

STURGIS BROWN HIGH SCHOOL

STUDENT HANDBOOK 2023-2024

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Sturgis, SD 57785-6400
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FAX: 605-347-0225
https://meade.k12.sd.us/

Welcome

Welcome to the 2023-24 school year at Sturgis Brown High School. As you embark upon a new school year, we hope that you will establish high expectations for yourself that will be reflected in your academic achievement, your co-curricular involvement and your positive contributions to your school community.

No matter where you go or what you do, you will find certain regulations to guide you. Naturally, there are rules and regulations at Sturgis Brown High School. They are meant for your benefit and those of your classmates. This handbook has been developed to inform students about their school. This handbook is not meant to be an "all inclusive" manual. Common sense and "doing the right thing" always take precedence and are staples of everyday living.

Your conduct should reflect respect; respect for yourself, for your parents and for your school. You should show respect for the property, rights and privileges of others, just as you expect and appreciate this respect when others show it to you. Good behavior can help make your school life successful and rewarding. Take pride in your school. We want you to be proud of your school and your fellow students, and we want others to be proud of them. Each of you has a responsibility for the school's reputation. Be supportive of all activities at our school, either as an active participant or as an enthusiastic observer.

We encourage you to get involved and contribute positively to your classes and activities. Give 100% effort in everything you do and the rewards you seek will become reality. We wish you all a very successful school year.

Meade School District Mission Statement

"To Build Knowledge and Skills for Success Today and Tomorrow"

School Song – Minnesota Rouser

Sturgis High School hats off to thee
To our colors true we will ever be
So firm and strong, united are we
RAH RAH RAH RAH
RAH RAH RAH RAH
Hats off to Sturgis High
repeat

Mascot – Scooper Sam
Colors – Black & White with red accents

Scooper History
The history of "Scooptown" was derived from the nickname given to Sturgis by the cavalrymen stationed at nearby Fort Meade in the late 1800's. Cavalrymen, who claimed their money was "scooped" out of their pockets every payday by the merchants of Sturgis, began referring to Sturgis as "Scooptown." Merchants didn't mind the nickname and claimed that the cavalrymen spent so much money in Sturgis that it could be literally "scooped" from the streets. The term stuck, and "Scoopers" was later adopted by Sturgis High School as its official team name.

SBHS Administration

Principal	Pete Wilson
Assistant Principal	Coleen Keffeler
Assistant Principal	Wayne Sullivan
Activities Director	Mike Schultz
Head Administrative Assistant	Jill Meirose
Attendance Secretary	Jamie Smeenk
Activities Director Secretary	Holly Kopplin
Student Services Secretary	Judy Weisz

Meade County School District 46-1 Administration

Superintendent	Wayne Wormstadt
Business Manager	Brett Burditt
Special Education Director	Chrissy Peterson
Curriculum Coordinator	Beth Johnson
Technology Coordinator	Adam Lalicker

2023-2024 School Board

Board Member	Sandy Cass
Board Member	Justin Jutting
Board Member	Terry Koontz
Board Member	Aaron Odegaard
Board Member	Megan Snyder
Board Member	Lee Spring
Board Member	Darrell Vig
Board Member	Brian Voight
Board Member	Charlie Wheeler

TELEPHONE DIRECTORY

Superintendent's Office	(605) 347-2523
High School Main Office	(605) 347-2686
High School Toll Free	1-888-568-3514
High School FAX	(605) 347-0225
Activities Office	(605) 347-4487

SCHEDULE

Sturgis Brown High School will operate an A/B block schedule that will run on a Red/White daily schedule for the 2023-2024 school year. All students will be assigned a Scooper Time, which will be the 4th block of the Red day.

2023-2024 Daily Schedule

Block 1 8:05 - 9:40

Block 2 9:45 - 11:20

Block 3 11:25 - 1:30

	Lunch time	Class time(s)	
Lunch A	11:20 – 11:45	11:50 – 1:30	
Lunch B	11:35 – 12:00	11:25 – 11:35	12:05 – 1:30
Lunch C	11:50 – 12:15	11:25 – 11:50	12:20 – 1:30
Lunch D	12:05 – 12:30	11:25 – 12:05	12:35 – 1:30
Lunch E	12:20 – 12:45	11:25 – 12:20	12:50 – 1:30

Block 4 1:35 - 3:10

2023-2024 Daily Schedule
2-Hour Late Start Schedule

Block 1	10:05 -	11:20
Block 2	11:25 -	12:55

	Lunch time	Class time(s)	
Lunch A	11:20 – 11:45	11:50 – 12:55	
Lunch B	11:35 – 12:00	11:25 – 11:35	12:05 – 12:55
Lunch C	11:50 – 12:15	11:25 – 11:50	12:20 – 12:55
Lunch D	12:05 – 12:30	11:25 – 12:05	12:35 – 12:55
Lunch E	12:20 – 12:45	11:25 – 12:20	12:50 – 12:55

Block 3	1:00 -	2:05
Block 4	2:10 -	3:10

Notice that we have lunch during Block 2 for late starts.

2023-2024 Daily Schedule
Early Out - Homecoming Friday

Block 1	8:05 -	9:10
Block 2	9:15 -	10:20
Block 3	10:25 -	11:30
Block 4	11:35 -	12:50

Sturgis Brown High School -- 1st Semester 2023-24						
Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
August 20	21 No School	22 No School Staff In-service	23 No School Staff In-service	24 No School Staff In-service	25 No School	26
August 27	28 First Day of School	29	30	31	1 No School	2
September 3	4 No School	5	6	7	8	9 ACT Test
September 10	11	12	13	14	15	16
September 17	18 Week of Homecoming	19	20	21	22 1:00 Release	23
September 24	25	26	27	28	29	30
October 1	2	3	4 Advisee Day	5	6 No School Staff In-service	7
October 8	9 No School	10	11	12	13	14
October 15	16	17	18	19	20	21
October 22	23	24	25	26	27 End of 1st Quarter	28 ACT Test
October 29	30	31	1 Advisee Day	2	3	4
November 5	6	7	8	9	10	11
November 12	13	14	15	16	17	18
November 19	20	21	22 No School	23 No School	24 No School	25
November 26	27	28	29	30	1	2
December 3	4	5	6 Advisee Day	7	8	9 ACT Test
December 10	11	12	13	14	15	16
December 17	18	19	20	21 No School	22 No School	23
December 24	25 No School	26 No School	27 No School	28 No School	29 No School	30
December 31	1 No School	2 No School	3	4	5	6
January 7	8	9	10 Semester Test	11 Semester Tests	12 Semester Test End of 2nd Qtr. & 1st Sem.	13

Sturgis Brown High School -- 2nd Semester 2023-24						
Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
January 14	15 No School Staff In-service	16 First Day of 2nd Semester	17	18	19	20
January 21	22	23	24	25	26	27
January 28	29	30	31	1	2	3
February 4	5	6	7	8 Advisee Day	9	10 ACT Test
February 11	12	13	14	15	16	17
February 18	19 No School	20	21	22	23	24
February 25	26	27	28	29	1 No School Staff In-service	2
March 3	4	5	6	7 Advisee Day	8 No School	9
March 10	11	12	13	14	15 End of 3rd Quarter	17
March 17	18	19	20	21	22	23
March 24	25	26	27	28	29 No School	30
March 31	1 No School	2	3 Advisee Day	4	5	6
April 7	8	9	10	11	12	13 ACT Test Prom
April 14	15	16	17	18	19 No School Staff In-service	20
April 21	22	23	24	25	26	27
April 28	29	30	1	2 Advisee Day	3	4
May 5	6	7	8	9	10	13
May 12	13	14	15	16	17	18
May 19	20 Semester Test	21 Semester Tests	22 Semester Test End of 3rd Qtr. & 2nd Sem.	23	24	25

2023 - 2024

Sturgis Brown High School Calendar Events --- 1st Semester

Aug 22, 23, 24	T, W, Th	Teacher Inservice
Aug 22	Tue	Freshman/New Student Orientation Night 5:00 - 7:00 PM
Aug 28	Mon	First Day of School (All classes day)
Aug 28	Mon	Lifetouch Photo Day
Sept 1	Fri	No School
Sept 4	Mon	No School - Labor Day
Sept 18 - 22	Mon - Fri	Homecoming Week (Coronation Monday, Sept. 18)
Sept 18	Mon	Coronation - 7:00 at Woodle Field
Sept 22	Fri	Early Release - 1:00
Oct 2	Mon	Financial Aid Night - 6:30 PM (Zoom)
Oct 2 & 5	Mon & Thur	Parent Teacher Conferences 4:00 - 7:00 PM
Oct 4	Wed	Advisee/Advisor Day
Oct 4	Wed	Post High Planning Day
Oct 6	Fri	Teacher Inservice - No School for students
Oct 9	Mon	No School - Native American Day
~~Oct 10 & 11~~	~~Tue & Wed~~	~~9th Grade Simulation~~ Canceled
Oct 18	Wed	ASVAB - 10th, 11th & 12th
Oct 23	Mon	Choir Concert - Sturgis Community Center - 7:00 PM
Oct 25	Wed	11th PSAT Test
Oct 27	Fri	End 1st Quarter
Nov 1	Wed	Advisee/Advisor Day
Nov 8	Wed	NCRC Test for 11th grade
Nov 17 & 18	Fri & Sat	High School Musical - Sturgis Community Center - 7:00 PM
Nov 22, 23, 24	Wed, Thur, Fri	No School - Thanksgiving Break
Dec 5	Tue	Band Concert - West Gym - 7:00 PM
Dec 6	Wed	Advisee/Advisor Day
Dec 6	Wed	JA Ethics for seniors - 1:30 to 2:30
Dec 8	Friday	Snowball Dance
Dec 12	Tue	National Honor Society Induction - 5:30 PM
Dec 12	Tue	NCRC Test Make-Up
Dec 18	Mon	Choir Concert - Sturgis Community Center - 7:00 PM
Dec 21 - Jan 2	Thur - Tue	No School - Christmas and New Year's Break
Jan 10, 11, 12	Wed, Thur, Fri	Semester Tests
Jan 12	Fri	End 2nd Quarter & 1st Semester

2023 - 2024

Sturgis Brown High School Calendar Events --- 2nd Semester

Jan 15	Mon	Teacher inservice - No School - Martin Luther King Day
Jan 16	Tue	1st day of 2nd Semester (Red Day)
Jan 25	Thur	NCRC Makeup Day 12:00 - 3:00
Feb 7	Wed	Pre-ACT Test - 10th Grade
Feb 8	Thur	Advisee/Advisor Day
Feb 14	Wed	Career Fair
Feb 19	Mon	No School - Presidents Day
Feb 26 & 29	Mon & Thur	Parent Teacher Conferences 4:00 - 7:00 PM
March 5	Tue	ASVAB - 10th, 11th & 12th
March 6	Wed	Advisee/Advisor Day
March 8	Fri	No School - Spring Break
March 11 & 12	Mon & Tue	Scoop Revue - 7:00 PM
March 15	Fri	End 3rd Quarter
March 18	Mon	Band Concert - West Gym - 7:00 PM
March 21 - 23	Thur - Sat	All State Band @ TBD
March 29, April 1	Fri & Mon	No School - Easter Break
April 4	Thur	Advisee/Advisor Day
April 13	Sat	Prom
April 15 - 18	Mon - Thur	State Testing - 11th grade
April 19	Fri	Teacher inservice - No School
April 22	Mon	Choir Concert - Sturgis Community Center - 7:00 PM
May 1	Wed	Advisee/Advisor Day
May 6	Mon	Band Concert - West Gym -7:00 PM
May 8	Wed	AP Literature Test - AM
May 13	Mon	Senior Walk - 8:00 AM
May 14	Tue	AP Language Test - AM
May 16	Thur	AP Biology Test - PM
May 17	Fri	Senior BBQ and Awards Day - 11:30 AM
May 19	Sun	Graduation - 2:00 PM
May 20, 21, 22	Mon, Tue, Wed	Semester Test
May 22	Wed	End 4th Quarter & 2nd Semester
May 22	Wed	Early Release - 1:00 PM

