

## WELCOME TO DEUBROOK AREA SCHOOLS

The faculty and administration of Deubrook Area Schools extend a warm welcome to all students and their families. It is our hope that your school year will be challenging, rewarding, and productive.

This handbook will help acquaint you with the various opportunities, regulations, practices and policies that govern our schools. Intended as a guide, this handbook will provide an outline of expectations and procedures that contribute to the operation of our school. Deubrook Area School District Policies can be found on our district website: [www.deubrook.com](http://www.deubrook.com).

Education is a cooperative venture between parents, students, teachers, and administrators. Working together, we will help our young people fully achieve their potential. One key to this cooperative effort is communication. This handbook is provided to establish communication and an understanding of school procedures and expectations.

Please feel free to communicate with school personnel at any time if you have questions, concerns, or inquiries. We are here to serve all students and families.

Respectfully,  
Paul Nepodal  
7-12 Principal/Activities Director  
Deubrook Area Schools  
605-629-1114

### Deubrook Area Schools – Mission Statement

The Deubrook Area School through a positive and safe learning environment, will prepare students to be lifelong learners, inspire students to reach their potential, and promote respect and character.

*This mission will be achieved through:*

Developing – Education – Understanding – Basics  
Reaching – Opportunities – Obtaining – Knowledge

### Deubrook Area School Fight Song

*Oh, we're the Deubrook Dolphins on the floor,  
And we will fight, fight, fight to raise the score.  
We've got the sportsmanship and lots of fun,  
And we will rah, rah, rah until the game is won.  
Come on and stand, stand, stand for DHS,  
Come on and fight, fight, fight and do your best.  
For we're the Deubrook Dolphins fighting now,  
Rah, Rah, Rah Deubrook High!*

**Contact Information:**      **Dr. Kim Kludt – Superintendent of Schools**  
**Paul Nepodal – 7-12 Principal/Activities Director**  
**Jon Boer – K-6 Elementary Principal**

**Mailing Address:**  
**PO Box 346**                              **PO Box 399**  
**100 School Street**                    **695 Palisades Ave**  
**White, South Dakota 57276**        **Toronto, South Dakota 57268**

**Phone Numbers:**  
**605-629-1101 (7-12)**                    **605-794-1151 (K-6)**  
**Fax Numbers:**  
**605-629-3701 (7-12)**                    **605-794-2492 (K-6)**  
**Website:**                                **[www.deubrook.com](http://www.deubrook.com)**

**Deubrook Area School Semester Schedule**

<b>First Semester</b>	<b>Second Semester</b>
*1st Quarter –August 21-October 19	*3 <sup>rd</sup> Quarter: January 3-March 8
*2 <sup>nd</sup> Quarter – October 22-December 20	*4 <sup>th</sup> Quarter: March 11-May 16

**School Closing Information**

Information a concerning the closing of school during times of emergency (due to inclement weather, a malfunction of the school facilities, or when the safety or welfare of the student will be in danger) can be secured by tuning to radio stations B93.7 or 102.3 or log on to the KELO website (DO NOT CALL 93.7, 102.3 OR KELO). In addition, AlertNow, an automated broadcasting serve, will contact all families that have registered with the program as soon as any school closing decision has been made. Please contact Deubrook Area School offices to get signed up for this service (this includes all phone numbers and email addresses)

**Equal Educational Opportunities – Statement of Rights**

\*Board policy 2:103

All students of the district will have equal educational opportunities. The Board will not discriminate on the basis of race, color, creed, religion, sex, handicap, economic status, national origin, or ancestry in its policies or programs.

To accomplish this policy on nondiscrimination, the Board will make every effort to provide all students equal access with respect to admission or membership in school-sponsored organizations, clubs, or activities; access to facilities; distribution of funds; academic evaluations; or any other aspect of school-sponsored programs or activities.

The Board recognizes, however, that in implementing this policy children vary widely in capabilities, interests, and social or economic background, and that no two children can be treated exactly alike if the fullest development of each is to be achieved.

