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## **5.1 ADMINISTRATIVE ELASTIC CLAUSE**

If any situation not specifically covered in these policies should arise, the Administration will make every effort to act fairly and quickly in a manner consistent with the philosophy of the Hanson School Board and its existing policies. The best interest of the student, school and community will be carefully considered. Each situation is different and will be handled on an individual basis.

Students should take the time to know the rules and regulations expressed in the Student Handbook. Problems or questions shall be directed to the Principal. The Principal, working with the teachers under the supervision of the Superintendent, carrying out the policies of the School Board, enforces the policies.

## **5.2 DISTRICT RESPONSIBILITY TO STUDENT**

**The Hanson District will**-provide the student's right of access to education.

**The Hanson District will**-not violate the student's right to confidentiality of private and personal information.

**The Hanson District will**-permit student representation in its governance through a recognized student council.

### **The Legal Role and Responsibilities of the Hanson District Authorities**

- A. Hanson District administrators will provide the student body with the best educational opportunities possible within the available resources, consistent with the controlling state and federal laws and to the best of the District's ability protect health and safety of each student.
- B. Hanson District administrators will strive to assure that student rights and responsibilities agree with local, state, and federal law.

Hanson District administrators will act in lieu of parents where necessary in the best interests of the individual as well as for the entire student body.

## **5.3 RESPONSIBILITY OF THE STUDENT**

Just as students deserve protection of their rights, they must also accept responsibilities so as not to infringe upon the rights of others in the school community.

**Some Student Responsibilities are, to:**

### **A. Obtain an Education**

The student must regard the opportunity of obtaining an education as one of the student's duties to the community. It is the student's responsibility to attend all classes regularly. Poor attendance normally will result in lower grades, which in

turn will affect future employment possibilities. Days absent appear on the student's permanent record.

**B. Know the Grievance Process**

The student's right to an education implies a responsibility to follow recognized rules, and to pursue legitimate grievances through recognized channels, in any case where the student's rights are being jeopardized. The Principal's office is your first step.

**C. Respect the Rights of Others**

No student will be allowed to disrupt classes, extra-curricular activities, or school programs in general in a manner that will infringe upon the educational rights of other students.

**D. Practice Self Control**

The Student must refrain from inflicting bodily harm on other students or other persons, respect the privacy and integrity of their persons, property, and correspondence, and respect all school District property.

## **5.4 SCHOOL ATTENDANCE POLICY**

Absence from class is detrimental regardless of the reason; therefore, regular attendance by students is vital and required by South Dakota law up to age 18. See SDCL 13 27 1. Student-teacher instruction, class discussion, presentations, audio-visual presentations, etc., are integral parts of a well-run classroom. A student's contribution to these areas requires being in attendance.

Certain absences of students will be excused by the Principal on receipt of a written, signed explanation or phone call from the parent or guardian. These absences will include:

1. Illness or quarantine
2. Bereavement or serious illness in family
3. Weather so inclement as to endanger the health of the child
4. For observance of major religious holidays
5. Attendance at approved state or national youth programs of educational value or working as an election official if the student is 18 years of age.
6. Up to five (5) days with advance request from the parent for non-trivial reasons.

With educational and legal requirements in mind, the following attendance policy covers enrolled students:

If a student is absent from school and does not return before 12:00 p.m. on the day of an extracurricular activity or practice, the student will not be able to participate in the extracurricular activity or practice that day. If a student leaves school early on the day of an extracurricular activity or practice, the student will not be able to participate in the

extracurricular activity or practice that day. The administration is granted the authority to waive this in the case of special circumstances.

A letter of attendance will be sent to parents after 5 days of unexcused absences per year. Failure to comply with mandatory attendance laws will result in notification of law enforcement that there is a lack of attendance and truancy charges will be requested by the school administration. This will take place after 10 unexcused absences per year and every 5 days thereafter. Attendance records will be forwarded to the Hanson County States Attorney.

Planned and unplanned absences for illness will be considered excused unless abused. The District may require a doctor's note explaining the reason for the absence. Students may be considered excused for funerals based upon Principal approval.

- A. A student returning to class following an absence will receive from the student's classroom partner or teacher, assignments relating to the lesson of the class period/periods missed.
  1. The assignments may be of written nature, a class activity, or in the form of actual contact time with the instructor.
  2. The assignments should be of such a nature that the instructor is able to measure and evaluate the student's work.
  3. Instructors will use discretion in cases of prolonged absences to make these assignments manageable with regards to the amount of time missed and the student's course load. In case of extreme absence, a meeting with the parents, student, staff, administration and school board may be required to determine the student's educational plan. Extended absences due to illness will be addressed during the absence in order to assist the student in staying current with the student's curriculum.
  4. In the event that the absence occurred during the taking of a test, the following shall apply:
    - a. If the returning student was aware of the scheduled test and the absence involved only one day prior to the test, the student will be expected to take the test the day the student returns to the class.
    - b. If the student was unaware of the scheduled test or the absence involved more than one day prior to the test, the instructor will use discretion in setting a time for the student to take the test.
- B. These policies shall apply to all absences, including those for school sponsored events. Students who are absent from school must have parent(s) or guardian(s) contact the school by telephone that day. Please call between 7:45 and 8:15 A.M. The school will contact your home, business, or place of employment if your student is absent and a call has not been received.

Once a student has been in attendance at 8:15 A.M., the student will not be excused from school without a written parental excuse or a phone call. The student's parent(s) or guardian(s) are asked to call the school by 9:00 A.M. if the student is going to be absent that day; unless the proper forms have been submitted.

Students arriving by bus are not tardy if the bus is delayed. Students shall not arrive more than 15 minutes prior to school beginning unless extenuating circumstances arise. Students eligible for special education and related services may have these guidelines modified by the IEP Team.

#### **5.4.1 UNEXCUSED ABSENCE**

An unexcused absence is an absence that does not meet the criteria for an excused absence and will be determined by the Principal. For unexcused absences in which the Principal does not have prior notice, the following consequences will apply:

One (1) 3 hour detention will be assigned for each of the first (5) unexcused absences.

Five (5) unexcused absences will result in administrative recommendation for expulsion from school and to referral to the states attorney for truancy violation if appropriate.

#### **5.4.2 TARDINESS**

A tardy report is filed for failing to be at the assigned workstation when the final bell rings for each period.

Discipline will be applied according to the discipline matrix (5.5.3.3)

### **5.5 STUDENT DISCIPLINE**

Discipline must be based on judgment if it is to be uniform and consistent among staff. The purpose of school discipline is not to have the offender pay a debt to society. Discipline should be designed to help the student. This does not mean that discipline need be soft. Discipline will be administered as determined by the situation. All disciplinary actions taken with respect to a student attending school on an IEP will be consistent with the requirements of state and federal laws addressing such students.

Good discipline is a result of a good instructional program. The teacher, who plans work well and keeps pupils interested and challenged, has few problems in discipline.

Classroom teachers are expected to handle their own discipline problems whenever possible. In cases when it is necessary to send a child to the office, the Principal should be fully informed concerning the nature of the problem. Discipline shall be administered as friendly, fair, firm and consistent. A good beginning helps to make discipline easy throughout the year. Never make threats in a joking manner or that you know cannot be carried out.

Corporal punishment is not allowed in our school; however, teachers and others authorized to supervise students are allowed to use such physical force as is necessary to control the student as provided in South Dakota law.

### **5.5.1 FORMS OF DISCIPLINE USED BY HANSON SCHOOL**

The School Board of Hanson 30-1 School District offers an educational program designed to meet the needs of all students. Students have the right to expect this program to be of high quality and one in which students may develop their knowledge and skills.

The balance between a high quality program and positive student behavior is essential. A good learning environment takes cooperation of students, parents/guardians, teachers, and administrators.

Corporal punishment is not authorized. Teachers, administrators, bus drivers while students are boarding, riding, or alighting from buses as well as any person assigned to supervise students at school or at any school-sponsored event are authorized to use such physical restraint or force as is reasonable and necessary under the circumstances for supervisory control over the students. *{NOTE: Rules regarding restraint and seclusion affecting all students are now under review by the State DOE. A reminder should be tagged to revisit this policy once those rules are final.}*

Student actions constituting crimes if committed by an adult, will be reported to appropriate law enforcement authorities.

Sometimes it becomes necessary to enforce some form of discipline in order to guarantee our high educational standards for all students are met. The following rules and regulations are for all students. No attempt was made to list all possible sanctions. The following forms of discipline will be used by Hanson School:

- A. In-School Suspension
- B. Suspension from school - (Up to a total of 10 days)
- C. Long Term Suspension – (May be imposed by the Superintendent pending Board action)
- D. Expulsion - (Takes action by: School Board)
- E. Detention:
  - 1. Students placed on detention have two options:
    - a. Serve detention when assigned

- b. Be suspended from school
2. Detention can be served from 7:45–8:15 or 3:20-3:45 and this will be determined by the Instructor.
3. All students have one day to make arrangements to serve detention if the parent or guardian cannot be contacted during the school day. The student will call from the Principal's office.
4. Instructors will monitor their own detention. Building Principal may also monitor for Instructor if the Principal deems it necessary.
5. Saturday School as assigned by the Principal.

### **5.5.2 DISCIPLINARY CONSEQUENCES**

A teacher at his or her discretion may remove any student from class who is disrespectful, discourteous or a discipline problem. A student dismissed from the class must go immediately to the office for a conference with the Principal. Any Student, who does not immediately go to the office, after removal from class, will, following a short term suspension hearing procedure be suspended (1 to 10 days). The parents or guardian will be contacted immediately and informed of the incident and action taken. A student who verbally or physically abuses any school personnel will be recommended for long term suspension or expulsion.

Any disciplinary action involving students will be handled on an individual basis, at the discretion of the Principal, which could result in permanent dismissal from class, in-school suspension, out of school suspension, by the Administration or expulsion by the School Board.

- A. Students will be treated as young adults.
- B. Students are expected to show proper respect for teachers and fellow students.
- C. Students who use profane, obscene, or otherwise offensive language will immediately be sent to the office of the Principal.
- D. Reasonable care and neatness in regard to dress and appearance is required of all students. The dress code is as follows:
  1. Shoes should be worn at all times.
  2. Students who wear clothing containing markings, pictures or lettering that convey profane or suggestive messages will be sent to the office. Parents will then be called and the student will be required to return home and change. We would be especially sensitive to words, abbreviations or pictures that relate to sex, alcohol, tobacco, drugs, and race as these are particularly offensive to our students and staff.



3. Hats (head coverings) are not to be worn in the Junior-Senior building without permission from the administration.
4. Sanitation and safety requirements are also criteria upon which school officials may limit student participation while in school or in activities.

A variety of corrective measures are authorized for the breach of rules or obligation applicable to students. The corrective measure to be employed shall be determined in each case by the administration, the classroom teacher, or other appropriate educational staff member, except where a hearing procedure is required. Repeated minor infractions may justify the use of more severe measures.

A. **Admonition and Counseling:** Admonition and Counseling should be used when appropriate to assist a student to understand when the student's conduct interferes with educational progress, threatens the academic or social progress and rights of others, or is contrary to school policy.

B. **Extension of Schedule: (Detention):** A form of discipline that detains a student outside of the normal school hours. The detention length will be determined by certified employees of the Hanson School District. Detention periods that are not attended by students will result in doubling of the detention time for each period missed. Faculty members or the administration will supervise the detention period. Students will be given a 1-day notice before serving the detention. Students will be required to read an appropriate book or work on school assignments.

1. All detention is assigned by the Principal and will be served at designated times.
2. Detention supersedes any school-sponsored activity that might take place at the time.
3. Students assigned detention must be there for the entire period assigned.
4. Students who are tardy for detention will be sent home and the detention time will be doubled.
5. Short or long-term, in or out of school suspension may be used in conjunction with detention.
6. Detentions will be assigned for the following reasons, but are not limited to these specific situation. Administrative discretion will apply.
  - a. Tardy violations.
  - b. For each unexcused absence from school.
  - c. Being disruptive after being asked to discontinue disruptive behavior.
  - d. Speaking or using words that a teacher has deemed unacceptable in the teacher's classroom or presence, be that in or out of school.

- e. Failure to follow instructions given by an instructor, support staff, and administrators.
  - f. Destruction of school property. Students and their parents are responsible for repair or replacement and may be required to pay double damages as provided by law.
  - g. Stealing, regardless of what, where or why
  - h. Fighting
  - i. Discipline problems on the bus
7. Detention specifics:
- a. Students will be required to read an appropriate book or work on school assignments only. Magazines/newspapers will not be read during detention unless required by an assignment. Number “4” will be invoked if the student shows up to detention without a book or school work.
  - b. Students will not be allowed to chew gum, eat candy or food, drink pop or juice, talk (unless to instructor), sleep, lay head down, leave the study hall unless there is an emergency, play cards or games, watch TV, video tapes or movies unless assigned as class work or use cell phones for any purpose.
  - c. Restroom breaks will be allowed upon request.
  - d. Failure to comply with any of these rules will result in dismissal from detention for that day and the detention will be doubled.
8. Skipping an assigned detention:
- a. See discipline matrix (5.5.3.3)
9. When a student has been assigned a third detention, the student, along with the student’s parents or guardians will be required to appear at the next regularly scheduled Board Meeting to discuss the behavior(s) causing detentions.

