STURGIS BROWN HIGH SCHOOL
STUDENT HANDBOOK
2015-2016

12930 E. Hwy 34
Sturgis, SD 57785-6400
(605) 347-2686
Toll Free – 1-888-568-3514
FAX: 605-347-0225

http://meade.k12.sd.us/index.php/sturgis-brown/
MISSION STATEMENT

“TO BUILD KNOWLEDGE AND SKILLS FOR SUCCESS TODAY AND TOMORROW”

TELEPHONE DIRECTORY

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent’s Office</td>
<td>(605) 347-2523</td>
</tr>
<tr>
<td>High School Main Office</td>
<td>(605) 347-2686</td>
</tr>
<tr>
<td>High School Toll Free</td>
<td>1-888-568-3514</td>
</tr>
<tr>
<td>High School FAX</td>
<td>(605) 347-0225</td>
</tr>
<tr>
<td>Activities Office</td>
<td>(605) 347-4487</td>
</tr>
<tr>
<td>Activities Office FAX</td>
<td>(605) 720-0513</td>
</tr>
<tr>
<td>Sturgis Academy</td>
<td>(605) 347-9349</td>
</tr>
<tr>
<td>Sturgis Academy FAX</td>
<td>(605) 720-0629</td>
</tr>
<tr>
<td>Communications/Media Office</td>
<td>(605) 347-2523</td>
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# Meade School District Calendar 2015-16

<table>
<thead>
<tr>
<th>Event</th>
<th>Date(s)</th>
</tr>
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<tbody>
<tr>
<td>Inservice</td>
<td>Tuesday/Wednesday/Thursday</td>
</tr>
<tr>
<td>First Day of School</td>
<td>Monday</td>
</tr>
<tr>
<td>Labor Day (NS)</td>
<td>Monday</td>
</tr>
<tr>
<td>Parent-Teacher Conferences</td>
<td>Monday/Tuesday/Thursday</td>
</tr>
<tr>
<td>Elementary</td>
<td>Monday, 4:00-7:00 PM</td>
</tr>
<tr>
<td>Middle School</td>
<td>Tuesday, 4:00-7:00 PM</td>
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<tr>
<td>High School</td>
<td>Tuesday, 4:00-7:00 PM</td>
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<tr>
<td>All Schools</td>
<td>Thursday, 4:00-7:00 PM</td>
</tr>
<tr>
<td>Inservice Day (NS)</td>
<td>Friday</td>
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<tr>
<td>Native Americans Day (NS)</td>
<td>Monday</td>
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<tr>
<td>Thanksgiving (NS)</td>
<td>Wednesday/Thursday/Friday</td>
</tr>
<tr>
<td>Inservice Day (NS)</td>
<td>Friday</td>
</tr>
<tr>
<td>Christmas Vacation</td>
<td>Wednesday through Friday</td>
</tr>
<tr>
<td>Inservice Day (NS)</td>
<td>Friday</td>
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<tr>
<td>Martin Luther King Jr Day (NS)</td>
<td>Monday</td>
</tr>
<tr>
<td>Parent-Teacher Conferences</td>
<td>Monday/Tuesday/Thursday</td>
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<tr>
<td>Middle School</td>
<td>Monday, 4:00-7:00 PM</td>
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<tr>
<td>High School</td>
<td>Tuesday, 4:00-7:00 PM</td>
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<tr>
<td>Middle School &amp; High School</td>
<td>Thursday, 4:00-7:00 PM</td>
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<tr>
<td>Presidents Day (NS)</td>
<td>Monday</td>
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<tr>
<td>Elementary conferences</td>
<td>Tuesday /Thursday, 4:00-7:00 PM</td>
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<tr>
<td>Inservice Day (NS)</td>
<td>Thursday</td>
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<tr>
<td>Spring Break (NS)</td>
<td>Friday</td>
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<tr>
<td>Good Friday/Easter Monday (NS)</td>
<td>Friday and Monday</td>
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<tr>
<td>Graduation</td>
<td>Sunday, 2:00 PM</td>
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<tr>
<td>Last Day of School</td>
<td>Tuesday</td>
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<table>
<thead>
<tr>
<th>Month</th>
<th>Student Days</th>
<th>PT Conf.</th>
<th>Inservice</th>
<th>Total Contact</th>
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<tr>
<td>August</td>
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<tr>
<td>May</td>
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<td>Total</td>
<td>170</td>
<td>2</td>
<td>7</td>
<td>179</td>
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</tbody>
</table>

Any snow days will be made up by adding additional days at the end of the school calendar. Furthermore, February 15, March 11 and March 28 could also be used at the discretion of the Meade School Board with recommendations from the Superintendent.

## Quarter Dates
- **Start Date**: Monday, August 31, 2015  
  **End Date**: Friday, October 30, 2015
- **Start Date**: Monday, November 2, 2015  
  **End Date**: Thursday, January 14, 2015
- **Start Date**: Tuesday, January 19, 2015  
  **End Date**: Friday, March 16, 2015
- **Start Date**: Monday, March 21, 2016  
  **End Date**: Tuesday, May 24, 2016

## Trimester Dates
- **Start Date**: Monday, August 31, 2015  
  **End Date**: Friday, November 20, 2015
- **Start Date**: Monday, November 23, 2015  
  **End Date**: Friday, February 26, 2016
- **Start Date**: Monday, February 29, 2016  
  **End Date**: Tuesday, May 24, 2016
### IMPORTANT TESTING DATES

**ACT (College Assessment Test Administered at BHSU and SDSM&T)**

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Registration Deadline</th>
<th>(Late Fee Required)</th>
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<tbody>
<tr>
<td>September 12, 2015</td>
<td>August 7, 2015</td>
<td>August 8-21, 2015</td>
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<tr>
<td>October 24, 2015</td>
<td>September 18, 2015</td>
<td>September 19–October 2, 2015</td>
</tr>
<tr>
<td>December 12, 2015</td>
<td>November 6, 2015</td>
<td>November 7–20, 2015</td>
</tr>
<tr>
<td>April 9, 2016</td>
<td>March 4, 2016</td>
<td>March 5–18, 2016</td>
</tr>
<tr>
<td>June 11, 2016</td>
<td>May 6, 2016</td>
<td>May 7–20, 2016</td>
</tr>
</tbody>
</table>

- **11\textsuperscript{th} PSAT**
  - October 14, 2015
- **Post HS Planning**
  - October 21, 2015
- **11\textsuperscript{th} & 12\textsuperscript{th} ASVAB**
  - October 28, 2015
- **Smarter Balance Testing**
  - Mid-March 2016

**AP TEST**

- **AP Chemistry & Psychology**
  - Monday, May 2, 2016
- **AP English Literature**
  - Wednesday, May 4, 2016
- **AP Biology**
  - Monday, May 9, 2016
- **AP Government**
  - Tuesday, May 10, 2016
- **AP Language and Composition**
  - Wednesday, May 11, 2016

**Financial Aid Night**

- TBD

**Senior Awards Night**

- Friday, May 20, 2016
NONDISCRIMINATION
The Meade School District does not discriminate on the basis of gender, color, disability, national origin, race, creed, religion, homelessness, marital status, pregnancy or age in the education programs or activities it offers or to admission to or employment in its education programs or activities. Inquiries concerning Title VI or Title IX may be referred to Jeff Ward, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4454. Inquiries concerning ADA may be referred to Brett Burditt, 1230 Douglas Street, Sturgis, SD 57785, 605-347-2523. Inquiries concerning Section 504 may be directed to Chrissy Peterson, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4770. Inquiries concerning Title X, Part C may be directed to Chrissy Peterson, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4770. Inquiries may also be directed to the Kansas City Office, Office of Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816-268-0550, Fax: 816-823-1404, TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov

NOTIFICATION OF THE PRIVACY RIGHTS OF PARENTS AND STUDENTS PERTAINING TO EDUCATIONAL RECORDS
The Family Education Rights and Privacy Act (FERPA) gives parents and students a privacy right in the student’s education records; allows for inspection and review of educational records by the parents, guardian, or student over 18 years of age; and provides for procedures by which educational records can be amended. Meade School District has adopted a policy pertaining to such rights and educational records. Such policy is contained in the Policy Handbook of Meade School District 46-1 and may be seen at the offices of the principals of all schools, the office of the superintendent located at 1230 Douglas Street, and online at www.meade.k12.sd.us. Complaints for violations of the Family Education Rights and Privacy Act may be filed with:
Don Kirkegaard, Superintendent
1230 Douglas St.
Sturgis, SD  57785
or
Family Education Rights and Privacy Office
Dept. of Health, Education and Welfare
330 Independence Ave., SW
Washington, DC  20201

ACCESSIBILITY CONTINGENCY PLAN
In the case of an emergency, Meade School District staff will be assigned to assist disabled students to ensure that they are able to get to safety and be with their class at the appropriately assigned area. In order to facilitate participation, accommodations will be made on an individual basis. Each disability is unique; the reasonable accommodations principle should be applied on a case by case basis for both students and staff. The 504 Coordinator will work with Meade staff to coordinate who may need additional assistance in the case of an emergency. The ADA Coordinator may refer issues regarding accessibility and accommodations for students to the student services department. If further information is needed, please contact Assistant Special Services Director, 504 Coordinator, at 605-347-4770 Ext. 4 or Brett Burditt, ADA Coordinator, at 605-347-2523.
FEDERAL ACTS DESIGNED TO ELIMINATE DISCRIMINATION

Title VI is part of the Civil Rights Act of 1964 that indicates no person in the United States shall be subject to discrimination under any program or activity receiving Federal financial assistance.

Title IX is part of the Education Amendments of 1972, which is designed to eliminate (with exception) discrimination on the basis of sex in any educational program or activity receiving Federal financial assistance.

Title X, Part C is part of the McKinney-Vento Homeless Education Assistance Improvements Act of 2001, which is designed to eliminate discrimination on the basis of homelessness in any educational program or activity receiving Federal financial assistance.

Section 504 states that no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that receives Federal financial assistance.

ADA, Title II is part of the Americans with Disabilities Act of 1990, which is designed to enforce equal opportunity access to programs, services, and activities through specific architectural standards to avoid discrimination.

