

**SUMMIT SCHOOL**

**HANDBOOK**

**2015-2016**

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## **PHILOSOPHY**

Modern education demands that the learning process must include the skills necessary to acquire information needed in problem solving, as education is a continuous process of learning. Therefore, it shall be the responsibility of the Summit School District to equip the students with challenging experiences, usable skills, and an understanding of their own responsibility so that they can become a viable part of our democratic society.

Because each student is an individual, whose interest, abilities and aptitudes differ, instruction must be individualized to be an essential part of the learning process. The educational experience should provide the student with skills, attitudes, and concepts that will serve for a lifetime of meaningful and functional interaction with society.

The teacher, whose skills, personality, ability and adaptability are significant factors in teaching, must be provided with all possible assistance with innovative equipment, facilities, and procedures.

The importance of the home and parents' influence cannot be overlooked since the parent has the right and responsibility of education for their children. Their input shall be considered as a valuable tool in coordinating the educational programs between the home and the school.

The administration shall be a catalyst between different parties involved in the school educational program. The administration should act as a coordinator and as the medium through which the philosophy will be carried out.

On-going communication between home, students, staff, administration and the Board of Education is necessary to implement our educational philosophy.

## **ADA (Americans with Disabilities Act)**

Any student with disabilities, pregnancy, or any other limitations see ADA handbook.

## **ALCOHOL AND DRUGS**

The Board recognizes its share of the responsibility for the health, welfare and good of the students who attend the districts' schools. Alcohol and other drug use is wrong and harmful and can interfere with the development of an adolescent, therefore, must be evaluated as to its impact to both the young person and the community. Psychoactive and mood altering drugs can destroy the health and well-being of an individual. The school community defines drug use as a serious health problem and is committed to discouraging this behavior and to encouraging young people to seek help should a problem arise.

As educators, we recognize that chemical abuse (alcohol and drugs) has become a serious problem in our country. We accept our obligation to establish a positive environment in which these problems can be presented through a comprehensive school drug free program and be addressed locally in a helpful and supportive, rather than a punitive way. One of our goals is to discourage all use by students. Accomplishing this goal, we realize, will entail training teachers, counselors, and other staff members to educate themselves and the community about the impact of drug abuse. Other goals are to teach staff to identify indicators of alcohol and/or other drug use problems and to know what resources are available to address these problems if they are observed. The administration recognizes that the problems of alcohol and/or other drug use are a school and community issue. Therefore, we are committed to cooperate with agencies and community groups that address these issues.

The following document outlines policy on student use of alcohol and other drugs in the school district. **This policy is in effect on premises owned, leased, or maintained by the school district, at all school related activities on and off campus, on vehicles used to transport students to and from school or at other activities, and in vehicles parked on school property.** Student and parent members of the school community are expected to know and understand the policy provisions and its mandatory nature. A copy of the policy will be provided to all students and parents.

### **POLICY**

The Summit School is a drug and alcohol free area. A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of alcohol and/or other drugs which affect the student of educational process of the school. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs. Students shall not engage in the use of alcohol and/or other drugs. Students who use prescription drugs as authorized by a licensed physician do not violate this policy if the student conforms to his or her prescription and appropriate school policies regarding administration of medication.

### **DISCIPLINARY SANCTIONS AND IMPLEMENTATION PROCEDURES**

The following procedures will be used in dealing with violation of the policy:

#### **A. FIRST OFFENSE (other than distribution)**

1. The administration will notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference. If no contact is made, a written report will be provided.
2. The administration may suspend the student for ten (10) days in compliance with student due process procedures.
3. The administration will notify the parent(s)/guardian(s) of the suspension within thirty-six (36) hours, in writing by first class mail to the last known address of the parent(s)/guardian(s).
4. The administration may notify available law enforcement authorities.
5. State and federal regulations regarding special education students will be followed.

The school district strongly urges students with alcohol and other drug abuse problems to seek professional assessment and assistance from a trained chemical dependency counselor or a licensed physician trained in chemical

dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results.

The suspension of a student who agrees to be professionally assessed, and treated if needed, will be commuted to three (3) days. The administration will provide a list of agencies/professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.

Upon authorization by the parent or eighteen (18) year old student, the agency or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.

#### **B. SECOND AND SUBSEQUENT OFFENSES (other than distribution)**

1. The administration will contact the parent(s)/guardian(s) to arrange for a conference.
2. The administration will notify appropriate law enforcement authorities.
3. The administration may suspend the student for ten (10) days in compliance with student due process procedures.
4. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.
5. The administration will recommend to the school board that the student be expelled unless the following procedure is followed:
  - a. The student may have to agree to be assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency at his or her own expense.
  - b. Upon appropriate authorization, the agency or professional notifies the administration that the student has been assessed and does or does not require treatment. If the student accepts the needed treatment, the recommendation for expulsion may be commuted. Fees for this assessment and/or treatment are the responsibility of the student and family.

#### **C. SUPPLYING/DISTRIBUTING OR SELLING ALCOHOL AND OTHER DRUGS OR MATERIAL REPRESENTED TO BE A CONTROLLED SUBSTANCE (all occurrences)**

1. The administration may suspend the student for ten (10) days in compliance with student due process procedures.
  2. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.
  3. The administration will refer the case to appropriate 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 administration.
  5. State and federal requirements regarding special education students will be followed.
- D. Students whose observed behavior indicates possible use of alcohol and/or other drugs will be referred to the building administrator and/or “first-responder” medical personnel, who will determine whether to contact the parent for further instruction, refer to the emergency authorization form, or immediately seek medical treatment. Following the handling of the medical emergency, this policy will be followed.

#### **ANTI-BULLYING POLICY**

The Summit School District board of education prohibits acts of bullying. The board of education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying like other disruptive or violent behavior, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

“Bullying” is any gesture or written, verbal, graphic, or physical act ( including electronically transmitted acts-i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by

any actual or perceived characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

“Bullying” is conduct that meets all of the following criteria:

- Is directed at one or more pupils;
- Substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- Adversely affects the ability of a pupil to participate in or benefit from the school district’s educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- Is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The Summit School District board of education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers and contractors.

The Summit School District board of education believes that standards for student behavior must be set cooperatively through interaction among the students, parents, and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of the atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The Summit School District board of education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students’ abilities to develop self-discipline.

Since bystander support of harassment or bullying can support these behaviors, the district prohibits both active and passive support for acts of bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them immediately to the designated authority.

The Summit School District board of education requires its school administrator to develop and implement procedures that ensure both the appropriate and remedial responses to a student or staff member who commits one or more acts of bullying. The following factors, at a minimum, shall be given full consideration by the school administrator in the development of the procedures for determining appropriate consequences and remedial measures for each act of bullying.

#### **Factors for Determining Consequences**

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature of severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

#### **Factors for Determining Remedial Measures**

Personal

- Life skill competencies
- Experiential deficiencies

- Social relationships
- Strengths
- Talents
- Traits
- Interests
- Hobbies
- Extra-curricular activities
- Classroom participation
- Academic performance
- Environmental/School culture
- School climate
- Student/staff relationship and staff behavior toward the student
- General staff management of classrooms or other educational environments
- Staff ability to prevent and de-escalate difficult or inflammatory situations
- Social-emotional and behavioral supports
- Social relationships
- Community activities
- Neighborhood culture
- Family situation

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the board of education's approved code of student conduct or employee handbook.

Consequences for a student who commits an act of bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the board of education's approved code of student conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### **Examples of Consequences**

- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week or the weekend, for students
- Out-of-school suspension
- Legal action
- Expulsion or termination

#### **Examples of Remedial Measures**

##### Personal

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal
- Restitution and restoration

- Transformative conferencing/restorative justice
- Peer support group
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense
- Behavioral assessment or evaluation, including, but not limited to, a referral to a Child Study Team, as appropriate
- Behavioral management plan, with benchmarks that are closely monitored
- Involvement of school disciplinarian
- Student counseling
- Parent conferences
- Student treatment
- Student Therapy
- Environmental (Classroom, School Building, or School District)
- Set a time, place, and person to help the bully reflect on the offending behavior, maintaining an emotionally-neutral and strength-based approach
- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying
- School culture change
- School climate improvement
- Adoption of research-based, systemic bullying prevention programs
- Modifications of schedules
- Adjustments in hallway traffic
- Modifications in student routes or patterns traveling to and from school
- Targeted use of monitors (e.g., hallways, cafeteria, bus)
- General professional development programs for certificated and non-certificated staff
- Professional development plans for involved staff
- Disciplinary action for school staff who contributed to the problem
- Parent conferences
- Referral to family counseling
- Involvement of parent-teacher organizations
- Involvement of community-based organizations
- Development of a general bullying response plan
- Peer support groups
- Law enforcement involvement (e.g., school resource officer, juvenile officer)

The Summit School District board of education requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The Summit School District board of education requires the principal and/or the principal's designee at each school to be responsible for determining whether an alleged act constitutes a violation of this policy, in so doing, the principal and or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made.

The Summit School District board of education prohibits reprisal or retaliation against any person who reports an act of bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Summit School District board of education prohibits any person from falsely accusing another as a means of bullying. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of bullying shall be disciplined in accordance with district policies, procedures, and agreements.

The Summit School District board of education requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of bullying that occur on school property, at school-sponsored functions, or on a school bus. The chief school administrator shall develop an annual process for discussing the school policy on bullying with students and staff.

The school district shall incorporate information regarding the policy against bullying into each school handbook.

## **ASSAULT**

**Physical against school personnel:** The Board shall permanently expel a student if the student commits a physical assault, as defined by SDCL22-18-1; against a district employee or against a person engaged as a volunteer, as defined by board policy, or contractor for the district on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. **Physical against student(s):** The Board shall suspend or expel a student for up to 180 days if the student commits a physical assault, as defined by SDCL 22-18-1, against another student on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. The Board may modify the expulsion period on a case-by-case basis.

**Verbal and/or Nonverbal against school personnel:** Any student who commits a verbal assault on school property, on a school bus, or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or contractor for the district shall be expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis. For the purpose of this policy "verbal assault" shall be defined as any willful verbal threat, including bomb threat, which is intended to place another in fear of immediate physical contact which will be painful and injurious, coupled with the apparent ability to execute the act.