Sturgis Brown High School Staff

2023 - 2024

Pete Wilson	Principal	Jill Meirose	Head Administrative Assistant
Coleen Keffeler	Assistant Principal	Jamie Smeenk	Admin. Assistant – Attendance
*Wayne Sullivan	Assistant Principal	Judy Weisz	Admin. Assistant – Registrar
Mike Schultz	Activities Director	Holly Kopplin	Admin. Assistant – Activities

Staff

Dadra Avery	Counselor
Ashley Bahr	Learning Lab
Twyla Barden	English / PE
Teresa Bartlett	English / Academy
Ashley Bilbrey	Special Education
*Vanessa Bridges	Science
Sandy Buchholz	Math
*Josh Buntain	SRO
Deb Cano	Math
Pam Cuneo	Special Education
Darla DeKraai	CTE – FACS
*Shanna Dschaak	CTE - Career Plan
Tere Froelich	English
Steve Hilton	RISE Room
*Stran Holben	CTE - AG
Jenece Holzbauer	Science
Lauren Jahn	ELA
Cathy Johnson	Library Para
*Coleman Johnson	Special Education
Eric Johnson	English
*Sherrie Kafka	Business / Soc. St.
Jean Karsten	Special Education
Stephanie Kaufman	Social Studies
Kamette Keffeler	Science
Shawntera Kennedy	English
Steve Keszler	PE
Chris Koletzky	Social Studies
Shawn Koontz	Counselor
Heidi Kruse	District Librarian
Cindy Lax	RISE Room
Bryce Leonhardt	Math
*Cody Lesmeister	CTE - Welding
Timmi Lewis	ELA
Jennifer Loftin	Choir
Anna Lyons	RISE Room
Jennifer Mallett	Spanish
Marco Marolt	CTE - Woods
Tim McCann	Science
Cyle Miller	CTE – Weld/Mach
Rayberta Miller	ISS
Matt Mott	Math
Alicia Pennel	Science
Sunny Pierson	Special Education
Blake Proefrock	Social Studies
Jordan Proefrock	Social Studies
Katie-Jo Ramirez	Academy
Sage Robinson-Miller	PE
*Aaden Roy	Counselor
Vince Schmaltz	Math / Academy
Carolyn Schuldies	Special Education
*Dan Skinner	Math
Kimberly Somervold	Art
*Renee Stevens	Math
*Mica Sulzbach-Bataille	CTE - Culinary
Jodie Taylor	Computer Tech
Kristin Taylor	Special Education
Anna Tescher	Art
Kari Van Zee	Academy
Tamara Voight	ELA
Kristin Wheaton	Science / Academy
Emily Young	Band

Custodians

Walter Bataille	Day Custodian	Delmar “T” Teppo	Head Custodian
Max Evens	Night Custodian	Jason Yearly	Night Custodian

School Activities
2023-2024

	Girls	Boys
Competitive Cheer	Brooke Wuebben	
Cross Country – G & B	Blake Proefrock	Blake Proefrock
Football		Chris Koletzky
Golf – G & B	Steve Keszler (Spring)	Steve Keszler (Fall)
Soccer – G & B	Adam Fitzpatrick (Fall)	Tyler Louder (Fall)
Volleyball	Timmi Lewis	
Basketball	Courtney Pool	Dan Skinner
Wrestling	Mike Abell	Mike Abell
Sideline Cheer	Brooke Wuebben	
Track – G & B	Blake Proefrock	Blake Proefrock
Softball	Kayleen Selfridge	

Club Sports

Baseball
Rodeo

Activities

Band	Emily Young
Choir	Jennifer Loftin
Debate	Eric Johnson
Drama	Shawntera Kennedy
FCA	Kamette Keffeler
FCCLA	Darla DeKraai
FFA	Stran Holben
Journalism	Tere Froelich
Knowledge Bowl	Jean Karsten
NHS	Dadra Avery
Oral Interp	Megan Oviatt
Student Council	Matt Mott
Yearbook	Shanna Dschaak
YLT	Dadra Avery
Art Club	Anna Tescher
Chess Club	Lauren Jahn
GSA Club	Eric Johnson & Jenece Holzbauer
Science Club	Kristin Wheaton
Spanish Club	Jennifer Mallett



Rules and Expectations for Scooper Time

Scooper Time gives you the opportunity to **STUDY** and maintain good grades throughout the school year. The following guidelines are what is expected of you-

1). Check your grades- What items need improvement? Utilize time to work on those items.

2). **Computer games or cell phones are not allowed.**

3). Bathroom breaks will be used sparingly. Cell phones are left in the room when using the restroom.

4). If you need to see another teacher, you ***MUST*** have a pass from that teacher when you arrive to Scooper Time and you must return before the end of class. Students must leave their cell phone with the Scooper Time teacher. If you do not have a pass you will not be leaving.

Freshman- Freshman are in Scooper Time the entire school year.
Sophomores- Starting in April, Sophomores who have earned **C's or better** in each class first semester and are passing all classes second semester with at **C's or better** , will be able to leave at 2:10.
Juniors- All Juniors who are passing all classes at grade checks, will be allowed to leave at 2:10.
Seniors- Seniors do not need to attend Scooper Time except Advisor/Advisee days.

Grade Check Days	Advisee/Advisor Days
Tuesday, October 03, 2023	Wednesday, October 04, 2023
Tuesday, October 31, 2023	Wednesday November 01, 2023
Tuesday, December 05, 2023	Wednesday, December 06, 2023
Runs to end of 1st Sem.	
Use 1st Semester Grade	Monday, January 23, 2024
Wednesday, February 07, 2024	Thursday, February 08, 2024
Wednesday, March 06, 2024	Thursday, March 07, 2024
Tuesday, April 02, 2024	Wednesday, April 03, 2024
10th grade earn the right to leave	
Wednesday, May 1, 2024	Thursday, May 02, 2024
Reports are pulled at 9:00 AM	Scooper Time Days

Everyone deserves to work in a quiet environment free of distractions. Use this study hall time to help increase your academic performance.

2023-2024 Lunch times
1st Semester

EARLY LUNCH	LUNCH A	LUNCH B
10:40 - 11:15	11:20 - 11:45	11:35 - 12:00
Karsten, Jean *Ramirez, Katie-Jo **Van Zee, Kari (Plan period) * = Red lunch duty ** = White lunch duty	Buchholz, Sandy **Holben, Stran Kaufman, Stephanie Marolt, Marco **Pierson, Sunny *Proefrock, Blake Schmaltz, Vince Somervold, Kimberly Tescher, Anna (*Koletsky, C.-Red)	DeKraai, Darla **Dschaak, Shanna **Kafka, Sherrie *Keszler, Steve Lesmeister, Cody *Loftin, Jennifer Miller, Cyle Robinson-Miller, Sage
LUNCH C	**LUNCH D**	**LUNCH E**
11:50 - 12:15	12:05 - 12:30	12:20 - 12:45
Barden, Twyla Bartlett, Teresa *Holzbauer, Jenece Johnson, Eric Mallett, Jennifer **Proefrock, Jordan Wheaton, Kristin (**Young, E. - White)	**Bridges, Vanessa *Leonhardt, Bryce Keffeler, Kamette Kennedy, Shawntera Koletzky, Chris *McCann, Tim **Mott, Matt Pennel, Alicia	Cano, Deb Froelich, Tere **Jahn, Lauren **Lewis, Timmi *Skinner, Dan *Stevens, Renee Voigt, Tamara Young, Emily

Extra Lunch Duty	Monday	Tuesday	Wednesday	Thursday	Friday
11:00 - 12:00	Wilson	Avery	Koontz	Schultz	Sullivan
11:45 - 12:45	Sullivan	Keffeler	Schultz	Wilson	Keffeler

2023-2024 Lunch times
2nd Semester

EARLY LUNCH	LUNCH A	LUNCH B
10:40 - 11:15	11:20 - 11:45	11:35 - 12:00
Karsten, Jean *Ramirez, Katie-Jo **Van Zee, Kari (Plan period) * = Red lunch duty ** = White lunch duty	Buchholz, Sandy **Holben, Stran Kaufman, Stephanie *Loftin, Jennifer Marolt, Marco *Proefrock, Blake Schmaltz, Vince Somervold, Kimberly Tescher, Anna (**Pierson, S.-White)	DeKraai, Darla **Dschaak, Shanna **Kafka, Sherrie *Keszler, Steve *Koletzky, Chris Lesmeister, Cody Miller, Cyle Robinson-Miller, Sage
LUNCH C	**LUNCH D**	**LUNCH E**
11:50 - 12:15	12:05 - 12:30	12:20 - 12:45
Barden, Twyla Bartlett, Teresa *Holzbauer, Jenece Johnson, Eric Mallett, Jennifer **Proefrock, Jordan Wheaton, Kristin *Young, Emily	**Bridges, Vanessa Keffeler, Kamette Kennedy, Shawntera **Leonhardt, Bryce *McCann, Tim *Mott, Matt Pennel, Alicia	Cano, Deb Froelich, Tere **Jahn, Lauren **Lewis, Timmi *Skinner, Dan *Stevens, Renee Voigt, Tamara

Extra Lunch Duty	Monday	Tuesday	Wednesday	Thursday	Friday
11:00 - 12:00	Wilson	Avery	Koontz	Schultz	Sullivan
11:45 - 12:45	Sullivan	Keffeler	Schultz	Roy	Keffeler

2023-2024
Semester Test Schedule

	Day 1 Wednesday January 10	Day 2 Thursday January 11	Day 3 Friday January 12
	Monday May 20	Tuesday May 21	Wednesday May 22
8:05 - 9:40	Red 1 Test	Red 4 Test	White 1 Test
9:45 - 11:20	Red 2 Test	White 2 Test	White 4 Test
11:25 – 1:30	Red 3 test	White 3 Test	Make-Up test
1:35 - 3:10	Make-Up Test	Make-Up Test	

- **Open period.** If a student has an open period, they do not need to come to school for that period. If they are in school, they should be in the library or the commons, but need to know that students are taking tests and they are not to wander the hallways.
- **Absent and missed a test.** If a student is absent from school, they will need to talk with the teacher and schedule a time to make-up for the missed test.
- **Lunch.** Will be served as normal on Day 1 and Day 2. We will not have lunch served on Day 3.

Academic Information

IMPORTANT TESTING DATES
ACT (College Assessment Test Administered at BHSU and SDSM&T)

Test Date	Registration Deadline	(Late Fee Required)
September 9, 2023	August 4, 2023	August 18, 2023
October 28, 2023	September 22, 2023	October 6, 2023
December 9, 2023	November 3, 2023	November 17, 2023
February 10, 2024	January 5, 2024	January 19, 2024
April 13, 2024	March 8, 2024	March 22, 2024
June 8, 2024	May 3, 2024	May 17, 2024
July 13, 2024	June 7, 2024	June 21, 2024

Financial Aid Night	Monday, October 2, 2023
Post HS Planning	TBD
10th, 11th & 12th ASVAB	Wednesday, October 18, 2023
11th PSAT	Wednesday, October 25, 2023
NCRC Testing	Wednesday, November 8, 2023
Pre-ACT	Wednesday, February 8, 2023
10th, 11th & 12th ASVAB	Tuesday, March 5, 2024
State Testing window	Mid-April Testing Dates - TBA
AP TEST	Early May
AP English Literature	Wednesday, May 8, 2024
AP Language and Composition	Tuesday, May 14, 2024
AP Biology	Thursday, May 16, 2024
Senior Awards Ceremony	Friday, May 17, 2024 (12:30)

2023-24 SBHS
Grading Scale

100 – 93	=	A
92 – 86	=	B
85 – 78	=	C
77 – 70	=	D
69 – 0	=	F

GRADE CLASSIFICATION

Grade Level	Total Credits by End of Each Grade Level	Total Credits By End of First Semester To Move at Semester
Freshman	0 credits & 0 semesters completed	0-4.5 credits & under 2 semesters
Sophomore	5 credits & 2 semesters completed	8 credits & 3 semesters completed
Junior	11 credits & 4 semesters completed	14 credits & 5 semesters completed
Senior	17 credits & 6 semesters completed	20.5 credits & 7 semesters completed

GRADING SYSTEM

100–93 = A 92–86 = B 85–78 = C 77–70 = D 69-0=F

INCOMPLETE GRADES

If a student does not complete required work for a class, a grade of "incomplete (I)" may be assigned. (All incomplete grades need prior approval from the administration.) An incomplete grade will become an F on the transcript within two (2) weeks of the end of the semester if not completed. Administration will make the final decision on all incomplete grades and may extend the time under extenuating circumstances.

