

**SIOUX VALLEY HIGH SCHOOL  
2019-2020**

**Expect Excellence!**

The information contained in this handbook is designed to help you accomplish your personal best. All of the staff at Sioux Valley are eager to help you prepare for a successful adult life. We hope you have a great year.

**MISSION STATEMENT:**  
**Preparing individuals to succeed in an  
ever-changing global community.**

**STUDENT OUTCOMES**

Through a strong academic program, the Sioux Valley School District teaches students to become:

**Caring & Nurturing Persons** who:

- \*Promote the overall well-being of family members and structures
- \*Create and maintain empathic and positive relationships
- \*Resolve conflicts by means of cooperation and compromise

**Culturally Enlightened Persons** who:

- \*Recognize the aesthetic qualities of life
- \*Explore the arts and their contributions to cultures
- \*Participate in a variety of cultural experiences
- \*Accept differences and the contributions of others

**Active and Participating Citizens** who:

- \*Demonstrate pride in and commitment to community through volunteering and fulfilling obligations in a democratic society
- \*Model responsible global citizenship

**Quality and Productive Contributors** who:

- \*Develop products, which reflect the individual's best work
- \*Evaluate their own work and make improvements when needed
- \*Demonstrate effective interpersonal and small group skills
- \*Collaborate with others to produce quality products or results

**Self-Actualizing Individuals** who:

- \*Demonstrate a healthy/balanced physical, intellectual, spiritual, social and emotional lifestyle
- \*Set meaningful and realistic personal goals
- \*Practice on-going, constructive self-evaluation
- \*Promote and maintain a positive attitude

- \*Demonstrate leadership strategies
- \*Demonstrate a willingness to enhance esteem in self and others

**Self-Directed Learners** who:

- \*Demonstrate positive, effective, communication abilities
- \*Manage change by using appropriate data for decision-making and problem solving
- \*Exhibit investigative, independent, and creative thinking
- \*Utilize technology to access resources and information for personal learning
- \*Apply mathematical and scientific processes, research, and technology to solve problems innovatively

**PHILOSOPHY**

The educational system of Sioux Valley Schools belongs to the community, not to the faculty, the administration or the board of education. It is the responsibility of these three groups to serve the community to the best of their combined abilities.

Education is learning to live. It should involve the entire being and should promote the physical, mental, and social welfare of the pupil. School personnel should recognize that all pupils are not equally capable and that every child will be given a chance to develop to the extent to which he/she is capable.

The most important single factor in the learning process is the teacher. The personality, skills, and ability of the classroom teacher are vital to effective education.

Education consists of learning to live. Subject matter and activities of the school curriculum will meet present day needs. Our hope is to inspire in students the desire to learn.

**NONDISCRIMINATION/ACCESSIBILITY**

The Sioux Valley School District 5-5 does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, disability, national origin, or ancestry. Inquiries concerning the application of Title VI or Title IX may be referred to the activities director at Sioux Valley School, P.O. Box 278, Volga, SD 57071, phone 605 627-5657; inquiries concerning the application of Section 504 may be referred to the Office of Superintendent at Sioux Valley School. The regional Office for Civil Rights information is as follows:

Regional Director  
U.S. Department of Education  
Office for Civil Rights  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114  
Phone: (816) 268-0550  
TDD: (800) 437-0833  
E-Mail: [ocr.KansasCity@ed.gov](mailto:ocr.KansasCity@ed.gov) <mailto:ocr.KansasCity@ed.gov>  
Website <http://www.ed.gov/ocr/>

**SIoux VALLEY HIGH SCHOOL GRADUATION REQUIREMENTS**

Sioux Valley High School students must have the following 24 credits required for graduation:

English – 4 credits	Math – 3 credits
Lab Science – 3 credits	U.S. History – 1 credit
Government – 1 credit	World Geography – .5 credit
World History – .5 credit	Social Studies elective – .5 credit
Speech – .5 credit	Fine Arts – 1 credit
Computer Studies – .5 credit	Physical Education – .5 credit
Health – .5 credit	Electives – 7.5 credits

**REGENTS SCHOLAR DISTINCTION**

To earn a Regents Scholar distinction, students must have at least a 3.0 cumulative GPA, and complete 4 credits each of: English, algebra or higher mathematics and science; 3 credits of social studies; 2 credits of a foreign language; one credit of fine arts; and one-half credit of computer science. The program recognizes graduating high school seniors who have demonstrated academic excellence.

**REQUIREMENTS FOR SD OPPORTUNITY SCHOLARSHIP**

Students may qualify for the South Dakota Opportunity Scholarship by fulfilling the following requirements:

- Resident of South Dakota at the time of high school graduation
- ACT composite score of 24 or higher
- Complete the following course requirements with no final grade below a C and an unweighted cumulative high school GPA of 3.0 on a 4.0 scale (grade of B):

English – 4 credits	CTE/Foreign Language – 2 credit
Math – 4 credits	Computer Studies – .5 credit
Science – 4 credits	Fine Arts – 1 credit
Social Studies – 3 credits	Personal Finance – .5 credit
Physical Education – .5 credit	Health – .5 credit

**DUAL CREDIT**

Students who meet the qualifications may register for dual credit courses through an approved institute of higher education with counselor/administrative approval. Credit for these classes will be granted

concurrently. A 5.0 GPA scale shall be used. Per South Dakota Department of Education, the district shall record **all dual credit courses** on the student's transcript.

#### **GRADUATION**

Seniors will be allowed to participate in the graduation ceremony if they are .5 credits away from the Sioux Valley graduation requirement of 24 credits and have completed all of the state required coursework. However, until all assignments, tests, and quizzes are complete, students will not receive their actual diploma.