Deubrook Area Schools are governed by District Policies. These policies are a framework for decision-making and state in general and specific terms the meaning of achieving the school educational program. All students and parents can read the policies by obtaining a hard copy through the High School Office, or they can be viewed on the School District website: [www.deubrook.com](http://www.deubrook.com)

## **1 – NON-DISCRIMINATION Statement**

The Deubrook Area Schools District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Superintendent Dr. Kimberly Kludt by writing to PO Box 346, White SD 57276-0346 or calling (605) 629-1100 or Rhonda Kruse by writing to PO Box 399, Toronto, SD 57268 or calling (605) 794-1151.

For further information on notice of non-discrimination, please contact the Office of Civil Rights:

U.S. Department of Education  
One Petticoat Lane  
1010 Walnut Street, Suite 320  
Kansas City, MO 64106  
Telephone: (816) 268-0550  
Facsimile: (816) 268-0559  
TDD: (800) 877-8339  
[Email: OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

## **2 - Non-Discrimination Statement for School Food Service**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **Academic Procedures and Policies**

#### **Student Graduation**

To be eligible to receive a high school diploma, students must meet the requirements set forth by the State of South Dakota and Deubrook Area Schools 05-6 (22 Credits). To be eligible to participate in the graduation ceremony at Deubrook Area Schools 05-6 if the graduation requirements have not been met, a student must have completed 21 credits and complete an academic contract with parents/guardians and administration outlining the timeline and manner in which the student will complete the final credit. If 21 credits are not obtained by a student and the student wishes to take part in the graduation ceremony he or she must request a hearing on or before April 1 to state his or her case to the Deubrook Board of Education.

#### **Credits Needed (Department of Education requirements)**

4 Units of Language Arts *Writing, Literature (including American Lit.) *Speech and Language Arts	3 Units of Social Studies US History, Government World History, World Geography
3 Units of Mathematics *Algebra 1 (see below for options) *Geometry, Algebra 2	3 Units of Lab Science *Physical Science, Biology *Advanced Biology, Chemistry or Physics
1 Unit of Fine Arts	1 Unit of CTE, World Language
.5 Unit of Personal Finance	.5 Unit of Physical Education
.5 Unit of Health	*other credits would be electives

***A high school credit for Algebra 1 may be earned in the 8<sup>th</sup> grade under the following guidelines:***

- 1. The student must pass the class with a grade of 86% (B-) or above.***
- 2. The student will take and pass the End of Course exam with a score of 80 or above. The student will have 2 chances to earn this score.***

## **Grading Scale**

100 = A+	93-92 = B+	85-84 = C+	74-73 = D+	64-0 = F
99-96 = A	91-88 = B	83-77 = C	72-67 = D	
95-94 = A-	87-86 = B-	76-75 = C-	66-65 = D-	

## **Credits Earned to determine grade level and eligibility for participation**

9<sup>th</sup> – 5.5 credits  
10<sup>th</sup> – 5.5 credits  
11<sup>th</sup> – 5.5 credits  
12<sup>th</sup> – 5.5 credits – total of 22 credits as outlined above.

\*SDHSAA regulations dictate that a student has 4 years (8 continuous semesters) of eligibility to compete upon entering 9<sup>th</sup> grade. The student must have passed 2 credits the semester prior to competing in a SDHSAA activity.

## **Classroom Materials and Lockers**

Certain materials (computer, textbooks, workbooks, tools) are provided by the school for student use. A student planner will also be issued to students in grades 7-9 to help students with organizing their studies and time management skills. Students will be responsible for the safe return of books and materials provided. Students will be charged for any damage done to their school equipment, including lockers, computers, equipment and materials. Students are expected to arrive at each class with required materials.

Each student is assigned a hallway locker in which he/she may keep his/her books and personal belongings. Students are responsible for the locker assigned to them. Locks are built in and are used for securing student lockers and lockers should be locked at all times. Do not give your combination to anyone. It is recommended that students either carry valuables or check them in with the school secretary. Students are responsible for school materials that are assigned to them.