GRADUATION

Graduation is an academic ceremony recognizing students meeting the requirements necessary to earn a diploma. Students will not participate in the graduation ceremony if they have not completed all the requirements. Students who could complete the requirements over the summer or during an additional semester may participate in the graduation ceremony the following year. The graduation ceremony is a privilege and students can be denied participation based on their behaviors and/or actions.

Appropriate graduation attire:

Additional adornments to the original dress of a cap and gown, include: honor cords, honors tassels, National Honor Society stoles, military uniform if basic training has been completed, traditional tribal regalia -- an eagle feather or eagle plume (C.L. 13-1-66), tribal beading of cap or gown and a star quilt on chair.

Dress expectations are as follows:

Ladies: Dress, skirt and blouse, dress pants and blouse; shoes - No flip flops or tennis shoes and shoes must have a back strap.

Gentlemen: Dress slacks, black jeans, dress shirt; shoes - No flip flops and no tennis shoes.

See Administration if you have questions.

REQUIREMENTS

Class of 2017 & beyond	Credits
English Language Arts	4
Social Studies	3
Mathematics	3
Science	3
Physical Education, Health, Career Planning & Personal Finance	0.5 each
Fine Arts	1
World Language or Career Tech Education	1
Electives	7
TOTAL	24

GRADUATION REQUIREMENTS/EARLY GRADUATION

Students must earn 24 units of credit in grades 9, 10, 11 and 12 to qualify for graduation from Sturgis Brown High School. This will include 4 units of language arts, 3 units of social studies, 3 units of science, 3 units of mathematics, 0.5 unit of physical education, 0.5 health, 0.5 unit career planning, 0.5 unit personal finance, 1 unit of fine arts, 1 unit of world language or an approved career and technical education class, 1 unit of economics or personal finance, and 7 units of electives.

Students may work toward early graduation (fewer than 4 years) subject to the following stipulations:

1. Students must declare their intent to graduate early when registering for their senior year. The "Application for Early Graduation" form, including a plan justifying the request, must be completed.
2. Prior to approval of the early graduation plan, an interview between the student, parent(s), and a counselor or administrator must be held. The completed "Application for Early Graduation" form must be brought to the interview.
3. Students must make official notice of their intent to graduate by the end of their 3rd nine weeks. If students are under the age of 18, a parent or legal guardian must sign the early graduation request

Students who desire and qualify for early graduation will be listed with their own graduating class. Students who elect to take correspondence courses will bear the costs for tuition and books. To receive a diploma from Sturgis Brown High School an individual must be enrolled as a student in the school. Students transferring from unaccredited schools or home schools must attend classes for no fewer than two (2) semesters to be considered for graduation. Students who are citizens of foreign countries may receive a diploma if all graduation requirements are met, documented and verified. Foreign students who have not met all the graduation requirements will receive a certificate of attendance. Students who are unable to meet the graduation requirements will not be permitted to participate in graduation exercises. (**Meade School Board Policy File IKF/IKFA**)

REGENTS' SCHOLAR

The Department of Education and the South Dakota Board of Regents annually recognize seniors committed to academic excellence with a Regents' Scholar diploma. Recipients of Regents' Scholar diplomas are accepted for automatic entrance to any of the six public institutions of higher education in South Dakota. To be eligible, a student must have completed the following courses with no final grade below a C and an overall grade point average no lower than a 3.0:

4	units of English
4	units of Mathematics (3 credits of Algebra or higher Mathematics)
4	units of Science (3 units of approved Laboratory Science)
3	units of Social Studies
2	units of the same Modern or Classical Language (includes American Sign Lang.)
1	unit of Fine Arts

HONORS/HIGHEST HONORS – GRADUATION
Honor graduates must obtain a 3.5 to 3.79 GPA. To graduate with highest honors, a student must obtain a 3.8 or higher GPA.

HONOR ROLL
Honor roll will be listed at the end of each semester. To qualify for high honor roll, a student must attain a 3.5 GPA or higher for the term. To qualify for the merit honor roll, a student must attain a 3.0 to 3.49 GPA.

NATIONAL HONOR SOCIETY REQUIREMENTS
Membership in the local chapter of the National Honor Society is an honor bestowed upon a student. Selection for membership is by faculty council and is based upon outstanding scholarship, character, leadership and service. To be eligible to apply for first year membership, the candidate must be a member of the sophomore, junior or senior class of Sturgis Brown High School and must have attended school at SBHS for at least one semester; have a minimum GPA of 3.5 and have completed 25 hours of community service prior to the induction banquet held in November of each year.

ACADEMY REQUIREMENTS & EXPECTATIONS
1. **1.** Students must be 16 years of age with a minimum of 12 credits and/or have extreme or extenuating circumstances.
2. **2.** The student will follow the same school schedule and cancellations as Sturgis Brown High School.
3. **3.** All students must go through an interview process and enrollment in the Academy will be determined by the administration. The enrollment will be analyzed every semester.
4. **4.** Administration can make exceptions to do what is best for the student.

CORRESPONDENCE COURSES / DUAL ENROLLMENT
Students who elect to take correspondence courses will bear all the costs of tuition, books and any other fees associated with the class. Internet, DDN, dual enrollment, Virtual High School and APEX classes must be paid for by the student and must be approved by the administration to be used for high school credit. Students may take college courses and receive credit at SBHS. Applications for dual enrollment are available in the Student Services Office. Every dual enrollment class of three (3) credits or less will equal ½ high school elective credit. A class of four (4) or more credits will count as one (1) high school elective credit.

SENIOR OPEN BLOCK
Qualifications:
1. Students must have written permission from their parents/guardians to participate.
2. Attendance and behavior are all criteria that qualify/disqualify a student from being eligible for an open block.
3. An open block may be revoked at any time due to tardiness, excessive absences or poor performance in other classes.
4. Open block may only be scheduled at the beginning or end of the day.

HOME SCHOOLING/NON-ACCREDITED SCHOOL

Secondary school students in grades 9-12 who transfer into the Meade School District from alternative instructional programs will be tentatively placed with the subjects and grade levels according to their transcripts or report cards. Within three (3) weeks of enrollment, the principal or designee will administer an academic performance/achievement assessment to determine the skill level in English and mathematics. By the end of four (4) weeks or an agreeable time set between the school and parent/guardian, an appropriate subject and grade level placement will be made. This placement will be determined by the principal and is based upon assessment data in English and mathematics as well as teacher recommendation. Placement in other subject areas will be determined by the principal and will be based on graduation requirements, assessment data and teacher recommendation. (See File JEG, Alternative Instruction Programs, in the Meade School District 46-1 Board Policy Handbook.)

DROPPING A COURSE

Students must receive written permission from a parent/guardian and administrator to drop a course. Students who drop a course must select a similar or more advanced course. **Students who drop a course after the first week of a semester will receive an "F" grade, which will appear on their transcript and be included in their grade point average.** However, changing to a course of varying difficulty in the same subject area may occur with approval of the administrator and the teacher after the first five days without receiving an "F" grade. As a rule, changes in class schedules will be limited to the first week of a new semester. Changes made during this time may be made only with the consent of the counseling department, administration and parents. Due to class size limitations and student number equalization per teacher and class, specific placement requests for individual teachers cannot be honored.

PARTICIPATION IN SCHOOL ACTIVITIES FOR ALTERNATIVE INSTRUCTION STUDENTS

Alternative instruction students as defined by SDCL § 13-27-3 shall be allowed to participate in District athletics, fine arts, or activities if so required by SDCL § 13- 36-7. SDCL § 13-36-7 provides that the District shall allow participation in athletics, fine arts, or activities for a child being provided alternative instruction within the district in which the child resides.

Alternative instruction students who reside in the District choose to participate in athletics, fine arts, or activities in the District are subject to the following criteria:

1. The parent, guardian, or other person in control of a child being provided alternative instruction shall submit proof of age when participating in athletics, fine arts, or activities.
2. Any child being provided with alternative instruction and participating in South Dakota High School Activities Association activities shall be held to the same local training rules and South Dakota High School Activities Association transfer and non-academic eligibility rules as enrolled students. The alternative instruction child must also satisfy the state or national eligibility requirements, responsibilities, and standards of behavior and performance, including related class or practice requirements, as expected of other student participants as a condition for both the initial acceptance and continued membership in the activity including but not limited to all Meade School District 46-1 and Sturgis Brown High School training rules/or conduct will be applicable.
3. Before the current season of the sport or activity the alternative instruction child is participating in, the parent, guardian, or other person in control of a child being provided alternative instruction shall provide the appropriate District official with a copy of a transcript of the previous semester's completed coursework that is issued by the parent, guardian, or other person in control of the child.
4. The parent, guardian, or other person in control of a child being provided alternative instruction shall notify the appropriate District official if the child becomes ineligible under South Dakota High School Activities Association or local school rules in so far as those standards apply to SDCL § 13-27-3.

5. SDCL § 13-27-3 does not confer any vested right in any student wishing to participate in any interscholastic activity to be selected for competition in such activity. However, any enrolled student who leaves the District during the course of the school year and who will be provided alternative instruction is ineligible for participation in interscholastic activities for the balance of the current season of the sport or activity the student is participating in at the time of notification of alternative instruction.

Non-resident alternative instruction students may be allowed to participate in athletic and/or fine art activities provided they enroll in classes that are equal to 50% enrollment (two (2) full academic credits) in the Sturgis Brown High School. Considering there are different schedule configurations (example: semester 4 x 4 block, modified block, traditional seven (7) period day, online courses, etc.), administration will have discretion to develop schedule scenarios that adhere to the spirit of this rule.

Alternative Instruction students will verify with the Sturgis Brown High School Activities office that they meet the conditions set forth by the SDHSAA. The alternative instruction student will have to have on file in the Sturgis Brown High School Activities office the SDHSAA ELIGIBILITY CHECKLIST FOR ALTERNATIVE INSTRUCTION STUDENTS.

This checklist will have to be filled out and filed on an annual basis prior to competition. **(Meade School Board Policy file IGDK)**.

TRANSFER STUDENTS
Students may or may not receive credit for classes they are transferring to SBHS. The counselors will attempt to match the classes taken by the student in a previous school to classes offered at SBHS.

ATTENDANCE REGULATIONS

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

NOTIFICATION OF ABSENCES

A student can be excused by the student's parent/guardian by writing a note, sending an e-mail to Jamie.Smeenk@k12.sd.us or making a phone call to the main high school office at (605) 347-2686 or 1-888-568-3514 between the hours of 7:00 am and 4:00 pm during school days.

1. **A note or phone call should include:**
    - **a.** First and last name of the student;
    - **b.** The date and/or hours of the absence;
    - **c.** The reason for the absence;
    - **d.** A telephone number where the parent may be reached during the day;
    - **e.** The parent/guardian signature.
2. **Returning to School:** Students are to report to the main office before returning to the classroom following each absence.
3. **18-year-old students:** Students who are 18 years of age or older and who are not living at home are subject to all the rules and regulations of Sturgis Brown High School and Meade School District 46-1. Please remember that students who are eighteen years of age may write their own excuses only if they are not living at home and have prior approval of the administration. An attendance contract will be signed by the student and administration.
4. Students who know that they will be gone for a non-school-related activity must make up their school work in advance.
5. **Any absence not excused within a 24-hour period is considered an unexcused absence.**

COVID-19: Students who are required to self-quarantine per CDC guidelines will be marked excused absence. These absences will not count against the student's attendance. (SDCL 13-27-2)

ABSENCES

All students at Sturgis Brown High School will be allowed a maximum of ten (10) absences per block class per semester. Students may lose credit in a class due to having excessive absences. For each missed day, students with excused absences are given two (2) school days to make up the work.