**If seniors are failing several classes, they will not participate in the graduation ceremony and those students will be required to attend classes until the end of the regular school year.**

#### **COURSE REQUIREMENTS FOR GRADUATION**

**English** – Four credits with emphasis on grammar, composition and literary analysis.

**Mathematics** – Three credits of math: algebra, geometry, algebra II, pre-calculus, or any advanced math.

**Science** – Three credits of science: physical science, biology, chemistry, and/or physics.

**Social Studies** – Three credits of social studies: U.S. history, world history, geography, government, contemporary issues, or relationships.

**Computer Science** – One-half credit of computer science is required.

**Fine Arts** – One credit of fine arts: band, chorus, or art.

Additional courses recommended for **college-bound students**:

Most out of state universities require two years of a foreign language. Be sure to consult the latest catalogs of universities that you are considering attending concerning admission requirements and recommended high school courses. Students entering four-year institutions are required to take the ACT Exam. Test dates and registration deadlines can be found at [www.actstudent.org](http://www.actstudent.org). The Sioux Valley school code is: 421340.

Courses recommended for **career and technical students**:

Those students interested in continuing their training in a career or technical school should also check the catalogs and bulletins published by those schools to assure that their academic choices will fulfill admission requirements. Students entering a two-year institution are not required to take the ACT. The two most common placement tests are the Accuplacer and COMPASS.

### **SCHEDULE CHANGE PROCEDURE**

Any schedule changes must be made before school begins. The schedule is designed each year to meet the needs of all students. Consequently, those initial choices are extremely important as courses without a sufficient number of enrollees to justify the course offering will be discontinued .

The last date to add a course is **one week** into the semester (on a space available basis). Courses dropped after **two weeks into the semester will result in a grade of an “F”** unless the teacher’s or administrator’s recommendation is given to waive this stipulation. **Students who withdraw after the allowed drop period or are dropped from a class for attendance reasons will receive an “F” on their transcript.** .

### **CREDIT CHECK**

It is the student’s responsibility to review their credits from time to time to make sure the required subjects are completed and have a sufficient number of credits for graduation. Credit checks may be done online by accessing Infinite Campus via the Grades Log In on the school website.

All first-year students will be considered “freshmen”. Students who have at least 5.5 credits will be “sophomores” and students who have at least 11 credits will be “juniors”. Students with 16.5 or more credits will be “seniors”. Responsibility and privileges of class will follow these credit “milestones”. Examples include, but are not limited to, Prom (Juniors and Seniors), Homecoming Royalty (Seniors), DakotaStep/Smarter Balanced testing (Juniors) and Senior Privileges.

### **GRADE REPORTS**

Students and parents may view academic progress on Infinite Campus. To gain access, go to the Sioux Valley website: [www.svs.k12.sd.us](http://www.svs.k12.sd.us). Click the parent portal and follow the directions to obtain a user name and password. Transcripts, attendance, and disciplinary information are also available at this site.

Report cards will be issued following the close of each nine week period. The card will contain class grades for quarters and semesters completed. It will also list absences and tardies. Written notices will be sent to parents at mid-nine weeks relative to those students who, in the estimation of their teachers, are not working up to ability or are having problems with their school work.

### **GRADING SCALE**

- A - 100-93
- B - 92-85
- C - 84-77
- D - 76-70
- F - 69 & Below

### **ONLINE HIGH SCHOOL CLASSES**

The percentage earned by a student in an online high school class will be converted to a letter grade that reflects Sioux Valley's grading scale. The letter grade given by the online provider will not be used.

### **CONFIDENTIALITY OF SCHOOL RECORDS**

Sioux Valley School District observes the privacy laws as set forth in FERPA. A copy of the regulation is available at the business office.

### **HOMEWORK**

Homework is an integral part of the educational experience. It extends time available for learning, encourages students to work independently, and gives parents an insight into the school's curriculum. Sioux Valley staff members consistently emphasize homework and believe that every student will complete every assignment. Zeroes are unacceptable. Encouragement of students to assume responsibility for their own learning and a general acceptance of responsibility for outcomes are characteristics of a high-achieving academic environment.

### **STUDENT PLANNER**

Each year high school students are issued a planner. The planner remains school property and should be maintained in a respectful manner. A student who does not have a planner will be required to purchase a replacement planner in the amount of \$6.00.

### **STUDY HALL POLICY**

- A seating arrangement will be made by the instructor.
- Permission to work with another teacher must be documented prior to study hall.
- Students are to use this time to study or read. Students need to be prepared with enough work for the entire period.
- **Parents may not repeatedly excuse their child from study hall unless a serious health problem necessitates absences. Senior privileges will be adjusted and/or revoked.**

### **STUDENT SERVICES - RESPONSIBILITY**

#### **ATTENDANCE**

1. Parents must call the school before 8:30 am each day that a student will be absent. Our voice messaging service enables parents to make those calls any time of the day or night. If parents do not call, the school will call the parent. If the school cannot reach a parent during the day of the absence, the absence will be unexcused and the student will make up double the time. Parents who are taking their child on an extended trip must call before leaving to excuse their child for the entire time block.
2. **Students must check out at the secondary principal's office when leaving during the day or the absence will be unexcused.**
3. Students will have two days for each unplanned day of absence to make up work.

4. Any work required prior to the absence is due upon return unless there are extenuating circumstances.
5. **Two unexcused tardies per quarter will be forgiven. Any subsequent tardies will result in an office intervention.**
6. Students who arrive at class fifteen or more minutes late will be counted absent unexcused for that class period and are required to make up double the time.

Non-participating students will not be excused to attend any activities that are scheduled during the day. Exception: Siblings may be excused to support a participating brother or sister with parental permission. Students will be dismissed to attend state athletic events only if they have prior parental permission turned in at the office.

### **GUIDELINES FOR EXCUSED AND UNEXCUSED ABSENCES**

#### **Excused Absences:**

- Personal illness or accident.
- Death, serious illness, or injury within the immediate family, household, or close friends.
- Medical or dental appointments which cannot be arranged other than during school time.
- Other compelling situations which are approved by the administration.