Lockers remain the property of the school district, and the right to inspection is inherent in the authority granted to school boards and administration. The school district has the right to search lockers when school authorities have reasonable cause to believe that the locker is improperly used for the storage of any substance or object is illegal, or any contraband, which poses a hazard to the safety and order of the school environment.

Students shall not store in their lockers, or have in their possession, any items that are expressly prohibited, or violate safety, health or standard morality. Examples are: weapons, drugs, alcohol, pornographic materials, incendiary items, or items that may jeopardize the welfare or safety of other students.

### **Electronic Device Use Policy**

The use of electronic devices by students in the school setting can be disruptive to the orderly educational environment and present possible safety hazards for students and staff. Examples are, but not limited to: *paggers, cell phones, laser pointers, cameras, and camera phones. Electronic devices must be turned off during the class period. Should a device cause a disruption in class, the teacher is authorized to confiscate it and turn it into the Principal. Students will not be allowed to have headphones in the classroom unless authorized by the classroom teacher.*

If a student violates this policy, the following consequences will be enforced:

1<sup>st</sup> Offense: Electronic devices will be taken and turned into the office for the remainder of the day.

2<sup>nd</sup> Offense: Electronic devices will be secured in the office for 24 hours. After the 24 hours, the phone will be given to a parent, and the student will be assigned a detention.

3<sup>rd</sup> Offense: Electronic device will be secured in the office for 1 week (7 days). After the 7 days, the phone will be given to a parent and the student will be assigned 3 hours of detention.

After 3<sup>rd</sup> Offense, Administration will determine the consequences for students who have habitually violated this policy.

### **Plagiarism/Cheating**

Plagiarism is using and portraying the ideas or writings of another person as one's own. Cheating is using/giving help or assistance in any unauthorized way to complete an assignment or test. Any student guilty of cheating or of plagiarism faces a zero for that particular assignment or test, and parents will be notified.

### **Dress Code (Board Policy #732 pg. 39)**

Parents should use good judgment in determining what appropriate dress is and grooming for their children in accordance with the age and grade of these students. These decisions should reflect favorable upon the individual students, the school and community, and be made in cooperation with the administration. Student's dress and grooming will be the responsibility of the individual and his/her parent/guardian and should be neat and clean at all times. Students have the right to choose their own style of dress and personal appearance as long it does not:

- a) Interfere with the educational process or learning environment;
- b) Endanger student health and safety;
- c) Invade the rights of others;

- d) Disrupt the school;
- e) Offend other students/staff;
- f) Relate to gangs, drugs, sex, violence, or alcohol.

In order to promote a positive and safe learning environment, all students need to follow these guidelines:

1. No clothing or other apparel with writing, slogans, pictures, or symbols that depict alcohol, tobacco, or drugs.
2. No clothing or other apparel with writing, slogans, pictures or symbol that depict obscenities, vulgarity, racism, sex, sexual innuendo, violence, or gang affiliation.
3. No immodest clothing that exposes undergarments or that inappropriately exposes the body. Examples include, but are not limited to, short shorts, cut offs, muscle shirts, spaghetti straps, halter tops, tube tops, midriff tops, backless tops, very short skirts.
4. No slippers, stocking feet or bare feet. Shoes must be worn at all times.
5. No pants worn in a sagging manner.
6. No head covering shall be worn in the building between the hours of 7:25 and 3:45. This includes hats, caps, bandanas, or any type of head covering except for documented medical/religious reasons.
7. No chains that hang down or are used as belts.
8. No clothing/accessories with spikes.
9. No sunglasses except for documented medical reasons.
10. No coats will be worn in the classroom (excluding blazer or suit types) during the school day. (Blankets will not be allowed in the school building or used in the classroom)

***It is the intent of the dress code policy to be flexible to allow for individual tastes while maintaining an appropriate atmosphere for learning.***

Violation of the dress code policy will be dealt with in the following manner:

1<sup>st</sup> Offense: Students will be required to change or cover up the inappropriate or offensive clothing. Parent/guardian may pick up the student or bring a change of acceptable clothing.

2<sup>nd</sup> Offense: Above discipline along with a detention given.