EXCUSED ABSENCES

Parents/guardians may request that their student be absent from school for the following reasons and these will be considered excused absences:

1. **Personal illness:** Absence excused by a parent/guardian due to personal illness. In instances of chronic or irregular absences reportedly due to illness, the school administration will require a physician's statement certifying such absences to be justifiable.
2. **Appointments:** Medical, dental and legal appointments will be excused when written notification from a physician's office, dentist office, or court services' office is provided to the attendance office.
3. **Parent or family request:** For funerals, weddings and other special family events, the school reserves the right to determine whether an absence is excused. If the family/student does not wish to state the reason for the absence, the student may be assigned an unexcused absence.
4. **Inclement weather or poor road conditions:** On days of bad weather, parents will have to use their own discretion in sending their children to school. Road and weather conditions may vary throughout the school district.
5. **Family vacation:** All absences of this classification must be requested with reasonable advance notice by the parent/guardian. The student's parent/guardian must telephone the attendance office or visit the assistant principal's office stating why and when the student will be absent.
6. **Major religious holidays.**
7. **Special circumstances upon prior approval by the administration.**

Any absence other than those listed above may be considered unexcused. Administration may at any time refuse to grant an excused absence regardless of parent consent.

UNEXCUSED ABSENCE

1. **An unexcused absence is defined as a school day or period for which a student chooses to skip an academic or non-academic period or fails to obtain a documented excused absence.**
2. Behaviors such as skipping, missing class to work on homework, wandering the halls, etc., are considered unexcused absences.
3. Unexcused absences will result in disciplinary action from the school administration.

EXCESSIVE ABSENCES

"High school students who have not reached the age of eighteen (18) are required by law to be in school each day. For these students, any absences other than those that have been excused shall be considered truancy. Students in grades 9-12 who have more than ten (10) absences per semester, may lose credit for the semester. A committee composed of teachers and the assistant principal will determine the legitimacy of excessive absenteeism." (from Meade School Board Policy File JED). SDCL 13-27-1.

KEEPING PARENTS/GUARDIANS INFORMED

The responsibility for informing parents of students' absences is a joint effort between students, teachers and school. Good communication will help alleviate problems later. Parents, guardians and students are encouraged to contact the high school about student attendance.

- Parents may access attendance and grades through Infinite Campus. Contact the high school office for a user I.D. and password.
- Parents will be sent a notification letter after a student has five (5) days and ten (10) days of absences from any/or all periods during a semester.
- A truancy citation will be issued to the student on the 6th unexcused absence in any one or more periods.

COLLEGE VISITS
Seniors will be permitted to use four (4) total days during the school year for college visits which will be classified as absent exempt. Additional days taken will be classified as absent excused per parent approval. Juniors will be permitted two (2) total days during the school year for college visits that will be classified as absent exempt. Additional days will be classified as absent excused per parent approval.

CLOSED CAMPUS
Meade School Board Policy File JEFA: "The campuses of District schools will be closed. Students must remain on school premises during the school day. Students will not be allowed to sit in any car or to drive any car during the school day without permission of the school administration. This policy shall not apply to students leaving the campus to attend activities approved in advance by the school administration or sponsored by the school."

1. **CHECK-OUT PROCEDURES:** Students may not leave the campus at any time during the day without first checking out in the office. Permission must be obtained from the principal, assistant principal or an administrative assistant. Students must sign the check-out form in the office before leaving campus.
2. **GOING TO THE PARKING LOT:** Students may not be in the parking lot during the school day without permission from office staff and signing out on the check-out form.

TARDINESS
Students are considered tardy if they are not in the assigned room when the bell rings. If the student is more than **ten (10) minutes late**, the student will be considered absent and will need to follow the procedure for being absent. A student is allowed three tardies per semester, per class period without consequences. Detention will be assigned for each tardy after three in each period.

HALLWAY TRAFFIC AND PASSES
To be excused from class, a student must get permission from the teacher and have a valid pass with them.

SCHOOL RECORDS
The school has on file student grades, attendance, standardized test scores, and discipline. Students, parents and/or guardians may see the contents of these records by making an appointment with the principal or counselor. Copies may be made of school records for a nominal fee. Records cannot be transferred, in writing or orally, to any other place, college, university, vocational school or prospective employer, without the written consent of the student and the parent/guardian, with the exception of a transfer to another public school. Student records are released when all financial and disciplinary obligations are met. Examples include library fines, textbooks, and detentions.

SCHOOL GUIDELINES

The following information is a general standard that should be used as a guide by all students. The administration retains the right and privilege to make decisions and changes that are considered necessary.

It should be noted that not all guidelines and procedures enforced at Sturgis Brown High School are found in this handbook. The handbook is a fluid document, reviewed periodically and as needed to meet the needs of the school community. The administration and Board reserve the right to make changes as necessary for the continued safety and success of all students attending Sturgis Brown High School. This handbook provides the prevalent guidelines that occur more frequently than others. Common sense will naturally dictate for matters which arise and are not found in this handbook. It should also be noted that all handbook and school rules apply to all school-sponsored events, even those activities occurring off campus. Students should read the information and student policies of this handbook and maintain it in a convenient location for reference throughout the school year or bookmark to view electronically.

BACKPACKS

Backpacks are allowed in the classroom and students must follow teacher's classroom expectations regarding backpacks.

CHANGE IN PERSONAL DATA

It is the student's responsibility to notify the office of changes in address, telephone number, guardian's name, or other personal data so that all records remain current.

COMPLAINTS

If a concern arises regarding a school issue, parents are encouraged to first address the issue with the staff member directly involved. If the matter is not resolved at that level, contact the building administrator or program director for further review. After trying these options and if the issue is not resolved, the formal complaint procedure should be followed. Information regarding public complaints with student, teacher, or the classroom is listed in the School Board Policy KL. For information regarding the formal complaint policy and procedure, please contact the principal's office at 347-2686 or visit our website at www.meade.k12.sd.us

ELECTRONIC DEVICES

Electronic devices may be used in class at the discretion of the teacher. This policy applies to students in the hallway during instruction time. Students may use cell phones between classes and during their assigned lunch period. Students are not allowed to use any electronic devices in the locker room or restroom facilities. Failure to follow these guidelines may result in the phone being confiscated by district faculty and/or staff and taken to the office. The school is not responsible for any lost or stolen electronic device. External speakers are not allowed without the permission of the teacher/administration.

FOOD SERVICES

Food service hours are 7:30 am – 8:00 am and 11:15 am – 1:30 pm daily. The district food service phone number is 605-347-3601, and the high school kitchen number is 605-347-2686 ext. 2171. Payments can be made directly to the food services or online at https://linqconnect.com/.

LASER POINTERS

Laser pointers are not allowed at any interscholastic athletic contests held in the state of South Dakota. This prohibition applies equally to contests played at home or away. Also, the use or possession of laser pointers by students during the school day will not be allowed.

LOCKERS
Lockers are the property of the school and are provided for student use. All lockers are subject to inspection for cleanliness, and may be entered by a principal or his/her representative any time it might be suspected of containing alcohol, drugs, explosives, firearms or any item considered potentially harmful to the building or persons in the building. Locker combinations should not be given to peers nor should lockers be shared with others unless special arrangements are made through the office. Students are expected to keep their lockers locked; this includes PE and athletic lockers. Students with PE lockers should ask the PE teacher for padlocks for their PE locker. SBHS will not be responsible for stolen items from lockers.

PARKING
Students may only park in designated areas on the high school campus. Students are not allowed to park in the gravel parking lots, National Guard areas, visitor parking or by the two north buildings. Vehicles parked illegally may be towed at the owner's expense.

PERSONAL PROPERTY
Students assume sole responsibility for loss or damage to any personal property, such as garments, electronics equipment or musical instruments. Sturgis Brown High School and the Meade School District are not responsible for any lost, stolen, or missing items. Large sums of money or jewelry of either real or "keepsake" value should not be brought to school. ***Authorized school personnel may search personal property with reasonable suspicion. Students should not expect an assumption of privacy. School district officials only need "reasonable suspicion" in order to search lockers, cell phones or vehicles on school property. Lockers and parking lots are property of the Meade School District.*

ROLLERBLADES/ROLLER SKATES/SKATEBOARDS
Rollerblades, roller skates and skateboards are not to be used on the school campus at any time.

SAFEKEEPING OF VALUABLES
Students are discouraged from bringing valuables and large amounts of money to school. Students are responsible for the safekeeping of their possessions and for any other items assigned to their care. The school is not responsible for any lost or stolen valuables or money.

STUDENT ATTIRE AND GROOMING

Students have a right to choose their own style of dress and personal appearance, provided it does not interfere with the educational process or learning environment, endanger student health and safety, disrupt school, offend other students/staff, or relate to gangs, drugs, sex, violence or alcohol. Students are encouraged to "dress for success" as mature, young adults and make clothing choices consistent with a positive and safe learning environment.

The purpose of Sturgis Brown High School's dress code is:

1. To ensure the safety, health and well-being of all students and staff.
2. To further the school's mission by providing a positive learning environment.
3. To ensure that clothing and personal appearance do not distract others from the pursuit of their academic goals.
4. To discourage the endorsement of alcohol, tobacco, drugs and disruptive behaviors.

A student may be given a consequence such as a meeting with an administrator, parent meeting, detention, suspension, etc. if there is a dress code violation.

To promote a positive and safe learning environment, all students must follow these guidelines:

1. Students are expected to wear shirts that have fabric in the front, back, sides and under the arms which does not inappropriately expose undergarments or the body. (Examples include but are not limited to: spaghetti strap tops, tube tops, halter tops, midriff tops, backless tops and muscle t-shirts.
2. Students are expected to wear pants, dresses, skirts, shorts, sweatpants, or leggings that do not inappropriately expose undergarments or the body.
3. Students may not wear clothing with writing, slogans, pictures or symbols that depict alcohol, tobacco, or drugs (or their manufacturers), obscenities, vulgarity, racism, sex, sexual innuendo, violence or gang affiliation.
4. Students may NOT wear immodest clothing, including clothing that inappropriately exposes undergarments or the body. (Examples include but are not limited to: spaghetti strap tops; tube tops; halter tops; midriff tops; backless tops; "muscle" tops; all skirts must extend longer than students' fingertips when arms are extended by their side).
5. Students may not wear slippers or pajama pants. Shoes shall be worn at all times.
6. Students may not wear hats, hoods, caps, bandanas or other head apparel during the school day.
7. Students may not wear chains that hang down or are used as belts.
8. Students may not wear clothing or accessories with spikes.
9. Students may not wear sunglasses during the school day.

Students in violation of any of these guidelines are required to find a suitable alternative or they will be sent home with an unexcused absence. If a staff member objects to an article of clothing, the student will be sent to the office where the administration will make the final decision.

STUDENT CREED

"As a student at Sturgis Brown High School, I desire to exhibit good manners, good speech, good sportsmanship and friendliness toward all. I also will strive for high scholastic standing and support school activities to the best of my ability. I will honor, respect and cooperate with my school, my teachers, my fellow students and members of the Sturgis community."

STURGIS LOGO, MASCOT (Scooper Sam) and NAME USE
The Sturgis Brown High School places great value in its name, trademarks and mascot. They represent the school and all the staff and students within it. Therefore, students and others should be aware that they need to secure permission from their building administration to use school trademarks, which includes all school names (including but not limited to 'The Scoopers,' the Sturgis Brown Scoopers; etc.), logos and trademarks, including all recognizable depictions of the Scooper Sam, the school mascot. Unauthorized use of any of the above may result in legal action against all persons involved in the production, design, manufacture, sales, or distribution of the items. This would include T-shirts and all other materials. Legal action may seek legal fees and damages and may also seek to seize such materials and proceeds therefore.

STUDENT VIDEO RECORDING IN SCHOOL
Students are not allowed to video record from their phone in school unless the teacher or administration approves them to do so.

SCHOOL PROPERTY ON LOAN
Books, equipment, computers and clothing supplied by the Meade School District must receive reasonable care. Students defacing furniture or books, damaging school property or losing books or equipment assigned to them will be fined an amount enough to restore the damaged article to its original condition or replace it. Students owing the school money can be taken to small claims court by Meade School District.