**Verbal and/or Nonverbal against student(s):** Any student who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school sponsored-activity or event against a fellow student shall be expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case by case basis. For the purpose of this policy "verbal assault" shall be defined as any willful verbal threat, including bomb threat, which is intended to place another in fear of immediate physical contact which will be painful and injurious, coupled with the apparent ability to execute the act.

## **ASSESSMENTS/TESTS**

The Summit School will administer the following state mandated assessments:

Career Assessment – 9<sup>th</sup> grade

State-Wide Writing Assessment – 5<sup>th</sup> and 9<sup>th</sup> grade

Dakota STEP – 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 11<sup>th</sup> grade

Computer Literacy Assessment – 8<sup>th</sup> grade

ASVAB (Armed services vocational aptitude battery) – 11<sup>th</sup> grade

## **ATTENDANCE**

If at all possible, students should not arrive at school before 7:30a.m. NTHS students need to be at the school by the bus departure time, which is 7:45 AM. Students are required to report to their classrooms at 8:25 a.m.

## **ABSENCE**

Students are excused from school for illness, emergency in the immediate family, bad weather or roads, and dental and medical appointments. In all cases of student absence, parents are asked to verify such absence by means of a written note and a phone call. Parents may also request to have their children excused for personal or family reasons. Such requests are to be made to the principal.

### **TARDY POLICY (7 – 12<sup>th</sup> grade)**

The teaching staff does not wish to experience the habitual tardiness of students. Nearly all tardiness is inexcusable and shows a lack of responsibility on the part of the students. On the third tardy a student will serve one (1) hour of detention after school or on Friday. They will serve one (1) hour for each additional three tardies up to 6 tardies. On the ninth (9<sup>th</sup>) tardy the student will serve ISS or OSS. The number of days will be determined by the discipline committee. The twelfth (12) tardy is a repeat of the ninth punishment and will include an appearance before the board by both the student and the parent. The count of tardies will start over each quarter.

### **ATTENDANCE POLICY (7 – 12<sup>th</sup> grade)**

While it is true that written work can be completed for make-up, class instructions or presentations, discussions, or student-teacher interactions cannot be made up. With the foregoing in mind, together with the provisions of the State Law, specifically SDCL 13-27-2, the official attendance policy of Summit School shall be outlined in the paragraphs below.

Parents must account to administration for all absences of their child, either by a written note or by a telephone call followed by a written note after a student has been absent. If it is necessary for a student to leave school because of illness, students shall checkout through the office and we will attempt to notify parents before the student is allowed to leave school. Students who do leave school without permission will normally receive an unexcused absence. Absences due to long term illness, death in the family, family emergencies or family trips will be counted as one absence. The count will start over each quarter. Weekly attendance checks will be made every Wednesday morning each quarter.

After four (4) classes have been missed during a quarter (excused or unexcused), a letter stating this fact will be sent to parents. The letter will stress the importance of good attendance to good school work. The parents will be informed that continued student absence may result in the lowering of the student's grade or the student being dropped from the class.

After six (6) classes have been missed during a quarter (excused or unexcused), a letter stating this fact will be sent to the parents. A conference will be held with the student, parents, and administration. There will be discussion of the attendance policy and the consequences of future absences.

After eight (8) classes have been missed during a quarter (excused or unexcused), a meeting will take place with the discipline committee. The committee will consist of the principal and two staff members. The committee will determine if the student should be dropped from his/her class. The decision to drop a student will then go to the school board for approval.

### **EXCUSED ABSENCES**

Under normal circumstances, excused or unexcused absences will be counted as follows:

1. Participation in school activities (absent exempt)
2. Family emergency such as death or critical illness in immediate family. Immediate family shall be defined as parents, brothers, sisters, grandparents, uncles or aunts (absent exempt).
3. Any absences for up to five days for State and/or Nationally recognized Youth programs. State law 13-27-6 (absent exempt)
4. Any illness whether a single day or consecutive days which can be verified by a doctor's statement will normally count as one absence.
5. Any illness which is not verified by a doctor will count for each day missed.
6. Appointments for haircuts or hairdos, shopping, etc. will be counted as one absence for each day missed with a note from a parent.
7. Hunting trips, fishing trips, skiing trips, etc. will be counted as one absence for each day missed with a note from a parent.

8. Work, one absence for each day missed, must have a note from a parent.
9. Court appearance (absent exempt): note has to be provided by Court Services.
10. Other at the principal's discretion.
11. Senior college visits (2 visits, absent exempt)

Make up work for excused absences:

The length of time for make-up work to be turned in for all excused absences will be two days for every day missed. If a student misses less than a full day of school, he or she will have two class periods missed to make up schoolwork.

1. Example: When a student is absent on a Monday he/she would be expected to have all make-up work done by the end of the class on Wednesday.
2. A student is expected to turn in class work that was assigned before the absence when he/she returns to class. This would include daily work, tests, and unannounced quizzes.

### UNEXCUSED ABSENCE

Unexcused absences will be as follows:

1. Skipping school. One absence for each day missed.
2. Shopping without a note from a parent. One absence for each day missed.
3. Hunting or fishing without a note from a parent. One absence for each day missed.
4. Others as may be determined by the principal's discrimination.

Make up work for unexcused absences:

Length of time for make-up work for unexcused absences will be one day for each day missed. If a student misses less than a full day, they will have one class meeting for each class period missed.

1. Example: When a student is absent on Monday they will be expected to have all make-up work done before school on Wednesday.
2. A student is expected to turn in class work that was assigned before the absence when they return to class. This would include daily work, tests, and unannounced quizzes.

This is general policy on attendance, and the school administration is empowered to use its discretion in the enforcement and the application of the policy.

### IN-SCHOOL SUSPENSION

Students who are suspended in school will be provided assignments, which must be handed in either at the end of the suspension day or upon the student's return to class. Students will receive 75% credit for work produced. The student will not participate in any activities for that day or evening.

- When a student is given detention and fails to serve his/her time, he/she will be placed in ISS. The student will be suspended from all activities until the ISS time is served.

### OUT-OF-SCHOOL SUSPENSION

Students who are suspended out of school are responsible for getting their assignments which must be handed in either at the end of the suspension day or upon the student's return to class. Students will receive 50% credit for the work produced or zero credit depending on the severity of the situation, it will be at the discretion of the administration. The student will not participate in any activities for that day or evening.

### BICYCLES

Bicycles are to be parked in the designated area. Students are not permitted to loiter around the bicycles during school hours.

### BOMB THREATS

A bomb threat is an extremely rare occurrence. Nevertheless, the school is prepared for this type of emergency. Immediate evacuation of the building and notification of authorities are the standard procedures. The school staff, teachers, and administrators are well prepared for a variety of emergency situations, including bomb threats. Parents should feel confident concerning all emergency procedures at the school, and we welcome inquiries about any aspects of our emergency preparedness. If anyone is caught on a bomb threat, they will be turned in to appropriate authorities.

## **BOOKS AND SUPPLIES**

The school provides all textbooks, workbooks and related instructional materials. Notebooks, pencils and other items are to be purchased by the student. Elementary students, please put your child's name on the items brought to school, particularly gym clothes, towels, jackets, boots, etc.

## **BUS RULES / ACTIVITY TRIPS**

The driver is in full charge of the students and the bus. The safety of the bus and its passengers demand complete cooperation from the students. It shall be the duty of the driver to report to the school administrator the names of any students who persist in violating the rules and regulations. Students traveling to activities will abide by the same rules as regular bus students. Habitual violators of the bus rules may lose bussing privileges.

Parents who are picking up students from the Summit School should pick them up on the north side of the school building. The south side of the building is reserved for the school buses and employee parking.

## **ACTIVITY TRIPS**

Students participating in school activities out of town must go and return from the activity on the school bus unless a parent talks to the supervisor of the activity, sends a written note or calls the supervisor of the activity prior to the activity to make arrangements.

## **CAMERA SURVEILLANCE**

The school is monitored by camera surveillance. The tapes may be reviewed by the staff when property damage or physical disturbances occur.

## **CELL PHONES**

All cell phones belonging to Summit students will be checked in to the office before the first bell rings or when the multi bus returns. The cell phone will remain there during school hours and be checked out at the end of the day. A secure place will be provided for all phones.

- **CONSEQUENCE OF NOT CHECKING PHONE IN:** If a cell phone is not checked in and is in the possession of the student (i.e. locker, book bag, purse, pocket) the phone will be taken away and a parent will have to come in to the office to pick it up from an administrator.

## **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

If there is a change of address or telephone number during the school year, please report the change to the principal's office immediately. The office number is 398-6211.

## **CHANGE OF WORK STATUS OF PARENT**

Please notify the school if your work status or work schedule changes. In case of emergency it will be necessary to contact you by telephone as quickly as possible. Notify the school as to where you may be reached.

## **CHEATING**

Cheating is a serious compromise of a student's integrity and will not be tolerated. It is at the teacher's discretion as to how to handle the grading.

## **CHURCH NIGHT**

Church night will be on Wednesday. The school will not schedule any activities for that night.

## **CLASS AND ACTIVITY FUNDS**

All money earned, solicited or donated to the school classes and organizations will be turned over to the business manager, who will transfer it into the proper account. All expenditures must be approved by the superintendent, the principal, and/or the business manager.

## **CLASS BELLS (7 – 12<sup>th</sup> grade)**

Class bell allow you 2-4 minutes to move from class to class. During these breaks, you should allow yourself time to get to your next class. Failure to arrive to class on time will result in you being counted tardy.

## **COMPLAINT POLICY**

The Summit Board of Education welcomes constructive criticism of the school when it is motivated by a sincere desire to improve the quality of the educational program. In order to give the greatest opportunity for fair resolution, patrons are asked to use the following procedure.

- If one has a complaint about a specific staff member, then one is asked to speak to that staff member directly. This should be your first course of action.
- If there is not a resolution at the individual staff level, then one should contact the principal and/or superintendent.
- If there is not a fair resolution at the administrative level, then the complaint should be presented to a school board member to have the complaint added to the next board agenda for discussion at the next board meeting.

Complaints about school policies, practices, and procedures are to be presented to the principal and/or superintendent directly and immediately. An explanation will be provided. If it is felt that a fair resolution has not been achieved the issue may be presented to a board member for placement on the agenda for discussion at the next board meeting.