3<sup>rd</sup> Offense: Above discipline along with a 1 day in-school suspension for habitually violating the dress code policy.

Any additional violation will result in a minimum of a 3 day in-school suspension and a student disciplinary hearing will be required with the parent/guardian.

### **Standards of Conduct and Discipline**

The purpose of this policy is to assure that Deubrook Area Schools provides an effective and orderly learning environment, and at the same time, assures all students the right to due process and fundamental fairness.

The Deubrook Area School has established rules which will assist in:

1. Avoiding disruption of the school program;
2. Preventing the invasion of rights of others;
3. Protecting school property; and
4. Alleviating any clear and present danger to the health, safety, and welfare of the student body and staff of the school.

Discipline procedures that may be used by the school include student conference, parent notification, parent conference, restitution, removal from class, removal of privileges, conflict resolution training, referral to law enforcement authorities, detention, in-school suspension, out-of-school suspension, and expulsion.

Definitions:

**Detention:** a form of discipline that detains a student outside of the normal school hours or removes a student from the general student population.

- A. Students will serve detention within a two (2) day period following the determination of the administrative investigation. Students involved in school activities may miss the activity to stay in detention
- B. Detention can be spent over the lunch hour or after school. This decision will be left up to the administration.
- C. A student who misses detention will have his/her detention hours doubled.
- D. Failure to comply after a student misses a 2<sup>nd</sup> detention will result in an In-School Suspension.
- E. Time spent after school for 30 minutes for each infraction. Students serving detention will not be allowed to talk and should have homework to work on. No phones or IPODs will be allowed. Any teacher or immediate supervisor may assign a detention. Teachers will supervise the detention on a rotation basis.

**In-School Suspension:** temporary denial of a student to participate in any instructional or school activity for a period of time as determined by the administration.

- A. Students will serve an ISS in the office area. They will not be allowed to leave the area during their time, including lunch.
- B. ISS is an excused absence and will be counted in the absence count.
- C. Students will be expected to make up all work missed during their time of ISS and will receive the full grade earned for the work completed. All make-up work given to the student on ISS will be due when the student returns to the classroom.
- D. No IPODs or Cell Phones will be allowed during ISS.
- E. Students who serve a day of ISS will not be allowed to attend or participate in any extra-curricular or school sponsored activities or practices that day.

**Out-of School Suspension:** temporary denial of a student to participate in any instructional or school activity for a period of time as determined by the administration.

- A. OSS is an excused absence and will be counted in the absence count.
- B. Students will be expected to make up their work missed and will receive the full grade earned for the work completed. All make-up work given to the student on OSS will be due when the student returns to the classroom.



- C. Students who serve OSS will not be allowed to attend or participate in any extra-curricular or school sponsored activities or practices on that day.

**Expulsion:** Denial to a student to participate in any instructional or school activity for a period of time as determined by the school board.

\*Procedures for expulsion are outlined in the District policy and will be followed.

Disciplinary action may be taken because of behavior at school and/or all school-related events, which violate a general Code of Conduct. The following acts are specific behaviors, which violate this Code and would be subject to disciplinary action. *Consequences are a minimum. The administration has the latitude to enforce other reasonable disciplinary action found to be warranted by specific situations.*