SCHOOLREACH COMMUNICATIONS & SCHOOL CLOSING
In efforts to improve communications between parents and school, Sturgis Brown High School utilizes a telephone broadcast system called School Reach which enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time to time to communicate general announcements or reminders. Parents and students are urged to tune to local radio or TV stations for information regarding school cancellations, early dismissals or other adjustments due to weather or other emergencies. School Reach communications will be used by the school district to make school closing announcements. Announcements will be made on the following stations: Radio: KBHB, KRCS, KTOQ, KIMM, KGGG, KFXS, KOUT, KKLS, KKMK, KDDX, KZZI, and KDSJ. Television: KOTA, KEVN, KNBN, KELO. Cancellations are also posted on the district website, www.meade.k12.sd.us; click on the Parent/Community link, and then "School Cancellations." Parents are responsible for making alternate arrangements for their children if school is closed early and/or if buses cannot return the children home.

SCHOOL DANCES

All school dances will be properly advertised in the announcements as to their start time. Doors close at a specific time for each dance. Chaperones for the dances may include staff members and parents. All school rules apply to dances. All student guests must be under the age of 21.

Homecoming Dance – Friday, September 22, 2023 from 9:00 to 11:00, doors close at 9:30.

1. Only current Sturgis Brown High School students will be allowed.
2. Regular school dress code is expected.

Snowball Dance – Friday, December 8, 2023 or from 8:00 to 11:00, doors close at 9:00.

1. Outside guests must have a signed permission form.
2. Semi-Formal dress is expected. No blue jeans/hats/torn or frayed clothing is allowed.

Prom – Saturday, April 13, 2024. Doors open at 6:30, Grand March begins at 7:30, Dance time is 9:00 to 11:00 and doors close at 9:30, Post prom doors open at 11:00.

1. Outside guests must have a signed permission form.
2. Formal dress is expected.
3. No freshmen (grade classification in Infinite Campus) from any school will be allowed to participate in Prom.
4. All guests participating in Prom must bring a photo ID to be allowed into Prom.

VIDEO SURVEILLANCE

The purpose of this policy is to provide guidelines for the use of security cameras on property owned and/or utilized by the Meade School District in a way that enhances security and aids law enforcement while respecting the privacy expectation of staff, students, and community members. The Board recognizes and authorizes the use of video surveillance on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property and to safeguard district buildings, grounds, and equipment.

Electronic surveillance is used to deter crime and enforce violations of the district's rules and policies, as well as the laws of the State of South Dakota and the United States. The School Board recognizes the value of electronic surveillance for monitoring activity on school property and to assist school officials and/or law enforcement with investigating alleged violations of school policy or illegal activity **(Meade School Board Policy file IGDK).**

VISITORS

SBHS will not allow any student visitors during the school day without their parent or guardian present with them.

YEARBOOK

Any senior wishing to submit a professional photo needs to provide one wallet-sized photograph to the journalism staff by December 1, 2023. If a picture is not provided by a student, the staff will use a file photo. If any student's school photograph is accidentally omitted from the yearbook, the student may bring his/her purchased yearbook to room 132 to receive a full refund upon returning the yearbook. With the cooperation of the student body, the Mato Paha staff tries very hard to get all students pictured in the yearbook.

DISCIPLINE REGULATIONS

PHILOSOPHY OF DISCIPLINE

The following regulations are designed to establish order and to protect all members of the educational community. These statements are outlined for uniform understanding of the practices and procedures used at Sturgis Brown High School. This handbook provides a philosophy and guide to improve Sturgis Brown High School. Consequences for not abiding by the rules can range from a simple warning to expulsion. The severity of the consequence generally depends on the seriousness of the offense and the history of the student(s) involved.

ADMINISTRATIVE RESPONSIBILITIES

The Superintendent delegates the responsibility of maintaining discipline in the schools and the administration of appropriate corrective measures to the building administration within the guidelines of Board Policy, Administration Regulation as well as the Laws and Constitution of the State of South Dakota and the United States. The administration of Sturgis Brown High School will cooperate with law enforcement. The administration retains the right and privilege to issue penalties for discipline not specifically stated herein and to alter any penalties as considered necessary.

DUE PROCESS

Students shall be afforded the rights of fair procedure or due process which includes the right to:

1. Be informed of alleged misconduct which could result in disciplinary action against the student.
2. Receive notice of alleged violations.
3. Receive an explanation of the evidence supporting the charge(s).
4. Receive an opportunity to present the student's side of the story.
5. Receive a penalty that is proportionate to the violation.
6. Receive notice of time and place of disciplinary meeting.

APPROPRIATE BEHAVIOR

While on school property and/or attending school activities in or out of town, students are expected to conduct themselves in an appropriate manner, showing proper respect for themselves and others.

1. Treat others with respect.
2. Use a respectful tone and proper language when responding to someone who is disrespectful.
3. Be kind and helpful when possible so that the favor may be returned when needed.
4. Use self-control when expressing feelings.
5. Show up for all classes with the needed materials.
6. Strive for excellence and focus on academic goals.
7. Ask for help when confused or concerned about something going on in the school.
8. Use proper language while in school.
9. Honor the dress code.
10. PDA (public displays of affection) is not acceptable.

DISCIPLINE DEFINITION AND EXPLANATION

INAPPROPRIATE BEHAVIOR

Students sent to the office for inappropriate behavior may face a variety of consequences. Repeat offenders can expect a more stringent consequence. The following are examples of inappropriate behaviors and possible consequences. The definition is followed by a list of typical, but not exclusive, consequences.

Alcohol Consumption/Possession: Use, possession or being under the influence of alcoholic beverages on school grounds or at a school activity will result in a suspension. The student will also be reported to the authorities. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Arson: The act of setting fire to school property or personal property on a school campus to cause destruction of said property. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Battery: Physical attack/harm; actual and intentional striking of or violence to another person against his or her will; intentionally causing bodily harm to an individual. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Bullying: Behavior that is violent. Bullying is unfair and one-sided. It happens when someone repeatedly and purposely hurts, frightens or threatens someone. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Cheating / Plagiarism: The act of deception or fraud; claiming a dishonest gain. Altering marks, letter grades or percentages, and stealing another student or author's work, without giving credit, are included. In instances of cheating or plagiarism, the student will receive no credit. *Detention, In-School Suspension, Out-of-School Suspension*

Disruption of School:
A student shall not, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school.

Neither shall he/she engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process or function of the school if such a disruption or obstruction is reasonably certain to result.

Neither shall he/she urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his/her urging.

While this list is not intended to be exclusive, the following acts -- when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process or function of the school -- illustrate the kinds of offenses encompassed here:
(1) occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
(2) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
(3) setting fire to or substantially damaging any school building or property;
(4) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises

for any unlawful purpose;
(5) prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus;
(6) preventing students from attending a class or school activity;
(7) except when under the direct instruction of the principal or assistant principal, blocking normal pedestrian or vehicular traffic on a school campus; and,
(8) continuously and intentionally making noise or acting in any manner to interfere seriously with the teacher's ability to conduct his/her class.

Disruption of school as a misdemeanor (SDCL 13-32-6): A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order or management of a public or nonpublic school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his or her duty, is guilty of a Class 2 misdemeanor.

Drug Consumption/Possession: Using, possessing, selling, dispensing, or being under the influence of any mood-altering drugs, alcohol, or possessing drug paraphernalia at school, on school property, or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Electronic Devices Violation: Electronic devices may be used in class at the discretion of the teacher. This policy applies to students in the hallway during instruction time. Students may use cell phones between class time and during their assigned lunch period. Failure to follow these guidelines may result in the phone being confiscated by district faculty and staff and taken to the office. The school is not responsible for any stolen or lost electronic device. *Confiscation, Detention, In-School Suspension*

Exhibition Driving on Campus: Excessive speeding or reckless driving on the campus. *Report to Authorities, Detention, In-School Suspension*

Failure to Attend Detention: Failure to appear for detention at the time assigned or expected. Also includes leaving or being dismissed before the entire detention has been served. *Detention, In-School Suspension, Out-of-School Suspension*

Falsifying Information: Incidents which are designed to deceive teachers, administrators, or other authorities including falsifying an admit slip, falsifying a parent phone call to excuse an absence or falsely using another student's ID. *Detention, In-School Suspension, Out-of-School Suspension*

Fighting: Mutual participation in an incident involving physical violence, where there is no one main offender and no major injury. This may include students watching the fight, instigating the fight and videotaping the fight. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities*

Instigating: Agitating a situation that may cause or escalate a conflict between others. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities*

Insubordination/Disrespect: Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request, or situations in which the student is shown to be habitually disobedient. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities*

In-School Suspension (ISS) Incident: Failure to comply with all the rules or leaving ISS without permission. *In-School Suspension, Out-of-School Suspension*

Leaving Without Authorization: Leaving the high school campus to go to another place without permission of the administrative assistant, assistant principal, principal or counselor. Parents/guardians must be contacted and give consent before the student may be dismissed from school. *Detention, In-School Suspension*

Profanity/Graffiti: Use of obscene language or communication that is verbal, written or graphic. Communication with sexual overtones and innuendo are included. In addition, the writing on school property in a way that does not permanently damage said property. The F-word will be an automatic In-School-Suspension. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities*

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature that creates an intimidating, hostile, or offensive educational environment. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Skipping/Truancy: The act of staying away from class without permission or reasonable cause, choosing to attend a class scheduled at a different time without permission of the teachers, or remaining in the building unsupervised. *Detention, In-School Suspension, Report to Authorities*

Theft: Stealing or attempting to steal private or school property. This includes illegal confiscation of the school's or another student's computer files and documents. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Threats: Physical, verbal, or written action, which immediately creates fear of harm without physical attack. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Tobacco Possession or Use: Using, possessing, selling, or dispensing tobacco on school property, or at a school sponsored activity, including E-cigarettes. Law enforcement authorities will be notified to administer appropriate legal consequences. *In-School Suspension, Out-of-School Suspension, Report to Authorities*

Vandalism: Willfully causing or attempting to cause damage to private or school property. This includes alteration of the school's or a student's computer program, files, or systems. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Sturgis Brown High School: Discipline Matrix Name: _____

OFFENSES	1ST INFRACTION	2ND INFRACTION	3RD INFRACTION	4TH or more INFRACTION
TARDY: Students will get 3 tardies per class per semester before consequences.	Warning	Warning	Warning	Detention Parent meeting as needed. 4-7 = detention 8+ =
Skipping Class:	Detention, ISS (1-2), Parent Contact	Detention, ISS (1-3), Parent Contact, Loss of hallway privileges for 1 week	Detention, ISS (1-3), OSS (1-3), Parent Meeting, Loss of hallway privileges for 2 weeks	Detention, ISS (1-5), OSS (1-3), Parent Meeting Loss of hallway privileges TBD
CELL PHONE: Including cell phone watches.	Warning - Phone is left in office the remainder of the school day.	Phone will be checked into the office for **2** school days. It may be picked up at the end of each school day.	Phone will be checked into the office for **3** school days. It may be picked up at the end of each school day.	Phone will be checked into the office for **5** school days. It may be picked up at the end of each school day.
PROFANITY Inappropriate language	Detention, Parent Contact	Detention, Parent Contact	Detention, ISS Parent Contact	Detention, ISS Parent Contact

Administration reserves the right to deviate from this discipline matrix to fit the needs of the individual students, school personnel and/or the situation. Students will be given the right to be heard before any disciplinary actions are taken. Students in ISS or OSS, may get full credit for the work missed if it is handed in on the first day back to class.

Detention schedule (30 minutes long before and/or after school):

Failure to show up for detention will result in ISS.