Age Discrimination in Employment Act of 1967 is designed to prohibit age discrimination in employment.
ATTENDANCE REGULATIONS

“School is preparation for future life. It is important that habits of regular attendance be developed. A student’s contribution and achievement in class are directly related to attendance. Students and parents/guardians must understand that students miss a vital portion of their education when they are absent from class. Teachers and administrators are expected to communicate with students and parents/guardians about the effect of attendance upon student achievement and success in their class and in their lives as adults.”
(Meade School Board Policy File JED)

NOTIFICATION OF ABSENCES

A student can be excused by the student’s parent/guardian by writing a note, sending an email to Pam.Anderson@k12.sd.us or making a phone call to the main high school office at 347-2686 or 1-888-568-3514 between the hours of 7:00 am and 4:00 pm during school days.

1. Note or phone call should include:
   a. First and last name of the student;
   b. The date and/or hours of the absence;
   c. The reason for the absence;
   d. A telephone number where the parent may be reached during the day;
   e. Parent/guardian signature.

2. Returning to School: Students are to report to the office of the principal before returning to the classroom following each absence that has not been pre-excused to obtain a make-up slip. The student must present the make-up slip to each teacher to be admitted to class.

3. Pre-excused Absence: Any student who will be absent from school for a school-related activity or pre-excused absence must have his/her make-up slip signed in advance of the departure date. Failure to do so may result in the student being unable to attend that activity. Students who know that they will be gone for a non-school-related activity must make up their school work in advance. Sudden decisions to be gone may result in unexcused absences.

4. 18-year-old students: Students who are 18 years of age or older and who are not living at home are subject to all of the rules and regulations of Sturgis Brown High School and Meade School District 46-1. Please remember that students who are eighteen years of age may write their own excuses only if they are not living at home and with prior approval of the administration.

5. Any absence not excused within a 5-day period is considered an unexcused absence.

EXCUSED ABSENCE

All students at Sturgis Brown High School will be allowed a maximum of ten absences per block, per semester. Students may lose credit in a class due to having more than ten absences. For each missed day, students with excused absences are given a day to make up the work, and they can receive full credit. Parents/guardians may request that their student be excused from school for the following reasons:

1. Personal Illness: Each absence that is excused by a parent or guardian due to personal illness. In instances of chronic or irregular absences reportedly due to illness, the school administration may request a physician’s statement certifying such absences to be justifiable.
2. **Appointments:** Medical, dental, and legal appointments will be excused when written notification from a physician’s office, dentist office, or court services’ office is provided to the attendance office. Written notification should include the name of the student, date, time, and reason for the appointment.

3. **Parent or Family Request:** For funerals, weddings, and special family events, the school reserves the right to determine whether or not an absence is excused. If the family/student does not wish to state the reason for the absence, the student may be assigned an unexcused absence for the block(s) absent.

4. **Inclement Weather or Poor Road Conditions:** On days of bad weather, parents will have to use their own discretion in sending their children to school. Road and weather conditions may vary throughout the school district.

5. **Family Vacation:** All absences of this classification must be requested with reasonable advance notice by the parent or guardian. The student’s parent/guardian must telephone the attendance office or visit the assistant principal’s office stating why and when the student will be absent. Failure to do so may result in the absence being considered unexcused.

6. **Major Religious Holidays**

7. **Special circumstances upon prior approval by the administration**

Any absence other than those listed above may be considered truancy or unexcused. Administration may at any time refuse to grant an excused absence regardless of parent consent.

**UNEXCUSED ABSENCE**

1. An unexcused absence is defined as a school day or period for which a student chooses to skip an academic or non-academic period, fails to obtain a documented excused absence, or is assigned an Out-of-School Suspension as a result of inappropriate behavior.

2. Behaviors such as truancy, oversleeping, skipping, missing class to work on homework, wandering the halls, etc. are considered unexcused absences.

3. Failure to provide documentation for appointments may result in an unexcused absence(s).

4. Administration may at any time refuse to grant an excused absence regardless of parental consent.

5. Unexcused absences will result in disciplinary action from the school administration.

**EXCESSIVE ABSENCES**

“High school students who have not reached the age of eighteen (18) are required by law to be in school each day. For these students, any absences other than those that have been excused shall be considered truancy. Students in grades 9-12 who have more than ten (10) absences per semester in any or all of their classes may lose credit for the semester. A committee composed of teachers and the assistant principal will determine the legitimacy of excessive absenteeism.” (from Meade School Board Policy File JED)
KEEPING PARENTS/GUARDIANS INFORMED
The responsibility for informing parents of students’ absences is a joint effort among the students, teachers, and the school. Good communication will help alleviate problems at a later date. Parents, guardians, and students are encouraged to contact the high school in regard to student attendance.

1. **Internet Access:** Parents may access attendance and grades through Infinite Campus. Contact the high school office for the user I.D. and password.
2. **Five Day-Absence Letters:** Parents will be sent a notification letter after a student has been absent five times from any/or all blocks during a semester.
3. **Seven Day-Absence Letters:** Parents will be sent a notification letter after a student has been absent seven times from any/or all blocks during a semester. Parents/guardians may be asked to attend a meeting to discuss the student’s attendance issues.

CLOSED CAMPUS
*Meade School Board Policy File JEFA:* “The campuses of District schools will be closed. Students must remain on school premises during the school day. Students will not be allowed to sit in any car or to drive any car during the school day without permission of the school administration. This policy shall not apply to students leaving the campus to attend activities approved in advance by the school administration or sponsored by the school.”

1. **CHECK-OUT PROCEDURES:** Students may not leave the campus at any time during the day without first checking out of the office. Permission must be obtained from the principal, assistant principal, or an administrative assistant. Students must sign the check-out form in the office before leaving campus.
2. **GOING TO THE PARKING LOT:** Students may not be in the parking lot during the school day without permission from a staff member in the office.

TARDINESS
Students are considered tardy if they are not in the room at the bell and are not prepared for class. If the student is more than ten minutes late, the student will be considered absent and will need to follow the procedure for being absent. With each tardy, the teacher is to communicate to students that they were tardy. A student is allowed three tardies per semester without consequences. Consequences will be assigned after the third tardy.
DISCIPLINE REGULATIONS

PHILOSOPHY OF DISCIPLINE
The following regulations are designed to establish order and to protect all members of the educational community. These statements are outlined for uniform understanding of the practices and procedures used at Sturgis Brown High School. This handbook provides a philosophy and guide to improve Sturgis Brown High School. Consequences for not abiding by the rules can range from detention to expulsion. The severity of the consequence generally depends on the seriousness of the offense and the past history of the student(s) involved.

ADMINISTRATIVE RESPONSIBILITIES
The Superintendent of Schools delegates the responsibility of maintaining discipline in the schools and the administration of appropriate corrective measures to the building administration within the guidelines of Board Policy, Administration Regulation as well as the Laws and Constitution of the State of South Dakota and the United States. The administration of Sturgis Brown High School will cooperate with law enforcement. The administration retains the right and privilege to issue penalties for discipline not specifically stated herein and to alter any penalties as considered necessary.

DUE PROCESS
Students shall be afforded the rights of fair procedure or due process which includes the right to:

1. Be informed of conduct which would result in disciplinary action against the student.
2. Receive notice of any rules violations.
3. Receive an explanation of the evidence supporting the charge.
4. Receive an opportunity to present the student’s side of the story.
5. Receive a penalty that is proportionate to the violation.

APPROPRIATE BEHAVIOR
Students, while on school property and/or attending school activities in or out of town, are expected to conduct themselves in an appropriate manner, showing proper respect for themselves and others.

1. Treat others with respect.
2. Use a respectful tone and proper language when responding to someone who is disrespectful.
3. Be kind and helpful when possible so that the favor may be returned when needed.
4. Use self-control when expressing feelings.
5. Show up for all classes with the needed materials.
6. Strive for excellence and focus on academic goals.
7. Ask for help when confused or concerned about something going on in the school.
8. Use proper language while in school.
9. Honor the dress code.
INAPPROPRIATE BEHAVIOR
Students sent to the office for inappropriate behavior may face a variety of consequences. Repeat offenders can expect a more stringent consequence. The following are examples of inappropriate behaviors and possible consequences. The definition is followed by a list of typical, but not exclusive, consequences.

Alcohol Consumption/Possession: Use, possession or being under the influence of alcoholic beverages on school grounds or at a school activity will result in a suspension. The student will also be reported to the authorities. Minimum 3 days of suspension, Out-of-School Suspension, In-School Suspension, Report to Authorities

Arson: The act of setting fire to school property or personal property on a school campus to cause destruction of said property. In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion

Battery: Physical attack; intentional striking and causing bodily harm of another person against his or her will. Out-of-School Suspension, Report to Authorities, Expulsion

Bullying: Behavior that is violent. Bullying is unfair and one-sided. It happens when someone repeatedly and purposely hurts, frightens, threatens, or leaves someone out. Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School, Expulsion

Cheating / Plagiarism: The act of deception or fraud; claiming a dishonest gain. Altering marks, letter grades or percentages, and stealing another student or author’s work, without giving credit, are included. In all instances of cheating or plagiarism, no credit will be allowed. Detention, In-School Suspension, Out-of-School Suspension

Classroom Disturbances: Behavior that distracts from the educational process and disrupts the learning environment. Detention, In-School Suspension, Out-of-School Suspension, Saturday School

Disorderly Conduct/Disturbance of School Function: If a student disrupts the orderly process of school, the following South Dakota Law will be enforced (13-32-6): “A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order or management of a public or nonpublic school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his or her duty, is guilty of a Class 2 misdemeanor.” In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion

Drug Consumption/Possession: Using, possessing, selling, dispensing, or being under the influence of any mood altering drugs, alcohol, or possessing drug paraphernalia at school, on school property, or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences. Minimum 5-day out-of-school suspension, In-School Suspension, Report to Authorities, Expulsion
**Electronic Devices Violation:** Electronic devices are to be shut off and out of sight during class. Electronic devices may be used in class at the discretion of the teacher. This policy applies to students in the hallway during instruction time. Students are allowed to use cell phones between class time and during their assigned lunch period. Failure to follow these guidelines may result in the phone being confiscated by district faculty and staff and taken to the office. The school is not responsible for any stolen or lost electronic device. 
*Confiscation, Saturday School*