#### **Unexcused Absences:**

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

#### **Excessive Absences**

If a student misses a class or study hall **five** times during a semester (excluding school-sponsored activities), notification will be sent to parents informing them of the number of absences.

If a student misses a class **eight** times during a semester (excluding school-sponsored activities), notification will be sent to parents informing them of the number of absences. A clinic visit with a doctor's note is not necessarily sufficient evidence. Further documentation may be required.

**Ten absences from a class during a semester (excluding school-sponsored activities) will result in the loss of credit unless there are serious health problems verified by a medical doctor or other extenuating circumstances approved by administration.**

#### **Excessive Absences Appeal Process**

- First Review - Principal
- Second Review – Superintendent
- Final Review - School Board

### **CO-CURRICULAR/PERFORMANCE ATTENDANCE REQUIREMENTS**

An athlete, play participant, band member, choir member, cheerleader, etc. is expected to be in school by 1:00 p.m. if he/she is to perform/play that evening. There may be exceptions such as a student being required to go out of town for a military exam, funeral, etc. Such cases should be cleared in advance with the principal or activities director.

### **EXPECTATIONS**

**Be TRUSTWORTHY** -- Act in ways that let other people know that they can count on you, that they can trust you.

**Be TRUTHFUL** -- Be honest; tell the truth by what you say and do.

**Be KIND/NO PUT-DOWNS** -- Be considerate of others; show respect for others.

**Practice ACTIVE LISTENING** -- Listen with your ears, listen with your eyes, and ask questions in order to understand.

**Do your PERSONAL BEST** -- Put forth your best effort at all times.

### **OFFICE INTERVENTIONS AND SUSPENSIONS**

If unacceptable behavior continues, students may be referred for counseling, and traditional punishments such as detention and/or suspension will be instituted by the principal. All disciplinary actions will follow the Student Discipline Plan. Students will receive credit for work they complete during suspensions, provided the work is turned in by the due date.

Students who threaten the safety of themselves or others will be removed from the school setting immediately. If students break the law, school officials may notify the authorities.

## **STUDENT SERVICES - ACTIVITIES**

### **STUDENT COUNCIL**

The officers of the student council shall be President, Vice-President, Secretary, and Treasurer. The election of these officers will be held in the spring of the year preceding that in which they will serve. The purpose of the council is to consider questions for the improvement and development of Sioux Valley Schools and to carry on activities for improving the student body.

### **NATIONAL HONOR SOCIETY**

National Honor Society is an organization that recognizes outstanding scholarship, leadership, service, and character. The Sioux Valley chapter must follow the national constitution. Students who are academically eligible are invited to provide documentation of the required leadership

and community service experiences upon which membership is dependent. In addition, the character of each potential member will be reviewed. Only students that complete the necessary documentation will be considered for membership. The constitution requires that a five-member anonymous faculty committee, appointed by the principal, will review each student's credentials and determine admission to National Honor Society.

#### **PURCHASES FOR SCHOOL ORGANIZATIONS**

No pupil is to purchase items for any school organization without a written request signed by the sponsor of the organization, the superintendent or the principal. Any purchase made otherwise is to be charged to the student and is his/her responsibility for payment. All proper bills will be paid through the business office when they are presented.

#### **SCHOOL TRIPS**

Students are under the jurisdiction of the school when they attend out of town, school sponsored activities regardless of the time or place. Transportation to all school sponsored activities will be provided by or approved by the school. Students who travel to an activity on school transportation will return by the same means unless they return with their parents and the advisor is notified in advance. In the case of school trips or events during school time, the following procedures will be followed:

1. The student will communicate his/her scheduled absence with each of the instructors.
2. Work will be completed prior to departure if so required by the instructors.
3. If the student is ineligible, he/she will not attend the activity.
4. The office will be supplied with the following from instructor/coach in charge of the event at least two school days prior to the event:
  - List of students
  - Dismissal and Departure times
5. Administration reserves the right to withhold students from participating due to academic concerns.

#### **SCHOOL DANCES**

Sioux Valley dances are for Sioux Valley students enrolled full-time. Students attending dances are expected to remain in the building and if they leave, are not permitted to return. Permission to hold school dances must be obtained from the school administration. If a person attends a party under the influence of alcohol, drugs or other mood altering substances, parents as well as the authorities will be called.

#### **PROM**

All Juniors and Seniors are invited to Prom under the condition that they are a full-time student, worked their required games in the concessions stand, and paid their student dues. Students who do not meet these requirements will be ineligible for Prom or may need to pay additional

fees, even if they wish to attend Post-Prom only. Any funds that are left over from Prom are used for graduation expenses.

#### **ACTIVITY TICKETS**

Activity tickets admit students to attendance at all home athletic events and performing arts events. Activity tickets are for grades K-12. Students who do not have an activity ticket will be charged regular admission prices. All students participating in an extra-curricular activity are expected to purchase an activity ticket.

#### **RETURN OF SCHOOL ISSUED ITEMS**

When you are issued a book, athletic equipment or other items, these become your responsibility. You are expected to turn in the same item at the end of the year, season or when it is no longer used. If the item is not returned, you will be assessed its value.

#### **STUDENT ELIGIBILITY**

Sioux Valley Schools will follow the South Dakota High School Activities Association eligibility guidelines for all extracurricular activities. These rules will be posted in the locker rooms and also read to the participants at the beginning of the season. The activities director will check eligibility every two weeks as they apply to each student participant.

#### **SPORTSMANSHIP AT ACTIVITIES**

Sioux Valley Schools has traditionally had tremendous enthusiasm for extracurricular activities. It is helpful to remember that the visiting team members are our guests and that the opposing teams are friendly rivals, not enemies.

The officials by agreement between the two competing schools are assigned to administer the rules of the game. Their experience and integrity qualify them for this responsibility. An attitude of friendly sportsmanship should be reflected by students.