### **KEEPING ELEMENTARY PUPILS IN AT RECESS AND NOON**

In most lower grades, all pupils should be given a recess period both mornings and afternoons. If a child has a condition, which warrants the child’s staying in for a prolonged period, the child should bring an excuse from a doctor. It may be possible that if a child is too sick to be outside, the child may be too sick to be in school.

### 5.5.3 SUSPENSION and EXPULSION

#### **Definition of Terms:**

Terms used in this policy, unless the context plainly requires otherwise, mean:

1. “Expulsion,” action of the School Board to terminate a pupil’s membership in school for a period of time not more than one (1) calendar year. Expulsions based on a firearm violation which shall be for a calendar year;
2. “Long-term Suspension,” the exclusion by the School Board of a pupil from a class or classes for more than ten school days;
3. “Parent,” a parent, guardian, or person in charge of a pupil;
4. “Policy,” a rule, regulation, or standard enacted by the School Board;
5. “Short-term Suspension,” the exclusion of a pupil by Principal or Superintendent from a class or from school for not more than ten school days.

Suspension may be for (1) the rest of the day; (2) a specific period of time; (3) until conference with a parent or guardian is held; (4) or until specified conditions are met by the pupil. Suspension is used in cases of misconduct, nonconformity to school regulation, destruction of school property or actions endangering the welfare of others. Suspended student will not attend any school-related functions as a participant or observer and will not be in contact with or present school property. A copy of the standards for hearing procedures for suspension can be obtained from the administrative offices. Suspensions for violations of District activity and training rules are addressed under District policy 5.13.1 and 5.13.2.

Reinstatement after a suspension is granted when the Principal or the Principal’s representative is convinced that the conduct of the pupil will be consistent with that which is expected of good school citizens. Usually, reinstatement will occur only after a parent conference, which may include school personnel involved. Continuation of those acts, which led to the suspension of the pupil, is just cause for recommendation to expel the student by the Board of Education. Failure of a parent to meet with the administration prior to the suspension extending into the 10<sup>th</sup> school day will result in the student returning to school for placement into in school suspension until the parent attends the meeting or the provisions for long term suspension are followed. Suspensions of students attending school on an IEP or 504 Plan will be subject to the additional requirements of both state and federal regulations.

**A. Short Term Suspension:** A form of discipline in which the student is temporarily denied the right to attend class or school or school sponsored activities. Students may be suspended from school, class, or an activity for up to ten (10) days by a Principal or the Superintendent the days of suspension need not be consecutive days. An informal hearing as set forth in the Administrative Rules of South Dakota (ARSD) 24:07:02 will be conducted by the administrator prior to imposing the suspension. Parents, or guardians, will be notified, if possible, prior to the short term hearing and will be notified prior to requiring the suspended student to leave the school grounds.

The Superintendent may impose more than ten (10) days suspension pending School Board action.

C. **Long Term Suspension:** Suspension beyond ten (10) days requires a hearing before the School Board in the manner as set forth in ARSD 24:07:03 in which the student is removed from the school by the School Board following a formal hearing on the record after recommendations from the Principal and Superintendent. A formal hearing as provided in ARSD 24:07:03 will be conducted by the School Board unless the Parent, guardian, or 18 year old student waive the right to such a hearing.

D. **Expulsion:** The action of the school board that terminates a pupil's membership in school for not more than 12 consecutive months. A formal hearing as provided in ARSD 24:07:04 will be conducted by the School Board unless the Parent, guardian, or 18 year old student waive the right to such a hearing. A Copy of the standards for hearing procedures for expulsion can be obtained from the administrative office.

Reinstatement after expulsion is action only by the School Board after its representatives are satisfied that the student intends to correct the behavior which led to expulsion. State requirements for Student Due Process are covered under ARSD Article 24:07.

### 5.5.3.1 STUDENT DUE PROCESS IN CASE OF SUPENSION

*(Due Process forms may be found in APPENDIX A)*

#### **Minimum hearing procedure for short-term suspension:**

The following shall constitute the minimum procedure to be followed prior to short-term suspension of a student:

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

1. The short term suspension limit is ten days. The Superintendent may extend the short term suspension. The suspension is from school in total or an individual class or classes. Where an activity or sport is involved and no academic credit is given, the provisions of District policy 5.13.1 and 5.13.2 control.

The Principal or Superintendent is required to give only oral or written notice to the student immediately prior to the informal hearing, and is not required to give notice to the parent but will do so if reasonably possible. Only the student is given the opportunity to answer the charges. If the decision to suspend the pupil results

- from the informal hearing, the parent must then be given oral notice if possible, and must be sent a written notice of the incident and the discipline imposed.
2. The written notice to the parent will advise the parent what the student did wrong, the rule or policy violated, the student's side of the story, and the punishment or suspension to be given.
  3. No student can be removed from the school premises until the end of the normal school day without contacting, not attempting, but actually contacting the parent; However if the Superintendent believes the continued presence of the student in school constitutes a risk of harm to other students or employees of the District and the parents cannot be contacted, the Superintendent may turn the student over to the appropriate law enforcement authorities.
  4. A student on short-term suspension will receive no grade for the days missed except that if a test is given while on suspension which covers material not taught during the short-term suspension, the student will be allowed to take the test or alternative test upon return to school.

**Minimum hearing procedures for long-term suspension or expulsion:**

The following shall constitute the minimum hearing procedure to be followed prior to a long-term suspension or expulsion of a student:

1. **Written report required-** the Superintendent must file a sealed, written report with the school board by the end of the fifth day following the first day of a proposed long-term suspension and shall establish a hearing before the school board. The report must include the facts of the situation, the action taken by the administration, the reasons for the action, and the Superintendent's recommendation. The report must remain in the possession of the school board secretary or business manager, sealed and unavailable for review by individual school board members, until the time set for a hearing. The Superintendent must send a copy of the report to the pupil's parent or to the emancipated pupil at the same time the report is filed with the school board's secretary or business manager.
2. **Notice of hearing-**If the Superintendent deems that there are grounds for a long-term suspension from a class, classes, or for expulsion from school, the Superintendent may exclude the pupil from a class or classes before the hearing by using the short-term suspension procedure. The Superintendent shall give notice of the necessity for the hearing in writing to each school board member. A written notice shall be given to the pupil's parents or to the emancipated student as appropriate.

The notice shall contain the following minimum information:

- a. The rule, regulation or policy allegedly violated and the acts of the student thought to have violated the rule;
- b. The time, date, and place for the hearing;
- c. A description of the hearing procedure to be used;

- d. A summary of current evidence and a list of proposed witnesses to support the alleged misconduct, and the reason for the disciplinary proceedings;
  - e. A statement that the pupil records are available at the school for examination by the pupil's parents or the emancipated student or the student's attorney;
  - f. A statement that the pupil may present witnesses and evidence on the student's behalf, and that a list of such proposed witnesses and evidence shall be submitted to the Superintendent at least one school day prior to the time set for the hearing;
  - g. A statement that before long-term suspension or expulsion can be invoked, the student has a right to a hearing which may be waived by the emancipated student, or the pupil's parents if they agree to forego the hearing by furnishing the Superintendent or his designee a signed statement to that effect. The student and the student's parent shall notify the Superintendent or the Superintendent's designee within 24 hours after receipt of notice as to whether they will waive the hearing. If no notification is received, the hearing will occur as scheduled, except that at any time during the procedure, the hearing may be waived by the emancipated student or parent, as applicable.
  - h. A student on long-term suspension will receive no grade for the days missed except that if a test is given while on suspension which covers material not taught during the short-term suspension, the student will be allowed to take the test or alternative test upon return to school.
3. **Group hearing**-When more than one student is charged with violating the same rule or regulation, and it is known that they have acted in concert, and the facts are basically the same for each of the students, a single hearing may be conducted for all of them if the board believes that the following conditions exist:
  - a. A single hearing will probably not result in confusion, and destroy the fact-finding procedure.
  - b. No student will have his or her interests substantially prejudiced by a group hearing.
  - c. Each emancipated student or the student's parent or guardian involved in the proposed group hearing has waived any claim of the student or parental right to confidentiality arising under any state or federal law or constitution.
  - d. If, during the hearing, the board finds that a student's interests will be substantially prejudiced by the group hearing, it may order a separate hearing for that student
4. **Hearing procedure** – The school board shall constitute the hearing panel. A school board member or a school board designee who is not an employee of the school district shall be appointed as presiding officer:
  - a. The presiding officer shall have authority and discretion to limit unproductively long, immaterial, repetitious questioning; however, all relevant evidence shall be admitted and each party shall have the opportunity and privilege of raising objections. Any board member

desiring to question any ruling of the presiding officer at the time the ruling is made shall request that the room be cleared and the board, as the hearing panel, will determine whether to uphold or overrule the presiding officer.

- b. The hearing shall be closed to the public, even if requested by the student or parent to be open, and there shall be a verbatim record by mechanical or electronic method. If a court report is not engaged, it is recommended that a video-recording of the hearing be made. If the student or parent desires a copy of the record they shall pay the District's full cost of preparing a written transcript which shall be the official record of the proceeding.
  - c. Witnesses for both sides may only be present when testifying, and all witnesses shall take an oath or affirmation to be administered by the school board president, presiding officer, or business manager.
  - d. Each party is given the opportunity to make an opening statement at the outset of the proceeding and a closing statement at the conclusion of all presentations. Each party may introduce evidence, present witnesses, and examine and cross-examine witnesses about any matters logically relevant to the charge against the student and the proper disposition of the matter at hand. Further, the presiding officer, or school board members may ask questions of witnesses.
  - e. Each party may be represented by an attorney, at the party's own expense, and the administration shall present its case first, which presentation should at least contain evidence of the rule, regulation or policy violated, and evidence and testimony relative to the conduct which demonstrates the student's violation of said rule, regulation, or policy.
  - f. The student shall have the right to speak in his or her own defense, present witnesses and other relevant evidence. The student and all witnesses so presented may be questioned on their testimony, or the student may choose not to testify, in which case the student shall not be threatened with punishment or later punished for refusal to testify, nor shall such refusal constitute evidence of guilt.
  - g. The parent should, but is not required to, be present at the hearing and should have an opportunity to make a statement to the board on the parent's feelings about the proper disposition of the case and to answer questions in the same manner as other witnesses.
  - h. If any person to whom notice is to be given cannot be notified or cannot be present at the hearing because of extenuating circumstances, the school board shall postpone the hearing until notification of such persons is possible.
  - i. If the student, his parent, or his representative do not waive their right to the hearing or request postponement for a good and sufficient cause, and are not present at the time and place scheduled in the hearing notice, the hearing shall proceed without them.
5. **Decision** – After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the board's legal advisor, who has not

- participated in any manner with presentation of the administration's case against the student, has the right to meet with the school board during deliberation. The board may, however, invite such other person(s) as it deems necessary into the decision making process; however, such person(s) shall be included only if a representative of the pupil is present and a record is made of the procedure. The preferred method in this circumstance would be to re-open the hearing. The decision of the school board shall be based solely on the evidence presented on the record and shall be formalized by motion made in open session. The motion shall omit the name of the pupil and shall state the board's action. The pupil or pupil's parents shall be notified in writing of the decision. The notice shall state the length of suspension or expulsion.
6. Majority vote required – On the question of whether the student violated a reasonable rule or committed misconduct, the board shall reach its decision by a majority vote. If no misconduct is found, the matter is terminated and no further action may be taken against the student.
  7. Appeal – An adverse decision to the student by the school board may be appealed pursuant to law.
  8. Review of expulsion during first semester – If a student is expelled from school during the first semester of any given school year, his expulsion may be reviewed by the school board before the beginning of the second semester unless the expulsion originally took effect three weeks or less before the beginning of the second semester. This review may lead to a recommendation that the student shall be conditionally reinstated for the second semester. Conditions on early rescission of expulsion shall address behavior of the student and must be agreed to in writing by the student and the parents of an un-emancipated student. **NOTE:** Expulsions for firearm violations are for one (1) calendar year and may be reduced only by the Superintendent.
  9. Truancy - The compulsory attendance or truancy laws of the State are criminal laws and the school board is without authority to effect their application as that is a prosecutorial decision made by the states attorney of the county in which the District is located. The school is required to report any expulsion of a student subject to these laws to the states attorney. The states attorney will decide whether any prosecution will occur.
  10. Attendance policies – No attendance policy may exclude a pupil from a class or from school without providing due process procedures pursuant to this chapter the procedure to be followed depends upon the length of the suspension. No suspension for violation of the attendance policy may exceed ten days.
  11. Firearm violation – If the matter for which expulsion is contemplated involves a student bringing a firearm onto school premises or on to the premises where any school-sanctioned activity is occurring; or if a student shoots a firearm at any school premises or on to premises where a school sanctioned event is occurring or at any school vehicle, regardless of whether any person or property is injured or damaged by such action, the Board shall determine whether the violation occurred. Upon a Board finding that the firearm-related violation occurred, the Board shall expel the student for one calendar year. Thereafter the



Superintendent may modify the Board's action by increasing or decreasing the expulsion under such conditions as the Superintendent may determine. It is intended that this policy implement the state and federal gun free schools act and provide additional protection by addressing the discharge of a firearm as provided in this section.