**PLEASE REMEMBER THAT NO INDIVIDUAL BOARD MEMBER MAY ACT ON BEHALF OF THE BOARD EXCEPT WHEN DESIGNATION IS MADE BY A MAJORITY OF THE BOARD MEMBERS AT AN OFFICIAL BOARD MEETING!**

The proper chain of command must be followed in order for the school to operate smoothly.

***PLEASE REMEMBER THAT NO INDIVIDUAL BOARD MEMBER MAY ACT ON BEHALF OF THE BOARD EXCEPT WHEN A DESIGNATION IS MADE BY A MAJORITY OF THE MEMBERS AT AN OFFICIAL BOARD MEETING!***

The proper chain of command must be followed in order for the school to operate smoothly.

## **CONDUCT AT SPORTS EVENTS AND OTHER SCHOOL ACTIVITIES**

- The school will abide by the rules set forth by the South Dakota High School Activities Association.
- Good sportsmanship will be displayed at all times by the coaches, players, and fans.
- Profane or obscene language or gestures will not be tolerated and anyone who chooses to use inappropriate language or gestures will be asked to leave.
- Students will not be allowed to leave the building without the permission of the supervising staff person, if they leave without permission they will not be re-admitted to the activity.
- Students in the 4<sup>th</sup> grade and younger must be accompanied by an adult.

## **CONDUCT IN BUILDINGS AND CLASSROOMS**

- Students shall walk at all times in the hallways and classrooms.
- Students shall speak in a moderate voice in hallways and refrain from unnecessary talking in the hallways during class time. Students should not loiter in the hallways or commons area.
- Students shall speak in proper an acceptable language. No profane or obscene language or gesture will be tolerated at any time.
- Students shall not mark walls, desks, chairs, lockers, or any other property which does not belong to them.
- Students should respect the space and privacy of other students and refrain from touching other students. Rudeness, boisterous conduct, bullying, or other disturbances will not be tolerated.
- Lunchroom conversation shall be in a moderate voice. Good manners are expected in the lunchroom. You must clean up after yourself.
- Students shall respect and properly respond to ALL school personnel such as administrators, teachers, paraprofessionals, lunchroom employees, bus drivers, and custodians at all times.

## **CONDUCT ON BUS**

The following rules have been established in order to insure the safety of all students who ride busses:

- Orderly behavior is required on the bus and at the bus stop.
- Remain seated, facing front when the bus is in motion.
- Talk quietly and make no unnecessary noise.
- Keep head and arms inside the bus.
- Do not litter the inside of the bus or throw anything out of the windows.
- Proper winter attire is required including hats and mittens or gloves.

Infractions of the above rules will be brought to the attention of parents. Continual abuse of these rules will result in denial of transportation.

## **CONDUCT ON PLAYGROUND**

1. Students shall refrain from rough contact games. There is to be no tackle football.
2. Students are to remain on the playground area.
3. Students shall not litter school premises.
4. Students shall refrain from snowballing or throwing objects other than approved playground equipment.
5. Students shall refrain from defacement of sidewalks, school buildings, public property, or private property.
6. Guns, knives, toy or real, or any other dangerous items shall not be play equipment on school premises.

*If the above are not followed the following shall be put in place:*

*1 – verbal warning 2 – up by building 3 – sent to principal*

- Depending on weather conditions of the playground, all students shall be **properly dressed**.
- Students will not be permitted to stay in without a note or suggestion from a doctor, except in extenuating circumstances.

## **COPY MACHINE/TEACHERS WORKROOM**

Students will not be allowed to use the copy machine without permission from a teacher, librarian or administrator.

**The teachers' workroom is off limits to all students.**

## **CORPORAL PUNISHMENT**

The administration, supervisors, bus drivers, and teachers shall have authority to administer such physical restraint on a disobedient student that is reasonable and necessary for supervisory control over the student.

## **CURRICULAR OFFERINGS**

Elementary: All students receive instruction in the following areas: reading, language, math, spelling, social studies, handwriting, art, music and physical education. Students who need speech therapy will be referred to the speech therapist. No student is placed in any special program without the approval of parents.

7<sup>th</sup> – 12<sup>th</sup> grades: Each school year, during the spring semester, the administration shall provide all students in grades seven through eleven a course list, which shall state the courses available to students on both a required level and on an elective basis.

## **DAMAGE TO BOOKS OR OTHER PROPERTY**

Students are expected to take good care of textbooks, library books, or any other materials or equipment that they use. **STUDENTS ARE NOT TO WRITE IN BOOKS.** A charge will be made for damages to books or equipment, for lost books, and for any damage to school property. If a book needs to be replaced, the cost will be what the District needs to pay to buy a replacement.

## **DANCES**

Any class or organization may make arrangements to hold a dance or party. Such activities must be scheduled as a regular event on the school calendar and must have the approval of the advisor and administration. All dances must have chaperones that have been approved by the administration, and will operate under the "Closed Door" rule. One hour after the dance starts, the door will be locked. Two teachers will chaperone; no containers will be brought in to the dance.

## **DEFICIENCY/PROGRESS REPORTS**

Grades will be evaluated every three weeks. Deficiencies/proficiency reports will be sent at this time. After two deficiencies, a meeting with parents will be requested.

## **DISCIPLINE**

Teachers have the authority and responsibility to maintain discipline in the classroom. When a student is having a problem the teacher may: conference with the student, conference with the parent, use classroom disciplinary procedures, or refer the situation directly to the principal. There are some notable changes in the discipline form included: increased discipline for student misbehavior and habitual offenses, appearance by the parent and student before the board after a set amount of discipline actions, mandatory counseling between the student and school counselor after a certain number of offenses. Refer to back of handbook for the discipline form.

## **DOCTOR AND DENTIST APPOINTMENTS**

Students are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments.

## **DRESS CODE (8-11-03)**

Student dress and appearance should be non-disruptive and acceptable in style and taste. All students are expected to be clean and well groomed. While the grooming and general appearance of students is primarily the responsibility of the students and their parents, dress, grooming, cleanliness, and manners are also a part of the general educational process and thus become, in part, a responsibility of the school. Students and parents are reminded that attire or dress that is disruptive to the normal operation of the classroom or the overall operation of the school will not be acceptable. Any inappropriate dress, including but not limited to the following, will be subject to the professional discretion of the staff and administration. The following (by way of example) is a partial list of clothing which are deemed as unacceptable:

- Clothing which displays lewd, obscene or profane language or graphics.
- Clothing, which displays language or graphics promoting the use of, or advertising alcohol, tobacco, or drugs.
- Clothing with language or graphics relating to sex or having sexual innuendos.
- Hats, caps, hoods, bandanas or sunglasses being worn in the school building except in the gym during evening activities.
- Coats worn in the classroom, the library, or the lunchroom.
- Short shorts or skirts, clothing which exposes undergarments, tube tops, see through and bare midriff garments, backless garments, and other clothing which results in inappropriate exposure.
- Pants, which do not fit around the waist or which are not properly fastened.
- Pajama pants/one piece pajamas
- Long chains and sharp, protruding studs or studded garments.

Students who are found to be in violation of this policy will be asked to immediately comply with it. If they do not the administration will take any action it deems necessary including suspension or expulsion in conformance with Board policy. Parents will be notified.

**EXTRACURRICULAR ACTIVITY ATTIRE:** Because activity programs traditionally require uniforms of various types, as well as uniform appearance of the students who are participating, the activity directors will require definite standards of dress and appearance while participating in the activity. This will be true for both home and away activities. It should be remembered that participation in an extracurricular activity is a voluntary privilege. Finally, it should be kept in mind by all the people of the community, regardless of age, that the desire of the administration, faculty, and the majority of the student body is simply to provide the best possible educational environment of the Summit School District. Only by cooperation can this be done.

### **EMERGENCY DRILLS**

Fire and tornado drills are conducted twice each semester. Detailed escape plans are posted inside the door of each classroom.

During tornado drills, each classroom goes to a designated area within the building. All children kneel with heads covered and faces toward a wall. For fire drills each class has an escape route to an outside area a safe distance from the building. Students are conducted to these designated areas in less than 75 seconds in a safe, quiet and orderly manner.

A detailed emergency preparedness plan is available in the school office.

### **EMERGENCY INFORMATION**

In case of emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone and parent(s) work phone
4. Emergency phone number of friend or relative
5. Physician's name and phone
6. Medical alert information

### **EMERGENCY PROCEDURES**

The following are the steps that will be taken in an emergency

1. Apply first aid
2. Contact parent(s)
3. Emergency contact
4. Contact 911 if necessary

### **EMERGENCY SCHOOL CLOSINGS OR LATE STARTS**

The Superintendent of schools will announce school closings, for any reason. As much advanced notice will be given as possible. Closings, late starts, and early dismissals will be sent through Bright Arrow, the school's school-wide calling program. Closings, late starts, and early dismissals will be announced on the following TV and radio stations:

Keloland Closesline  
KSFY School Closing  
KDLT

### **ENROLLMENT CHANGES - HS**

All changes of enrollment in classroom courses at Summit High School must be made during the first week of the school year for year-long courses, or during the first week of the semester for semester-long courses. No year-long course class may be dropped at semester time unless an extreme situation exists. Individual cases will be reviewed by a meeting of the student, parent, teacher, and principal/superintendent. Any drops permitted (through the

principal/superintendent and determined to be an extraordinary reason) after this time will be entered on the student's record as a withdraw-fail. If the drop is initiated by the teacher/administration, the student will not receive a withdraw-fail, but rather a "Withdraw". EACH CASE IS EVALUATED SEPARATELY.

## **ENROLLMENT POLICY FOR HOMELESS/UNACCOMPANIED YOUTH**

The Summit School District policy is to:

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

## **ENROLLMENT REQUIREMENTS**

All students enrolled in Summit High School must take at least the following course loads per semester:

- 5 classroom courses with band and chorus
- 5 ½ classroom courses with band or chorus
- 7 classroom courses without band and chorus.

Seniors who are grade eligible for Senior room or Commons, may have one period open.

## **ESCORT AND USHER FOR COMMENCEMENT**

Two junior students with the highest-grade averages shall act as escorts for the commencement exercises.

## **EXTRA-CURRICULAR ELIGIBILITIES**

Elementary: No child will be omitted from extra-curricular activities until a conference with the parent, teacher, and principal has been held.