#### **CODE OF SPORTSMANSHIP**

1. Respect, cooperate, and respond enthusiastically to cheerleaders.
2. Censure fellow students whose behavior is inappropriate.
3. Respect the property of the school and authority of school officials.
4. Show respect for an injured player.
5. Refrain from applauding opponent's errors and penalties.
6. Do not heckle, jeer, or distract members of the opposing teams.
7. Never criticize the players or coaches for the loss of a game.
8. Avoid vulgar language and obnoxious behavior.
9. Display conduct that does not draw attention away from the contest.
10. Remember that all students represent the school, not just the athletes.

#### **STUDENT SERVICES - HEALTH & SECURITY**

##### **PARKING REGULATIONS**

Students will park in the student parking lot located to the south of the school buildings or in parking south of the PAC. The following parking

regulations have been established to help ensure student safety and security for property.

1. Park correctly in designated parking spaces.
2. Keep all driving lanes clear.
3. Do not park in the restricted areas.

#### **LUNCH**

All students in grades nine through eleven are expected to remain on campus during lunch break. Seniors have open campus during lunch break. **Students purchasing fast food off campus must consume those items before returning to campus.** Pop and/or fast food deliveries are not allowed. Administration reserves the right to revoke any student's lunch privileges.

The District has a meal policy that may restrict negative lunch balances to no more than \$15 per student for school meals. When account balances become low and/or negative, automated emails and phone calls are made. Once an account is negative, students will not be allowed to charge extra entrees nor a la carte items. If an account is negative at least \$15, a cheese sandwich and milk may be served. Balance information and debit/credit card payments can be made at [svs.k12.sd.us](http://svs.k12.sd.us). Select the parent/student resources tab and choose lunch prepay to set up an account.

#### **SCHOOL COUNSELOR**

The school counselor, any staff member, and the principal are willing to give assistance to any student who may need help. We can be of assistance only when we know a problem exists or questions need answers. Make your questions or problems known to one of the above.

#### **PHONES**

Students may use classroom phones for short necessary calls after receiving permission from the appropriate teacher.

#### **Cell phones must be on vibrate or turned off during class time.**

Should a cell phone cause any disruption of the academic setting, the classroom teacher is authorized to confiscate the cell phone and turn it in to the principal, who will record the violation. The student will be required to call his/her parent, who may choose to have the office return the phone at the end of the day or hold the cell phone until the parent can pick it up. Any repeated violations will result in detention and the office will hold the cell phone until the parent can pick it up.

1. Any student placed in detention or ISS may not have a computer, cell phone, iPod or other music player in his/her possession.
2. The school accepts no responsibility for the loss, theft or damage to the items listed above.

#### **LUNCHROOM**

Expectations for student behavior remain in place in the lunchroom. Follow the supervisor's directions at all times.

### **FACULTY WORKROOM**

The faculty workroom is off limits to students at all times.

### **LOCKERS**

All lockers are the property of the school and are on loan to the students. Periodic inspections may be held. All personal items and books should be kept in the lockers. Oversize class projects must be taken to the appropriate classroom for storage; athletic gear must be stored in the locker rooms. Do not keep money or items of value in the lockers. If any item is missing from a locker, let the office or the teacher know immediately. **Do not give out your combination.** Lockers will be kept neat. Do not display items that have messages of profanity, drugs, alcohol, or racism or that are sexually suggestive. All student lockers will be checked the last day of school before students are dismissed. Fines will be assessed for undue wear, writing, and damage caused by hard to remove items.

### **DRESS CODE**

The general appearance of all students should be proper, neat, suitable for a business or workplace setting, and inoffensive. Students must wear shoes. Caps, hats, hoods, bandanas and other forms of headwear will not be worn in the building and should be removed when the student enters the building. Students are not to wear any clothing that has messages of profanity, drugs, alcohol, or racism or that is sexually suggestive. This applies to clothing worn at practices, activities, and school trips. Special dress requirements and exceptions may be made for certain occasions. **Inappropriate dress will not be tolerated.**

### **CARE OF SCHOOL PROPERTY**

State law provides that any undue damage to school property must be paid for by the party responsible. Check lockers, laptops, books, and other items when assigned to you, and report any existing damage before you use them. If your equipment is used by other students, please report any damage as soon as it is noticed. Books and other items of equipment should be turned in promptly when use of them is completed. Fines will be assessed for undue wear or damage.

### **POSTERS AND ANNOUNCEMENTS**

Any posters or announcements to be displayed in the hallways and website must be approved by the administration.

### **SCHOOL CLOSING**

Parents will be notified of school closings due to weather or other emergencies via the SchoolReach automated phone notification system. Announcements will be broadcast over 1430 AM/93.7 FM KBRK; 910 AM/102.3 FM KJJQ-BROOKINGS and will also be posted on the KELO TV website. Please make sure your phone numbers are up to date with the office.

### **ELECTRONIC DEVICES**

If electronic music devices are used before or after school or during lunch break, **one earbud must remain out at all times as a safety precaution.** The school accepts no responsibility for any items left in lockers or unattended.

### **VISITORS**

Students should not bring visitors to school. Exceptions may be made for special circumstances subject to administrative approval.

### **HARASSMENT AND BULLYING**

Harassment in any form will not be tolerated by the school district. It is the policy of the district that no administrator, staff member, or student shall be subject to verbal or physical threats, derogatory social media pictures/videos/remarks, or sexual harassment.

Unwelcome sexual advances or physical contact, requests for sexual favors, and other verbal or physical conduct of a sexual nature will constitute sexual harassment under any of the following conditions.

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's educational development.
2. Submission to or rejection of such conduct by a person is used as a basis for education decisions affecting such person.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive learning environment.

School District officers, employees, and students are responsible for maintaining an environment free of harassment. Careful scrutiny shall be made of all allegations of harassment; however, false allegations that are malicious or ill-founded may constitute libel or slander.