### **5.5.3.2 LONG-TERM SUSPENSION OR EXPULSION OF STUDENT IN NEED OF SPECIAL EDUCATION**

Whenever a pupil identified as in need of special education or special education and related services pursuant to SDCL ch 13-37 is expelled or subjected to any suspension, constituting a change in placement as that is defined in state and federal regulations, a referral shall be made by the Superintendent to the District's placement committee. All state and federal requirements regarding notice and protection of student's rights shall be followed.

The placement committee shall conduct a manifestation determination in order to determine whether the action, behavior, or the activity which resulted in the proposed suspension or expulsion constituting a change in placement is the result of the pupil's handicapping condition.

If the placement committee determines that the behavior forming the basis for the expulsion or suspension causing a change in placement was caused by or had a direct and substantial relationship to the student's disability or if the behavior was the direct result of the District's failure to implement the student's IEP, the placement committee shall immediately prepare a revised Individual Education Plan to provide educational services to the pupil. The pupil's long-term suspension or expulsion shall terminate upon implementation of pupil's revised Individual Education Plan. During the process of revising the student's IEP, the student will continue to receive special education services. If the placement committee determines that the behavior resulted from failure of the District to implement the pupil's IEP, the pupil shall be returned to school at once and the failure corrected.

Should the placement committee determine that the behavior upon which the disciplinary action is based **did not** have a direct and substantial relationship to the student's disability and if the behavior **was not** the direct result of the District's failure to implement the IEP, the student will be subjected to the same procedure and discipline a non-handicapped would receive for the same offense except that when a change in placement occurs the student will continue to receive special education and appropriate related services as well as support necessary for the student to maintain the student's place in the regular curriculum although all such services shall be provided in an alternative setting to be determined by the placement committee.

**5.5.3.3 6-12 DISCIPLINE GRID**

<b>Offenses</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>	<b>Habitual Offender</b>
<b>Computer Violations (per year)</b>					
<b>Computer Violation</b>	<b>Office intervention and/or 5 school day computer laptop suspension</b>	<b>Office intervention and/or 15 school day computer laptop suspension</b>	<b>Office intervention and/or saptop suspended for the remainder of the school year.</b>		
<b>Network Violation</b>					
<b>Network Violation</b>	Suspension of computer/referral to law enforcement/possible long term susp/expulsion				
<b>Unexcused Absence</b>					
<b>Unexcused Absences</b>	3 Hours detention will be assigned for each of the first (5) unexcused absences.	3 Hours detention will be assigned for each of the first (5) unexcused absences.	3 Hours detention will be assigned for each of the first (5) unexcused absences..	3 Hours detention will be assigned for each of the first (5) unexcused absences..	Five (5) unexcused absences will result in administrative recommendation for expulsion from school and to referral to the states attorney for truancy violation if appropriate.
<b>Detention Violation</b>					
<b>Detention Violation</b> <b>Detention:</b> <ol style="list-style-type: none"> <li>Students placed on detention have two options:  <ol style="list-style-type: none"> <li>Serve detention when assigned</li> <li>Be suspended from school.</li> </ol> </li> <li>Detention can be served from 7:45-8:15 or 3:20 – 3:45 and this will be determined by the instructor</li> <li>All students have one day to make arrangements to serve detention if the parent or guardian cannot be contacted during the school day. The student will call from the Principal's office.</li> <li>Instructors will monitor their own detention. Building Principal may also monitor for Instructor if the Principal deems it necessary.</li> </ol> <p>Detention periods that are not attended by students will result in doubling of the detention time for each period missed. Faculty members or the administration will supervise the detention period. Students will be given a 1-day notice before serving the detention. Students will be required to read an appropriate book or work on school assignments.</p>	Detention time missed is doubled	1 day ISS  And detention time is doubled	1 day ISS  1 day OSS and 2 Detentions for skipping detention.  The student and the parents will be required to attend the next regularly scheduled Board Meeting to discuss student non-compliance.		
<b>Cell Phone Violation</b>					
Cell Phones may be used prior to the first bell, between classes, and during lunch break in the multipurpose room and after the last bell in any part of the building.	Cell Phone turned into Principal for remainder of the day. Can be retrieved after school.	Second offense within a three week period – phone call to parents. Phone must be retrieved from Principal's office by parent.	Third offense within a three-week period – As above for second offense and loss of cell phone privileges for six weeks	Fourth Offense at any time – as above for second offense and loss of cell phone privileges for entire year.	Fifth Offense – all of the above and ISS for one day  Sixth Offense – all of the Above and OSS.

HANSON SCHOOL DISTRICT #30-1

CHAPTER 5

Offenses	First Offense	Second Offense	Third Offense	Fourth Offense	Habitual Offender
<b>Class 1</b>					
<b>Tardies</b>	Third unexcused, 3 hours detention	4 th unexcused tardy/quarter, 1 additional hour detention	5 th Unexcused tardy/quarter, Parental Contact, 1 additional hour detention	6 th Unexcused tardy/quarter, Parental Contact, 1 additional hour detention	7 <sup>th</sup> + Tardy/Quarter, Parental Contact, ISS 2 days
<b>Class 2</b>					
<b>Insubordination, Disruptive Behavior, Poor Behavior</b>	Letter to Parent from Principal	3 Hours Detention*	3 Hours Detention*	Parental Contact OSS-2 Days	Parental Contact OSS – 4 days
<b>On the Bus</b>	Letter to Parents Detention may be assigned	3 days off bus	6 days off bus	9 days off bus	12 days off bus and hearing with supt. Detention may be assigned
<b>Class 3</b>					
<b>Skipping Class, Tobacco use or Possession, Inappropriate Language</b>	3 Hours Detention*	Parental Contact ISS – 2 days 3 Hours Detention*	Parental Contact Counselor Referral OSS – 2 days Meet with Board	Parental Contact OSS – 6 days	Parental Contact OSS – 10 days
<b>****Class 4-8 are offenses that law enforcement may become involved with**</b>					
<b>Class 4</b>					
<b>Stealing under \$50</b>	3 Hours Detention with restitution***	Parental Contact with restitution***	Parental Contact with restitution*** OSS – 6 days	Parental Contact with restitution*** OSS – 8 days	Parental Contact with restitution*** OSS – 10 days
<b>\$51-250</b>	Parental Contact with Restitution*** OSS or ISS up to 10 days	Parental Contact with Restitution*** OSS – 10 days	OSS 10 Days – Restitution*** Referral for long-term suspension or expulsion		
<b>Over \$251</b>	Parental Contact with Restitution*** OSS or ISS up to 10 days	Contact Parents - OSS 10 days with restitution*** Referral for long-term suspension or expulsion			
<b>Class 5</b>					
<b>Violence, Fighting, Intimidation, Destruction of Property, Harassment</b>	Parental contact with Restitution*** OSS or ISS up to 10 Days	Parental Contact with Restitution*** Counselor Referral OSS – 10 Days	Parental Contact with restitution*** OSS – 10 Days Referral for Long-term suspension or expulsion		
<b>Physical or verbal attack</b>	Parental Contact OSS or ISS up to 10 days	Parental Contact, OSS 10 days, referral for long-term suspension or expulsion			
<b>Class 6</b>					
<b>Alcohol use or possession</b>	Police Contact Parental Contact OSS or ISS up to 10 days	Police Contact Parental Contact Referral for long-term suspension or expulsion			
<b>Class 7</b>					
<b>Drug Use or possession</b>	Police Contact Parental Contact OSS or ISS up to 10 days	Police Contact Parental Contact Referral for long-term suspension or expulsion			
<b>Class 8</b>					
<b>Selling, Distributing drugs, Bomb threat, endangering life of others, weapons</b>	Police Contact Parental Contact Referral for long-term suspension or expulsion				

\*If a student already has a Detention and receives additional Detention, they will be OSS for 2 days.

\*\*With restitution a student may be referred to the Board for further action

Classes 1 and 2 are recorded by semester. Class 3 is recorded by the semester. Classes 4-7 are recorded by calendar year. Any violation of school rules that would be a crime if committed by an adult, will be referred to law enforcement.

## **STUDENT BULLYING POLICY**

**Bullying defined:** Bullying is a pattern of repeated conduct that causes physical hurt or psychological distress on one or more students that may include threats, intimidation, stalking as defined in SDCL 22-19A, physical violence, theft, destruction of property, any threatening use of data or computer software, written or verbal communication, or conduct directed against a student that:

- (1) Places a student in reasonable fear of harm to his or her person or damage to his or her property; and either
- (2) Substantially interferes with a student's educational performance; or
- (3) Substantially disrupts the orderly operation of a school.

Bullying also includes retaliation against a student for asserting or alleging an act of bullying.

The Hanson School District is committed to maintaining a constructive, safe school climate that is conducive to student learning and fostering an environment in which all students are treated with respect and dignity. Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. The bullying of students by students, staff, or third parties is strictly prohibited and will not be tolerated.

Bullying consists of repeated physical, verbal, non-verbal, written, electronic, or any conduct directed toward a student that is so pervasive, severe, and objectively offensive that it:

- (1) Has the purpose of creating or resulting in an intimidating, hostile, or offensive academic environment; or
- (2) Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

Any staff member observing or suspecting bullying toward another individual is required to report the issue to his or her building supervisor.

This policy is in effect while students are on property within the jurisdiction of the School Board; while students are in school-owned or school-operated vehicles; and while students are attending or engaged in school-sponsored activities.

Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action for conduct determined to meet the definition of bullying in this policy.

The District will act to investigate all complaints (formal or informal, verbal or written) of bullying. A formal complaint may be submitted to the building principal. Any student engaging in an act of bullying is subject to discipline pursuant to the District's student discipline procedure.

This policy may not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

## **5.6 STUDENT WELFARE**

Health Guidelines for school attendance are established and interpreted within the context of the situation. The guidelines are not inclusive but are meant to be used as a resource. Specific needs will be addressed individually. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines. General techniques as hand washing after contamination, food preparation and health/hygiene care performed in different sink and work areas, maintenance cleaning and other personal hygiene measures are part of creating a healthy environment. Specific health concerns may require team process for determination of school attendance or participation in school activities. Students presenting a health risk to themselves or others may be required to submit to a health examination at District expense and may be isolated from the general school population and provided educational services in an alternate setting. Health concerns of identified special education students, arising from or affected by the student's handicap will be addressed by the student's placement committee.

### **5.6.1 STUDENT COMMUNICABLE DISEASE**

The board recognizes the need and right of all children to receive education as required by federal and state law. The board further recognizes its responsibility to provide a healthy environment for students and school employees.

The determination of whether an infected student will be excluded from the classroom or school activities shall be made on a case by case basis, under the direction of the building Principal the Superintendent or the Superintendent's designee.

In situations where the decision requires additional knowledge and expertise, the Principal will refer the case to a team for assistance in the decision making process.

The team may be composed of:

- 1) Representation from the State Health Department
- 2) The student's physician
- 3) The student's parent(s) or guardian(s)
- 4) The school Principal
- 5) School nurse
- 6) Superintendent or designee
- 7) Primary teacher(s) and other appropriate school personnel

In making the determination, the team shall consider 1) the behavior, development level, and medical conditions of the student; 2) the expected type(s) of the interaction with others in the school setting; 3) the impact on both the infected student and others in that setting.

If the District has reasonable basis to believe that a student is an infected individual, an appropriate medical evaluation of the student may be required.

If an infected student is not permitted to attend classes or participate in school activities, the District will provide the student with an appropriate education program. If that requires personal contact between the student and the school employees, only those school employees who volunteer shall be utilized.

Public information will not be revealed about students who may be infected. If the student is permitted to remain in the school setting the following procedure will be followed by the Principal:

Information will be provided, as appropriate, to school employees who have regular contact with the student as to the student's medical condition and other factors needed for consideration in carrying out job responsibilities.