1. **Bomb Threat**

- a. Expulsion and report to the law enforcement officials

2. **Bus Conduct**

- a. The driver is in full charge of the students and the bus. The driver's relationship with the students should be the same as that of a teacher in the classroom. Bus transportation for students is not a right, but a privilege, conditioned upon courteous behavior and obedience to the established rules. The safety of the bus and its passengers demands complete cooperation from the students. It shall be the duty of the driver to report to the school administrator the names of any students who persist in violating the rules and regulations. The school administration may find it necessary to temporarily withhold the privilege of riding the bus from those students who fail to cooperate accordingly.
- b. Students shall obey all instructions from the school bus driver.
- c. Students must occupy the seat assigned to them, if seats are assigned.
- d. The same courteous conduct as is expected in the classroom must be observed while on the bus. Ordinary conversation is permitted. Loud and vulgar language is not permitted. Students will be courteous to the driver, fellow students, and the public. Please refrain from regular conversation with the driver while he/she is driving. This job requires his/her full attention.
- e. Students must be on time at the designated bus stops. The bus cannot wait beyond its regular time schedule for tardy students. A time schedule will be available and must be followed.
- f. Students will assist the driver in keeping the interior of the bus clean, sanitary, and in orderly condition. Students will not throw waste paper or other garbage on the floor or out the window of the bus.
- g. Students will not open or close the windows without permission of the driver.
- h. Students will not, at any time, put hands, arms, or heads out of the bus windows.
- i. Students will not move about the inside of the bus or try to get on or off while the bus is in motion.
- j. Students will immediately report any damage occurring to the bus.
- k. Students will follow the instructions of the driver when entering or leaving the bus and when they must cross the road or highway.

1. Students desiring to leave the bus at other than their designated bus stop must present the driver with written permission to do so from their parent/guardian. Students must ride their assigned bus to and from school with any changes to be approved the transportation provider.

### **Discipline for Bus Infractions**

The following is the disciplinary actions for violating the above transportation rules. These are the minimum actions and may be varied based upon investigation and the determination of the administration and transportation provider.

1<sup>st</sup> Offense: The completion of the bus conduct report will be done and presented to both the student and the parent/guardian. A discussion will be held to review the rules and a copy of the report will be sent to the parent/guardian. Disciplinary actions may vary according to the decision of the administration and transportation provider based on the seriousness of the infraction

2<sup>nd</sup> Offense: The student shall be removed from the bus for two (2) school days. The parent/guardian shall be notified and travel arrangements for the student will be the responsibility of the family. Upon returning to the bus, the student will be assigned a seat by the driver for a period of time to be determined by administration or the driver.

3<sup>rd</sup> Offense: The student will be suspended from all buses for five (5) school days. The administrator and transportation provider will have a conference with the student and the parents will be notified. Travel arrangements will be the responsibility of the parent/guardian.

4<sup>th</sup> Offense: The student will be suspended from all buses for the remainder of the school year. Parents and students will be notified and further transportation will be the responsibility of the parent/guardian and student.

*The following infractions may result in the immediate revoking of a student's bus riding privilege:*

1. *Fighting: physical violence in an angry or quarrelsome manner with intent to harm another person.*
2. *Insubordination: refusing to obey; failure to follow instructions or directions of a staff member; defiance; rebelliousness or lack of cooperation.*
3. *Profanity: swearing; use of obscene language, threatening or flagrantly disrespectful oral or written language; gestures.*
4. *Intimidation: threatening attitude and/or sexual harassment of students and teacher/driver.*
5. *Destruction or Vandalism: any act relating to the marking, cutting, tearing, breakage or other acts of general destruction of the bus.*
6. *Weapons: any violation of District Policy #717 and/or #718 regarding weapons.*

## **Disruptive Behavior**

The purpose of school is teaching and learning. Student will be expected to conduct themselves as ladies and gentlemen with a general code of respect given to each person in our school. Anything that interferes with this purpose may be deemed disruptive conduct and subject to formal disciplinary action. Generally, the classroom teacher is expected to deal with routine disciplinary action. A student who fails to comply with the direction of the teacher, student teacher, substitute teacher, para-professionals, administration and/or any authorized school personnel shall be considered in violation of school rules and policy. This behavior includes, but is not limited to, ***insubordination, vulgar language/verbal abuse, habitually not doing schoolwork, and/or general disrespect toward school personnel or students.*** When a student chooses not to follow the rules or is habitually disruptive to the learning environment, school personnel may choose to use the following procedures:

- 1<sup>st</sup> Offense: One (1) detention
- 2<sup>nd</sup> Offense: Three (3) detentions
- 3<sup>rd</sup> Offense: In-school or Out-of-School Suspension

When a student is referred to the principal's office, the following discipline procedures will be taken:

- 1<sup>st</sup> Offense: Zero for that period and kept for the remainder of that class period.
- 2<sup>nd</sup> Offense: Zero for that period as well as being removed from that class period for the following day and receive one (1) detention. Parent/guardian will be notified.
- 3<sup>rd</sup> Offense: Zero for that period, removed from class for the next 2 days, receives three (3) detentions and a parent/guardian conference will take place.
- 4<sup>th</sup> Offense: The student is removed from class permanently upon School Board approval. They will be allowed to take the class over the following year.