**Exhibition Driving on Campus:** Excessive speeding or reckless driving on the campus. Report to Authorities 
*Failure to Attend Detention: Failure to appear for detention at the time assigned or expected. Also includes leaving or being dismissed before the entire detention has been served. Detention, In-School Suspension, Out-of-School Suspension, Saturday School*

**Falsifying Information:** Incidents which are designed to deceive teachers, administrators, or other authorities including falsifying an admit slip, falsifying a parent phone call to excuse an absence or falsely using another student’s ID. Detention, In-School Suspension, Out-of-School Suspension, Saturday School

**Fighting:** Participation in an incident involving physical violence that constitutes interference with school purposes or an individual’s rights. Causing or attempting to cause physical injury to a school employee or to any student. In-School Suspension, Out-of-School Suspension, Report to Authorities

**Inappropriate Dress:** Students are expected to dress according to standards that enhance a learning environment. Profanity and suggestive themes, such as alcohol, drugs, tobacco, sex, death, suicide, violence, or other dress that is provocative or distracting to the learning environment (including hats), will not be permitted. In-School Suspension, Out-of-School Suspension

**Instigating:** Agitating a situation that may cause or escalate a conflict between others. Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School

**Insubordination/Disrespect:** Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request, or situations in which the student is shown to be habitually disobedient. Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School 
*In-School Suspension (ISS) Incident: Failure to comply with all the rules or leaving ISS without permission. In-School Suspension, Out-of-School Suspension, Saturday School*

**Leaving Without Authorization:** Leaving the high school campus to go to another place without permission of the school nurse, assistant principal, principal, or counselor. Parents/guardians must be contacted and give consent before the student may be dismissed from school. Detention, In-School Suspension
Profanity/Graffiti: Use of obscene language or communication that is verbal, written or graphic. Communication with sexual overtones and innuendo are included. In addition the writing on school property in a way that does not permanently damage said property. Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School

Saturday School Incidents: Dismissal before completion of Saturday School due to Saturday School rule violations or not attending a scheduled Saturday School. In-School Suspension, Out-of-School Suspension, Parent/Guardian Conference

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature that creates an intimidating, hostile, or offensive educational environment. Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School, Expulsion

Skipping/Truancy: The act of staying away from class without permission or reasonable cause, choosing to attend a class scheduled at a different time without permission of the teachers, or remaining in the building unsupervised. Detention, In-School Suspension, Report to Authorities, Saturday School

Theft: Stealing or attempting to steal private or school property. This includes illegal confiscation of the school’s or another student’s computer files and documents. In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School, Expulsion

Threats: Physical, verbal, or written action, which immediately creates fear of harm without physical attack. Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School, Expulsion

Tobacco Possession or Use: Using, possessing, selling, or dispensing tobacco on school property, or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences. Minimum one day In-School Suspension, Report to Authorities, Out-of-School Suspension

Vandalism: Willfully causing or attempting to cause damage to private or school property. This includes alteration of the school's or a student’s computer program, files, or systems. In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School, Expulsion

Dangerous Weapons in the School
Meade School Board Policy File JFCJ:
“Students are prohibited from bringing dangerous and/or illegal weapons to school or school-sponsored activities. Appropriate disciplinary and/or legal action shall be pursued by the building principal. A dangerous and/or deadly weapon is defined as any firearm, knife or device, instrument, material, or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or any object which can reasonably be considered to be a weapon. Look-alike weapons, which are items that resemble or appear to be weapons, also are prohibited. No firearms are permitted on any school premises, in a school vehicle or any vehicle used for school purposes, or in any school vehicles on school premises. Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School, Expulsion, Expulsion”
building or other building or premises used for school functions. Exceptions would include weapons under the control of law enforcement personnel, starting guns while in use at athletic events, supervised school training sessions for the use of firearms, weapons used in educational demonstrations, ceremonial presence of unloaded weapons used at color guard ceremonies and look-alike weapons in an approved school performance. A student who has intentionally brought a weapon onto school premises may be expelled by the Board for a period of twelve months after appropriate due process procedures have been followed. The Superintendent may modify a weapon-related expulsion on a case-by-case basis. Minimum 5-day out-of-school suspension and the school will perform a threat assessment, In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion

CONSEQUENCES
A consequence attempts to correct inappropriate behavior.

1. Detention, letters of apology, restitution, and approved community service, etc. as assigned.
2. In-School Suspension: Students will be assigned to ISS for a period of time and will not attend any classes during this time. Students will be expected to work on school assignments, behavior management curriculum, and approved community service.
3. Saturday School: A student may be assigned to a specific Saturday School where instruction addresses inappropriate behaviors. Failure to serve, being tardy, or being asked to leave a Saturday detention will result in a 2-day suspension and a meeting must be held with the administration, student, and parent/guardian before the student will be allowed back to school.
4. Report to Authorities: If a federal, state, or local law is broken, offending students will be reported to the authorities.
5. Out-of-School Short-Term Suspension: Up to 10 days out of school as assigned by the principal, assistant principal, or activities director.
6. Out-of-School Long-Term Suspension: Up to 90 days out of school as assigned by the superintendent.
7. Expulsion: Removal from school for up to one calendar year as assigned by the school board.

STUDENT INFORMATION/SERVICES
The following information is a general standard that should be used as a guide by all students. The administration retains the right and privilege to make decisions and changes that are considered necessary.

ACADEMY REQUIREMENTS

1. Student must be 16 years of age with a minimum of 12 credits, and have extreme or extenuating circumstances.
2. Student must meet a 15-hour-per-week time requirement if the student is employed, or 20 hours per week if the student is not employed, once admitted.
3. Student must pass each class with 70% or better.
4. Student must complete each class within 4 to 5 weeks.
5. Student must meet 20 hours per week to participate in extracurricular activities.
6. The student will follow the same school schedule and cancellations as Sturgis Brown High School.
7. All students must go through an interview process and enrollment in the Academy will be determined by the administration.
**BACKPACKS**
Backpacks are allowed in school as long as they are located in the locker during class hours. Students are not to carry backpacks to class, have them in the classroom, or store them outside the classroom by the door. Backpacks that are too large to fit in a school locker are not allowed in school. The administration feels that backpacks are cumbersome and cause difficulty for students in evacuating a room as well as providing a means of transport for weapons, controlled substances, and stolen items from the school.

**BLOCK SCHEDULE**
Sturgis Brown High School operates on the 4x4 block schedule system, which means that students will have four classes per term which will last ninety minutes each day. For lunch purposes, students will be assigned to lunch A, B, or C, according to their class schedules. All freshmen will be scheduled in our small learning community with shortened core classes, and the core class’s duration is one full year. All freshmen elective courses will be ninety minutes in length.

| Block 1: | 8:05 am to 9:35 am |
| Block 2: | 9:42 am to 11:24 am |
| Block 3: | 11:31 am to 1:31 pm |
| A Lunch: | 11:24 am to 12:01 pm |
| B Lunch: | 12:01 pm to 12:31 pm |
| C Lunch: | 1:01 pm to 1:31 pm |
| Block 4: | 1:38 pm to 3:08 pm |

**CAREER DIPLOMA**
Career diploma requirements include four credits each of math (Algebra 1 and higher), science, and English, three credits of social studies, one credit each of Physical Education, Career Planning/Personal Finance, World Language or career and technical education class, fine arts, ICT I, and Youth Internship in career pathway. In addition, students must complete five elective credits from the recommended electives/career and technical courses listed and receive no grade lower than a C in any course. All students must attain at least 28 credits.

**CHANGE IN PERSONAL DATA**
It is the student’s responsibility to notify the office of changes in address, telephone number, guardian’s name, or other personal data so that all records remain current.

**COMPLAINTS**
If a concern arises regarding a school issue, parents are encouraged to first address the issue with the staff member directly involved. If the matter is not resolved at that level, contact the building administrator or program director for further review. After trying these options and if the issue is not resolved, the formal complaint procedure should be followed. Information regarding public complaints with student, teacher, or the classroom is listed in the School Board Policy KL. For information regarding the formal complaint policy and procedure, please contact the principal’s office at 347-2686 or visit our website at [www.meade.k12.sd.us](http://www.meade.k12.sd.us)
CORRESPONDENCE COURSES/ DUAL ENROLLMENT
Students who elect to take correspondence courses will bear all the tuition, books, and fees associated with the class. Internet, DDN, Dual Enrollment, Virtual High School, and APEX classes need to be paid for in advance and get the approval of the administration to be used for high school credit. Students may take college courses and receive credit at SBHS. Applications for dual enrollment are available in the Student Services Office.

DROPPING A CLASS
Students may not withdraw from a course after the second day of the semester. Schedules will not be changed during the semester due to failing or non-attendance. Students must remain in the scheduled classes for the entire semester. Students wishing to drop a class to go into an open block will receive a drop/fail. After the second day of the semester, students must get permission from the administration to make any changes to their schedules.

ELECTRONIC DEVICES
Electronic devices are to be shut off and out of sight during class. Electronic devices may be used in class at the discretion of the teacher. This policy applies to students in the hallway during instruction time. Students are allowed to use cell phones between class time and during their assigned lunch period. Failure to follow these guidelines may result in the phone being confiscated by district faculty and staff and taken to the office. The school is not responsible for any stolen or lost electronic device.

FOOD SERVICES
Food service daily hours are 7:30am – 8:00am and 11:15am – 1:30pm. The district food service phone number is 347-3601, and the high school kitchen number is 347-2686 ext. 120. Payments can be made directly to the food services or online at www.mynutrikids.com (The student’s eight digit ID number is required.)