## **5.7 STUDENT GRIEVANCES**

The Board recognizes that there may be conditions in the school District that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly.

The Board desires student complaints and grievances to be resolved through orderly processes and at the lowest possible level, but that channels be provided for eventual hearing by the Board in instances when this becomes necessary. Therefore:

1. Any 18 year old student or a student's parent or guardian will be provided the opportunity to discuss with the student's teacher a decision or situation which the 18 year old student, parent, or guardian considers unjust or unfair.
2. If the incident remains unresolved, the 18 year old student or his or her parent or guardian or the teacher, may bring the matter to the Principal's attention for consideration and action.
3. Any student may also bring a matter of general student concern to the attention of class officers or the student council (in grades and schools where such are elected) for possible presentation to the Principal.
4. If the matter is still unresolved after the procedure outlined above, it may be brought to the Superintendent for consideration.
5. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board for review. The Board may conduct a hearing on the matter or accept the Superintendent's resolution of the matter.

The Board's decision will be final unless an appeal hearing is requested.

## **5.8 EXTRAORDINARY SCHOOL TRIPS**

Extraordinary school trips do not include scheduled school events such as athletic or fine arts competitions sanctioned by the Board and the South Dakota High School Activities Association.

### Fund Raisers –

Each student must raise the student's own money for the trip. Excess money generated in an approved fund raiser will be used to pay for chaperones. All fundraisers must be approved by the administration or may not be conducted. Parents or students are not to do individual fundraisers without school approval. Corporate donations will be divided equally or used for chaperones. All funds raised in conjunction with an approved fundraiser shall be delivered to the Hanson School Business Manager for deposit in the appropriate Trust and Agency Account.

### Chaperones –

The number of chaperones and who the chaperones will be will be determined by administration.

### General Requirements –

Signed Medical Treatment Consent forms for authorizing chaperones, to approve emergency medical treatment are required to be delivered to the chaperones prior to departure. Itinerary by day and how to contact the chaperones in case of emergency will be on file at the school before the group leaves on the trip. All luggage and personal effects taken on a school-related trip are subject to inspection prior to, during and after the event. Any items prohibited by school rules or policy will be collected and the student will be barred from going on the trip.

### Music Trip –

Music students must have completed four (4) years of participation in Band or Vocal to be eligible to go on the Music trip, which will be taken in the Spring of their Senior Year. (4 years in band or 4 years in vocal) (4 years will be 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, & 12<sup>th</sup> grades). Any exceptions, including participation in other schools by transfer students must be approved by the School Board.

## **5.9 DAILY REGULATIONS AND RULES**

An efficient, effective and safe educational institution requires policy that allows all to share equally in opportunities afforded by the institution. To that end, the following section outlines some of the parameters for expectations regarding various school functions.

### **5.9.1 BUS REGULATIONS**

The Superintendent is responsible for routing of the buses and the routes are set up to serve the greatest number of people in an efficient manner. All students who are residents of Hanson School District 30-1 may ride the bus without charge under the Laws of South Dakota. Riding the bus is a privilege and may be denied for cause. Policies pertaining to safe transportation are:

1. The buses shall be kept in good mechanical order with proper servicing and employment of licensed drivers. It is not a good policy to have students drive to school in cars when transportation is available; however this decision is up to the parents or guardians.
2. Drivers must be properly licensed and shall operate the buses in a safe manner, observing speed limits.
3. Parents are asked to see that the students are on time so that the bus routes may be run according to schedule.
4. Students are expected to show respect to other passengers, drivers, and chaperones.
5. Students shall keep the bus neat and avoid any damage to the bus. Parents will be informed as soon as a problem arises of which they should be aware.
6. Students riding the buses in cold weather should dress accordingly.
7. For activities we recognize that there are circumstances that make it necessary for students to ride with parents; however, these occurrences should be limited as much as possible and personal contact between parent, coach, or advisor is mandatory. (A note purporting to be from a parent is not grounds to allow a student to not ride on an assigned bus in conjunction with a school activity.)
8. It is privilege, not a right, for a student to ride on a school bus.
9. The first time a student misbehaves on a bus, the driver reports the name of the student involved to the Principal and Principal will mail home a warning form to the parent/guardian and disciplinary action will be taken.
10. The second time a student misbehaves, the driver will bring the student to the Principal of the school that the student attends and the Principal will inform the parent/guardian by letter or telephone that the student will not be allowed to ride the bus until that parent/guardian has come to the school and met with the Principal and student involved.
11. The third time a student misbehaves, the student will not ride the bus until such time that the parents/guardians have met with the School Board at a regular scheduled meeting. A decision will be made at this meeting.



### **5.9.2 HOMEWORK**

It must be remembered that going to school is the full-time occupation of the student while school is in session. The amount of time spent in study will vary with the age of the student and his or her ability. In Grades K-5, most of the work will be completed during the school day. Homework will consist of free reading, research, and catch up work when child has been absent. Lengthy homework assignments for this age are discouraged.

In Grades 6-8, moderate amounts of work may be assigned from time to time. The wider variety of activity for this age student allows the student less school time for study. This will result in more study at home for some students.

Grades 9-12 should expect homework nightly as preparation and depth increase.

Homework assignments must be meaningful and appropriate for each student and not be simply additional work.

#### **Homework may include the following three areas:**

1. Extension of classwork-to practice and reinforce skills or concepts introduced in class.
2. Preparation for classwork-to prepare for in-class discussions or experiments.
3. To expand and enrich-to allow students to explore in-depth subjects of personal interest.

### **5.9.3 DAMAGE TO PROPERTY**

A student may be required to pay damages and be punished if it can be ascertained (by the Principal) that the damage to a school building or school property was intentional. Intentional damage to public property is a serious crime and may be reported to law enforcement. See SDCL 22-34-1. In addition parents can be required to pay for damages inflicted by minor children up to \$2,500. See SDCL 25-5-15.

### **5.9.4 NARCOTICS, ALCOHOLIC BEVERAGES, STIMULANT DRUGS AND TOBACCO**

The use of tobacco, alcoholic beverages or narcotics by students, Employees or any person on school property or at school activities is prohibited and unlawful. A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco, alcoholic beverage, or intoxicant of any kind—

1. On the school grounds during and immediately before or immediately after school hours,
2. On the school grounds at any other time when the school is being used by any school group, or
3. Off the school grounds at a school activity, function, or event.

Appropriate use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. Violations of this rule may be reported to law enforcement.

### **5.9.5 STUDY HALL**

Study Halls provide students the opportunity of completing assignments that are due. Good use of this time provides more free time after school hours. Study halls are assigned according to schedule, room availability and staff resources.

### **5.9.6 PARKING AREA**

Students driving to school will park in the school parking lot West of the school. Vehicles parked on school property may be subject to search without notice or consent.

### **5.9.7 ACCIDENTS**

In the event there is an accident in the school building or on the school grounds, the student's obligation is to:

1. Report such accident to Administrator, Nurse, Teacher, Custodian, or other adult.
2. Be prepared to help identify cause of accident.
3. If the accident involves an automobile to contact law enforcement.

### **5.9.8 NO SCHOOL ACTIVITY NIGHT**

Every effort will be made by school authorities to avoid scheduling school activities on Wednesday night. This will allow students to participate in other youth and family activities.

### **5.9.9 LOCKER POLICY**

There will be no writing, engraving, stickers pasted or any other vandalism to the inside or outside of student lockers.

**Lockers will be assigned according to grade level.**

There will be no alcoholic beverages, drugs, tobacco, or other contraband in lockers.

Lockers are intended for school purposes only; such as books, clothing, and personal items.

The Administration has the right to inspect lockers either periodically with or without notice in the interest of making the school a safe place in which to study. There is no right of privacy in the school locker. The lockers are school property. Student use of a locker is voluntary and subject to this policy.

All lockers will be inspected by the Administration upon completion of the school year. Lockers not passing inspection will result in disciplinary action and assessment of costs for repair of deliberate damage.

Violation on any of the above act will result in the following punishment:

- A. A fee will be paid for damages incurred by the offender.
- B. The fee will be determined by the Administration according to the damage.
- C. The fee may consist of money, labor, or both.

### **5.9.10 DANGEROUS WEAPONS AND SCHOOL**

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

State and federal laws as well as Board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons will occur and any such weapons taken will be delivered to law enforcement. Appropriate disciplinary or legal action or both shall be pursued.

A dangerous weapon is defined as any firearm, or airgun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to

inflict death or serious bodily harm. The phrase includes objects appearing to be weapons regardless of whether such objects are capable of propelling a bullet.

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. The only exceptions to this rule are weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or airguns at fire ranges, gun shows, authorized supervised school training sessions for the use of firearms, and imitative devices used under direction of a school staff member in a dramatic production. No firearm may be discharged at or on school premises, any premises where an authorized school activity is occurring, or any vehicle being used for school purposes.

**Any student violating the firearm/dangerous weapon policy shall be expelled by the school board for not less than twelve months and will be referred to law enforcement authorities.** The Superintendent has the authority to increase or decrease the school board's twelve-month expulsion on a case-by-case basis. This policy shall be implemented in a manner consistent with the Gun Free Schools Act, IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

### **5.9.11 DRESS POLICY**

Student dress and appearance should be acceptable in style and taste and non-disruptive. Students who fail to comply will be asked to make the necessary change. Clothing which displays lewd, obscene or profane words or pictures or advertise alcohol, tobacco, etc. will not be tolerated. Students, wearing such attire, will be sent to the Principal. The parents or guardian will then be notified of the problem and a suitable solution sought.

### **5.9.12 LOST AND FOUND**

All articles (books, clothing, etc.) found in the building or on the grounds, should be turned in to the office immediately. Articles will be retained until the end of the semester.

### 5.9.13 PUBLICATIONS

- Hanson School may limit distribution of publications sponsored by agencies outside of Hanson School.
- Distribution of materials to students within the Hanson School premises is limited to school related material pertaining to school activities. The Hanson School is not an open forum or a limited public forum for distribution of printed materials or other forms of speech.
- The Hanson School administration has authority to review and edit school sponsored materials to eliminate obscene, slanderous, as well as disruptive articles from publications.

### 5.9.14 CLASSROOM BEHAVIOR

Testing, Attendance, and Classroom Participation are important factors in determining your grade. Proper classroom behavior is another area in determining a student's success in class. Classroom disruptions cannot be tolerated if we are to give all students an equal opportunity to learn and to participate in classroom activities.

A student who is removed from class or study hall will:

1. Spend that classroom period on in-school suspension and may receive a grade of **Zero** for that day.
2. Second removal, regardless of what class or study hall, will result in same discipline as Number 1.
3. Third violation will result in one day of out of school suspension. The student may receive **Zero's** in all of her or his coursework for that day. Parent(s) or Guardian(s) will accompany student back to school and a meeting will be held with the Principal and involved staff members before the student can return to classes.
4. If lack of compliance with 3 above results in the student's absence from school for 10 days or more, the student may return to school and will be assigned to in school suspension until a hearing for a long term suspension can be scheduled. This policy will be construed in compliance with the IDEA and Section 504.

### **5.9.15 LIBRARY RULES**

1. The library hours are from 8:15 A.M. to 3:30 P.M. on school days only.
2. Books may be checked out for a period of two weeks, with the privilege of renewals. Books must be brought in for renewal. A book kept out beyond the date due cannot be renewed and no further materials may be checked out until the fine is paid in full.
3. Reserved books may be signed out over night or occasionally for use in the classroom for one hour.
4. Reference books may be signed out overnight with permission.
5. Magazines and Pamphlets for two weeks.

The Library is designed to provide a place to read and do research. If your conduct causes a disturbance, you will be sent back to your study hall or library privileges will not be granted to you. Our school library is operated in conjunction with the Hanson Community Library. Thus we must be particularly sensitive regarding behavior and noise in the library. Following proper due process procedures your library privileges can be revoked.

### **5.9.16 VISITORS**

Persons visiting school, its students, its faculty in the school, or other employees in the school, are required to report to high school or elementary office and sign in.

Students who wish to bring a friend or relative to school for visitation purposes, must contact the Principal or person in charge before bringing this individual to school. Visitation time will be limited to one school day.

### **5.9.17 CAFETERIA RULES**

1. All eating at school will be done in the cafeteria only, unless special permission is granted.
2. Students must return all uneaten food, trays, dishes, and refuse to the proper place provided for such.
3. Seniors may be granted special privileges during the lunch hour.

## **5.9.18 SCHOOL LUNCH POLICY**

Lunches meeting the requirements of the National School Lunch Program are served in our school. Written information must be supplied to the Principal if child cannot eat or drink certain foods because of allergies or other medical reasons. The attached “Food Allergy Handbook” is hereby adopted as the Food Allergy Policy for the Hanson District.