Sturgis Brown High School: Discipline Matrix Name: _____

OFFENSES	1ST INFRACTION	2ND INFRACTION	3RD INFRACTION	4TH or more INFRACTION
LEVEL 1:				
• Office Referral/Classroom Disturbance • Dress Code Violation • Bus incident • Cheating/Plagiarism • Inappropriate Behavior • Skipping Detention • Parking Lot Violation / Driving During School • Playing Games on Computer • Cafeteria/Study Hall Violation	Detention, Parent Contact "0" for Assignment Computer Games: Computer kept in office for 24 hours.	Detention, Parent Contact "0" for Assignment	Detention, Parent Contact, Parent Signature "0" for Assignment	Detention, ISS (1-3), Mandatory Parent Meeting "0" for Assignment
LEVEL 2:				
• Skipping class • *Bullying / Harassment / Threat • Cyber bullying • Bus Incident • Substitute Teacher Referral • Inappropriate Tech. Use • Insubordination / Disrespect	Detention, ISS (1-2), Parent Contact	Detention, ISS (1-3), Parent Contact, Parent Signature	Detention, ISS (1-3), OSS (1-3), Parent Meeting	Detention, ISS (1-5), OSS (1-3), Mandatory Parent Meeting
LEVEL 3:				
• Fighting/Filming a Fight/Instigating a Fight • Hazing • Disorderly Conduct • Sexual Harassment • Destruction of Property Graffiti/Vandalism • Network Violation • Theft • Tobacco Possession / including e-cigarettes/Vape Pens	ISS (1-3), Parent Contact, Parent Signature	ISS (1-3)/OSS (1-3), Parent Contact, Parent Signature	ISS (3-5)/OSS (3-5), Mandatory Parent Meeting	OSS (3-5), Mandatory Parent Meeting
LEVEL 4:				
• Weapons Possession • Alcohol/Drugs Consumption / Possession/Distribution • Bomb threat • Fire alarm • Arson • Battery • Threat of Violence	Referral to Law Enforcement, Long Term Suspension, Parent Conference, Superintendent meeting. A threat assessment will be performed if needed. Long Term Suspension may be reduced to an out-of-school suspension at the discretion of the superintendent. SDCL 13-32-4.			

Administration reserves the right to deviate from this discipline matrix to fit the needs of the individual students, school personnel and/or the situation. Students will be given the right to be heard before any disciplinary actions are taken. Students in ISS or OSS, may get full credit for the work missed if it is handed in on the first day back to class.

Detention schedule (30 minutes long before and/or after school):

Failure to show up for detention will result in ISS.

Dangerous Weapons in the School
Meade School Board Policy File JFCJ:
"Students are prohibited from bringing dangerous and/or illegal weapons to school or school-sponsored activities. Appropriate disciplinary and/or legal action shall be pursued by the building principal. A dangerous and/or deadly weapon is defined as any firearm, knife or device, instrument, material, or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or any object which can reasonably be considered to be a weapon. Look-alike weapons, which are items that resemble or appear to be weapons, also are prohibited. No firearms are permitted on any school premises, in a school vehicle or any vehicle used for school purposes, or in any school building or other building or premises used for school functions. Exceptions would include weapons under the control of law enforcement personnel, starting guns while in use at athletic events, supervised school training sessions for the use of firearms, weapons used in educational demonstrations, ceremonial presence of unloaded weapons used at color guard ceremonies and look-alike weapons in an approved school performance. A student who has intentionally brought a weapon onto school premises may be expelled by the Board for a period of twelve months after appropriate due process procedures have been followed. The Superintendent may modify a weapon-related expulsion on a case-by-case basis." *Minimum 5-day out-of-school suspension and the school will perform a threat assessment, In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

CONSEQUENCES
A consequence attempts to correct inappropriate behavior.

1. Detention, letters of apology, restitution and/or approved community service, etc. as assigned.
2. In-School Suspension: Students will be assigned to ISS for a period of time and will not attend any classes during this time. Students will be expected to work on school assignments, behavior management curriculum and approved community service.
3. Report to Authorities: If a federal, state, or local law is broken, offending students will be reported to the authorities.
4. Out-of-School Short-Term Suspension: Up to ten (10) days out of school as assigned by the principal, assistant principal or activities director.
5. Out-of-School Long-Term Suspension: Up to ninety (90) days out of school as assigned by the superintendent.
6. Expulsion: Removal from school for up to one calendar year as assigned by the school board.

STUDENT TRANSPORTATION ON SCHOOL TRIPS

Meade School Board Policy File JHFE*: "The following constitutes the arrangements of the Meade School District concerning the transportation of students to and from extra-curricular school activities and school functions:

1. In most instances, the District shall provide transportation to the students for all trips of more than ten (10) miles one way from the attendance center. This shall apply to all school functions where the attendance of the student is required, as well as extra-curricular activities. In most cases, the District will pay the cost of transportation, but in some cases, a student may be assessed a transportation fee. A student must travel on the school provided bus or van both ways. School personnel may release students to ride with the custodial parent, legal guardian, or other persons authorized by the parent and school with written request.
2. In case of school activities or school functions which are less than ten (10) miles one way from the attendance center, the District will generally provide transportation, provided the entire class is being transported. If less than the entire class is being transported, or in the case of extra-curricular off-campus home events, the students may be asked to provide their own transportation or be transported by District personnel or in private vehicles driven by a licensed and insured adult.
3. No student may ride with another student to or from a school function or activity during the school day, unless the students are siblings."

Bus Regulations

Riding the school bus is a privilege, not a right. If students abuse the privilege of riding the bus, they may be removed from the bus route and it will be the parent's responsibility to get their child to and from school. The primary responsibility of the bus driver is to provide a safe trip to and from school.

1. Bus drivers are an extension of the school system and have the same authority as other school officials when supervising students on the bus.
2. Behavior on the bus that takes away from the bus driver's ability to concentrate on safely driving the bus will not be tolerated.
3. Absolutely no tobacco, e-cigarettes, vaping products, alcohol or other controlled substances, including paraphernalia are permitted on the bus.
4. Students are asked to assist the bus driver in keeping the interior of the bus clean.
5. The camera system on the bus is designed for the bus company and the school administration to monitor activity and student behavior on the bus. The video will be used when assessing disciplinary action. The viewing of the video is not accessible to parents.
6. In the event of a bus accident, the bus accident protocol can be found on the district website.

School board policies JFCC: Student Conduct on School Buses, JG: Student Discipline and JFCG/JFCH/JFCI Comprehensive Drug Prevention Policy can be found on the district website.

ACTIVITY INFORMATION

Academic Eligibility

Students in grades 9-12 are required to pass a minimum of **2.5** academic credits/semester in order to participate in any extracurricular activity (including club sports). If a student does not pass the required number of minimum credits in each semester, he/she will not be eligible to participate the following semester in any extracurricular activity.

The use and/or possession of mood-altering chemicals such as alcohol, tobacco, drugs, or drug paraphernalia by participants of extra-curricular activities in grades 9-12 are prohibited. This prohibition shall be in force all year, including the summer months, weekends and holidays. Training rule consequences will begin after any school suspension. Involvement in a law-breaking activity, other than a minor traffic violation, may result in suspension from any activities in which the student is a participant.

SDCL 26-11-5.1 Provision for notice to school officials and parent or guardian by law enforcement agency where student suspected of violating state drug or alcohol laws or of threatening violence. Notwithstanding any other provision of law, a law enforcement agency may provide notice of an incident within its jurisdiction to public or nonpublic school officials and to the parent or guardian of a school student if the incident is one in which the agency has probable cause to believe the school student has violated any provision of state law involving alcohol, illegal drugs, firearms, or bomb threats, or has made any threat of violence relating to any school or its students, employees, or property. However, if there is a prolonged criminal investigation and revealing information would jeopardize a successful conclusion to the case, the law enforcement agency may provide the notice at some later appropriate time. The notice shall be in writing.

Consequences of Violations for Tobacco and Alcohol

First Violation:

The individual will be suspended for 10 school days of scheduled extra-curricular activities to include a minimum of two (2) contests in the activity in session or the next activity of participation (whichever is greatest) or the individual can perform ten (10) hours of community service that is approved by the administration and the suspension will be shortened to 5 school days of scheduled extra-curricular activities to include a minimum of one (1) contest in the activity in session or the next activity of participation. The suspension will occur when competition begins, not when practice begins. The participant must complete the entire season in the activity in which the suspension is scheduled or complete the entire season of a subsequent activity if the suspension is to be served during that activity. *All community service hours must be completed prior to being reinstated for participation. Parents/Guardians and the student will be notified either by letter, in-person, or both. A conference may be scheduled between the participant, his/her parent/guardian, coach or advisor, and the activities director before future participation occurs.

Second Violation:

The individual will be suspended for 20 school days of scheduled extra-curricular activities to include a minimum of four contests in the activity in session or the next activity of participation (whichever is greatest) or the individual can perform twenty-five (25) hours of community service that is approved by the administration and the suspension will be shortened to 10 school days of scheduled extra-curricular activities to include a minimum of two (2) contests in the activity in session or the next activity of participation. The suspension will occur when competition begins, not when practice begins. The participant must complete the entire season in the activity in which suspension is scheduled or complete the entire season of a subsequent activity if the suspension is to be served during that activity. *All community

service hours must be completed prior to being reinstated for participation. Parents/Guardians and the student will be notified either by letter, in-person, or both. A conference may be scheduled between the participant, his/her parent/guardian, coach or advisor, and the activities director before future participation occurs.

Third Violation:

After confirmation of a third violation, the student shall lose eligibility for one year from the date of notification of his/her third training rule violation. The one-year suspension may be reduced to sixty (60) school days but must include a minimum six (6) contests in the activity in session or the next activity of participation (whichever is greatest), if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. The counseling will be at the expense of the student and/or parent/guardian.

Fourth Violation:

After confirmation of the fourth violation, the student shall automatically lose eligibility for one (1) year from the date of notification by letter or conference. For any subsequent training rule violations (5th, 6th …) the student shall automatically lose eligibility for one (1) year from the date of notification by letter or conference.

Only law enforcement, school officials or parents of the accused can bring training rule violation allegations, or admission by the individual(s) themselves, but the administration and/or School Resource Officer (SRO) reserves the right to investigate any training rule violation based on information received from outside law enforcement agencies and/or other outside sources if a signed document (outside source other than outside law enforcement agencies) is submitted to the administration concerning the allegations. After a proper investigation, a decision to suspend or not to suspend will be decided by the school administration. Any obligation to fulfill a penalty for a violation that is not fulfilled in the current school year will be carried over to the following school year. The Training Rules Committee shall make the decision on any situations that may involve a penalty. The committee shall consist of the activities director, two (2) head coaches, one (1) assistant coach, and the principal of the high school/middle school. The student will be provided due process as per district grievance policy.

Beginning with the 2015-2016 school year, all **Alcohol, Tobacco and Suspensions Due to Conduct and Other Circumstances** will be cumulative in nature and the total number of violations will be based on high school years only – grades 9-12 (see violations above). Any violations for controlled substances and marijuana (SDCL 13-32-9 and 13-32-9.2 will be handled separately due to the Meade School District deviation from the SDCL and not be cumulative in nature with Alcohol, Tobacco and Suspensions Due to Conduct and Other Circumstances.

*For every one (1) calendar year that an individual does not have a training violation – one (1) training rule violation will be removed from their record

Consequences of Violations for Controlled Substances and Marijuana

This consequence governs a participant adjudicated or convicted of possessing, selling, or using controlled substances or marijuana. It shall also govern a participant caught or observed possessing, selling or using controlled substances who has not been charged, adjudicated or convicted. These consequences of violations for controlled substances and marijuana is a deviation from SDCL 13-32-9 and 13-32-9.2 that went into effect July 1, 2014.

Any person adjudicated, convicted, the subject of an informal adjustment or court-approved juvenile diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for (1) one calendar year from the date of adjudication, conviction, diversion or suspended imposition of sentence. The one (1) year suspension may be reduced to thirty (30) school days and a minimum of two (2) scheduled contests in the activity in session or the next activity of participation if the person participates in an assessment with a certified chemical dependency counselor or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Upon a second adjudication, conviction, diversion, or suspended imposition of a sentence for possession, use, or distribution of controlled drugs, substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one (1) year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one (1) year may be reduced to sixty (60) school days and a minimum of six (6) scheduled contests in the activity in session or the next activity of participation if the person completes an accredited intensive prevention or treatment program. To count toward the minimum number of events the student must participate in the entire activity season and may not drop out or quit the activity to avoid suspension and the failure of a student to complete the entire activity season shall result in the student being ineligible for one year from the date of adjudication, conviction, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one (1) activity season shall carry over to the next activity season in which the student participates. Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court proceeding, the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

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

person is participating in any extracurricular activity.

As used in this section, the term "extracurricular activity" means any activity sanctioned by the South Dakota High School Activities Association and/or recognized by the Meade School District 46-1.

