principal)

### **CONSEQUENCES**

- Factors for Determining Consequences
  - Age, development, and maturity levels of the parties involved
  - Degree of harm
  - Surrounding circumstances
  - Nature and severity of the behavior(s)

- Relationship between the parties involved
- Context in which the alleged incident(s) occurred
- Consequences for a student who commits an act of harassment or bullying shall be designed to:
  - correct the problem
  - prevent another occurrence of the behavior
  - Protect the victim
- Consequences may include the following:
  - Admonishment or reprimand
  - Temporary removal from the classroom
  - Loss of privileges
  - Classroom or administrative detention
  - In-school suspension
  - Out-of-school suspension
  - Expulsion or termination
  - Meeting with school board

## CARS

- Students are not permitted to drive or ride in/on any motorized vehicle during school hours, except during special situations in which they must have written permission from their parents or from the administration. The first violation will result in Saturday School Detention. The second violation will result in two Saturday School Detentions.
- Any speeding or exhibition driving will not be tolerated on or about the school grounds.
- All cars should be parked in east parking lot and when leaving shall not be driven by the buses. The school's responsibility for student driving shall cease as soon as the student leaves the school grounds, at which time the responsibility must rest with the parents.
- **Students are not to use the south street before, during, and after school. It is closed to thru traffic from 7:00 a.m. – 4:00 p.m. to keep all students safe, when coming to and leaving the building.**

## CHEATING

Whenever a student is found guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and inform the principal or assistant principal as to the action taken. Teachers will record the date, and details of any cheating and notify parents. Plagiarism is taking the writings and ideas of others and passing them as your own and is considered cheating which will result in a zero. The second time a student is caught cheating in the same class will result in an "F" for the nine weeks. Should a student get caught cheating in the same class three times, the student will fail for the semester. If students are caught cheating in multiple classes, the above policy will also apply. Classroom teachers may have additional guidelines for their individual classes.

## **CHEERLEADERS**

Cheerleaders are chosen for the following activities: Football – Varsity - 6; Girls' Basketball – Varsity - 5; Boys' Basketball - Junior Varsity and Varsity - 6.

Cheerleaders will be selected by a committee consisting of cheer advisors from area schools, community members, and the local cheer advisor. If all of the committee is unavailable cheerleading selections will be rescheduled.

Cheerleaders will travel to and from out-of-town games as a unit, with transportation being arranged by the school. Junior Varsity cheerleaders will cheer only on nights that the Junior Varsity team plays. Only Varsity cheerleaders will participate at Conference, District, Region and State Tournaments.

Only the selected cheerleaders are to be on the field or court during games. This is for the safety of everyone involved.

## **CHORUS PARTICIPATION**

All chorus performances are mandatory. Only certain exceptions for missing these events will be allowed with discussion with the director prior to missing an event. Any missed concert will require that a make-up project be submitted in order to receive a grade for the missed event.

To earn a letter in Music for HS Chorus, a student must accumulate 200 points during their entire career in chorus. Points carry over from year to year. Once a student letters in chorus for the first time, they will receive the chenille music patch. When that student letters again they will receive a letter bar. The student must have no unexcused absences from performances to letter.

More information about Chorus expectations, requirements, grading and policies are in the Redhawk Music Handbook which will be given to students at the beginning of the school year. Students and Parents should read the Handbook and return the last page signed by student and parent so that the director knows that student/parent are aware of expectations and policies.

## **CHURCH NIGHT, WEDNESDAY EVENINGS & SUNDAY**

In an effort to cooperate with family activities and the Church community, the Estelline School District has special activity policies in place for Wednesday evenings and Sundays during the school year.

- No contests, meets or performances shall be scheduled on Wednesday evenings or Sunday.
- Practices may be held after school on Wednesdays BUT must be completed no later than 5:30 pm for all participants regardless of their participation in Wednesday evening activities. Ending at 5:30 pm means all practice related activities for all participants ceases no later than 5:30 pm. The district recognizes that certain church related activities and events start earlier than 5:30 pm. In those instances, students will be allowed to leave early from practice and no punitive action will be taken, but before practice begins, the student must inform the coach/advisor of their needs to leave early.
- School events that must be scheduled on Sundays, Wednesday evenings or practices that end after 5:30 pm shall be subject to the Superintendent's approval.

### **WEDNESDAY EVENING AND SUNDAY ACTIVITIES POLICY** applies to:

- From the first day of student attendance through the last day of student attendance each school year.
- To all students K – 12
- To all school sponsored student activities
- Revised: 5/20/2017

### **CLOSED CAMPUS**

Students are not to leave the school campus without prior approval from the principal.

### **COMMUNICABLE DISEASES for the STUDENTS**

The Board recognizes the need and right of all children to receive free and appropriate education. The Board further recognizes its responsibility to provide a healthy environment for students and school employees.

- The determination of whether an infected student can be excluded from the classroom or school activities shall be made on a case by case basis, under the direction of the building principal or assistant principal.
- In situations where the decision requires additional knowledge and expertise, the principal will refer the case to a team for assistance in the decision making. The team may be composed of:
  - representation from the State Health Department
  - the student's physician
  - the student's parents or guardian(s)
  - the school principal or assistant principal
  - the school health services supervisor
  - the superintendent or designee
  - the student's teacher(s) and other appropriate school personnel
- In making the determination, the team shall consider:
  - the behavior, developmental level, and medical condition of the student
  - the expected type(s) of interaction with others in the school setting
  - the impact on both the infected student and others in that setting
  - the South Dakota Department of Health guidelines and policies
  - the recommendation of the County Health nurse.
- If the district has reasonable cause to believe that a student is an infected individual, an appropriate medical evaluation of the student may be required.
- If an infected student is not permitted to attend classes or participate in school activities, the district will provide the student with an alternate education program.
- Public information will not be revealed about students who may be infected if the student is permitted to remain in the school setting. Appropriate information will be provided to school employees who have regular contact with the student.
- Health guidelines for school attendance are established and interpreted within the context of the case. The guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

## COMMUNICABLE DISEASES GUIDELINES

### Disease & Incubation Period Rules for School Attendance

- **All communicable and chronic diseases should be reported.**

Acquired Immune Deficiency Syndrome (AIDS) 6 months-5 years	Determination will be made by committee as outlined in the Communicable Disease policy.
Chicken Pox	The student may attend school after the scabs are dry and well healed.
Cytomegalovirus (CMV) Salivary Gland Viruses	The student may attend school. Precautions should be taken by contacts with immune-suppression as for organ transplants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection.
Diphtheria, 3-5 days	The student will be under quarantine until two negative throat and nose cultures are taken, not less than 24 hours apart with a recommendation from the state health department.
Fever	If student has a temperature of 100 degrees or over, they should be kept home or sent home.
Fifth Disease (Erythema Infectiosum) 6-14 days	Exclude student from school if there is a fever present.
Giardiasis (Intestinal Protozoan Infection) 5-25 days or longer	The student may attend school if the student practices independent and hygienic bathroom skills. Other students may attend school after the third day of drug treatment. Good hand washing in all cases should eliminate risk of transfer of infection.
Gonorrhea	The student may attend school under proper medical treatment.
Herpes Simplex, 2-12 days	The student may attend school during an active case if the student has the ability and practices appropriate personal hygiene precautions and the area of lesion is covered.
Impetigo Variable, 4-10 days	The student may attend school if the treatment is verified and covered or dry.
Infectious Hepatitis, 15-50 days	The student may attend school with physician's written permission and if the student has the ability to take appropriate personal hygiene precautions.

