

# McLaughlin MS/HS



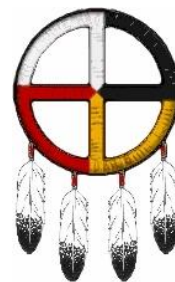
2015-2016

## Student Handbook



McLaughlin MS/HS  
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PO Box 880  
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## SECTION II. PRINCIPAL/SCHOOL BOARD/GENERAL SCHOOL

Dear Parents and Students,

Welcome to McLaughlin Middle School/High School! This handbook is a valuable resource that provides both students and parents information about the expectations of the school for this upcoming year. We hope you take the opportunity to review this handbook with your student and we also appreciate your support of the expectations of the school while your student is in attendance. Our #1 goal at this school is to help your student succeed and we look forward to working together with you to accomplish the goals you have for your student.

***Please have you and your student sign the SIGN OFF SHEET and return them to the school by the end of the first week!***

One area that can always be improved upon is regular attendance at school. Students need to attend school daily to succeed. Schools are held accountable to ensure that students are in school and can succeed in their academics. Our goal is to make sure that students are in attendance at least 95% of the time. This means that students on a four day school week who miss more than two days per quarter are at risk. Research shows that missing 10% of the school year—or 18 days in most districts—correlates with academic trouble. This level of absenteeism not only affects the students who miss class, but also creates a kind of classroom churn that makes it harder for teachers to teach and other students to learn. Please do everything you can to ensure your kids attend school daily.

I also want to emphasize the importance of students being held accountable for their actions. School discipline should be viewed as a “learning opportunity” that provides students with a chance to learn from their mistakes and make better choices in the future. You can be assured that every student will be treated with discipline that is both fair and firm when needed. If students create a problem for others or themselves, they will be asked to solve the problem and make positive choices towards improving their behavior. I also believe that students cannot learn to their optimum ability if they don’t feel safe. School safety is a very important aspect to achieve the ideal learning environment for our students. Students will be expected to exhibit leadership qualities in everything they do in our school. Leadership and learning go hand and hand. When students accept responsibility for their actions and behaviors in a positive way, everyone benefits from the positive school culture and climate of the school. Additionally, the academic learning environment that students engage in allows them to grow in the learning process.

I would also like to take the opportunity to invite parents and other visitors to come and visit us during special events or even to visit your student’s classroom. If you elect to visit a classroom, all we ask is that you stop by the office to inform us of your presence and to please wear your visitors pass. Safety is of the utmost importance and you can help ensure your student’s safety by being diligent in wearing the visitors pass.

In closing, I want to wish all students and parents a very successful school year. I am honored to be the Principal of the McLaughlin MS/HS and I am looking forward to a great school year! I believe together we can accomplish great things. If you have any questions, do not hesitate to come and stop by and visit with me.

Yours in Education,



Jeremy Hurd  
McLaughlin MS/HS Principal

# McLaughlin School District 15-4 2015-2016 School Calendar

## McLaughlin School District 15-2

2015-2016 School Calendar

155 day (144 student contact days, 2 days paid in-service, 9 days of Staff Development)

August 17-18	New Staff In-Service
August 19-20	All Staff In-Service
August 24	First Day of School
September 7	Labor Day – NO SCHOOL
September 11	Staff PD Day
October 2	Staff PD Day
October 12	Native American Day – NO SCHOOL
October 15	End of First Quarter
October 22	Parent Teacher Conference
November 6	Staff PD Day
November 25	PTC Comp Day – NO SCHOOL
November 26	Thanksgiving – NO SCHOOL
December 4	Staff PD Day
December 17	End of 2 <sup>nd</sup> Quarter
Dec. 21- Jan. 1	Christmas Break – NO SCHOOL
January 8	Staff PD Day
January 18	MLK Day – NO SCHOOL
February 5	Staff PD Day
February 15	President’s Day – NO SCHOOL
February 25	Parent Teacher Conferences
March 4	Staff PD Day
March 16	End of 3 <sup>rd</sup> Quarter
March 17	PTC Comp Day – NO SCHOOL
March 28	Easter – NO SCHOOL
April 8	Staff PD Day
May 6	Staff PD Day
May 21	Graduation
May 26	Last Day of School/End of 4 <sup>th</sup> Quarter

<b>State Events:</b>	
November 12-14	State Football Playoffs
November 19-21	State Volleyball Tourney
February 26-27	State Wrestling Tourney
March 10-12	State Girls Basketball
March 17-19	State Boys Basketball
May 27-28	State Track

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# **McLaughlin School Board of Education**

## **2015-16 School Board Members**

Juliana Taken Alive  
Coby Schmeichel

Ira W. Taken Alive  
Chris Reed

Wilfred Jones

## **MCLAUGHLIN PUBLIC SCHOOL DISTRICT 15-2 VISION**

To guide all learners to their full potential – academically, culturally, emotionally, and physically!

## **MCLAUGHLIN PUBLIC SCHOOL DISTRICT 15-2 MISSION**

In order to fulfill the fundamental purpose of helping everyone reach their full potential, we are dedicated to creating a school in which...

- 1) Every teacher, parent and student is clear on the knowledge, skills and attitudes students are expected to acquire in each course, grade level, and unit of instruction
- 2) All families feel accepted and empowered to combine resources with the school to create productive individuals for society
- 3) Students are prepared to be successful in life
- 4) Leadership is dispensed throughout the school structure
- 5) We are all proud of who we are and where we come from and are expected to go beyond what was thought possible to make a better future for ourselves, our families and our community
- 6) Teachers act in a professional manner with integrity and honesty and develop relationships characterized by caring and respect – relationships that will lead to a rewarding professional experience

## **Educational Board Goals**

- Goal 1: Ensure all students are reading at grade level
- Goal 2: Ensure all students are at school and attending class daily
- Goal 3: Ensure all students stay in school from K-12 and graduate
- Goal 4: Strengthen student, family, community and staff pride in McLaughlin
- Goal 5: Improve internal communication

## **McLaughlin School District 15-2**

(605) 823-4484

601 South Main Street, PO Box 880—McLaughlin, SD 57642

Superintendent: Mr. Scott Lepke      Business Manager: Kendra Sandquist



## McLaughlin MS/HS



### Educational Philosophy

In today's society, education is a continuous process of learning, not only for the present but for the future. Therefore, we will provide an educational environment promoting and enhancing learning as a life-long endeavor. In addition, we believe education is not just the development and refinement of mental capacity but a process assisting the students in meeting their physical, social, aesthetic, and emotional requirements. We will strive to provide stimulation and assistance so each student develops in accordance to his/her individual abilities, interests and potential.

The responsibility of the school, therefore, is to help guide the individual in the many and varied educational experiences so he/she can develop into a wholesome, happy, and productive human being. We recognize the importance of the home as an influence upon the student and believe a sympathetic cooperative attitude between the teacher and the parent is necessary in the development of the student's integrated personality. The total staff of the school system constitutes an inestimable and lasting force in the development of the student. The teacher is the most significant influence in the school and, therefore, it is primarily the teacher's responsibility to provide the learning environment in the school fostering maximum student growth and reflecting individual differences.

### Educational Vision

To guide all learners to their full potential – academically, culturally, emotionally, and physically.

### Educational Mission

In order to fulfill the fundamental purpose of helping everyone reach their full potential, we are dedicated to creating a school in which:

- Every teacher, parent and student is clear on the knowledge, skills and attitudes students are expected to acquire in each course, grade level, and unit of instruction
- All families feel accepted and empowered to combine resources with the school to create productive individuals for society
- Students are prepared to be successful in life
- Leadership is dispensed throughout the school structure. We are all proud of who we are and where we come from and are expected to go beyond what was thought possible to make a better future for ourselves, our families and our community
- Teachers act in a professional manner with integrity and honesty and develop relationships characterized by caring and respect relationships that will lead to a rewarding professional experience



# **MCLAUGHLIN MS/HS CORE EXPECTATIONS**

## **School Expectations**

- Create an environment showing excellence is worth the price
- Have high expectations resulting in superior achievement and the right to succeed for all students
- Provide that an educated student is able to accept, initiate and manage change in the 21<sup>st</sup> century
- Communicate that education is a shared responsibility of our students, parents, and community
- Enable students to utilize and integrate Native American culture to enhance the learning process
- Reflect and effect community values
- Foster a person's individuality and uniqueness
- Provide that each student has the desire to learn continually throughout life only if the home and school nurture it
- Make each student responsible for his/her own behavior
- Encourage and support professional development
- Employ individuals who support the district mission, beliefs, and goals

## **Student Expectations**

- Learn to accept responsibility for their learning and their actions
- Have a right to be respected and a duty to respect others
- Are entitled to an education appropriate to their individual needs
- Should be provided a safe, positive learning environment

## **Parent/Guardian Expectations**

- Encourage learning and help students attend regularly and arrive on time
- Support the school in its efforts to maintain proper discipline
- Be respected, positive role models who model lifelong learning
- Establish a time and place for doing homework and review homework regularly
- Keep communication open with school personnel and encourage the student's efforts and interests
- Read with their student and let their student see them read

## **Teacher Expectations**

- Respect the unique needs of their students and treat each in a fair and equitable manner
- Be knowledgeable in their field and be accommodating in their teaching style to help each student reach his/her maximum learning potential
- Embrace new ideas and utilize technology in their program while demonstrating professional behavior with a positive attitude
- Provide a positive learning environment
- Maintain open lines of communication with students and their parents/guardians to provide information about student progress
- Provide homework assignments as necessary to reinforce learning and teach responsibility

## RIGHT TO AMEND

The Administration, in conjunction with the McLaughlin School Board reserves the right to amend this handbook at any time during the school year. Parents/Guardians will be informed about any amendments that are adopted.

## ELASTIC CLAUSE

It is understood that this handbook cannot cover the myriad of events that may arise. In the case a situation is not covered in the handbook, the Principal and the Dean of Students will deal with situations in the best interests of the school, the student, and in accordance with Tribal, State, and Federal Laws.

## ACCREDITATION

McLaughlin Middle School/High School is accredited by the South Dakota Department of Education. It is the goal of the Board of Education and the school administration to meet the standards directed by the Department of Education.

## TRADITIONS

- OUR NAME** : Midgets
- OUR COLORS** : Black/Orange/White
- OUR SCHOOL SONG** : Oh we are from McLaughlin  
Stand up and cheer  
Our boys/girls are fighting  
To win this game tonight  
RAH! RAH! RAH!  
We will cheer  
You on boys/girls  
Victory's our aim  
Our boys/girls will  
WIN! WIN! WIN!!  
This game tonight  
V-I-C-T-O-R-Y  
M-I-D-G-E-T-S  
Fight!! Fight!!



### **OUR CORE VIRTUES**

#### **Wóksape (Wisdom)**

We understand what is right and true and we use knowledge wisely, academically, emotionally, culturally and physically.

#### **Waúnšilapi' (Compassion)**

We care for, sympathize with, and help others in need. We are considerate of the feelings of others.

#### **Wawóohola (Respect)**

We are tolerant and accepting of differences and we deal peacefully with anger, insults and disagreements.

#### **Wówalitake (Fortitude)**

We have strong hearts and minds, and we will not give up.

#### **Wayúonihan (Integrity)**

We are honest, we are loyal and we have the courage to do what is right.

# McLaughlin MS/HS Staff

## Building Administration/Support

<u>Position</u>	<u>Assignment</u>	<u>E-mail</u>
Jeremy Hurd	Principal	<a href="mailto:Jeremy.Hurd@k12.sd.us">Jeremy.Hurd@k12.sd.us</a>
Kyle Henderson	Dean of Instruction/Athletic Director	<a href="mailto:Kyle.Henderson@k12.sd.us">Kyle.Henderson@k12.sd.us</a>
Hank Taken Alive	Dean of Students	<a href="mailto:Hank.Taken-Alive@k12.sd.us">Hank.Taken-Alive@k12.sd.us</a>
Linda Stenberg	Guidance Counselor	<a href="mailto:Linda.Stenberg@k12.sd.us">Linda.Stenberg@k12.sd.us</a>
Jenny Archambault	Administrative Assistant	<a href="mailto:Jenny.Archambault@k12.sd.us">Jenny.Archambault@k12.sd.us</a>
Rebekah Marshall	Special Education Director	<a href="mailto:Rebekah.Marshall@k12.sd.us">Rebekah.Marshall@k12.sd.us</a>
LaVonne Walker	School Nurse	<a href="mailto:Lavonne.Walker@k12.sd.us">Lavonne.Walker@k12.sd.us</a>

## Certified Staff

<u>Teacher</u>	<u>Assignment</u>	<u>E-Mail</u>
Christopher Albert	MS CE & HS Hist./Gov't/Psych./Econ./Soc.	<a href="mailto:Christopher.Albert@k12.sd.us">Christopher.Albert@k12.sd.us</a>
Natalie Blackwood	9-12 Biology/Chemistry	<a href="mailto:Natalie.Blackwood@k12.sd.us">Natalie.Blackwood@k12.sd.us</a>
Nicole Grim	6-8 Social Studies	<a href="mailto:Nicole.Grim@k12.sd.us">Nicole.Grim@k12.sd.us</a>
Jacob Hinton	9-12 Science/6 <sup>th</sup> Grade Exp. Science	<a href="mailto:Jacob.Hinton@k12.sd.us">Jacob.Hinton@k12.sd.us</a>
Teresa Hoven	6-8 Science	<a href="mailto:Teresa.Hoven@k12.sd.us">Teresa.Hoven@k12.sd.us</a>
Austin Keller	9-12 Algebra	<a href="mailto:Austin.Keller@k12.sd.us">Austin.Keller@k12.sd.us</a>
Tyler Munson	9-12 World History/Geography	<a href="mailto:Tyler.Munson@k12.sd.us">Tyler.Munson@k12.sd.us</a>
Olivia Olson	9-12 English/Language Arts	<a href="mailto:Olivia.Olson@k12.sd.us">Olivia.Olson@k12.sd.us</a>
Chrissy Pantoja	6-7 English/Language Arts	<a href="mailto:Chrissy.Pantoja@k12.sd.us">Chrissy.Pantoja@k12.sd.us</a>
Cheryl Schaefer	9-12 English Language Arts	<a href="mailto:Cheryl.Schaefer@k12.sd.us">Cheryl.Schaefer@k12.sd.us</a>
Jerry Slade	6-12 Physical Education	<a href="mailto:Jerry.Slade@k12.sd.us">Jerry.Slade@k12.sd.us</a>
Tina Strohschein	6-12 Art	<a href="mailto:Tina.Strohschein@k12.sd.us">Tina.Strohschein@k12.sd.us</a>
Lauren Swaidner	9-12 Business/Careers	<a href="mailto:Lauren.Swaidner@k12.sd.us">Lauren.Swaidner@k12.sd.us</a>
Delores Taken Alive	6-12 Cultural Studies	<a href="mailto:Delores.TakenAlive@k12.sd.us">Delores.TakenAlive@k12.sd.us</a>
Sonja Taylor	7-8 Computer/9-12 Credit Recovery	<a href="mailto:Sonja.Taylor@k12.sd.us">Sonja.Taylor@k12.sd.us</a>
Christen Thompson	7-8 English/Language Arts	<a href="mailto:Christen.Thompson@k12.sd.us">Christen.Thompson@k12.sd.us</a>
Brian Walther	6-12 Computer	<a href="mailto:Brian.Walther@k12.sd.us">Brian.Walther@k12.sd.us</a>
Melissa Walther	9-12 Algebra/Geometry	<a href="mailto:Melissa.Walther@k12.sd.us">Melissa.Walther@k12.sd.us</a>
Joann Mousseau	MS/HS In-School Suspension	<a href="mailto:Joann.Mousseau@k12.sd.us">Joann.Mousseau@k12.sd.us</a>

## Classified Staff

<u>Employee</u>	<u>Assignment</u>	<u>Employee</u>	<u>Assignment</u>
Kay Martin	SPED Para	Effie Thompson	SPED Para
Bryanna Durke	SPED Para	Bonnie Swanson	SPED Para
Wambli Solider	SPED Para	Dierde Thompson	Job Coach/Transition
Chris Mills	SPED Para	Scott Big Eagle	MS/HS Custodian
Leah Taken Alive	SPED Para	Fritz Eagleshield	MS/HS Custodian

## SECTION III. ATTENDANCE



### ATTENDANCE

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

If you know in advance that your student will be absent from school, please notify the teacher and office. We try to work with parents on having students make up the work that has been missed; however, makeup work is no substitute for classroom instruction. Parents/Guardians may pick up make-up work at the end of the school day and should follow the teacher's directions regarding the return of the make-up work. Students will have the number of days absent plus one additional day to complete missing assignments for absences.