Employees and students who believe they have been subjected to harassment should immediately report the basis of such belief. Employees should inform their direct supervisor, the superintendent, or a school board member; students should inform their principal or guidance counselor. The complaint should be in writing, stating the basis of the complaint, the names of the persons involved, and the dates of any specific incidents. All complaints will be investigated immediately. Confidentiality consistent with due process will be maintained. Upon completion of the investigation, the superintendent and/or school board will take any corrective action necessary.

### **INTERNET**

Internet access is available to students within the Sioux Valley School District. This direct Internet connection allows students to access a vast wealth of educational resources.

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.

The Sioux Valley Schools network shall be used only for educational purposes consistent with the district's mission and goals. Use of the network for any unauthorized or illegal activity is prohibited. Such activities include the storage, display, print, submission or publishing of inaccurate or objectionable material.

Software may not be downloaded from the Internet without written permission from the network administrator.

Violation of any of the above is punishable by suspension of Internet privileges per the Sioux Valley Internet Acceptable Use and Access Policy.

#### **TOBACCO, ALCOHOL, AND DRUGS**

The possession of, use, or distribution of alcoholic beverages, tobacco, drugs or mood altering substances on school property or at any school-sponsored activity are forbidden. Appropriate action will be taken, violators will be suspended, and appropriate authorities will be notified.

#### **GRIEVANCE PROCEDURE**

The grievance procedure for complaints is the same for students and parents who are not satisfied with a school procedure or rule. It is intended that the grievance be resolved at the lowest administrative level possible. The procedure will follow this process:

LEVEL 1: Informal discussion of the matter with student's principal, counselor, or individual the complainant feels holds responsibility for the problem.

LEVEL 2: If the matter is not resolved satisfactorily from informal discussion, the aggrieved person will present his/her case, in writing, to the principal. This shall be acted upon within 5 days.

LEVEL 3: If the aggrieved person is not satisfied with the disposition by the principal, he/she may file a formal, written grievance with the superintendent. The superintendent shall meet with the grievant and/or representative.

LEVEL 4: If the aggrieved person is not satisfied with the decision of the superintendent, he/she may, within 5 days, make a written appeal for such decision to the school board. The matter will be placed on the agenda for the next regular meeting.

Retaliation will not be tolerated.

#### **DANGEROUS WEAPONS IN THE SCHOOLS**

PROHIBITION: No person shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any weapon on any school premises, (or in any vehicle on any school premises), in any school vehicle used by the school or for school purposes, in any school building or other building or premises used for school functions, whether or not any person is endangered by such action.

For the purpose of this policy, the term "weapon" shall include:

- A. Any controlled weapon including a firearm, silencer, machine gun or short shotgun as those terms are defined in SDCL 22-1-2 (17), (23), and (46);
- B. Any "dangerous weapon" material or substance, whether animate or inanimate which is calculated or designed to inflict death or serious deadly harm, or by the manner in which it is used is likely to inflict death or serious bodily harm;
- C. Any "destructive device" including any bomb, grenade, explosive missile or similar device.
- D. Any "explosive" including any substance or combination of substances that is used for the purpose of detonation.
- E. Any "firearm" including any weapon from which a projectile or projectiles may be discharged by gunpowder.
- F. Any "stun gun" including any battery-powered, pulsed electrical device of high voltage and low or no amperage that can disrupt the central nervous system and cause temporary loss of voluntary muscle control of a person;
- G. Any "knife", "club", "nunchaks", "sling-shot device", or similar item which is designed to, intended to or used in such a manner as to incapacitate or cause any bodily injury or any threat of bodily injury by the designer or user of the item.

This policy does not apply to:

- starting guns used at athletic events
- authorized, supervised schools or sessions for training in the use of firearms
- weapons under the control of law enforcement personnel

PENALTY: Violation of this policy will result in expulsion for a period of not less than 12 months according to the suspension and expulsion policies of the school district. The superintendent or chief administering officers of the school district may increase or decrease the length of the weapons-related expulsion on a case-by-case basis. Unless there are unusual mitigating factors, the penalty for the offense will be expulsion for a period of not less than 12 months.

## **RESPONSIBILITIES FOR BUS TRANSPORTATION**

### **BUS DRIVERS:**

- To operate the bus in a safe manner.
- To require students to follow the rules established by the school district.
- To administer the procedures established by the district when rules are not followed.

### **STUDENTS:**

- To follow the rules established by the school district.
- To respect the rights of others to have a safe ride on the school bus.
- To cooperate with the bus driver at all times.

**PARENTS:**

- To read and discuss bus rules and regulations with their children.
- To encourage proper bus behavior.
- To support the bus driver and school district in the enforcement of the rules and responsibilities for bus riders.

**ADMINISTRATION:**

- To enforce the Rules and Responsibilities for bus riders.
- To administer the procedures established by the district when rules are not followed.

**CONSEQUENCES**

When students do not follow the rules and responsibilities:

**The bus driver will:**

1. Inform the student of the rule(s) violated and issue a verbal warning and notify the parents/guardian of the misconduct via the telephone.
2. If the student continues to violate bus rules, notify parents in writing using a Notice of Bus Misconduct Form.
3. File a copy of the Notice of Bus Misconduct form with the principal.

**The building principal will:**

1. Upon receiving a **first** written Notice of Bus Misconduct for a student, suspend all bus riding privileges, including activity trips, for a period of five days, and schedule a conference with the parents/guardian, student, and bus driver.
2. Upon receiving a **second** written Notice of Bus Misconduct for a student, suspend all bus riding privileges (including activity trips) for a period of ten days, and hold a conference with the bus driver, the parents and student.
3. For further violations, suspend all bus riding privileges for a period of up to the end of the school year and notify parents of the action taken.

The procedures outlined above may be altered to handle serious infractions, which require immediate suspension of a student to protect the safety and rights of others.