Lice	If students are suspected of having lice, they will be sent home. They must have a written permission slip from the doctor or the county health nurse when they return.
Measles (red, hard); Rubeola, 7 day; Rubella-German, 3 day	The student may attend school after recommendations from the state health department.
Mono (Infectious Mononucleosis Glandular Fever) 4-6 weeks	The student may attend school with physician's permission. The student may need adjusted school days and activities.
Mumps, 12-21 days	The student may attend school after swelling has disappeared and or after recommendation from the state health department.
Pediculosis (crabs)	The student may attend school after proper treatment. After repeated infestation of the same student, the student may be excluded until all nits are removed.
Pink Eye (Conjunctivitis) 5-15 days	The student may attend school after being on adequate antibiotics and after a minimum of 24 hours of being on adequate therapy.
Planters Warts	The student may attend school. Students will not be permitted to walk barefoot.
Ringworm	The student may attend school if the area is under treatment and covered. Known cases of athlete's foot will be restricted from showers until under treatment.
Scabies (Seven year itch or mites)	The student may attend school after adequate treatment.
Scarlet Fever	Isolate one day after adequate antibiotic therapy or until the rash is clear.
Streptococcal Infection (Scarlet, Scarlatina, Strep Throat)	The student may attend school 24 hours after initiating oral antibiotic therapy with no fever present.
Syphilis	The student may attend school when under proper medical treatment.
Whooping Cough (Pertussin)	The student must be on antibiotics therapy for at least 5 days and come back to school upon recommendation from the state health department.

## **CUSTODY**

- In most cases, parents shall be given reasonable access to their children at school and to their children's official school records. It shall be the responsibility of the custodial parent who has a court order restricting the rights of the other parent to access the child or the child's official school records to provide the school with a current copy of the court order.
- In cases of guardianship, it is the responsibility of the legal guardian to notify school officials of the conditions of the guardianship and to provide school officials with all pertinent written documentation or changes.

## **DAMAGE TO SCHOOL PROPERTY**

- Any person doing willful damage to the school, or other school property, shall be responsible for full restoration of the damages. Parents may be notified by phone or mail of the damages depending on the severity of the case. Serious or repeated incidents will be grounds for suspension or expulsion.
- Students damaging personal property of school employees or fellow students' property will be subject to disciplinary action at school as well as through law enforcement channels.

## **DANCES**

The following guidelines apply to all school dances or any dance that is held on school property. All dances must be cleared through the Principal's office at least one week in advance.

- Doors will close 1/2 hour after dance begins, unless prior arrangements are made with the principal. Once a person leaves a dance, they cannot return.
- Any non-Estelline students must be signed up by the end of the school day in which the dance is scheduled and approved by the administration. NO ONE 21 or older will be allowed
- All dances, except Prom, will require a minimum of **two** adult chaperones which have been approved by the administration. One of the dance chaperones must be a school staff member.
- If there is a suspicion of being under the influence or in possession of a controlled substance, a police officer will be notified and the student is subject to testing (i.e. breathalyzer, passive alcohol sensor).
- Students attending any dance under the influence of or in possession of a controlled substance will face disciplinary action from the school and may also face legal consequences. A police officer will be notified. The student's parents will be notified and asked to come and get their child either at school or the police station.
- School dress policy applies for all dances held on school property. Anyone not meeting the dress code will NOT be allowed into the dance.

**Sexually suggestive dancing may result in students being removed from the dance. Parents will be notified. Sexually suggestive dancing includes, but is not limited to front to back touching/grinding.**

## **DISCIPLINE POLICY**

Estelline School District's Code of Behavior has been developed to enhance learning at Estelline School District. Staff and Students are expected to display proper behavior towards other students, faculty, Administration and all other persons affiliated with the school.

Basic Expectations of Estelline Middle and High School students:

**HONESTY:** telling the truth, meaning what you say

**RESPONSIBILITY:** carrying out your obligations or duties, answering to your own actions

**RESPECT:** treating everyone, including yourself, with dignity

**SELF-CONTROL:** being able to control your own actions

**PROMISE KEEPING:** keeping your word

**EQUALITY:** understand that all people have the same rights

**SOCIAL JUSTICE:** treating all people fairly, being a people builder

When an infraction occurs, the teacher will issue a Code of Behavior Form to the student, found in the appendix of this handbook. The student is responsible to fill out the questions on the form. This form must be completed and returned to the high school office by the end of lunch hour the next school day.

## **DRESS CODE**

Students are expected to dress with standards that enhance a safe learning environment. In the interest of cleanliness, decency, and good taste, the Estelline School District reserves the right to place restrictions on a student's dress and grooming as necessary when they create a danger to the student's health and safety, interfere with the educational process, or cause a disruption in school.

The following are some guidelines:

- No caps, hats, stocking caps/hats, bandanas, do-rags, etc. are to be worn in school during the school day. Caps, etc. allowed during specific dress-up days for homecoming and special school events.
- No coats, jackets, parkas, or trench coats may be worn during the school day.
- No apparel or articles that promote or suggest alcohol, tobacco, or drug products are allowed in school. Apparel or articles containing messages, lettering, markings or pictures that could convey profane or offensive meanings or may relate to sex, race, gangs, or cults will not be worn in school or at school events. This includes clothing that is torn or tattered.
- Students and parents need to be concerned about the type of clothing worn by students throughout the school year, being particularly sensitive to revealing clothing, including short and skirt length, spaghetti straps, tank tops, etc. Tops and bottoms must conceal all undergarments. Biking shorts are not allowed unless covered by another pair of shorts. Yoga pants and exercise pants will be allowed at the discretion of the administration.
- Chains hanging from pants are a safety concern and may not be worn.
- Footwear is to be worn in the building at all times.
- Sanitation and safety requirements are also criteria upon which school officials may limit student participation while in school or in activities.

If a student is wearing clothing that is considered to be in violation, he/she will be asked to change. If the student does not have other appropriate clothing items in school, the parent will be called and the student will be required to return home and change.

### **ALL FINAL DECISIONS ABOUT the APPROPRIATENESS OF CLOTHING WILL BE MADE BY THE ADMINISTRATION.**

- 1<sup>st</sup> Offense – A warning and change clothing – loaner clothing is available.
- 2<sup>nd</sup> Offense – Student will be given a change of clothing, and a 30 minute detention will be assessed and made up after school that day.
- 3<sup>rd</sup> Offense – Change of clothing given, SSD, and parent contact
- 4<sup>th</sup> Offense – 2 day ISS and parent conference

### **ELECTRONIC DEVICES**

- Electronic devices are defined as, but not limited to: headphones, cell phones, ipads, ipods, tablets, apple watches, etc.
- Students will have their cell phones off and will put their cell phones in the teacher's designated place when entering the classroom. ONLY exception is under discretion of the classroom teacher when used for academic purposes in the classroom.
  - Electronic devices can be disruptive to the learning environment, used for cheating, and are inappropriate for the classroom setting.
  - It is recommended that students either leave these items at home or in their lockers or vehicles, in the designated homeroom space, or in a designated place when coming into a classroom.
  - If students are observed or discovered in possession of a device during classroom time, the item will be confiscated. If the student does not turn the device over, it will be viewed as insubordination.
    - 1<sup>st</sup> offense – item is confiscated and returned to student after school that day.
    - 2<sup>nd</sup> offense- item is confiscated, turned into administration and returned when parent/guardian is contacted
    - 3<sup>rd</sup> offense – item is confiscated, turned into administration and returned to parent/ guardian only, Saturday Detention and/ or ISS assigned.
    - Subsequent offenses regarding this policy constitute insubordination and will be dealt with in accordance with the Code of Behavior discipline policy.

**NOTE:** If there is an emergency and use of the electronic device is needed by the student permission may be granted by the classroom teacher.

### **EMERGENCIES**

- The building should be evacuated immediately when the alarm rings. Instructions for evacuation will be given to the teacher and posted in each room.
- Teachers/Advisors and students involved in extracurricular activities program should be familiar with emergency procedures for the activity and in that area.