Breakfast is available to students in Kindergarten through Grade 12.

School Lunch money is due the 1<sup>st</sup> of each month. Payment for 20 meals is submitted the first of the month. May is billed at the end of the month with credits taken off for the days of no lunch.

Lunch money must be submitted by the 10<sup>th</sup> day of school for each month. Failure to submit in this time period results in suspension of lunch provisions until submission.

**OFFER VS SERVE LUNCH POLICY** – Offer vs. Serve for lunch is offered to Grade K-12. Students must be allowed to decline up to two of any of the five offered items. They must have at least three items in full quantity on their plates. The school may not dictate which food items a child must take. Elementary students will be encouraged to try the other food items in smaller quantity. Students must be informed of Offer vs. Serve.

**OFFER VS SERVE BREAKFAST POLICY** – Offer vs. Serve for breakfast is offered to Grades K-12. All four required items must be offered. Students may be allowed to decline one of the four items and must have at least three items in full portion. The school may not dictate which food items a child must take. Students must be informed of Offer vs. Serve.

### **5.9.18.1 VENDING MACHINES**

As per federal law, vending machines dispensing unhealthy snacks and liquids will not be available during designated lunch periods.

### **5.9.19 CELL PHONE POLICY**

Cell phones may be used prior to the first bell, between class periods, during lunch break in the multipurpose room, and after the last bell in any part of the building.

Teachers may grant permission for students to use cell phones or other personal electronic devices in their classrooms at their own discretion. Phones or other electronic devices used, seen, or heard in classrooms or outside of classrooms without teacher or the

Principal's permission, except during the designated times, will be considered a violation of this policy.

Cell phone usage in violation of this policy:

First offense – cell phone turned into Principal for remainder of day. Can be retrieved from the Principal after the school day.

Second offense within a three-week period – phone call to parents. Phone must be retrieved from Principal's office by parent.

Third offense in three week period – as above for second offense AND loss of cell phone privileges for six weeks.

Fourth offense at any time – as above for second offense AND loss of cell phone privileges for entire year.

Fifth offense – All of above AND ISS for one day

Sixth offense – ALL of Above and OSS at the discretion of the Superintendent.

### **5.9.20 CLASS ADVISOR**

Each class will have an advisor who is a member of the faculty to assist them in carrying out their activities. Class activities involving school personnel or facilities requires a meeting with the advisor and permission of the Principal for continued pursuit of the activity. The class advisor must be present at all class meetings. Class advisors will be assigned by the Principal. Class advisors remain assigned to a class until graduation.

### **5.9.21 TELEPHONE USE**

1. Students, Grades 7-12, will use the telephone in the Principal's office when it is necessary to do so. No student may use the telephone in the main office.
2. Calls may be made only during class breaks, noon hour, before or immediately after school lets out.



## 5.10 GRADING

**A** (95-100); **A-**(92-94); **B+** (90-91); **B** (88-89); **B-** (86-87); **C+** (83-85);  
**C** (80-82); **C-** (78-79); **D** (73-75); **D-** (70-72); **F** (Below 70)

- A. The grading system used by Hanson School (Grades 7-12) will be A, B, C, D, F, and I for Incomplete work.**
- B. Plus (+) and minus (-) may be used with letter grade.
- C. ALL assigned work must be completed and handed in before an Instructor will assign a letter grade. Failure to do so will result in a student receiving an "I" for the course.
- D. INCOMPLETES: Incompletes will become a permanent part of a student's record until removed through completion of the course requirements. Incompletes for reasons not related to health will become failing grades if required course work is not completed prior to the end of the semester following the incomplete.**
- E. 3.66 and above Semester Grade Average will determine Honor Students(See Honor Roll).
- F. The quarterly A and B Honor Roll will be published in the Alexandria Herald unless the District has been advised in writing by a parent, guardian or eligible student that such publication not be made.

**Teachers are encouraged to use a percentage grade through the grading period. This grade must be converted to the letter grade at the end of the grading period.** The point system will be used to determine the Honor Roll. It is the responsibility of the teacher to make sure the students understand this grading system.

### 5.10.1 TESTS AND GRADING

Semester tests are required and should fit into the assessment plan of each teacher for all locally delivered face-to-face courses in grades 6-12. Points and weighting are the individual decision of the instructor. Student evaluation plans for each course are reviewed by the Principal.

## 5.10.2 HONOR ROLL POLICY

### A. MIDDLE SCHOOL (6-8)

1. Certificates to students achieving 3.66 – 3.9+ for entire school year.
2. Certificates placed in a frame for GPA of 4.0.
3. Determination for Honor Students will be independently calculated annually for Grades 7-8.

### B. HIGH SCHOOL (9-12)

1. Certificates for Grades 9-11 for cumulative GPA of 3.66 – 3.9+.
2. Honor Plaque for cumulative GPA of 4.0 to students in Grades 9-11.
3. Gold Medallions will be awarded to two seniors with highest GPA. When GPA's are equal for more than two students, each student involved will receive a Gold Medallion.
4. **Cumulative GPA's of all coursework will be included when determining Honor Students for Grades 9 through 12.**
5. Students with incompletes for reasons other than health will not be considered for honor roll.

### C. PUBLICATION

1. Semester and quarterly honor roll will be published in the local newspaper.
2. Annual awards will be published in the local newspaper.

## 5.10.3 PROGRESS REPORTS

The school is desirous of sharing information with the parents concerning the mental, social and physical growth of the child. This information is conveyed through conferences and by means of Report Cards. Regularly scheduled conferences are held twice during the year. Report Cards are issued at the end of each quarter. If there is a matter you wish to discuss with your child's teacher, you are encouraged to contact the Principal to make an appointment. Every student's daily progress can be monitored via the internet. Each parent receives a password from the technical administrator requesting access to the online progress report system. The parent is solely responsible for maintaining security of the password.

Progress reports may be sent to parents periodically. Reports may relay concerns or may also indicated positive improvement. The staff is encouraged to send reports as needed and necessary.

### **5.10.4 MAKE-UP WORK**

Students are allowed one day for each day absent to complete make-up work, if the absence is no more than 5 days. For absences of six or more days, the Instructor and student will set up a schedule as to when the make-up work must be completed.

**If the work is not made up, no grade or credit can be given for the course. It is very important that students meet required time lines.**

### **5.11 POST-SECONDARY SCHOOL VISITATIONS**

This policy will allow the seniors and juniors **two** days of visitation without being counted absent. The seniors and juniors will be allowed to use any of the following options:

1. Job shadowing
2. College visits
3. Vo tech visits
4. Military visitation/physicals

**To be granted this visitation without being counted absent, the student must do the following:**

1. Make up school work in advance
2. Make the counselor aware of any job shadowing, visitation or military visit or ask the counselor to assist you in scheduling your visitation or military visit. Job Shadowing must be approved prior to attending by the Principal and counselor.
3. Fill out the proper form at least one week before the leave takes place.
4. Parents must call in the day of the visit to verify student's absence

**In addition the following will apply:**

1. Job shadowing cannot be allowed during a state activities event.
2. Visitations will **not** be allowed:
  - a. Prior to the Junior/Senior Post-High Planning days
  - b. During shortened school weeks or during weeks with already scheduled absences (example: Oral Interp, FCCLA meeting, Track, Science Day, etc.)
  - c. After the last day of April

NOTE: Job shadowing, College, Vo-Tech and Military visitation forms are available in the Counselor's office.

See Next Page.

# Post Secondary School/Military Entrance/Job Shadow Visitation Form

(Requests must be made one week in advance)

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Institution/Military Branch: \_\_\_\_\_

Location: \_\_\_\_\_

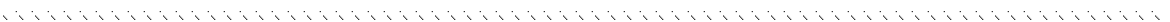
Date of Visit: \_\_\_\_\_ Time: (start/end) \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Principal Approval:  Yes  No Signature: \_\_\_\_\_  
Reason for Denial: \_\_\_\_\_

Counselor Approval:  Yes  No Signature: \_\_\_\_\_  
Reason for Denial: \_\_\_\_\_



## 5.12 INTERNET ACCEPTABLE USE POLICY

### For Parents, Students, and Faculty Hanson School District 30-1

Please read the following **Terms and Conditions** for use of the Internet carefully before signing this document. This document is binding upon those signing. This policy applies to all computers, smart phones and other devices capable of accessing the internet, when physically present on District premises. This policy supplements and is applicable to the Hanson School District's laptop computer policy.

Internet access is now available to students and teachers within the Hanson School District. The Hanson School District believes the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Hanson School District by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting millions of computers all over the world and billions of individual subscribers. **Students and teachers have access to:**

1. *electronic mail communication with people all over the world*
2. *information and news*
3. *public domain and shareware of all types*
4. *discussion groups on a vast range of topics*
5. *access to many university catalogs*

With access to computers, and people all over the world, also comes availability of material that may not be considered to be of educational value in the context of the school setting. Hanson School District has taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the value of information and interaction available on the worldwide network far outweighs the possibility that users may encounter material is not consistent with our educational goals.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire.

In general, this requires efficient, ethical, and legal utilization of the network resources. **If a Hanson School District user violates any of these provisions, his or her access will be terminated and future access could possibly be denied. In addition, the violator can and will be subjected to school, state, and federal disciplinary and possibly even criminal sanctions.**

The signature(s) at the end of this document is (are) legally binding and indicates the party(ies) who signed has (have) read terms and conditions carefully and understand(s) their significance.

### **ACCEPTABLE USE POLICY**

- A. **Acceptable User:** The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources, in education, in and research, and an opportunity for collaborative work. School use must be in support of education and research and be consistent with educational objectives. Use of another organization's network and computing resources must comply with the rules appropriate for that network. Transmissions of or intentional access to any material in violation of a Hanson District, U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, material constituting defamation, or material protected by trade secret or patent. Use of product advertisement or political lobbying is also prohibited. Use of the Hanson District system for commercial activities is prohibited.
- B. **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access to the District's system and violates this policy will have access rights cancelled. Each student who receives access will participate in a discussion with a Hanson School District faculty member pertaining to the proper use of the network. **The system administrator and teachers will deem what is inappropriate use and their decision is final.** The District may deny, revoke, limit, or suspend specific use and access.
- C. **Netiquette:** You are expected to abide by the general accepted rules of network etiquette. These include, but are not limited by the following:
- Be Polite. Your messages should not be abusive to others.
  - User appropriate language. Do not swear, use vulgarities, or any other language deemed inappropriate.
  - Illegal activities are strictly forbidden.
  - **Note that electronic mail (e-mail) is not private.** The Hanson School District administration has access to all email transmitted over the system. Messages relating to or in support of illegal activities may be reported to the authorities.
  - Do not use the network in any way that would disrupt network services for other users.
  - All communication and information accessible via the network should be assumed to be property of the Hanson School District unless the information is maintained by some other person.
- D. **Non-liability:** Hanson School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Hanson

School District will not be responsible for any damages suffered. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by negligence, error or omissions. Use of any information obtained via Hanson School District is at the user's risk. Hanson School District is not responsible for the accuracy of quality of information obtained.

- E. All communication and information accessible via the network should be assumed to be property of the Hanson School District unless the information is maintained by some other person.
- F. Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will in turn notify a system administrator. Do not use another individual's account without written permission from that individual. Attempts to login to Internet as a system administrator will result in cancellation of user privileges and may constitute a crime under South Dakota law. Mere unauthorized access into a computer system is a criminal offense. It is not required that any changes or damage be done while in the system. **Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet through the Hanson School District system.**
- G. Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading of or creation of computer viruses.

**NOTE: The required District Internet Use Application Form may be found in the Administration office. This document must be signed each year before a student will be allowed access to the Internet through District facilities.**

**(Laptop Handbook is in the appendix of the Policy Book)**

### **5.13 ACTIVITY POLICIES AND REGULATIONS**

A "participant" shall be defined as all persons in the school District, 5-12, that participate in any activity under the auspices of the South Dakota High School Activity Association, or any activity sanctioned by the Hanson school as extracurricular in nature. All activities listed under policy section 5.13 are considered within the scope of the following policies and regulations.

It is understood that policy cannot address every circumstance. In the case the policy does not fit the circumstance or participant, the following chain of command will be followed in decision-making:

1. Activity coach or advisor
2. Athletic director or Activity Director
3. Principal
4. Superintendent
5. Board

The following policies govern athletes from grades 5-12 . The rules are in effect during the school year or during the season of practice, should the season begin before school starts (i.e. football, volleyball) or end after school has dismissed for the year(i.e track, golf). Some policies may apply when there is no season or school is out of session. Such policies will be identified within the policy.