**RULES AND REGULATIONS**

1. Passengers will obey all instructions of the bus driver.
2. Keep hands and head inside of the bus and remain seated at all times.
3. No profanity.
4. Keep the bus clean.
5. Weapons/dangerous items and violence are prohibited.
6. Do not destroy property.
7. For your own safety, do not distract the driver through misbehavior.
8. The bus driver may assign seats to passengers.

If you are not riding the bus in the mornings, please do one of the following:

1. Call the bus garage at 627-5523 before 7:15 a.m.
2. Call the elementary office at 627-5657 ext. 404 after 7:15 a.m.
3. Call someone ahead of you on the route to notify the driver.
4. Make arrangements with your driver.

### **SIoux VALLEY ACTIVITIES CODE OF CONDUCT**

Students participating in school activities are required to conduct themselves with respect for self and others through their actions, language, and dress. Students who choose to participate in school activities represent their community and school at public events and performances. Student activity participants are expected to demonstrate behavior that reflects positively on the individual, the school, and the community all year round.

### **ACTIVITY RULES**

The Activity Rules Discipline Plan applies to all students participating in athletic and extra-curricular activities and other activities included in the school activities definition below. In addition, these rules apply to all students in grades 7-12 even if they are not involved in activities or have not signed off on the Code of Conduct. The consequences for an offense would be served during the next activity that the student would participate in.

### **DEFINITIONS**

1. **SCHOOL ACTIVITIES:** School activities include, but are not limited to, athletics, fine arts groups, school-sponsored organizations, cheerleading and any other school-sponsored activities including NHS, FFA, FCCLA, theater productions, oral interp, visual arts, school dances, student council activities. Those activities such as Band, Chorus and Yearbook that may also have a grading system attached to it would be decided by the Activities Director/Administration.
2. **SCHOOL ACTIVITY EVENT:** A public presentation, performance, competition, or trip associated with participation in a school sponsored activity.
3. **SCHOOL ADMINISTRATION:** School administration shall be the superintendent, principal and activities director.

### **ACADEMIC ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

1. Students must meet grade requirements as set forth by the South Dakota High School Activities Association (SDHSAA handbook – passing 4 courses (2.0 credit hours) the previous semester, has not reached their 20<sup>th</sup> birthday, etc.).
2. Students must maintain a D- average in each individual class. Grades will be checked every two-week period to determine eligibility. The students and teachers will be made aware of the dates for grade submission prior to the beginning of each quarter.
3. Procedure for administering the academic eligibility program:
  - A letter will be sent home each time a student is determined to be academically ineligible.
  - The activities director will contact the student and the head coach/advisor concerning student-athletes/participants who are on this list.
  - Once a student raises their grade to all passing levels and notification has been given from the teacher to the principal or activities director, the student is immediately eligible.

- The affected students will then follow the phases listed below as a consequence: (Students would move to the next phase if still ineligible after consecutive failing grade checks)
  - A. **PHASE ONE:** the student will receive a one time (per semester) probation period. The student will continue to practice and compete.
  - B. **PHASE TWO:** the student must practice but may not compete until the grade is raised to a D- average.
  - C. **PHASE THREE:** the student may not practice or participate until the grade is raised to a D- average.

**\*\*In the event, a student has two or more failing grades at any scheduled grade check, they will immediately be on phase three and will return to phase two when having only one failing grade.**

**\*\*The administration will make eligibility decision on students with special circumstances.**

#### **ACTIVITY RULES DISCIPLINE PLAN**

Student participation in school activities is a privilege, not a right. Students who choose to participate in school activities are expected to exemplify high standards of behavior and positively represent Sioux Valley School and the community and to bring credit rather than discredit to the school whose programs make such participation possible.

These activity rules will be enforced the entire year, which includes the summer months, regardless of whether or not the student is participating in an activity at the time. A student who violates these regulations shall be ineligible to participate according to the activity rules listed below. Any middle school or high school student wishing to participate in school activities shall not do the following and must adhere to the following training rules.

The following are violations of the Activity Code of Conduct and subject the violator to the consequences set forth herein:

- Possess, sell, dispense, or use tobacco.
- Possess, sell, dispense, or use a controlled or mood-altering substance, such as steroids, marijuana, inhalants, alcohol and other drugs. This is to include huffing, vaping and e-cigarettes.
- Commit any crime against a person or against property.
- Commit any of the acts listed above on or discovered by way of Facebook, Twitter, Snapchat or any other type of social media.

Evidence of a violation may be the result of:

- Information received from law enforcement or court services personnel providing reasonable cause to believe that an infraction has occurred; this is to include a positive test on a breathalyzer, blood test or other means conducted by law enforcement.
- A student found guilty, pled guilty, or entering a no contest plea in either juvenile court or adult criminal court.
- A self-reported violation by either the parent or student.
- An observed violation reported by a school district employee.

- An observed violation reported by a person not a school district employee, provided the information has been verified to the satisfaction of the activities director/administration

**DUE PROCESS:**

1. The activities director/administration shall inform the student/parents/guardians of the rule, regulation or policy that has been violated.
2. The student will be given an opportunity to answer the charges with the parents/guardians present.
3. The activities director/administration will render a decision after reviewing the case followed by written confirmation.
4. Decisions by the activities director/administration may be appealed in writing to the superintendent within ten (10) days of the decision.
5. During the appeals process the penalty will be in effect. The superintendent shall render a decision on the appeal within five (5) days.

Violations:

The following activity rules apply for all students participating in school activities whether the offense occurs in a school, on school property, in district vehicles or buses, at district events, or away from district property.

Consequences:

By suspending the student-athlete, Sioux Valley Schools is not pre-judging guilt or innocence, rather the suspension protects the integrity of the school district, including all of our student-athletes, when there is an arrest or criminal charge.

Conduct violations accumulate over a student's 7-12 grade middle school and high school career. If the student is in the process of serving a one year suspension, they must complete that year of suspension before eligibility will be restored.

