

Bowdle School District 22-1 Parent/Student Handbook SY 2020-2021



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Introduction

01.01 Mission Statement

To empower the success of all student to be life-long learners to succeed in an everchanging, globalized, post-secondary society.

01.02 Vision

Through a cooperative venture, we will work together as parents, teachers, students and community to teach and maximize the academic and life skills in a safe learning environment.

01.03 WE BELIEVE:

That all students are able to learn.

That having high expectations for students produces high achievers.

That students have a right and responsibility to acquire basic academic and life skills.

That for students to learn a cooperative venture occurs between parents, teachers, students, and community.

That it is parent responsibility to be supportive and involved in their child's education.

That every student should develop and enable the skills to become life-long learners.

That students should be active participants and responsible for their own learning.

That students with positive self-esteem are better able to learn.

That teachers and students will maximize the use of technology in the classroom.

That teaching is a very important profession that requires talented individuals who are committed to ongoing professional growth.

That teachers recognize and meet the physical, mental, and emotional needs of the individual student.

That teachers should be skilled in a variety of teaching approaches, techniques and management skills.

That a quality school system enhances the community.

That all people are entitled to a safe, caring school environment.

That change is essential to growth.

01.04. Purpose of Handbook

The purpose of this handbook is to inform the parents and students of some phases of the Bowdle School District in order to ensure good cooperation and understanding between the school and the home. Please take the time to download and read the handbook and become acquainted with the school districts' routine. If you have any questions, please contact the school at 605.285.6272.

We hope you are as excited about being part of the Bowdle School District as we are. This year will have its share of challenges but with an honest effort from the students, parents, faculty and community we know it will be another successful year. The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help each student participate successfully in the world of tomorrow.

01.05 Academic Calendar, Bulletins, and Announcements

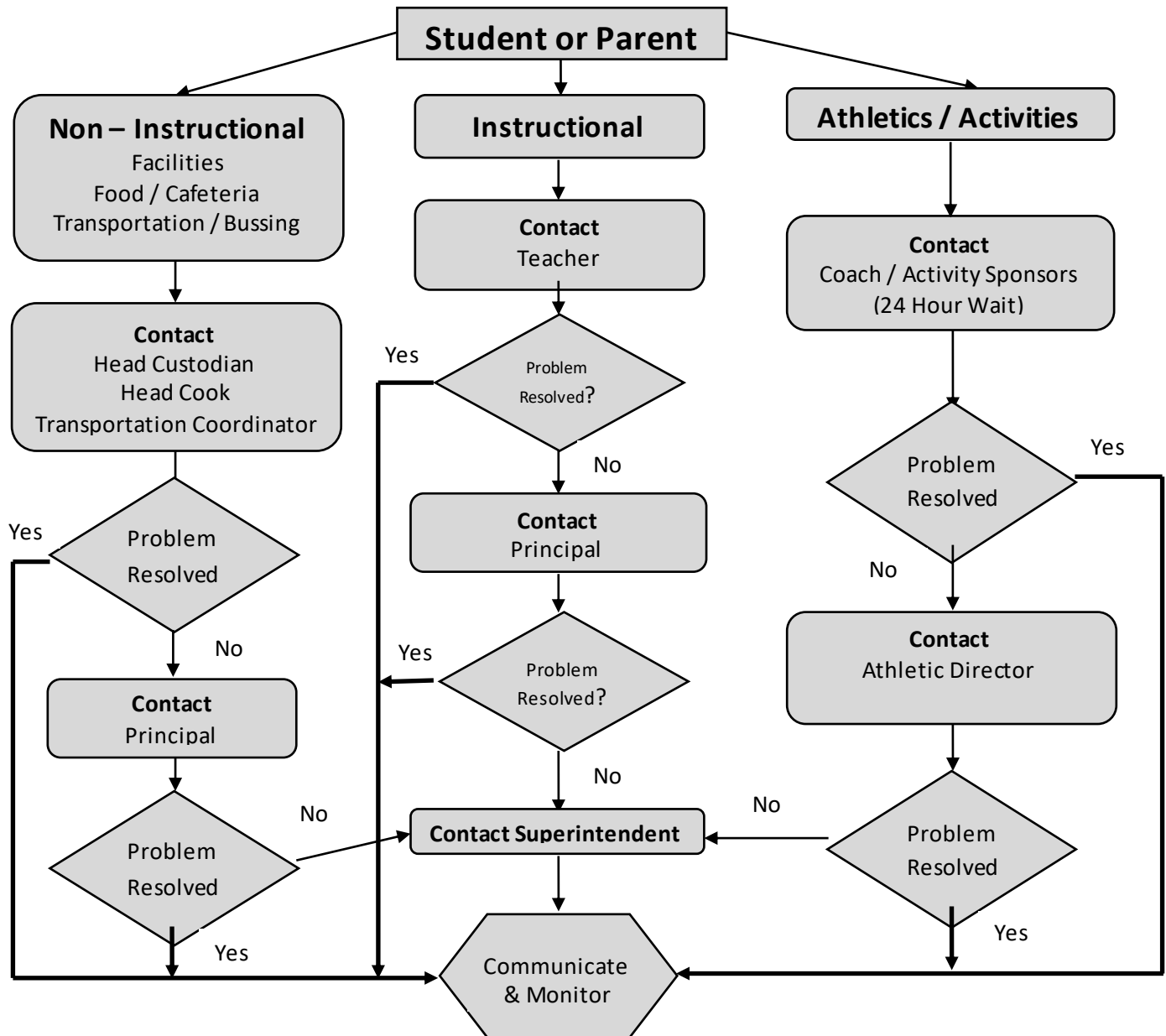
The announcements for the day are made each morning. If you wish to have announcements made regarding school activities, you must have the announcement approved by the administration. These announcements must be in the office by 8:15 A.M. The Bowdle School District Academic Calendar is available on the school website: www.bowdle.k12.sd.us.

01.06 Parent Chain of Communication and Guidelines

Chain of Command

The purpose of the Chain of Command is to identify the person in charge in case of an emergency and in the absence of normal supervisors.

Bowdle School District 22-1 Chain of Communication Guidelines



Bowdle School District 22-1 endeavors to resolve issues at a minimum of two (2) business days.

General

02.01 Attendance

Regular attendance at school is an important part of your child's education. ***Students should arrive at school no earlier than 7:50 A.M.*** Many activities are covered in a school day. Some can be made up at home, some cannot. In the event a student is absent from school, a phone call or a written note signed by the parent is necessary **before 8:30 A.M.** the day of the absence. A phone call to the parent/guardian will be made if notification is not received. Students who are absent for any reason, will be required to make up work missed. Students will be given the same number of days they were absent plus one additional day to complete their assignments.

Successful work in school depends on several factors, one of which is regular attendance. Students are expected to be in school every day except for reason of illness, medical appointments or emergency. Absences of **more than six (6) days per semester** from any class are considered to be excessive. If a student is absent from class more than 6 days in a semester without verification of the need from a physician, subsequent absences will be considered unexcused. Every absence will be examined and approved only if it is for necessary reasons. Absence from school due to participation in school activities does not count against the student. **After four (4) days of student absence from class, parents/guardians will be notified informing them that the student is nearing the six (6) day limit and also that they may be required to attend the school board meeting if they reach the six (6) day limit to determine if credit will be withheld. Any prolonged absence will be considered by the Board of Education and a decision reached.**

Further Guidelines:

- Absences beyond the six (6) day limit will be for medical reasons. A doctor's slip may be required before a make-up slip be issued.
- A student will be excused for death in the family.
- A student who actively takes part in the intra- or extracurricular activity that is school sponsored function will not be counted absent.
- A student who actively takes part in a state or national youth program that has educational value will be excused up to five (5) days.

02.02 Truancy

Truancy is defined as a student's absence from school or class without prior written or verbal consent from a parent or legal guardian. Students who are truant will be subject to disciplinary action and possible suspension. The Edmunds County Sheriff is the Truant Officer.

02.03 Infinite Campus - Student Data System

The Campus Portal allows parents and students to view assignments, attendance, grades, a student's schedule, teacher comments, plus upcoming events like field trips, tests and assignments.

- Infinite Campus integration lets guardians and students quickly access important information within the district wide database so they may better understand and participate in the educational process.
- Use one secure login to view district-defined Infinite Campus information for all students and relationships in the user's household.
- Provide real-time student attendance information to parents and guardians in a calendar view with stoplight color-coding and options to click through for details.
- Parents use Campus Census Self Service to update phone numbers, email, home addresses, student demographics, and contact information.

The new Mobile App allows users with Apple or Android devices to access the portal quickly with a user-friendly interface. You can set personal preferences for push notifications so you stay informed about things like attendance and grades.

Forget your password? First-time user?

Contact the school's administrative assistant to learn how to sign in and create your own username and password. The school can also answer any questions you may have about signing in, what is posted, and technical difficulties.

02.04 Homework

Homework is an opportunity for students to learn and for parent/guardian to be involved in their child's education. A parent's/guardian's interest can spark enthusiasm in a child and help teach the most important lesson of all - learning can be fun and is well worth the effort. Amounts of homework will vary from time to time. If an excessive amount of work is brought home, please contact the teacher to discuss your child's in-school study habits.

02.05 Make-up Slips

Two kinds of make-up slips will be issued:

- ADVANCED MAKE-UP SLIPS: These will be issued when the student knows in advance that they will be absent. A written request from the parent/guardian should be turned in prior to the student being absent. The student should have all work completed and the slip turned in to the office before the time of the absence.
- REGULAR MAKE-UP SLIPS: These are issued for absences that could not be anticipated, such as illness. The student should present, to the office, a written excuse as to the nature of the absence, signed by the parent/guardian when they return to school. The student must complete all work to be made up while absent, within equal time of the absence. Extensions may be granted by the administrator, if warranted.

Written absent slips should include the following information:

- Date of absence(s)
- Date slip brought to principal
- Reason for absence
- Parent/Guardian signature

Failure to submit an excuse and obtain a make-up slip may result in a 2% quarter grade deduction.

02.06 Textbooks

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Students will be required to pay for unreasonable damage to textbooks or lost textbooks. Be sure to erase pencil marks and mend torn pages. Carrying books in a backpack also keeps the books safe.

02.07 Extra-curricular and/or Intra-curricular Activities

The Bowdle School District offers students the opportunity to participate in many activities outside the academic area. When students participate in these activities they should realize that this participation is a privilege offered to them and students must take the responsibility that goes with this participation. Students must follow the rules that are set up by the director of these activities and the school district.

Extra-curricular and intra-curricular training rules are year-round and not just during the school year. Students should notify the director/coach when they are not going to participate in the activity.

02.08 School Field Trip

All school trips will have administrative approval and are classified the same as a scheduled day in the school building. The teacher is given complete jurisdiction of the activity. The students will respond to the directives of the teacher. All students participating in any activity and representing Bowdle at any out-of-town event must travel to and from the event by school provided transportation. Parental permission slips are required for out-of-town field trips.