### **5.13.1 EXTRACURRICULAR GENERAL POLICY**

**Philosophy statement:** Junior and Senior High extra curricular activities are completely voluntary programs. No student is obligated to take part in these activities. Participation is not required for advancement or graduation. Therefore, to prevent adverse public reaction, prevent dissension on teams improve the health and safety of participants, and for the general welfare of teams, the following training rules will be enforced.

We want to be proud of you and we want you to have PRIDE in yourself. Many things go into making a winning team; one of the most important is adherence to training rules. Nothing breaks a squad's morale faster than the knowledge that one or more of your teammates is breaking training. We do not believe any of you are doing so now, but we want to very FIRMLY remind you of the consequences if temptation comes along. Our training rules are as follows:

- A. All state SDHSAA eligibility regulations will be posted and followed.
- B. School Regulations:
  - 1) ACADEMICS:
    - a) Participants must be passing all courses to be eligible to participate in extra-curricular activities/performances. Eligibility reports will be ran on Monday morning's beginning with the third week of each quarter. Any student who has a quarter grade that is an "F" will be ineligible to participate in extracurricular events for the remainder of the week until a new report is ran for the following week. Students will be eligible to attend and take part in practices during the week that they are deemed ineligible to compete in or dress for events as long as it does not involve leaving school early. All coaches/advisors will be notified by the building principal on the first school day of the week of any students deemed ineligible to compete for the week. Students who are deemed ineligible by the weekly eligibility report will also be notified by the building principal via email on the first school day of the week. All appeals of weekly eligibility will be submitted to the principal in writing and ruled on in a timely manner.



- 2) **DRESS:** One must realize they represent their school, town, and themselves. Set a good example.
- 3) **LETTERING POLICY:** Letters are earned on the Varsity Level Only.
  - Basketball – Participate in at least 12 quarters in one season
  - Football – Participate in at least 6 quarters in one season
  - Volleyball – Participate in at least 1/3 of all sanctioned games
  - Track – An athlete must score at least 1 point in any varsity track meet
  - Cheerleading – Participate in ¾ of each sport you cheer for
  - Cross Country – Must finish in the top 20 of two CC meets on the Varsity Level
- 4) **CURFEW:** Remember, you have a responsibility to your teammates, school, coach and yourself to be able to give 100% of yourself at all times during practice and games or performances. Curfew hours may be set by coaches.
- 5) **DRUGS, DRINKING, TOBACCO:** A student shall not use, consume, have in possession, buy, sell, or give away any tobacco, alcoholic beverages, beverage containing alcohol, marijuana, or any substance defined by law as a drug, unless specifically prescribed by the student’s doctor for the student’s own use, during the school year or during the season of practice or play rehearsal regardless of the quantity.
- 6) Any participant determined by the Coaching staff to be knowingly in immediate association with someone who is illegally using tobacco, alcohol or any substance in an intoxicating manner shall be considered in violation of this Activity policy.
  - A common sense approach will be related to the concept of knowing association. Examples include but are not limited to:
    - (A) Being present in a vehicle where alcohol, tobacco, or illegal substance are being used.
    - (B) Attending a house or other party that involves the use of alcohol, tobacco, or illegal substance.
- 7) **PHYSICALS:** All athletes participating in a Junior High or Varsity event must have a current physical prior to the first date of participation.
- 8) **CONCESSION STAND/CLEAN UP CREWS:** All student athletes in grades 6-12 are required to work in the concession stand and help clean up the gym on nights assigned to them by the Coaching Committee.

### **5.13.2 CONSEQUENCES AND SUSPENSION**

*This policy will be in effect from the first day of practice in the fall to the last day of school or last day of sports activities in the spring whichever is later. A student under suspension for violation of District rules of general deportment may not participate in any extra-curricular activity during the period of such suspension.*

**FIRST OFFENSE:** For the purposes of this Policy the word “offense” means violation of District rules of general department, activity rules, or training rules.

A first offense results in loss of eligibility for the next two weeks or two contests; whichever is greater. All students will meet with a coach’s committee prior to serving their suspension.

**SECOND OFFENSE:** If during one calendar year from the first offense, confirmation is received that the student has again violated District activity training rules, it will be considered a second offense. A second offense results in loss of eligibility for the next five (5) weeks or four (4) contests or events; whichever is greater. All students will meet with a coach’s committee prior to serving their suspension.

**THIRD OFFENSE:** If during one calendar year from the second offense, confirmation is received that the student has again violated the District activity and training rules, it will be considered a third offense. The student will lose eligibility in all activities for one calendar year.

In the event the student commits the offense between seasons, the suspension will begin with the first day of practice of the next activity in which the student participates and will include the minimum number of contests or events. In the event the student commits the offense during the school year but after the student’s participation is complete, the student will forfeit any “letter” or participation award. All students will meet with a coach’s committee prior to serving their suspension.

### **RULES FOR SUSPENSION**

The student will participate in all scheduled practices and team or activity meetings.

The student will travel with the team and sit with the team in street clothes for all games or performances. The student may not wear any part of the Hanson uniform during this time. This includes during school, after school, or during the game.

NO student will be allowed to start an activity season late for the purpose of serving a suspension. The coach or director may not add any time to the suspension based upon the violation in question, but may add extra work as may be appropriate.

**5.13.3 ACTIVITY POLICY PARTICIPATION AGREEMENT**

ACTIVITY POLICY PARTICIPATION AGREEMENT

To Parent(s) or Guardian(s) Concerned:

I/We have read the Activity policies of Hanson High School as established for the purpose of regulation the Athletic and Activity Program.

I/We will do our best to help student to obey all policies and to help in enforcement of any training rules that are established.

I/We hereby give my permission for \_\_\_\_\_ to participate.  
(Participant's Name)

\_\_\_\_\_ We will provide the Accident Insurance.  
(Initials)

\_\_\_\_\_ We will furnish insurance and will not participate in the Accident Insurance.  
(Initials)

\_\_\_\_\_ Parent or Guardian Signature

\_\_\_\_\_ Parent or Guardian Signature

\_\_\_\_\_ Date

Sign and return to the Head Coach.

**5.13.4 MEDICAL RELEASE FORM**

***HANSON HIGH SCHOOL ACTIVITY MEDICAL RELEASE FORM***

NAME (Last)\_\_\_\_\_ (First)\_\_\_\_\_

Circle one: FR SO JR SR

Address\_\_\_\_\_

In the event that I (parent/guardian) cannot be reached, I hereby authorize the trainer, administrator, or coach in charge, as my agent regarding the named student, to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by and is to be rendered under the general or special supervision of any physician or surgeon licensed under the provision of the Medical Practice Act, whether such diagnosis or treatment be rendered at an office or hospital.

Signature of Parent/Guardian:

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

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell# \_\_\_\_\_

Please indicate the insurance carrier that insures the above student, the policy number, and the name of your family physician.

Insurance Carrier \_\_\_\_\_ Policy #: \_\_\_\_\_

Name Of Physician \_\_\_\_\_

Phone # \_\_\_\_\_

Student's Birthday \_\_\_\_\_ Age \_\_\_\_\_

Known Allergies \_\_\_\_\_

Is student currently taking any medication? \_\_\_\_\_ If so, please list:

\_\_\_\_\_

Is student allergic to any medication? \_\_\_\_\_ If so, please list:

\_\_\_\_\_

Has student had any major operations or serious injuries? \_\_\_\_\_ If so, please list:

\_\_\_\_\_

**NAME OF PERSON TO BE CONTACTED IF PARENTS/GUARDIANS ARE NOT AVAILABLE:**

Name \_\_\_\_\_ Home # \_\_\_\_\_

Work # \_\_\_\_\_ Cell # \_\_\_\_\_

**5.13.4.1 SPORTS MEDICINE POLICY (Concussion Return Policy)**

**Hanson High School – Sports Medicine**

**RETURN TO COMPETITION**

This form must be used when an athlete is removed from (and not returned to) competition as a result of exhibiting concussion symptoms. The athlete will not be returned to play until written authorization is obtained from an appropriate health care professional and the parent/guardian. Appropriate health care professional shall be determined by each SDHSAA member school. This form should be kept on file at the school, and need not be forwarded to the SDHSAA Office.

Athlete: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Sport: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

**REASON FOR ATHLETE'S INCAPACITY**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Guidelines for Returning to an Activity after a Concussion**

Note: Each step should be completed with no concussion symptoms before proceeding to the next step.

1. No activity, complete rest with no symptoms.
2. Light exercises: walking or stationary cycling with no symptoms.
3. Sport specific activity without body contact and no symptoms.
4. Practice without body contact and no symptoms. Resume resistance training.
5. Practice with body contact and no symptoms.
6. Return to game play with no symptoms.

Note:

1. If symptoms return at any time during the rehabilitation process, wait until asymptomatic for 1 full day, then re-start at the previous step.
2. Never return to competition with symptoms.
3. Do not use "smelling salts".
4. **When in doubt, sit them out.**

**HEALTH CARE PROFESSIONAL'S ACTION**

I have examined the named student-athlete following this episode and determined the following:

\_\_\_\_\_ **Permission is granted** for the athlete to return to competition

\_\_\_\_\_ **Permission is not granted** for the athlete to return to competition

COMMENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

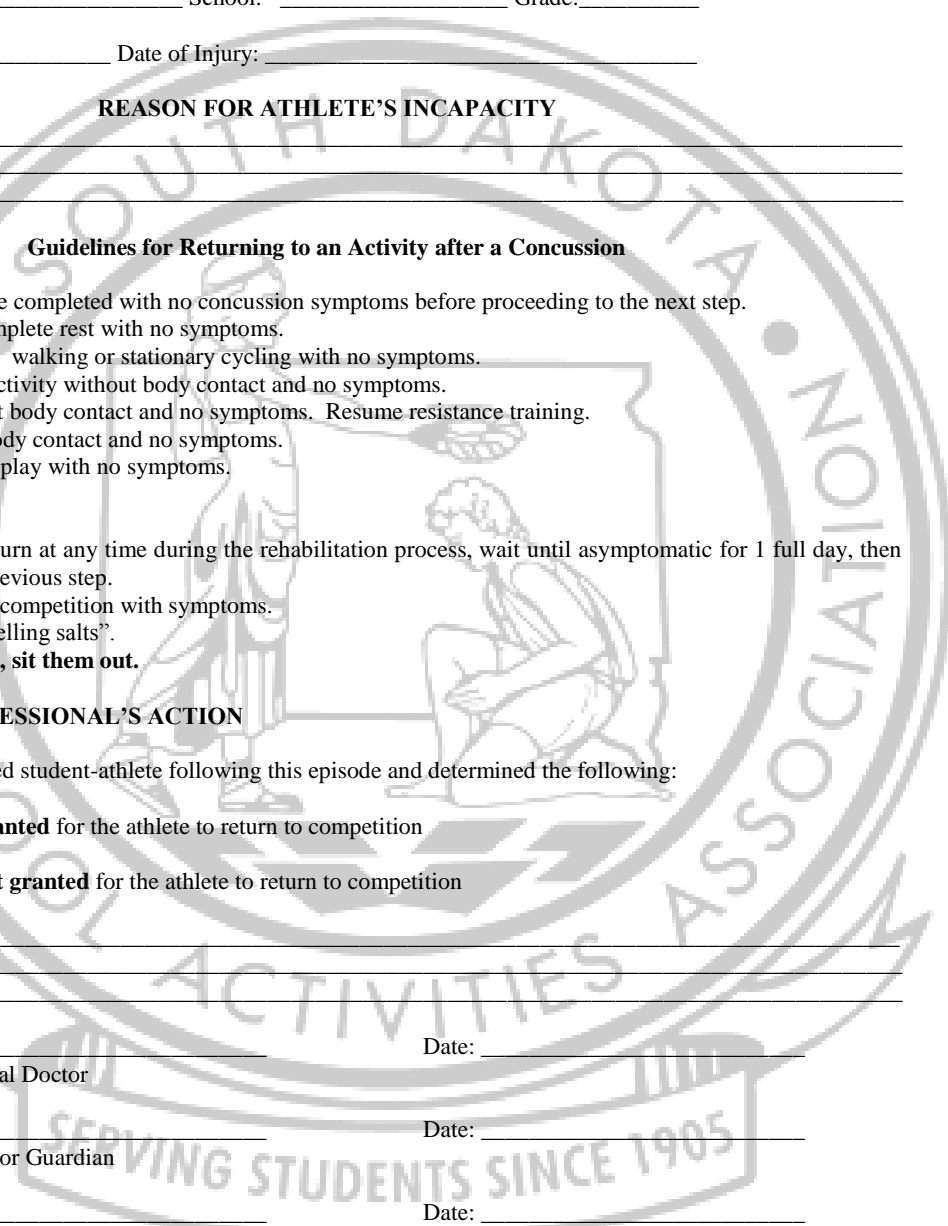
Date: \_\_\_\_\_

Athletic Trainer or Medical Doctor

Date: \_\_\_\_\_

Acknowledged by Parent or Guardian

Date: \_\_\_\_\_



### **5.13.5 TRANSPORTATION POLICY-EXTRA CURRICULAR ACTIVITIES**

The school provides transportation to all extra-curricular events. The administration, directors, and coaches feel strongly that all participants should ride with the team TO and FROM all events, for several reasons:

- A. Group Unity - Being part of a team involves more than just participating. Being together as a group is important.
- B. Communication - Many important announcements are made to the group while on the bus.
- C. Supervision - It is difficult to keep an accurate count of the number of bus riders when several parents tell the coach that they will be taking their child home with them. (We would hate to leave someone inadvertently, but it could easily happen).
- D. Liability - There is a liability question in the event of an accident if the child is not with a parent.