The state of South Dakota requires compulsory attendance for students from six to eighteen years of age. Schools are required to track regular school attendance of all students and meet annual goals based on the attendance of each student. *The goal for each student is to be in school 94% of the days school is in session. This means that any student who misses more than 10 days of school in an entire school year, is below the state requirement for school attendance.*

### South Dakota Compulsory Attendance—IT'S THE LAW

In accordance with South Dakota State Law (SDCL 13-27-11) states that:

*“Failure to send a child to school as misdemeanor. Any person having control of a student of compulsory school age who fails to have the student attend school as required by the provisions of this title, is guilty of a Class 2 misdemeanor for the first offense. For each subsequent offense, a violator of this section is guilty of a Class 1 misdemeanor.”*

### Attendance requirements of the Standing Rock Sioux Tribal Education Code:

- Mandates that student cannot miss 5 days in a half year or 10 days in a full year.
- Requires all students between six and nineteen years of age (and those students enrolled in kindergarten as 5-year-olds) attend school regularly.

**\*\*Please remember that a written note or a phone call explaining the absence is required when a student is absent.**

## Truancy

A. "Truancy" is any absence, by a student of compulsory school age for part or all of one or more days from school during which the school has not been notified of the legal cause of the absence by the parent/guardian of the absent student. It is also an irregular attendance pattern which defeats the intent of compulsory attendance.

B. When absenteeism has become detrimental to student achievement and the student/parent/guardian has ignored every effort by the district to gain compulsory attendance, the principal may begin truancy proceedings to be brought against the parent/guardian.

Prior to such actions the Principal shall have:

1. Communicated with the student's parents/guardians to discuss the student's truancy or have attempted to meet and been refused.
2. Offered an opportunity for educational counseling with school personnel, the student, parent/guardian.

## **ATTENDANCE REGULATIONS**

The following guidelines are to help parents/guardians establish a good attendance record for their student(s):

- Students should be in their classroom and ready for learning at 7:30 AM (MT). Students not in their first period classroom by the sound of the first bell, will be counted as tardy. Seven tardies will equal ½ day absent.
- Any student arriving between 8:01 AM and 1:30 PM (MT) will result in student being counted as one-half day absent.
- Students being checked out between 7:30 AM and 11:30 AM or 11:30AM and 3:30 PM will be counted as absent one-half (1/2) day.
- Students being checked out between 7:31 AM and 8:30 AM will be counted as absent one-half (1/2) day.
- Students may be checked out by a parent for lunch, however, parents must check out the student from the school at the beginning of the lunch period and must return the student prior to the end of the lunch period so that they are in class on time. Missed time from classes negatively impacts a student's performance and their academic progress.

## **ABSENCES FROM SCHOOL**

The following procedures will be used after the student has been absent a number of times during the year:

### **FIVE ABSENCES**

A written notification will be sent to the parent/guardian, Office of the Prosecutor and Office of the Juvenile Presenting Officer and the Office of the State's Attorney. The letter will include a statement of the parent's/guardian's responsibilities under the Tribal Education Code and South Dakota State Law to cause the student to attend school regularly.

## **SEVEN ABSENCES**

A certified letter will be sent to the parent/guardian, Office of the Prosecutor and Office of the Juvenile Presenting Officer and the Office of the State's Attorney regarding the student's absences. The letter will include a conference time for the parent/guardian to meet with the principal to discuss the seriousness of the absences. The parent/guardian will also be notified of future consequences should more absences occur.

## **TEN ABSENCES**

A certified letter will be sent to the parent/guardian, Office of the Prosecutor and Office of the Juvenile Presenting Officer and the Office of the State's Attorney regarding the student's absences. Ten absences will result in a referral to Juvenile or Adult Court for Educational Neglect.

## **FIFTEEN NON-CONSECUTIVE ABSENCES**

A certified letter will be sent to the parent/guardian, Office of the Prosecutor and Office of the Juvenile Presenting Officer and the Office of the State's Attorney stating the student has been dropped. The parent/guardian will be required to fill out all paperwork necessary to re-enroll in order for the student to return to school. If the parent/guardian deems it necessary to enroll their student in a different school, all absences will follow the student.

**\*\*All school related, sponsored, or athletic activities will be considered "exempt" from the above absence policy and a student or family will not be penalized for these type of absences.**

## **EARLY DEPARTURE**

Any parent/guardian who must take their student out of school early must obtain a slip from the McLaughlin MS/HS secretary or principal before the student will be permitted to leave the building. No student will be permitted to leave with anyone other than a parent/guardian who signs out the student in person from the office or the parent has called the office and verbally excused the student. Parents are responsible to provide the office with a list of adults who have permission to check out their student.

## **EXCUSED ABSENCES**

The following reasons for a school absence are considered excuses, but still **WILL BE** counted as absences:

- Student medical appointments (please provide written documentation for the medical provider)
- Death in the family
- Student illness or injury
- Cultural activities (3 days at the discretion of the building principal)

### **Medical/Sickness Absences**

We encourage you to try and schedule your student's doctor and dental appointments outside of school hours. If this is not possible, you must come to the main office first to check your student out. If someone other than a family member is going to pick your student up, please inform the school.

In the case of chronic or irregular attendance due to illness or injury, the administration will request a physician's written statement certifying the necessity for school absence.

South Dakota State law 1977, CH129.1 13-27-6.1 states:

*“an elementary and secondary pupil shall be eligible to be counted for school attendance up to five days in a school term when an excuse from actual school attendance is requested by a parent or guardian for the educational value.”*

When a student has been absent from school without parent/guardian notification, school personnel will make a home/work contact by telephone, home visit or written notification. Classroom instructional time is important and is difficult to make up.

An excused absence includes medical illness and enrollment in a short term group care educational program for up to 90 consecutive school days.

### **LEAVING THE SCHOOL GROUNDS**

McLaughlin MS/HS operate from a closed campus policy. This means that once a student arrives on the campus, he or she is to remain there until there is authorization to leave or the school day ends. For your student’s safety, office staff must have written parent/guardian permission before a student is allowed to leave or **drive**. The student will be considered AWOL if prior permission is not given by the principal or building supervisor at that time.

### **SCHOOL HOURS**

The McLaughlin School District operates school business using Mountain Time. The school doors will be open at 7:00 AM (MT) each morning. All school offices and the classrooms will be open at 7:00 AM (MT). Teachers are in their classrooms at 7:00 AM (MT). School begins at 7:30 AM (MT) Students are expected to go to their desks when they enter the room. School hours are 7:30 AM-3:30 PM (MT).

### **SCHOOL CLOSING**

Information regarding school closing due to severe weather or unforeseen happenings will be broadcast on:

KOLY: AM 1300                      FM 99.5 KMLO:                      FM 100.7                      KLND: FM 89.6

A SchoolReach call will also be made to the parents/guardians. ***Please keep the school informed of any changes in phone numbers so you will receive this valuable information.*** School Reach calls are voice activated, therefore please respond with a greeting when answering your phone. If you have a cell phone, please note that our automated system does not work if you have music playing while your call is being connected. So that we may communicate with you at all times, it is our recommendation to not use the optional music offered by your cellular provider.

In the event that school is called off for the day or that there will be a school dismissal prior to normal time, information will be available on above mentioned radio and TV stations.

## **TARDIES**

- A. During the school day tardiness shall be defined as failure to be at one's assigned classroom when the class bell rings. When a student is tardy during the school day, he/she will report to the principal/dean of student's office for an excuse for initial admittance to school and to the secretary's office for an excuse for re-admittance to class after being admitted to school. Excused or unexcused tardiness will be determined at this time, recorded on a pass and taken to the scheduled class teacher.
- B. Student being 10 minutes late into the class period will turn into an unexcused absence for that class period unless a parent has called.
- C. Two tardies in a day will require the student to sit detention during the next scheduled detention day. Students arriving after the first 10 minutes of the period beginning will be required to sit in In-School Suspension until that class period is over, this will minimize disruptions.

## **SECTION IV. ACADEMICS AND SUPPORTS**

### **ACADEMIC LETTERS**

Academic Letters will be awarded to students in grades 9-12 if they maintain at least 3.50 grade point average. The 3.5 GPA must be cumulative. A minimum of 4 academic classes per semester will be used to determine the GPA. A student who has a GPA of 4.00 will be awarded an academic letter and a gold bar. Students maintaining a GPA of 3.5-3.99 will receive an academic letter and a silver bar. A student can earn gold or silver bars in subsequent years but will receive only one academic letter during the four years of high school.

1. GPA will be computed on a yearly basis, averaging the first and second semester GPA each year.
2. The academic letter is independent of all other letters.
3. Eligibility begins with the current school year and is not retroactive. Students enrolling during the school year will have grades/credits earned at the previous schools used for consideration in computing the yearly GPA.

### **CLASS REQUIREMENTS**

All 6<sup>th</sup> through 12<sup>th</sup> grade students must take at least 8 full classes per day until graduation requirements are met.

\*Administrative discretion will supersede policy in the event of extenuating circumstances.\*

### **PROGRESS/FAILING REPORTS**

Report cards will be distributed approximately one week after the end of each nine-week grading period. Fourth quarter grades will be mailed after school is concluded in the Spring. Progress reports will be given to each student during the course of the semester. In each case, reasons for the inferior work are suggested. Students should feel free to consult with their teachers, the counselor, or the administrator at any time when they feel that their work is inferior and wish suggestion for improvement.



## **Graduation Participation**

Students will not be allowed to go through graduation exercises if they have not met the McLaughlin MS/HS State Requirements for graduation one week prior to graduation ceremonies.

## **GUIDANCE**

The McLaughlin MS/HS Guidance Counselor strives to aid each student in utilizing his/her abilities to the fullest in making sound choices and developing self-understanding. Guidance services available include:

1. Individual Counseling- Students may **schedule** visits with the guidance counselor through the office during the school day when the counselor is present. Students must have permission from the counselor to be dismissed from classes.
2. Testing Services-The counselor will provide information and application forms for various college entrance examinations. The office will also administer and interpret other standardized tests throughout the school year.
3. Junior Evaluation- All students are encouraged to meet with a counselor the second semester of their junior year to evaluate their permanent records to ensure graduation requirements will be met.
4. Assistance with Post-High School Education- The office will provide information and application forms for college, technical, and vocational training and financial assistance.
5. Referral Services- The office will provide referral services to area agencies as needed. Referrals may be made for counseling or educational purposes.

## **GRADING**

Grades do indicate, in some measure, the quality and quantity of work a student is doing. Freshmen students will have their GPA carefully explained to them. We stress that they maintain a grade point average to their full capacity at all times. Grades are important and become a part of every student's permanent record, and consequently a recommendation for or against him/her when the record is examined. McLaughlin High School publishes an Honor Roll. For a student to qualify for the Honor Roll a 3.0 or better GPA must be maintained. All grades are averaged.

Recognition will be designated as Highest Honors (4.00), High Honors (3.99-3.5), Honors (3.49 – 3.0).

Daily grades are figured on the following scale:

**A** 100-93      **B** 92-85      **C** 84-77      **D** 69-76      **F** 68 and Below

Class Rank will be determined by

First: GPA (calculated to the 1000ths from the DDN Campus Report)

Second: If ties not broken Co-Ranks

## **HOMEWORK**

Homework assignments are a necessary part of an educational program. Homework should be assigned on an as-needed basis emphasizing core curriculum subjects and, at other times when deemed necessary, for understanding educational concepts. Discretion is to be used, as not to overburden the student and to take into account other school activities. The purpose of performing certain homework tasks is to create simulations of meaningful and practical life experiences.

Homework, or assignments given, is required to be turned in on the day or during the class period they are due. Credit will be given for partial completion of assignments turned in at the required time. In grades 6-12 each teacher will inform his/her students of his/her policy regarding late assignments. Students who have been absent are to get their make-up assignments from the teacher. Make-up work must be turned in to the teacher when that teacher requires it.

## **MCLAUGHLIN HIGH SCHOOL GRADUATION REQUIREMENTS**

Students need a Personal Learning Plan that documents a minimum of 22 credits that include the following:

<p><b>English/Language Arts – 4 credits</b></p> <p>a. <u>Writing – 1.5 credits</u> Comp/Grammar I Comp/Grammar III Comp/Grammar IV</p> <p>b. <u>Literature – 1.5 credits</u> Fiction/Novels World Literature American Literature</p> <p>c. Speech - .5 credit</p> <p>d. <u>Language Arts Elective - .5 credit</u> Contemporary Literature</p>	<p><b>Social Studies – 3 credits</b></p> <p>a. World Geography - .5 credit</p> <p>b. World History - .5 credit</p> <p>c. American History – 1 credit</p> <p>d. US Government - .5 credit</p> <p>e. Native American History - .5 credit</p>
<p><b>Mathematics – 3 credits</b></p> <p>a. Algebra I – 1 credit</p> <p>b. *Geometry – 1 credit</p> <p>c. *Algebra II – 1 credit</p>	<p><b>Lab Science – 3 credits</b></p> <p>a. Physical Science – 1 credit</p> <p>b. Biology – 1 credit</p> <p>c. *Chemistry or Physics – 1 credit</p>
<p><b>Fine Art – 1 credit</b></p>	<p><b>Personal Finance or Economics – 1 credit</b></p>
<p><b>Health and Physical Education – 1 credit</b></p> <p>a. Physical Education – .5 credit</p> <p>b. Health - .5 credit</p>	<p><b>World Language – 1 credit</b></p>
<p><b>Career and Technical Education – 1 credit</b></p>	<p><b>Elective – 4 credits</b></p>

\*With school and parent/guardian approval, a student may be excused from this course in favor of a more appropriate course. A student may be excused from Geometry or Algebra II, but not both. The student is still required to pass 3 credits of math. If a student is excused from Chemistry or Physics, the student must still take 3 credits of lab science.

## **HIGH SCHOOL SEMESTER TESTS**

Students in grades 9-12 that miss three (3) or fewer days (Both excused and unexcused absences, excluding school activities) in any course in either semester and are passing **ALL CLASSES** in their current schedule will be given the option of taking or not taking semester tests. Students who receive an Out of School Suspension during the semester will be required to take semester tests for all class periods.

**\*Administrative discretion will supersede policy in the event of extenuating circumstances.\***

## **SCHEDULE CHANGES**

High School students may change a class any time prior to the 3<sup>rd</sup> day of the student starting school. The first day in session is the first time the class meets. Each school day thereafter counts whether the class meets or not. Criteria that will be looked at are as follows:

1. Is it possible in terms of the student's existing schedule and the change will not overload a particular class?
2. The change results in a reasonable program of study.
3. The change is approved by the teachers involved, parent, counselor, and the administration.

There will be no penalty or record of the class recorded on the student's permanent record if dropped prior to the deadline. Any class dropped after the deadline will be recorded as a failing grade on that student's permanent record.

## **SECTION V. GENERAL SCHOOL POLICIES/PROCEDURES**

### **DEFICIENCY SLIPS**

Report cards will be issued one week following the week marking the end of the grading period. Written notices will be sent to the parents of students who, in the estimation of the teachers, are not working up to capacity or are having other difficulties with school-work. We will have weekly grade checks for all students participating in extracurricular activities.

### **DIVORCED/SEPARATED PARENTS/GUARDIANS**

The McLaughlin MS/HS shall maintain neutrality between parents who are involved in a legal action affecting the family, unless otherwise directed by a court order. It is the sole responsibility of the parent(s) to notify the school and provide a copy of such a court order.

The parent(s)/guardian(s) who enroll a student shall be considered to be custodial parent and that parent's residence shall be considered the student's residence for school purposes, unless a court order or other documentation is presented which specifies otherwise. The parents of the student are solely responsible for informing the school of names and mailing addresses of custodial and non-custodial parent.

Federal law requires the non-custodial parent of any student enrolled at McLaughlin MS/HS shall be provided all report cards, notices of school activities, disciplinary reports, conference information and/or

summaries, or other student records which are provided to the custodial parent, unless otherwise expressly curtailed or restricted by a provision of a court order which has been provided to the building principal. The non-custodial parent(s) may participate in all activities including conferences. The school will conduct only one meeting for parents in which both parents will be permitted to participate. If divorced or separated parents request separate teacher conferences, the principal shall have the discretion to grant or deny such a request.

A student enrolled at McLaughlin MS/HS may be released from school to the custodial parent only. Non-custodial parents must make prior arrangements with the custodial parent, and school principal must be notified prior to student being released to non-custodial parent.