HS: As used in this section, the term extracurricular activity means any activity that is sanctioned by the South Dakota High School Activities Association, and therefore means you are governed by constitution and by-laws of the SDHSAA Rules for all athletes as required by the South Dakota High School Activities Constitution and by-laws indicate **YOU ARE NOT ELIGIBLE IF:**

1. You are 22 years old.
2. You have attended school more than 8 semesters.
3. You are failing a class,  
\*grades will be posted every Wednesday by 8 a.m. If a student's name is on the list he/she will sit out until the next Wednesday, so long as the grade is passing at that time. If the grade is still below passing, the student will sit out until the following Wednesday.
4. You have graduated from a four-year high school.
5. You have not enrolled by the 16<sup>th</sup> day of the current semester.

6. You have been absent from school more than 10 consecutive days, illness excluded.  
\*If a student leaves for illness during the day, they will not be permitted to participate in any activity that day or night. Students must also be in school by the end of the 4<sup>th</sup> period and the rest of the day to participate.
7. You have transferred from one high school to another without your parents changing their residence.
8. You do not have on file in the principal's office a signed physical examination and parents permit form.
9. You have ever participated in athletics in any school higher than high school.
10. You have ever participated in an athletic contest under an assumed name.
11. During a high school sports season you compete as an individual or member of another team.
12. You have violated your amateur standing.
13. All students who participate in athletics must meet the eligibility requirements of the Waubay and/or Summit High Schools.

All other rules and regulations will be discussed at the first activity meeting.

### **EXTRA-CURRICULAR GUIDELINES/TRAINING RULES**

Extra-curricular activities are defined as any activity that a student participates in that represents the Summit School.

#### Requirements for Participation:

Athletes must pass a physical examination before they will be allowed to participate in athletic activities. The school will provide an opportunity for the student to have a physical examination. If the student does not take the physical examination at this time, the parent will have to provide for the physical examination.

The Summit School is a member of SDHSAA and agrees to abide, at a minimum, to their rules and regulations.

#### Eligibility for Participation:

- Students must maintain academic eligibility to participate in co-curricular activities. In order to participate, the student must have passed four classes in the previous semester that comply with the rules of the SDHSAA. Academic eligibility will be determined on a weekly basis. All grades will be assembled every Wednesday morning. Multi-district will be counted as one academic class. Students who are not passing all academic classes will be notified on Wednesday. Effective that Wednesday, students will not be allowed to participate in an activity until the following Wednesday and grades are brought up to passing levels in all academic classes. It is the responsibility of the student to obtain and return an Eligibility Certification form to the Principal before the students will be allowed to participate.
- Only credits accepted by the school for graduation may be used in determining whether a student successfully passed 4 academic classes.
- Student(s) who become ineligible during the week of the school play will be required to participate. They will serve a full week of detention plus any assistance assigned by the director of that activity.
- In order to participate in an extra-curricular activity; the student must be in school at least the last half of the day unless excuse has been previously approved by the administration. If a student leaves for illness during the day they will not be permitted to participate in any activity that day or night.

#### Training Rules:

Training rules shall apply to all students participating in (an) extra-curricular activity(s) in which they represent the Summit School. These training rules shall be in effect during the school year and the season of practice, play or rehearsal.

- A. Regardless of quantity, once confirmed by school personnel, authorities, or by personal admission of:
  1. Alcoholic beverages, any tobacco product, and/or the use of illegal drugs, stealing or vandalism.
    - a. Use of a beverage containing alcohol
    - b. Use of tobacco products

- c. Use or consume, have in possession, buy, sell or give away marijuana, and any controlled or illegal substance
- d. Stealing
- e. Vandalism
- f. Using any prescription drug that is not specifically prescribed to that student.

*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 her/his doctor, **HOWEVER** any student caught selling or giving away their prescription medicine is considered in violation of Training Rules.*

1<sup>st</sup> Offense – After confirmation of the first violation, the student shall lose eligibility for the next 2 extra-curricular activities or 14 consecutive days, whichever is greater.

2<sup>nd</sup> Offense – After confirmation of the second violation, the student shall lose eligibility for the remainder of the season

- 2. School nights – 10:00 p.m. “Home Rule”, exceptions to the rule may be granted in advance or the following morning by the director of the activity in which the student is involved if the situation warrants it.

Non school nights – 1:00 a.m. “Home Rule”, exceptions to the rule may be granted in advance or the following morning by the director of the activity in which the student is involved if the situation warrants it.

- a) First offense – suspension from the next school activity.
  - b) Second offense – suspension from the next two school activities.
  - c) Third offense – suspension from the activity for the remainder of that season.
- 3. Stealing or destruction of school property at Summit or in another school will result in full restitution of the cost of replacement. Further action will be at the discretion of the administration and/or the director of the activity and may include suspension from the activity for the remainder of the season.
  - 4. If two activities are being held concurrently, those activities shall count as only one.
  - 5. Dress code: suitable attire will be judged by the director of that activity.
  - 6. All participants will ride to and from the activity in an official school vehicle unless prior permission has been granted by the director of the activity.

## **FIELD TRIPS**

Signed parental permission slips are required for all field trips. These permission slips will be sent home with the student prior to the planned field trip.

## **FIGHTING**

Physical fighting is strictly forbidden in the school or on school grounds. Breaking this rule will result in an immediate referral to the Discipline Committee and a conference with the students’ parents.

## **FOOD AND DRINKS**

Food and drinks are not to be carried throughout the school. They are restricted to the cafeteria and the commons area. The presence of food and drink in the classroom is very disruptive and causes a considerable litter problem. Students are expected to cooperate with this policy at all times. Exception – Water Bottles with water are acceptable.

## **FUNDRAISING**

The superintendent and School Board must approve fundraising activities before the activity is initiated.

## **GRADING SYSTEM**

### K-2

U – Unsatisfactory

S – Satisfactory

October 2015

### Grades 3-6

A – Superior or Excellent

B – Above Average or Good

E – Excellent  
I – Improving  
N – Needs Improving

C – Average  
D – Below Average but passing  
F – Failure at or below 65%  
I – Incomplete

The 7<sup>th</sup> – 12<sup>th</sup> grading system is as follows:

95.5-100%	A
91.5-95%	A-
89.5-91%	B+
86.5-89%	B
83.5-86%	B-
81.5-83%	C+
78.5-81%	C
75.5-78%	C-
73.5-75%	D+
69.5-73%	D
65.5-69%	D-
65 or lower	F

All incomplete work must be completed within one week after the due date or no credit will be given for the incomplete work. Extenuating circumstances will be determined by the administration.

The following is the teachers' grading system for computing student grades:

- Daily work will count 2/5 of the final grade.
  - Daily/weekly tests will count 2/5 of the final grade.
  - Nine-week tests will count 1/5 of the final grade.
- Band and vocal each receive .25 credits each semester.

### **Semester Changes**

Nine-week tests will be given instead of semester tests. Grade weights: The following is the teacher's grading system for computing student grades:

- Daily work will count 2/5 of the final grade
- Daily/weekly tests will count 2/5 of the final grade
- Nine-week tests will count 1/5 of the final grade

**Freshman entering high school in 2010-11** will no longer have a pathway to select, but

- will need a Personal Learning Plan
- a student may be excused from certain math and science requirements if it is deemed in the student's best interest
- districts may choose to offer credit for Fine Arts extracurricular activities
- effective Sept. 1, 2013, students will be require to take one-half credit of physical education and one-half credit of health (NOTE: Schools will have the option of integrating health in lieu of a stand-alone health course
- effective Sept. 1, 2013, students will have the option of completing a capstone experience or participating in service learning, as part of a short menu of options. This menu includes:
  - Approved career and technical education courses
  - World languages
  - Capstone experience or service learning

Except where otherwise noted, these requirements begin with students entering 9th grade in the 2010-11 school year.

A student's Personal Learning Plan must document a minimum of 22 credits that include the following:

- (1.) Four units of Language Arts – must include: a. Writing – 1.5 units b. Literature – 1.5 units (must include .5 unit of American Literature) c. Speech or Debate – .5 unit d. Language Arts elective – .5 unit
- (2.) Three units of Mathematics – must include: a. Algebra I – 1 unit b. \*Algebra II – 1 unit c. \*Geometry – 1 unit
- (3.) Three units of Lab Science – must include: a. Biology – 1 unit b. Any Physical Science – 1 unit c. \*Chemistry or Physics – 1 unit
- (4.) Three units of Social Studies – must include: a. U.S. History – 1 unit b. U.S. Government – .5 unit c. World History – .5 unit d. Geography – .5 unit
- (5.) One unit of the following-any combination: a. Approved Career & Technical Education b. Capstone Experience or Service Learning c. World Language
- (6.) One unit of ^ Fine Arts
- (7.) One-half unit of Personal Finance or Economics
- (8.) One-half unit of Physical Education
- (9.) ~One-half unit of Health or Health Integration.

## **GRIEVANCE PROCEDURE**

### **INTRODUCTION:**

In further conformity with Title IX, the following grievance procedure will be used in reference to questions or complaints raised by students of the district.

### **DEFINITIONS:**

For the purpose of this policy, the following definitions shall be operative:

- Grievance is the complaint lodged by a non-certified employee, student, or patron of the Summit School District with an employee, member of the school board, or the school board of the Summit School District.
- Complainant is the person or persons who initiate the grievance.
- Respondent is the person or persons to whom the grievance is addressed.

Normal channels of communication, from student to teacher, to administration, to board of education shall be used whenever feasible in seeking clarification of questions of concern to the student, employee, and patrons before the grievance procedure is utilized.

### **PURPOSE AND GROUNDS FOR GRIEVANCE:**

The purpose of this procedure is to secure at the earliest level possible, equitable solutions to a claim of complainant, if the claim is justifiable. The proceeding shall be kept confidential at each level of this procedure.

The grievance must allege one or more of the following unfair practices:

- a. That a school rule is unfair.
- b. That a school rule or regulation discriminates against or between employees or students.
- c. That an unfair procedure has been used in arriving at a punishment or determination.

### **PROCEDURE FOR GRIEVANCE:**

The following steps shall be followed in the filing, resolution, and disposition of grievance:

- A. Level One: A student with a complaint shall first present it orally and informally to his/her teacher. If the complaint is not promptly resolved, he/she may present a formal claim in writing to his/her grievance committee (To be designated by the administration at the time of the filing). Within five school days after receiving the written complaint, the grievance committee shall state its decision in writing with all supporting reasons and evidence.
- B. Level Two: Within five school days after receiving the decision at level one, the complainant may appeal the decision to the principal of the school. This appeal shall be in writing and shall be accompanied by the original complaint and copies of all previous supporting statements, evidence, and decisions. The principal shall evaluate the evidence and render his/her decision within ten school days after receiving the appeal.