We recognize that there are circumstances of EMERGENCY that make it necessary for students to ride with parents; however, in person contacts among PARENT, DIRECTOR, STUDENT and COACH is mandatory.

We also recognize that there are other circumstances that may make it necessary for a student to ride with that student's parents; however, we feel that these occurrences should be limited as much as possible, and remind you that in person contact between PARENT, and HIGH SCHOOL PRINCIPAL, DIRECTOR or COACH is mandatory and contact shall be made before students leave for their activity and any agreement shall be in writing.

### **5.13.6 SCHEDULING BUSES**

Anyone needing a bus for an activity must schedule it through the Superintendent's office. The Superintendent meets with the bus drivers on Monday mornings and this allows arrangement of the necessary bus driving assignments. Failure to do this could lead to postponement of your scheduled activity to a later date.

### **5.13.7 SUNDAY ACTIVITIES**

There shall be **NO** inter-school contests of any kind sponsored or participated in by SDHSAA member Schools held on Sundays. There shall be **NO** activities or practices on Sundays without prior approval from the Superintendent or his designee. No student may be punished or discriminated against for refusing to participate in a Sunday activity or practice even if prior approval for the activity has been obtained.

### **5.13.8 STUDENT COUNCIL POLICY**

- (1) Student Council membership at Hanson School shall be determined as follows for Grades 9 – 12 & 6-8 :
  - A. Students may obtain application forms from Student Council Directors.
  - B. Elections will be held in each class where students may choose among those students who have submitted applications. Vote totals will not be published.
  - C. Student Council shall consist of 12 members for 9-12 and 9 members for 6-8: 2 from each class, and 4 at large to be chosen from Grades 11 and 12 for 9-12, three each from 6-8.  
This may be adjusted depending on the number of applicants.
- (2) Officers – President, Vice-President and Secretary-Treasurer
  - A. Shall be chosen by a vote of each new Student Council at its first official meeting.
  - B. The President shall be chosen from those Senior Student Council members who have expressed an interest in the position on their application forms.
  - C. The Vice-President and Secretary-Treasurer shall be chosen from the remainder of the Junior and Senior members.
  - D. Vote totals will not be made public.
- (3) Any student, who is unable to fulfill the student's role as a Student Council member may be removed, based on the discretion of the advisors. An informal due process hearing, following the short term suspension procedures will be possible upon student request. The process will involve the advisor, student and Principal. The replacement member will be the second-highest vote-getter in that class or selection of advisors.

### **5.13.9 FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA (FCCLA) CHAPTER POLICY**

FCCLA is mainly an out-of-class club, with some objectives being fulfilled in class. To be eligible for membership in FCCLA, a student must be presently enrolled in Home Economics or have already completed a course in Home Economics or plan to enroll in the future.

Six officers are elected in the Spring. A program of work or yearly activities are planned in September. Each FCCLA officer must present an illustrated talk, job interview, or owner of One Module. Other members have the option to participate. Participation includes District and State Competition.

Dues of \$5.00 are paid by individual members with the remaining \$3.00 coming from club funds. All fund raising activities subject to approval of the advisor.

The group will meet on the second Monday of each month. At the beginning of the year the group will meet for an organizational meeting. Other activities will be planned at that time.

### **5.13.10 CHORUS POLICIES**

The Chorus director has the right and responsibility to prohibit a singer from participating in a public performance if the performer, in the opinion of the director, is at a substandard level or the performer's classroom behavior is unacceptable. The performer will be able to return to public performance when their performance or behavior has improved. The extra-curricular discipline policy applies to this policy.

#### CONTEST-CONCERTS-COMPETITIONS-PUBLIC APPEARANCES

These events are the main goals for which the chorus prepares. The only reasons a student will be excused from these events are a death in the family or extreme illness or injury to the student. **WORK IS NEVER AN EXCUSE!!**

Prior notice must be given in these cases. In cases other than death and serious illness where a conflict exists, the director shall be contacted at least a month in advance of the event to review the situation and make necessary arrangements.

Failure to appear will result in the student being assigned a reasonable amount of work to be completed in a set time to repay the chorus for his/her offense. Parents will be called in to discuss future involvement in the program. The student will not be allowed to participate in any public performances until the work is completed.

#### CONTESTS

Any member of the chorus will be eligible to be in small group contests. Students will be selected who blend well together and can achieve performance excellence. This is not an elective. If a need arises for a student's talent in a group, the student will be put into that



group. Rehearsals for this contest will be held during part of a regular scheduled chorus period. Some before or after school rehearsals may be necessary.

### **5.13.11 STAGE BAND AND SWING CHOIR POLICIES**

Stage Band and Swing Choir are open to all band and chorus students through an audition.

#### **AUDITION-STAGE BAND:**

Auditions will consist of the student playing a piece of music out of the stage band folder. The audition may also include some sight-reading or improvisation for certain positions in the group.

Also, the student will perform some dance steps and lifts to show coordination, and ability to perform moves.

The number of students in Swing Choir will vary from year to year depending on the size of the chorus, the number of students trying out, and the style of music the swing choir will be performing.

#### **PRACTICE:**

Stage Band will be held on Monday night at 8:15 unless there is a conflicting school event. In that case, rehearsal will be rescheduled on a different day.

#### **ATTENDANCE:**

There will be NO unexcused absences or tardiness without consequences. You are a member of a select group, so you will be expected to be all rehearsals and on time. If there is a problem, requiring an absence the student must talk to the instructors beforehand or the absence will be unexcused.

### **5.13.12 NATIONAL HONOR SOCIETY POLICIES**

#### **ARTICLE I: NAME AND PURPOSE**

Section 1. The name of this organization shall be Hanson Chapter of the National Honor Society.

Section 2. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

Section 3. NHS is a program of the National Association of Secondary School Principals, 1904 Association Drive, Reston, VA 20191-1537, a 501(c)(3) not-for-

profit association.

## **ARTICLE 2: THE SUPERINTENDENT**

Section 1. The Superintendent, or the Superintendent's designee, reserves the right to approve all activities and decisions of the chapter.

Section 2. The Superintendent, or the Superintendent's designee, shall appoint a chapter adviser(s), who may serve consecutive terms.

Section 3. The Superintendent, or the Superintendent's designee, shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members.

## **ARTICLE 3: THE CHAPTER ADVISER(S)**

Section 1. The chapter adviser(s) shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.

Section 2. The chapter adviser(s) shall maintain files on membership, chapter history, activities, and financial transactions which shall be run through the District's Trust and Agency Fund.

Section 3. The chapter adviser(s) shall regularly review each member for compliance with Society standards and obligations.

Section 4. The chapter adviser(s) shall help the chapter officers understand and carry out their duties.

Section 5. The chapter adviser(s) shall be ex-officio, non-voting, Faculty Council member(s).

## **ARTICLE 4: FACULTY SELECTION COMMITTEE**

Section 1. The Faculty Council shall consist of five voting faculty members appointed annually by the chapter adviser(s). No Principal or assistant Principal may be included on the Faculty Council.

Section 2. The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.

Section 3. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases.

### **5.13.12.1 MEMBERSHIP**

## **ARTICLE 5: MEMBERSHIP**

Section 1. Membership is an honor bestowed upon a student. Selection for membership is by the Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2. Candidates become members when inducted at a special ceremony.

Section 3. An NHS member who transfers to another school and brings a letter from the chapter adviser shall be accepted automatically as a member in the new school's chapter. The member must meet the new chapter's standards within one semester in

order to retain membership.

Section 4. Members who resign or are dismissed are never again eligible for membership.

### 5.13.12.2 SELECTION OF MEMBERS

#### ARTICLE 6: SELECTION OF MEMBERS

A National Honor Society faculty council of five high school faculty members will be appointed by the National Honor Society Adviser(s). The following criteria will be utilized in selection of new members to the National Honor Society:

1. All students who have obtained a 3.33 cumulative GPA at the end of their second semester of their sophomore and junior are automatically eligible to apply in the fall as juniors and seniors.
2. Students must then submit an official National Honor Society Application to be considered for acceptance to NHS. Once complete, each faculty council member will receive the information to be evaluated and scored.
3. Each member of the Faculty Council will be asked to evaluate Service and Leadership.
  - a. All faculty members will participate in the evaluation of Character and rate each eligible student on a scale as follows:

<u>Student's Individual Evaluation:</u>	<u>Evaluation Points:</u>
Student is outstanding and highly worthy of membership	4
Student is superior and worthy of membership	3
Student is average but worthy of consideration	2
Student is below average and should receive very little consideration	1
Student is below average and should receive no consideration	0

#### Guidelines

**Service:** The student who serves is willing to uphold scholarship and maintain a loyal school attitude, participates in some outside activity such as Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged, volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance, works well with others and is willing to take on difficult responsibilities, cheerfully and enthusiastically renders any requested service to the school, is willing to represent the class or school in competition, does committee and staff work uncomplainingly, and shows courtesy by assisting visitors, teachers, and students.

**Leadership:** The student who exercised leadership is resourceful in proposing new problems, applying principles, and making suggestions, promotes school activities, exercises influence on peers in upholding school ideals, contributes ideas that improve the civic life of the school, is able to delegate responsibilities, exemplifies positive attitudes, inspires positive behavior in others, demonstrates academic initiative, successfully hold school offices or positions of responsibility,

conducts business efficiently and effectively, and without prodding, demonstrates reliability and expendability, demonstrates leadership in the classroom, at work, and in school or community activities, and is thoroughly dependable in any responsibility accepted.

**Character:** National Honor Society supports and recommends the use of a multifaceted definition of character known as the Six Pillars of Character. A person of character demonstrates the following six qualities: trustworthiness, respect, responsibility, fairness, caring, and citizenship. The student of character:

\*Takes criticism willingly and accepts recommendations graciously.

\*Consistently exemplifies desirable qualities of behavior (e.g. cheerfulness, friendliness, poise, stability)

\*Demonstrates the highest standards of honesty and reliability. \*Regularly shows courtesy, concern, and respect for others

\*Observes instructions and rules, is punctual, and faithful both inside and outside the classroom.

\*Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing an unwillingness to profit by the mistakes of others.

\*Actively helps rid the school of bad influences or environment.

4. Determination of Newly Elected Membership of NHS: Following is the procedure that will be utilized in determining whether or not a student has been selected to membership in the National Honor Society:
  - a. Faculty Council will evaluate and score Service & Leadership utilizing the above definition guidelines.
  - b. All faculty members will evaluate and score Character utilizing the above definition guidelines.
  - c. Service, Leadership & Character will be averaged to determine a final score.
  - d. Selection to NHS will follow this scoring procedure:
    - i. All students scoring an average of 3.0-4.0 automatically qualify for membership.
    - ii. All students scoring a 1.9 or below do not qualify for membership at this time.
    - iii. All students scoring a 2.0-2.9 are worthy of consideration. This means that all students that fall within this range are considered by the Faculty Council with a simple, confidential Yes or No vote on a ballot.

Also, if a student receives an average score of 1.9 or below average in any **one** of the categories of Service, Leadership, or Character and scored higher in two other areas (after all faculty evaluations have been averaged), that student may **still be** considered for membership.

**Example: Johnny 's scores – Sub composite scores.....Service= 1.8;  
Leadership= 2.4; Character= 3.0 --- Overall average of 2.4 but low in Service.**

**Even though he scored a 1.8 in the area of Service he is still considered for membership**

### **5.13.12.3 DISMISSAL**

#### **ARTICLE 7: DISCIPLINE AND DISMISSAL**

- a. Character: Any violation of school rule/policy and may lead to direct dismissal from National Honor Society. See Article 7: Section 2. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member. These violations include, but are not limited to DWI, stealing, destruction of property, cheating, truancy, or possessing, selling or being under the influence of drugs or alcohol at school or school-related activities or in the community.
- b. Scholarship: Any student falling below the 3.33 cumulative grade point average will be on academic probation for one marking period (quarterly), and will be required to obtain a 3.33. Every effort will be made by members of NHS to assist students in achieving the required GPA. The second marking period in which a student falls below the required 3.33 cumulative grade point average results in dismissal.
- c. Appeals: All appeals to dismissal are in written form, and they will be evaluated by the faculty selection committee, as per the National Honor Society by-laws, constitution, & handbook.
- d. Faculty council will vote on disciplinary action as deemed necessary considering the nature of the violation.