## **EPINEPHRINE AUTO-INJECTORS**

- The District may acquire and maintain a stock of epinephrine auto-injectors pursuant to a prescription issued by an authorized health care provider for use in an emergency situation of a severe allergic reaction causing anaphylaxis.
- All epinephrine auto-injectors must be stored in a locked medicine cabinet, managed by the school nurse or school personnel trained in administration of epinephrine auto-injector or administration of medication. Epinephrine auto-injectors to be stored and/or administered must be in a pharmacy labeled container. The label must specify the name of physician/licensed health care provider, the date of the prescription and the directions for use.
- No school employee, other than the school nurse, shall be required to be trained by a licensed health care professional for the purpose of being trained in the administration of epinephrine auto-injectors, or shall be required to administer epinephrine auto-injectors, without the employee's prior written consent. Any school nurse, or other designated school personnel authorized by the School Board, may:
  - Administer an epinephrine auto-injector to a student in accordance with a prescription specific to the student on file with the school.
  - Administer an epinephrine auto-injector to any student during school hours if the school nurse or designated school personnel believe that the student is experiencing anaphylaxis in accordance with a standing protocol from an authorized health care provider, regardless of whether a student has a prescription for an epinephrine auto-injector or has been diagnosed with an allergy.
- Prior to administering an epinephrine auto-injector made available by the school, each designated school personnel shall be trained by a licensed healthcare professional to:
  - Recognize the symptoms of a severe allergy or anaphylactic reaction
  - Know the procedure for the administration of an epinephrine auto-injector
  - Know the procedure for storage of an epinephrine auto-injector
  - Know the emergency care and aftercare for a student who has an allergic or anaphylactic reaction.
- Pursuant to state law, no administrator, school nurse, or designated school personnel, the District or the School Board, that makes available or possesses or epinephrine auto-injectors pursuant to law, may be held liable for any injury or related damage that results from the administration of, self-administration of, or failure to administer an epinephrine auto-injector that may constitute ordinary negligence; however, this immunity does not apply to an act or omission constituting gross, willful, or wanton negligence.

## **FEDERAL FUNDS**

It shall be the policy of the Estelline School District to forbid the use of federal funds for partisan political purposes of any kind by any person or organization involved in the administration of federally-assisted programs.

## Use Of Federal Funds Complaint Policy

Any Estelline School District patron who has a complaint regarding the way in which the Estelline School District is spending federal money, must contact the superintendent and if the complaint is not resolved at this level, the district patron may request that the superintendent place him/her on the next school board meeting agenda to bring the complaint to the school board. If the complaint is not resolved at the school board level, the school board chairman and/or district patron may request assistance from the South Dakota Department of Education.

## FFA

1. All FFA members must be enrolled in at least one semester of an agriculture class in the current year to be a member for that year.
2. All FFA members must have their FFA dues of \$20 paid by September 15.
3. In order to travel to FFA competitions, FFA members must be eligible.
4. All FFA members must meet annual requirements set by the advisor and the current officer team (including fundraising goal, activity involvement, etc).

## GRADING SCALE

<b>GRADE</b>	<b>Percentage</b>	<b>Standard &amp; Dual Credit Grade Point</b>	<b>Adv. Placement Grade Point</b>
A	95-100	4.00	5.00
A-	93-94	3.67	4.67
B+	91-92	3.33	4.33
B	87-90	3.00	4.00
B-	85-86	2.67	3.67
C+	83-84	2.33	3.33
C	79-82	2.00	3.00
C-	77-78	1.67	2.67
D+	75-76	1.33	2.33
D	72-74	1.00	2.00
D-	70-71	0.67	1.67
F	BELOW 70	0	0

INC (I) Any incomplete that is not made up during the two weeks immediately following the end of the nine weeks will result in an F unless arrangements are made through the Principal. In Advanced Placement Classes, students have four weeks to complete the work. At that time the grade will be changed to a mark from the above scale.

## **GRADUATION**

No student may participate in the graduation exercise unless all graduation requirements have been fulfilled. Students must be enrolled in Estelline classes during the second semester to participate in graduation exercises. Select High Students may participate at a Select High Graduation Ceremony.

## **HEAD LICE POLICY**

The Estelline School District has a “no nits” policy regarding head lice. The following steps will be taken if there is a possibility of head lice in the school.

- If a student or parent reports a confirmed case of head lice, the whole class will be examined by a qualified person, as well as brothers and sisters. If lice are found on the siblings, those classes will be checked as well.
- If a student is suspected of having head lice, the student will be referred to the building principal or assistant principal, who will make a decision regarding notification of the parents.
- Once a student has a confirmed case of head lice, he/she must be treated at home and may return to school upon receiving a written confirmation from a health authority, (doctor, physician’s assistant or county health nurse) that no nits are present. It is not sufficient just to treat with the medicated shampoo. All nits must be combed out of the hair.
- If it appears that the head lice problem is present in several grades, all students, K-12 may be examined.

## **HEALTH EXAMINATIONS**

- The County Health Nurse provides education and screening services to the school through a contract with the State of South Dakota Department of Health.
- Screening and Assessments are given to the following classes or groups of students:
  - Health assessments for: Pre-Kindergarten, 5th and 9th grade
  - Scoliosis Screening for: Girls in grades 5, 7 and 9; Boys in grades 5, 8 and 9
  - Vision Screening for all students in grades: Pre K, 3, 5, 7, 9
  - Hearing Screening for all students in grades: 3 and 9
- Education classes are also presented to the following grades:
  - Kindergarten – Dental Health and Hygiene
  - 1st Grade – Hand Washing
  - 2nd Grade – Nutrition
  - 3rd Grade – Personal Hygiene and Dental Hygiene
  - 4th Grade – Nutrition
  - 5th and 6th Grade – Growth and Development (including puberty development information)
  - 7th Grade - Nutrition

## HOMELESS YOUTH

The Estelline School District's policy is to:

- Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i. e. academic records, medical records, proof of residency, or other documentation.
- Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.
- Provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:
  - Transportation services
  - Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the ESEA of 1965 or similar state or local programs, educational programs for students with disabilities, and educational programs for students with limited English proficiency.
  - Programs in vocational and technical education.
  - Programs for gifted and talented students.
  - School nutrition programs.
- Provide a list of surrogate parents/guardians for youth experiencing homelessness.
- Provide a complaint procedure for families of homeless students who may dispute the actions of the school district which states:
  - The parent/guardian of homeless youth may bring their complaint to the superintendent and if the complaint is not resolved at this level, the next step is to request to be on the agenda at the next school board meeting. If the complaint is not resolved at the school board level, the school board chairman and /or parent/guardian may request assistance from the South Dakota Department of Education.

## HONOR ROLL

The honor roll for middle and high school will be divided into three sections.

- To be eligible for the "Gold" the student must have an average of 3.75 or above on the 4.00 scale.
- To be eligible for the "Silver" the student must have an average of 3.35 - 3.749.
- To be eligible for the "Bronze" the student must have an average of 3.00 - 3.349.
- All classes will be used in Honor Roll determination.
- Only nine-week honor rolls will be placed in newspapers. Straight "A's will be noted by an asterisk.
- No student with a grade below a C will be allowed on the honor roll.

## ILLNESS OR ACCIDENTS

If any student becomes ill or has an accident during school hours, the parents shall be notified and requested to come pick up their child immediately. In cases where the parents can't be reached, the student will be taken to their home only if a guardian, relative, or person designated by the parents is there to care for the student. It is the student's duty to report to the principal's office if he or she becomes ill. If the principal is not available, the student will report to the assistant principal, business manager or the high school secretary. If the student leaves the building without reporting, it will be an unexcused absence.

## LUNCH PROGRAM

- School lunches will be made available to each and every student.
- Lunch money should be brought to the office.
- All families are encouraged to read through the regulations and apply for reduced price or free meals according to the school's schedule from the Business Manager.
- Because of the free and reduced lunches there will be no borrowing of lunch numbers.
- It is the students' responsibility to memorize their lunch number.
- It is the family's responsibility to keep their lunch account current. A limit of ten meal charges are allowed before a student will no longer be served.
- Estelline School Food Service has adopted the Offer versus Serve Policy for serving meals. Students K-12 have the option to choose three full servings of the five menu items, in place of servings of all five components offered.
- Refunds for unused meals will be made at the end of the student's senior year, or upon moving.
- No food or drink is to be taken out of the lunchroom by any student.