GRADE CLASSIFICATION
Grade classification is set at the beginning of the school and may change during the year. Students will be classified as a:
- Freshman: 0 – 5 credits
- Sophomore: 6 – 11 credits
- Junior: 12 – 16 credits
- Senior: 17 credits or higher

GRADING SYSTEM

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 – 96</td>
</tr>
<tr>
<td>B+</td>
<td>92 – 91</td>
</tr>
<tr>
<td>B</td>
<td>90 – 88</td>
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<tr>
<td>B-</td>
<td>87 – 86</td>
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<tr>
<td>C</td>
<td>85 – 84</td>
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<tr>
<td>C+</td>
<td>83 – 80</td>
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<tr>
<td>D</td>
<td>77 – 76</td>
</tr>
<tr>
<td>D+</td>
<td>75 – 72</td>
</tr>
<tr>
<td>F</td>
<td>69 &amp; below</td>
</tr>
</tbody>
</table>

GRADUATION
Students will not participate in the graduation ceremony if they have not completed all the requirements necessary for graduation. Students who could complete the requirements over the summer or during an additional semester may participate in the graduation ceremony the following year. The graduation ceremony is a privilege, and students can be denied this privilege based on their behaviors and/or actions.
**GRADUATION REQUIREMENTS**

**Language Arts (4 Total)**
- English 9 1
- English 10 1
- English 11 1
- English 12 1

**Social Studies (3 Total)**
- World Geography .5
- World History .5
- U.S. History 1
- Government 1

**Mathematics (3 Total)**
- Algebra I 1
- Geometry 1
- Algebra II 1

**Science (3 Total)**
- Physical Science 1
- Biology 1
- Chemistry 1

**Physical Education** 1

**Fine Arts** 1

**Career Planning/Personal Finance** 1

**World Language/Career Tech Ed.** 1

**Electives** 8

**TOTAL** 25
GRADUATION REQUIREMENTS/EARLY GRADUATION
Students must earn 25 units of credit in grades 9, 10, 11, and 12 in order to graduate from Sturgis Brown High School. This will include 4 units of language arts, 3 units of social studies, 3 units of science, 3 units of mathematics, 1 unit of physical education, 1 unit of fine arts, 1 unit of world language or an approved career and technical education class, 1 unit of economics or personal finance, and 8 units of electives. These requirements go into effect with the freshman class of 2011-2012.

Students may work toward early graduation (fewer than 4 years) subject to the following stipulations:

1. Students must declare their intent to graduate early when registering for their senior year. The “Application for Early Graduation” form, including a plan justifying the request, must be completed.
2. Students must complete no fewer than 7 semesters all within an accredited school.
3. Students must have completed no fewer than 21 units of credit at the end of their 6th semester.
4. Prior to approval of the early graduation plan, an interview between the student, parent(s), and a counselor or administrator must be held. The completed “Application for Early Graduation” form must be brought to the interview.
5. For the 2011-2012 school year, students who have met all graduation requirements and are enrolled and/or accepted to enroll in a post-secondary school for the fall of 2012 may choose to graduate after 6 semesters. Students must make official notice of their intent to graduate by the end of their 3rd nine weeks. If students are under the age of 18, a parent or legal guardian must sign the early graduation request.

Students who desire, and qualify for, early graduation will be listed with their own graduating class. Students who elect to take correspondence courses will bear the costs for tuition and books. In order to receive a diploma from Sturgis Brown High School an individual must be enrolled as a student in said school. Students transferring from unaccredited schools or home schools must attend classes for no fewer than 2 semesters in order to be considered for graduation. Students who are citizens of foreign countries may receive a diploma if all graduation requirements are met, documented, and verified. Foreign students who have not met all the graduation requirements will receive a certificate of attendance. Students who are unable to meet the graduation requirements will not be permitted to participate in graduation exercises. *(Meade School Board Policy File IKF/IKFA)*
GRIEVANCE PROCEDURE FOR TITLE VI, TITLE IX, TITLE X, Part C, SECTION 504, ADA, AND AGE DISCRIMINATION ACT

Meade School Board Policy File GBMA

“Any person who believes that Meade School District 46-1 or any part of the school organization has inequitably applied the principles and/or regulations of Title VI, Title IX, Title X, Part C, Section 504, ADA, or the Age Discrimination Act may file a grievance. The District coordinators for each of these programs are Title VI and Title IX - Jeff Ward, 605-347-4454; ADA-Brett Burditt, 605-347-2649; Section 504-Chrissy Peterson, 605-347-4770; Title X, Part C-Chrissy Peterson, 605-347-4770. The grievant should contact the appropriate coordinator to initiate the grievance procedure. The grievant first shall discuss the alleged grievance informally with the coordinator, who shall investigate the complaint and reply to the grievant within five (5) business days. If the reply is not acceptable, the grievant may initiate formal procedures according to the following steps:

LEVEL I -- The grievant shall submit a written statement of the grievance to the coordinator within five (5) business days of the receipt of the informal complaint. The coordinator, within five (5) business days of receipt of the written grievance, shall require the employee or group who allegedly committed the grievance to submit a written grievance answer to the coordinator. Such answer shall a) confirm or deny each fact alleged in the grievance; b) indicate the extent to which the grievance has merit; and c) indicate acceptance or rejection of any desired redress specified by the grievant, or outline an alternative proposal for redress. Within ten (10) business days of the receipt of the written grievance, the coordinator shall submit a written reply to the grievant.

LEVEL II -- If the grievant is not satisfied with the resolution of the grievance at Level I, he/she may submit a written statement of appeal to the Superintendent within five (5) business days of receipt of the written reply of the coordinator. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievant within ten (10) business days.

LEVEL III -- If the grievant remains unsatisfied, he/she may submit a written statement of appeal to the School Board within five (5) business days of receipt of the written reply of the Superintendent. The School Board shall meet with the concerned parties and/or their representatives no later than the next regular School Board meeting following receipt of the appeal. A copy of the Board's disposition of the appeal shall be sent to the grievant within ten (10) business days of the meeting.

LEVEL IV -- If the grievant still is not satisfied, he/she may appeal to the Kansas City Office, Office for Civil Rights, U. S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816-268-0550, Fax: 816-823-1404, TDD: 877-521-2172, Email: OCR.KANSASCITY@ED.GOV

Special provisions:

1. A grievance must be filed within forty-five (45) days after the occurrence that gave rise to the grievance. If the grievance is not filed within this time limit, it shall be considered null and void.

2. If the grievant fails to appeal from Level I to Level II or from Level II to Level III within the specified time limits, the grievance shall be considered null and void. If the coordinator or the Superintendent fails to reply within the specified time limits, the grievance shall automatically advance to the next Level.

3. The grievant has the right to be represented at his/her expense by knowledgeable persons, organizations, or groups of his/her selection at any point during the
initiation, filing, or processing of the grievance. The coordinator shall provide help in identifying such knowledgeable persons or groups.

4. The District shall provide assistance to the grievant, including access to copies of the regulations, related guidelines, memoranda, and other relevant materials supplied to the District by the Federal government, and access to public grievance records. In addition, the coordinator and designated representatives shall provide consultation and assistance in the interpretation of such information and the use of the grievance procedure.

5. The grievant and the District shall jointly determine whether any grievance hearing or other grievance procedure shall be open to the public or open only to participants.

6. No person shall be subject to discharge, suspension, discipline, harassment, or any form of discrimination for having utilized or having assisted others in the utilization of this grievance procedure.

7. It should be understood that a complaint can be made to the Office for Civil Rights without following the District's grievance procedure, but the grievance procedure provides a method for getting a prompt and equitable resolution of a complaint.

HALLWAY TRAFFIC AND PASSES
To be excused from class, a student must get permission from the teacher. During lunch period students may be in the east gym, commons, or in front of the building. Hall traffic during lunch must be limited because many classes are still in session.

HOMESCHOOLING/NON-ACCREDITED SCHOOL
Secondary school students in grades 9-12 who transfer into Meade School District from alternative instructional programs will be tentatively placed with the subjects and grade levels according to their transcripts or report cards. Within three (3) weeks of enrollment, the principal or designee will administer an academic performance/achievement assessment to determine the skill level in English and mathematics. By the end of four (4) weeks or an agreeable time set between the school and parent/guardian, an appropriate subject and grade level placement will be made. This placement will be determined by the principal and based upon assessment data in mathematics and English and teacher recommendations. Placement in other subject areas will be determined by the principal and will be based on graduation requirements, assessment data, and teacher recommendations. (See File JEG, Alternative Instruction Programs, in the Meade School District 46-1 Board Policy Handbook.)

HONORS/HIGHEST HONORS
Honor graduates must obtain a 3.5 to 3.79 GPA. To graduate with highest honors, a student must obtain a 3.8 or higher GPA.

HONOR ROLL
Honor Roll will be listed at the end of each term. To qualify for high honor roll, a student must attain a 3.5 GPA or higher for the term. To qualify for the merit honor roll a student must attain a 3.0 to 3.49 GPA.
**IMMUNIZATION RECORDS**

SDCL 13-28-7.1 states that “…any pupil entering school or an early childhood program in this state, shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, tetanus, and varicella, according to recommendations provided by the Department of Health.”

Parents of new students must submit appropriate documentation that their children have received the minimum immunization requirements set forth in SDCL 13-28-7.1 before the first day their children enter school.

**STUDENTS WILL NOT BE ADMITTED TO SCHOOL UNTIL AND UNLESS THE SCHOOL NURSE HAS RECEIVED AND VERIFIED THE IMMUNIZATION DOCUMENTATION.**

**Procedures:**

1. At the time of the initial entrance of a student into Meade School District, the appropriate documentation will be required from a parent/guardian. Students who attempt to enroll without such documentation will be denied entrance until such forms are submitted.

2. The immunization documentation will be transferred to the school nurse, in an expedient manner, for verification. If the school nurse determines that the student does not have appropriate immunizations, the parents of the student will be contacted by the school nurse.

3. Parents of kindergarten students are informed of the requirements during kindergarten screening prior to school. The immunization status of all kindergarten students will be reviewed and monitored by the school nurses.

4. In cases where the certification indicates that immunizations have begun, but are not completed, new students may be admitted to school upon verification of the process by the school nurse.

5. The only exceptions for the above immunization requirements are:
   - **Medical Exemption:** The physical condition of the child is such that a test or immunization would endanger life or health. The parent must provide an exemption form SIGNED BY A DOCTOR.
   - **Religious Exemption:** Parents or guardians of the child adhere to a religious doctrine whose teachings are opposed to immunizations. The parent must sign an exemption form.

   In the case of a communicable disease outbreak, students who fall in the above two categories MAY be denied entrance to the schools during this time as a safety precaution for themselves and others.