The suspension period for an activity rules violation begins on the date of the next school activity event in which the student is involved and the season must be completed (practices, events, etc.) for the suspension to be served.

The following consequences are minimums only. The actual period of suspension shall be determined by the administration in each individual case. The administration and coach/activity supervisor may enforce a more severe penalty, which may include termination from activities if the violation warrants it. If the penalty exceeds the minimum for the violation, the reason shall be stated in writing.

A. First Violation

- After confirmation of the first violation, the student shall not participate in any school activity event in which the student is a participant for a minimum of 1/8 of the number of regular season events scheduled.
- Athletes who have committed a first violation may receive their appropriate awards, including the 4 year 3 sport award, if they have completed all policy requirements to be reinstated.

Marijuana and other Drugs (SDCL 13-32-9)

- Any student is ineligible to participate in any extracurricular activity for drug violations for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to thirty school days if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program.

**B. Second Violation**

- After confirmation of the second violation, the student shall not participate in any school activity event in which the student is a participant for a minimum of 1/3 of the number of regular season events scheduled.
- Athletes who have committed their second violation will forfeit their appropriate awards, including the 4 year 3 sport award.  
Marijuana and other Drugs (SDCL 13-32-9)
- After confirmation for the second marijuana or other drug violation, the student shall not participate in any school activity or activity event for the rest of his or her high school career.
- Any student is ineligible to participate in any extracurricular activity for drug violations for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to sixty school days if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program.

**C. Third Violation**

- After confirmation of the third or subsequent violation, the student will be terminated from all activities for the remainder of their school career. The student will not be eligible for activity awards.  
Marijuana and other Drugs (SDCL 13-32-9)
- After confirmation for the third marijuana or other drug violation, the student shall not participate in any school activity or activity event for the rest of his or her high school career.
- In the event the second marijuana/other drug violation is not a conviction, adjudication, or the subject of a suspended imposition of sentence, the activity suspension may be reduced if the student completes a drug evaluation and completes an approved drug prevention program.

**State Law Violation and Consequences Pursuant to SDCL 13-32-9:**

In addition to school district consequences, state law (SDCL 13-32-9) can also result in the student not being able to participate in any activity sanctioned by the South Dakota High School Activities Association (SDHSAA). SDCL 13-32-9 requires:

**· First Violation**

SDCL 13-32-9 states that any person adjudicated, convicted, the subject of an informal adjustment or court approved juvenile diversion program, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined

in SDCL 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by SDCL 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the DOE for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one year suspension may be reduced to thirty calendar days (which must include two SDHSAA sanctioned events) if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. If the assessment indicates the need for a high level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. In order for events to count toward the minimum number of events for which the student is ineligible following a reduction in the suspension, the student must participate in the entire activity season.

· Second Violation

SDCL 13-32-9 states that any person adjudicated, convicted, the subject of an informal adjustment or court approved juvenile diversion program, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in SDCL 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by SDCL 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the DOE for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one year suspension may be reduced to sixty calendar days (which must include six SDHSAA sanctioned events) if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. If the assessment indicates the need for a high level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. In order for events to count toward the minimum number of events for which the student is ineligible following a reduction in the suspension, the student must participate in the entire activity season.

· Subsequent Violation

SDCL 13-32-9 states that upon a subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use or distribution of controlled drugs or substances or marijuana as defined in SDCL 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by SDCL 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education.

**GUIDELINES FOR MIDDLE SCHOOL STUDENT-ATHLETES  
PARTICIPATING IN HIGH SCHOOL SPORTS**

Whenever decisions are made with regards to moving a middle school student up to compete at the high school level, the first consideration shall be whether the student is ready emotionally and socially to accept the responsibility and pressures that may accompany such a move. The

basic philosophies regarding activities at Sioux Valley Schools are focused on the following:

Middle School- Exploratory, Developmental and Competitive experiences  
Precautions will be taken so that a middle school athlete is not overextended physically, emotionally or academically by being a member of various teams.

High School- Developmental and Competitive experiences

**Individual Sports:**

For the purposes of these guidelines, individual sports will consist of **cross country, track, wrestling, and golf.**

**Team Sports:**

For the purposes of these guidelines, team sports will consist of **volleyball, competitive cheer, boys' basketball, and girls' basketball.**

The head varsity coach will recommend such a move to the activities director. If the activities director and principal are in agreement, there will be communication with the parents of the student to be moved to confirm that they are in agreement for their son/daughter to move up to the high school level. Listed below are the two possible conditions for such a move:

A. Students moving up due to their ability must move up at least two levels:

- Basketball or volleyball players would petition up to high school but would need to move to at least the B team - not the C team.

B. Numbers exception for a team, certain position or event for an individual sport: Players may move up if numbers are low to the point that a JV and Varsity Squad will not be able to function properly with regards to: Participation requirements by the SDHSAA, injuries or game situations. \*(The numbers exception will not be used to field a C team for the entire year but may be used to prevent a C game or tournament from being cancelled due to special circumstances)

- If a MS student athlete is competing in both MS and HS events, the number of events they are permitted to participate in may be reduced depending on the schedule. When there is a MS event and a HS event on the same day, the student-athlete will be permitted to play no more than the SDHSAA requirements allow.
- A MS student will not be allowed to compete in both MS and HS events that are team sports if he/she is competing at the JV or Varsity level.

**Football:**

Because of the nature of football being a contact sport, moving a student up in the sport of football is a safety issue, so it will not be allowed.

\* The administration will make decisions on situations with special circumstances that may not be included in these guidelines. This process will not be required of programs that run 7<sup>th</sup>-12<sup>th</sup> grades.