### The 2019-2020 Prices charged for school lunches shall be:

Elementary (PreK-5)	\$2.80
MS/HS	\$3.05
Adult	\$3.75
Student Breakfast	\$1.60
Adult Breakfast	\$2.20
Extra milk	\$0.40

## MEDICATION ADMINISTRATION

If at all possible, give medications at home. If medication is to be administered by a school employee, a written note to the school must accompany the medication. The medication must be in the package that correctly identifies the student and the type of medication to be taken. The note needs to notify the length of time and when it needs to be taken. This includes cough drops. In the rare occasion that a student is to stay indoors because of an illness, we do need a verified medical reason for such a request.

- The following criteria must be met in order for medications and/or treatments to be administered and/or supervised at school. If the criteria are not in place prior to the administration of the medication the parent/guardian will be notified and will be responsible to administer the medication.
  - A completed Request and Authorization for Medication/Treatment form shall be signed by both a physician and parent/guardian and submitted to school officials. These forms may be obtained at your school office.
  - Over the counter medications will not be supervised or kept in the office unless directed by the physician. This requires the above guideline to be completed.
  - District policy and rules state that a student's parent/guardian shall transport medication to and from school, not the student. Parents/guardians must bring the medication to the school office in a container labeled by the pharmacy to include:
    - Student's Name
    - Medication Name and Strength
    - Physician's Name
    - Dosage & Time of Administration of Medication
  - If a student is going to carry their own medication (ex: Inhaler, Tylenol, etc.) parents/guardians need to complete a medication authorization form.

## **NATIONAL HONOR SOCIETY**

In order for a student to be eligible for induction into the National Honors Society students must meet the following minimum criteria.

They must have an accumulative grade point average up through the 1st semester of their sophomore, junior and senior year of no less than 3.5.

After meeting the Scholarship requirement, an Educational Selection Committee is formed that will select students from the eligible candidates. Their selection is based on the student's leadership, service, and character. Students that are selected will be recognized at the Awards Night. The selection process by the Education Committee will take place sometime in the early spring of the school year. The Educational Selection Committee is made up of all high school faculty. A Committee made up of the Principal, Guidance Counselor, and 1 other teacher will have the authority to add students that they feel are deserving

## **PARENTS HAVE THE RIGHT TO KNOW**

- Parents/guardians of students enrolled in the Estelline School District have the right to know the highly qualified status of teachers and paraprofessionals who teach their children.
- Parents may request this information only for the personnel that teach their child.
- At a minimum, the following information will be provided to the parents upon request and in a timely manner:
  - Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the teacher is provided services by paraprofessionals and, if so, their qualifications.

## **PRIVATE MUSIC LESSONS**

No student will be excused from school to take private lessons without special administrative permission, and under no circumstances will this be given if the student will miss a regularly scheduled class.

## **PROM POLICY**

All 11-12 students from Estelline are allowed to attend the Prom with or without an escort. Students from 9th & 10th may attend if asked by an Estelline junior or senior. All in attendance must be in high school or graduated within two years. NO ONE 21 or older will be allowed to attend the PROM as an escort. Any non-Estelline Students must be approved by the administration and signed up in the office one week before prom is scheduled. All guests will be held accountable to the same rules as Estelline students.

Prom chaperones will consist of the prom advisors and also two sets of parents.

## **PROMOTION AND RETENTION OF MIDDLE SCHOOL STUDENTS**

- If a sixth, seventh or eighth grade student fails any two of the four core classes for the entire year, he/she must repeat the entire grade, and will not be promoted to the next grade level.
- Core classes will be defined as the following: Math, English, Social Studies/Civics/Geography, and Science.
- The student's grade will be calculated by averaging the first semester with the second semester grade.
- The district reserves the right to review each case on an individual basis.

## **SATURDAY SCHOOL**

### **General Design**

- Saturday School is for discipline situations only and is not designed for academic problems. If a teacher has a student that is insubordinate and refuses to do his/her work as directed, the teacher should report this as a discipline problem and Saturday School would become an option.

- Any high school student 9-12 who has **three tardies for the same period will be assigned a Saturday School for each semester. (see tardy policy).**
- Teachers are expected to continue to handle minor discipline problems themselves with a behavior slip (found in appendix) and before/after school detentions, etc. Chronic or more serious problems will be documented through behavior slips which are issued and is a referral to the administration.
- Once three behavior slips have been issued per semester, depending on the infraction, additional actions may be made, such as Saturday School, ISS, or OSS.
- Only the principal or assistant principal may assign a student to Saturday School. Any combination of Saturday School, in-school suspension, and out of school suspension may be used when the principal assigns it.

### **Supervision**

- The supervisor must report by 7:45 A.M. and remain until 8:30 A.M. if no one shows up.
- Saturday School runs from 8:00 A.M. - 12:00 P.M.
- If a student shows up late and before 8:30, the supervisor may choose to stay later doubling the missed time and hold the student to make-up the missed time after 12:00. If the supervisor does not want to stay, the supervisor will have the student make up double the missed time after school the following week.
- If a student has not reported by 8:30 A.M., it is up to the supervisor to allow the student to get part of the 4 hours served. The student will make missed time as double time after school during the days of school the following week. If the student misses the assigned Saturday school completely the student will have two Saturday Schools to serve. If the Saturday School is missed a second time the student will serve an ISS the following Monday in school.

### **Expectations**

- If an assigned student is unable to attend an assigned Saturday school, a parent/guardian must email the assistant principal as soon as possible with the reason. This student will be assigned to the next scheduled Saturday School.
- Students assigned to Saturday School are expected to report on the date assigned once the parent has notified the assistant principal that the student will be attending.
- The supervisor will not sit and talk to the student.
- Saturday School will be scheduled when there are at least 3 students attending.

### **Student Behavior Rules:**

- Students must report by 8:00 A.M. with enough schoolwork or reading material to occupy themselves for the assigned time period. Students who fail to keep occupied may be assigned duties by the supervisor such as cleaning, organizing, etc.
- No radios, music, cell phones, or headsets allowed.
- No food or beverages are allowed.
- No sleeping is allowed.
- Students are restricted from talking, lying down, and putting their head down.
- Students will not talk to other students or the supervisor.
- Students will be allowed to use computers for assigned class work only.
- Students are allowed one break at 10:00. The supervisor will specify the break time and students are not allowed to leave the building.

- If a student is insubordinate, an administrator will be called. If an administrator is unavailable, the student will be asked to leave and will face a three-day out of school suspension and have to make up the missed Saturday School.

## **SCHOOL CLOSING**

The school may be closed due to inclement weather or malfunction of the school facilities when it is felt the safety or welfare of the student will be in danger. Notice of such closings will be given via the parent notification system (telephone call, text, and/or email) and TV stations KELO (11), KSFY (13) and KDLT (5).

## **SCHOOL TRANSPORTATION**

- 1. Activity Bus:** When the school provides transportation to and from events and contests, students are **required** to travel both ways under school supervision.
  - a. Although we do not encourage students to ride home from contests with their parents, we understand there may be times when it is necessary. Therefore, deviation from this policy must be at the approval of the activity advisor or coach.
  - b. Parents/guardians must sign out their students with the advisor/coach to account for the student's whereabouts.
  - c. In the case where small groups of participants must travel by car to contest centers, a coach or supervisor, or an adult approved by the administration, must assume the responsibility of driving said vehicles.

**Revised: (8/2012)**

### **2. Bus Regulations**

- a. Students must be on time at bus stops. If your bus had to wait as much as one minute extra at each bus stop, it would be between twenty to twenty-five minutes late.
- b. Students should remain well back from the roadway while awaiting the arrival of the bus.
- c. Bus riders should not move to board a bus until it is completely stopped and the door is open.
- d. The bus drivers shall not start the bus until all students are seated.
- e. While the bus is in motion, all students must remain seated.
- f. When students are leaving the bus, they must wait until the bus comes to a complete stop before leaving their seats. This rule is critical to student safety and must be enforced.
- g. Students must keep arms and hands inside the bus at all times.
- h. Students should not cross a highway before the bus arrives.
- i. When leaving the bus, if it is necessary to cross the road, do not cross before the driver signals you to do so.
- j. Students should cross at least 10 feet in front of the bus and cross only after looking both ways to be sure no cars are approaching from either direction.
- k. Bus drivers will not discharge students at any place other than the regular bus stop at home or at school without proper authorization from the parents or school official.
- l. The aisles must be kept clear. Never place anything in the aisles that would impede traffic through it.