**INCOMPLETE GRADES**

If a student does not complete required work for a class, a grade of “incomplete (I)” may be assigned. (All incomplete grades need prior approval from the administration.) An incomplete grade will turn into an F on the transcript if not completed. The administration will make the final decisions on all incomplete grades.

**LASER POINTERS**

Laser pointers are not allowed at any interscholastic athletic contests held in the State of South Dakota. This prohibition applies equally to contests played at home or away. Also, the use or possession of laser pointers by students during the school day will not be allowed.
LOCKERS
Lockers are assigned by the student services’ office. Students will be assigned their own individual lockers. Students are to keep their items in the assigned locker and keep it locked at all times. Lockers can be searched by school personnel or designated persons at any time.

MEDICAL INFORMATION
Conditions that may cause problems in school if not known by school personnel are:
- Allergies—especially to bee stings, food, and medicine;
- Asthma—even if there is rarely an attack;
- Any heart defect;
- Physical deformities—congenital hip, etc.;
- Surgery;
- Hearing/Visual problems;
- Diabetes;
- Seizures.

Each student has a health card that is used throughout his or her school year. Medical conditions are recorded on this card. A list of medical conditions is given to the physical education teachers, and the nurse informs the student’s teachers of any medical problems. Please call the school nurses’ office with any significant changes. All medications brought from home (including aspirin/Tylenol) to be administered at school, must have written permission with instructions from the parents and be in original labeled container. Prescription medications must be in labeled container; parents need to have their pharmacist make an extra bottle if they know the medicine will be administered at school. Medications, with the exception of inhalers, must be kept in the school office.

Students will be excluded from school if:
- Body temperature is elevated above 100 degrees;
- Communicable disease is suspected;
- There is appearance of a skin infection;
- There is presence of pediculosis (head lice);
- Vomiting has occurred.

Parents should keep the student at home if he/she has a communicable disease (lice, pink eye, chicken pox, impetigo, etc.), has vomited in the last 12 hours or does not feel well enough to participate in school activities such as PE. A healthy body is maintained by cleanliness. Dressing for the weather will prevent excess absences. The staff would like to thank the students and parents for their cooperation in these matters. The school nurse must have phone numbers where parents can be contacted during the day in case there is an emergency at school. Alternate emergency phone numbers must be provided to the school nurse if a parent/guardian cannot be reached. Please update phone numbers with school personnel as soon as they change. Doctors will not treat minor children until a parent or guardian is reached. Feel free to call any time with questions or concerns. The school nurse may be reached at 347-2610 (nurses’ office) or at 347-2686 (Sturgis Brown High School).
Stock Epipen Program
The Meade School District will maintain a stock supply of epinephrine auto injectors (Epipen) pursuant to SDHB 1167 and according to The Meade School District policy.

These epinephrine auto injectors will be for use in an emergency situation of a severe allergic reaction causing anaphylaxis regardless of whether or not the student has a prescription for an epinephrine auto injector or has been diagnosed with an allergy.

School nurses and staff will be trained to recognize symptoms of severe allergic or anaphylactic reaction. An anaphylactic reaction is a progressive whole body allergic reaction that can be fatal and can occur with hypersensitivity to food, insect stings, medication other allergens.

NATIONAL HONOR SOCIETY REQUIREMENTS
Membership in the local chapter of the National Honor Society is an honor bestowed upon a student. Selection for membership is by faculty council and is based upon outstanding scholarship, character, leadership, and service. To be eligible to apply for first year membership the candidate must be a member of the Sophomore, Junior, or Senior class of Sturgis Brown High School and have attended school at Sturgis Brown High School for at least one semester; have a minimum GPA of 3.5 and have accumulated 25 hours of community service prior to the induction banquet held in November of each year.

PARKING
Students are allowed to park only in designated areas on the high school campus. Students are not allowed to park in gravel parking lots, National Guard areas, visitor parking, or by the two north buildings. Full time Academy students will be given parking passes to park by the Academy building on a need basis determined by the administration.

REGENTS’ SCHOLAR
The Department of Education and the South Dakota Board of Regents annually recognize seniors committed to academic excellence with a Regents’ Scholar diploma. Recipients of Regents’ Scholar diplomas are accepted for automatic entrance to any of the six public institutions of higher education in South Dakota. To be eligible, a student must have completed the following courses (with no final grade below a C and an overall grade point average no lower than a 3.0):

- 4 units of English
- 4 units of Mathematics (3 credits of Algebra or higher Mathematics
- 4 units of Science (3 units of approved Laboratory Science) 3 units of Social Studies
- 2 units of the same Modern or Classical Language (includes American Sign Language) 1 unit of Fine Arts
- 1/2 unit of Computer Science

ROLLERBLADES/ROLLER SKATES/SKATEBOARDS
Rollerblades, roller skates, and skateboards are not to be used on the school campus at any time.
SAFEKEEPING OF VALUABLES
Students are discouraged from bringing valuables and large amounts of money to school. Students are responsible for safekeeping of their possessions and for other items which have been assigned to their care. The school is not responsible for any lost or stolen valuables or money.

SCHEDULE CHANGES
Students may not withdraw from a class after two days. Schedules will not be changed during the semester due to failing or non-attendance. Students must remain in the scheduled classes for the entire semester. Limited schedule changes will be made during the following times: Changes for fall semester will be limited to the first two days of the semester, changes for the spring semester will be limited to the last two days of the fall semester (during semester tests) and the first day of the spring semester. The administration will be responsible for making the final decision regarding the student’s schedule.

SCHOOL ACTIVITIES FOR ALTERNATIVE INSTRUCTION STUDENTS
Students residing within the Meade School District must be enrolled in one class per semester to be eligible to participate in school activities. Students residing out-of-district must be enrolled in two classes to be eligible to participate. See Meade 46-1 School District policy IGDK for specific details.

SCHOOL CLOSING
Parents and students are urged to tune to local radio or TV stations for information regarding school cancellations, early dismissals, or other adjustments due to weather or other emergencies. SchoolReach communications will be used by the school district to make school closing announcements. Announcements will be made on the following stations: Radio: KBHB, KRCS, KTOQ, KIMM, KGGS, KFXS, KOUT, KKL, KKMK, KDDX, KZZI, and KDSJ. Television: KOTA, KEVN, KNBN, KELO. Cancellations are also posted on the district website, www.meade.k12.sd.us; click on the Parent/Community link, and then “School Cancellations.” Parents are responsible for making alternate arrangements for their children in the event that school is closed early and/or if buses cannot return the children home.

SCHOOL DANCES
All school-sponsored dances will start at 9:00 pm and end at midnight. Doors will close at 10:00 pm for all students. Chaperones for the dances will include staff members and parents. Only current Sturgis Brown High School students with their current ID badge will be allowed into the Homecoming dance. The Snowball dance and Prom will have individual rules addressing attendance by out-of-district students. All school rules apply to all dances held at a school facility. School sponsored dances currently include Homecoming, Snowball, and Prom. Prom rules include:
• All students and guests must be under the age of 21 to participate in Prom.
• No freshmen from any school will be allowed to participate in Prom.
• All guests participating in Prom must bring a photo ID to be allowed into Prom.
• Any senior who graduates early is not eligible to attend Prom unless asked by a current junior or senior of SBHS.
SCHOOL PROPERTY ON LOAN
Books, equipment and clothing supplied by the Meade School District must receive reasonable care. Students defacing furniture or books, damaging school property or losing books or equipment assigned to them will be fined an amount sufficient to restore the damaged article to the original condition or replace it. Students owing the school money can be taken to Small Claims Court by Meade School District for collection.

SCHOOLREACH COMMUNICATIONS
In our efforts to improve communications between parents and school, Sturgis Brown High School utilizes a telephone broadcast system called SchoolReach which enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may also be used from time-to-time to communicate general announcements or reminders. Sturgis Brown High School will continue to report school closings due to weather or other emergencies on local radio, television stations, and on the school district website and will use this system as an overlay to the public announcements. When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message. The service will deliver the message to both live answer and answering machines. Phones not answered or busy will be automatically retried twice in 15 minute intervals after the initial call.

SENIOR OPEN BLOCK
Qualification for Senior Open Block:
1. Students must have written permission from parents to participate in the open block.
2. Must have a 3.0 overall cumulative GPA.
3. Attendance and behavior all are criteria that qualify/disqualify a student from being eligible for an open block.
4. Students with open block must be enrolled in three credited classes in a semester and not be a teacher assistant (noncredit).
5. Open block may be revoked at any time due to tardiness, excessive absences, or performance in other classes.
SEXUAL HARASSMENT
Meade School Board Policy File GBEE

I. It is the policy of Meade School District 46-1 to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the Meade 46-1 staff to harass another staff member or student through conduct or communication of a sexual nature as defined in Section II. It shall also be a violation of this policy or students to harass other students through conduct or communications of a sexual nature as defined in Section II.

II. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical contact of a sexual nature when made by a member of the school staff to a student, a member of the school staff or another staff member, a student to another student, or a student to a staff member. Such behavior constitutes sexual harassment when any of the following statements apply:
   a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
   b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
   c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

III. Sexual harassment, as set forth in Section II, may include, but is not limited to, the following:
   a. Verbal harassment or abuse
   b. Pressure for sexual activity
   c. Repeated remarks to a person with sexual or demeaning implications
   d. Unwelcome touching
   e. Suggesting or demanding sexual involvement accompanied by implicit or explicit threats concerning one's grades, job, etc.

IV. Any person who alleges sexual harassment by any staff member or student in the District may contact the Title IX Coordinator, Jeff Ward, at 605-347-4454 or may complain directly to his/her immediate supervisor or building principal. In the event that the complaint is filed directly with the immediate supervisor or building principal, the immediate supervisor or building principal shall conduct a timely investigation into the matter and shall report the results of the investigation to the Superintendent. Any subsequent action taken shall be consistent with the results of the investigation and with Section V of this policy should the charges be substantiated. Filing of a Title IX grievance or otherwise reporting sexual harassment will not reflect upon the individual’s status nor will it affect future employment, grades, or work assignments. The right of confidentiality, both of the complainant and of the accused, will be respected, consistent with the District’s legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

V. A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action, up to and including discharge. A substantiated charge against a student in the District shall subject that student to disciplinary procedures.