The Meade School District has adopted a deviation to the SDCL 13-32-9 and 13-32-9.2 that imposes consequences that are equal to or stricter than the consequences imposed by the State of South Dakota per SDCL 13-32-9.1.

Definitions (based on MSD deviation from SDCL 13-32-9 and 13-32-9.2)

30 or 60 School Days may begin as soon as the individual is adjudicated and participates in an assessment with a certified chemical dependency counselor or is enrolled in an accredited intensive prevention or treatment program. The individual will not be eligible until he/she successfully completes the evaluation and/or intensive prevention or treatment program.

30 or 60 School Days may begin as soon as the administration has received written confirmation that the individual is participating in a drug/alcohol assessment and/or is enrolled in an accredited intensive prevention or treatment program.

Dependency Counselor must be approved by the Meade School District 46-1 administration. Student and/or parent/guardian are responsible for all costs associated with any prevention/treatment program.

Accredited Intensive Prevention or Treatment Program must be approved by the Meade School District administration. Student and/or parent/guardian are responsible for all costs associated with any prevention/treatment program.

Scheduled Extra-Curricular Activities is defined as those activities that do not meet during the regularly scheduled school hours (SBHS course). Example: SBHS students could participate in a scheduled band/choir concert, because that is part of their regular band/choir coursework but could not participate in a SDHSAA Region Large Group Contest.

Community Service must be approved by the administration and it is up to the individual to document and show proof of community service hours prior to participation.

Suspensions Due to Conduct and Other Circumstances

Any student who is suspended from a team or from school for violation of team or school rules may not participate on another team during the same season or until suspension has been completed. Suspended students may not participate in a scheduled event but may practice with the team with the approval of the coach/sponsor and the activities director. Length of suspension for the following offenses will be determined by the administration. Some offenses carry an automatic activity probation/suspension.

Some of these violations include:

1. Possession, use, being under the influence, transfer or dispensing of any alcoholic beverages (prior to adjudication).
2. Use of tobacco products while on school premises or on a school-sponsored activity.
3. Vandalism to school property or vandalism to any property while on a school-sponsored activity.
4. Stealing while under the supervision of the school.
5. Possession, use, being under the influence, transfer, or dispensing of any substance prohibited by the Controlled Substance Act of 1971, or misuse of any drug, including transfer or dispensing (prior to adjudication).
6. Harassment.
7. Weapons on school grounds.
8. Improper conduct in and out of school.
9. Unexcused absences.
10. Any action detrimental to the overall program.
11. Any felony criminal offense.

PARENTAL INFORMATION

NONDISCRIMINATION

The Meade School District does not discriminate on the basis of gender, color, disability, national origin, race, creed, religion, homelessness, marital status, pregnancy or age in the education programs or activities it offers or to admission to or employment in its education programs or activities. Inquiries concerning Title VI or Title IX may be referred to Maranda McGillivray, 1230 Douglas Street, Sturgis, SD 57785, 605-347-2523. Inquiries concerning ADA may be referred to Brett Burditt, 1230 Douglas Street, Sturgis, SD 57785, 605-347-2523. Inquiries concerning Section 504 may be directed to Melissa Pankratz, 1230 Douglas Street, Sturgis, SD 57785, 605-347- 4770. Inquiries concerning Title X, Part C may be directed to Chrissy Peterson, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4770. Inquiries may also be directed to the Kansas City Office, Office of Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816-268-0550, Fax: 816-823-1404, TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov

ACCESSIBILITY CONTINGENCY PLAN

In the case of an emergency, Meade School District staff will be assigned to assist disabled students to ensure that they are able to get to safety and be with their class at the appropriately assigned area. To facilitate participation, accommodations will be made on an individual basis. Each disability is unique; the reasonable accommodations principle should be applied on a case by case basis for both students and staff. The 504 Coordinator will work with Meade staff to coordinate who may need additional assistance in the case of an emergency. The ADA Coordinator may refer issues regarding accessibility and accommodations for students to the student services department. If further information is needed, please contact Assistant Special Services Director, 504 Coordinator, at 605-347-4770 Ext. 4 or Brett Burditt, ADA Coordinator, at 605-347-2523.

FEDERAL ACTS DESIGNED TO ELIMINATE DISCRIMINATION

Title VI is part of the Civil Rights Act of 1964 that indicates no person in the United States shall be subject to discrimination under any program or activity receiving Federal financial assistance.

Title IX is part of the Education Amendments of 1972, which is designed to eliminate (with exception) discrimination on the basis of sex in any educational program or activity receiving Federal financial assistance.

Title X, Part C is part of the McKinney-Vento Homeless Education Assistance Improvements Act of 2001, which is designed to eliminate discrimination on the basis of homelessness in any educational program or activity receiving Federal financial assistance.

Section 504 states that no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that receives Federal financial assistance.

ADA, Title II is part of the Americans with Disabilities Act of 1990, which is designed to enforce equal opportunity access to programs, services, and activities through specific architectural standards to avoid discrimination.

Age Discrimination in Employment Act of 1967 is designed to prohibit age discrimination in employment.

NOTIFICATION OF THE PRIVACY RIGHTS OF PARENTS AND STUDENTS PERTAINING TO EDUCATIONAL RECORDS

The Family Education Rights and Privacy Act (FERPA) gives parents and students a privacy right in the student's education records; allows for inspection and review of educational records by the parents, guardian, or student over 18 years of age; and provides for procedures by which educational records can be amended. Meade School District has adopted a policy pertaining to such rights and educational records. Such policy is contained in the Policy Handbook of Meade School District 46-1 and may be seen at the offices of the principals of all schools, the office of the superintendent located at 1230 Douglas Street, and online at www.meade.k12.sd.us. Complaints for violations of the Family Education Rights and Privacy Act may be filed with:

Wayne Wormstadt, Superintendent
1230 Douglas St.
Sturgis, SD 57785

or

Family Education Rights and Privacy Office
Dept. of Health, Education and Welfare
330 Independence Ave., SW
Washington, DC 20201

STUDENT SERVICES

The Student Services program at Sturgis Brown High School seeks to assist all students to mature in self-understanding, self-responsibility, decision-making, development and values, attitudes and skills required to become productive citizens in society. The following services are available to all students:

- **Individual Counseling** — provided for educational guidance, career choice, occupational opportunities, curriculum planning and personal and social development.
- **Group Conferences** — information concerning the secondary program, application to post high school training institutions, job opportunities, testing programs, financial aid and scholarship programs.
- **Information Services** — Career materials are available in the guidance conference room. Representatives from all military services visit school on a regular basis as do admission counselors from state vocational schools, colleges and universities.
- **Testing Services** — Standardized tests are administered throughout the school year. These cover achievement, ability and aptitude.
- **Referral Service** — A student may request the additional resources such as a school nurse, assistance with learning disabilities, or assistance from South Dakota Department of Social Services personnel.
- **Program Selection** — A counselor will assist each student in selecting an educational program which best fits the individual's need.

STUDENT ACCIDENT INSURANCE/DENTAL PLAN

The School District does not assume responsibility for accidents which may occur. However, school district officials recognize the advantage of making school accident insurance available as well as school dental protection by cooperating with companies offering these services. The insurance mentioned will be offered to parents wishing coverage for students enrolled in our schools. The School District's role is only to:

1. Provide the literature
2. Make available forms for filing claims for accidents covered by the insurance. These forms are available in the District Business Office. The insurance company has the responsibility of approving all claims.

STUDENT RECORDS

Meade School Board Policy File JO: The Board designates the following personally identifiable information in a student's education record as "directory information," which may be disclosed without prior written consent:

1. Name
2. Address
3. Names of parents or guardians
4. Date of birth
5. Dates of attendance
6. School attending
7. Participation in school-recognized activities
8. Weight and height of members of athletic teams
9. Grade in school
10. Individual and group photographs pertaining to school activities
11. Awards, achievements or honors

The previous list will be published in the District's legal newspaper each year, and the parent, legal guardian and/or student over 18 years of age may notify the school in writing of their refusal to permit the release of

any or all this information. Other student records will not be released without written consent and may be reviewed by a parent, legal guardian and/or student over 18 years of age. Procedures for requesting amendment of records will be developed by the administration in accordance with law. District personnel may review all material pertaining to students for educational reasons but are required to keep such information confidential.

IMMUNIZATION RECORDS

SDCL 13-28-7.1 states that "…any pupil entering school or an early childhood program in this state, shall, **prior to admission**, be required to present to the appropriate school authorities certification from a licensed physician that the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, tetanus, and varicella, according to recommendations provided by the Department of Health."

Parents of new students **must submit** appropriate documentation that their children have received the minimum immunization requirements set forth in SDCL 13-28-7.1 **before** the first day their children enter school.

STUDENTS WILL NOT BE ADMITTED TO SCHOOL UNTIL AND UNLESS THE SCHOOL NURSE HAS RECEIVED AND VERIFIED THE IMMUNIZATION DOCUMENTATION.

Procedures:

1. At the time of the initial entrance of a student into Meade School District, the appropriate documentation will be required from a parent/guardian. Students who attempt to enroll without such documentation will be denied entrance until such forms are submitted.
2. The immunization documentation will be transferred to the school nurse, in an expedient manner, for verification. If the school nurse determines that the student does not have appropriate immunizations, the parents of the student will be contacted by the school nurse.
3. Parents of kindergarten students are informed of the requirements during kindergarten screening prior to school. The immunization status of all kindergarten students will be reviewed and monitored by the school nurses.
4. In cases where the certification indicates that immunizations have begun, but are not completed, new students may be admitted to school upon verification of the process by the school nurse.
5. The only exceptions for the above immunization requirements are:
   Medical Exemption: The physical condition of the child is such that a test or immunization would endanger life or health. The parent must provide an exemption form **SIGNED BY A DOCTOR.**
   Religious Exemption: Parents or guardians of the child adhere to a religious doctrine whose teachings are opposed to immunizations. The parent must sign an exemption form.

*In the case of a communicable disease outbreak, students who fall in the above two categories **MAY** be denied entrance to the schools during this time as a safety precaution for themselves and others.*

MEDICAL INFORMATION

Conditions that may cause problems in school if not made known to school personnel are:

- Allergies-especially to bee stings, food, and medicine;
- Asthma-even if there is rarely an attack;
- Any heart defect;
- Physical deformities-congenital hip, etc.;
- Surgery;
- Hearing/visual problems;
- Diabetes;
- Seizures.

Each student has a health card that is used throughout his or her school year. Medical conditions are recorded on this card. A list of medical conditions is given to the physical education teachers, and the nurse informs the student's teachers of any medical problems. Please call the school nurses' office with any significant changes. All medications brought from home (including aspirin/Tylenol) to be administered at school, must have written permission with instructions from the parents and be in original labeled container. Prescription medications must be in a labeled container; parents need to have their pharmacist make an extra bottle if they know the medicine will be administered at school. Medications, except for inhalers, must be kept in the school office.

Students will be excluded from school if:

- Body temperature is elevated above 100 degrees;
- Communicable disease is suspected;
- There is appearance of a skin infection;
- There is presence of pediculosis (head lice);
- Vomiting has occurred.

Parents should keep the student at home if he/she has a communicable disease (lice, pink eye, chicken pox, impetigo, etc.), has vomited in the last 12 hours or does not feel well enough to participate in school activities such as PE. A healthy body is maintained by cleanliness. Dressing for the weather will prevent excess absences. The staff would like to thank the students and parents for their cooperation in these matters. The school nurse must have phone numbers where parents can be contacted during the day in case there is an emergency at school. Alternate emergency phone numbers must be provided to the school nurse if a parent/guardian cannot be reached. Please update phone numbers with school personnel as soon as they change. Doctors will not treat minor children until a parent or guardian is reached. Feel free to call any time with questions or concerns. The school nurse may be reached at 347-2610 (nurses' office) or at 347-2686 (Sturgis Brown High School).

Stock EpiPen Program

The Meade School District will maintain a stock supply of epinephrine auto injectors (EpiPen) pursuant to SDHB 1167 and according to the Meade School District policy. These epinephrine auto injectors will be for use in an emergency of a severe allergic reaction causing anaphylaxis regardless of whether the student has a prescription for an epinephrine auto injector or has been diagnosed with an allergy. School nurses and staff will be trained to recognize symptoms of severe allergic or anaphylactic reaction. An anaphylactic reaction is a progressive whole-body allergic reaction that can be fatal and can occur with hypersensitivity to food, insect stings, medication or other allergens.