- m. Conversation must be carried on in a normal tone of voice. There should be no shouting.
  - n. When approaching a railroad crossing, absolute quiet is required.
  - o. Boisterous or profane language is forbidden. Vulgar language or acts should not be tolerated by students, parents, the bus driver, teachers, or any staff on buses. These incidents should be reported immediately for investigation and verification can be made, in an attempt to discourage such behavior.
  - p. It is against state laws to throw anything from a vehicle upon the streets or highways.
  - q. Students will not be destructive (i.e. Removing screws from the back of seats or cutting upholstery) as it could affect the safety of the bus.
  - r. The driver of the bus is in charge and must be obeyed.
  - s. In the event of a road emergency, children are to follow the directions of the driver.
  - t. The bus driver is authorized to assign seats.
  - u. Drivers and students will treat each other with mutual respect. If a student becomes a problem, the bus driver will assign the student to a seat and inform the student of what is expected of him or her. The driver will also inform the parents of his action and why it was necessary to take the action.
- 3. Bus Transportation Discipline Process:** The following discipline process will be used by bus drivers to keep parents and guardians informed and involved as student conduct problems develop.
- a. First offense: Bus driver will call parents
  - b. Second offense: Bus driver will call parents, complete Pupil Transportation Incident Report and give copies to (1) Parents or guardian and (2) Student's building principal.
  - c. Third offense: Bus driver will call parents, complete Pupil Transportation Incident Report indicating suspension of 1 to 5 days, and give copies to (1) Parents or guardian (2) Student's building principal
  - d. A second suspension of bus privileges requires a conference with the building principal before riding privileges are reinstated. The parent must contact the building principal.
  - e. The discipline process is for student conduct problems that develop slowly. The bus driver has the option of treating more serious offenses, extreme behaviors, or quickly escalating student encounters with either Second or Third Offense consequences immediately.
  - f. To insure safety and respect for authority during transport, bus drivers have authority to suspend students for up to five days from bus transportation.
  - g. The bus driver will contact the parent or guardian by phone or in person prior to riding privileges being denied. The bus driver will inform the parent or guardian with the reason the suspension is necessary and the day/s the suspension is in effect.
  - h. If a student's bus privileges were suspended on the way to school, the student will be allowed to ride home on the bus, unless the bus driver feels special circumstances warrant a different means of transportation. This will be arranged through the student's building principal.
- 4. Student Conduct on School Buses:** The School Board believes that riding school transportation is a privilege and that privilege can be limited, suspended, or taken away from any rider who:

- does not follow the bus rules
- is in violation of the student conduct policy
- is insubordinate
- endangers safety on school transportation.

The driver is in charge of the bus and the passengers. There must be no disturbance of any kind that might distract the driver and jeopardize the safety of the passengers.

## **SCHOOL VISITATION**

In order to promote the best possible conditions for seniors to make post-high school decisions, seniors will be allowed school visits post-secondary schools. Students are to contact the Counselor about making a visitation. VISITS WILL BE EXCUSED ONLY IF THE STUDENT HAS CLEARED IT WITH THE PRINCIPAL AND GUIDANCE COUNSELOR.

## **SEMESTER TEST POLICY**

Semester examinations for grades 6-12 are given at the end of each semester. Everyone will be required to take semester tests. The semester grade is determined as follows:

- The two nine-week grades are 45% (90 percent together).
- Semester tests are 10%.

During the 2<sup>nd</sup> semester, seniors (as a whole class) will be able to choose between senior privileges or electing to not take their 2<sup>nd</sup> semester tests.

The final examination does not have to be one large test, other factors may be considered such as: reports, papers, portfolios, projects, etc.

## **SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY**

It is the policy of the Estelline School District that no student or employee of the district shall be subject to offensive behavior. Such conduct includes but is not limited to inappropriate remarks or conduct related to a person's race, color, creed, religion, national origin, sex, or sexual orientation, marital status, disability, age, or status with regard to public assistance.

### **1. POLICY**

- a. It is the Estelline School District's policy that solicited and/or unsolicited sexual harassment, both verbally and physically, is illegal, unacceptable and shall not be tolerated.
- b. It is the Estelline School District's policy that no employee or student of the school district may sexually harass another, either verbally or physically.
- c. It is the Estelline School District's policy that an employee or student engaging in sexual harassment activities will be subject to disciplinary action including possible termination and or expulsion for violation of this policy.

### **2. DEFINITION**

- a. Sexual harassment is defined as any solicited or unsolicited sexual activity, advances, demands, intimidations, requests or other conduct, specific or implied, that is made to or by a staff person or student.

- b. Sexual harassment is further defined as verbal sexist or sexual remarks made to or by a staff person or student.
- c. Sexual harassment is further defined as any physical sexual or touching, solicited or unsolicited, that is not allowed or dictated by the curriculum.
- d. Sexual harassment is further defined as any subtle pressure for sexual activity, inappropriate patting, pinching or touching, intentional brushing against a student or employee's body, sexual threats, sexual violence, or aggression.
- e. Sexual harassment is further defined as any conduct listed in this policy that creates an intimidating, hostile or offensive environment including the following:
  - i. When submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment or education; and/or,
  - ii. when submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; and/or,
  - iii. when such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment.

### **3. RESPONSIBILITY**

- a. School district administration, employees and students are responsible for maintaining a working and learning environment free from sexual harassment.
- b. Careful scrutiny will be undertaken when sexual harassment is reported.
- c. False allegations that are malicious or ill-founded may constitute libel or slander.
- d. Copies of the policy will be included in student and staff handbooks.

### **4. COMPLAINTS**

- a. Any employee who believes that he or she has been a subject of sexual harassment by a district employee or student should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is not available, the violation should be reported to the supervisor's immediate supervisor.
- b. A student who believes that he or she has been a subject of sexual harassment by a district employee or another student should report such incidents to the guidance counselor and/or the responsible administrator, another teacher or parent, who will contact the appropriate administrator. If a student is uncomfortable with acceptable touching such as a pat on the back, the student should discuss it with the teacher, assistant principal, principal, parent or other adult.
- c. All reported incidents, either formal or informal, verbal or written will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.
- d. If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

### **5. APPROPRIATE STUDENT-TEACHER PHYSICAL CONTACT**

- a. Only physical contact that is directly related to teaching the curriculum is acceptable on a limited basis. Examples include, but may not be limited to physical education demonstrations, art, instrumental music, penmanship, drama and athletics.
- b. It may be necessary for there to be student-teacher physical contact if a student is injured and needs medical attention.

- c. It may be necessary for there to be student-teacher physical contact if a student, particularly a primary aged student, needs assistance with an article of clothing.
- d. It may be permissible for teachers to give a student a “pat on the back” for a job well done on a limited basis.
- e. It may be permissible for a teacher or coaching staff to have physical contact with a student or students in the excitement of a competition.
- f. It may be permissible for a teacher and student to have physical contact in the normal routine of the school day, such as lining up, directing large groups of students as they move from place to place during the course of the day.
- g. If a teacher or student is unsure of what constitutes proper and improper physical contact, he or she must seek the advice and approval of the school administrator. A respectable distance must be maintained between school employee and the students at all times and situations.

## **SKIP DAY**

There will be no skip day or senior skip day. All skipping will be given automatic zeros for the day and will be considered a class-two offense .Revised: (8/2012)

## **STATE TOURNAMENT**

If Estelline school is participating in a state tournament, the school is limited in the number of tickets received. Students will be eligible for a ticket under following conditions:

- Underclassmen may attend if accompanied by a parent or guardian, or play on varsity, or varsity cheerleader. Students will be counted as absent.
- No one is excused for State "B" tournament if they missed the maximum number of days that year.
- No student will be excused to attend if they have missed more than 3 days of the quarter in which the Football playoffs or State basketball tournament fall in.
- Students on the Ineligibility List will not be excused to the State Football Championships or State Volleyball/Basketball Tournament.