VI. This policy will be reviewed on an annual basis with all employees and students in each administrative unit and incorporated into teacher and student handbooks. Information on the prevention of sexual harassment will be provided to teachers and students in all schools as needed.
STUDENT ACCIDENT INSURANCE/DENTAL PLAN

The School District does not assume responsibility for accidents which may occur. However, School District officials recognize the advantage of making school accident insurance available as well as school dental protection by cooperating with companies offering these services. The insurance mentioned will be offered to parents wishing coverage for students enrolled in our schools. The School District’s role is only to:

1. Provide the literature;
2. Make available forms for filing claims for accidents covered by the insurance. These forms are available in the District Business Office. The insurance company has the responsibility of approving all claims.

STUDENT ATTIRE AND GROOMING

“The Board recognizes that it is the prerogative of the parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. Student dress and grooming should not create a health or safety hazard, invade the rights of others, or be disruptive to the educational environment by detracting from the decency and decorum in school. It will be the responsibility of the building principal to determine violations and to take necessary corrective actions.” (from Meade School Board Policy File JFCA)

The following items and/or methods of grooming will not be permitted:

1. Clothing or articles which are soiled, torn, ragged or extreme in nature;
2. Articles displaying obscene or vulgar writing, symbols, or referring to alcohol or tobacco;
3. Articles which could cause damage to other individuals or property (chains, cleats, etc.);
4. See-through clothing if undergarments are visible;
5. Midriff exposed: Tops/blouses/shirts should extend to the top of pants or skirts, especially when student’s arms are extended at right angles to the body;
6. Bare backs: Shirts/blouses are to have two complete sides, front and back. The shirt/blouse must have straps and extend far enough down to cover the navel when student’s arms are extended at right angle to the body. Straps, woven straps, and strings do not constitute appropriate garment sides. Shirts need to have a minimum of one inch that covers the shoulders without straps and strings showing;
7. Bare feet;
8. Shorts that do not extend longer than or coincide with the length of student’s fingertips with arms extended at their sides;
9. Make-up, appearance, or dress so extreme to be a distraction to the staff or other students;
10. Hats, caps, and headwear in the buildings, including all head coverings such as tradition caps and hats. Bandannas and scarves are also considered headwear;
11. If a staff member objects to an article of clothing, the student will be sent to the office where the administration will make the final decision.

Students in violation of any or all of these guidelines are required to find a suitable alternative or they will be sent home as an Unexcused Absence.
STUDENT IDENTIFICATION BADGE GUIDELINES:
1. The school will provide each student with one school ID.
2. Students are not required to wear their ID badge to enter class and throughout the school day.
3. Students will need their ID badge to check materials out of the library, admittance to school dances, and for admittance to school activities if they purchase an activity pass from the activity office (347-4487).
4. Students are to notify the office immediately if they lose their ID badge. Replacement ID badges are provided for a $5.00 charge for each one.

STUDENT RECORDS
Meade School Board Policy File JO: The Board designates the following personally identifiable information in a student’s education record as “directory information,” which may be disclosed without prior written consent:
1. Name
2. Address
3. Names of parents or guardians
4. Date of birth
5. Dates of attendance
6. School attending
7. Participation in school-recognized activities
8. Weight and height of members of athletic teams
9. Grade in school
10. Individual and group photographs pertaining to school activities
11. Awards, achievements, or honors

The above list will be published in the District’s legal newspaper each year, and the parent, legal guardian, or student over 18 years of age may notify the school in writing of their refusal to permit the release of any or all of this information. Other student records will not be released without written consent and may be reviewed by a parent, legal guardian, or student over 18 years of age. Procedures for requesting amendment of records will be developed by the administration in accordance with law. District personnel may review all material pertaining to students for educational reasons but are required to keep such information confidential.

STUDENT SERVICES
The student services program at Sturgis Brown High School seeks to assist all students to mature in self-understanding, self-responsibility, decision-making, development and values, attitudes and skills required for productive citizens in society. The following services are available to all students:
- **Individual Counseling** — is provided for educational guidance, career choice, occupational opportunities, curriculum planning, and personal and social development.
- **Group Conferences** — give information concerning the secondary program, application to post high school training institutions, job opportunities, testing programs, financial aid and scholarship programs.
- **Information Services** — Career materials are available in the guidance conference room. Representatives from all military services visit school on a regular basis as do admission counselors from state vocational schools, colleges and universities.
Testing Services — Standardized tests are administered throughout the school year. These cover achievement, ability and aptitude.

Referral Service — A student may request the additional resources such as a school nurse, assistance with learning disabilities, or assistance from South Dakota Department of Social Services personnel.

Program Selection — A counselor will assist each student selecting an educational program which best fits the individual’s need.

STUDENT TRANSPORTATION ON SCHOOL TRIPS
Meade School Board Policy File JHFE*: “The following constitutes the arrangements of the Meade School District concerning the transportation of students to and from extra-curricular school activities and school functions:

1. In most instances, District shall provide transportation to the students for all trips of more than ten (10) miles one way from the attendance center. This shall apply to all school functions where the attendance of the student is required, as well as extra-curricular activities. In most cases, the District will pay the cost of transportation, but in some cases, a student may be assessed a transportation fee. A student must travel on the school provided bus or van both ways. School personnel may release students to ride with the custodial parent, legal guardian, or other persons authorized by the parent and school, with written request.

2. In case of school activities or school functions which are less than ten (10) miles one way from the attendance center, the District will generally provide transportation, provided the entire class is being transported. If less than the entire class is being transported, or in the case of extra-curricular off-campus home events, the students may be asked to provide their own transportation or be transported by District personnel or in private vehicles driven by a licensed and insured adult.

3. No student may ride with another student to or from a school function or activity during the school day, unless the students are siblings.”

TRANSFER STUDENTS
Students may or may not receive credit for classes they are transferring to SBHS. The counselors will attempt to match the classes taken by the student from the previous school to classes offered at SBHS.

VISITORS
SBHS will not allow any student visitors during the school day without their parent or guardian present with them.

YEARBOOK
Yearbooks will be distributed in August during Freshmen Orientation and the Activities Meeting. Graduates may pick up their books during the open house or stop by Room 1 before school, during lunches, or after school. Any senior wishing to submit a professional photo needs to turn in one wallet-size photograph to the journalism staff by December 1, 2015. If a picture is not turned in, the staff will use a file photo. If a senior photograph or underclassman’s school photograph is accidentally omitted from the yearbook, the student may bring his/her purchased yearbook to Room 1 to receive a full refund upon returning the yearbook. With the cooperation of the student body, the Mato Paha staff tries very hard to get all students pictured in the yearbook.
BUS RULES & CONDUCT
The school has the administrative responsibility for the operation of school buses. Be reminded: the school district is not required to provide bus transportation to high school students. The following is information relative to the operation and control on buses:

1. The bus driver is the official representative of the school and has full authority to control pupils on the bus. Any violations of rules can mean the cancellation of bus privileges. Seats may be assigned to any or all students. Students must sit in their seat, facing the front of the bus at all times.

2. Loading of students will be done at regular bus stops and loading zones only. Do not rush to the bus; wait until the bus is completely stopped.

3. Students must wait for the signal from the driver to cross a road, then cross promptly. The crossing should be made approximately 10 feet in front of the bus, in full view of the driver, never to the rear of the bus.

4. Students must be on time at their designated bus stops, 5 minutes before scheduled time. The bus cannot wait beyond its regular time schedule for tardy pupils.

5. Students desiring to leave the bus at any location other than their designated bus stop must present the driver with written permission from their parents when they board the bus.

6. Students must ride the bus they are assigned to, no “bus hopping”!

7. Students who don’t normally ride the bus and are not assigned to a bus must present the driver with a permission slip from their parent if they wish to ride the bus.

8. Students in town may board the bus at the middle school.

9. Students at the middle school waiting to change buses are to remain at the school and not cross the street.

10. Buses will occasionally stop for a vandalism check. Students should report any damage occurring to the bus to the bus driver.

11. The bus driver is responsible for the safety and welfare of the students in the bus and should never be bothered in any way that would interfere with responsible, safe driving or accomplishing his/her duties.

12. Students will be courteous to the driver, each other and the general public. Fighting, rowdiness, pushing, crowding, loud talk or unnecessary noise will not be allowed on the bus. Profane language will not be allowed.

13. There will be absolutely no tobacco use, illegal drugs, dangerous weapons on or near the bus.

14. Skateboards are not allowed on or near the bus.

15. Students will assist the driver in keeping the interior of the bus clean, and in a sanitary, orderly condition. Students must not throw any objects in the bus or out any windows. No drinking or eating is allowed on the bus.

16. Students will not open or close the windows without permission of the bus driver. Students must not put hands, arms, or heads out of the bus windows.

17. Violations of bus regulations by a student are to be reported by the driver to the parent, bus contractor, and principal by using the form: Student Transportation Incident Report. The student will be given a copy to take home to inform the parents. This copy must be signed by the parent and returned by the student to the bus driver the next school day. Failure to return the signed form may result in denial of bus privileges. Violations of the bus rules may cause the student to lose the bus as means of transportation.
18. High School students receiving bus conduct slips may receive a warning, suspension, or the revoking of privileges depending upon the severity of the situation.

19. Violations of sufficient magnitude will result in immediate and permanent suspension.

20. Any endangerment of a bus or its passengers may result in suspension or expulsion. Careless driving or harassing of a bus by any other drivers is included. Taunting or teasing a driver in another vehicle while riding in a bus may result in suspension/expulsion.

**ACTIVITY BUSES**

21. Any student riding the after-school activities bus to Piedmont must be in a sports activity or must have a pass from the school.

Any student on a sports activity bus found using alcohol or illegal drugs will be taken to the nearest Police Station and their parents will be called to pick them up. Please call Sturgis Bus Company at 347-5066 for any information.

**ACTIVITIES**

**Academic Eligibility**

Students in grades 9-12 are required to pass a minimum of 2 academic credits/semester in order to participate in any extracurricular activity (includes club sports). If a student does not pass the required number of minimum credits in each semester, he/she will not be eligible to participate the following semester in any extracurricular activity.

- Summer school credits earned can be applied to the previous semester (SDHSAA Eligibility) and/or any type of credit recovery approved by the administration.