#### **2. Dismissal Procedures**

- a. No Automatic Dismissal
  1. A member can never be dismissed automatically for failing to maintain standards, not meeting member obligations, or even being found guilty of violating school rules or law.
  2. A written notification and hearing are called for in Article 7 Section 4, and must be conducted by the Faculty Council to dismiss a member.
  3. Members should understand fully that they are subject to dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection.
- b. Dismissal Procedures Overview
  1. A member can be considered for dismissal when performance falls below the acceptable levels of any of the standards by which the student was selected, when the member fails to fulfill chapter obligations, or when the member is found guilty of violating

school rules or law. (Immediate consideration of dismissal involve violations that are outlined in Article 7: Discipline and Dismissal – Hanson Chapter of the National Honor Society by-laws)

- c. Students will be warned in writing whenever the student falls below any standard.
  1. In all cases of pending dismissal, a chapter member shall have a right to be notified in writing of the offenses and to a hearing before the Faculty Council.
- d. Appeals for Dismissal Cases
  1. Should a member be dismissed, the dismissed member may appeal the decision of the Faculty Council first to the Principal and then, as indicated under the local school District's policies governing disciplinary appeals, follow the normal channels for an appeals process.
- e. Resignation
  1. A member who resigns from Hanson Chapter of the National Honor Society will never again be eligible for membership or its benefits.

#### **5.14 ACTIVITY PASS POLICY**

- A. All students are highly encouraged to purchase an activity pass to ease entry into home events.
- B. Student spectators must check in with ticket takers at each event where admission is charged to gain entry by giving their name to the ticket takers.
- C. Ticket takers will have a list with students who have purchased activity passes along with students who play in the band (if there is band that night) or any students who should be on the pass list for any other reasons.
- D. If students are not on the entrance list then options for them are the following:
  - a. Pay the admittance fee
  - b. Purchase an activity pass that night
  - c. Leave the event

**Reviewed and Accepted: September 12, 2016, Action 2016-2017-37**

**APPENDIX A**  
**STUDENT DISCIPLINE FORMS**

\_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Superintendent  
Hanson School District 30-1  
Alexandria, South Dakota 57311

RE: Short Term Suspension from School

Dear \_\_\_\_\_:

Please be advised that \_\_\_\_\_ (student)

has violated \_\_\_\_\_  
(Rule, Regulation or Policy)

in that on \_\_\_\_\_ he/she \_\_\_\_\_

\_\_\_\_\_  
(Describe in detail, the acts or conduct)

This conduct was brought to my attention by:

\_\_\_\_\_  
Upon this matter being brought to my attention, I conducted a short-term suspension informal hearing as provided in state law and Hanson District policy. The student was advised of the allegations and was provided an opportunity to tell the student's side of the story. I determined the violation occurred and suspended the student for \_\_\_\_ days beginning immediately. In order for the student to re-enroll in school you must accompany the student and meet with me on or before the last day of the suspension. Should the student return to school without such a meeting, the student will be placed into in-school suspension while a long-term suspension hearing is set. The student will be required to complete all schoolwork missed as a result of this suspension. Assignments are available from the teachers. During the time of this suspension the student may not be on school grounds nor attend any school activities.

Very Truly Yours,

Principal of Hanson School District

\_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Parents or Guardian)

\_\_\_\_\_  
(Student)

\_\_\_\_\_  
(Address)

**RE: Proposed Long-Term Suspension or Expulsion from School**

Dear \_\_\_\_\_ and \_\_\_\_\_:  
(Parent) (Student)

Information has been presented to me alleging that \_\_\_\_\_ hereinafter referred to as "student" has violated:

\_\_\_\_\_  
(Rule, Regulation & Policy Violated)

In that on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ the student is alleged to have committed the acts set forth in the attached statement. Which if true, did violate the rule. The alleged violation is of such a serious nature as to require the Hanson School Board to consider a long-term suspension or expulsion of the student from school according to procedures adopted by the School District and if this alleged violation is sufficiently established, an expulsion or suspension of more than ten days or an expulsion for the remainder of the school year may result.

If the expulsion is for a firearm related violation and alleges that the student violated the firearm policy of the District, if the facts found by the School Board establish that the student did violate the firearm policy the expulsion will be for 12 calendar months. The Superintendent may on a case-by-case basis extend or reduce the 12-month expulsion.

A hearing before the Hanson School Board of \_\_\_\_\_ has been set for \_\_\_\_\_, 20\_\_, at \_\_\_ o'clock \_\_.m. at room \_\_\_\_\_ of the \_\_\_\_\_ Building, Alexandria, South Dakota.

Enclosed please find a formal Notice of hearing advising you and the student of the student's due process rights during and prior to the hearing. In addition please find enclosed a formal statement of the facts the administration will establish at the hearing. A sealed copy of the statement of facts has been provided to the Business Manager, which will be delivered to the Board at the commencement of the hearing. The Board will not have access to this sealed statement until the hearing. The Board has been advised to not communicate with you, the student or your representative prior to the Hearing. If you have any questions about this procedure please contact my office.

Sincerely yours,

Superintendent of Hanson School District



**HANSON SCHOOL DISTRICT # 30-1 )**  
**ALEXANDRIA SOUTH DAKOTA ) SS**

**SCHOOL BOARD**

**IN RE: STUDENT DISCIPLINE )**  
**HEARING OF (Student's Name)\_\_\_\_\_ )**

**NOTICE OF  
BOARD HEARING**

You are hereby notified that the District Superintendent has requested a formal Board Hearing regarding a recommendation that (*NAME OF STUDENT*) hereinafter referred to as "STUDENT" be (*SUSPENDED/EXPELLED select one*) from attending school in the Hanson School District. This Notice is intended to advise you of your rights in this matter.

You have the right to be represented by an attorney at your own cost in this proceeding. You have the right to present evidence and examine and cross-examine witnesses. All testimony will be under oath or affirmation. Failure to exercise these and other due process rights at this hearing constitutes a waiver of those rights. A verbatim record of the proceeding will be made at the cost of the District; however, a transcription of this verbatim record will be provided only at the cost of the party requesting the transcript.

The Board's final decision can be appealed to the Circuit Court and from there to the Supreme Court pursuant to SDCL ch. 13-46, if you are aggrieved by this decision.

Please take note of the following matters:

DATE AND TIME \_\_\_\_\_  
OF THE HEARING: \_\_\_\_\_

LOCATION OF THE HEARING: \_\_\_\_\_,  
\_\_\_\_\_  
\_\_\_\_\_

ADMINISTRATION: Superintendent \_\_\_\_\_

ATTORNEY FOR ADMINISTRATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT: \_\_\_\_\_  
\_\_\_\_\_

ATTORNEY FOR RESPONDENT: \_\_\_\_\_  
\_\_\_\_\_

HEARING OFFICER: Hanson District School Board

ATTORNEY FOR THE BOARD: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROCEDURE: The Board will open and examine the Sealed Report filed with the Business Manager. The Superintendent will present the facts of the matter and a recommendation together with reasons, documents, and other evidence to support the recommendation. The Student may cross-examine the Superintendent or any other witness.

The Student, Parents or Representative will then be given an opportunity to present any evidence the Student may have to the Board, including witnesses. The Administration or its representative may cross-examine any witness. Any Board member may ask questions of any witness.

The hearing will be in executive session. At the conclusion of the presentation of all evidence, the Board will continue alone in executive session with its attorney. Any decision will be taken by Board motion in open session.

OTHER MATTERS: The Student has the right to access any of his/her own personal school records within the control of the District.

Other than the Superintendent, the Student and the student's parents, no witnesses may remain in the hearing room other than when they are testifying.

The Student has the right to waive this hearing and there is enclosed with this Notice of Hearing a Waiver of Hearing Form, which may be presented at any time prior to commencement of the hearing.

Any questions regarding this hearing or the procedure to be followed should be presented to the Board's attorney,

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**HANSON DISTRICT SCHOOL BOARD**

\_\_\_\_\_  
Board President

BY: \_\_\_\_\_  
Attorney for Hanson School Board

**Re: Proposed Long-Term Suspension or Expulsion from School**

Dear \_\_\_\_\_:

( Board Member)

Information has been presented to me alleging that \_\_\_\_\_ has violated

(Student)

\_\_\_\_\_  
(Rule, Regulation or Policy)

I have this day filed a sealed report of the incident with the school business manager as required by state rules. A copy of the report has been provided to the student or the student's parent as appropriate.

The above alleged violation is of such a serious nature as to require the Hanson School Board to consider a long-term suspension or expulsion from school according to procures adopted by the school district. I am recommending that the student be **(suspended or expelled choose one)**.

A hearing before the Hanson School Board has been set for \_\_\_\_\_, 20\_\_, at \_\_ o'clock \_\_m. at room \_\_\_\_\_,

\_\_\_\_\_  
Building, Alexandria, South Dakota

The Hanson School Board shall constitute the hearing board. A school board member or a school board designee who is not an employee shall be appointed as presiding officer. The presiding board officer shall have authority and discretion to limit unproductively long, immaterial or irrelevant questioning. The hearing shall be closed.

\_\_\_\_\_, 20\_\_

Superintendent of School  
Hanson School District 30-1  
Alexandria, South Dakota 57311

**Waiver of Hearing**

I certify that I am the parent of \_\_\_\_\_, and that I have  
(Student Name)  
Received the Notice of Hearing on a proposed long-term suspension/expulsion of  
\_\_\_\_\_ from school, and that this Notice has  
(Student)  
appraised me of the alleged charges against \_\_\_\_\_,  
(Student)  
the rights \_\_\_\_\_ and I have, and the hearing procedure to be to be employed,  
(Student)  
and the time and date of the hearing. Based upon this, I request that the hearing specified  
in the hearing notice be  
waived.

Student \_\_\_\_\_

Parent \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Name of Student \_\_\_\_\_

**AUTHORIZATION TO REVIEW RECORDS**

I certify that I am the parent, as defined by the student due process policy, of

\_\_\_\_\_ and I do hereby authorize the Hanson School District  
(Name of Student)

to permit \_\_\_\_\_ to view and copy the school records of the  
(Name of Attorney)

above named student, including academic and disciplinary records.

Signature of Parent \_\_\_\_\_

Address \_\_\_\_\_

Signature of emancipated student exercising  
parental rights

**Sealed Record of Alleged Violation**

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

I, \_\_\_\_\_ Superintendent of the Hanson School hereby certify that the forgoing report was prepared by me or at my direction by a confidential employee and that it was sealed by my hand and delivered to the Hanson School District Business Manager on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_. I further certify that a copy of the sealed report was provided to the parents of \_\_\_\_\_ by placing a copy  
(Students Name)  
properly addressed in the United States mail return receipt requested on the same date.

\_\_\_\_\_  
Superintendent Hanson School District

## **APPENDIX B**

### **Student Grievance Procedure**

The Board recognizes that there may be conditions in the school District that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships between the schools and the students and community.

The Board desires student complaints and grievances to be resolved through orderly processes and at the lowest possible level, but that channels be provided for eventual hearing by the Board in instances when this becomes necessary. Therefore:

1. Any student or his or her parent or guardian will be provided the opportunity to discuss with the student's teacher a decision or situation which the student, parent, or guardian considers unjust or unfair.
2. If the incident remains unresolved, the student or his or her parent or guardian or the teacher, may bring the matter to the Principal's attention for consideration and action.
3. The student may also bring a matter of general student concern to the attention of class officers or the student council (in grades and schools where such are elected) for possible presentation to the Principal.
4. If the matter is still unresolved after the procedure outlined above, it may be brought to the Superintendent for consideration.
5. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board for review.

The Board's decision will be final unless an appeal hearing is requested.



**Grievance Form**

Date \_\_\_\_\_

Description of Grievance/Complaint:

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

Specifically, my grievance is that \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby petition for a hearing on my grievance at the convenience of the school's personnel.

\_\_\_\_\_  
Signature(s)

The student may be represented at the conference by an attorney or parent, but the student must be present to elaborate on the grievance at the given time and place of any interview or conference. Failure to appear at the appointed time and place effectively waives the student's right to the conference provided by the school, and will result in dismissal of the grievance unless extenuating circumstances make it impossible for the student to appear.

\_\_\_\_\_  
**SCHOOL'S RECORD** (to be completed at each level)

Date Received \_\_\_\_\_ Date of Conference \_\_\_\_\_

Place of Conference \_\_\_\_\_ Time of Conference \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Resolution \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of School Representative