## **Fighting**

Definition: physical violence in an angry or quarrelsome manner with intent to harm another person or to disrupt the process of education while on school property, including parking lots, school buses, and at school activities. Law enforcement officials may be involved. The following disciplinary will be taken (but not limited to):

- 1<sup>st</sup> Offense: 3 days In-School Suspension
- 2<sup>nd</sup> Offense: 3 days Out-of-School Suspension
- 3<sup>rd</sup> Offense: 5 days Out-of-School Suspension with possible expulsion

## **Threats against Staff or Student**

Definition: expressions of intentions to injure, punish, or inflict pain on another.

- 1<sup>st</sup> Offense: One (1) day In-School Suspension
- 2<sup>nd</sup> Offense: Three (3) days Out-of-School Suspension

3<sup>rd</sup> Offense: Five (5) days Out-of-School Suspension

## **Stealing**

Stealing is defined as “the taking of another’s property which may include the taking of school property without proper authorization.” Law enforcement officials may be informed.

1<sup>st</sup> Offense: Three (3) days of detention and restitution

2<sup>nd</sup> Offense: Three (3) days of Out-of-School Suspension and restitution.

## **Attendance Policy**

*It is imperative that students attend school consistently in order to have a successful learning experience. We strive to provide a positive learning environment for each and every one of our students, but they must be here regularly to reap the benefits. Regular attendance is the responsibility of each student. It is our goal to provide every student with a high quality education, please assist us in meeting this goal by promoting and assuring your child’s regular attendance at school.*

\*Absences will not be classified as excused or unexcused. Parents need to clear absences; however, they do not need to indicate reason for student’s absence.

\*Students have 2 days to clear absences. If absence is not cleared by parent or guardian, the absence will be considered truant and the discipline policy will apply.

**Due to SDCL 13-27-1 (Compulsory School Attendance), caregivers are required by law to send their child(ren) (6-18 years old) to school on a regular basis. After 10 absences, the Deubrook School District will submit a truancy report to law enforcement indicating missing classes/days of school. Law enforcement will submit all truancy requests to the Deputy State’s Attorney’s Office.**

\***Attendance:** All students will be allowed **10 absences** per semester (Absences will not be classified as excused or unexcused).

- a. After **7 absences** , in one or more classes per semester, school personnel will send a letter to parent or guardian.
- b. After **10 absences**, in one or more classes per semester, students are considered excessively absent and a letter will be sent to the parent /guardian. Henceforth, the student will only be excused in the case of serious illness (doctor’s verification necessary within 2 days of absence) or other extenuating circumstances. After 10 absences, he/she will be removed from that class (replaced with study hall) and will no longer receive credit. Students removed from class may be placed on an alternative learning program for that class.
- c. Deubrook Area School sponsored and recognized programs will be classified as exempt absences. (Exempt absences will not count toward the ten absences per semester).

- d. Students 18 years or older who have excessive absence may be dropped from all classes; they may be considered for re-enrollment the following semester.

\*Student/parent may appeal the decision of the school administration to drop the student from class(es) by making a request to the principal.

**\*Grouping absences:**

- a. If a student has an extended illness (verified by a doctor’s note that explains non-attendance), those days may be “grouped.” (determined by administrator).
- b. Grouping will only take place only if a student exceeds the 10 day limit for excessive absence and will return a student’s attendance back to 10 days absent.
- c. Special circumstances with proper verification will be considered by the administration.