02.09 School Activities

Proper behavior is expected from students at all school-sponsored activities such as basketball games, concerts, plays, etc. Students should be in the bleachers watching and supporting the team. Students who are acting in an inappropriate manner will be asked to leave. Students who misbehave will be disciplined. In extreme cases, parents will be notified and students will lose the privilege of attending future events. **Pre-school children through third grade NEED PARENT SUPERVISION AND ARE TO SIT WITH THEIR PARENTS. While participating in activities the rules remain the same.**

02.10 Season Activity Passes

Students who are not involved in an activity will have to pay at the event to attend those activities which is listed below. Student athletic activity passes are available to students in grades K-12. (Preschool students do not need to pay to attend athletic events.) These athletic activity tickets will be good for all North Central and North Border athletic events (except tournaments) and may be purchased at the central office.

Ticket Prices	Single Header	Double Header	
Students (K-12)	\$3	\$4	
Adults	\$5	\$6	
Season Passes Type	Student (K-12)	Adult	Seniors (>65 years)
Price	\$15	\$40	\$20

02.11 Insurance

The school does not assume responsibility for accidents that may happen during the school hours. Student insurance is voluntary and are available to all students for a nominal fee. The school does not approve claims. The school district role is to distribute information relative to the program and assist in any way necessary. Students are encouraged to participate in the program or carry their own accident insurance policy.

02.12 Notification to Teachers

A note or phone call to the classroom teacher or school needs to be given when a student takes a different mode home. For example: not riding the bus, riding a different bus, walking to grandparent's home, birthday party, etc. If planning to join your child for lunch, call the office in the morning of the visit.

02.13 Lockers

Each Junior High and High School student is issued a locker and is expected to keep books and personal belongings properly secured at all times. Lockers are school district property and are loaned to students and can be inspected by the administration throughout the year. Students are advised against bringing large amounts of money or items of personal value to school. The school district is not responsible for stolen

items. **Students should keep their lockers clean and neat with the doors closed.**

02.14 Telephone

All incoming and student phones calls must be kept to a minimum and for emergency purposes only. If a student is in class, a message will be taken and given to the student. The school phone lines are heavily used for official school business and should be kept open as much as possible.

Regulations

03.01 Student Infractions

It is our responsibility to teach students social skills which will allow them to be successful not only as a young person, but as an adult. Teachers are expected to use pro-active teaching skills to redirect the students however, if the student does not make the choice to correct their behavior, they will receive an office referral.

If a student's actions require an out-of-school suspension (OSS), parents will be notified. Parents/guardians will have complete custody and jurisdiction of their child during suspension. Students must complete schoolwork during their suspension. Schoolwork for out-of-school suspensions will be assigned by administration through the office. If arrangements can be made to provide assistance.

A student who is suspended cannot be on any Bowdle School District property or at any District sponsored activities during the suspension times. If a student is directed by administration to be on school grounds for academic assistance all necessary parties will be notified.

Disciplinary Procedures for Identified Infractions (K-12)

NATURE OF OFFENSE	CONSEQUENCES: The TOTAL number of offenses in any section will be used to determine the appropriate consequence.
Bullying Behaviors	1st Offense: 1 day In-School-Suspension (ISS) and a plan must be created outlining how the behavior will change. The plan will be reviewed and signed by all parties involved. The plan will also list supports that students/staff need from the school. 2nd Offense: 2 days ISS. Administration, or his/her designee, will work with the parents/guardians to review, update, and modify the behavior plan. 3rd Offense: 2 days OSS. Parents/guardian will meet with administration upon student's return, second chance to modify behavior plan. 4th Offense: Any further bullying offense will result in recommendation for long-term suspension or expulsion from school, pending a board hearing. Referrals will be filed with the South Dakota Department of Social Services.

<ul style="list-style-type: none"> • Inappropriate Display of Affection • Skipping/Truancy/Excessive Tardy • Unauthorized Absence of Return from Activity • Cheating/Plagiarism • Dress Code Violation 	<p>1st Offense: Detention and discussion outlining how the behavior will change in the future.</p> <p>2nd Offense: 1 day ISS with review and modification of the plan.</p> <p>3rd Offense: 3 days ISS with conference with parents and/or guardian.</p> <p>4th Offense: Disruption of learning environment (see below).</p> <p>*Automatically go to 3rd offense which is 3 days of OSS with superintendent review and a possible board hearing.</p>
<ul style="list-style-type: none"> • Abusive or Threatening Language • Gang Affiliation • Encouraging a Conflict • Disruption of Learning Environment • Disrespect/Insubordination/Non-compliance • Harassing Behavior (including Sexual Harassment) • Tobacco 	<p>1st Offense: 1 day ISS. A plan must be created outlining how the behavior will change. The plan will be reviewed and signed by all parties involved. The plan will also list supports that students/staff need from the school.</p> <p>2nd Offense: 3 days ISS. Review of behavior plan.</p> <p>3rd Offense: 3 days OSS with superintendent review and a possible board hearing</p> <p>4th Offense: Any further offenses will result in the recommendation for long-term suspension or expulsion from school, pending a board hearing.</p>
<p>Assault Fighting Robbery</p>	<p>1st Offense: 5 days OSS. Parents and/or guardian must accompany the students to school at the completion of the OSS to create a plan for student success.</p> <p>2nd Offense: 7 days OSS with superintendent review.</p> <p>3rd Offense: 10 days OSS and school board hearing.</p>
<p>Possession or Use of Alcohol Possession or Use of Drugs Possession or Use of Inhalants</p>	<p>5 days OSS to superintendent review or board hearing at superintendent's discretion (Offense may result in long-term suspension) * Any subsequent violations will result in a board hearing.</p>
<p>Possession or Use of Weapons</p>	<p>Superintendent's review with up to 5 days OSS. (Gun Free Schools Act)</p>
<p>False Fire Alarm/Bomb Threat/ Arson</p>	<p>10 days OSS to school board hearing (Expulsion)</p>
<p>Forgery Larceny Vandalism</p>	<p>1st Offense: 2 days ISS. A plan must be created with the students outlining how the behavior will change. The plan will be reviewed and signed by all parties involved.</p> <p>2nd Offense: 1 day OSS. A parent and/or guardian will accompany the student to school</p>

	at the completion of the OSS time to create a new plan for student success. 3rd Offense: 3 days OSS with superintendent review and possible board hearing.
Technology/Electronic Device Violation	1 st Offense: Administrative Warning and Confiscation of the device until end of the school day. 2 nd Offense: Confiscation of the Device for 24 hours with administrative counseling. 3 rd Offense: Confiscation of the device for one week 4 th Offense: Confiscation of the device for the remaining of the academic year.

*Administration reserves the right to modify penalty for infractions.

Definition of Student Infractions

The following definitions help to explain student in infractions:

Abusive or Threatening Language	Any communication that includes swearing. Name-calling, or use of words which immediately creates fear of harm. This is completed without displaying a weapon and without subjecting the victim to actual physical attack.
Arson	Student plans and/or participates in malicious burning of school or personal property. The damage, or attempted damage, is intentional unlawful. The fire may be started with any type of incendiary device.
Assault	One student intentionally causes or attempts to cause physical bodily harm to another individual (staff or student). These actions differ from fighting in that the second individual does not participate.
Bulling Behavior	The act of one or more individuals intimidating one or more persons (who have difficulty defending themselves) negatively and over time through verbal, physical, mental, cyber or written interactions.
Cheating	Obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means.
Disrespect / Insubordination/ Non-Compliance	Repeated refusal to follow directions, repeatedly talking back, and/or socially rude interactions. Students who defiantly swear or

	use profanity as staff members or adults will receive an automatic office referral.
Disruption of Learning Environment	Sustained behavior that causes an interruption in a class or activity. Disruption may include the following: sustained loud talk, yelling, screaming, noise with material, and/or sustained out-of-seat behavior.
Dress Code Violation	The wearing of clothing that does not fit within the dress code guidelines.
Encouraging a Conflict	Behavior encouraging two (2) or more students to engage in physical contact/ verbal conflict while not being directly involved in the conflict.
False Fire Alarm / Bomb Threat	Student deliberately triggers the fire alarm or delivers a message/threat of a pending fire. Student delivers a message of possible explosive materials being on-campus near campus, and/or pending explosion.
Fighting	Actions involving serious physical contact where injury may occur. Students are mutually participating contact where injury may occur. Students are mutually participating in the conflict. There is no one main offender and no major injury. Examples may include the following: hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc. These actions differ from assault in that both individuals are participants.
Forgery/Theft	Student is possession of having passed on, or being responsible for removing someone else's property. This also includes signing a person's name without the person's permission.
Gang Affiliation	Any Student who: admits being in or affiliated with a gang, frequents place of known gang members, and/or recruits another by intimidation or force.
Harassing Behavior (including sexual harassing behavior)	Harassment is defined as threatening, insulting, and dehumanizing gestures, use of technology computer software or written, verbal or physical conduct direct against a student or employee that places a student or employee in reasonable fear of harm to his or her person or damage to his or her property.
Inappropriate Display of Affection	Students engages in inappropriate verbal and/or physical gestures/ contact of a sexual nature with another student. These actions are consensual (without force or threat of force) but are not appropriate to the environment.

Larceny	The unlawful taking of another person's property without threats, violence or bodily harm. This differs from robbery in that larceny does not involve a threat or battery.
Plagiarism	The act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source.
Possession or Use of Alcohol	Student is in possession of alcohol or using alcohol.
Possession or Use of Drugs	Student is in possession of illegal drugs/substances, is using illegal drugs/substances, or is under the influence of illegal drugs/substances. This also includes imitations. The selling, manufacturing, or distributing of illegal drugs/substances is considered being in possession or use of drugs.
Possession or Use of Inhalants	Student is in possession of inhalants or is under the influence of inhalants. This includes "huffing" or inhaling mind-altering substances.
Possession or Use of Weapons	Student is in possession of knives or guns (real or look alike) or other objects designed or converted to cause bodily harm. This also covers a device designed as a weapon capable of threatening or producing great bodily harm or death. A firearm must expel a projectile by the action of an explosive or a propelled object.
Robbery	Taking, or attempting to take, anything of value that is owned by another person or organizations. Items are taken under confrontational circumstances by violence force, or threat of force. This differs from larceny in that robbery involves threat or battery.
Skipping/Truancy/Unauthorized Absence of Return from School Activity or Trip	Student leaves class/school/activity without permission or stays out of class/school/activity without permission. This includes unauthorized absence of return on school vehicle from school event or activity.
Tardy/Excessive Tardy	See Attendance Definitions under Rules and Regulations Section.
Technology/Electronic Device Violation	Student engages in inappropriate (as defined by Bowdle School District) use of cell phone, paper, music/video players, camera, and/or computer.
Tobacco	Student is in possession of tobacco or is using tobacco. The selling or distribution of tobacco products is considered being in possession of tobacco.