## **STUDENT CLASSIFICATION**

Students will be classified in the various grade and according to the following criteria:

Freshman (9th) - Completion of 8th grade program

Sophomore (10th) - must have at least five and one-half (5.5) credits

Junior (11th) - must have at least eleven (11) credits

Senior (12th) - must have at least sixteen and one-half (16.5) credits

## **STUDENT COUNCIL**

**Purpose:** The purpose of this organization is to promote activities that improve students' attitudes towards school, education, deal with health, safety, and/or chemical awareness, teach leadership, handling public relations, and improve the school and/or community.

- The Council will provide social and recreational stimulus, teach sportsmanship in the schools and community.
- We, as a Council, represent the student body of the Estelline Schools but promote these activities to benefit the students, staff and community.

**Council Powers:** The Estelline Student Council shall have the power to choose and promote activities that are in the best interest of the student body of the Estelline Schools.

- The council shall have the power to promote any activities that interest the student body or the fundraising efforts of the council. All funds raised are used to promote activities for the student body.
- The council shall have the power to have a voice on the guidelines/policies that govern the student body. Any and all powers vested to the council by this constitution can be vetoed by the Administration/and or Advisors of the Student Council.

**Membership:** Total membership of the Estelline Student Council shall be 14, with the Advisors totaling 16.

- The Estelline Student Council will consist of (1) President, (1) Vice-President, and (1) Secretary/Treasurer.
- These three along with (2) advisors will make up the Executive Board.
- There shall be two representatives from each class, 6-12.
- Should any student become an officer for a regional or state office, they will automatically become appointed to the Estelline Student Council.

**Elections:** Two representatives will be elected by a vote. Voting is done in grade classrooms 5-11.

- One representative will be elected by vote from class and the other representatives will be elected by vote from staff (via online voting system).
- Once representatives have been elected, the 14-member student council will vote on President, Vice President, and Secretary/Treasurer.
  - The President must be of the senior class and have been on the Estelline Student Council at least one year prior to running for the office.
  - The Vice President must be a junior or senior.
  - The Secretary/Treasurer must be a sophomore or junior.
  - Freshman and under may not hold an office of official capacity, unless at the state level.

**Meetings:** The Estelline Student Council shall hold a meeting of the entire Council when necessary. The Advisor or the Executive Board may call special meetings. The Executive Board will meet as deemed necessary.

## **STUDENT GRIEVANCE/COMPLAINT PROCEDURE**

1. A grievance is defined as a complaint lodged in writing presented by a student to the school staff/authorities. A grievance could be with a member of the staff or administration alleging one or more of the following unfair practices:
  - a. that a school rule is unfair or unjust

- b. that a school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin, or against or between a student(s) with a disability.
2. The school district desires that student complaints and grievances be resolved through orderly processes and at the lowest possible level, but that channels are provided in instances when necessary. Grievances must be presented in writing and are processed through five levels:
    - a. LEVEL 1: The first level involves the staff member directly involved in the said complaint/grievance. The staff member must hold an informal conference and discussion of said grievance within five days' time of the date of filing. It is expected that many grievances may be resolved at this level.
    - b. LEVEL 2: If a student is not satisfied with the resolution made at level one, he/she may appeal in writing to the school counselor for an informal conference and discussion of said grievance within five days of the filing date.
    - c. LEVEL 3: If a student is not satisfied with the resolution made at level two, he/she may appeal in writing to the principal for an informal conference and discussion of said grievance within five days of the filing date.
    - d. LEVEL 4: If a student is not satisfied with the resolution made at level three, he/she may appeal to the superintendent for an informal conference and discussion of said grievance within five days of the filing date.
    - e. LEVEL 5: Complaints that remain unresolved following any action of the superintendent (level four) may be referred in writing to the School Board for review. The Board's decision will be final unless an appeal hearing is requested.
    - f. Complaints that remain unresolved following any action of the superintendent may be referred in writing to the school board for review. The Board's decision will be final unless an appeal is requested.
  3. On all five levels, an informal conference is to be held within five days of the filing date of the complaint so that no student's complaint shall consume more than 25 days in all. The burden of proof is upon the student to show that a rule is unfair/unjust and/or is discriminatory. The final resolution of the grievance is to be in writing at the principal level and designed to provide the student with a basis for resolution of the grievance as originally stated in the complaint.
  4. The form may be obtained from the counselor or principal's office.

**STUDENT GRIEVANCE/COMPLAINT FORM**

Date \_\_\_\_\_

Check One Blank:

- \_\_\_ Level 1, Staff Member
- \_\_\_ Level 2, Counselor
- \_\_\_ Level 3, Principal
- \_\_\_ Level 4, Superintendent
- \_\_\_ Level 5, School Board

I, \_\_\_\_\_, hereby file a grievance complaint to \_\_\_\_\_.

My grievance is based on A. \_\_\_ B. \_\_\_ above. (More than one blank may be checked.)

Specifically, my grievance is:

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Student Signature

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- I hereby petition for a hearing on my grievance at the convenience of the school's personnel, but in no event later than five school days from the date of this complaint.
- Another student and/or faculty member may attend the meeting if agreed upon by the two parties. The student must be present to elaborate on his/her grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the student's right to the conference provided by the school, unless extenuating circumstances make it impossible for the student to appear.

### **STUDENT INTERROGATION**

If police officials, insurance agents or adjusters, or other investigators desire to see a student on the premises, one of the administrators shall be present at all times during the conversation.

### **STUDENT LISTS**

Lists of students or parents shall be given only to schools of higher learning or to properly certified governmental agencies.

### **STUDENT MANAGERS**

Coaches reserve the right to choose the students they need and want to help in their activity. UNDER NO CIRCUMSTANCES, does the student manager tape ankles, knees, etc. or treat injuries. The head coach is responsible for the well-being of their team. The student manager may help with keeping stats, accounting for uniforms and equipment, maintaining supplies, and other routine duties. Treating injuries and taping is a prerequisite to becoming a certified coach.

### **STUDENT OWING MONEY**

If a student owes the school money for any reason and if not paid by the end of the school year, that student will not be eligible to participate in any school activity the following year until all monies are paid.

### **STUDENT PROPERTY**

It is understood that the student is responsible for all personal property left at school. All personal property is to be removed by the last day of the school year.

### **STUDENT RECORDS**

The Estelline Public School keeps a cumulative record on every student that enrolls at the school. This record consists of two parts known as the cumulative record and the permanent record. Parents/Guardians may request additional information pertaining to their student's cumulative record or permanent record.

### **STUDENT REPORT CARDS**

Report cards will be sent to each student's parents the week following the close of each nine-week period.

## **STUDENT PURCHASES**

Purchases made by students through the school, such as rings, senior pictures, etc., shall be decided by the students each year. Whenever possible, it is recommended that at least two different companies demonstrate their products to the students for comparison. The school is making these products available, it is not our intention to require the students to purchase these materials. It is only for the student's convenience.

## **SUBSTANCE USE**

Any 6-12 student consuming alcohol, tobacco (cigarettes, JUUL, vaping, etc.), or using drugs at any school event, or within a reasonable time prior to the event, shall be suspended from school and may be expelled from school by board action for the remainder of the semester with the loss of credit.

## **TABLET POLICY, PROCEDURES, AND INFORMATION**

See the Student Tablet Policy, Policies, Procedures and Information in the Tablet Policy Handbook.

## **TARDINESS**

- Tardiness is arriving late for any class after the bell rings.
- Tardiness will not be reported nor will a penalty be incurred when initiated and excused by professional staff members with a pass into the next class.
- The third time a student is tardy to the same class period, the student will be assigned a Saturday School. Excused first period tardy occurs if a parent calls in with car trouble, road conditions, etc. explaining why the student is going to be late for the start of school. In this case, the tardy will not be included in the total of three for Saturday School. A student who has an early morning doctor appointment will need a slip from the doctor with the time they left when coming late to school which will not be included in total as long as a slip is provided.
- In Saturday school, the student will be expected to work on their school work or read a book. Students will not be allowed to sleep, play computer games, or use their cell phone during this time.
- Failure to serve the assigned ~~detention~~ Saturday School or failure to follow the rules and requests of the supervising teacher will result in an additional day of Saturday school.
- If the student fails to serve the two accumulated Saturday schools, the student will be assigned an ISS, additional steps may include OSS.