- C. Level Three: If the complainant deems it desirable to carry the complaint beyond the decision reached in level two, he/she may within ten school days file his/her complaint with the superintendent. The superintendent shall evaluate the evidence and render his/her decision within ten school days after receiving the appeal.
- D. Level Four: If the complainant deems it desirable to carry the complaint beyond the decision reached in level three, he/she may, within ten school days, file his/her complaint with the board of education. Upon receiving the complaint, the matter shall be placed upon the agenda of the board of education, for consideration at the next regular meeting of the board, and final determination shall be made within thirty calendar days from said meeting.
- E. Withdrawal: the complainant at any level without prejudice of record may withdraw a complaint.
- F. Hearing and Decisions: At each of the above four levels, the complainant shall be present and be heard. All decisions at each level shall be written and shall include supporting reasons. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.
- G. Reprisals: No reprisal of any kind shall be taken by or against any part of legitimate interest or a legitimate participant in the grievance procedure by reason of such participation.
- H. Preservation of Records: All proceedings external to the decision of the board of education shall be destroyed. However, any complainant who wishes the proceedings to be placed in his/her school records may achieve such action by filing a written request.
- I. Disclaimer: In the adoption and implementation of this grievance procedure, it shall be understood that the board of education is not a court of law and that rules of jurisprudence shall not apply.
- J. Burden of Proof: In all grievances, the burden of proof shall be upon the complainant.
- K. Confidentiality of Proceedings: All proceedings under this grievance procedure shall be confidential.

## **HEAD LICE CONTROL PROCEDURE**

1. Random head checks will be conducted at school.
2. When lice/nits are found in a child's hair, parents will be contacted to pick their child up from school.
3. If a parent cannot be contacted, the emergency number will be called.
4. No child will be allowed to attend school with any nits in their hair.
5. The child will be rechecked when they return to school. If any nits are found, parents will be contacted to pick the child up.
6. If a child is found to have nits in their hair on 3 occasions at school, the child will be referred to social service/child protection.
7. Please take some responsibility and check your own child's hair on a regular basis.

If you have any questions or need further information, please feel free to call the school at 398-6211.

## **HEALTH ASSESSMENTS**

From time to time during the year, screening may be provided through a contract with the South Dakota Department of Health (DOH), who is subject to the rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA). HIPAA requires that the DOH provides access to our Notices of Privacy Practices. You may view the DOH notice on our website at [www.doh.sd.gov/](http://www.doh.sd.gov/) or request a printed copy by contacting us at 1-800-305-3064.

Screenings that will be provided during the school year include:

- Vision screening for students in grades preschool, 1, 3, 5, 6, & 9, or referral
- Developmental screening in any grade on referral
- Scoliosis screening for girls in grades 5 & 6
- Scoliosis screening for boys in grades 6 & 9

Abnormal curvature of the spine is usually first noticed at the beginning of the adolescent growth spurt. Often early detection and appropriate treatment can prevent progression. The screening procedure takes about 30 seconds and does require the student to remove his/her shirt or blouse in order that the spine can be visually observed by the Community Health Nurse.

Parents will be notified of any concerns identified during the health screenings so that the child can be further evaluated by the provider of the parent's choice. If you prefer not to have your child participate in the screenings, please notify your school personnel. If you would like more information regarding the health screenings, you are welcome to call the Community Health Office.

Community Health Nurse  
SchoolSchool

605-432-459  
605-398-6211

### **HOMEWORK POLICY**

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. It is expected that homework will increase as a student progresses through grades K-12. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

### **HONOR ROLL (7-12<sup>th</sup> grade)**

An honor roll is compiled at the end of each grading period. The honor roll consists of two parts, the honor roll of excellence and the honor roll of merit. To be on the honor rolls of excellence, a student must have received a minimum grade average of 92% for the subjects that the student is enrolled in during that reporting period. To be on the honor roll of merit, a student must have received a minimum grade average of 84% for the subjects that the student is enrolled in during that reporting period.

NOTE: A student receiving a grade of "F" or "I" does not qualify for the honor roll regardless of grade average.

### **ILLNESS OR INJURY**

If a student becomes ill or is injured at school and needs to go home, we will attempt to notify parents before the student leaves. The school will not provide MEDICATIONS. If the illness or injury is severe, emergency procedures will be followed.

### **IMMUNIZATIONS**

State Law requires that every student who is admitted to public school must have evidence of completion of a vaccination program as prescribed by law. Parents may contact their health care provider or the Community Health Nurse to learn these requirements.

### **INTERNET USAGE POLICY**

- The school district is not liable for unauthorized, illegal, or unethical activities conducted on the internet by students, employees, or others. This disclaimer extends to:
  1. Information stored on school district discs, thumb drives, or hard drives.
  2. Information retrieved through school district computers or on-line resources.
  3. Personal property used to access school district computers or on-line resources.
  4. Unauthorized financial obligations resulting from use of school district resources/accounts to access the internet.
- Even though the school district will monitor student internet access, this plan may not provide a foolproof means for enforcing acceptable use. The state of South Dakota provides us a security system that will block a high percentage of inappropriate sites.
- All provisions of usage are subordinate to local, state, and federal statute.

If you accept your child having internet access to support his/her school education/activities, please complete and sign the attached consent form and have it returned to school at your earliest convenience. If you prefer not to have your child utilize the internet, please indicate this desire by checking the appropriate box on the attached form and alternate activities that do not require internet access will be utilized for your child.

All class activities involving the internet will have teacher suggested direction for internet usage and will be monitored.

## **IPODS**

The use of iPods or other similar electronic devices or head phones is prohibited in all classes and study halls. Students who are eligible for commons privileges may use these devices when they are in the commons area for study hall. The only exception to this is if a student has this accommodation written into an IEP, 504 plan or a behavior plan.

## **LAPTOP ACCEPTABLE USE POLICY**

**Purpose:** The Summit School District is pleased to offer students, faculty and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Summit School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Summit School District.

**Definition – Technology Resources:** The Summit School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

**Regulations:** The use of the Summit School District's technology resources is a privilege, not a right. The privilege of using the technology resources by the SUMMIT SCHOOL DISTRICT is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Summit School District. The policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school districts technology resources may be denied, and the appropriate disciplinary action shall be applied. The Summit School District's Uniform Code of Behavior shall be applied to student infractions.

**User Terms and Conditions:** The use of Summit School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Summit School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.
3. Prohibited technology resources activities include, but are not limited to, the following:  
**Computer Violations:**
  1. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit material.
  2. Downloading or transmitting multi-player game, music, or video files using the school network.
  3. Vandalizing, damaging, or disabling property of the school or another individuals or organization.
  4. Accessing another individual's materials, information, or files without permission.
  5. Using the network or Internet for commercial, political campaign, or financial gain purposes.
  6. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
  7. Promoting or soliciting for illegal activities.
  8. Attempting to repair, remove, or install hardware components reserved for an authorized service technician.
  9. Violating copyright or other protected material laws.

- a) Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- b) Intentionally wasting school resources.

Consequences:

1<sup>st</sup> offense – Office intervention and/or a minimum of 3 day computer suspension

2<sup>nd</sup> offense – 10 day computer suspension

3<sup>rd</sup> offense – Computer privileges suspended for the remainder of the quarter or not less than 10 days.

4<sup>th</sup> offense – suspension of all computer privileges for the rest of the year, laptop returned to school administration.

**Computer Network Violations:**

- a) Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- b) Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- c) Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
- d) Creating, uploading, or transmitting computer viruses.
- e) Attempting to defeat computer or network security.

Consequences: Suspension of computer privileges, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

- 4. Summit School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an “as is” basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of or inability to use the network or Internet.
- 5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person’s account in connection with the use of the network or Internet except such costs, fees, charges, or expenses as the school district explicitly agrees to pay.
- 6. Any security or equipment problems arising from the use of technology resources must be reported to administration.
- 7. Students will be responsible for maintaining their individual school computers and keeping them in good working order:
  - a) Computer batteries must be charged and ready for school each day.
  - b) Only labels or stickers approved by the Summit School District may be applied to the laptop.
  - c) Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying for a bag replacement fee.
  - d) Computers that malfunction or are damaged must be reported to administration. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally or due to misuse or neglect.  
Accidental laptop damage: Students who have recorded 3 or more instances of accidental laptop damage may be asked to check their laptop hourly and will not be allowed to take them from the building.
  - e) Computers that are stolen must be reported immediately to administration and the police department. This will then become a police matter.
  - f) Individual school laptop computers and accessories must be returned to the charging room at the end of each school day, until such time the students are allowed to take them home.

- g) If a student fails to return the computer at the end of the school day, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Roberts County Law Enforcement.
- h) Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Laptop Computer Protection policy and must return the computer and accessories to the designated location in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

**User Fee:** The School Board has approved a user fee of \$50.00 for grades 9-12 per school year. This entitles the student to use the computer as outlined in this agreement at the school during the school hours and it will allow the student to take the school laptop computer home once the system is available for home use.

### **LATE WORK**

Any work received within one week after the due date will be docked 10% of the original grade. After one calendar week, the assignment becomes a zero.

### **LEAVING SCHOOL GROUNDS**

For the protection of the children, no student is permitted to leave the school building at any time during the school hours without permission from an administrator. Students will be released only to parents, guardians or other authorized persons.

Parents desiring early dismissal for children who have medical or dental appointments should contact the school prior to dismissal.

If a student becomes ill or is injured during the day, he/she will not be permitted to leave the school until the parents have been contacted by the teacher or administrative office and release granted.

### **LIBRARY**

7-12<sup>th</sup> grade: Students are allowed to use the library during library hours with the permission of their classroom teacher. They may use the library to read, check out books, return books, use audio-visual materials, and do reference work or work on special projects. Each student may check out as many books as needed for a period of up to three weeks. Lost or damaged books must be paid for.

Elementary: The library is open on a regularly scheduled basis and it is supervised. Students will be allowed to check out a book(s) for a period of one week. Lost or damaged books must be paid for.