Vandalism	Student participates in an activity that results in substantial deconstruction, disfigurement, or defacement of school or personal property. This destruction is willful and/or malicious. Tagging is considered to be an act vandalism.
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BE SAFE, BE RESPONSIBLE, BE RESPECTFUL

03.02 School Dress

Reasonable care and neatness in regard to dress and appearance is required of all students. A student's appearance is not only a reflection on themselves, but also upon the parent/guardian and the school. Pupils are expected to come to school looking clean, neat and dressed in a manner which is accepted as being in good taste. Personal appearance should not disrupt the educational process, call undue attention to the individual, violate obscenity laws or affect the welfare and safety of the student or their classmates. When shorts are worn, they must be in good taste. Clothing should not be torn or dirty. Wearing of certain styles of clothing will not be allowed at Bowdle. Students will not be allowed to wear halter-tops, muscle shirts, short shorts, biker shorts, or micro-miniskirts. Undergarments cannot show and bellies must be covered. Students will not be allowed to wear shirts with obscenity, tobacco or alcohol slogans on them. If students violate these rules, they will need to wear a T-shirt supplied by the school for that day. When they return to school the next day dressed appropriately, they are to return the shirt that was supplied to them by school, to the office washed and ready for future use. **Repeat offenders will be assigned to detention.** Students that are involved in extracurricular activities will be required to follow the dress code set up by the director of the activity. All students in Pre-K - 6 must have appropriate clothing for outdoors. During wet, cold, or snowy weather, students are advised to wear boots. If no boots are worn, students will be required to stay on the concrete play areas. Students must have a pair of tennis shoes that are worn mainly indoors and for gym class. Our main concern is that the gym class tennis shoes have not been worn outside where dirt, sand and gravel become embedded in the soles and also that the soles do not leave black marks.

03.03 Bringing Items to School

The only time students should bring toys, games, etc. to school is when their teacher instructs them to do so (for the concert, for a play, or for show and tell, for example). The students will assume responsibility for any items brought to school. We would appreciate your help in keeping toys and sporting items at home.

Bringing guests to school is not encouraged because it disrupts the school day. Administrative permission is needed before bringing guests to school.

03.04 Bus Conduct

Bus drivers are in direct charge of students while riding the bus to and from school as well as to and from school-sponsored activities. Students are expected to be on their best behavior while riding the school bus. **Students are also expected to dress appropriately for winter conditions on the bus to be prepared for possible transportation problems.** The bus service is a privilege, not a right, conditioned on courteous behavior and observance of the rules for bus riding. Any damage done to the bus will be paid for by the responsible students. The safety of the bus and its passengers requires total cooperation from everyone. The driver's duties include reporting to the superintendent the names of any students who persist in violating the rules and regulations of safe riding. Repeated violations may lead to short term suspension, long term suspension or expulsion from bus riding privileges.

1. Student Rules and Regulations:

- a. Arrive at the bus loading zone at the designated time.
- b. Do not cross the road or highway to load or unload until the bus driver clearly signals you to cross.

- c. Do not fight, wrestle, threaten or molest fellow students at the bus loading zones or on the bus.
- d. Students must be seated on the bus at all times.
- e. Aisles must be kept clear of obstructions.
- f. Don't open windows without the bus driver's permission.
- g. Keep hands, arms and heads inside the bus.
- h. Don't throw articles inside of the bus or out the bus windows.
- i. Do not eat or drink on the bus without the driver's permission.
- j. No loud or boisterous talking while the bus is in motion.
- k. Don't use obscene, threatening or flagrantly disrespectful language or gestures.
- l. Don't write or display obscene words or pictures.
- m. No intimidating of students.
- n. No talking at train crossings.
- o. No deliberate defacing or destruction of school property.
- p. Tobacco, alcohol and illicit drugs are not allowed on the school bus at any time. Students may not carry or have on their person tobacco, alcoholic beverages or illicit drugs nor may they be under the influence of alcohol or illicit drugs in any degree on school buses.
- q. No act of insubordination toward the driver will be allowed.

2. Procedure for Suspension or Expulsion:

The District shall adhere to the Student Due Process Administrative Rules as adopted by the State Board of Education.

03.05 Playground

At recess, students are to remain on the playground at all times. The teachers designate playground areas. Approved playground equipment can be taken outside only at designated recess time.

GENERAL SAFETY

- Always listen and respect the teacher on duty.
- Respect other students and their belongings.
- Use proper language.
- Dress properly for existing weather conditions.
- Stay on the concrete in wet, snowy and rainy weather, if no boots are worn.
- Ask permission to retrieve a ball off school property.
- Mind your manners. (Fighting, wrestling, tripping, kicking, hitting, pushing, pinching, spitting, or pulling of hair, etc. is not allowed)
- Throwing of snowballs, rocks, sand, and/or ice is not allowed.
- Sliding on the ice is not allowed.
- Play within sight of the supervisor.
- If an emergency occurs and the supervisor asks for assistance, do as you are asked. Go immediately into the school and tell the first teacher you see.

CONSEQUENCES

- ***First Offense*** - Receive a verbal warning by the teacher on duty.
- ***Second Offense*** – Time out will be given to the child by the teacher on duty.
- ***Third Offense*** - A recess may be missed. Possibility of after school detention.
- ***When three incidents have been committed***, a conference with the student will be held in the

administration office. A plan of action will be cooperatively decided on between the student and administrator to improve playground behavior.

GAME SAFETY

- Use safe objects when playing games.
- Use all equipment properly.
- Play only with allowable equipment. (No hard footballs or hard baseballs allowed.)
- Throw balls below the waist.
- Bounce balls on the ground or concrete, not off the school building.

SLIDE SAFETY

- Use the slide safely.
- Climb up the slide steps, holding on with two hands.
- Slide down the slide in a sitting position.

SWING SAFETY

- Use the swings safely.
- Stay on the swing until it stops.
- Keep the swings the height they are adjusted to.
- Swing in a straight line forward and backward.
- One person per swing.
- Sit while swinging.
- Push from behind.

FUN

- Play by the rules learned in PE class.
- Agree on the rules before you play.
- Inform the duty teacher if conditions are unfair or unsafe.
- Try to play games that involve many.
- Allow everyone to participate in the game.
- Take turns selecting captains for a game.
- Pick sides fairly or have the recess-duty teacher help choose the teams.
- Give the younger children the opportunity to learn the game and taste success.
- Treat everyone equally.
- Play fairly.
- Only be a tattletale for the right reason – when someone is hurt, unsafe, or needs help.
- Settle differences peacefully. Stop/Think/Plan!
- When the bell rings, stop play and line up.
- Enter the building quietly when the teacher directs classes to enter the building.
- Return all school equipment to the equipment rack.
- Limit time on the playground equipment for all to enjoy.

CLEAN ENVIRONMENT

- Put trash in its proper place.
- Put items found in the "Lost and Found".

03.06 Library Media Center

Students have permission to go to the library. Books are to be on loan for a period of two weeks, with permission to renew for one additional week. Reference materials such as dictionaries, encyclopedia, newspapers, magazines, and atlas are to be used for only one period and shall not be removed from the library or study hall area without permission. Students will be required to pay for lost or damaged library books, magazines or reference materials.

03.07 Lost and Found

Students are encouraged to come to the office to check for any missing items. Lost items found in the bathrooms, hallways, in special classes or on the playground are turned into the office. It is important to come looking for missing items as soon as possible.

03.08 Student Council

The student council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives one a share in management of the school, develops high ideals of personal contact, acts as a clearing house for student activities, seeks to interest students in school affairs, and helps solve problems that arise. Members of the council are students' representatives and have direct access to the school administration.

03.09 Guidance

The guidance department exists for the benefit of every student at Bowdle School. The guidance services, including personal, educational and vocational counseling, are available to all students. The doors of the guidance office are always open. Parents are also welcome to confer with the guidance counselor at their convenience.

03.10 Senior Trip

Bowdle School Board of Education and Bowdle School District provides each class an opportunity to fundraise their junior year and implement the trip during their senior year. The senior trip has been a tradition that provides an important component of a student's development. Besides supplementing and enriching classroom learning experiences, such trips help them relate their school experiences to the outside world and encourage new interests among students. The Board believes that careful planning can greatly enhance the value and safety of such trips. This will be in effect starting with the 2020-2021 senior trip. To ensure the success of the senior class trip, the following guidelines must be adhered to by students:

- Have a minimum of 16 or more credits which would start as senior standing.
- Passing all courses required for graduation.
- Failing one or more course at the first semester senior year will not be allowed to attend
- A student may not miss 8 days of school during their senior year without a doctor note's
- NO continuous student disciplinary issues from the previous year and current school year.

Polices and Federal Programs

04.01 Non-Discrimination Policy

The Bowdle School District's educational programs or activities and employment opportunities will be offered without regard to sex, race, color, national origin, or disabilities. Superintendent Hector Salvador Serna, 3083 2nd Ave #563, Bowdle, SD 57428, school phone number is 605.285.6272 is the Bowdle School District 22-1 coordinator for Title IX, Section 504, Affirmative Action, and the Americans With Disabilities Act compliance activities and shall reference the Regional Director, Department of Education, Office of Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, MO. 64153-1367. Phone: (816) 880-4202; TDD (816) 891-0552; Fax (816) 891-0644.

04.02 Grievance Procedure for Students

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices: 1) that a school rule is unfair; 2) that a school rule or regulation discriminates among students based on sex, age, race, color, religion, national origin, or disability; 3) that an unfair procedure has been used in arriving at punishment. Grievances are processed through three steps: (A) to the counselor, (B) to the administrator, (C) to the school board in writing, if complaints remain unresolved following action of the administrator. The board's decision will be final unless an appeal is requested. On all three levels, an informal conference is to be held within five days of the date of the filing of the complaint so that no student's complaint shall consume more than fifteen days time in all. The burden of proof is on the student to show that a rule is unfair, is discriminatory, or that an unfair procedure (lack of due process) has been perpetrated.

04.03 Parent Complaint Procedures

A parent, student, employee, or district stakeholder who has a complaint and is unable to solve the issue are encouraged to pursue the "Chain of Command" procedure for solving the problem. The complaint may be solved at any level, with the teacher, administrator, or board of education.

The following procedure is recommended:

A. Call the teacher to request a conference before or after school to discuss the problem. Please do not walk into the school/classroom unannounced and disrupt the school day.

B. If the problem is not resolved after the meeting with the teacher, schedule an appointment with the administrator to discuss the problem.

- The administrator will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after the receipt of the complaint.
- The administrator will notify the complainant of the decision.
- The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district administrator.
- If the issue is not resolved with the administrator, the complaint will be forwarded to the district's Board of Education for further review.
- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review.

04.04 Student Privacy

Student lists will not be given to any outside person, organization or group. This rule is to protect the privacy of our students. Also, recent legislation concerning the publication of students' pictures and names in a school paper or school annual affects the Bowdle student. Therefore, the following school policy will be followed: "School pictures and identifying names will be printed in the school paper and annual and also given to the local news media on those occasions that warrant it. However, any student or student's parents,

if the student is under 18, may request that the student's picture not be published in the media or in the school annual. Such request is to be made in writing to the administration. This does not cover pictures taken by the news media of school events."