## **TELEPHONE MESSAGES**

- No student or teacher shall be called to the telephone except in emergency cases. Students will make telephone calls only when there is a need and the consent of the teacher, assistant principal, or principal has been given.
- If you wish to drop something off at school for your child or give a note, this can be done through the office.
- Only in cases of emergency should parents or friends call a student out of a classroom.

## TEXTBOOK FINES

0 – During the year	100% of new cost
End of 1 <sup>st</sup> year	85% of new cost
End of 2 <sup>nd</sup> year	70% of new cost
End of 3 <sup>rd</sup> year	55% of new cost
End of 4 <sup>th</sup> year	40% of new cost
5 <sup>th</sup> year or older	25% of new cost

## TRACK MEETS: CONFERENCE-REGION-STATE

- Anyone wishing to be excused to attend these must have a written note from their parent (guardian) at least two days prior to event to be attended
- Being allowed an excused absence will depend on attendance, grades, behavior, etc.
- Anyone missing the maximum days will not be excused.
- Any student failing more than one class at the end of the 3rd nine weeks will not .
- Students on the Ineligibility List will not be excused.

## WEAPONS IN THE SCHOOL

- A dangerous weapon is defined as any firearm, air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. This includes toys that give appearance to be real or threatening. Laser pointers are considered dangerous when used inappropriately and therefore students are prohibited from bringing them on to any school property or to any school activity.
- School should be an example of what is taught regarding the observance and respect for law. Schools also must be highly conscious of the health and welfare of students, staff, and the public. State and federal laws as well as the Estelline School Board policy forbid the bringing of dangerous or illegal weapons to school or school-sponsored activities. Any weapon taken from pupils shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary and/or legal action, shall be pursued by the building principal.
- No dangerous weapons are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at fire ranges, gun shows, and authorized supervised school training sessions for the use of firearms.
- Any student bringing a firearm to school calculated or designed to inflict death or serious bodily harm, shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504.
- For the purpose of the portion of this policy, the term "firearm" includes any weapon which is designed to expel or projectile by action on an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

**Revised: (8/2012)**

## **SIGNATURE PAGE**

After you have read this handbook please return this page, with appropriate signatures to your homeroom teacher. They will be collected, and a copy given to the principal's office. This should be taken care of by the end of the first week of school. If this form is not returned with the proper signatures to the middle school student's home room teacher or the high school students class advisor, the students will be ineligible until the signed forms are turned in.

**I have read and understand the Estelline High and Middle School Student Handbook.**

Parent/Guardian's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

# **APPENDIX**

# **FORMS**

## **DISCIPLINE POLICY, ESTELLINE CODE OF ETHICS FOR MIDDLE SCHOOL STUDENTS**

*Estelline School District's Code of Behavior has been developed to enhance learning at Estelline School District. Staff and Students are expected to display proper behavior towards other students, faculty, Administration and all other persons affiliated with the school.*

### **Basic Expectations of Estelline Middle School students:**

**HONESTY:** telling the truth, meaning what you say

**RESPONSIBILITY:** carrying out your obligations or duties, answering to your own actions

**RESPECT:** treating everyone, including yourself, with dignity

**SELF-CONTROL:** being able to control your own actions

**PROMISE KEEPING:** keeping your word

**EQUALITY:** understand that all people have the same rights

**SOCIAL JUSTICE:** treating all people fairly, being a people builder

Discipline is the training that improves a person's actions and/or attitude.

The Middle School Discipline Policy will follow these guidelines:

1. Students will fill out documentation papers for every infraction.
  - a. Late or missing work
  - b. Behavior
  - c. Unprepared for class (materials forgotten, books/papers in lockers)
  - d. Tardy
- When a student chooses not to follow the basic expectations as outlined above three or more times, he/she may be issued an office disciplinary referral.
- After receiving the referral, the Administrator will ask the student to complete a "Student Plan" form.
- The "Student Plan" is signed by the Student and Teacher first, and finally by the Administrator. Failure to complete the procedure by the end of the lunch hour the next day may result in an immediate in-school suspension. The suspension continues until the Parents are contacted.
- A student's accumulation of 3 referrals during a school year may result in suspension from the school for not more than 3 days. Subsequent referrals will also result in suspension.
- Choosing the following behaviors may result in an automatic suspension from school:
  - Use and/or possession of alcohol or illegal drugs on school grounds, at school functions, or within the **Drug-Free School Zone**
  - Use of tobacco on school grounds on school grounds, at school functions, or within the **Drug-Free School Zone**
  - Stealing
  - Vandalism
  - Fighting
  - Profanity or other abusive language directed at a staff member
  - Any other action that causes a serious disruption to the safety and/or learning of others
  - Violation of the Acceptable Technology Use Policy

**Middle School Discipline Report Form**

Name \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

WRITE YOUR RESPONSES IN COMPLETE SENTENCES:

Background information, what did you do?

What school expectation(s) did you choose not to follow (see list above under Expectations of Students)

What could you have done to avoid this situation?

How was this behavior harmful to others?

**STUDENT PLAN**

What might you do to prevent this type of behavior from happening in the future?

What will be done if this behavior happens again at school?

This plan must be acceptable to the Teacher before the Administrator can sign it.

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

Instructors Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: THIS FORM MUST BE COMPLETED AND RETURNED TO THE HIGH SCHOOL OFFICE BY THE END OF SCHOOL THE NEXT DAY.

**ADMINISTRATIVE RESPONSE:**

Detention x \_\_\_\_\_ day(s)

Parent Called

ISS x \_\_\_\_\_ day(s)

OSS x \_\_\_\_\_ day(s)

Other or SSD

Narrative Notes:

# Estelline High School Code of Behavior

***Estelline School District's Code of Behavior has been developed to enhance learning at Estelline School District. Staff and students are expected to display proper behavior towards other students, faculty, administration, and all other adult persons affiliated with the school.***

## **Basic Expectations of Estelline middle school and high school students:**

**Honesty:** telling the truth, meaning what you say

**Responsibility:** carrying out your obligations or duties, answering to your own actions

**Respect:** treating everyone, including yourself, with dignity

**Self-Control:** being able to control your own actions

**Promise keeping:** keeping your word

**Equality:** understand that all people have the same rights

**Social Justice:** treating all people fairly; being a people builder

## **Discipline is the training that improves a person's actions and/or attitudes.**

The Estelline High School Discipline plan is as follows:

- When a student chooses not to follow the basic expectations as outlined above, he/she may be issued a disciplinary referral.
- After receiving the referral the Administrator will ask the student to complete a "Student Plan" form.
- The "Student Plan" is signed by the student first and teacher, and finally by an administrator. Failure to complete the procedure by the end of the lunch hour the next school day may result in an immediate in-school suspension. This suspension continues until the parents are contacted.
- A student's accumulation of 3 referrals during a school year may result in ISS, or OSS from school for not more than three days. Subsequent referrals will also result in suspension.
- Choosing the following behaviors may result in an automatic suspension from school.
  - Use and/or possession of alcohol or illegal drugs on school grounds, at school functions, or within the Drug-Free School Zone.
  - Use of tobacco products on school grounds, at school functions, or within the Drug-Free School Zone.
  - Stealing
  - Vandalism
  - Fighting
  - Profanity or other abusive language directed at a staff member
  - Any other action that causes a serious disruption to the safety and/or learning of others
  - Violation of the Acceptable Technology Use Policy



## SENIOR ONLINE ELIGIBILITY REQUIREMENTS

Freedom makes a huge requirement of every human being. With freedom comes responsibility. For the person who is unwilling to grow up, the person who does not want to carry his own weight, this is a frightening prospect. ~[Eleanor Roosevelt](#)

### Senior Privileges

#### 1) Open Campus

Students are able to leave school during the Senior's PLT and lunch. Students will not be allowed to use motor vehicles during this time. The only time they may use a motor vehicle is if senior dual credit class time or PLT time is 1<sup>st</sup> hour or 8<sup>th</sup> hour. Seniors may drive to school before 2<sup>nd</sup> period and leave after 7<sup>th</sup> if it is designated as dual credit class time or PLT by the student. Other than period 5, only one period PLT and one period dual credit (2 total) will be allowed each day. There will be no driving over lunch or PLT time.