### **FIELD TRIPS/SCHOOL TRIPS/ACTIVITIES**

As a student you are reminded that all McLaughlin School District and McLaughlin MS/HS policies are in effect while you are in attendance at school activities either here or away. Any student riding to an activity on school transportation must return on school transportation unless the parent or guardian is present and makes a personal written request to the sponsor and takes responsibility for the student's return. Family members or family friends will not be allowed to take responsibility for your student. Any other arrangements must be made in advance in person and in writing with approval of an administrator or sponsor.

Any student charged/caught using or in possession of alcohol/drugs on a school sponsored overnight outing will not be allowed to go on any future overnight outings for the remainder of the school year. Staff supervisors are required to follow school policies regarding incidents of drug/alcohol use.

Field trips constitute an educational experience that requires transportation from the school. Field trips would include contests and/or visitations to sites that would provide enrichment experiences for the student.

**\*\*Field trips shall be approved by administration.**

No field trip shall supersede an already approved field trip on a scheduled day.

### **LOST AND FOUND**

It is a common procedure to report lost items to the office. Bring all objects found to the Secretary's office. Items will be kept for a period of time, after which they will be disposed of. Items left in restrooms and hallways will be picked up and kept for a period of time. If not claimed, they will be disposed of.

### **PATRIOTISM/PLEDGE OF ALLEGIANCE**

Patriotism is encouraged in McLaughlin School District. Additionally, South Dakota codified law 13-24-17.2 instructs schools to do the following in respect to honoring the United States flag:

"The right to post the United States flag shall not be limited or infringed upon in any public school classroom, public school building, at any public school event, or on any public school uniform. Each school district shall provide students the opportunity to salute the United States and the flag each day by

reciting the pledge of allegiance to the flag of the United States. A student may choose not to participate in the salute to the United States and the flag. However, a student who does not participate in the salute shall maintain a respectful silence during the salute. The national anthem may be sung during any school day or school event.”

### **PARENT/STUDENT PERSONAL INFO**

Please notify the school of any change of address, home or business telephone number, or emergency numbers. In the event your student requires emergency assistance, it is important we are able to contact you. In addition, school letters, report cards, and other important information will be sent on an as needed basis and will help to keep you informed of school related matters

### **PARENT/COMMUNITY/STUDENT VISITS**

Parents and guardians are highly encouraged and openly invited to visit school. When parents come to the school, you will be expected to go through our security procedures, and wear a visitors badge while in the building. Parents/guardians should schedule classroom visits in advance with the classroom teacher and inform the school principal of the reason for your visit. When making visits, unless the parent/guardian is asked to assist with his or her student or a group of student, the parent/guardian is expected to respect the educational process in the classroom and conduct themselves in a manner that will not disrupt student learning, teaching, and be in agreement with the expectations of the teachers class you are attending.

Should there be a need by a parent/guardian to acquire more insight and information regarding how the parent's/guardian's student is doing in school, the parent/guardian should request a time to meet with the teacher outside the regular student school day in order to discuss those things with the teacher.

Any student wishing to bring a visitor for a day to the McLaughlin MS/HS must notify the administrator in writing two school days before the visitor comes to the school. All student visitors must also have a release from their school in writing in order to be a visitor; this release must be in writing to the Principal. The administrator will then approve or deny the visit.

### **PARENT-TEACHER CONFERENCES**

We will hold 2 parent-teacher conferences annually scheduled once each semester. The conference is one means of reporting pupil progress and an effort to have better school-parent communication. A closer home-school relationship will help solve many little problems before they become issues. Parents may request a conference with any teacher through the school office. A mutually convenient time will be arranged.

### **PARENT RESPONSIBILITY AND BUSES**

If you are having trouble getting your student up for the bus, some pointers would be to enforce a curfew. Students are better rested and prepared for the school day if they receive 8 hours of sleep. There are several adverse circumstances associated with the lack of rest.

On time for the bus is a life skill that can be associated with being on-time for work. We are at an impressionable stage and can help our students form good habits for their future whether college or career

and students that are on-time for the bus are also assured that they are in-time for breakfast in the morning, which is provided free of charge from the school every morning that we have school.

**\*\*NOTICE VERBAL ATTACKS/ABUSE (CUSSING, NAME CALLING.ECT) ARE NOT TOLERATED AND WILL RESULT IN LOSS OF TRANSPORT SERVICES AS DECIDED BY THE SCHOOL ADMINISTRATORS.**

### **PURCHASES FOR ORGANIZATIONS**

No pupil is to purchase any item for any school organization without a requisition signed by the sponsor of the organization and the principal.

### **RULES GOVERNING PROM**

- Prom is a formal occasion and all students and their guests are expected to behave accordingly.
- Appropriate attire is expected.
- The Grand March is a public event and will be conducted in a formal fashion.
- Once prom starts all doors will be locked. No one will be admitted after that time. Parents must check out students who leave early by signing a parent signature form explaining the time and reason for their early departure. Students who leave early will not be allowed to re-enter.
- This is a school function and all attendees will be expected to abide by school policy.
- The use of alcohol, drugs and tobacco is strictly forbidden. Anyone caught with these products will be turned over to authorities and suspended from school. Any suspicion of drinking will be handled by the authorities.
- All students admitted to prom must pass a personal breathalyzer test prior to entrance to prom
- Inappropriate behavior will result in students being removed.
- Only McLaughlin High School students and their dates may attend prom. Guests must be at least high school freshmen and younger than the age of 21 enrolled in school (high school, college, etc.). McLaughlin students will be responsible for the actions of their dates.
- All dates who are not students of McLaughlin High School must be registered in the office by Monday of prom week.
- Advisors are expected to be present during set-up, at the prom, and during take-down. Sophomore class advisors and the sophomore class is responsible for prom cleanup the following day.
- A grade check will be conducted by the school. Students must be passing a minimum of five (5) classes the week prior to prom.

### **SOCIAL EVENTS/ DANCES**

With few exceptions, school parties are for McLaughlin MS/HS students ONLY.

Students are to observe the following rules and regulation for school dances/activities:

1. Students must remain in the building until departing the dance.
2. Students may not return to the dance after leaving the building.
3. All other rules and regulations are in effect.
4. Any misbehavior will result in removal from the dance and your parents called.

## **SPECIAL TRANSPORTATION ISSUES**

The school will not be responsible for transporting day students to court or medical and dental appointments. The school will not transport students who miss the bus unless authorized by the Principal.

## **STUDENT COUNCIL**

Student council is a group of students chosen by the student body to voice their opinions, ideas, and feelings through an organized body. The McLaughlin MS/HS Student Council consists of the President (Sr. Class President), Vice-president (Senior Class Vice-President), and Secretary-Treasurer (Junior Class President) one representative from each of the grades 6-12. Class presidents are also members of the council. The student council adviser supervises the student council. The Student Council President can be designated to attend school board meetings on an as needed basis.

The student council will meet to determine eligibility requirements for those to attend the function based on grade level, discipline records, tardies, attendance, etc. Only those with good citizenship will be allowed to attend.

## **STUDENT/LEADER/ATHLETE OF THE MONTH**

These awards are given monthly to students who demonstrate outstanding leadership, citizenship, and sportsmanship. The students selected will be recognized and rewarded. Criteria for the program will be determined by staff and awarded monthly. Please see the principal for a detailed copy of the criteria.

1. Positive cooperation with students and teachers.
2. Reliable and responsible.
3. Attendance.
4. Citizenship.
5. Consistent positive attitude.
6. Positive role model.
7. Courtesy.
8. Interaction with peers
9. Work Ethic
10. Sportsmanship (Athlete of the Month)
11. Value to the team (Does not have to be best athlete)

## **TRANSFER OF RECORDS**

McLaughlin MS/HS will not release any records or transcripts to any other agency or institution without written permission of the student (if 18 years of age) or parent or guardian. These records will not be released unless all bills owed by the student are paid in full and all school-owned property held by the student returned to the school in proper condition.

## **TRUST AND AGENCY ACCOUNTS**

All accounts in Trust and Agency must have an adviser and officers. Those people must meet, take, and retain minutes, follow rules of recordkeeping and vote on how to spend their funds and the amount of spend. Officers may represent the group, but spending and acceptance of funds is contingent upon Administration and the McLaughlin Board of Education. Groups must present requisitions to the

Principal, Business Manager and Superintendent in the administrative office. Purchases made without approval may not be paid and the officers of the organization will be responsible for such payment.

### **USE OF SCHOOL TELEPHONE**

Permission to use the office telephone may only be granted by the office personnel. Classroom phones are not to be used by students; unless approved by the teacher. Students should not ask to use the phone during school hours unless absolutely necessary. Telephone calls can only be made before/after school. Student transportation after school should be arranged before the student leaves for school in the morning. Students are not called to the telephone except in case of an emergency. If there is an emergency, a message will be taken to the student as soon as possible.

## **SECTION VI. SCHOOLWIDE BEHAVIORIAL EXPECTATIONS/SUPPORTS/INTERVENTIONS**

### **AFTER-SCHOOL DETENTION RULES**

After-School Detention is from 3:30 PM (MT) and will last for one hour until 4:30 PM (MT) or may be held during lunch time. No one is permitted to leave early and will be referred to the Principal or Dean of Students for non-compliance.

1. No Sleeping.
2. Be on time.
3. Be respectful to other students and Detention Supervisor. Follow Supervisor's directions.
4. Bring homework or work will be assigned to you.
5. Only the Principal, Dean of Students, or Counselor may excuse a student from detention.
6. No pop seeds or candy.
7. Skipping detention is a minor infraction which will result in one (1) day of In School Suspension from 7:30 AM (MT) to 3:30 PM (MT); not to exceed 4:30 PM (MT) or when school transportation is available. The option of doing two detentions after school to make up for the missed and consequence for the original behavior.
8. Students must get approval to miss detention for work appointments and etc. prior to 2:30 PM the day of the detention. Excuses will be checked to verify validity.
9. Parents will receive 24-hour notice prior to their student serving detention. Parents are responsible for picking up their student from detention.
10. Failure to follow any of the above rules is an infraction, which could result in another detention.



# MCLAUGHLIN MS/HS ANTI-BULLYING POLICY

## **Bullying is defined as:**

*Bullying is unwanted, aggressive behavior among school aged students that involve a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.*

In order to be considered bullying, the behavior must be aggressive and include:

1. **An Imbalance of Power:** Students who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
2. **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once. There are three types of bullying:

## **Verbal bullying is saying or writing mean things. Verbal bullying includes:**

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

## **Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:**

- Leaving someone out on purpose
- Telling other student not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

## **Physical bullying involves hurting a person's body or possessions. Physical bullying includes:**

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures

## **Cyber-bullying**

Cyber-bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyber-bullying include mean

text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Students and staff will refrain from using communication devices or District property to harass or bully another. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not delete the offending material from the system. A copy of the material should be brought to the attention of a principal or teacher. The administration shall fully investigate all reports of cyber bullying.

In situations in which cyber bullying originated from a non-school computer or cell phone, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also violate a school policy.

### **Anti-Bullying School Philosophy**

We will not accept bullying at our school. Our goal is to develop and support respectful friendships. We agree that it is everyone's responsibility to stop bullying. It is up to staff, students, parents, and the community to make sure that bullying does not take place. School staff will help teach the student about bullying and their role in helping to eradicate bullying from school.

McLaughlin MS/HS believes the following about bullying:

- We will not bully others.
- We help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult.

### **Bully Intervention Process**

#### **Step 1: Intervention, Warning, Redirection and Team Meeting**

The staff member who witnesses' or receives the report will ensure that the immediate behavior stops and will reinforce to the student that bullying will not be tolerated. The staff member will ensure that the proper documentation is made with the Dean of Students/Principal. Parent/Guardian (of student being bullied and the student bullying) notification will be made via phone call, incident report and team meeting when necessary. The team meeting will consist of the student meeting with their teacher, administration staff, dean of students and or counselor to discuss the problem, solutions to the problem and to reinforce that bullying will not tolerated. A plan will be developed with future consequences if the behavior continues, student must sign the form. A copy of the incident report and plan will be sent home.

## **Step 2: Formal Meeting with Parent, Counseling**

School staff will notify parents/guardians of the involved student(s). The parents/guardians will be asked to meet with the administration staff and/or other members of the school support staff, including the student's teacher, and the school counselor. Previous documentation will be reviewed with the parent/guardian. The student will be required to sign the anti-bullying contract with a parent/guardian signature as a witness. The student(s) will begin individual sessions with the school counselor and consequences will be assigned by the principal but not limited to the following:

- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension or placed on restriction during the school week
- Out of school suspension (1-9 days)
- Legal action

## **Step 3: Recommendation Hearing**

Hearing will include administration, staff, superintendent, principal, counselor, parent, and student to determine further direction.

## **Chain Of Command/Due Process Steps**

Step 1-3 will be followed; however when parent/guardians and or staff feel that steps 1-3 have not been followed the following staff will be contacted. It will be noted that the anti-bullying policy shall be implemented and staff person contacted has 24 hours to follow up and report back to person making the complaint. Be advised that some information may be confidential.

- Classroom Teacher/Support Staff Involved In The Bullying Incident
- Designated Reporting Staff As Assigned By Elementary, Middle, High School
- Principal Or Assigned Administration Staff
- Superintendent
- School Board

## **Parent Notification**

The parents and or/guardians of both the student who was bullied (target) and the student (aggressor) will be notified of all incidents of bullying that involve their student within 24 hours of the incident being report to McLaughlin MS/HS staff. The parents and or/guardian of the student who was bullied will also be notified of the action taken by the school to prevent any further acts of bullying or retaliation toward

their student. Parents/guardians of both students involved will be given the option to meet with a mediator to resolve the situation (meeting will exclude the students involved).

**\*\*(In addition, please see MSD Board Policy I-23)**

**\*\*See Appendix A for Forms referencing our bullying procedures**

### **ATTIRE AND APPEARANCE**

Students who attend McLaughlin MS/HS should be suitably dressed at school and at any school related activities. The general appearance of all students should be clean and neatly dressed. Students should wear clothing or hairstyles that do not interfere with the educational process or can be hazardous to them in their school activities. Dress shall be considered inappropriate anytime it causes a distraction from the primary purposes of education.

The administration reserves the right to determine whether a student's attire and appearance are disruptive to the educational process, appropriate or acceptable. Failure to meet the dress code will result in the student(s) being asked to change to appropriate clothing provided by the school or sent home to change.

The following items of clothing will be considered inappropriate:

1. Clothing that displays derogatory, obscene, and suggestive or off colored messages or advertisement/promotes alcohol, tobacco, or drug use
2. Clothing that is unnecessarily distracting in the school and learning environment
3. Low riding jeans, pants, or shorts that permit undergarments or skin to show. Even when a shirt is used to cover the top of jeans, it is unacceptable to wear jeans with the waist below bottom of the tailbone
4. Clothing that is cut up, shredded, or full of holes and that is excessively soiled
5. Undergarments that are worn as outer garments
6. Tops or shirts that do not touch the top of the jeans or skirt
7. Tops, such as mesh tops where undergarments are visible are not permitted
8. Tops that are excessively revealing or permit excessive exposure. Tanks tops must have high back and high necklines, small arm holes and cover all undergarments and straps. All tops worn by females are to have at least a one-inch width strap or sleeve, tops should cover the stomach area
9. Shorts or skirts excessively tight or short are not appropriate. Skirts must extend past the fingertips when arms are held at their side. This area of inappropriate dress includes but is not limited to shorts, mini-skirts, cutoffs, gym shorts, etc
10. Bandanas, sunglasses are not to be worn during school hours (only to the discretion of the building supervisor/chaperone discretion while on or at activities)
11. Shoes must be worn at all times
12. No Hats or Hoods (or any material covering the head) will be worn in the building during the school day.

**Public display of affection in school or school related activities does not add to good appearance and is a distraction. Keep your hands to yourself. Undergarments are to be covered up.**

## BEHAVIORAL EXPECTATIONS

McLaughlin MS/HS believe that student actions, attitude and appearance are a reflection of the student as a person and as a member of the McLaughlin MS/HS and community. Students are expected to treat each other with kindness, courtesy and respect. Students are also expected to demonstrate appropriate behavior on campus and at school-sponsored activities held off-campus.

Student expectations can be clearly communicated to our staff, students, and community at large by following the 12 Lakota Virtues:

### 12 Lakota Virtues

**1. Humility (Unsiiciyapi)** – The first and most important step in life and especially on the spiritual path is humility which is the opposite of pride. In terms of spirituality, if the step of humility is skipped it results in delusions of grandeur. Humility is the foundation of all the other virtues. If you brag about your generosity then it spoils the generosity.