**Tardies**

- a. Upon receiving the 3<sup>rd</sup> tardy, the student will serve an after school detention. The student will lose any privileges until after the detention has been served.
- b. Upon receiving a 6<sup>th</sup> tardy, the student will serve 3 consecutive after school detentions and all privileges will be lost for the remainder of the semester.
- c. Anything beyond 6 tardies shall result in an In School Suspension for 1 day.

**\*Eligibility reminder: Students must be in attendance the last (3) consecutive periods of a school day before he/she can participate in an event or a practice held that day.**

**Activity Rules**

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

The following activities are provided as a means of enhancing the student’s education and will be subject to coverage by Deubrook Area School’s training rules:

**Athletics**

- |                        |                   |                      |
|------------------------|-------------------|----------------------|
| Football               | Volleyball        | Boys’ Cross Country  |
| Boys’ Basketball       | Girls’ Basketball | Girls’ Cross Country |
| Boy’s and Girl’s Track | Boys’ Golf        | Girls’ Golf          |
| Competitive Cheer      |                   |                      |

**Activities/Organizations**

- |               |                 |                    |
|---------------|-----------------|--------------------|
| Marching Band | Oral Interp     | Chorus Competition |
| One Act Play  | All School Play | Yearbook Staff     |

## **Eligibility**

To be eligible in co-curricular activities, a student must meet the requirements of the South Dakota High School Activities Association and be in good standing as a member of the Deubrook Area School's student body and meet the following standards:

1. Any 7-12 participant must maintain a 1.6 grade point average and have no F's to be eligible to participate in extracurricular activities. Each participant's grades and grade point average will be checked every week (on the last school day of the week) during the academic year beginning with the 3<sup>rd</sup> week of each quarter and continue throughout the quarter. Participants will not be eligible in any contest for 1 week (Monday through Sunday) if their grades or GPA do not meet the requirements above. They will be required to attend all practice sessions while they are ineligible or shall be removed from the team/group.
  - a. If a student receives a failing grade for a quarter, he or she will remain ineligible for the provisionary 3 week grace period.
2. A student's participation in all co-curricular activities will be dependent upon abstinence from the use of tobacco, alcohol and controlled drugs. Penalties for such use vary with each activity and are on file with activity sponsor and athletic/activities director.
3. Students must be in school the last three (3) consecutive periods of a school day before he/she can participate in an event or practice held that day. In the event of a medical appointment or family event, it is expected to be communicated with the HS office or directly with the Athletic Director to gain permission to participate in a practice or a game.
4. Students deemed ineligible will not be allowed to leave school early to travel to events with school transportation.
5. Any district equipment or uniforms checked out is the participant's responsibility. All uniforms or equipment must be cared for correctly during the season and returned in appropriate condition at the end of the season. The participant shall reimburse the school district for any missing equipment or uniforms. The participant will forfeit awards and will not be eligible for the following season until the equipment is paid for. They will also lose any privileges and the administration reserves the right to withhold grades until the school district is reimbursed accordingly.

## **Discipline Plan**

Any middle school or high school student wishing to participate in school activities shall not possess, buy, sell, dispense, or use tobacco, a mood-altering substance such as, but not limited to, steroids, marijuana, inhalants, alcohol or other drugs; or commit any crime against a person or

against property. This includes paraphernalia for tobacco or drug use such as pipes, vaping pens, clips, etc. – if found with these items, tobacco or drug items, law enforcement may/will be called to handle the issue further.

These activity rules will be enforced the entire year, which includes the summer months, regardless of whether or not the student is participating in an activity at the time. A student who violates these regulations shall be ineligible to participate according to the activity rules listed below.

The following activity rules apply for all students participating in school activities whether the offense occurs in a school, on school property, in district vehicles or buses, at district events, or away from school property. The Activity Rules Discipline Plan applies to all students participating in athletics, cheerleading and other activities included in the school activities defined above.

**Consequences:** Violations shall accumulate for four years in high school (9-12). Middle school students participating in any high school activities shall have violations accumulate for the number of years they participate in high school activities.