The use and/or possession of mood-altering chemicals such as alcohol, tobacco, drugs, or drug paraphernalia by participants of extra-curricular activities in Grades 9-12 are prohibited. This prohibition shall be in force all year, including the summer months, weekends, and holidays. Training rule consequences will begin after any school suspension. Involvement in a law-breaking activity, other than a minor traffic violation, may result in suspension from any activities which the student is a participant.

**SDCL 26-11-5.1** Provision for notice to school officials and parent or guardian by law enforcement agency where student suspected of violating state drug or alcohol laws or of threatening violence. Notwithstanding any other provision of law, a law enforcement agency may provide notice of an incident within its jurisdiction to public or nonpublic school officials and to the parent or guardian of a school student if the incident is one in which the agency has probable cause to believe the school student has violated any provision of state law involving alcohol, illegal drugs, firearms, or bomb threats, or has made any threat of violence relating to any school or its students, employees, or property. However, if there is a prolonged criminal investigation and revealing information would jeopardize a successful conclusion to the case, the law enforcement agency may provide the notice at some later appropriate time. The notice shall be in writing.
Consequences of Violations for Tobacco and Alcohol

First Violation:
The individual will be suspended for 10 school days of scheduled extra-curricular activities to include a minimum of two (2) contests in the activity in session or the next activity of participation (whichever is greatest) or the individual can perform ten (10) hours of community service that is approved by the administration and the suspension will be shortened to 5 school days of scheduled extra-curricular activities to include a minimum of one (1) contest in the activity in session or the next activity of participation. The suspension will occur when competition begins, not when practice begins. The participant must complete the entire season in the activity in which suspension is scheduled, or complete the entire season of a subsequent activity if the suspension is to be served during that activity. *All community service hours must be completed prior to being reinstated for participation. Parents or Guardians and the student will be notified either by letter, in-person, or both. A conference may be scheduled between participant, his/her parent/guardian, coach or advisor, and the activities director before future participation occurs.

Second Violation:
The individual will be suspended for 20 school days of scheduled extra-curricular activities to include a minimum of four contests in the activity in session or the next activity of participation (whichever is greatest) or the individual can perform twenty-five (25) hours of community service that is approved by the administration and the suspension will be shortened to 10 school days of scheduled extra-curricular activities to include a minimum of two (2) contests in the activity in session or the next activity of participation. The suspension will occur when competition begins, not when practice begins. The participant must complete the entire season in the activity in which suspension is scheduled, or complete the entire season of a subsequent activity if the suspension is to be served during that activity. *All community service hours must be completed prior to being reinstated for participation. Parents or Guardians and the student will be notified either by letter, in-person, or both. A conference may be scheduled between participant, his/her parent/guardian, coach or advisor, and the activities director before future participation occurs.

Third Violation:
After confirmation of a third violation, the student shall lose eligibility for one year from the date of notification of his/her third training rule violation. The one year suspension may be reduced to sixty (60) school days, but must include a minimum six (6) contests in the activity in session or the next activity of participation (whichever is greatest), if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. The counseling will be at the expense of the student involved.

Fourth Violation:
After confirmation of the fourth violation, the student shall automatically lose eligibility for one (1) year from the date of notification by letter or conference. For any subsequent training rule violations (5th, 6th ...) the student shall automatically lose eligibility for one (1) year from the date of notification by letter or conference.
Only law enforcement, school officials, parents of the accused can bring training rule violation allegations, or admission by the individual(s) themselves, but the administration and/or School Resource Officer (SRO) reserves the right to investigate any training rule violation based on information received from outside law enforcement agencies and/or other outside sources if a signed document (outside source other than outside law enforcement agencies) is submitted to the administration concerning the allegations. After a proper investigation, a decision to suspend or not to suspend will be decided by the school administration. Any obligation to fulfill a penalty for a violation that is not fulfilled in the current school year will be carried over to the following school year. The Training Rules Committee shall make the decision on any situations that may involve a penalty. The committee shall consist of the activities director, two (2) head coaches, one (1) assistant coach, and the principal of the high school/middle school. The student will be provided due process as per district grievance policy.

Beginning with the 2015-2016 school year, all Alcohol, Tobacco and Suspensions Due to Conduct and Other Circumstances will be cumulative in nature and the total number of violations will be based on high school years only – Grades 9-12 (see Violations above). Any violations for Controlled Substances and Marijuana (SDCL 13-32-9 and 13-32-9.2 will be handled separately due to the Meade School District deviation from the SDCL and not be cumulative in nature with Alcohol, Tobacco and Suspensions Due to Conduct and Other Circumstances.

*For every one (1) calendar year that an individual does not have a training violation – one (1) training rule violation will be removed from their record

**Consequences of Violations for Controlled Substances and Marijuana**

This consequence governs a participant adjudicated or convicted of possessing, selling, or using controlled substances or marijuana. It shall also govern a participant caught or observed possessing, selling or using controlled substances who has not been charged, adjudicated or convicted. These consequences of violations for controlled substances and marijuana is a deviation from SDCL 13-32-9 and 13-32-9.2 that went into effect July 1, 2014.

Any person adjudicated, convicted, the subject of an informal adjustment or court-approved juvenile diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for (1) one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one (1) year suspension may be reduced to thirty (30) school days and a minimum of two (2) scheduled contests in the activity in session or the next activity of participation if the person participates in an assessment with a certified chemical dependency counselor or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Upon a second adjudication, conviction, diversion, or suspended imposition of a sentence for possession, use, or distribution of controlled drugs, substances or
marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of education for one (1) year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one (1) year may be reduced to sixty (60) school days and a minimum of six (6) scheduled contests in the activity in session or the next activity of participation if the person completes an accredited intensive prevention or treatment program. To count toward the minimum number of events the student must participate in the entire activity season and may not drop out or quit the activity to avoid suspension and the failure of a student to complete the entire activity season shall result in the student being ineligible for one year from the date of adjudication, conviction, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one (1) activity season shall carry over to the next activity season in which the student participates. Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court proceeding, the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

Upon placement of the person in an informal adjustment or court-approved juvenile diversion program, the state’s attorney who placed the person in that program shall give notice of that placement to the South Dakota High School Activities Association and chief administrator of the school in which the person is participating in any extracurricular activity. As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association and/or recognized by the Meade School District 46-1.

The Meade School District has adopt a deviation to the SDCL 13-32-9 and 13-32-9.2 that imposes consequences that are equal to or more strict than the consequences imposed by the State of South Dakota per SDCL 13-32-9.1

Definitions (based on MSD deviation from SDCL 13-32-9 and 13-32-9.2)
30 or 60 School Days may begin as soon as the individual is adjudicated and participates in an assessment with a certified chemical dependency counselor or is enrolled in an accredited intensive prevention or treatment program. The individual will not be eligible until he/she successfully completes the evaluation and/or intensive prevention or treatment program.
30 or 60 School Days may begin as soon as the administration has received written confirmation that the individual is participating in a drug/alcohol assessment and/or is enrolled in an accredited intensive prevention or treatment program.

Dependency Counselor must be approved by the Meade School District 46-1 administration. Student and/or parent/guardian are responsible for all costs associated with prevention/treatment program.

Accredited Intensive Prevention or Treatment Program must be approved by the Meade School District administration. Student and/or parent/guardian are responsible for all costs associated with prevention/treatment program.

Scheduled Extra-Curricular Activities is defined as those activities that do not meet during the regularly scheduled school hours (SBHS course). Example: SBHS students could participate in a scheduled Band/Choir concert, because that is part of their regular Band/Choir course, but could not participate in a SDHSAA Region Large Group Contest.

Community Service must be approved by the administration and it is up to the individual to document and show proof of community service hours prior to participation.

Suspensions Due to Conduct and Other Circumstances
Any student who is suspended from a team or from school for violation of team or school rules may not participate on another team during the same season or until suspension has been completed. Suspended students may not participate in a scheduled event, but may practice with the team with the approval of the coach/sponsor and the activities director. Length of suspension for the following offenses will be determined by the administration. Some offenses carry an automatic activity probation/suspension.
Some of these violations include:
1. Possession, use, being under the influence, transfer or dispensing of any alcoholic beverages (prior to adjudication).
2. Use of tobacco products while on school premises or on a school-sponsored activity.
3. Vandalism to school property or vandalism to any property while on a school-sponsored activity.
4. Stealing while under the supervision of the school.
5. Possession, use, being under the influence, transfer, or dispensing of any substance prohibited by the Controlled Substance Act of 1971, or misuse of any drug, including transfer or dispensing (prior to adjudication).
6. Harassment
7. Weapons on school grounds.
8. Improper conduct in and out of school
9. Unexcused absences
10. Any action detrimental to the overall program
11. Any felony criminal offense.
MEADE SCHOOL DISTRICT
NETWORK AND COMPUTER USE GUIDELINES

GENERAL GUIDELINES
1. Users will have access to all available forms of electronic media and communication which are in support of education, research, goals and objectives of Meade School District 46-1.
2. Users are responsible for ethical use of district technology resources.
3. **Access to the district technology resources is a privilege and not a right.** Each employee, student and/or parent is required to follow the Use of Technology Resources Policy.
4. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
5. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology coordinator, will be considered an act of vandalism and subject to disciplinary action in accordance with the discipline procedures.

PRIVACY AND SAFETY
1. Use of chat rooms is allowed only with permission.
2. Open, use, or change computer files that belong only to you.
3. Protect the privacy of your full name, phone number, home address, social security number, credit card numbers and passwords.
4. School e-mail is for educational purposes only and is not private.
5. Any information can and will be reviewed as the district deems appropriate.
6. All data and or files stored on computers or district network are not confidential.
7. If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or an assistant principal immediately so that such sites can be blocked from further access. It is your responsibility to protect yourself and others from inappropriate material.