NURSE INFORMATION

A *Student Health Information Sheet* is expected to be filled out by a parent/guardian every year. The form will be given at open houses, is available in the main offices or can be found on the Meade School District Website.

- The individual health history forms are used throughout the school year. The nurse provides a list of medical conditions to the appropriate school staff.
- Please call the school nurse's office with any significant changes.

Please notify the school nurse of:

1. Allergies—especially bee stings, food, and medicine.
2. Asthma—even if there is rarely an attack
3. Any heart defect
4. Physical deformities—congenital hip, etc.
5. Surgery
6. Hearing/Vision problems
7. Diabetes
8. Seizures

Medications:

- Over-The-Counter medications to be administered at school must have a completed Parent Consent Form and be in the original labeled container.
- Prescription medications MUST have the prescription label.
    - Medications will be kept in the school nurse office.
    - Students may carry inhalers with permission of the parent and the school nurse.

Your student must be kept home or will be sent home from school if:

- Fever of 100.0 or greater
    - Child must be fever-free for 24 hours without the use of fever-reducing medications
- Communicable Disease is suspected

It is recommended that your student be kept home or it is possible your student will be sent home if:

- An illness that prevents the child from participating comfortably in program activities.
- An illness that results in a greater need for care than the staff can provide without compromising the health and safety of other children.
- With persistent abdominal pain (continuous for more than two hours) or intermittent abdominal pain associated with fever, dehydration, or other systemic signs or symptoms.
- With vomiting & diarrhea, if it occurs two or more times in 12 hours or if accompanied by a fever.
    - Exception for vomiting that is caused by a non-communicable condition and the child is not in danger of dehydration.

Contact Information:

Your child's school must have phone numbers where you can be contacted during the day in case there is an emergency at school.

- Please have an alternate phone number where you or someone can be reached if you are not at home.
- Please update phone numbers with school personnel as soon as they change.

Anaphylaxis:
An anaphylactic reaction is a progressive whole body allergic reaction that can be fatal and can occur with hypersensitivity to food, insect stings, medication and other allergens.

- The Meade School District will maintain a stock supply of epinephrine auto injectors(Epipen) pursuant to SDHB 1167 and according to The Meade School District policy.
    - These epinephrine auto injectors will be for use in an emergency situation of a severe allergic reaction causing anaphylaxis regardless of whether or not the student has a prescription for an epinephrine auto injector or has been diagnosed with an allergy.
    - School nurses and staff will be trained to recognize symptoms of severe allergic or anaphylactic reaction.

Meade School District follows recommendations made by the American Academy of Pediatrics and the South Dakota Department of Health.

GRIEVANCE PROCEDURE FOR TITLE VI, TITLE IX, TITLE X, Part C, SECTION 504, ADA, AND AGE DISCRIMINATION ACT
Meade School Board Policy File GBMA

"Any person who believes that Meade School District 46-1 or any part of the school organization has inequitably applied the principles and/or regulations of Title VI, Title IX, Title X, Part C, Section 504, ADA, or the Age Discrimination Act may file a grievance. The District coordinators for each of these programs are Title VI and Title IX-Maranda McGillivrary, 605-347-2523; ADA-Brett Burditt, 605-347-2523; Section 504-Melissa Pankratz, 605-347-4770; Title X, Part C-Chrissy Peterson, 605-347-4770. The grievant should contact the appropriate coordinator to initiate the grievance procedure. The grievant first shall discuss the alleged grievance informally with the coordinator, who shall investigate the complaint and reply to the grievant within five (5) business days. If the reply is not acceptable, the grievant may initiate formal procedures according to the following steps:
LEVEL I -- The grievant shall submit a written statement of the grievance to the coordinator within five (5) business days of the receipt of the reply to the informal complaint.
The coordinator, within five (5) business days of receipt of the written grievance, shall require the employee or group who allegedly committed the grievance to submit a written grievance answer to the coordinator. Such answer shall a) confirm or deny each fact alleged in the grievance; b) indicate the extent to which the grievance has merit; and c) indicate acceptance or rejection of any desired redress specified by the grievant or outline an alternative proposal for redress. Within ten (10) business days of the receipt of the written grievance, the coordinator shall submit a written reply to the grievant.
LEVEL II -- If the grievant is not satisfied with the resolution of the grievance at Level I, he/she may submit a written statement of appeal to the Superintendent within five (5) business days of receipt of the written reply of the coordinator. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievant within ten (10) business days.
LEVEL III -- If the grievant remains unsatisfied, he/she may submit a written statement of appeal to the School Board within five (5) business days of receipt of the written reply of the Superintendent. The School Board shall meet with the concerned parties and/or their representatives no later than the next regular School Board meeting following receipt of the appeal. A copy of the Board's disposition of the appeal shall be sent to the grievant within ten (10) business days of the meeting.
LEVEL IV -- If the grievant still is not satisfied, he/she may appeal to the Kansas City Office, Office for Civil Rights, U. S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816- 268-0550, Fax: 816-823-1404, TDD: 877-521-2172, Email: OCR.KANSASCITY@ED.GOV

Special provisions:

1. A grievance must be filed within forty-five (45) days after the occurrence that gave rise to the grievance. If the grievance is not filed within this time limit, it shall be considered null and void.
2. If the grievant fails to appeal from Level I to Level II or from Level II to Level III within the specified time limits, the grievance shall be considered null and void. If the coordinator or the Superintendent fails to reply within the specified time limits, the grievance shall automatically advance to the next Level.
3. The grievant has the right to be represented at his/her expense by knowledgeable persons, organizations, or groups of his/her selection at any point during the initiation, filing, or processing of the grievance. The coordinator shall provide help in identifying such knowledgeable persons or groups.
4. The District shall provide assistance to the grievant, including access to copies of the regulations, related guidelines, memoranda, and other relevant materials supplied to the District by the Federal government, and access to public grievance records. In addition, the coordinator and designated representatives shall provide consultation and assistance in the interpretation of such information and the use of the grievance procedure.
5. The grievant and the District shall jointly determine whether any grievance hearing or other grievance procedure shall be open to the public or open only to participants.
6. No person shall be subject to discharge, suspension, discipline, harassment, or any form of discrimination for having utilized or having assisted others in the utilization of this grievance procedure.
7. It should be understood that a complaint can be made to the Office for Civil Rights without following the District's grievance procedure, but the grievance procedure provides a method for getting a prompt and equitable resolution of a complaint."

SEXUAL HARASSMENT
Meade School Board Policy File ACAA & ACAA-R(1)

https://meade.k12.sd.us/files/9316/6118/6235/FileACAA_and_ACAA-R1.pdf

Asbestos Information

Dear Parents and Students:

The Meade School District 46-1 completed an asbestos survey of all the school buildings in January of 2020. A product of the audit is a report known as the Asbestos Management Plan that documents the areas that have asbestos containing materials. This plan also provides us with the information necessary to maintain the asbestos in a safe condition until its eventual removal. The AMP is on file for review at 12940 E. Highway 34, Sturgis, SD 57785, in the Building & Grounds office.

The danger of asbestos comes from breathing in tiny fibers when the material has been damaged. When this material is maintained in good condition or encapsulated, the potential hazard diminishes and the material may be kept in place for the life of the building or until renovation will disturb it.

To avoid exposure, it is important to know what types of materials may contain asbestos, to avoid any damaged areas, and to contact the appropriate personnel when these areas are found so the problem may be immediately remedied. Common applications of asbestos in buildings have included sprayed-on fireproofing, soundproofing, or thermal insulation; acoustic plaster soundproofing or ceiling tiles, pipe insulation, cement containing asbestos called transite; and floor tile and mastic, linoleum and backing. Most buildings constructed from 1950 to 1970 contain some of these asbestos containing materials. It is important to realize that not all buildings contain asbestos and the Asbestos Management Plan identifies these materials and their locations within our buildings.

We are continually working to maintain the asbestos containing materials in good condition through our Operations and Maintenance Program. When any material cannot be repaired or encapsulated safely, it is then removed. All remediation is performed in strict compliance with State of South Dakota and federal regulations. The Meade School District 46-1 did not have any activities involving asbestos or the remediation of asbestos.

Should you have any questions or comments, or if you would like to review the AMP, please contact me by phone at 605-347-2523 or stop by the Williams Administrative Building at 1230 Douglas St., Sturgis, SD 57785.

Sincerely,

Brett Burditt
Business Manager

Child Nutrition Program Financial Rights & Responsibilities

PURPOSE: To explain how the District and its schools will notify parents regarding; payment methods, money owed for student meals and procedures for providing meals if student accounts are delinquent.

POLICY

- The District and its schools follow federal and state laws and guidelines for the Child Nutrition Program.
- The District shall annually send information to parents providing qualification requirements for free/reduced price meals, payment options, and delinquent meal account procedures.

PROCEDURES

- The District annually sends information about qualifying for free/reduced price meals, payment options, and delinquent meal accounts.
- The Board of Education sets student meal prices annually.
- District and/or Schools shall provide applications and/or links to online applications for free/reduced-price meals to parents.
- Students/families qualifying for free meals have no payment due from date of approved application.

- Students may qualify for reduced price meals and will be charged the federal amount from date of approved application.
- Schools provide parents with several payment options including:

    1. Online payments using debit or credit cards for one or all of their students, allocating funds to individual student accounts.
    2. Mail or hand delivery of checks, money orders, or cash to the school.
    3. All schools will apply payments to the purchase of the current day's meal first and the payment of past due accounts second.

Delinquent Accounts

- Parents are responsible to fund student meal accounts.
- Schools will contact parents, on an automated system, by phone, text, email, letter or schools may ask students to take home notifications addressed to parents.
- Schools may use any of the following options or other reasonable options for student meals if a student's meal account is delinquent:

1. **Elementary students**:
    a. Overdue slips will be attached to the student's ID card and sent to the student's classroom to be handed out to the student by the teacher.
    b. Calls on delinquent accounts are continuously made to try to collect payment.
    c. Letters will be sent out informing parents of delinquent accounts.
        - Ten unpaid meals, a letter will be sent to parent/guardian.

- Twenty unpaid meals, a certified letter will be sent to parent/guardian.
- Thirty unpaid meals, the account may be sent to collections.

d. All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment.

2. **Middle School students**:
   a. Overdue slips will be sent home with students whose accounts are a low or negative balance.
   b. Calls on delinquent accounts are continuously made to try to collect payment.
   c. Letters will be sent out informing parent/guardian of delinquent accounts.
      - Ten unpaid meals, a letter will be sent to parent/guardian.
      - Twenty unpaid meals, a certified letter will be sent to parent/guardian.
      - Thirty unpaid meals, the account may be sent to collections.
   d. No charges allowed for extras or ala carte foods on any negative accounts or accounts with a zero balance.
   e. No charges allowed for any middle school student beginning April until the end of the year.
   f. All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment.
   g. Forty-five unpaid meals may result in the student not being eligible to participate in the school lunch program.

3. **High school students**:
   a. Food service workers will inform students of delinquent accounts.
   b. Calls on delinquent accounts are continuously made to try to collect payment.
   c. Letters will be sent out informing parent/guardian of delinquent accounts.
      - Ten unpaid meals, a letter will be sent to parent/guardian.
      - Twenty unpaid meals, a certified letter will be sent to parent/guardian.
      - Thirty unpaid meals, the account may be sent to collections.
   d. No charges allowed for extras or ala carte food on any negative account or accounts with a zero balance.
   e. No charging allowed for any high school student beginning April until the end of the year.
   f. All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment.
   g. Forty-five unpaid meals may result in the student not being eligible to participate in the school lunch program.

4. **Long-Term Payment Plans**: Long-term payment plans for households struggling to pay back a negative balance will be established between school food administration and parent/guardian. Unpaid meal charges may be carried over at the end of the school year (i.e., beyond June 30) as a delinquent debt and collection efforts may continue into the new school year. This allows the school food administration to work with individual families to establish longer repayment plans and to continue pursuing collection efforts when children change schools within the district or move to a new school outside the district. When local officials determine further collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as “bad debt.”