**2. Perseverance (Wowacintanka)** – In spite of difficulties, humans persist in efforts to overcome difficulties; which is a deeply empowering source of strength rising from within. To taste success we sometimes are forced to pick ourselves up and the gift is feeling how much life is worth living as we accomplish what we have set out to do. Everyone is faced with challenges that could only be helped through spiritual strength.

**3. Respect (Wawoohola)** – It is a foundation for all humanity that we show respect towards all beings. In our present culture this important virtue has become lost with a general message of excess as well as intolerance for those who are challenged, elderly, or different in any way than ourselves. We can show respect to others, our school, and our community be always remembering the golden rule and treating others how we wish to be treated ourselves.

**4. Honor (Wayunonihan)** – Being honorable means having strength of character by being a good person. Honor goes hand and hand with respect and many of the other virtues. To live the virtues it shows that someone has the integrity and dignity that makes up honor. Humility waters the roots of the tree of honor which then bears the fruit of love. By having honor means that one would choose the path of non violence and compassion rather than dishonorable actions.

**5. Love (Cantognake)** – More than just compassion, love is having the flame of emotion in one's heart. Love rules over all things. The whole universe exists because of love, it is the motive of all creation. As we care for and show love to each other, we extend our heart and our hand to reach out to those in need and support each other through challenging times.

**6. Sacrifice (Icicupi)** – Sacrifice is giving of oneself. The fruit of love is sacrifice. In order to accomplish anything, one must be able to make a sacrifice. Whether it be the small sacrifices in your daily life or major sacrifices of your lifetime, we all reap what we sow by this fundamental act.

**7. Truth (Wowicake)** – Truth is being honest about yourself and the world around you. There is ultimate truth and then there are all of our individual truths. In this world of illusion we must rely upon our inner truth to know which way to go. Through gaining an understanding of life we learn to see beyond the illusions into what is real for us. We all have our own individual perspectives; it is relying upon our own perception within the greater reality that allows us to be in truth.

**8. Compassion (Waunsilapi)** – Doing what is right in caring for others as you would yourself is what makes a person compassionate. One need not feel sorry for or sympathetic to anyone in order to live this virtue. In fact it is that inner strength that allows us to have the unconditional love that creates true compassion.

**9. Bravery (Woohitike)** – When an understanding of destiny and chance matures within the mind there is a dawning of faith within the heart. This is true courage. Bravery is born of the wisdom of life and death as well as one’s honor. It is not blind or reckless and can come from the very depths of our being in times of need. This open act of vulnerability despite circumstances can help us defy even the worst odds.

**10. Fortitude (Cantewasake)** – After learning patience and inner endurance one gains the strength necessary to have fortitude. Emotional stability, being alert, and having determination can help in having this persistent integrity. This is not an inflexible force. It is a quiet, gentle voice of a Grandmother with deep faith, trust, and understanding.

**11. Generosity (Canteyuke)** – “To have a heart” is the literal translation of this Lakota word which is a timeless virtue residing in the heart. True generosity has always been encouraged and exemplified in Lakota society while accumulating material possessions was greatly discouraged. As the earth gives everything we need for life, we should in turn do the same. True generosity embodies love and the understanding of impermanence.

**12. Wisdom (Woksape)** – Only after one has learned about life and is able to act on all the other virtues, can one be considered wise. First we attain knowledge then we learn to apply that knowledge. Wisdom is acting on what you know. Our gift to life is wisdom as well as life’s gift to us. It is knowing the difference between truth and the illusion. One can have knowledge without wisdom but one cannot have wisdom without knowledge. Wisdom is a reward from life for persevering through all of the virtues.

## BEHAVIORAL OFFENSES AND LEVELED DESCRIPTORS

<b><u>LEVEL 1</u></b>	Level 1 offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, anything which is disruptive to the educational process, a school function, extracurricular/co-curricular program or approved transportation. The school employee involved should intervene in the misconduct. If further action is necessary, the school employee should refer the student to the school administrator for disciplinary action.
<b><u>LEVEL 2</u></b>	Level 2 offenses are acts of misconduct that are more serious or disruptive than offenses in Level I. Level II also includes repeated acts of misconduct from Level I and acts directed against people or property that do not seriously endanger the health or safety of others. This misconduct must be reported to the appropriate school administrator for disciplinary action. The administrator will follow the procedure designated for minor violations (Level I) in investigating the situation and deciding on disciplinary action.
<b><u>LEVEL 3</u></b>	Level 3 infractions are major acts of misconduct or those of a serious nature. They include repeated misconduct acts from Level II, serious disruptions of school order and threats to the health, safety and property of others. The misconduct must be reported promptly to the school administrator, who may remove the student from the school or activity immediately, and may result in immediate suspension of the student from school.
<b><u>LEVEL 4</u></b>	Level 4 infractions are serious acts of misconduct that result in suspension. They include the intimidation or threatening of other students and staff. The misconduct must be reported promptly to the school administrator, who may remove the student from the school or activity immediately, and may result in immediate suspension of the student from school.
<b><u>LEVEL 5</u></b>	<p>Level 5 infractions are serious acts of misconduct that result in suspension. They include the use/consumption/possession of drugs and alcohol. The offenses are also included in unsafe behavior including the use of fireworks or false alarms in the school, which have the ability to impact the school at large. The misconduct must be reported promptly to the school administrator, who may remove the student from the school or activity immediately, and may result in immediate suspension of the student from school.</p> <p><b>Consequences for false alarms, bomb threats, and any other action or threat which causes alarm to the general public will result in immediate suspension with recommendation for expulsion.</b></p>
<b><u>LEVEL 6</u></b>	<p>Level 6 infractions are serious criminal acts of misconduct that WILL result in suspension. They include weapons/arson/explosive related offenses. The misconduct must be reported promptly to the school administrator, who WILL remove the student from the school or activity immediately and contact local law enforcement. Expulsion may be recommended at this level for all offenses until it is determined the student is not a threat to the safety and welfare of other students.</p> <p><b>Consequences for bringing a weapon to school, setting a fire, or using an explosive device, and any other action or threat which causes alarm to the general public will result in immediate suspension with recommendation for expulsion.</b></p>

LEVEL	INFRACTIONS	OFFENSE
<p><b>LEVEL 1</b></p>	<ul style="list-style-type: none"> <li>*Classroom Disruption.</li> <li>*Disorderly Conduct.</li> <li>*Bullying Behavior–beginning level.</li> <li>*Disrespect.</li> <li>*Dress Code.</li> <li>*False and/or Misleading Information.</li> <li>*Inappropriate displays of affection.</li> <li>*Insubordination.</li> <li>*Intentionally causing a serious public inconvenience, annoyance, or alarm to any other person.</li> <li>* Making unreasonable noise creating a classroom disturbance which inhibits the learning process of other Students.</li> <li>* Misconduct</li> <li>* Profane, Obscene, or Abusive Language/Materials.</li> <li>* Prohibited items: electronic devices when not approved for educational purposes and not during student free time</li> <li>*Games, skateboards, roller blades, roller skates, water balloons, laser pointer type devices</li> <li>* Prohibited snacks, including: gum, candy, sunflower seeds, and any type of food</li> <li>* Running in the school hallways.</li> <li>*Tardiness.</li> <li>* Using profanity or obscene gestures toward another person.</li> <li>* Other: Any other minor act of misconduct which interferes with the orderly operation of the classroom, the School program, a school function or activity, an extracurricular activity or approved transportation.</li> </ul>	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ul style="list-style-type: none"> <li>✓ Verbal reprimand and redirection</li> </ul> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ul style="list-style-type: none"> <li>✓ Detention 2-6 hours for each offense</li> <li>✓ Parent contact</li> </ul> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <ul style="list-style-type: none"> <li>✓ 1-5 days suspension (ISS or OSS)</li> <li>✓ Other possible consequences as appropriate</li> <li>✓ Parent student conference</li> <li>✓ Special work assignments</li> </ul>
<p><b>LEVEL 2</b></p>	<ul style="list-style-type: none"> <li>Destruction of Property/Vandalism (under \$10).</li> <li>* Disobedience and/or disrespect, not following the directive of staff – refusal to do work.</li> <li>* Disorderly conduct.</li> <li>* Dress code violation, including wearing hats, bandanas.</li> <li>* False or misleading information.</li> <li>* Forgery.</li> <li>* Gambling.</li> <li>* Inappropriate Internet usage.</li> <li>*Insubordination/Open Defiance.</li> <li>* Intimidation/Threats.</li> <li>* Parking lot violation.</li> <li>* Profanity or obscene gestures toward another person.</li> <li>* Prohibited: cap and/or water guns, tattoo guns or devices to apply tattoos to other people, cigarette lighters, matches, or any other flammable type devices.</li> <li>* Repeated Misconduct of Level I offenses.</li> <li>* Stealing.</li> <li>* Unauthorized absence from school or class.</li> <li>* Unauthorized Assembly and/or Publications.</li> <li>* Other: Any other intermediate act of misconduct or any more serious, harmful or disruptive example of any of the offenses described in Level I.</li> <li>* Throwing rocks, snowballs, or objects.</li> <li>* Rough contact games; (wrestling, piggy back riding, tackling, etc.).</li> </ul>	<p><b><u>1st Offense</u></b></p> <ul style="list-style-type: none"> <li>✓ Detention (2-6 hours) and/or</li> <li>✓ In-school suspension (1-3 days)</li> <li>✓ Parent contact</li> </ul> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ul style="list-style-type: none"> <li>✓ In-School Suspension (1-3 days)</li> <li>✓ Parent contact</li> </ul> <p><b><u>3<sup>rd</sup> Offense (3 or more offenses)</u></b></p> <ul style="list-style-type: none"> <li>✓ 5-10 days suspension (ISS or OSS)</li> <li>✓ Parent contact</li> <li>✓ Behavior contract</li> </ul>



<b>LEVEL</b>	<b>INFRACTIONS</b>	<b>OFFENSE</b>
<b>LEVEL 3</b>	<ul style="list-style-type: none"> <li>* Serious Assault.</li> <li>* Battery.</li> <li>* Serious Battery.</li> <li>* Bullying Behavior - continued level.</li> <li>* Cheating/Plagiarism.</li> <li>* Breaking and Entering.</li> <li>* Destruction of Property/Vandalism (\$10 and over).</li> <li>* Disrespect.</li> <li>* Extortion/Threats.</li> <li>* Gambling.</li> <li>* Gross Insubordination/Open defiance.</li> <li>* Inciting, leading or participating in any act which substantially disrupts the orderly conduct of school or a school Function.</li> <li>* Illegal Organizations.</li> <li>* Larceny/Theft.</li> <li>* Possession of Contraband Material.</li> <li>* Repeated Misconduct of a More Serious Nature.</li> <li>* Robbery/Extortion.</li> <li>* Repeated Misconduct of Level I and Level II offenses.</li> <li>* Sexual Battery.</li> <li>* Sexual Harassment.</li> <li>* Sexual Offenses.</li> <li>* Smoking and Other Use of Tobacco Products.</li> <li>* Stealing.</li> <li>* Trespassing.</li> <li>* Vandalism – destruction of property.</li> </ul>	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ul style="list-style-type: none"> <li>✓ In School Suspension (1-3 days) or Out of School Suspension (1-3 days)</li> <li>✓ Out of School Suspension 1-5 days if verbal abuse directed toward staff</li> <li>✓ Parent Contact</li> <li>✓ Counselor Referral</li> </ul> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ul style="list-style-type: none"> <li>✓ Suspension (1-5 days)</li> <li>✓ Parent Contact</li> <li>✓ Counselor Referral</li> <li>✓ Behavior Contract (Intervention program as required)</li> <li>✓ Out of School Suspension (5-10 days) if verbal abuse is directed toward staff</li> </ul> <p><b><u>3<sup>rd</sup> Offense (3 or more offenses)</u></b></p> <ul style="list-style-type: none"> <li>✓ Out of School Suspension (5-10 days)</li> <li>✓ In School Suspension (Intervention program as recommended)</li> <li>✓ Parent contact</li> <li>✓ Counselor referral</li> </ul>
<b>LEVEL 4</b>	<ul style="list-style-type: none"> <li>Intimidation/Threats.</li> <li>* Fighting.</li> <li>* Bullying Behavior – consistent level.</li> <li>* Tobacco use on campus (chewing or smoking).</li> <li>* Open defiance/gross insubordination.</li> <li>* Larceny/Theft.</li> <li>* Battery.</li> <li>* Serious assault.</li> <li>* Use of gang related signs, symbols, or language intended or reasonably calculated to insult and/or incites another person. (Bandannas and colors which, is gang related as determined by an administrator will not be allowed on campus).</li> <li>* Breaking and Entering.</li> <li>* Extortion/Threats.</li> <li>* Illegal Organizations.</li> <li>* Sexual Harassment.</li> <li>* Sexual Offenses.</li> <li>* Sexual Battery.</li> <li>* Stealing.</li> <li>* Trespassing.</li> </ul>	<p><b><u>1st Offense</u></b></p> <ul style="list-style-type: none"> <li>✓ Suspension 5 days</li> <li>✓ Parent Contact</li> <li>✓ Counselor Referral</li> <li>✓ Behavior Contract (Intervention program as required)</li> <li>✓ Student Behavior Plan</li> </ul> <p><b><u>2nd Offense</u></b></p> <ul style="list-style-type: none"> <li>✓ Suspension (5 to 9 days)</li> <li>✓ Parent contact</li> <li>✓ Counselor referral</li> <li>✓ Review of behavior contract</li> <li>✓ (Fighting) – Suspension for 9 days with recommendation for expulsion</li> </ul> <p><b><u>3rd Offense</u></b></p> <ul style="list-style-type: none"> <li>✓ Suspension (9 days) pending further administrative action, recommendation for expulsion</li> <li>✓ Parent Contact</li> </ul>

LEVEL	INFRACTIONS	OFFENSE
<p><b>LEVEL 5</b></p>	<p>Drugs, alcohol (possession, using, and/or under the influence).            * Possession of drug paraphernalia.            * Fireworks/Firecrackers.            **False Fire Alarm:</p> <p><b>Consequences for false alarms, bomb threats, and any other action or threat which causes alarm to the general public will result in immediate suspension with recommendation for expulsion.</b></p>	<p><b>1st Offense</b></p> <ul style="list-style-type: none"> <li>✓ Suspension (9 days)</li> <li>✓ Parent Contact</li> <li>✓ Drug and alcohol offenses will be reduced to suspension for 5 days if student participates in a drug/alcohol assessment and agrees to contract terms</li> </ul> <p><b>2nd Offense</b></p> <ul style="list-style-type: none"> <li>✓ Suspension pending further administrative action (recommendation for expulsion)</li> </ul>
<p><b>LEVEL 6</b></p>	<p>* Weapons            * Explosives            * Arson: <b>(Mandatory referral to an appropriate agency)</b></p>	<p><b>1st Offense</b></p> <p>Suspension 9 days pending further administrative action (recommendation for expulsion)</p>

\*\*Principal, Dean of Students, or assigned personnel who are administering behavior consequences reserves the right to make changes to the above policy as necessary depending on the circumstances using good judgment, consideration of previous offenses, and the students willingness to make changes in their behavior.

### Behavior Clarifications

#### Alcohol Use By Student/Drug Abuse By Students/Chemical Abuse (Narcotics, Drugs, and Alcoholic Beverages)

A student will be charged with drug/alcohol use if any of the following are detected: being in possession of, having used, attempting to use, being under the influence of, giving or selling to others any alcoholic, inhalant, and prescription or non-prescription drug. "Under the influence of..." will be determined by the supervisor in charge and is defined by the School Board as any physical symptoms such as odor of alcohol beverages on the breath, pupil dilation, or other overt characteristics.

**Please note: If your student may need prescription or non-prescription drugs, please turn this medication into the Nurse's office for safekeeping. Please provide the office with a doctor's note or written statement for prescribed or over the counter drugs.**

#### Drug Violations

##### **Illegal Drugs, Controlled Substances**

Use of illegal drugs, controlled substance without a valid prescription, and/or the use of any substance, in any manner, with the intent to become intoxicated, is prohibited on school grounds and in the school

building. The odor of an illegal drug or substance used for intoxication itself is suspicion. Possession of illegal drugs, controlled substance without a valid prescription, and/or any substance with the intent to become intoxicated on school grounds or in the school building will result in suspension with a referral to the Superintendent for consideration of long- term suspension or expulsion. Parents and law enforcement will be notified.