- The suspension period for an activity rules violation begins on the date of the next school activity event in which the student is involved and the season must be completed (practices, events, etc.) for the suspension to be served.
- The following consequences are a minimum only. The actual period of suspension shall be determined by the administration for each individual case.
- **The administration and coach/activity supervisor may enforce a more severe penalty, which may include termination from activities, if the violation warrants it. If the penalty exceeds the minimum for the violation, the reason shall be stated in writing.**

### **Penalties/Consequences:**

#### 1<sup>st</sup> Violation:

After confirmation of the 1<sup>st</sup> violation, the student shall lose eligibility for 4 events or 4 weeks, whichever is longer, in each activity in which the student is presently involved. A student **who voluntarily** reports the violation to the activities director or building principal shall lose their eligibility for only 2 events or 2 weeks, whichever is longer. If the violation occurs between seasonal activities or when a student is not involved in any activities, the penalty shall be imposed in the next seasonal activity in which the student may be participating.

#### 2<sup>nd</sup> Violation:

After confirmation of a 2<sup>nd</sup> violation, the student shall lose eligibility for 8 weeks or 8 activities, whichever is longer. If the violation occurs between season activities or when a student is not involved in any activities, the penalty will be imposed in the next seasonal activity in which the student may be participating. ***There is no voluntary report clause.***

3<sup>rd</sup> Violation:

After confirmation of a 3<sup>rd</sup> violation, the student will be declared ineligible to participate in any extra-curricular activity while attending any school accredited by the South Dakota Department of Education.

***If you (participant) become involved in a violation unbeknownst to you until that exact time, you should remove yourself from the situation as soon as possible. If you feel it necessary, you should advise your coach/sponsor as soon as possible of the situation.***

### **Anti-Bullying/Harassment of Students (Board Policy #733 – Section 8)**

Harassment and bullying of students is against federal, state and local policy, and is not tolerated by the Deubrook Area Schools Board of Education. The Board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures, and practices designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment.

***The Board prohibits harassment, bullying, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics of the student including: race, religion, gender, gender identity, sexual orientation, age, national origin, or disability.***

This policy is in effect while students or employees are on property within the jurisdiction of the Board; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds in if the misconduct substantially interferes with a student's education, threatens the overall educational environment and/or substantially disrupts the operation of the school.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination.

***Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following criteria:***

- \*Places the student in reasonable fear of harm to the student's person or property;
- \*Has a substantially detrimental effect on the student's physical or mental health;
- \*Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.



**Harassment and bullying** may include, but are not limited to, the following behaviors and circumstances:

- \*Verbal, nonverbal, physical, or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- \*Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- \*Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- \*Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- \*Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

**Sexual harassment** means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- \*Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;

- \*Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting the student; or

- \*The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational environment.

### ***Retaliation and Prohibition***

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. Any person (student, staff, or volunteer) who retaliates shall be subject to suspension, expulsion, and/or terminated from employment.

### **Student Planner**

Each year high school students are issued a planner. The planner remains school property and should be maintained in a respectful manner. A student, who does not have a planner that was issued to them, will be required to purchase a replacement planner in the amount of \$5.00. A student without a planner will not be allowed to check out of a classroom or the school during the day.

## **Study Hall Policies**

A seating arrangement will be made by the instructor.

Permission to work with another teacher must be documented **prior to study hall beginning**. Students are to use the entire time to study or read. Students need to be prepared with enough work for the entire period.

Students may use headphones/IPODs for study hall at the discretion of the study hall advisor. Further study hall rules/expectations may be provided by the study hall advisor.

*Please note the following:*

*The student handbook does not include every situation that may possibly arise 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 that each student will have a successful and enjoyable school year. Take the time to know the rules and regulations that students are expected to follow and many of the little problems can be avoided. If students have questions or problems, come see the principal.*

*The Deubrook Area School's Board of Education Policy further explains and outlines complaint procedures and resolution tactics. .*

## **DEUBROOK AREA SCHOOLS ACCEPTABLE USE POLICY**

**\*Please refer to the forms and policy handout provided at registration and computer checkout for the Acceptable Use Policy concerning our laptops and the use of them as students at Deubrook Area Schools. (Board Policy #704, Section 8)**