04.05 Sexual Harassment

It is the Bowdle School District's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the district may sexually harass another. Any student will be subject to disciplinary action including possible suspension for violation of this policy. Students should report such incidents to the administration or the guidance counselor. All reported incidents will be thoroughly investigated and, if well founded, subject to immediate and appropriate disciplinary action including termination.

04.06 Suspension and Expulsion

The administration, or their designee, shall investigate matters of student discipline and misconduct as they relate to violations of rules, regulations or policies of the school. If the administration witnesses student misconduct, they may start proceedings without further investigation. Any person may be removed from school immediately when their presence constitutes a danger to persons or property or a threat of disrupting the academic process. In such cases the necessary notice should follow as soon as possible. Suspension used by the administration will be banishment from school for a length of time up to ten days given. Prior to suspension a hearing shall be held with the student at which time oral and written notice is given as to what they are accused of doing. The student is to be told the basis of the accusation and given an explanation of the evidence. An opportunity will be given for the student to tell his/her side of the story. The hearing may be held immediately following the notification of the alleged misconduct. Expulsion from school and long-term suspensions must be recommended by the administration and approved by the School Board. All disciplinary hearings before the Board of Education shall be governed by due process procedures. Some of the offenses that may dictate suspension or expulsion are:

1. Continued and willful disobedience
2. Use, possession, distribution, or being under the influence of intoxicants or illegal drugs on school property or in connection with any school-sponsored activity.
3. Open defiance, in language or action, of any teacher or person having authority in the school.
4. Willfully causing or attempting to cause substantial damage to public school property.
5. Conduct of such character as to constitute a continuing danger to the well-being of other students.
6. Physical assault to another student, teacher or administrator.
7. Taking or attempting to take another person's property or money by means of force, or by other means.
8. Violation of the attendance regulations.
9. Violation of the tobacco regulation.
10. Cursing or verbally abusing any person.
11. Willful interruption or substantial disturbance of school routine.
12. Violation of law or School Board Policy or regulation.
13. Possession of weapons on school property or activities.

04.07 In-School Suspension

A student will be isolated during the day with adult supervision and will work on regular assignments. They will eat and take breaks at different time periods than other students. Additional assignments relating to the subject matter may be given. During the period of suspension, the student may not participate in extracurricular activities.

04.08 Drugs, Alcohol, and Tobacco and Electronic Cigarettes

Students shall not possess, use, sell or dispense any mind-altering substance at a school activity or on school property. Students who use or have possession of tobacco, electronic cigarettes and under the influence of alcohol will be reported to law enforcement. In addition, those distributing illegal substances on school property including school vehicles will also be report to law enforcement. They will also be suspended for up to ten days in compliance with student due process procedures and their parents will be notified reporting the suspension and to arrange a conference.

04.09 Internet Uses

With the increased use of technology comes increased responsibilities on the users of this technology. At Bowdle, the Internet is intended to be used for educational purposes. Before students are allowed to use the Internet, they must complete the Internet Acceptable Use Form yearly, which is then kept on file. As our acceptable user policy states, use of the Internet is a privilege and if students do not follow the policy, they will not be allowed to use the Internet. E-mail, except for class projects, is only allowed before and after school. The staff will randomly monitor students' use of the Internet and inappropriate use will result in loss of Internet privileges. Laptops are intended for use at school each day. In addition, to teacher expectations for laptop use, school message, announcements, calendars and schedules may be accessed.

04.10 Cellular Phones and Electronic Devices

Students may use cell phones before or after school. If this privilege is abused consequences will be imposed. See discipline rubric for misuse consequences.

04.11 Enrollment, Transportation, School of Origin, and the Elimination of Barriers for Children or Youth Experiencing Homelessness Including Unaccompanied Youth

The Bowdle school district policy is to:

- Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.
- Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.
- Provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:
 - Transportation services.
 - Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
 - Programs in vocational and technical education.
 - Programs for gifted and talented students.
 - School nutrition programs.

04.12 Foster Care Transportation Policy

Transportation Plan for Students Placed in Foster Care

1. When a student is placed in foster care or changes residence while in foster care, the Child Protection Service (CPS) worker must notify the school district contact person. If the new residence is not in the same school district, the district's Point of Contact (POC) must be notified.
2. If necessary, the district's POC can notify the School of Origin (SOO) transportation designee.
 - a. The POC should provide the student's name, current school, new residence address, and whether the student has an IEP with specialized transportation.
 - b. The SOO transportation designee identifies potential ways that the child could be transported (see list of options below).
3. The CPS worker and the district POC shares their information. The joint decision is made by the CPS worker and the district POC.
4. If the decision is that the student will remain in the current school, the district POC can notify the SOO transportation designee, who then assists in arranging transportation to and from school.

Option:

Multiple factors will be considered and addressed when determining transportation options for these students, including: safety for the student and other students being transported; student age; length of commute; and distance. Information from the SOO transportation designee about these factors will be provided to that the plan will be in the best interest of the child and include consideration of cost-effective measures.

The following options can be considered to provide SOO transportation:

1. Existing transportation can be modified slightly to accommodate the new address such as:
 1. An existing bus route can be used.
 2. An existing bus route can be modified slightly to accommodate the new address.
 3. Specialized transportation offered to other students can be accessed, such as:
 - i. School district car;
 - ii. Public transportation;
2. The CPS worker also should explore options outside of those provided by the school district, such as reimbursing the foster parents for transportation costs or including transport in contracts with licensed child placing agencies or group homes.

Funding:

If Bowdle School District can offer an existing means of transportation at no additional cost, CPS will not be charged.

CPS and Bowdle School District can work together, as described above, to provide a form of transportation that best meets the child's needs. CPS will explore different funding sources to assist with transportation. The school district's Title I, Part A funds may be used to assist with excess transportation costs if funds exist after covering mandated responsibilities (such as transportation for students experiencing homelessness).

If the student has an IEP that includes provisions for specialized transportation, transportation must be provided by the school district responsible for the student's Free Appropriate Public Education (FAPE).

Based on South Dakota's special education regulations, any alternative special education placement, whether public or private, assumes specialized transportation is part of the IEP and must be provided for the student to receive FAPE.

04.13 Bowdle Elementary School Parent Involvement Policy

Bowdle Elementary recognizes that Bowdle, along with each child's parent, is responsible for a child's education. We encourage a team approach of school, parent and student for each child's optimum learning. We will continue to encourage parent involvement in the education of their child. Bowdle Title I program will support each child's learning by coordinating the best education and communicate with parents to encourage their support.

Parents will be invited to a Title I Open House during Student-Teacher-Parent Conferences in February. Parent attendance is close to 70% which allows us to reach most parents. All parents are invited to attend our Title I meetings. We will use fliers, our school website and our local newspaper to announce the event.

A Parent survey will be sent to each Title I parent in the fall. The results will be reviewed and policies will be revised to accommodate the ideas from the surveys. The parent advisory board will help with this activity. We will use the results to design strategies that will encourage more effective parental involvement.

Bowdle will coordinate parent involvement programs and activities with Head Start, the public preschools, and all other relevant entities. An annual preschool screening is completed in the spring. All programs are in coordination by telephone, radio, newspapers, and the Oahe Cooperative (Java), South Dakota.

Barriers including: the economically disadvantaged, disabled, limited English proficiency, limited literacy, racial or ethnic minority background are addressed as needed when circumstances arise. We make our best effort to ensure that every parent is included and believes they are an important part of the process.

04.14 Federal Program Complaints

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal funds and is unable to solve the issue, may address the complaint in writing to the Bowdle School superintendent.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent or guardian or unaccompanied youth shall be

provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.

- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review.

04.15 Annual Notification of Rights (FERPA)

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a school newsletter, student handbook, or newspaper article) is left to the discretion of each school. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Security and Safety

05.01 Building Security

It is the Bowdle School Policy to have only one main entrance to the school buildings unlocked during school hours. Parents and other visitors are to use this entrance and to sign in and out at the administrative offices. The designated main entrance will be the main south door (Doorway A). Students are not to admit anyone through other doors or to prop doors open.

The Bowdle school buildings are kept clean and neat for your use and students are expected to do their part to keep our school clean. Lockers are to be kept closed and neat with students being required to clean messy lockers. Writing on or defacing school property will not be allowed. **PLEASE TAKE PRIDE IN KEEPING BOWDLE SCHOOL DISTRICT CLEAN SO WE CAN ALL BE PROUD OF.**

05.02 School Closings

In case of severe weather, the official announcement for school closings may be heard over the following TV (KELO & KSFY) and Dakota Radio Group stations. We will also contact parents using School Messenger (a program that will forward a message to assigned phone numbers) to send messages about school information through voice, email and messaging services. To make this work we need to make sure that parents supply us with the correct phone numbers. Please enter these on the form you return with medical and storm home info.

The announcement will be made as soon as possible. If a storm should come up after school is in session, buses will run early and announcements will be made on TV and radio stations, and School Messaging. If a storm should come up and buses are unable to go out, students will stay at their storm home.

05.03 Fire Drill Instructions

There will be a fire drill twice each semester. They are an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. The route is posted in each room and the teacher will explain the escape route. Everyone should remain outside the building until notice is given to return.

When the FIRE BELL is sounded (a steady blast), students are to pass in single file (walking rapidly but not running) to their designated exit. Students will not be allowed to remove anything from their rooms. Talking will not be allowed. Teachers are to check that all windows are closed, lights turned off and the door closed after everyone has exited. The first person to the exit door will remain there and hold the door open until relieved by an adult. All students are to remain quiet until the all-clear signal is given. Pass back to the classroom in an orderly fashion.

Teachers will make sure all students line up a safe distance from the school and take attendance. If a child is missing, another teacher will watch the students while the missing student is reported to the fire department representative and/or administration.

05.04 Locker Assignment and Inspections

Locker assignments will be made by the school. It is advised that students do not keep money or other valuables in their lockers. Students may request a school district combination locks for athletic lockers. Contact the office if you must have valuables at school. If a student is caught taking valuables from a locker, law enforcement officials will be contacted. The school has the right to search a locker, independently or in the presence of the student, to assure that items contained are related to the school program.

05.05 Public Display of Affection

In order to maintain high standards of conduct, students should refrain from public displays of affection in the school building, on school property, or at school activities.

Medical

06.01 Health Services

The Bowdle School has contracted with Edmund County Public Health Delivery System/Division of Bowdle Healthcare to provide health services to the school students. These services include a complete health assessment for kindergarten, first and fifth grade classes.

Grades four, five, and six will receive health and personal hygiene education. Vision screening will be conducted in kindergarten and fifth grades. Any of the above services will be conducted for any child referred by parents or school personnel. Every family needs to complete the Medical Permission Information Form and return it to school.

06.02 Medication

If your child needs to take any type of medicine (Aspirin, Tylenol, cough drops, cold medication included) send a note with the child stating what she/he needs to take and when. A form for authorization for assistance with self-administration of medications is sent home with the beginning of school year information packet. Teachers cannot administer the medication. In extreme cases, exceptions will be made after consideration by the administration and teacher. Teachers cannot dispense over-the-counter or controlled substances in school. If your child needs to take any medication she/he needs to bring a note and the aspirin/Tylenol from home. The District has adopted a medication policy that is on file in the school district office.