LEGAL PROPRIETY
1. Reference policy for district data, intellectual property, ownership and copyright plan, File: EGAB Comply with trademark, copyright laws and all license agreements including Meade School District 46-1 copyright File: EGAA. Ignorance of the law is not immunity. If you are unsure, ask a teacher, administrator or parent.
2. **Web pages cannot link to questionable material that violates the school district policies.**
3. The district may monitor public sites, such as MySpace.com, to ensure information on those sites does not violate any school policy such as, but not limited to, drug or alcohol use. The district also requires that students agree not to place anything on public sites that would have a negative impact on the school environment to include, but not limited to, cyber bullying, slander or libel of students or staff members or other information deemed inappropriate or illegal. The district reserves the right to provide consequences for such actions.
4. Student work may be published on the web site only with student and parent(s) or guardian(s) signed approval.
5. Copyright infringements are the responsibility of the page creator.
6. All material to be published on the district web site must receive prior approval from the designated Webmaster. The Superintendent or designee will serve as the Webmaster.

7. Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary procedures. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

E-MAIL
1. Always use appropriate and acceptable language in e-mail.
2. Transmission of language/material that is profane, obscene, abusive, or offensive to others is not tolerated.
3. The forwarding of spam and chain letters is not allowed.
4. Meade School District 46-1 e-mail may be monitored at any time.

TELECOMMUNICATIONS
1. Cell phones/pagers
   a. Cell phones/pagers are an acceptable form of communication.
   b. Usage is not to interrupt daily, routine work performance.
   c. During working hours, cell phones/pagers are utilized for emergency communication and/or transferring district work-related information only.
2. Two-way radios
   a. Two-way radios are an acceptable form of communication.
   b. Usage is for communication among school buses, district offices, and district maintenance vehicles.
   c. Only appropriate protocol for radio use is acceptable.
3. Answering machines. Answering machines are to be used only in district offices.
4. Picture phone usage of unauthorized “stealth photography”. Stealth photography (any unauthorized images) using picture phones or other imaging devices will not be tolerated at any time.
5. When in the classroom or at district meetings, cell phones/pagers will be turned off or silenced. Appropriate usage will not interrupt classroom function or district meetings.
6. If an emergency communication is incoming, notify administrator or appropriate district personnel in advance that you are expecting an emergency call and request to leave cell phone/pager active.
7. Staff compliance
   a. All staff will adhere to the stated telecommunication rules and regulations.
   b. Individuals need to inform other staff, students, family, or friends, of an alternate contact for messages while in the classroom or at meetings.
8. Student compliance
   a. All students will adhere to the stated telecommunication rules and regulations.
   b. Inform family and friends to leave emergency messages at the appropriate office.
CONSEQUENCES
The student or staff in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the district will result in disciplinary action as outlined in the disciplinary procedures. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

USER RESPONSIBILITIES
1. Users are responsible at all times for their laptops, whether at home or at school.
2. Users will only log in under their assigned username. Users will not share their password with anyone.
3. All laptop components are to be carried in the laptop bags at all times.
4. Users will not loan laptop components to other users for any reason.
5. Users may load or download any software, pictures or music on the laptop for educational purposes only. These must be saved on the hard drive to work on at home.
6. Users are responsible for charging and maintaining battery units in laptop daily.
7. All use of the Internet must comply with district guidelines. Log files are maintained on each laptop with a detailed history of all sites accessed. These files will be reviewed periodically.
8. Laptops come with a standardized image already loaded. These images may not be altered or changed in any way. There will be a $25 re-image fee to correct these problems.
9. All users have access to a CD burner drive and a network drive for data storage. It is the responsibility of the user to back up all critical files regularly to one of these two locations. The user must save pictures to the U-drive. Any pictures/student work used on the local drive is not guaranteed.
10. Do not leave the connector to the N-Charge battery unit on the unit when placing it in the laptop bag. This causes damage to the unit /connector. User will be responsible for any replacement cost.
11. Do not leave the power cord plugged into the laptop while in the laptop bag. This will cause damage to the laptop. User will be responsible for any replacement cost.

USE OF TECHNOLOGY RESOURCES
PURPOSE
The Meade School District 46-1 is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purposes of the Meade School District’s technology resources are to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of Meade School District.
DEFINITION – TECHNOLOGY RESOURCES
Meade School District’s technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

REGULATIONS
The use of Meade School District’s technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school district is not transferable or extendable to people or groups outside Meade School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

USER TERMS AND CONDITIONS
The use of Meade School District’s technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of Meade School District along with state and federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.

2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private. Use of equipment is for district educational purposes only.

COMPUTER/LAPTOP VIOLATIONS:

1. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
2. Downloading or transmitting multi-player game, music, or video files using the school network.
3. Vandalizing, damaging, or disabling property of the school or another individual or organization.
4. Accessing another individual’s materials, information, or files without permission.
5. Using the network or Internet for commercial, political campaign, or financial gain purposes.
6. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
7. Promoting or soliciting illegal activities.
8. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
9. Attempting to defeat computer or network security.
10. Violating copyright or other protected material laws.
11. Subscribing to mailing lists, mass e-mail messages, games, or other services that
generate several messages that can slow the system and waste other users’ time and access.

12. Intentionally wasting limited resources, i.e., real-time music.

**COMPUTER NETWORK VIOLATIONS:**

1. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.

2. Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.

3. Creating, uploading, or transmitting computer viruses.

4. Attempting to defeat computer or network security.

**Consequences:**

- Suspension of computer/laptop
- Referral to law enforcement authorities
- Possible long-term suspension
- Recommended expulsion from school
Asbestos Information

Dear Parents & Staff:

Meade School District 46-1 completed an asbestos survey and assessment of all the school buildings in August of 2013. From the audit, a report was developed called the Asbestos Management Plan that documents the areas that have asbestos-containing materials, and which also provides us with the information necessary to maintain the asbestos in good condition until its eventual removal. This plan is on file for review at 12940 E Highway 34, Sturgis, South Dakota, in the Buildings & Grounds office.

The danger of asbestos comes from breathing in tiny fibers when the material has been damaged. When this material is maintained in good condition, the potential hazard diminishes and the material may be kept in place for the life of the building or until renovation will disturb it.

To avoid exposure, it is important to know what types of materials may contain asbestos, to avoid any damaged areas, and to contact the appropriate personnel when these areas are found so the problem can be immediately remedied. Common applications of asbestos in buildings have included sprayed-on fireproofing, soundproofing, or thermal insulation; acoustic plaster soundproofing or ceiling tiles, pipe insulation, cement containing asbestos called transite; and floor tile and mastic, linoleum and backing. Most buildings constructed from 1950 to 1970 contain some of these asbestos-containing materials, but it is important to realize that not all buildings contain asbestos. The management plan pinpoints these materials and their locations within our buildings.

We are continually working to maintain the asbestos containing materials in good condition through our Operations and Maintenance Program. When any material cannot be repaired or maintained it is then removed. All work is performed in strict compliance with State and Federal regulations. Activity involving asbestos within the district during the 2013-2014 year included removal of tile at the Stagebarn school and mastic (adhesive pucks) removal during the reconstruction of SWMS roof project. All removal was conducted by a professional contractor in compliance with State and Federal regulations. The district plan has been updated to reflect the changes.

The entire maintenance staff received annual asbestos training which supports the district goals of providing a safe environment for learning.

Should you have any questions or comments, or if you would like to review the Management Plan, please contact me by phone at 347-2523 or stop at the Williams Administrative Building at 1230 Douglas Street, Sturgis, SD.

Sincerely, Brett Burditt
Business Manager
INTRODUCTION

Information Technology is provided for District staff and students and is intended to enhance the ability of the District to prepare its students for success today and tomorrow. The use of the network must adhere to responsible use that ensures the integrity of the system. If anyone should abuse this privilege, his or her Information Technology access may be revoked.

The use of the District Information Technology by staff and students is covered by applicable school board policies as well as state and federal laws requiring users to act appropriately. Information Technology includes access to many digital resources. The District implements the South Dakota Digital Dakota Network’s K-12 Cyber Security Project firewall that helps screen inappropriate digital content. The internet changes daily, and although the District will take precautions in regards to the content available to students, the District is not liable for students’ access to objectionable content nor does the District endorse all available internet content.

The District will comply with the Children’s Internet Protection Act (CIPA) that states that the District will educate students about appropriate and safe online behavior, including interacting with other individuals on social networking websites and in chat rooms. Cyber bullying awareness will also be shared with students. If internet expression creates substantial disruption at school, offenders may be subject to disciplinary action and/or legal action. This could include a disruption created on personal networks and devices away from school that cause a substantial disruption at school.

Any communications, files, etc. created using the District Information Technology resources may be accessed by the District and are not considered private. The District maintains the rights to access, inspect, investigate and monitor all use of the District Information Technology resources without notice to or consent from the user. All such files, communications, or information can be reviewed by the District for any purpose and at any time, and may be subject to monitoring, review, and disclosure pursuant to civil and criminal matters, investigatory purposes or any other lawful reason.

EXPECTATIONS

All staff and students are expected to follow the acceptable use guidelines of the District Information Technology. These include, but are not limited to the following:

• Be safe when communicating to others on the internet by not sharing personal information that could put you or others in danger
• Be polite when communicating or collaborating with others
• Do not use any form of electronic communication to harass, frighten or bully others
• Do not post pictures or videos of others on the internet without their permission
• Use the Information Technology for school purpose; using the network to access inappropriate or bandwidth intensive content could cause loss of privileges
• Do not tamper with the software or physically damage/deface equipment
• Back up your work as digital files can become corrupt or be deleted
• Keep passwords and login information confidential unless needed by District staff
• Do not use another individual’s account
• Do not make any attempt to find out the password of a service for which you have not been authorized, including accounts set up for others
• Cite your electronic sources and avoid plagiarism (taking credit for others’ ideas)
• Storing commercial software, utility programs, games or hidden files to your school account is not permitted
• Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets

CONSEQUENCES
Principals will follow procedures for disciplinary action if the Information Technology is used in an inappropriate fashion or when damage is caused to the Information Technology.

Student: I have read and understand this Acceptable Use Agreement and will abide by its terms and conditions knowing that any violations could result in loss of privileges and possible school disciplinary action and/or initiation of legal action.

User’s Name (Please Print) ____________________________

User’s Signature ________________________________ Date __________

Parent (If user is under 18 years of age): I have read and understand this Acceptable Use Agreement and support its implementation. I have discussed this agreement with my child.

Parent’s Name ________________________________

Parent’s Signature ____________________________ Date __________