The following procedures will be used in dealing with possession, use, transmission or being under the influence of illicit drugs and alcohol.

A. FIRST OFFENSE

1. The administration will notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.
2. The administration will suspend the student in compliance with student due process procedures for up to 9 days.
4. The administration will notify the parent(s)/guardian(s) in writing of the suspension.
5. Law enforcement authorities will be notified.
6. State and federal regulations will be followed regarding special education students for all events other than distribution.

B. SECOND AND SUBSEQUENT OFFENSES

1. The administration will contact the parent(s)/guardian(s) to arrange for a conference.
2. Notify law enforcement authorities.
3. The administration will suspend in compliance with student due process procedures for 9 days. Documentation included in student's records.
4. The administration will notify the parent(s)/guardian(s) in writing of the suspension.
5. The school will file a CHINS (CHild In Need of Supervision) to the Courts. Law enforcement authorities will be notified.
7. State and federal regulations will be followed regarding special education students for all events other than distribution.

C. SUPPLYING/DISTRIBUTING OR SELLING CHEMICALS (DRUGS/ALCOHOL) OR MATERIAL REPRESENTED TO BE A CONTROLLED SUBSTANCE.

1. The administration will notify parent(s)/guardian(s) in writing of the suspension.
2. Supplying or selling chemicals will result in a nine (9) day suspension.
3. The administration will refer the case to available law enforcement authorities.
4. A hearing on the case will be conducted by the School Board pursuant to due process rules for expulsion. Expulsion may be recommended by the superintendent.

**Possession**

When an illegal item is found on the person of the student, in the student's locker, or otherwise under his or her control. The term weapon shall include but not be limited to: ammunition, any loaded or unloaded firearm (including, but not limited to rifles, shotguns, pistols, zip guns, pellet guns, B.B. guns, and look-alike firearms); any explosive, pyrotechnics or incendiary device of any kind, such as smoke bombs, firecrackers, etc., any bowie knife, hunting knife, dirk knife, lock blade knife, or any other similar knife, razors or cutting instruments; any implement or homemade weapon for the infliction of serious bodily

injury or homemade weapon which serves no common lawful purpose; pipes, clubs, brass knuckles, tasers, nun-chuck sticks, and chemical agents such as mace, pepper gas, etc.

### **Sexual Harassment**

It is the policy of our District that our employees and students should be able to enjoy a work and learning environment free from all forms of discrimination, including sexual harassment. It is expressly against school policy for any employee to make unwelcome sexual advances or requests of sexual favors, or to engage in any other physical or verbal conduct of a sexual nature, when

1. Submission to such conduct is made as an express or implied condition of employment, passing grades or participation in school activities or related student rights; or
2. Submission to or rejections of such conduct is used as a basis for employment decisions or academic or extracurricular decisions affecting the individual who submits to or rejects the advances; or
3. Such conduct has a purpose or effect of interfering with the employee's work performance, student's educational performance, or creates an intimidating, hostile or offensive working or educational environment.

Conduct that is harassing to other employees or students will not be tolerated, and is prohibited. Upon the completion of due process afforded to the individual alleged to have sexually harassed an employee or student, should such allegations be shown by a preponderance of the evidence, the employment of the employee found to have sexually harassed another employee or student, could be terminated; if the accused is a student, the student could be expelled for the balance of the school year.

Any employee or student who believes that he or she has been or is being subjected to harassing acts or conduct should bring such acts or conduct to the immediate attention of any administrator.

Should an individual come forward with a complaint of sexual harassment, an investigation of the alleged incident or behavior will be conducted. If the allegation involves both a student and an employee of the district, the Dept. of Social Services will be notified. The internal investigation of the complaint will include, but is not limited to such things as what happened, when and over what period of time the conduct occurred, did the conduct affect your employment or educational environment (and if so, in what manner), appropriate background information, possible verification from other employees and/or students. The individual who is alleged to have committed the act or conduct is to be notified in writing by the person conducting the investigation as to the allegation upon reasonable suspicion that the allegation may be true.

Due process will be adhered to in order to protect the interests of the employees and/or students involved. This includes the right of the person who is accused of the conduct to face and question the person(s) making the allegation(s) at the Board hearing which may be held relative to the long-term employment status of an employee or the expulsion of a student from school. Should the person alleged to have committed the conduct be an employee, and the person making allegation be a student, the identity of the student(s) involved will be confidential until after the preliminary investigation recommends to the Board that the Board suspend the employee, with pay, pending completion of the investigation.

### **Violent Behavior**

Verbal threats, intimidation (verbal and non-verbal), bullying behavior, physical menace to put another in fear of imminent serious bodily harm, threatening gestures toward students and/or staff and/or other persons, encouraging/initiating others to fight, physical contact with another person with intent to harm or injure another person physically or mentally; (fighting, grabbing, wrestling, pushing, shoving, etc.), threatening or striking another person with an object with intent to harm or injure that person and, other behaviors which may be determined by staff and/or administration as violent. Fighting and Battery may result in a Law Enforcement Referral.

### **Weapons**

Any student found in possession of/or transporting a weapon during school hours to and from school, on school property, or to any school function, activity, or event whether or not held on school grounds will immediately be reported to the local/state law enforcement and presented to the Board for formal expulsion hearing proceedings. Weapons include any implement or homemade weapon for the infliction or serious bodily injury, which serves no common lawful purpose: this could include rubber bands and paperclips.

**\*Other:** Any other major act of misconduct which seriously disrupts the orderly operation of the school program, or any school activity or transportation services which threatens the health, safety or property of self or of others or behavior not specifically described above which substantially disrupts the orderly conduct of a school, school function or an extracurricular activity.

## **CELL PHONES/ELECTRONIC DEVICES**

Cell Phones, MP3 Players, iPods, videogames, laser pointers, headphones or any other personal electronic devices (with the exception of calculators) are not to be worn or used in school during school hours. Upon arriving to school, students will turn in all electronic devices to security. Cell phones are not to be used during school hours unless permission has been granted by administration. Electronic devices and other handheld computers may be used for educational purposes with the approval of the teacher and administration. Students are not permitted to make phone calls during the school day.

If a student is found violating this policy, the item will be confiscated and will be returned after 5 school days for a first and second violation. If a student receives a third violation during the school year, the device will be returned to the student's parents/guardians upon the parents coming to school to pick it up. At this time, the parents/guardians and the student will sign a contract stating if the violation occurs again, the student is subject to higher disciplinary procedures. The only allowed exception to this policy is for adaptive equipment used for educational purposes.

**\*\*\*The school will not be liable for any damage or loss of a student's cell phone.\*\*\***

## **CLASSROOM MANAGEMENT**

- a.) On the first incident of a disruptive classroom or general supervision behavior problem, teachers are asked to follow some basic procedures such as: communicating to the student what behavior was observed; asking for the student's view point; communication with teacher/staff member in order to come up with a better way of behaving or reviewing expectations; and finally help make a verbal commitment to change the behavior.

- b.) On the second incident, teachers are asked to follow the same procedures, but the student must make a written commitment to change behavior.
- c.) On the third incident, the teacher refers the student to the Dean of Students and/or principal.

### **DISCIPLINARY HEARING**

A Disciplinary Hearing could result in probation, suspension [10 days or more] or expulsion, a fair and impartial hearing will be held. The disciplinary hearing will ensure that the student receives due process, which includes:

1. Written notice of the charges within a reasonable time prior to the hearing. Notice of the charges shall include reference to the regulations allegedly violated and notice of access to all statements of persons relating to the charge and to those parts of the students school record, which will be considered in the final disciplinary decision.
2. A fair and impartial hearing.
3. The right to produce and to have produced witnesses on the student's behalf and to confront and examine all witnesses
4. The right to have parent/guardian present and to be represented by lay or legal counsel of the student's expense.
5. Legal counsel will be at the student's expense.
6. The right to receive a record of the hearing including written findings of fact and conclusion.
7. The right to administrative reviews and appeals.
8. The student shall not be compelled to testify against himself.
9. The right to have allegations of misconduct expunged from the school record in the event the student is found not in violation of the charges.
10. The hearing officer [superintendent] sand staff [appointed by the school supervisor] shall conduct the hearing. Each hearing will consist of at least three staff, an administrator and the superintendent and a student advocate if requested by the student. The hearing officer shall make findings of fact and conclusions as to whether a student is in violation of school policy based upon the evidence presented at the hearing.
11. The hearing officer can make one of the following recommendations:
  - a. Dismissal of some or all presented charges
  - b. Probation – a minimum of an eight-week contract with specific behavior expectations and stated probation classes. The probation program is intended to assist the student in achieving behavioral goals and thereby remain in school. Probation contracts will be developed to fit the student's specific behavioral concerns. Probation may be extended beyond the right weeks pending regular weekly reviews of the student's overall progress.
  - c. Suspension from school
  - d. Suspended students will be excluded from attendance for the remainder of the semester in which the suspension occur and at the discretion of the hearing decision team and may include the following semester.
  - e. Suspended students may reapply through the regular admissions process; the admissions board will determine re-admission outcome.

- f. Expulsion – expelled students cannot re-enroll at any time.
- g. All special education students will be afforded a manifestation determination meeting prior to a disciplinary hearing. In the event this meeting does not concur with the decision of the hearing decision team, the Special Education Coordinator will present an alternative plan or placement for the student.

Disciplinary hearings will be held as warranted. Administration will refer those students who continue to violate school rules for a disciplinary hearing. These people will be responsible for preparing student files for hearing. Student hearing files will contain copies of all incident reports, counseling summary statement, attendance data, grade reports, activity tracker/summary, and appropriate letters of notification, parent contact information and fact findings when conducted. The completed hearing file will be presented to the School Supervisor's office for signature.

The Hearing Officer will schedule date and time for hearing and review the hearing file for completeness. Staff will make phone contact with the parent/guardian regarding hearing date and time, alleged rule violations and student rights and procedure for hearing. Agency staff may be contacted to assist the parental notification if the school is unable to contact the parent/guardian personally.

Staff will present the Notice of Disciplinary Hearing to the student and will review alleged rule violations, explain student' rights and procedures and have the students sign the notice. The student will also receive a copy of the prepared packet.

The hearing officer will present the Finding of Fact and Conclusion and make their recommendation to the hearing decision team for final dispensation. Students and parent/guardians will be notified of the outcome by original letter of decision. They will be advised of their appeal rights and procedures. The building principal or Dean of Students will contact parent/guardian prior to advising the student of suspension or expulsion decision so that appropriate arrangements can be made. Appeals of decision to suspend to expel are directed to the School Supervisor for review within 30 days.

#### Appeal Procedures

- Written appeals must be addressed to the school superintendent and received within 30 days of the hearing decision letter date.
- The superintendent will make the final decision to deny or grant and appeal and responds to the student and parent/guardian in writing.
- The projected time line for completion of the appeal process will be within ten (10) days of the letter of appeal.

### **DISCIPLINE PLACEMENT**

**Detention.** On occasion the Principal or Dean of Students may assign students to detention as a penalty for certain types of misbehavior. Students will receive a written notice of a detention for the particular day(s) assigned. Students refusing to serve detention or not showing up for detention on their assigned day/time may be suspended.

**In School Suspension (ISS).** Students that are assigned In-School Suspension (ISS) will be allowed to do daily work as required by each teacher. If students are missing labs, presentations, or receiving a grade for daily participation, it may jeopardize their ability to receive full credit if assigned ISS.

**Out of School Suspension (OSS).** A student will be given both written notice of his/her suspension and the reasons of the suspension. Parents will be notified of the student suspension. The principal or their delegate has the legal right to suspend for 9 days. Students will be given homework during their time of suspension and will received 77% credit for any assignments completed to the satisfaction of the teacher. Students will have 1 week from the day an assignment is assigned to turn in the work for credit. Students may be required to spend extra time after school upon their return to complete makeup work. While a student is placed in out of school suspension, they will not be allowed to participate or attend any school functions or activities.

**Long Term Suspension.** A student and his/her parent or guardian will be given written notice of the intention to suspend or expel and the reasons therefore. The superintendent must approve any suspensions over 10 days. Only the school board has the right to expel students.

### **DRUG DETECTION CANINES (DRUG DOGS)**

At the discretion of the school principal and agreement of the superintendent, a search of school buildings/grounds by State Certified Drug Detection Team or Bureau Of Indian Affairs Canine Team (drug dogs) will be scheduled. The date of the search itself will not be announced. Building principals will be present during any scheduled search. A limited number of other staff and faculty (i.e. counselor, school security) may be present during the search, at the discretion of the building principal.

Also, the handler of the drug dog can limit the number of persons in attendance to ensure the professionalism of the search and to protect potential evidence. Representatives of the media will not be present during the drug dog searches. During the search itself, students will not be present in the immediate areas of the search. The handler of the drug dog will conduct a "pre-search" of the area prior to introducing the drug dog. During a search, the drug dog may alert to a particular locker or vehicle. If there is probable cause on a vehicle, Law Enforcement will conduct the search. If there is probable cause on a locker, at the discretion of the law enforcement officer, school staff (principal, counselor, security) will search the locker and contents. If illegal drugs are found, a law enforcement officer with jurisdiction, will seek out and question the user of the locker. When the identity of the person possessing the illegal drugs is established, an arrest will be made immediately. All school policies will then be reviewed to determine consequences.

### **ELECTRONIC MEDIA IN CLASS**

Any video shown to students either using a DVD/Blue-Ray player, the internet, computer/tablet, or electronic device may be shown to students throughout the school year. Teachers will inform parents prior to the showing of any movies rated PG or greater in middle school and PG-13 or greater in high school and will have the approval of the principal. Any video's of educational value that are not rated movies will be presented at the discretion of classroom teachers. If there are concerns with anything that may be shown in class, a meeting can be requested with the teacher and if necessary the Principal to resolve the issue.



## **HAZING AND INITIATION**

Hazing and initiation of any student or group of students in any class, group, organization or club is prohibited. Administration reserves the right to review each incident on a case by case basis, and will determine if the student(s) involved are subject to discipline by the school or law enforcement.

## **LOCKERS**

School lockers are the property of the McLaughlin School District. At no time does the McLaughlin School District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. There is no reasonable expectations of privacy in a student's locker and both random and targeted searches of lockers may legally conducted without student or parental consent. No sharing of lockers/combos is allowed to ensure the protection of students from theft, vandalism, or the placement of illegal objects/substances in the lockers. Any violations of this policy could place a student at risk for consequences relevant to the content of their locker.

## **SAFE AND DRUG FREE SCHOOLS**

The safety of students and employees is of a paramount concern to the Board of Education. The District believes in and promotes a safe and drug-free healthy life-style, free from the use or misuse of any 'mood altering' chemical or 'mind-altering' drug. The District promotes a no-use policy and encourages staff members to model behavior consistent with this policy. This policy is in effect 24 hours a day, seven days a week, and applies to anyone present on school property. The close contact that all staff members have with students provides a unique opportunity to assist students with choices.

### **Students**

The use of alcohol, tobacco (e-cigarettes/vapor pens/vapor hookahs (containing nicotine or no nicotine), and other drugs negatively limits a person's ability to function, and affects the learning ability, process, and environment. The use and unlawful possession of illicit drugs and alcohol is wrong and harmful. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by a doctor. We support education and standards of conduct related to a drug-free environment. Age appropriate, developmentally-based drug and alcohol education and prevention programs will be provided for all students, grades K-12, in the District.

### **Statement of Purpose:**

The District's Drug-Free Policy has been developed:

1. To encourage the growth of responsible citizenship among the students, staff, and community.
2. To emphasize the school's concern for the health and well-being of all students.
3. To promote equity and a sense of order and discipline among all students.
4. To establish standards of conduct for all students and foster leadership among peers.

### **Alcohol**

The use of **alcoholic beverages** is prohibited on school grounds and in the school building. The use of alcoholic beverages at any school function on or off school grounds is prohibited. The school reserves the

right to contact Law Enforcement and/or use the passive alcohol sensor, when there is suspicion that a student may be under the influence of alcohol. The odor of alcohol itself is considered a suspicion.