06.03 Lice

When live lice or eggs one-quarter inch from the scalp are found, the parent will be contacted and the student will be sent home with instructions detailing the steps necessary to eradicate the problem. The student will be allowed back the next day after proof of treatment is shown. Seven days later the student will be re-checked and if live lice or eggs are still found the student will be sent home for seven to ten days. Re-admittance will result after verification from a doctor, stating the absence of lice or viable eggs.

06.04 Student Communicable Diseases

The quality and quantity of learning for each student is in direct proportion to the student's physical, mental, emotional and social levels of health. The board recognizes its responsibility to provide a healthy environment for all school students and employees and in addition, further recognizes its responsibility that, to the extent possible, all students should be permitted to continuously attend school in a normal classroom setting. The decision as to whether an infected student should be excluded from the normal classroom setting, or from other school activities shall be made on a case by case basis by the administration or his/her designee. For further information or for a copy of the communicable disease guidelines contact the school office or reference these Internet sites: <http://www.state.sd.us/doh/Pubs/ftindex.htm>
<http://www.state.sd.us/doh/Disease/cdlinks.htm>

Academics and Grading

07.01 Promotion and/or Retention

It is the policy of the school to retain students who have not mastered the skills taught at their grade and ability level. The classroom teacher will notify the parents of possible retention. The student will also be referred for possible testing to see if there is a learning problem. The team of the parent/guardian, teacher, and administrator will meet to decide to retain or promote through a cooperative decision. The team will

need to fill out the Bowdle School District 22-1 student retention form and makes notes why they are or not being promoted or retained.

07.02 Grade Classification

Students will be placed in the appropriate classes based on the following information which show the credits students need to earn to graduate:

Freshmen Class	0-5	Credits
Sophomore Class	5-10	Credits
Junior Class	11-15	Credits
Senior Class	16+	Credits

For junior high school students who fail classes, promotion to the next grade will be determined by a meeting of the parents/guardian, administration, teachers and counselor.

07.03 Student Load

Each student in grades 9-11 must carry a minimum of 7 classes per semester unless granted an administrative waiver upon a conference with parents, student, and Superintendent. Appeals can be made to the School Board. Students in grade 12 must carry a minimum of 6 classes per semester.

07.04 Mid-Term Reports

Student reports may be sent at any time between grading periods to parents of students who need some type of attention. These reports do not necessarily mean that a student is failing, but that a deficiency has been noted which needs correction. Parents are urged to phone or make personal visits to school and visit with teachers to attempt to correct the problem. Parent-teacher conferences are scheduled twice a year. Grades are also available through Infinite Campus.

07.05 Switching Classes

Student class changes must be made during the first four school days and must be cleared with the administration. After that time period, students may no longer change courses. It must be understood that switching to another class will require makeup of all work missed in the course to which the student has transferred.

07.06 Honor Roll

The honor roll will be compiled using the following criteria for qualifying. Any extra-curricular activities will not be counted toward qualifying for the honor roll.

Students who meet "A" Honor Roll requires a minimum of 92.5 (93)% or higher in their academic coursework.

Students who meet "A/B" Honor Roll requires a minimum of 84.5 (85) % or higher in each of their academic coursework.

Students who meet "B" Honor Roll requires a minimum of 84.5 (85)% to a maximum of 92.49 (93) % or higher in each of their academic coursework with no coursework grade higher than 92.49 (92) % in their academic coursework.

The highest weighted cumulative GPA will be Valedictorian(s) and the senior(s) with the second highest weighted cumulative GPA will be Salutatorian(s), which are calculated at the end of first semester, senior year.

Dual Credit Classes

Any South Dakota High School Dual Credit classes will be weighted one grade higher than a general education high school course. For example: a student who make a C in a dual credit class will be awarded a B on their high school transcript.

Grades	K-12		HSDC	
	Maximum %	Minimum %	Maximum %	Minimum %
A+	100	99.5	107	106.5
A	99.49	94.5	106.49	102.5
A-	94.49	92.5	101.49	100.5
B+	92.49	89.5	100.49	97.5
B	89.49	86.5	97.49	94.5
B-	86.49	84.5	94.49	92.5
C+	84.49	82.5	92.49	90.5
C	82.49	78.5	90.49	86.5
C-	78.49	76.5	86.49	84.5
D+	76.49	74.5	83.49	81.5
D	74.49	70.5	81.49	77.5
D-	70.49	69.5	77.49	76.5
F	69.49	0	76.49	0

07.07 Grades and Report Cards

Schools offer the opportunity for people to learn. Students are advised to use their study time in school and to plan on at least an hour of study time at home daily. Some pupils will find it necessary and desirable to do more—some will need less. Grades are an evaluation of what you have learned. Students and parents can view student grades on Infinite Campus. Usernames and passwords can be arranged by contacting the school's administrative assistant. Grades indicate the quality of the student's academic performance and they reveal the extent of their perseverance and ambition. They become part of a permanent record that lasts as long as you live. Institutions of higher education, potential employers, and the various military services are interested in your school records. We only keep them—you make them. The school year is divided into two semesters with students earning credit separately in each semester. Report cards will be mailed out every nine weeks.

Letter grades will be used to designate the student's performance. "I" indicates incomplete work. Incomplete work should be completed within two weeks of the end of a quarter to receive credit. Teachers do have the right to vary the value of the letter grades. The grades are as followed:

Grades	K-6					
	Maximum %	Minimum %				
A+	100	99.5		S	Satisfactory	
A	99.49	94.5		N	Needs Improvement	
A-	94.49	92.5		U	Unsatisfactory	
B+	92.49	89.5				
B	89.49	86.5		I	Incomplete	

B-	86.49	84.5		P	Passing	
C+	84.49	82.5		F	Failing	
C	82.49	78.5				
C-	78.49	76.5				
D+	76.49	74.5				
D	74.49	70.5				
D-	70.49	69.5				
F	69.49	0				

Percentage grades will be used on report cards for grades 7-12.

“I” indicates incomplete work. Incomplete work should be completed within two weeks of the end of a quarter to receive credit. Teachers do have the right to vary the value of the letter grades.

07.08 Semester Exams

Semester tests will be given in each class using the semester test schedule as a guide for scheduling.

07.09 Graduation Requirements

To graduate from Bowdle High School students must earn minimum of twenty-two credits. We will follow the state of South Dakota requirements for graduation. All students shall have a plan of intent and work with both the parent and school district. All student will be defaulted on the Advanced Honors graduation requirements until their junior year or have not met the minimum requirement of a C or higher in coursework.

	Diploma Endorsement			
Graduation Requirements	Basic	Advanced	Advanced Career	Advanced Honors*
Strand 1 – English/Language Arts	4.0 Units	4.0 Units	4.0 Units	4.0 Units
Strand 2 – Mathematics	3.0 Units	3.0 Units	3.0 Units	4.0 Units
Strand 3 – Science	3.0 Units	3.0 Units	3.0 Units	4.0 Units
Strand 4 – Social Studies	3.0 Units	3.0 Units	3.0 Units	3.0 Units
Strand 5 – Combination Class (CTE/WL/Capstone)	1.0 Unit	1.0 Unit	1.0 Unit	2.0 Units
Strand 6 – Fine Arts	1.0 Unit	1.0 Unit	1.0 Unit	1.0 Unit
Strand 7 – Personal Finance	0.5 Units	0.5 Units	0.5 Units	0.5 Units
Strand 8 – Physical Education	0.5 Units	0.5 Units	0.5 Units	0.5 Units
Strand 9 – Health Education	0.5 Units	0.5 Units	0.5 Units	0.5 Units
Strand 10 – Electives	5.5 Units	5.5 Units	5.5 Units	2.5 Units
Notes				*All high school coursework completed with a “C” or higher

Base Diploma	Advanced Endorsement	Advanced Career Endorsement	Advanced Honors Endorsement
<i>Meets the minimum units required but the State of SD and the Bowdle Board of Education. All students are encouraged to do more than the minimum to be well prepared for</i>	<i>This endorsement meets the course requirements to be accepted into SD universities.</i>	<i>Students earning this distinction have chosen classes and experiences to make them well prepared to continue their education in a specific area.</i>	<i>Students earning this distinction have elected to take a rigorous sequence of courses throughout high school. This plan includes extra units of Math, Science, and CTE/Language.</i>

<i>college and future careers. *Having earned the base diploma without endorsements may leave gaps in meeting post-secondary entrance requirements.</i>	<i>There isn't a specifically required advanced endorsement for admission into technical institutes and programs. Best practice is to check with the technical institute of interest.</i>	<i>Endorsements are available in: Agriculture, Human Services, Ar</i>	<i>The courses listed in this plan are in line with the course requirements of the SD opportunity scholarship eligibility, if the student meets the other qualifying factors. (ACT score, grades, institution, etc.)</i>
1 – English Language Art I	1 – English Language Art I	1 – English Language Art I	1 – English Language Art I
2 – English Language Art II	2 – English Language Art II	2 – English Language Art II	2 – English Language Art II
3 – English Language Art III	3 – English Language Art III	3 – English Language Art III	3 – English Language Art III
4 – English Language Art IV	4 – English Language Art IV	4 – English Language Art IV	4 – English Language Art IV
5 – Algebra I	5 – Algebra I	5 – Algebra I	5 – Algebra I
6 – Math Elective:	6 – Geometry	6 – Math Elective:	6 – Geometry
7 – Math Elective:	7 – Algebra II	7 – Math Elective:	7 – Algebra II
8 – Elective:	8 – Elective:	8 – Elective:	8 – Advanced Math:
9 – Biology	9 – Biology	9 – Biology	9 – Biology
10 – Science Elective:	10 – Science Elective:	10 – Science Elective:	10 – Any Physical Science
11 – Science Elective:	11 – Science Elective:	11 – Science Elective:	11 – Chemistry/Physics
12 – Elective:	12 – Elective:	12 – Elective:	12 – Science Elective:
13 – U.S. History	13 – U.S. History	13 – U.S. History	13 – U.S. History
13.5 – U.S. Government	13.5 – U.S. Government	13.5 – U.S. Government	13.5 – U.S. Government
14 – Social Studies Elective:	14 – Social Studies Elective:	14 – Social Studies Elective:	14 – World History
14.5 – Social Studies Elective:	14.5 – Social Studies Elective:	14.5 – Social Studies Elective:	14.5 – Geography
15 – Elective:	15 – Elective:	15 – Elective:	15 – Social Studies Elective:
16 – CTE/Capstone/WL:	16 – CTE/Capstone/WL:	16 – CTE/Capstone:	16 – CTE/Capstone:
17 – Elective:	17 – Elective:	17 – CTE/Capstone:	17 – CTE/Capstone:
18 – P.E.	18 – P.E.	18 – P.E.	18 – P.E.
18.5 - Health	18.5 - Health	18.5 - Health	18.5 - Health
19 – Fine Arts:	19 – Fine Arts:	19 – Fine Arts:	19 – Fine Arts:
19.5 – Personal Fin./Econ.	19.5 – Personal Fin./Econ.	19.5 – Personal Fin./Econ.	19.5 – Personal Fin./Econ.
20 – Electives	20 – Electives	20 – Electives	20 – Electives
21 – Electives	21 – Electives	21 – Electives	21 – Electives
22 – Electives	22 – Electives	22 – Electives	22 – Electives
Base Diploma Criteria Met: Yes or No	Advanced Endorsement Criteria Met: Yes or No	Advanced Career End. Criteria met: Yes or No NCRC Score: *Capstone: Yes or No Cluster: Cluster:	Advanced Honors End. Criteria Met: Yes or No “C” or Higher in all Coursework: Yes or No ACT Over 24: Yes or No

*Capstone includes one of the following independent courses: Youth Internship, Entrepreneurship Experience, Senior Experience, Youth Apprenticeship, or Service Learning.