### **LOITERING**

Students should leave the school and school grounds promptly after classes or activities are dismissed. There is to be no unnecessary "hanging around" before or after school. If a student must be in the building before/after school, they must remain in a designated area, to be determined by the staff member who is supervising.

### **LOST AND FOUND**

Students are urged not to leave materials in the commons area or other areas of the school. Should you lose any personal property; the school will not be responsible. A lost and found center will be maintained in the office. After a month's time, if the articles are not picked up, they will be given to Good Will.

### **MEAL PROGRAMS**

A nutritious breakfast and lunch are provided for students at a moderate cost (note – any patron whose school lunch account is two months delinquent will be denied the school lunch meals until the account is settled. Until such time, students will be provided with an alternative meal). Students who do not participate in the lunch program may bring

lunch from home, but are required to eat in the lunchroom. NO PARKING IS PERMITTED IN THE LOADING ZONE .

The purpose of going to the cafeteria is to eat lunch. It is also a time to visit with friends and relax. Students should use good manners and visit with a quiet tone of voice.

## **MEDICATIONS**

If your child must bring medication to school, the following requirements must be met:

### Prescription Medications

1. Must be clearly identified as to the name and type of medication.
2. Must be in the original container.
3. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name and prescription date.
4. The prescription must be current.
5. A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times and other instructions if necessary.
6. No more than one week of medication may be sent at one time.
7. Refrigeration is available.
8. School personnel will give medication.

### Non-prescription Medications

1. Must be in the original container (aspirin bottle, cough medicine bottle, etc.
2. Must be clearly identified as to the name and type of medication and dosage instructions.
3. A note signed and dated by the parent giving the child's name, medication name, dosage instructions, specific dosage times, and other necessary instructions must accompany the medication. Sample note:

Please give (child's name) one teaspoonful (teaspoon provided) of (brand name) cough medicine at 10:00 a.m. and at 2:00 p.m.

Note must include parent signature and the current date.

## **MOTOR VEHICLES**

Cars used by the students for transportation shall be used only in driving to and from the school. Cars are not to be moved between arrival in the morning and dismissal without permission from the administration. No student is to be in or on any motorized vehicle during the school day without permission from the administration. All vehicles are to be parked in the designated areas.

## **MOVIES**

### **Guidelines are as follows:**

Grades K-3 – G rated movies only

Grades 4-8 – G or PG rated movies

Grades 9-12 – G, PG or PG 13.

If a movie is to be shown and it is above the recommended grade level indicated, permission must be received from a parent/guardian before viewing. Movies will be previewed, if a PG 13 movie is to be shown, notes with the names of the movies and a previewer sheet will be sent home and a parent/guardian must sign the note giving permission for their student to watch the movie.

## **MUSIC**

Music is required for all elementary students. Band is available for any interested students in 5<sup>th</sup> or 6<sup>th</sup> grade. Instrument rentals are available. Chorus is required for all 7<sup>th</sup> and 8<sup>th</sup> graders. Band and choir are available for any interested student in grades 7-12. Instrument rentals are available. Contact the director for more information.

## NESC

The **Summit School District** is a member of the **Northeast Educational Services Cooperative** along with 25 other area school districts. The purpose of this membership is to provide services to special needs children in the district. It is very important to provide educational assistance to children in need at the earliest possible age. Children can receive services prior to reaching school age. If you as a parent or concerned citizen are aware of children who may be in need of services, please call **605-398-6211** and ask for the **Special Education Director or the Superintendent**. The services available, along with a brief description of each, include:

- A. Speech and Language Therapy:** Individual communication disorders are identified and remedial services provided to those in need.
- B. Early Childhood:** Both school and home based programs are provided to preschool children ages birth – five in need of special assistance due to low mental abilities, physical impairments, social-emotional difficulties, and language difficulties.
- C. School Psychology Assistance:** Psycho educational assessments and programming recommendations are provided to students in need of special education due to learning disabilities, low mental abilities, social-emotional and behavioral difficulties. Consultation is available to school staff, students and parents.
- D. Center-Base Program:** The NESC currently operates four day programs which broaden the special education services in the school setting, thereby allowing the child to be educationally served closer to home. The program seeks to develop daily living, academic, and social skills for each student involved.
- E. Occupational and Physical Therapy:** The NESC provides these services in order to make them available to children who otherwise may not benefit from instruction without them.

### CHILD FIND

The Summit School District through the Northeast Educational Services Cooperative offers an Early Childhood Program. This program functions under state regulations to provide services for preschool children, birth through five, who display significant delays in at least two developmental areas, Motor Skills (Fine and Gross). Cognitive, Speech and Language, Social/Emotional, and Daily Living Skills are the areas which are considered. If you have a child who has delays which would qualify him/her for this program, please contact your school administration. The school believes that through early intervention a child may be better able to reach his/her potential.

## NOTICE OF NON DISCRIMINATION

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Summit School are hereby notified that this school does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX. The American with Disabilities Act (ADA) or Section 504 is directed to contact Bruce Johnson who has been designated by the school to coordinate efforts to comply with the regulations regarding non-discrimination.

## NOTIFICATION OF RIGHTS (FERPA and PPRA)

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 district receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a

record that they believe is inaccurate or misleading. They should write the school principal, [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record 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.

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. 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 personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (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. 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. [Optional] Upon request the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. 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

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of* –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect*, upon request and before administration or use –

Protected information surveys of students;

Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

**[School District will/has develop[ed] and adopt[ed]]** policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **[School District]** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **[School District]** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **[School District]** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of personal information for marketing, sales or other distribution.

Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

## **ORGANIZATIONS**

In order to provide a well-rounded curriculum, Summit High School provides many different student organizations and activities that all students are encouraged to participate in. These include student council, class officers and annual staff.

## **PARENT VISITATION (2-11-2004)**

Parents are encouraged to visit their children's classrooms during the school year. Visitations should not be made during the first two weeks or the last two weeks of the school year. Parents are requested not to have preschool children accompany them in the room during the visitation. We discourage visitation by other children, especially in the lower grades. **Please contact your child's teacher to check the schedule and make arrangements prior to your visit. We discourage student guests unless permission has been received by the administration.**

## **PERFECT ATTENDANCE**

To receive recognition for perfect attendance, a student may not be absent from the classroom any part of the day, nor may he/she be tardy more than three times. Their attendance must be perfect.

## **PETS**

No pets, of any kind, are allowed at school without permission. Teachers may give special permission for pets to be brought to school as part of a special display or activity. However, under no circumstances is a potentially dangerous pet to be brought to school. Pets may not be on school property without permission. Parent/Guardian must take the pet home following the activity for which the pet is in school.

## **PHYSICAL EDUCATION**

All students participate in physical education classes K-8. This is required unless a doctor for health reasons excuses a student. If your child has been ill or has an injury, please send a note to school explaining why the student should not participate. The PE teacher will inform parents if any special wearing apparel is needed.

## **PSYCHOLOGICAL SERVICES**

Students with apparent emotional or psychological problems are referred to the Referral Team, including the School psychologist provided from NESC. Contact will be made with the parents to arrange a conference to discuss the referral. If parental consent is given, qualified personnel will make arrangements for a psychological evaluation of the child.

## **PUBLICITY**

All signs of news releases that promote activities at our high school must be approved by the administration before they are distributed.

## **QUESTIONS ON SCHOOL POLICY OR PROCEDURES**

Parents who have questions about school policies, practices, and procedures are asked to contact the superintendent or principal immediately. An explanation will be provided. People are asked to bring their concerns to school personnel for response and clarification before discussing them with other people. Misunderstandings can be removed or reduced before they become problems if they are brought to the proper personnel for discussion.

## **RECORDS**

Records for each student are maintained by the school district and among other things, indicate courses taken, grades earned, attendance and tardies, involvement in extra-curricular activities, and honors and recognition earned. Students who desire copies of their records to be sent to schools, employers or other proper authorities should obtain a release form from the administration office or the counselor's office. No records will be released without your permission or request of your parents. In order to protect your rights to privacy, only the following agencies or persons have access to your records without written consent of you or your parents or pursuant to a subpoena or court order:

- A. Other school officials, including teachers within the school system who have legitimate education interests.
- B. Officials of other schools or school systems in which the student intends to enroll.
- C. In connection with a student's application for post secondary schooling or financial aid.

## **REPORTING TO PARENTS**

Student growth and other areas will be reported to the parents by means of report cards issued at the midterm and at the close of each quarter. There are two scheduled parent-teacher conferences each year. Also, please keep in mind that parents are certainly welcome to visit their child's teacher(s) anytime.

Student progress reports will be issued to parents or guardians every three weeks in situations where the student's ability, attitude and performance are causing concern and a danger of failure is evident. These deficiency reports will be completed by the teacher and turned in to the administrative office to be mailed to the parents or guardians. Any student doing "D", "F" or incomplete work will receive a deficiency report.

## **RESPONSIBILITY OF THE STUDENT**

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

Some student responsibilities are to:

1. Obtain an Education The student must regard the opportunity of obtaining an education as one of his/her duties to the community. It is the student's responsibility to attend all of his or her classes regularly. Poor attendance normally will result in lower grades, which in turn will affect employment possibilities. Days absent appear on the student's permanent record card.
2. Respect the Rights of Others No student will be allowed to disrupt classes, extra-curricular activities, or school policies in general that will infringe upon the educational progress of other students.
3. Practice Self Control The student must refrain from inflicting bodily harm on other students or other person, respect the privacy of their property, correspondence, and respect all school district property.
4. Know the Grievance Process The student's right to an education implies a responsibility to follow recognized rules, through recognized channels, in any case, in which he/she feels that his or her rights are being jeopardized. A copy is on file in the Superintendent's Office.

## **RETENTION**

Elementary: Retaining students at a given grade level is a procedure practiced when the students are functioning at a level significantly below grade level expectations. Criteria used to determine retention are: (a) basic skills mastered in reading and math, (b) physical, emotional, and mental maturity, and (c) work habits and attitude. No child will be retained until a conference with the parents, teacher, and principal has been held. Retaining students is viewed as a way of helping students who need additional time to master basic skills.

7-12<sup>th</sup> grade: Retaining students at a given grade level is a procedure practiced when the students are functioning at a level significantly below grade level expectations. A student will be retained if he/she does not obtain a passing grade in a required course.