### **Smoking**

Smoking, including e-cigarettes, is not permitted inside classroom buildings, administrative buildings, cafeterias, athletic facilities, or district owned vehicles. Smokers are asked to refrain from smoking in entranceways to buildings, or adjacent to open windows or air intakes, or in other outdoor areas where environmental smoke is not rapidly dispersed. All members of the McLaughlin community are expected to treat each other with courtesy and respect in honoring this policy. (See MSD Board Policy I-21)

### **Weapons in School (MSD Board Policy I-22)**

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

Board policy forbids the bringing of weapons to school or school sponsored activities. Weapons taken from pupils shall be reported to their parents. Confiscation of weapons may be reported to the law enforcement. The intent of the actions of the student will be considered in any report to the law enforcement. Appropriate disciplinary and/or legal action shall be pursued by the Administration and McLaughlin School Board pursuant to all local, state, and federal laws.

A weapon is defined as any firearm, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated, or designed to threaten, do bodily harm, or inflict death.

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. Exceptions would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, gun shows, and supervised school training sessions for the use of firearms.

## **SEARCH AND SEIZURE**

*(Also see MSD Board Policy I-25)*

The right to inspect student school lockers, book bags, purses, vehicles or articles carried upon their person, is inherent in the authority granted school boards and administrators and must be exercised so as to assure parents that the school, in exercising *In loco parentis* relationship with their student will employ every safeguard to protect the well-being of those student. The exercise of that authority places unusual demands upon the judgment of school officials whose primary purpose is to provide the best teaching and learning environment for student.

Authority for these searches may be exercised as needed in the interest of safeguarding students, staff, student's property and school property. The student's personal effects including suitcases, bags, storage containers, backpacks, purse, or wallet will not be searched without the student's presence and permission unless there is a clear indication with reasonable suspicion that a law or school regulation have been broken. Reasonable suspicion proves that school staff are not under the more stringent conditions of probable cause as are law enforcement officials. School Resource Officer is also covered under the conditions of reasonable suspicion when directed by school administrator.

If an actual student search is deemed necessary, as staff members of the same sex as the student and with the same sex witness must do the search. If probable cause exists, "law enforcement will decide is a strip

search is required based on law enforcement procedures. Under no circumstances will the school staff conduct a strip search on any student”.

School officials may grant law enforcement or school resource official’s permission to use drug dogs property owned/or controlled by the McLaughlin MS/HS.

Students suspected of being in violation of school policy may be requested to submit to voluntary personal searches. Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities if such action is deemed necessary by the administration.

## **STUDENT CONDUCT**

Students in the District are expected to act in an appropriate and responsible manner. Such behavior will reflect favorably on the student and on the school, will show consideration for other students, school employees and guests at the school, and will create a positive school environment in which to learn and work. All students have individual responsibilities and obligations in their conduct toward other people and with respect to property. Examples of student conduct on school grounds, on school buses or at school activities which will subject a student to suspension, expulsion or other disciplinary action, and which may be reported to the legal authorities and subject to legal consequences.(MSD Board Policy I-18)

A student may be removed from class in the interest of discipline and be provided logical consequences. The student will be sent directly to the office of the Dean of Students/Principal as necessary to maintain order in the school. Readmission to class will be permitted only through special permission from the Dean of Students/Principal. Repeated offenses will require a conference with parents and students, and/or suspension from school (not necessarily in that order). School conduct, as well as conduct anywhere else, is largely a matter of exercising self-discipline. If students will THINK before they act, they can determine for themselves whether a proposed act is proper or not.

## **STUDENT RIGHTS**

We recognize our responsibility to assure students the legal rights that are theirs by virtue and are offered to all persons under the federal/state constitutions and statutes. These rights, however, are not without limitations and students, while at school and at school activities, do not have the same degree of statutory and constitutional rights they may have while not at school or at school activities or the same degree of statutory and constitutional rights as adults. In connection with rights are responsibilities that must be assumed by students.

A student is responsible for the way he/she exercises his/her rights, and must accept the consequences of his/her actions and recognize the boundaries of his/her rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These rights and responsibilities of students include:

- Civil rights-including the right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others
- The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school
- The right to due process of law with respect to suspension and expulsion

- The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights
- The right to privacy, which includes privacy in respect to the student's school records

## **STUDENT VALUABLES**

Students are cautioned not to bring large amounts of money, or any form of electronic device to school or on school trips. If you wear glasses, watches or rings, keep track of them at all times. Students, not the school, are responsible for personal property. If it is necessary to bring a considerable amount of money to school, leave it in the office for safekeeping. It is advised that names be placed in personal items.

**\*\*DO NOT LEAVE VALUABLES IN YOUR LOCKER\*\***

## **SUSPENSION AND EXPULSION**

### **Suspension**

The McLaughlin Board of Education has adopted a policy prohibiting unreasonable behavior and violation of any State and Federal Law by our students. Violation of any state laws, state statutes, board policy, or rules in this handbook may result in suspension or expulsion from McLaughlin MS/HS.

The Principal/Dean of Students shall have the power to suspend the school privileges of any pupil guilty of misconduct or insubordination to school organization and/or regulation. Suspension by the Principal/Dean of Students shall not exceed ten days.

### **Expulsion**

The McLaughlin School Board may by a majority vote, expel any student from school for immorality, or for a violation of the regulations or rules established by the School Board, or when the presence of the student is detrimental to the best interests of the school.

### **Suspension and Due Process**

Whenever a student is sent to the office of the principal or other building administrator in charge of discipline, the following process will occur:

1. The student will be advised of the nature of the misconduct and of the proposed consequence to be administered.
2. After careful consideration of the Building Principal/Dean of Students, including any appropriate information from the student, the Building Principal/Dean of Students will advise the student of the consequence being imposed.
3. If the consequence involves use of a performance contract or other appropriate forms or written documents, those documents will be completed and a copy furnished to the student and parent/guardian.
4. In the case of a proposed suspension for a student for misconduct, a conference will be held at which time, the student will be informed of the misconduct together with the evidence against the student.
5. The student will be given the opportunity to present any information in the student's defense or as mitigating evidence.

6. Upon completion of the conference the Building Principal/Dean of Student will announce the consequence to the student and parent/guardian; e.g., (a) he or she has been suspended and (b) state the number of school days of suspension.
7. Suspension may include not only exclusion from regular class attendance but also restrictions regarding participation in school activities or other attendance on school property and prohibition regarding riding on school buses.
8. In any emergency situation, a suspension may be done without the conference in the beginning in which case the holding of the conference may be delayed up to 72 hours. Every reasonable attempt will be made to notify the parent/guardian/legal custodian within 24 hours of any suspension in writing.
9. If CCTS is unable to contact the parent or legal custodian in the event of a suspension, CCTS will contact local law enforcement to locate parents, if still unsuccessful social services will be notified.
10. Parent/Guardian must attend conference or participate in a conference call as part of the student being eligible to return to the classroom.
11. A counseling referral will be made and at the time it will be determined if further counseling is necessary.
12. All off-reservation students must have own transportation by parent or legal guardian to return to school when suspended or expelled.

### **Expulsion Procedures**

1. Whenever the infraction is so serious that the Superintendent of School, McLaughlin MS/HSs, determines that expulsion is appropriate, the Superintendent shall formally inform the CCTS School Board recommending expulsion for up to one year including summer school (if applicable).
2. Written Notice of Hearing will be served upon the student and his/her parent/guardian/legal custodian.
3. Formal expulsion hearings will be conducted in accordance with State Law, and Board policies.
4. When a student is expelled from McLaughlin MS/HS, that student is barred from attending schools during the period of expulsion plus being barred from all activities.
5. Law enforcement will be notified if any student who is expelled is caught on campus.

### **Suspension [10 days or more] or Expulsion – Student’s Due Process Rights**

A formal disciplinary hearing is required before a suspension in excess of 10 days or an expulsion. The due process proceedings at McLaughlin MS/HSs include the following:

Steps:

- McLaughlin MS/HS gives the student written notice of charges within a reasonable time before the hearing. Notice of the charges includes:
  - A copy of the McLaughlin MS/HS policy allegedly violated;
  - The facts related to the alleged violation;
  - Information about any statements that the school has received relating to the charge and instructions on how to obtain copies of those statement; and

- Information regarding those parts of the student’s record that the school board will consider in rendering a disciplinary decision.
- McLaughlin MS/HS will hold a fair and impartial hearing before imposing disciplinary action, except under the following circumstances:
  - If the student’s action required immediate removal (such as, if the student brought a firearm to school) or if there is some other statutory basis for removal;
  - If an emergency situation that seriously and immediately endangers the health or safety of the student or others; or
  - If the student (or the student’s parent or guardian if the student is less than 18 years old) chooses to waive entitlement to a hearing.
- If an emergency situation that seriously and immediately endangers the health or safety of the student or others:
  - May temporarily remove the student;
  - Must immediately document for the record the facts giving rise to the emergency; and
  - Must afford the student a hearing that follows due process, as described on page 24 within 10 days.
- A student has the following due process rights in a formal disciplinary proceeding:
  - The right to have present at the hearing the student’s parents or guardians (or their designee);
  - The right to be represented by counsel (legal counsel will not be paid for by McLaughlin MS/HS);
  - The right to produce, and have produced, witnesses on the student’ behalf and to confront and examine all witnesses;
  - The right to the record of the disciplinary action, including written findings of fact and conclusions;
  - The right to administrative review and appeal under school board policy;
  - The right not to be compelled to testify against himself or herself; and
  - The right to have allegation of misconduct and related information expunged from the student’s school record if the student is found not guilty of the charges.
- Alternative dispute resolution (ADR) processes are formal or informal processes that may allow resolution of the violation without recourse to punitive action. ADR processes may:
  - Include mediation, and conciliation; and
  - Involve appropriate customs and practices of the Indian Tribes to the extent that these practices are readily identifiable.
- In formal disciplinary proceedings, McLaughlin MS/HS will consider the victims’ rights when appropriate. The victim’s rights may include to right to:
  - Participate in disciplinary proceedings wither in writing or in person;
  - Provide a statement concerning the impact of the incident on the victim; and
  - Have the outcome explained to the victim and to his or her parents or guardian by a school official, consistent with confidentiality.
- For the purposes of this part, the victim is the actual victim, not his or her parents or guardians.

## **TRANSPORTATION POLICY**

Bus transportation is a privilege, not a right. The bus driver has the same authority over students riding the bus as a teacher has in the classroom. All misbehavior incidents will be reported to the principal. Repeated problems may result in the student being suspended from the bus. Activity buses are provided for those students who remain after school for athletic practice, meetings and detention. Students must have a valid reason and be under supervision of a staff member if they stay for the late (activity) bus. The bus driver may ask for the student's reason for staying after school.

### **Bus Rules to be followed at all time:**

1. Fighting and rough housing are not permitted.
2. The driver has the right to assign seats.
3. No eating, drinking or smoking
4. No Chewing tobacco or spitting
5. No profanity or loud noises.
6. Throwing things in and out of bus is not permitted.
7. Remain seated and keep aisles clear.
8. Keep head, arms and hands inside the bus.
9. Keep the bus clean and free of damage.
10. Be courteous to fellow passengers.
11. Do not distract the driver.
12. Loud stereos or boom boxes are not allowed.
13. No sunflower seeds.
14. No hitching (if caught, automatic suspension of bus privileges for the year)

Failure to observe these rules as determined by the principal, bus supervisor or bus drivers will necessitate the following action:

**1<sup>st</sup> offense:** Warning from bus driver and written report to the school principal to be passed on to the parent/guardian but some offenses may result in automatic suspension

**2<sup>nd</sup> offense:** Notice to parent/guardian and 1-3 days suspended bus privileges

**3<sup>rd</sup> offense:** Notice to parents/guardian and 4-10 days suspended bus privileges

\*Parents/Guardians are responsible for students' transportation during suspended bus privileges- failure to pick up your student at designated time may result in the McLaughlin Tribal Law enforcement or proper authorities being contacted \*

**Notice to Parents:** Continued violations could result in further 10 day suspensions or suspension of bus privileges for the remainder of the school year. If this action is taken, parents will have the opportunity to visit with bus driver, the bus supervisor, and the principal.

Parents' and students' complete support and cooperation with the bus rules/regulations and disciplinary action is needed at all times to ensure the continued safety for bus students to and from school.

## **VIDEO CAMERAS ON BUSES**

The Board of Education authorizes the use of video cameras on any or all school buses to promote transportation safety, to prevent vandalism, to monitor bus drivers, to identify disruptive students and to document the activities of riders during their transport to and from school and school activities. Video cameras will generally be placed in the interior front of school buses, facing the rear.

All school buses with video systems will display a warning sign within the bus indicating that video and audio surveillance can occur on that bus to encourage transportation safety and proper student behavior. Parents and guardians also will be notified annually that video cameras are being used on school buses. Students found to be in violation of the District's bus conduct rules will be subject to discipline in accordance with District policy and applicable law.

## **ZERO TOLERANCE POLICY**

The following violations will result in immediate expulsion from the school for the remainder of the semester. The administration will take every step necessary to investigate each incident in a fair and impartial manner before a decision is handed down. All students will be afforded their rights for due process proceedings described within this handbook.

Please note: Should this expulsion happen within the final four weeks of the semester, the student will also be expelled for the next full semester.

1. Gang activity – Student affiliating himself or herself with a gang or identifying himself or herself as a member of a gang and who tries to threaten or intimidate other students.
2. Graffiti – Student who reportedly tag (mark up) the school building or buildings will also be dropped from school for the remainder of the semester.
3. Weapons – Students are forbidden to possess, transmit, buy or sell, or assist other persons in obtaining firearms of any kinds. Weapons include, but are not limited to, firearms, pocket knives, tools with a knife blade, metallic knuckles, ammunitions, clubs, bats, sticks, chains, pipes, razors, made or other harmful chemicals or any other object used in a way that threatens to inflict bodily injury on another person.
4. Serious bodily injury to another student or staff member – Serious bodily injury means bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss of impairment of the function of a bodily member, organ, or mental faculty (18 USC 1365).  
Serious bodily injury does not include a cut, abrasion, bruise, burn disfigurement, physical pain, illness, or impairment of the function of a bodily member, organ or mental faculty that is temporary (20 USC 1365).
5. Making a death threat or bomb threat to any students or staff. In the case of a death or bomb threat, the law enforcement agency will be notified.
6. Arson or use of any flammable materials or device.
7. Grand Theft – is defined as items stolen which value in excess of \$500.00
8. Videotaping-When a student from school is involved with an incident of video clips or taking pictures of fights or other illegal activities, such as putting video clips on the internet. Student will be immediately expelled for the remainder of the school year.



9. Cell Phone or Camera memory card – when a student refuses to turn in a memory card from a cell phone or camera the student will be suspended from school up to 9 days and on the 10<sup>th</sup> day if there is still held no memory card and any recording device turned over to staff, then an immediate Expulsion hearing will be held and the student will be expelled for the remainder of the semester.
10. Destroying fire extinguishers, fire alarms, and/or setting off fire extinguishers and/or alarms.

## **SECTION VII. HEALTH PROCEDURES**

### **DISPENSING OF MEDICATION**

Students will be permitted to take medication while at school acting under specific written request of the parent or guardian and under the written instructions of the student’s physician. All non-prescription medications will be given at the discretion of the school nurse when provided by the parent/guardian along with written or verbal authorization.

When a parent or guardian makes such a request, a full release from the responsibilities pertaining to the administration and consequences of such medications must also be presented to the principal by the student’s parent or guardian.

The above policy covers all prescription and other drugs, except for aspirin or ibuprofen and items such as cough drops, which may be given at the discretion of the school employee upon written authorization of the parent or guardian.

If you have any questions, please contact the school nurse at the school.

Legal reference: SDCL 13-33A

### **STUDENT COMMUNICABLE DISEASES**

Students who are afflicted with a communicable, contagious, and/or infectious disease and who are infected with communicable parasites or who are liable to transmit such a disease or parasite may be excluded from school attendance.

The Board recognizes the need and right of all students to receive free and appropriate education. The Board further recognizes its responsibility to provide a healthy environment for all students and school employees.

A determination of whether an infected student be excluded from the classroom or school activities shall be made on a case-by- case basis, under the direction of the school nurse or designee.

In situations where the decision requires additional knowledge, the building administrator will refer the case to an advisory committee for assistance in the decision-making.

The advisory committee may be composed of:

- 1) a representative from the State Health Department;

- 2) the student's physician;
- 3) the student's parents or guardians;
- 4) the school superintendent/principal or designee;
- 5) the school nurse;
- 6) Primary teacher(s).

In making the determination, the advisory committee shall consider:

- 1) The behavior, developmental level, and medical condition of the student;
- 2) The expected type(s) of interaction with others in the school setting;
- 3) The impact on both the infected student and others in that setting;
- 4) The South Dakota Department of Health guidelines and policies; and
- 5) The recommendation of the School Nurse, which may be controlling.