Diploma Endorsement Definitions

Advanced	Indicates a student has pursued coursework consistent with entrance requirements for postsecondary education at a university.
Advanced Career	Indicates a student has career experience in a concentrated area, based on academic and/or workplace experience and a related credential.

Advanced Honors	Indicates a student has pursued advanced rigorous, academic coursework consistent with §13-55-3.1 (High school course requirements for opportunity scholarship eligibility).
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07.10 Senior Privileges

Senior privileges will commence after the board make determination of the start date after the senior trip. Seniors will earn these privileges based on grades and attendance. Seniors will be allowed to have open campus for the remainder of the year. Seniors do not have to be at school until the beginning of their first class and they may leave following their last class (Band and Chorus are classes). Seniors may also leave the building during scheduled study halls. If they are in the building during the day they must follow school district rules. Students will be penalized 2 weeks of privileges for each day absent over the 6 allowable absences per semester. Penalty for others offenses will begin with a 3-day loss of privileges. Reasons for loss of Senior Privileges: tardies, excessive absences, missing activities, driving during school day, loitering, overdue work, on loss of privileges list, being sent to the office, etc. No driving will be allowed during senior privileges unless discussed and approved by administration.

07.11 Leaving the School Building

During the school day, students are not to leave the school building unless they have received permission from the administration. The penalties are:

- 1st offense: one-hour detention, parental/guardian contact
- 2nd offense: three hours detention, parental/guardian contact
- 3rd offense: brought before the Board of Education for action

07.12 Dual Credit Policy

The Bowdle School District recognizes the unique opportunity presented by the State of South Dakota in offering dual credit courses through the Regental Institutions.

Dual credit is an opportunity for high school students who meet admissions standards to enroll in postsecondary institutions in South Dakota and simultaneously earn credits for both their high school diploma and postsecondary degree or certificate.

Students can earn dual credit by directly enrolling into a postsecondary institution's coursework. These courses are offered by the postsecondary institution's faculty members, are governed by the postsecondary institution's policies, and follow the postsecondary institution's established processes for admissions, registration, billing and grade reporting.

Through the program approved by the South Dakota Legislature, dual credit coursework is available to high school students in grades 11-12 at the (current) rate of \$48 per credit. Students are responsible for the per-credit cost and any required textbooks or related course materials.

Students are able to choose from a number of on-campus and online classes, including general education and career and technical education courses.

Students wishing to enroll in a dual credit course must meet the requirements of the Board of Regent or Technical School requirements.

Each semester course selected will be transcribed as a .5 credit. A maximum of 3 dual credit courses will be allowed per student per semester. English or Math courses may only be taken by students classified as Seniors unless they meet the requirements of the postsecondary institution. Students must meet the

university requirements for courses regarding ACT scores and other prerequisites, or are allowed to take and pass an Accuplacer Exam.

This program is offered as a benefit to our students to enhance their learning and opportunities. Student progress will be monitored by administration and distance learning staff.

Extra-curricular and/or Intracurricular

08.01 Bowdle/Edmunds Central/Eureka School District, North Central Thunder Extra-curricular and Intra-curricular Activities Policy

All extra-curricular and/or intra-curricular activities are part of the educational program of our community. The participant directly represents his/her school and indirectly serves as an example for the community. The staff always has the local pride in mind and expects the student body to be a proud example. Any student-athlete or participant who represents our schools that lessens our pride in the North Central Thunder will not be tolerated. This is the first consideration given when we form and enforce our policies.

You are given the opportunity to participate in extra-curricular and/or intra-curricular activities as a part of your education – you do not go to school to participate in extra-curricular and/or intra-curricular activities. Please keep these priorities in order at all times.

Each student directly involved in any of these activities will be required to ride to and from all events and remain with the team or group unless they will be with their parent(s) or guardian(s), in which case, the students must bring a written note to the coach, advisor, and/or administrator in advance or have their parent(s)/guardian(s) personally talk to the supervisor at the activity.

No SDHSAA member school/cooperative shall participate in an athletic contest, in any sport, unless the team has had two (2) full weeks of practice. This regulation does not apply to individuals. Two (2) full weeks of team practice is interpreted to mean ten (10) practice days counting Monday through Saturday prior to the first contest.

Participation is dependent on student athlete or participant enrolled at either Bowdle, Edmunds Central, and Eureka School Districts. To be eligible for extra-curricular and/or intra-curricular participation, the student must not receive an “F” in any course for two (2) consecutive weeks which will lead ineligibility for extra-curricular and intra-curricular participation. Grades will be checked every week on Wednesdays by 4:00 pm to determine eligibility. A student who receives a grade of an “F” will be placed on probation for one week or the next grade check. Probation will consist of personal notification to the student and his/her parent(s)/guardian(s), by the school district administrator, as to the student’s status of grades. It shall be the duty of the local Athletic Director to notify the coach if the student is ineligible. If a student receives a grade of an “F” in ANY courses at the end of the probation period they are ineligible starting Thursday at the beginning of the school day until the next grade check.

If a student is ineligible, he/she will practice and attend competitions to help the team out any way he/she can. However, that student will not be allowed to leave school early if the team leaves before school is over. Students who are involved in more than one sport/activity within a respective season, may only be absent from school for two (2) days of activities during any given week (for example—an athlete in golf and track, may only attend one (1) golf meet and one (1) track & field meet during the week if both are held during school hours). However, a severe weather clause will exempt the two (2) days activity clause only if the event is rescheduled due to inclement weather for the activity.

Should the state athletic association (SDHSAA) require more stringent rules, those rules will supersede local school district policy.

Training Rules:

No one likes to have discipline administered. However, if you do not have the proper self-discipline or proper attitude toward correction of your misconduct, you will not last long as a team/group member. You should realize that you must conform to the requirements, and if you do not, there are two alternatives-- accept your punishment or leave the team/activity.

According to the SDHSAA, a competition is considered an event where there is a score kept and a clear winner at the end. Therefore, sporting events are considered a competition. Also, music competitions such as All State Chorus/Band, Small Group, and Large Group are also among these competitions that are sanctioned by the SDHSAA. Fine arts competitions consist of the state art contest. There are also competitions such as student council, debate, quiz bowl, and drama productions where they are competing against other school productions. A complete listing of the SDHSAA competitions can be found on their website at www.sdhsaa.com.

The following regulations are set forth as measures of your self-discipline for participants of all competitive and/or performing non-graded activities, including all extra-curricular and/or intra-curricular activities. These regulations are intended to establish standards of conduct for those students who are leaders and positive role models among their peers. Regulations #1-3 are set forth for the entire school term during any applicable athletic season. Regulation #4 is set forth for the entire calendar year for all students (whether or not a student is currently participating in a season or activity). The calendar year will begin August 1, 2020 for all extra-curricular and/or intra-curricular activities and continue to August 31, 2021 or until the next calendar year of the Bowdle/Edmunds Central/Eureka School District North Central Thunder Extra-curricular and/or Intra-curricular activities policy, with any offenses being cumulative throughout the year. Reprimands that have not been applied/served at the end of the school term will be carried over to the first sport or activity in which the student participates during the next following school year.

1. Conduct: Every participant must be an asset to his/her team both on and off the field or court. Being a gentleman/lady is necessary at all times, during practice, during intersquad competition, or during a performance. Dress: Appearance is a very important part of our community image. Participants are expected to dress neatly and appropriately for home and away contests/performances. Current school dress code rules apply to all extra-curricular and/or intra-curricular activities.

POLICY AS IT RELATES TO BODY PAINT/HAIR COLORING/TATTOOS:

- a) Visible temporary body paint or decorations/tattoos will not be allowed, even if only a small emblem is painted in the face, arm, or leg.
 - b) Hair should not be colored with an unnatural color such as green, blue, bright red, etc.
 - c) Permanent non-objectionable tattoos are permitted.
 - d) Permanent objectionable tattoos of a vulgar or obscene nature must be covered. Officials will not allow individuals to participate until these objectionable tattoos have been covered.
3. Rest: Plenty of rest and sleep brings out the best performance in each individual. To ensure that we give our best effort, athletes and/or participants are expected to abide by the following curfew hours: Sunday through Thursday – 11:00 PM or ½ hour after returning from an out-of-town activity. Friday & Saturday – 1:00 AM (Unless there is a Saturday game, then Friday curfew is 11:00 PM).

Disciplinary action for violating any of the regulations 1-3 will be administered at the discretion of the coach and/or administration. Violations of #'s 1-3 will result in a verbal warning from the coaching staff with repeated offenses resulting in game suspension as outlined below under "first-third offense."

4. Tobacco, E-Cigarettes, Vaping, Alcohol, and Illegal Drugs: Use, abuse, selling or possession of any form of tobacco under South Dakota Codified Law §§ 34-46-2 to 34-46-6, inclusive, and 34-46-21, e-cigarettes, vaping, alcohol, or illegal drugs is strictly forbidden. Be advised that it is unlawful for a minor to purchase, possess, receive, or consume tobacco products. Any child charged with a possession and consumptions charge may be referred to juvenile court. This child can receive a minimum of a 6-month suspension of their driver's license, fines, community service, probation, a mandatory \$55 drug and alcohol class, and in some counties a mandatory minimum of seven (7) days in jail. Any minor convicted of tobacco possession can be subject to a maximum fine of \$200 and seven (7)- thirty (30) days in jail.

Violation of regulation #4 or any related state or federal law, serious misconduct, or vandalism will result in the following punishment, administered by the athletic director/coach:

First Offense:

Automatic two (2) competitions suspension from extra-curricular and/or intra-curricular activities. If an individual is involved in two activities simultaneously, they must serve their reprimand during the next scheduled event – not an event or activity of their choosing. The student must participate in all practice sessions. Participants involved in team sports involving a bench (specifically football, basketball, and/or volleyball) must attend the events from which suspended in team dress code attire and be seated at the end of the team bench. The student athlete or participant **MAY** choose to come forward and report the incident within 24 hours by letting the coach and/or administration be aware of the situation; resulting in a reduced sentence of one (1) competition suspension. The self-reporting **MAY** only happen once in the student's middle school and high school enrollment.