## STUDENT DISCIPLINE PLAN

### CLASSES OF OFFENSES WITH TABLE OF LEVELS

<i>If a student is assigned detention or ISS and does not work productively, completing work as assigned, and/or behaves inappropriately at any time during that stay, he/she will start the discipline over. OSS suspensions may be reduced if parent and student voluntarily participate in outside, professional counseling services.</i>					
<b>Class 1</b>	<b>Class 1</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>Habitual Disobedience</b>
1A	Tardy (to school or class) (per quarter)	Student(s) reports to office, 3-4 tardies = 30 minute office detention	Student reports to office, 5-6 tardies = 2-30 minute office detentions	Student reports to office, 7-8 tardies = ½ day ISS + parent contact	Student reports to office, 9 or more tardies = full day ISS, letter, parent conference
1B	Tardy (back from lunch) (per semester)	Verbal warning	Loss of privileges for remainder of semester		
<b>Class 2</b>	<b>Offenses</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>Habitual Disobedience</b>
2A	Disruptions/ Dress Code Violations	Teacher-assigned detention, parent contact by teacher	Office referral; ISS (½ - 1 day), parent contact by office	ISS (1-3 days), parent conference	OSS (1-3 days), parent conference
2A	Skipped Classroom Detention	Parent contacted by teacher, make up double the time with the teacher	ISS (½ - 1 day), parent contact by office	ISS (1-3 days), parent conference	OSS (1-3 days), parent conference
2B	Unexcused Absences (skipping class or leaving closed lunch period)	Office referral/ detention for double the time	ISS (½ - 1 day), parent contact	ISS (1-3 days), parent conference	OSS (3-5 days) parent conference
<b>Class 3</b>	<b>Offenses</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>Habitual Disobedience</b>
3A	Unexcused Absences (oversleeping/ skipping 1 or more periods)	Noon and/or after school detention, parent contact	ISS (1-3 days), parent conference	ISS (3-5 days), parent conference	OSS (3-5 days)
3A	Insubordination (Failing to respond to reasonable requests)	Detentions and/or ISS (½- 1 day), parent contact	ISS (1-3 days), parent conference	ISS (3-5 days), parent conference	OSS (5-10 days)
3A	Missed office detention	ISS (½-1 day), parent contact	ISS (1-3 days), parent conference	ISS (3-5 days), parent conference	OSS (3-5 days)
3B	Disrespectful/ Obscene Language and/or Gesture(s), Pornographic materials	ISS (½-1 day), parent contact	ISS (1-3 days), parent contact, Counselor referral when appropriate	ISS (3-5 days) Counselor referral when appropriate	OSS (5-10 days)

<b>Class 4</b>	<b>Offenses</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>Habitual Disobedience</b>
4A	Smoking/ Tobacco/ E-cigarettes/ Vaping	ISS (3-5 days), parent conference, counselor referral, police referral	OSS (5-10 days), parent conference, counselor referral, police referral	Long term suspension or expulsion, parent contact, police referral	Long term suspension or expulsion, parent contact police referral
4B	Cheating	Zero on assignment or test, verbal reprimand, parent contact	Zero on assignment or test, and/or ISS (1-3 days), parent contact	Zero on assignment or test, ISS (3-5 days), parent conference	Zero on assignment or test, OSS (3-5 days), parent conference
4B	Theft (Level of consequence is determined by severity of crime)	Verbal reprimand or detention depending on severity, parent contact, police referral if appropriate, restitution	ISS (1-3 days) police referral, restitution, parent contact	ISS (3-5 days), restitution, police referral, parent conference	OSS (5-10 days), restitution, police referral, parent contact
4C	Sexual Harassment/ Threats	ISS (1-3 days), parent conference, counselor referral police referral when appropriate	ISS (3-5 days), parent conference police referral when appropriate	OSS (5-10 days) or expulsion, police referral, student must seek professional counseling before returning to school	Long-term suspension (10 days) or expulsion, police referral, student must seek professional counseling before returning to school
4C	Pushing/ Shoving, Fighting, Violence, Destruction of property, Vandalism, Secret Societies/ Club	ISS (1-3 days), parent contact, counselor referral, restitution and police referral when appropriate	ISS (3-5 days), parent conference, counselor referral, restitution and police referral when appropriate,	OSS (3-5 days), parent contact, restitution and police referral when appropriate	Long-term suspension (10 days) or expulsion, police referral when appropriate, student must seek professional counseling before returning to school
4C	Bullying/ Cyber- bullying/ Intimidation	ISS (1-3 days), parent contact, counselor referral, police referral when appropriate	ISS (3-5 days), parent conference, counselor referral, police referral when appropriate	OSS (5-10 days) or expulsion, parent conference, police referral when appropriate, student must seek professional counseling before returning to school	Long-term suspension (10 days) or expulsion, police referral when appropriate, student must seek professional counseling before returning to school

<b>Class 5</b>	<b>Offenses</b>	<b>1st Offense</b>	<b>2nd Offense</b>		
5A	Alcohol, Drugs or Mood Altering Substances (using, under the influence, or possession including drug paraphernalia)	OSS (8-10 days), parent conference, police referral, student activity eligibility rules will be enforced	Long-term suspension or expulsion, police referral, Student must attend drug/ alcohol evaluation and counseling before returning to school		
5B	Drugs/ Alcohol- Possession of an amount that suggests distribution	Long-term suspension (10 or more days) or expulsion, police referral student must attend drug/ alcohol evaluation and counseling before returning to school, student activity eligibility rules will be enforced	Long-term suspension (10 or more days) or expulsion, police referral student must attend drug/ alcohol evaluation and counseling before returning to school student activity eligibility rules will be enforced		
<b>Class 6</b>	<b>Offenses</b>	<b>1st Offense</b>			
6A	Weapon(s), Bomb Threat, Fires, Endangering the lives of others	Long-term suspension (10 or more days) or expulsion, parental conference, referral to authorities. Mandatory 12 month expulsion for firearm possession. SDCL 22-1-2			

Although the discipline plan will be used in most cases, the building administration reserves the right to determine final disciplinary action.