The advisory committee may officially request assistance from the State Department of Health. If it is determined that the student will not be permitted to attend classes and/or participate in school activities, arrangements will be made to provide an alternate educational program. If that requires personal contact between student and school employees, only trained volunteer employees shall be utilized.

Public information will not be revealed about the student who may be infected. If the student is permitted to remain in the school setting, the following procedure will be followed by the superintendent/principal: Information will be provided, as appropriate, to school employees who have regular contact with the student, as to the student's medical condition and to her factors needed for consideration in carrying out job responsibilities.

Health guidelines for school attendance are established and interpreted with the context of the case. The guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

Instruction in appropriate handling of blood and body fluids will be provided. Hand washing after contamination, food preparation and health/hygiene care performed in different sink and work areas, maintenance cleaning and other personal hygiene measures are part of creating a health environment.

## **SECTION VIII. EMERGENCY PROCEDURES**

### **FIRE DRILLS**

Fire drills are held in compliance with state regulations in order that all students and faculty members will know what to do in the event of an actual fire or emergency. Escape routes and instructions are posted in each room. Students should follow the teachers' instructions in each instance. The aim is to vacate the building safely and orderly in the least possible time. Order is as essential as speed.

1. Close windows and shut doors. Walk rapidly, single file. Do not run or talk.
2. Take purses or valuables with you. Leave books and class materials behind.
3. Go at least 100 feet from the building. Do not block driveways. Do not re-enter the building until the all clear is given.
4. Take the drill very serious.

### **TORNADO DRILLS**

Tornado drills are held periodically so that students learn the proper way to go to a safe area in the building. Instructions are posted in each room. Students should follow the teachers' instructions. Throughout the drill or alert, students should remain quiet and listen for teacher instructions.

1. Remain calm and walk rapidly, single file. Do not run or talk.
2. Proceed to the designated area.
3. Kneel on the floor with your hands on the back of your head.
4. Stay in this area until you are told to return to your room.
5. Stay away from windows.

### **INTRUDER/EMERGENCY LOCKDOWN DRILL**

To ensure the safety of all student and staff in case of an emergency, it is important to be prepared for all situations that may occur in a public setting. This will also be used when the drug dogs are conducting search of lockers.

### **DISASTER DRILLS**

In the event of a disaster (flood, earthquake, bomb threat, chemical accident, war, etc.), students should follow instructions given by their respective teachers. These instructions are provided in the Crisis Management Plan.

# **SECTION IX. EXTRA/CO-CURRICULAR STUDENT ACTIVITIES**

## **ATHLETIC ELIGIBILITY REQUIREMENTS**

ELIGIBILITY-INTERSCHOLASTIC: The South Dakota High School Activities Association and the McLaughlin Board of Education have established requirements for all students. These requirements are available in the high school activities office and can be further referenced in the McLaughlin MS/HS Activities Handbook.

Parents and students who open enroll or obtain a personal transfer should check with the activities director to determine eligibility status prior to open enrollment or personal transfer.

## **GRADE ELIGIBILITY POLICY**

The board believes students can benefit intellectually and physically through opportunities and experiences presented in the form of co-curricular activities. The board shall provide a variety of such programs, the purpose of which may be both educational and recreational.

It is recognized that well organized and implemented co-curricular programs can have a positive influence on the morale of the student body and serves as an important vehicle for good school and community relations. Programs should be conducted with the best interest of the participants as the primary consideration at all times.

Programs shall encourage equal participation by as many students as possible. Student participation may be limited by individual abilities and/or interests, the nature of activity and/or team concepts, but not by any criteria explicitly prohibited by federal and state discriminatory statutes. Only qualified personnel shall be provided for instruction, coaching and supervision of co-curricular activities.

### **Conditions:**

- The co-curricular program is an integral part of the school curriculum and comes under the authority of the principal to the same degree as do all other phases of the curriculum.
- Activity participation should not detract from academic achievement. Students in grade 9-12 must meet the eligibility requirements established by the South Dakota High School Activities Association (SDHSAA).
- While maintaining membership in the SDHSAA, the district will conduct all SDHSAA activities in accordance with the rules and regulations of the SDHSAA.

## **CONDUCT AT ATHLETIC EVENTS**

At any athletic event, spectators must conduct themselves with behavior consistent with good sportsmanship. Students are encouraged to attend and support school sponsored activities (contest, performances, games, dances, etc.) and are required to follow the SDHSAA conduct rules.

The following rules apply:

- ✓ Proper conduct must be observed.
- ✓ The following is a partial list of unacceptable behavior:
- ✓ Verbally or physically attacking or singling out any participant (coach, player, cheerleader, referee, actor, musician, judge, etc.), spectator, or school official.
- ✓ Using profanity
- ✓ Vulgar or derogatory cheers

Supervisors may immediately remove any student that is misbehaving. Activities are a school function, and as a result students will receive consequences for infractions.

**1st Offense:** One week suspension from attending any school activity.

**2nd Offense:** Suspension from attending any school activity for the remainder of the season.

**3rd Offense:** Suspension from attending any school activity for the remainder of the school year.

## **NCAA and NAIA REQUIREMENTS**

Before an athlete can participate in a sport or receive an athletic scholarship at a Division I, II or III college, he/she must meet the specific academic criteria as set forth by the NCAA or NAIA. Determining which organization you would qualify for depends on your college of choice. There are very specific courses that students must take in order to meet the NCAA eligibility requirements. Because the NCAA has such specific requirements, it is very important that athletes meet with their guidance counselor in the ninth grade to insure that their four-year plan includes courses that will satisfy NCAA requirements. Athletes should take the ACT and the SAT no later than the spring of their junior year in order to have time to retake them if necessary.

Registration information for NCAA on their website: [www.eligibilitycenter.org](http://www.eligibilitycenter.org)

Registration information for NAIA on their website: [www.naia.cstv.com](http://www.naia.cstv.com)

## **SCHOOL BOARD POLICY ON CURRICULAR AND EXTRACURRICULAR ACTIVITIES** **(MSD Board Policy G-9)**

The Board, in the interest of affording the boys and girls attending its schools the highest level of educational experience obtainable, believes that student activities are an essential part of deliberate education in the United States. Such activities form a logical adjunct to the required or general curriculum and the elective or special curriculum. Recognizing that student activities are a legitimate part of the school program, the Board has established the following criteria which all student activity programs must meet:

1. Student activities must have educational value for students.
2. Student activities must be in balance with other curricular offerings in the schools.
3. Student activities must be managed in a professional manner.

# **SECTION X. SCHOOL BOARD FEDERAL REQUIREMENTS**

## **EQUAL EDUCATION OPPORTUNITY**

McLaughlin School District is committed to providing equal educational and employment opportunities regardless of sex, marital or prenatal status, race, color, creed, religion, sex, disability, economic status, age, national origin, or ancestry.

Equal educational opportunity includes but is not limited to admission, recruitment, extra-curricular programs and activities, facilities, housing, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services, and athletics. All grievances, questions or requests for information should be referred to:

Mr. Scott Lepke, Superintendent  
McLaughlin School District  
601 South Main Street, PO Box 880  
McLaughlin, SD 57642--Phone: 605-823-4484

## **NONDISCRIMINATION POLICY (MSD BOARD POLICY A-2)**

The Board is committed to a policy of nondiscrimination in relation to race, sex, religion, natural background, disability and other human differences. Respect for the dignity and worth of each individual will be paramount in the establishment of all policies by the Board and in the administration of those policies.

The Board's policy on nondiscrimination will extend to students, staff, the general public and individuals with whom it does business. The following person has been designated to handle inquiries regarding this policy:

Mr. Scott Lepke, Superintendent  
McLaughlin School District  
601 South Main Street, PO Box 880  
McLaughlin, SD 57642  
Phone: 605-823-4484

## **FEDERAL PROGRAMS POLICY AND COMPLAINT PROCEDURE WITH RESPECT TO FEDERAL PROGRAMS (MSD BOARD POLICY A-4)**

**POLICY:** The McLaughlin School District will not discriminate, in any of its policies and programs, on the basis of age, race, color, creed, national origin, ancestry, religion, sex, or disability and will not violate any of the provisions of applicable federal programs, statutes, or regulations (e.g., Title IX, Chapter I, Rehabilitation Act Section 504, Americans with Disabilities Act, Title I, NCLB, etc).

In compliance with applicable federal laws and regulations, the McLaughlin School District Board of Education has appointed the Superintendent of Schools to coordinate District programs and compliance with federal mandates prohibiting discrimination. The Superintendent can be reached at the McLaughlin School District, McLaughlin, South Dakota, by calling (605)823-4484.

# **FEDERAL PROGRAMS GRIEVANCE PROCEDURE**

## **Definitions:**

- A. A complaint is a valid concern by a student, parent or, other patron of the District, employee, employee representatives, or other concerned groups or advisor organizations based upon or concerning an alleged violation, misinterpretation, or inequitable application of any existing policy, rule, regulation, or program of the school district, state, or federal statutes/regulations, regarding discrimination or concerning violations relating to federal programs.
- B. An aggrieved person is the individual making the claim.
- C. Days shall mean calendar days. Time frames may be extended upon written mutual agreement.

## **I. Informal Procedure**

Any person wishing to pursue the filing of a complaint grievance should first utilize normal channels of communication involving the teacher, administrator, or board in an attempt to seek clarification of areas of concern and resolve the problem.

## **II. Formal Procedure**

### **A. Level One**

- 1. If there is not resolution at the informal level or should the aggrieved person not attempt to resolve the concern at the informal level, a written complaint should be filed within a reasonable time period after the aggrieved person knew or should have known, of the act or condition on which the complaint is based. The written complaint must include the facts, including but not limited to, the date, time, location, persons involved, and concern giving rise to the complaint. The written complaint must also include the specific remedy requested.
- 2. The aggrieved person shall file the formal complaint in writing with the Superintendent (i.e., the designated federal programs coordinator).
- 3. The Superintendent or his/her designee shall respond in writing to the complaint within 15 days. If the aggrieved person is not satisfied with superintendent's disposition of the complaint, the aggrieved person may appeal the decision to Level II.

### **B. Level Two**

- 1. If the aggrieved person is not satisfied with the disposition at Level I, he or she may appeal that decision by filing in writing with the Business Manager an appeal within 10 days of the receipt of the decision at Level I.
- 2. The notice of appeal shall include a copy of the Level I decision and with specific statement(s) or reason(s) why the Level I decision is being appealed (i.e., how or why the Level I decision is wrong).
- 3. At its next regular meeting, the Board or its designated agent shall acknowledge receipt of the complaint the grievance and (A) may schedule a time for a hearing before the Board, (B) may designate an individual or committee to investigate the grievance and to report to the Board, or (C) may schedule a hearing on the complaint before the Board.
- 4. At any hearing before the Board, the aggrieved person shall have the opportunity to present evidence, including an opportunity to question parties involved. The standards of Due Process shall be adhered to and the Rules of Evidence shall be applicable to the degree necessary and appropriate for an orderly hearing and production of facts and evidence necessary for the Board to make an informed decision.
- 5. The Board shall make a final decision within thirty (30) days of the hearing before the Board and the decision shall be in writing with a copy of the same provided to the aggrieved person.
- 6. If the aggrieved person is not satisfied with the disposition of the Complaint by the Board, he/she may appeal the decision of the board as provided for in law (and to the South Dakota Department of Education, if applicable).

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.
  - a. Parents or eligible students are to submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
  - b. McLaughlin School District will make every attempt to provide requested documentation immediately upon request, but in no case later than the 45 days defined under the law. McLaughlin School administration or office staff will assist parents in completing the required written request, if the parent asks for assistance.
  - c. School staff will make a student’s educational records available to the student’s parents of record unless the school has a court order, on file, stating a parent is not allowed access to the student’s educational records.
  - d. Parents and eligible students may only review information specific to their student/self, if multiple students are referenced in an educational record.
  - e. Parents may request up to one copy of student’s records per year. The school retains the right to charge a copy fee, if the quantity of records is determined excessive, or the parent request more than one copy in a school year.
  
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA.
  - a. Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the records as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
  - b. McLaughlin School administration or office staff will assist parents in completing the required written request, if the parent requires or asks for assistance.
  
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
  - a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide service instead of using its own employees or officials (such as an attorney, auditor, medical consultant or therapist) or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
  - b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.



4. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the parent or student of the record request unless it states in its annual notification that it intends to forward records on request. McLaughlin School District will attempt to contact the parent(s) of a student, but the addition of this section in the school's policy and procedure is meant to serve as the school's annual notification.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

### **FERPA CONTACT INFORMATION**

Additional information and guidance may be found at the FPCO's website at:  
<http://www2.ed.gov/policy/gen/guid/fpc/index.html>

Or by contacting:

Mr. Scott Lepke, Superintendent  
McLaughlin School District  
601 South Main Street, PO Box 880  
McLaughlin, SD 57642

### **NOTICE OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires McLaughlin School District, with certain exceptions to obtain your written consent prior to the disclosure of personally identifiable information from your student's educational records. However, the McLaughlin School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in writing. The primary purpose of directory information is to allow the McLaughlin School District to include this type of information from your student's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for football, showing weight and height of the team members; etc.

Directory information, which is information that is generally not considered harmful or an invasion of privacy, can be released to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

*If you do not want the McLaughlin School District to disclose directory information for your student's education records without your prior written consent, you must notify the District annually and in writing by September 15<sup>th</sup>.* The McLaughlin School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Dates of attendance
- Grade level

### **SEXUAL HARASSMENT POLICY (MSD BOARD POLICY A-5)**

**POLICY STATEMENT:** It is the policy of the District to prohibit sexual harassment of its employees, students, and guests of the District by a person and in any form. All employees, students, and guests should be able to enjoy a work and learning environment free from all forms of discrimination, including sexual harassment.

**POLICY:** It is expressly against the District policy for any individual (employee, student, or guest) to make unwelcome sexual advances, requests for sexual favors, or to engage in any other physical or verbal conduct of a sexual nature toward any other person on school property or at a school activity while not on District property, when:

1. Submission to such conduct is made an express or implied condition of employment;
2. Submission to or rejections of such conduct is used as a basis for employment, academic, or extracurricular decisions affecting the individual who either submits to or rejects the conduct;
3. Such conduct has the purpose or effect of interfering with the employee's work performance, student's educational performance, or creates an intimidating, hostile, or offensive working or education environment.

**SEXUAL HARASSMENT:** Sexual harassment is defined as sexually oriented words and actions which tend to annoy, alarm, or be physically or verbally abusive toward another person and which serve no legitimate or valid purpose and regardless of the intent of the person accused of sexually harassing conduct. Not all harassment falls within the definition of sexual harassment (i.e. harassment that is of a sexual nature). Other policies (such as the student conduct policy, the District's nondiscrimination policy, and the Codes of Professional Ethics for Teachers and for Administrators) also prohibit inappropriate conduct and provide a means for addressing inappropriate conduct should it occur.

Sexual harassment is a specific type of harassment and the type of harassment prohibited under this policy. Examples of sexual harassment include, but are not limited to:

1. Unwelcome sexual flirtations, advances, or propositions;
2. Verbal comments, jokes, or abuse of a sexual nature;
3. Graphic verbal comments about an individual's body;
4. Sexually degrading words used to describe an individual;

5. Displaying pornographic material;
6. Physical contact or language of a sexually suggestive nature.

**REPORTING SEXUAL HARASSMENT:** Any individual who believes that he/she has been or is being subjected to sexually harassing conduct or has reason to suspect another person has been or is being subject to sexual harassment should immediately report it to a school administrator. The report initially may be made verbally or in writing, but if made initially verbally, the individual making the complaint will be asked to submit a written complaint or sign an information reporting statement written by the person to whom the report was given. The written complaint or reporting statement must include the name of the person making the complaint, the person(s) alleged to have sexually harassed the complaining party, the date(s) and nature of the sexual harassment. The District shall investigate all verbal and written reported instances involving sexual harassment.