NORTH BORDER TITANS FOOTBALL (Eureka and Bowdle): Automatic two (2) game suspension from athletic competition in the succeeding football games. If an individual is involved in two activities simultaneously, they must serve their reprimand during the next scheduled event – not an event or activity of their choosing. The student must participate in all practice sessions. Participants involved in team sports involving a bench (specifically football) must attend the events from which suspended in street clothes and be seated at the end of the team bench.

Second Offense:

Automatic four (4) competitions suspension from extra-curricular and/or intra-curricular activities. If an individual is involved in two activities simultaneously, they must serve their reprimand during the next scheduled event – not an event or activity of their choosing. The student must participate in all practice sessions. Participants involved in team sports involving a bench (specifically football, basketball, and/or volleyball) must attend the events from which suspended in team dress code attire and be seated at the end of the team bench.

NORTH BORDER TITANS FOOTBALL (Eureka and Bowdle): Automatic six (6) game suspension from athletic competition in the succeeding football games. If an individual is involved in two activities simultaneously, they must serve their reprimand during the next scheduled event – not an event or activity of their choosing. The student must participate in all practice sessions. Participants involved in team sports

involving a bench (specifically football) must attend the events from which suspended in street clothes and be seated at the end of the team bench.

Third Offense:

Suspended from all extra-curricular and/or intra-curricular competitions for one (1) calendar year, which is 365 days from the date the incident occurred. Violation of regulation #4 may result in reporting violations to local law enforcement agents by the school administration.

Violations of the above regulations may be registered by any patron, school official, or teammate.

Violations should be directed to the school administration, athletic director, or coaching staff, who will decide how to handle the situation. When a violation of rule #4 is reported, the following procedures will be followed:

- a. Students will be afforded due process on all alleged extra-curricular activity violations
- b. Parents will be notified of the alleged activity violation
- c. Students who admit to an alleged violation will sign a written statement in the presence of the athletic/activities director and/or school district administration designee
- d. Individuals who have knowledge of participants violating regulations and desire to report the information will be required to submit the complaint in writing explaining the details of the violation and sign the complaint in the presence of the athletic/activities director and/or or school district administration designee.
- e. Upon receipt of a written complaint, the administration will conduct an informal hearing regarding the alleged violation if requested by the student who allegedly has violated regulations. The hearing committee will consist of 5 people, including the superintendent from the school of the accused student, a coach/advisor from a different sport/activity, a board member from the school of the accused student, and 2 community members selected by the superintendent. The student who has been accused, and the individual accusing will have the opportunity to present their case, with each group given an opportunity to present up to 3 witnesses. The decision of the hearing committee will be final and may not be appealed to the Board of Education.

Convicted violations through law enforcement agents during the school term regarding use or abuse of tobacco, alcohol, and/or illegal drugs, will be subject to the reprimands listed herein. Sentences for convicted law violations that have not been served/completed prior to the beginning of a sport/activity subject the individual to the consequences of the offenses listed above.

SDCL 13-32-9. Suspension from extracurricular activities for controlled substances violation--Unified Judicial System to give certain notices. Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for 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 if the person participates in an assessment with a certified or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Upon a second adjudication, conviction, diversion, or suspended imposition of a sentence for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary

school accredited by the Department of Education for one year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to sixty calendar days if the person completes an accredited intensive prevention or treatment program. Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

Upon placement of the person in an informal adjustment or court-approved diversion program, the state's attorney who placed the person in that program shall give notice of that placement to the South Dakota High School Activities Association and chief administrator of the school in which the person is participating in any extracurricular activity.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association. Students are ineligible to participate in activity events, competitions, and performances, but a local school district may allow a student to participate in practices.

Participation in any of the, Bowdle, Edmunds Central, Eureka, North Central and/or North Border Titans extra-curricular and/or intra-curricular programs is a privilege – not a right – that carries with it very important responsibilities. The Boards of Education of Bowdle, Edmunds Central, Eureka, Leola, Frederick, the administration, and the staff have endorsed the policies and training rules described herein.

In order for a student in grades 4-12 to participate in the Bowdle, Edmunds Central, Eureka and/or North Central extra-curricular and/or intra-curricular programs, the participant and their parent and/or guardian must return the following signed form pledging their compliance and support of the extra-curricular and/or intra-curricular activities policy.

08.02 Activities Parent Responsibilities

1. Support your student's efforts toward success.
2. Work to promote a positive environment that is conducive to the development of your student.
3. Communicate any concerns in a timely manner.
4. Treat all coaching/director personnel with courtesy and respect, and insist your student does the same.
5. Assure that your student will attend all scheduled practices, competitions, and performances as required by the coach/director.
6. Acknowledge and support the ultimate authority of the coach/director to determine strategy and goals of the competitions.
7. Promote and model mature and sportsmanlike behavior at all competitions.

8. Make sure your student is dressed appropriately when going to practices, competitions, and performances.

08.03 Discussions with Coaches/Directors

There are situations that may require a conference between the coach/director and the parent. This is important. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issues or concerns.

1. Please encourage your student to speak directly to the coach/director. Often, concerns can be resolved at this level.
2. Contact the coach/director to set up an appointment. Please do not attempt to confront a coach/director before or after a competition or practice. Please use the 24-hour rule before confronting coach/director. These can be emotional times for both the parent and the coach/director. Meetings of this nature do not promote resolution of concerns.
3. If the coach/director cannot be reached or the meeting that you had with the coach/director did not resolve the concerns, contact your school district high school Athletic/Activities Director. He/She will assist you in resolving the concern.

Appropriate Communication Between Parent and Coach/Director

- Notification of any schedule conflicts your student has - Make sure they are communicated well in advance.
- Ways to help your student improve
- Your student's attitude, work ethic, and/or eligibility

Inappropriate Communication Between Parent and Coach/Director

- Playing time of your student or anyone else on the team – Coaches are professionals. They make decisions based on what they believe to be best for the student-athletes and the team.
- Team strategy, technique, practice organization, or play selection
- Other students

Child Nutrition Services

09.01 School Lunch

All school meals must be paid in advance. All families should have a positive balance in their account at all times, unless special arrangements are made by the parent/guardian with the school business office. The school uses an automated system to record payments for meals. Households will be notified once their account has reached a low balance.

A notice will also be sent home when the lunch point of sale system shows the low balance. Students in grades 7-12 will also be reminded in the lunch line that their balance is low. It is recommended that families pay on their account at the beginning of every month to cover the meals for that month. To keep cost low, we accept cash or personal check as a form of payment. The Bowdle School District provides an efficient, low cost, food service program to its students and appreciates your contribution by maintaining a positive balance in your student's account.

Students must go to the lunchroom during the noon break unless their parent/guardian provides a note

allowing their student(s) to go home for lunch. This note will be kept on file in the central office. All students must take at least 3 of the 5 full serving components (meat/meat alternative, fruit, vegetable, grains and dairy) daily. Students are encouraged to try, but will not be forced to eat these foods. K-3 will be limited to 3 bread items per meal. All students are expected to pick up after themselves. No food is to be taken out of the lunchroom. Keep talking or noise to a quiet conversation level.

The Bowdle School District 22-1 lunch periods are as follows during normal: Preschool at 11:00 A.M.-11:20 A.M., Kindergarten at 11:05 A.M. – 11:25A.M. grades 1 & 2 from 11:10 - 11:30 A.M., grades 3-6 from 11:40 A.M. - 12:05 P.M., grades 7-12 students from 12:25 PM - 12:45 PM

The following are the meal prices for all students and adults at Bowdle School District 22-1:

Programmed Food	Elementary (PK-6)	JH/HS (7-12)	Adult
Lunch	\$3.15	\$3.40	\$4.15
Non-Programmed Foods	Elementary	JH/HS	Adult
Seconds	\$0.75		
Extra Milk Carton	\$0.35		
Salad Bar (Adults Only)			\$2.00

Households are encouraged to submit a Free & Reduced Meal Application at the beginning of each school term. Please be aware that second servings of the main meal component and extra milks and milk breaks are not a benefit of the National School Program or the Free & Reduced Meal Program.

09.02 Unpaid Meals

All students are allowed to eat nutritious meals regardless of ability to pay. When the student's meal balance has a low balance of \$10, a notice is sent home. Families are not allowed to have a negative balance for meal service. If the family has a negative balance exceeding \$100.00, they are not allowed to have any seconds. The student is made aware and a phone call is made to the responsible party. If the balance continues, the school district will work with the family to alleviate the negative balance through a payment plan. Failure to make a payment arrangement then it will go to small claims court.

09.03 School District Wellness Policy

Committee Members

Hector Serna-----Administrator
 Louise Reuer-----Food Service
 Megan Zinter-----Staff member
 Gale Lein-----Staff/parent
 Derrick Walz-----Coach
 Grace Walz-----Student Council President

- **Introduction and Rationale**

- **Introduction:**

- In the Child Nutrition and WIC Reauthorization Act of 2004, PL 105-268, the U.S. Congress established a new requirement for all local agencies with a federally-funded National School Lunch program. School districts are encouraged to establish and maintain a coordinated school health program that addresses all components of school health.

- **Rationale**

- The increasing rates of overweight and obesity among youth threaten to jeopardize the future health and productivity of our children. Will academic success become more and more difficult for students to attain as lifestyle choices diminish a child's ability to learn? Will the students of today be the first generation to have a shorter life expectancy than their parents? Do over nourished and malnourished children face similar adversities?
- A healthy school environment goes beyond school meals in the cafeteria. Living a healthy lifestyle and maintaining a healthy weight requires a combination of healthy food choices, knowledge of nutrition, and appropriate amounts of physical activity. All foods made available on school campuses should offer children nutritious choices. Nutrition education and physical activity should be incorporated into the school day as often as possible. The healthy, nutritionally astute, and physically active child is more likely to be academically successful.

- **NUTRITION EDUCATION**

- The primary goal of nutrition education is to influence students' eating behaviors. At each grade level nutrition education will be integrated into existing curriculums and designed to provide students with the knowledge and skills necessary to promote their health.
- **Nutrition Education:**
 - Teaches consistent scientifically-based nutrition messages throughout the school, classroom, cafeteria, home, community and media;
 - Is included in the scope and sequence of the curriculum in core subjects such as math, science, language arts, social sciences and elective subjects;
 - Includes the school cafeteria which serves as a "learning laboratory" to allow students to apply critical thinking skills taught in the classroom;
 - Provides enjoyable, developmentally-appropriate, culturally-relevant and participatory activities (e.g. contests, promotions, taste testing, farm visits, and school gardens);
 - Offers information to families that encourage them to teach their children about health and nutrition and provide nutritious meals for their families.

- **PHYSICAL ACTIVITY**

- The primary goal for the school's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity and understand the short- and long-term benefits of a physically active and healthful lifestyle.

- **Daily Physical Education Classes K-12**

- All students in grades PK-9 will receive physical education at least twice a week for the entire school year. Students with disabilities, special health-care needs and in alternative educational settings will be included. Students in grades 10-12 will be provided physical education opportunities as permitted by staffing, physical facilities, and funding resources.
- All physical education and health will be taught by state-certified physical education and health teachers. Student involvement in other activities involving physical activity will not be substituted for meeting the physical education requirement.