Students do not get these privileges if any of the following occur:

- Not allowed to leave if getting a D+ or below in any class.
- Not allowed to leave if there is an absence, tardy or truancy problem.
- Not allowed to leave if there is a discipline problem, even a minor issue.
- Not allowed to leave if you have run afoul of the law.

### Online Classes eligibility expectations:

**Online classes:** starting with the third week (partial week is counted as a week) of each semester, as with all classes offered, student academic progress will be evaluated each week. Progress is determined either by grade reports if furnished by the online school (Black Hills online classes), or all other online classes require checking grades with the student each Monday morning. It is encouraged that parents and students check their grades online every week (prior to Monday) to be aware of grades that are 76% or lower for high school online credits or dual credit is passing according to the grading scale of the dual credit institution. In all online classes, expected weekly progress (meeting all deadlines of the class) must also occur to be eligible.

Because of the open campus privilege of seniors this spring semester, **seniors are required to email their grade(s) for all online class(es) to Mrs. Hanenberger or ?????? by 9 am Monday starting January 13th. If this deadline is not met, you will be ineligible for the week. I will accept and encourage Sunday evening reporting of the online grades to me. I feel Sunday is a better deadline for students as the Monday 9 am deadline may be easily missed especially with students who have privileges first period.**

Requirements of weekly online grade report, only a COMPLETE screen shot of the class website page will be accepted. The screen shot must give the current grade, the date (bottom right corner of screen), and **if available** % complete.

**STEPS for screen shot** 1. Open new word document 2. Go to screen to be copied 3. Hold **F<sub>n</sub>** + **Prt Sc** 4. Open new word doc and **Ctrl** + **V** (to paste) 5. Save and email.

Students, keep in mind that submitted assignments, etc. may not be graded over the weekend, so working ahead would be my advice. If you feel the online grade is not accurate, it is up to you to contact your online teacher immediately and have your teacher email me with an explanation of what it should be. I need to receive this email by 3:30 pm the next day, Tuesday.

**ANY SENIOR WHO IS INELIGIBLE (below C-) WILL ALSO LOSE THEIR SENIOR PRIVILEGES THAT WEEK.**

After you have read this policy please return this page, with appropriate signatures to **Mrs. Hanenberger or ??????**. If this form is not returned by **January 10<sup>th</sup>** with all the proper signatures and dates, the student will be ineligible and lose senior privileges for the following week (**Jan 13<sup>th</sup>-19<sup>th</sup>**). Student will remain ineligible with no privileges until the form is turned in.

**I have read and understand the Estelline Online Eligibility Policy.**

Parent/Guardian's Signature \_\_\_\_\_ Student's Signature \_\_\_\_\_

Parent/Guardian's name printed \_\_\_\_\_ Student's name printed \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

## JUNIOR ONLINE ELIGIBILITY REQUIREMENTS

Freedom makes a huge requirement of every human being. With freedom comes responsibility. For the person who is unwilling to grow up, the person who does not want to carry his own weight, this is a frightening prospect. ~[Eleanor Roosevelt](#)

### **Online Classes eligibility expectations:**

**Online classes:** starting with the third week (partial week is counted as a week) of each semester, as with all classes offered, student academic progress will be evaluated each week. Progress is determined either by grade reports if furnished by the online school (Black Hills online classes), or all other online classes require checking grades with the student each Monday morning. It is encouraged that parents and students check their grades online every week (prior to Monday) to be aware of grades that are 76% or lower for high school online credits or dual credit is passing according to the grading scale of the dual credit institution. In all online classes, expected weekly progress (meeting all deadlines of the class) must also occur to be eligible.

Because many online classes are being taken, **all online students are required to email their grade(s) for each online class(es) to Mrs. Hanenbergeror ????? by 9 am Monday starting January 13th. If this deadline is not met, you will be ineligible for the week. I will accept and encourage Sunday evening reporting of the online grades to me. I feel Sunday is a better deadline for students as the Monday 9 am deadline may be easily missed.**

Requirements of weekly online grade report, only a COMPLETE screen shot of the class website page will be accepted (Snips will not be accepted). The screen shot must give the current grade, the date (bottom right corner of screen), and if available % complete. **STEPS for screen shot** 1. Open new word document 2. Go to screen to be copied 3. Hold **Fn+Prt Sc** 4. Open new word doc and **Ctrl+V** (to paste) 5. Save and email.

Students, keep in mind that submitted assignments, etc. may not be graded over the weekend, so working ahead would be my advice. If you feel the online grade is not accurate, it is up to you to contact your online teacher immediately and have your teacher email me with an explanation of what it should be. I need to receive this email by 3:30 pm the next day, Tuesday.

After you have read this policy please return this page, with appropriate signatures to **Mrs.Hanenberger or ?????**. If this form is not returned by **January 10<sup>th</sup>** with all the proper signatures and dates, the student will be ineligible for the following week (**Jan 13<sup>th</sup>-19<sup>th</sup>**). Student will remain ineligible until the form is turned in.

### **I have read and understand the Estelline Online Eligibility Policy.**

Parent/Guardian's Signature \_\_\_\_\_ Student's Signature \_\_\_\_\_

Parent/Guardian's name printed \_\_\_\_\_ Student's name printed \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_



**Estelline School District #28-2**  
**404 6<sup>th</sup> Street North, Estelline, SD 57234**  
**REQUEST FOR USE OF SCHOOL FACILITIES**

Date Submitted:	Date(s) of Use:
Name and Type of Event:	
A copy of liability insurance form is required (if requested). Name of Insurance:	Specified room(s) or gym(s) requested: Other: Specify
Equipment Requested or special set up (if any)	Do you need a custodian on duty? <input type="checkbox"/> No <input type="checkbox"/> Yes, if so From: _____ To: _____
Time From:	Estimated attendance:
Admission or collection to be taken? <input type="checkbox"/> NO <input type="checkbox"/> YES	Name of individual in charge:
Mailing address:	City:                      State:                      Zip:                      Phone:

A part of this agreement of rental is the assumption of the responsibility by the user for proper and adequate supervision and care of the school facilities. ALL school rules will be followed, including rules concerning smoking, drinking, and tobacco use on school premises as well as Bloodborne Pathogen procedures shall be enforced. The user also agrees to be responsible for any damages not considered to be part of "normal wear".

Person or entities desiring to use the District's facilities are required to agree holding the District, its agents, employees, and representatives harmless from any and all liabilities, cost or expense arising from the use of the facility, and to its indemnify the District, its agents, employees, and representatives from any such liability cost or expense.

An official representative of the above organization must sign the application. \_\_\_\_\_ Check indicates a copy of the arena policies were given to the organization's representative. The arena rules have been read, understood, and agreed to by the organization's representative.

\_\_\_\_\_  
 Signature of Organization Representative                      Date

**Approved by both:**

\_\_\_\_\_  
 Athletic Director signature                      Date                      School Administrator signature                      Date

**Deliver to Superintendent Office as soon as required signatures are acquired.**

<b>Fees:</b>	<b>Rental of facility</b>	\$		
	<b>Custodial services</b>	\$		
	<b>Total</b>	\$		
<b>Record of Payment:</b>	<b>Deposit</b>	\$	<b>Date:</b>	<b>Received by:</b>
	<b>Balance</b>	\$	<b>Date:</b>	<b>Received by:</b>

**COPIES TO:** \_\_\_\_\_ Person who requested    \_\_\_\_\_ Athletic Director    \_\_\_\_\_ Superintendent/Business Manager