**PROCEDURE FOR ADDRESSING COMPLAINTS:**

1. Should an individual come forward with a complaint of sexual harassment, an investigation of the alleged incident(s)/behavior(s) will be initiated. If the allegation involves a student and a District employee, the Department of Social Services and/or legal authorities will be notified. The District's investigation may include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct affects the employment or learning environment (and if so, in what manner), identifying prior history of a similar nature by any of the individuals involved, and attempting to obtain possible verification and from other employees, students, or other individuals.
2. The person alleged to have sexually harassed another person will be notified in writing that a complaint has been filed pursuant to this policy and that the complaint is being investigated. The name of the person making the complaint will not be disclosed to the person alleged to have sexually harassed the person making the complaint unless upon completion of the investigation there is reasonable cause to suspect that sexual harassment did occur.
3. Pending the outcome of the investigation and, if deemed appropriate, an employee or a student alleged to have sexually harassed another person may be suspended from employment or school and an invitee may not be allowed on school premises.
4. Upon reasonable suspicion by the person responsible for the investigation that the allegation may be true, the employee or student accused of sexually harassing conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim and complaining individual(s).
5. The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting sexual harassment must understand that should the administrator investigating the complaint determine there is reasonable cause to suspect that sexual harassment did occur which could result in administrative discipline or a referral to the Board of Education, the person alleged to have sexually harassed another person has the right to know the identity of the person(s) making the complaint.

6. The employee or student alleged to have sexually harassed another person in violation of this policy shall be afforded an opportunity to respond in writing but is not required to submit a written response.

7. At the conclusion of the investigation, the administration may up to the extent of administrative authority impose disciplinary action or alternatively refer the matter to the Board of Education. Should the administration impose discipline on an employee or student and not refer the matter to the Board, the employee, or student disciplined may file an appeal (grievance) directly with the Board of Education pursuant to the applicable grievance policy.

8. If the administration refers the matter to the Board of Education the employee or student alleged to have sexually harassed another person a hearing will be held before the Board of Education consistent with due process procedures.

9. If there is reasonable suspicion to believe that a guest at school or at a school activity on non-school property sexually harassed another person in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

#### **BOARD HEARING:**

1. Should the matter be referred by the Administration to the Board, a formal hearing shall be held before the Board in executive session.

2. At the hearing, the Administration shall present evidence relative to the allegation of sexual harassment and the employee or student accused of violating this policy will have an opportunity to present evidence in his/her defense.

3. The Standards of Due Process shall be adhered to at the Board hearing, including the right of the person accused of violating this policy to have representation and to cross-examine the complaining party.

**BOARD DISCIPLINARY ACTION:** If following the Board hearing the Board determines there has been a violation of this policy prohibiting sexual harassment, Board action may include but is not limited to the following:

1. If the person found violating this policy is an employee, suspend the employee without pay, and/or not renew or terminate the employment contract, and/or issue a written reprimand (a copy of which would be placed in the employee's file), and/or file a Professional Practices Complaint.

2. If the person found violating this policy is a student, the Board may suspend or expel the student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities.

**PROHIBITION AGAINST RETALIATION:** The District strictly prohibits retaliation against any person because he/she has reported, testified, assisted, or participated in the investigation of a report of alleged sexual harassment. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have sexually harassed another person shall not directly or indirectly (such as through a third person) harass, pressure, or retaliate against any other person because of the complaint being reported and a violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he/she is being subjected to retaliation because of his/her involvement with the sexual harassment complaint should immediately contact a school administrator.

## **COMPUTERS, NETWORK & E-MAIL USE AND ELECTRONIC DEVICES** **(MSD Board Policy H-5)**

INTERNET ACCESS IS A PRIVILEGE, NOT A RIGHT!

1. The McLaughlin School District will make every reasonable effort to provide access to educationally appropriate resources, including Internet sites. However, it may not be technologically possible to limit Internet access to only those educationally appropriate sites that have been designated for the purpose of instruction, and research related to the curriculum.
2. Users of the Internet are responsible for their actions in the use of the Internet. Users have to complete the required training before they have access to it. The District cannot guarantee that users will not encounter inappropriate or offensive material on the Internet. If offensive material would cause the user embarrassment or other damage, the user should not use the system.
3. The District's electronic mail (e-mail) and information accessible via the network is not private. Other people, including but not limited to school administrators and the technology coordinator, have access to this the e-mails.
4. Illegal activities will be reported to the authorities.
5. All students' files/programs will be deleted at the end of the school year by the Technology Coordinator.
6. Staff will be notified of names of students on computer suspension

**INAPPROPRIATE USE PROHIBITED:** Inappropriate use includes, but is not limited to: intentional uses that violate the law, that are specifically named as violations in this policy, that violate the regulations of the school district or any other use that hampers the integrity or security of the school district's computer network or any computer networks connected to the Internet. All users of the school district's computers and networks are required to abide by the following rules:

1. Be polite and don't become abusive to others.
2. Use appropriate language. Swearing and the use of vulgarities will not be tolerated.
3. Do not reveal your personal address or phone number or that of other students or people.
4. Do not reveal your password or another user's password.
5. The District's electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to this.
6. Do not place unlawful information on any network system. Illegal activities will be reported to the authorities.
7. Persons using the District's e-mail system must be given permission by an administrator or computer coordinator to use District e-mail.
8. No trespassing in another person's file.
9. No programs or games may be brought from home or any other source, nor downloaded from the Internet, and installed on school computers. If programs or games are desired, they must be submitted to the technology coordinator. If these are allowed, they will be entered into the system and put on the menu by the instructor.
10. No physical tampering or destruction of computers, keyboards, printers, etc.

11. No unauthorized use of other student's directories. Students must keep their passwords private. Students are responsible for all files in their directory
12. The school administrators, instructional staff and the technology coordinator have the right to periodically inspect students files unannounced and at random.
13. No movies, music, or other outside electronic media files may be played on district equipment without approval from technology coordinator and/or administration.
14. Use of the school district Internet access for commercial "for profit" activities or product advertisements is prohibited.
15. Forgery of electronic mail messages, changing files belonging to users and downloading of any files into the school district's computers is prohibited.
16. Unsolicited junk mail or chain letters are prohibited.

**STUDENT ACTIVITIES STRICTLY PROHIBITED:** In addition to the above general rules, activities which students are strictly prohibited from engaging in include, but are not limited to, the following:

1. Illegal installation or transmission of copyrighted materials
2. Any action that violates existing Board policy or public law
3. Access or use of any other email program or account other than the one issued by the school (i.e. Hotmail, Yahoo Mail, MSN Mail, etc.)
4. Using email to harass or bully others
5. Use of chat rooms, sites selling term papers, book reports and other forms of student work.
6. Messaging services (i.e. MSN Messenger, ICQ, etc.)
7. Playing non-educational internet games
8. Use of outside program disks without prior approval from the Technology Coordinator
9. Downloading illegal files, including music or other data files
10. Spamming-Sending mass or inappropriate emails
11. Gaining access to other student's accounts, files, and/or data
12. Password sharing
13. Use of anonymous proxy servers or other attempts to negate firewall/filtering system
14. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems, and/or damage software component(s) of school equipment will not be allowed
15. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients and transmission of inappropriate music.

**DDN USE:** Students enrolled distance learning or other E-learning media will adhere to all rules and regulations established. A written contract will be signed and on file prior to the start of class.

**USE OF ELECTRONIC DEVICES:** Pagers, MP3 Players, IPOD's, videogames, laser pointers or any other personal electronic devices (with the exception of calculators) are not to be worn or used in school during school hours unless permission is granted from teachers. Devices such as cell phones and pagers, if brought to school must be kept in students' locker. Cell phones are not to be used during school hours without permission from the administration. Students who need to make phone calls during the school day are to report to the office and arrangements will be made to meet their needs. PDAs and other handheld computers may be used for educational purposes with the approval of the teacher and administration. Such items will be confiscated and may be returned at the end of the school day. If a student receives a third violation during the school year the device will be returned to the student's parents upon the parents coming to school to pick it up. The only allowed exception to this policy is for adaptive equipment used for educational purposes.

**VIOLATIONS AND CONSEQUENCES:** Violations of school district policy or the law through the use of the school district's e-mail and Internet access may result in disciplinary action. Disciplinary action may be suspension or revocation of email and/or internet privileges, detention, in-school suspension, out-of school suspension, or expulsion. Students shall be afforded due process consistent with school district policy and state law. Suspected violations of law shall be reported to the proper authorities.

**STUDENT'S INTERNET PROTECTION ACT:** It is the policy of McLaughlin Schools to: (a) prohibit user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prohibit unauthorized access and other unlawful online activity; (c) prohibit unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Student's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

# **APPENDIX A**

## **USE OF COMPUTERS, NETWORKS, E-MAILS AND ELECTRONIC DEVICES**

### **Parents/Guardians' Agreement**

As parent/guardian of the student who has signed above, I have read the school district's Policy on Computers, Networks, E-mails and Electronic Devices. I understand that the school district's Internet use is designed for educational purposes. Further, I recognize it is possible that my student may procure material that is not consistent with the educational goals of the district. I hereby give my permission to the school district to provide Internet access for my student.

**STUDENT(S) NAME(S):** \_\_\_\_\_

**DATE** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

### **Student's Agreement**

I understand and will voluntarily abide by the school district's Acceptable Use Policy on Computers and Networks. I further understand that any violation of this policy may result in the loss of my Internet access privileges and school disciplinary action may be taken. The signature on this document indicates that I have read the school district's Acceptable Use Policy, understand its significance, and voluntarily agree to comply fully with all its terms and conditions.

**STUDENT'S SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_



# **APPENDIX B**

## **PARENT/STUDENT HANDBOOK REVIEW**

### **ACKNOWLEDGMENT FORM**

#### **MCLAUGHLIN SCHOOL DISTRICT 15-2**

McLaughlin Middle School/High School

Student/Parent Handbook

**\*\*This form must be completed for each individual student in your household\*\***

STUDENT'S NAME \_\_\_\_\_

(PLEASE PRINT)

GRADE

6    7    8    9    10    11    12

(Circle One)

#### **STATEMENT TO BE READ AND SIGNED BY STUDENT/PARENT**

**(Please check each box)**

- I HAVE RECEIVED A COPY OF THE MCLAUGHLIN MIDDLE SCHOOL/HIGH SCHOOL STUDENT/PARENT HANDBOOK.
- I HAVE BEEN GIVEN THE OPPORTUNITY OF RECEIVING AND/OR DISCUSSING ALL OF THE INFORMATION CONTAINED IN THE STUDENT/PARENT HANDBOOK.
- I UNDERSTAND AND ACCEPT MY PERSONAL RESPONSIBILITY FOR FOLLOWING ALL INFORMATION AND EXPECTATIONS PRESENTED IN THE STUDENT/PARENT HANDBOOK.

\_\_\_\_\_  
(STUDENT SIGNATURE)

\_\_\_\_\_  
DATE

- I HAVE RECEIVED A COPY OF THE MCLAUGHLIN MIDDLE SCHOOL/HIGH SCHOOL STUDENT/PARENT HANDBOOK.
- I HAVE HAD THE OPPORTUNITY TO REVIEW THE MATERIAL AND INFORMATION IN THE HANDBOOK
- I WILL ACCEPT MY RESPONSIBILITY FOR HELPING MY THE STUDENT SIGNING THIS DOCUMENT TO UNDERSTAND AND LIVE UP TO ALL EXPECTATIONS, GUIDELINES, AND POLICIES PRESENTED IN THE HANDBOOK.

\_\_\_\_\_  
(PARENT/GUARDIAN SIGNATURE)

\_\_\_\_\_  
DATE

**THIS FORM MUST BE SIGNED AND RETURNED TO THE MCLAUGHLIN MS/HS OFFICE.**

The McLaughlin MS/HS Handbook is approved by the Board of Education and is considered policy. We welcome any suggestions or comments from students, parents, faculty or administration that would help improve this book. Please see the principal to provide your feedback

# **APPENDIX C**

## **McLaughlin MS/HS Anti-Bullying Policy Checklist**

Student Name: \_\_\_\_\_

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

Initiated by:

\_\_\_ Student report to staff member

\_\_\_ Parent report to staff member

\_\_\_ Witnessed by school staff member

*For any violation of the Anti-bullying policy, the following consequences will be applied in sequential order as each violation occurs. Administration may apply more than one disciplinary action, or skip a step, depending on the severity of the violation.*

### **Step 1: Intervention, Warning, Redirection and Team Meeting**

\_\_\_ 1. Staff member who witnesses or receives report will ensure that the immediate behavior stops and will reinforce to the student that bullying will not be tolerated.

Staff Member: \_\_\_\_\_

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

\_\_\_ 2. Staff member who receives report or witnesses incident must report verbally and submit a written report within 24 hours to principal or principal designee.

Staff Member: \_\_\_\_\_

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

\_\_\_ 3. Parent of student who bullied notified by phone call or personal visit.

Staff Member: \_\_\_\_\_

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

\_\_\_ 4. Parent of student who was bullied notified by phone call or personal visit.

Staff Member: \_\_\_\_\_

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

\_\_\_ 5. Team meeting with student who bullied, principal, dean of students and or counselor.

- Discuss the problem
- Solutions to the problem
- Reinforce that bullying will not be tolerated
- Plan will be developed which includes future consequences if the behavior continues.
- Student will sign the plan.

\_\_\_ 6. Copy of the incident report and the plan will be mailed or delivered to parent or guardian.

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

\_\_\_ 7. Student will meet with family advocate or school counselor for bully education.

Staff Member: \_\_\_\_\_ Dates of meetings: \_\_\_\_\_

**STEP 1--BULLY PREVENTION PLAN**

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Presenting Problem:**

**Why I think it happened:**

**Possible solutions or ways to prevent future incidents:**

**My Plan:**

**If I fail to follow this plan, the following will happen:**

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

**Witness:** \_\_\_\_\_

## STEP 2: FORMAL MEETING WITH PARENTS, ADMINISTRATION

\_\_\_ 1. Staff member who witnesses or receives report will ensure that the immediate behavior stops and will reinforce to the student that bullying will not be tolerated.

Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ 2. Staff member who receives report or witnesses incident must report verbally and submit a written report within 24 hours to principal or principal designee.

Staff member: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ 3. Parent of student who bullied notified by phone call or personal visit. A date will a formal meeting will be selected.

Staff member: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ 4. Parent of student who was bullied notified by phone call or personal visit.

Staff member: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ 5. Student, parent/guardian, principal, dean of students, school counselor and family advocate will meet.

- Incident reports will be reviewed.
- Step 1 Bullying Prevention Plan will be reviewed.
- An **Individual Behavior Plan** will be developed.
- Student, parent/guardian and administration will sign the anti-bullying contract.

\_\_\_ 6. Student will begin individual counseling sessions with school counselor or with another therapist. (ie. Indian Health Service Behavioral Health professional) Recommendations *will be forwarded to administration.*

Counselor: \_\_\_\_\_ Dates: \_\_\_\_\_

\_\_\_ 7. Consequences to be assigned by principal

\_\_\_ a. Temporary removal from the classroom

\_\_\_ b. Loss of privileges

\_\_\_ c. Bully Education sessions with Family Advocate or School Counselor

\_\_\_ d. Classroom or administrative detention

\_\_\_ e. Referral to disciplinarian

\_\_\_ f. In-school suspension or placed on restriction during the school week

\_\_\_ g. Out-of-school suspension (1-9 days)

\_\_\_ h. Legal Action

\_\_\_ i. \_\_\_\_\_

**STEP 2--INDIVIDUAL BEHAVIOR PLAN**

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**My bullying behaviors:**

- \_\_\_ Pushing, hitting, kicking or throwing things at someone
- \_\_\_ Stealing or damaging another person's property
- \_\_\_ Name calling or teasing
- \_\_\_ Threatening to hurt someone
- \_\_\_ Leaving someone out on purpose or without good reason
- \_\_\_ Spreading rumors about someone
- \_\_\_ Using social networking or any electronic device to bully
- \_\_\_ Intimidation
- \_\_\_ Using revenge towards anyone who reports previous bullying incidents
- \_\_\_ \_\_\_\_\_

**To prevent future incidents I will:**

**People I can go to if I need assistance:**

**I understand that it is my responsibility to prevent future bullying incidents. If I need help, I need to ask for help before it is too late. I understand that if I continue to bully my peers or adults in the school, I may face suspension from McLaughlin MS/HS because it is the school's responsibility to protect all students from bullying or any situations which interfere with the learning process or the physical safety and mental well-being of all students and/or staff.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

### STEP 3: STUDENT HEARING

\_\_\_ 1. Staff member who witnesses or receives report will ensure that the immediate behavior stops and will reinforce to the student that bullying will not be tolerated.

Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ 2. Staff member who receives report or witnesses incident must report verbally and submit a written report within 24 hours to principal or principal designee.

Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ 3. Parent of student who bullied notified by phone call or personal visit. Parent/guardian will be notified that a hearing will be scheduled.

Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ 4. Parent of student who was bullied notified by phone call or personal visit.

Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_