Daily Recess

- All PK-6 school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which students are encouraged to engage in moderate to vigorous physical activity.
- Extended periods of inactivity, two hours or more, are discouraged. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, students will be given periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity Opportunities Before and After School

- All high schools and middle schools as appropriate, will offer interscholastic sports programs.
- Bowdle Schools will offer activities that meet the needs, interests and abilities of all students, including boys, girls, students with disabilities and students with special health-care needs.
- Bowdle Schools will educate and encourage participation in community or club activities.
- After-school child care and enrichment programs will provide and encourage daily periods of physical activity for all participants.
- **Whole school 2-3 minute warm-ups to start each day**
- **Physical activity will be offered to all students with before school walking program in the auditorium/gym.**

Rewards/Incentives/Consequences

- Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.
- Students will not be denied physical activity for purposes of make-up work, testing, etc.
- **Food will not be offered as an award.**

Use of School Facilities Outside of School Hours

- Bowdle Schools will attempt to make school spaces and facilities available to students, staff and community members before, during, and after the school day, on weekends and during school vacations.
- These spaces and facilities also will be available to community agencies and organizations offering physical activity and nutrition programs.
- School policies concerning safety will apply at all times.

Vending Machines

- Vending machines with food and beverages will not be available in elementary schools. The school will provide healthy snacks as a part of the after-school care activities.
- No vending machine services will be available to middle school/high school students one hour before to an hour after each school provided meal.

Fundraising

- School fundraising activities will support healthy lifestyles. Such activities may include physical activity (walking challenges), school support (school spirit items), and /or academic achievement (spelling bee).
- The sale of food or beverages as a fund raiser must not interfere with serving lunch. One hour before and after school provided meals are off times for selling fundraising foods.

- Schools will encourage fundraising activities that promote physical activity.
- At least 50% fund raising activities will not involve the sale of food and/or beverages.

Other School-Based Activities

Bowdle Schools shall create an environment that provides consistent wellness messages, is conducive to healthy eating and being physically active, and contributes to forming health lifelong habits.

Professional Development

- Bowdle Schools will strive to provide nutrition and physical education for students, staff, parents, and, where appropriate, for community members.
- Bowdle Schools will strive to provide ongoing professional development and education for foodservice professionals and educators.

Eating Environment

- Students and staff will have adequate space to eat meals in clean, safe, pleasant surroundings and will have adequate time scheduled.
- Safe drinking water and convenient access to facilities for hand washing and oral hygiene will be available during all meal periods.
- Consideration should be taken for passing time, bathroom break, hand washing and socializing so as to allow adequate eating time for breakfast and lunch once the student is seated.

Rewards, Incentives, and Consequences

- Rewards and incentives will be given careful consideration as to the messages they send to the students receiving them. **Food should not be used as a reward or incentive in the classroom**, but other, more appropriate rewards may be used (e.g. extra free time, pencils, bookmarks, etc. with input from student council.)
- Food will not be withheld from students as a consequence for inappropriate behavior and poor academic performance.

Nutrition Standards

- Students' lifelong eating habits are greatly influenced by the types of foods and beverages available to them. Foods of good nutritional content including fruits, vegetables, low-fat dairy foods, and low-fat grain products, should be available wherever and whenever food is sold or otherwise offered at school during the normal school day.

General Guidelines

- Procedures shall be in place for providing to families, on request, information about the ingredients and nutritional values of the foods served.
- Carbonate beverages will not be sold in vending machines within the school to students. Alternative healthy drinks will be offered.

School Meal Program

- The school food service program shall operate in accordance with the National School Lunch Act and the Child Nutrition Act of 1996 as amended and applicable laws and regulation of the state of South Dakota. All schools will comply with USDA regulations and state policies.

- Bowdle Schools shall offer varied and nutritious food choices that are consistent with the federal government's Dietary Guidelines for Americans.
- Menus should be planned with input from students, family members, and other school personnel and should take into account students' cultural norms and preferences.
- Students with special dietary needs (diabetes, celiac sprue, allergies, etc.) will be accommodated as required by USDA regulation.

Parties and Celebrations

- Schools will limit celebrations that involve food during the school day.

Healthy Snack options:

Best Choices:	
Granola bars, whole grain fruit bars	Nuts and seeds-plains or with spices
Nut mix	Trail mix—plain
Fresh fruit of all varieties	Dried fruit
Beef jerky (or buffalo jerky	Yogurt, low fat and no sugars added
String Cheese	Fruit/vegetables juice (100% juice)
1% or skim milk	Plain water
Frozen fruit juice bars	Fruit bars
Dry roasted peanuts, tree nuts, and soy nuts	
Frozen fruit juice bars (No sugar or high fructose corn syrup)	
Good Choices:	
Nuts with light sugar covering; honey-roasted	Popcorn without hydrogenated fats
Individually packed fruit in natural juices only	Fruit leather
Animal crackers and graham crackers	Pretzels
Low fat ice cream and sherbet bars	Peanut butter and crackers
Low-fat pudding	Baked chips or corn nuts

Standards for Food and Beverages

1. Beverages:

- Provide 100% fruit and vegetables juices and limit portion sizes to 4-12 oz.
- Provide water-non-carbonated and unflavored without added sugar, artificial sweeteners, or caffeine.
- Provide milk-skim or 1% in portion sizes of 8-16 oz. Flavored milk (chocolate), low fat, or skim may be offered in up to 12 oz. serving sizes with no more than 36 grams of sugar in a 12 oz. portion.
- Eliminate the sale of soft drinks, sports drinks, punch, fruit drinks, iced tea, coffee, and coffee-like beverages, and other items not included in allowable beverages listed above.
- Allow only water as a beverage in the classroom.

2. Grains:

- Serve whole grains which contain at least 2 grams of fiber per 1 oz.
- Limit portion sizes to 1.25 oz-2 oz. with most being 1.25 oz.
- Limit total calories from fat to no more than 30%
- Limit total calories from saturated fat to no more than 10%
- Limit sugar content to no more than 35% of calories by weight, or less than 6 grams from sugar per serving.

- Limit the amount of trans fats.

3. Fruits and Vegetables:

- Offer fruits and vegetables prepared/packages without added fat, sugar, or sodium. Low-fat dips and sauces on the side may be served in small portions to make foods more appealing.
- Offer ½ cup serving sizes of fruits and vegetables. Offer additional fruits and vegetables to help students reach the recommended 5-9 servings per day.
- Offer a variety of fruits and vegetables, especially colorful ones.

4. A la carte entrees and side dishes:

- Offer meat/meat substitutes in portions no greater than 3 oz. with 5 grams of fat per ounce or less (Except nut butters)
- Offer nuts and seeds in portion sizes no greater than 1.25 oz.
- Offer nut butters in portion sizes of 2-4 Tbsp.
- Offer non-fat and low-fat yogurt in portion sizes of 8 oz. or less. Sugar should not be the first ingredient on the label.
- Limit ice cream and frozen desserts to portion sizes of 4 oz. or less with 5 grams or less of fat. Sugar should not be the first ingredient.
- Offer cheese in portion sizes of 1-2 oz.

5. Condiments and miscellaneous:

- Offer salad dressing containing no more than 6-23 grams of fat per ounce.
- Remove salt shakers from tables.

Miscellaneous

10.01 Elasticity Clause

The student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student, school and community will be greatly considered. Each situation is different and will be handled on an individual basis. It is sincerely hoped each student will have a successful and enjoyable year. Students should take time to know the rules and regulations they are expected to follow so little problems can be avoided. If students have any questions or problems, they should come and see the administrator. The administrator enforces the rules and can best explain them.

10.02 19-20 Bowdle School District 22-1 Academic Calendar



Bowdle School District 22-1 SY 20-21 - Academic Calendar*

*Subject to change

Official: Board Approved December 9, 2019



Su	M	T	W	Th	F	Sa
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19^	20	21	
	24	25	26	27	28	
	31					

Su	M	T	W	Th	F	Sa
		1	2	3`	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30			

Su	M	T	W	Th	F	Sa
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28~	29	30	

Su	M	T	W	Th	F	Sa
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25*	26	27	
	30					

Su	M	T	W	Th	F	Sa
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22*	23	24	25	
	28	29	30	31		

	First/Last of School
	Professional Development Day
	No School Day
	State Assessment Testing
68	Mid-Term (Bold and Strikethrough)
	End of Quarter
28~	Parent/Teacher Conferences 2-8 PM
10	Parent/Teacher Conferences 7AM-3PM
8	Graduation: TBD
56*	Early Dismissal @ 11:30 AM (Asterix)
78~	Early Dismissal @ 1:30 PM (Tilde)
34^	Early Dismissal @ 3:00 PM (Caret)
42`	Homecoming @ 1:00 PM (Backtick)

168 Student Contact Days
175 Teacher Contact Days

Su	M	T	W	Th	F	Sa
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			

Su	M	T	W	Th	F	Sa
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

Su	M	T	W	Th	F	Sa
	3	4	5	6	7*	8
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	

10.02 19-20 Bowdle School District 22-1 Class Period Schedule

A – Normal*			B – 10 AM Delay*	
Period	Time		Period	Time
0	0800 – 0820			
1	0820 – 0906		1	1000 – 1034
2	0909 – 0955		2	1037 – 1111
3	0958 – 1044		3	1114 – 1148
4	1047 – 1133		4	1151 – 1222
5	1136 – 1222		Lunch	1222 – 1252
Lunch	1222 – 1249		5	1252 – 0129
6	1251 – 0139		6	0132 – 0206
7	0142 – 0230		7	0209 – 0243
8	0233 – 0320		8	0246 – 0320
Bus Bell	0315		Bus Bell	0315
C – 1130 AM Dismissal`			D – 0130 PM Dismissal^	
Period	Time		Period	Time
0	0800 – 0820		0	0800 – 0820
1	0820 – 0844		1	0820 – 0855
2	0844 – 0908		2	0855 – 0930
3	0908 – 0932		3	0930 – 1005
4	0932 – 0956		4	1005 – 1040
5	0956 – 1020		5	1040 – 1115
6	1020 – 1044		Lunch	1115 – 1135
7	1044 – 1105		6	1135 – 1215
8	1105 – 1130		7	1215 – 1255
Bus Bell	1125		8	1255 – 0130
E – 0300 PM Dismissal*			F – Block Testing Schedule*	
Period	Time		Period	Time
0	0800 – 0820			
1	0820 – 0905	1 or 5	0820 – 0955	
2	0855 – 0953	2 or 6	0958 - 1133	
3	0956 – 1038	Lunch	1136 -1203	
4	1041 – 1113	3 or 7	1203 - 0139	
5	1116 – 1201	4 or 8	0142 - 0320	
Lunch	1204 – 1239	Bus Bell	0315	
6	1240 – 0125			
7	0128 – 0212			
8	0215 – 0300			
Bus Bell	0255			

* Normal Elementary Lunch Schedule

^ Elementary Lunch Schedule at 1140AM

` No lunch meal services provided