## **RULES AND REGULATIONS**

All segments of society have a set of rules, regulations, or laws by which the members must abide and conduct their activities. Many of the rules of this school are described in thee various areas of the student handbook. The following represent rules that the general student body is to follow. There may be additional rules for various organizations such as athletics, cheerleaders, etc. Those rules may be found in handbooks approved for that activity.

These rules are not inclusive as teachers and administrators may establish certain procedures/rules that provide for a controlled and optimum learning environment. The rules apply to a student in school on school grounds, as a participant or spectator of a school function regardless of the place, in a school bus, or on a trip that involves the school.

Class 1, Class 2 or Class 3 will classify most offenses.

**Class 1** offenses are considered a minor offense: student will advance at least one minor step on the Discipline Form and will serve the appropriate punishment.

**Class 2** offenses could be either a minor offense or a major offense, depending upon the severity of such offense. Students will either advance at least one minor step or one major step if necessary.

**Class 3** offenses are major offenses and will advance the student at least one major step on the sheet and he/she will serve the appropriate punishment.

Some offenses will not be classified, such as having to stay after school for schoolwork and other teacher related discipline rules. These are left up to the discretion of the teacher and/or principal whether they will count on the Discipline form or not, however if the conditions become habitual they will be put on.

In the appendix is the Discipline form that outlines the steps. Each student will have a form in the Principals Office. The form will be used to monitor the student's progress. One of these will be sent out to the parents/guardians each time an offense has occurred that is added to the Discipline Form.

Students will be able to move back one step on the sheet if they have had no offenses for a period of four weeks, for a maximum of two steps per year.

## **SENIOR ROOM**

To qualify a seniors' must:

- Have at least a "C" average, with no D's or F's;
- No detentions (to be reviewed weekly)
- No more than 2 tardies (to be reviewed weekly)
- Uphold all school policies (i.e. no cell phones, no driving during school hours, no leaving school grounds, etc.)
- Maintain the order of the room. If not, the entire class will lose the senior room privilege and will take an on-line course for that hour.

## **SEXUAL DISCRIMINATION**

Title IX is the portion of the education amendments of 1972, which prohibits sex discrimination in federally assisted education programs. Specifically, Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." This regulation became effective on July 21, 1975.

If any certified employee of the Summit School District has a grievance they should refer to their handbooks for the proper steps to be taken. Any student, non-certified employee or district patron should refer to the Grievance Procedure.

Any person having inquiries concerning Summit School District compliance with Title IX is directed to contact the Superintendent, Summit School District, Summit, SD 57266. Phone 398-6211. At this time, if a grievance is filed, the proper procedure will be implemented. (See Grievance Procedure, page 26)

## **SEXUAL HARASSMENT**

It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated in any form: adult on adult, adult on student, student on adult, or student on student. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

Definition – The injection of sexual innuendo and activity in the workplace or school that makes someone who has to be there uncomfortable.

Responsibility – School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Workshops will be provided by the school district to explain the policy and laws. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available to all administrative offices.

Complaints – Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately or within thirty (30) days at the latest, to his or her direct

supervisor. If the employee's supervisor is involved in the activity, the complaint should be made to the supervisor's immediate supervisor.

Students should report such incidents to the guidance counselor or the student's building administrator.

If a complaint is not in writing, the administrator receiving the complaint must create a written summary of the complaint and document any action taken shall be provided to the superintendent and the complainant within 10 working days of the receipt.

All reported incidents will be thoroughly reviewed by the appropriate supervisor and an attempt will be made to resolve the matter at the lowest possible level. Should it be deemed necessary, an outside investigator will be employed by the school district for the purpose of determining the facts. Should the facts support the complaint, a hearing could be conducted before the School Board or a Hearing Officer selected by the School Board. Any findings could lead to disciplinary action.

If an employee or student files a complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

Retaliation - Any retaliation taken by the alleged harasser will not be tolerated. Direct or indirect retaliation is grounds for expulsion of a student or termination or employment.

Adoption date: October 11, 1993

Legal reference: South Dakota Executive Order 81-08 Federal Title IX (1972)

## **SOLICITATIONS**

Outside solicitations for private gain are not permitted at school. Other types of contacts, such as those made by Girl Scouts, must be approved by the principal before distribution of any literature or materials.

## **SPEECH THERAPY PROGRAMS**

The school employs a qualified speech clinician that screens all students who are referred to her. Students entering kindergarten are also screened. Students needing speech therapy are scheduled for assistance with the permission of parents. The program is also a part of Northeast Co-op.

## **STUDENT DUE PROCESS**

### **General Provisions**

#### **Definitions:**

- (1) "Expulsion," the action of the school, board that terminates a pupil's membership for not more than 12 consecutive months;
- (2) "Long-term suspension," the exclusion of a pupil by the superintendent of school board from a class or classes or from school for more than 10 but not more than 90 school days;
- (3) "Parent," a parent, guardian, or person in charge of the pupil;
- (4) "Policy," a rule, regulation, or standard enacted by a school district board;
- (5) "Short-term suspension," the exclusion of a pupil by a principal or superintendent from a class or from school for not more than 10 school days.

#### **SHORT-TERM SUSPENSION PROCEDURE**

If a short-term suspension from a class, classes, or school is anticipated because of a pupil's violation of a policy, the principal or superintendent shall give oral or written notice to the pupil as soon as possible after discovery of the alleged violation, stating the facts that form the basis for the suspension. The pupil must be given the opportunity to answer the charges. If a pupil is suspended, the principal or superintendent shall give the parent oral notice, if possible, and shall send the parent or a pupil who is 18 years of age or older or an emancipated minor a written notice which provides information regarding the pupil's due process rights. A pupil who is an un-emancipated minor may not be removed from the school premises before the end of the school day without contacting a parent unless the

pupil's presence poses a continuing threat or danger, in which case the pupil may be immediately removed from the school and transferred into the custody of a parent or law enforcement.

### LONG-TERM SUSPENSION PROCEDURE

#### **Written Report Required**

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

#### **Right to request hearing—Notice of hearing**

If the superintendent finds grounds for a long-term suspension from a class or classes, the superintendent may exclude the pupil from a class or classes by using the short-term suspension procedure in SDCL 24:07:02:01. The superintendent shall give a written notice to the pupil's parent or to a pupil who is 18 years of age or older or an emancipated minor and may schedule a hearing. The notice shall contain the following minimum information:

- (1) The policy allegedly violated;
- (2) The reason for the disciplinary proceedings;
- (3) Notice of the right to request a hearing or waive the right to a hearing;
- (4) A description of the hearing procedure;
- (5) A statement that the pupil's records are available at the school for examination by the pupil's parent or authorized representative; and
- (6) A statement that the pupil may present witnesses.

If a hearing is requested, the superintendent shall give notice to each school board member of an appeal to the board for a hearing. The superintendent shall set the date, time, and place for the hearing and send notice by first class mail to each school board member and by certified mail, return receipt requested, to the pupil's parent or to a pupil who is 18 years of age or older or an emancipated minor.

If no hearing is requested or the hearing is waived, the action of the superintendent is final.

#### **Right of waiver**

The pupil, if of the age of majority or emancipated, or the pupil's parent may waive the right to a hearing in writing to the superintendent. If the hearing is not waived, the hearing shall be held on the date, time, and place set in the notice unless a different date, time, and place are agreed to by the parties.

#### **Hearing procedure**

The school board is the hearing board and shall conduct the hearing in the following manner:

- (1) The school board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer;
- (2) Each party may make an opening statement;
- (3) Each party may introduce evidence, present witnesses, and examine and cross-examine witnesses;
- (4) Each party may be represented by an attorney;
- (5) The school administration shall present its case first;
- (6) The hearing is closed to the public. A verbatim record of the hearing will be made and will be sealed pending court order;
- (7) Witnesses may be present only when testifying. All witnesses must take an oath or affirmation administered by the school board president or business manager;
- (8) Each party may raise objections; however, objections are limited to relevancy and scope of the question;
- (9) All relevant evidence must be admitted; however, unproductive or repetitious evidence may be limited by the hearing officer;

(10) The hearing officer may ask questions of the witnesses and may allow other school board members to interrogate witnesses;

(11) Each party may make a closing statement;

(12) After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the hearing officer may meet with the school board during deliberation. The school board may seek advice during deliberation from an attorney. Consultation with any other person during deliberation may occur only if a representative of the pupil is present; and

(13) The decision of the school board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The motion must omit the name of the pupil and must state the reason for the board's action. The school board shall notify the pupil or the pupil's parents in writing of the decision. The notice must state the length of the suspension or expulsion.

### **Right of appeal**

The student may appeal an adverse decision by the school board to the circuit court.

### **Attendance Policies**

The attendance policy of a school district may not exclude a pupil from class or from school for more than 10 days without providing due process procedures pursuant to this chapter.

### **Referral to Placement Committee**

If a pupil identified as in need of special education or special education and related services pursuant to SDCL 13-37-1 is expelled or subjected to long-term suspension, the procedure in SDCL 24:05:26: 09 applies.

### **EXPULSION PROCEDURE**

If expulsion is anticipated because of a student's violation of a rule or policy or for insubordination or misconduct, the superintendent must file a sealed written report with the school board no later than the end of the fifth school day following the first day of the student's removal from one or more classes or from school and schedule a hearing before the school board. The report must include the facts of the situation, the action, the reasons for the action and the superintendent's recommendation. The report must remain in the possession of the school board secretary sealed and unavailable for review by individual school board member, until the time set for a hearing.

At the same time that the report is filed with the school board's secretary, the superintendent must send a copy of the report to the student's parents or to the student if the student is 18 years of age or older or is an emancipated minor.

#### **Notice of hearing**

If the superintendent finds grounds for expulsion from one or more classes or from school, the superintendent may exclude the student immediately by using the short-term suspension procedure in SDCL 24:07:02:01. The superintendent shall give a written notice to one or both of the student's parents or to a student who is 18 years of age or older or an emancipated minor. The notice must contain the following information at a minimum:

- (1) The rule, regulation, or policy allegedly violated;
- (2) The reason for the disciplinary proceedings;
- (3) Notice of the right to request a hearing;
- (4) A description of the hearing procedure;
- (5) A statement that the student's records are available at the school for examination by the student's parent or parents or another authorized representative;
- (6) A statement that the student may present witnesses; and
- (7) A statement that the student may be represented by an attorney.

The superintendent shall set the date, time, and place for the school board meeting. The superintendent shall send notice of the hearing to each school board member by first class mail and to the student's parent or to a student who is 18 years of age or older or an emancipated minor by certified mail, return receipt requested. If the superintendent recommends expulsion, the board must act on the recommendation before it is implemented.

### **Right of waiver**

The student, if of the age of majority or emancipated, or the student's parent may waive the right to a hearing in writing to the superintendent. If the hearing is not waived, the hearing shall be held on the date and at the time and place set in the hearing notice unless a different date, time, and place are agreed to by the parties. If the hearing is

waived in writing, the school board may consider the matter at a regular or special meeting without further notice to the student or the student's parents.

### **Hearing procedure**

The school board is the hearing board and shall conduct the hearing in the following manner:

- 1) The school board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer;
- 2) Each party may make an opening statement;
- 3) Each party may introduce evidence, present witnesses, and examine and cross-examine witnesses;
- 4) Each party may be represented by an attorney;
- 5) The school administration shall present its case first;
- 6) The hearing is closed to the public. The school board shall make verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
- 7) Witnesses may be present only when testifying. All witnesses must take an oath or affirmation administered by the school board president, hearing officer or other person authorized by law to take oaths and affirmations;
- 8) Each party may raise any legal objection to evidence;
- 9) The hearing officer shall admit all relevant evidence; however, the hearing officer may limit unproductive or repetitious evidence;
- 10) The hearing officer may ask questions of witnesses and may allow other school board members to interrogate witnesses;
- 11) Each party may make a statement;
- 12) After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the hearing officer may meet with the school board during deliberation. The school board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of the student is present; and
- 13) The decision of the school board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The motion shall omit the name of the student and shall state the reason for the board's action. The school board shall notify the student's parent or parents or the student who is 18 years of age or older or who is an emancipated minor in writing of the decision. The notice shall state the length of the expulsion.

### **Right of appeal**

The student may appeal an adverse decision by the school board to the circuit court.

### **Attendance policies**

The attendance policy of a school district may not exclude a student from one or more classes or from a school for more than 10 consecutive days without providing the due process procedures in this chapter or chapters 24:07:03.

### **Referral to placement committee**

If a student identified as in need of special education or special education and related services pursuant to SDCL 13-37-1 is the subject of proposed expulsion, the procedure in SDCL 24:06:26:01:08 applies.

### **STUDY HALL**

In the event that study halls are used in the Summit School, the study hall guidelines will be established by the high school staff each fall. The guidelines will be posted in the school and distributed to the parents.

## **STUDY SKILLS**

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just “getting by” is not a worthwhile goal.

REMEMBER YOUR EAGLE I’S:

- I will be respectful;
- I will be responsible;
- I will be reliable.

## **SUBSTITUTE TEACHERS**

A substitute teacher will periodically teach every student. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergencies. Students are expected to be respectful to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

## **TELEPHONE CALLS AND MESSAGES**

Students will be expected to use the school phone only when the call cannot wait until after school hours. A staff person must give permission. Phone calls may be made only from the Superintendent’s office or the Dean of Students’ office when they are present. Parents calling in should leave a message with the office staff to be relayed to their son or daughter. If it is an emergency or something of a serious nature you may ask to speak directly to your son or daughter.

## **TEXTBOOKS**

Textbooks and workbooks are furnished to the student. If a book is lost, misused or damaged beyond reasonable wear the student shall replace the book.

## **TITLE I PROGRAM**

Summit Elementary k-8<sup>th</sup> grade is a School Wide Title I Program.

## **TOBACCO-FREE SCHOOLS**

The Summit School District recognizes its duty to promote the health and safety of students, staff and citizens on district property and during school-sponsored activities. In accordance with this responsibility, it is the intent of the school board to establish a tobacco-free school environment that demonstrates a commitment to helping students resist tobacco use and that emphasizes the importance of adult role modeling.

The use, possession or promotion of tobacco on school property or during school- sponsored activities is prohibited. This policy shall be in effect at all times and shall apply to all students, employees and visitors.

For the purpose of this policy:

1. “Tobacco” means any substance or item, in any form, containing tobacco;
2. “School property” means all district-owned, rented, or leased buildings, grounds and vehicles;
3. “School-sponsored activity” means any planned, organized, endorsed or supervised activity involving district students or staff that occurs either before, during or after regular school hours;

4. “Promotion” means the use or display of tobacco- related clothing, bags, lighters, or other material that is designed to encourage the acceptance of use of tobacco.

Students or district employees found to be in violation of this policy will be subject to appropriate consequences, which may involve a range of enforcement options including disciplinary action and educational alternatives to disciplinary action. Visitors in violation of this policy will result in appropriate sanctions as determined and imposed by the administration, which may include direction to leave school property.

The superintendent shall provide reasonable public notification of the district’s policy, including, but not limited to, inclusion in student and staff handbooks. The superintendent may develop administrative regulations as necessary to implement this policy.

Legal Reference: SDCL 22-36-2 - Smoking in public place or place of employment prohibited

SDCL 13-8-39 – Management of schools by board – General powers

Adopted: 8-15-2011

Revised: [ASBSD Policy Reference Manual, 2009]

## **TRANSFERRING**

The parents of any student who is withdrawing in the middle of a semester should complete an application for withdrawal. Teachers and staff will summarize the student’s progress and prepare the student’s file for forwarding to their next school of enrollment. The school that the student will be entering must have release forms and must contact the Summit Principal before records can be released. The reverse is true for transferring in.

## **VALUABLES**

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school administrators and staff will not be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home.

## **VANDALISM**

Our school and school equipment is public property. Willfully damaging or destroying this property is cause for immediate disciplinary action. The school may require that vandal damage be paid for. If a student accidentally causes damage they should report it to their teacher immediately, so that the damage is not misconstrued as vandalism.

## **VISITORS**

All visitors are required to report to the school office upon entering the building. Parents are welcome and encouraged to visit the school.

## **WEAPONS/FIREARMS**

It is a state law that NO weapons, knives or guns are allowed on school property. Possession of any of these will result in disciplinary actions.

## **WEAPON FREE SCHOOLS (6/6/96)**

Board policy forbids (as required by the Gun Free Schools Act of 1994 and SDCL #13-32-4) the bringing of dangerous and/or illegal weapons to school or school sponsored activities, or any setting that is under control and supervision of the local education agency.

A dangerous and/or deadly weapon is defined as any firearm, knife or other device, instrument, material or substance whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

For the purposes of the Gun Free Schools Act, a “Firearm” is defined in Section 921 of Title 18 of the U.S. Codes.

The following are included within the definition:

- Any weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive.

- The frame or receiver of any weapon described above
- Any firearm muffler or firearm silencer
- Any destructive device, which includes:
  1. Any explosive, incendiary, or poison gas such as;
    - a. bomb
    - b. grenade
    - c. rocket having a propellant charge of more than four ounces
    - d. missile having an explosive or incendiary charge of more than one-quarter ounce
    - e. mine
    - f. or similar device
  2. Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-quarter inch in diameter.
  3. Any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

According to Section 921, antique firearms are not included in the definition. In addition, the Bureau of Alcohol, Tobacco, and Firearms that Class –C, has advised us commons fireworks are not included in the definition of weapon. For additional information about whether a particular weapon is a “firearm”: under this definition, contact the Safe and Drug Free School Program at (202) 260-3954 for referral to the nearest Bureau of Alcohol, Tobacco and Firearms field office.

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. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at fire ranges, gun shows, and supervised school training sessions for the use of firearms.

Persons found to have violated the above policy will be subject to expulsion.

1. The principal in charge will contact the local law enforcement unit or juvenile justice system.
2. The principal will turn over any confiscated weapons.
3. The student will be temporarily suspended from school to the custody of the parent/guardian.
4. The principal in an official letter explaining the circumstances will officially notify the parents.
5. A hearing before the board of education will be set within five days.
6. The student, parent and counsel will appear before the board, along with school officials and law enforcement, to present information.
7. The board of education will hear all evidence and will ask questions.
8. Upon completion of hearing all testimony, the board will deliberate to determine action.
9. If a student is found to be in violation of this policy, expulsion may be no less than one year as provided by the law. This may extend beyond the end of the semester or school year.
10. The chief administrative offices of the school may modify the expulsion requirement on a case by case basis.

Students who know of, or see another with a weapon should report this immediately to a teacher or administrator. All reports will be confidential.

**SUMMIT SCHOOL DISCIPLINE FORM**

**2015-2016**

**A new discipline form is being developed and will be added as an addendum when it is approved.**

**Summit School District 54-6  
Internet Usage Agreement  
2012-2013**

***-STUDENT-***

I understand what acceptable use of the internet is and agree to use it properly. I further understand that any improper use may constitute a violation of law. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

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

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

***-PARENT OR GUARDIAN-***

As a parent or guardian of this student, I understand what acceptable use of the internet is. I understand that this access is designed for educational purposes. I will instruct my student(s) on acceptable use of the internet. I understand that my student(s) may use the internet access for individual work or in the context of another class, and therefore, the district teachers and staff cannot be held responsible for the students' use of the internet.

The school district has taken precautions to eliminate controversial material through its monitoring process. I also recognize it is impossible for the district to restrict access to all controversial materials, and I will not hold the school district responsible for materials acquired on the internet.

\_\_\_\_\_ I hereby give permission for my child to access the internet.

\_\_\_\_\_ I prefer not to have my child access the internet. Please provide alternate activities that do not require access.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**SUMMIT PUBLIC SCHOOL**  
**Medication Administration Permission Form**

I, the undersigned parent/guardian, request that Summit Public School Staff, including the school secretary, give my son/daughter acetaminophen or ibuprofen, as needed, according to the manufacturer's recommended dose. Dosage will be given based on the child's weight/age. I hereby release the Summit Public School and its staff from all liability whatsoever as it relates to the administration of this medication.

\_\_\_\_\_ I request that I be called at \_\_\_\_\_ before any medication is given  
to my child. (Phone Number)

\_\_\_\_\_ It is not necessary to call me before administering medication to my child.

This consent will carry through all the years your child attends the Summit Public School. If you have any questions about this consent, please contact the superintendent at 398-6211.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**HANDBOOK ACKNOWLEDGEMENT FORM**

I have received and read my copy of the Summit High School Student Handbook.

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

\_\_\_\_\_  
Date