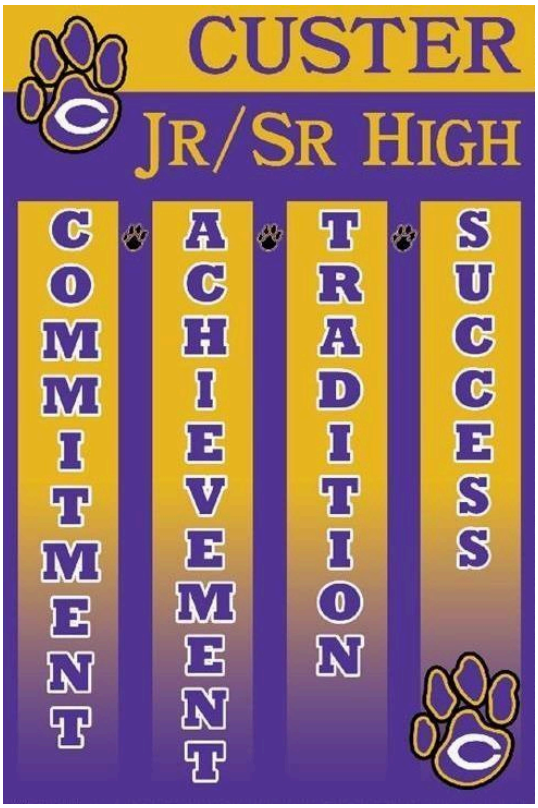
Custer School District 16-1

Jr/Sr High School



Student/Parent Handbook

2026-27

To Educate Every Student to His/Her Potential

Custer School District Board of Education

Jeff Barnes – Board Chairman
Travis Hartshorn– Board Vice Chairman
Dr. Brandy Tarap, Larry Baker, Corey Virtue, Heath Reindl , Sara Barrick

Custer School District Administration

(605) 673-3154
527 Montgomery Street; Custer, SD 57730

Superintendent: Dr. Tim Frederick
Business Managers: Sarah Wedge, Teri Reynolds
Nurse: Becky Hove, Seanna Hewett
District Librarian: Doris Ann Mertz
Special Education Director: Dr. Rhonda Frederick
Maintenance Supervisor: Kevin Metzger

CUSTER JR/SR HIGH SCHOOL 7-12

(605) 673-4473
1645 Wildcat Lane; Custer, SD
57730 Principal: Tobey Cass
Assistant Principal-Clay Cates
Activities Director/Dean of Students-Skylair Jaure

CUSTER ELEMENTARY SCHOOL K-6

(605) 673-4483
1415 Wildcat Lane, Custer, SD
57730 Principal: Joey Kortemeyer

HERMOSA SCHOOL K-8

(605) 255-4345
11 4th Street/PO Box 27,
Hermosa, SD 57744

Dear Parents and Students,

Providing a safe and effective learning environment for all students is our highest priority. The staff at the Jr./Sr. High School takes a great deal of pride in the work that we do to provide an effective learning environment for each student. We expect the students to take that same pride and ownership for their learning, and respect what our school stands for. When students accept responsibility for their actions and behaviors in a positive way, everyone benefits from the positive school culture and climate of the school as well as the academic learning environment that we all share as students grow in the learning process. Disciplinary methods vary slightly throughout our building and depend upon each teacher's discipline philosophy. We will do our best to ensure that consequences, when needed, will be done in a fair and consistent manner for all students. We hold our students to high expectations. Their decisions and actions have a direct effect on their learning environment, as well as the learning environment of others.

Our school's reputation and success rest, in large measure, on parental involvement. We rely on your cooperation and understanding if this year is to provide a profitable and satisfying experience for your child. We would like to extend an invitation to you, as stakeholders of your students' education, to visit the school. We have an open door policy in the office and welcome visits from our stakeholders on positive issues as well as things that can be improved. We appreciate the trust you put in us to educate your student, and please know we will do our very best.

Lastly, we would like to wish students and parents a successful school year. We are extremely excited and honored to be part of the success and great tradition of the Custer School District and are looking forward to accomplishing great things this year. We know that with support of our stakeholders, we as a community can accomplish great things. If you have any questions, do not hesitate to stop by and visit with us. Go Wildcats!!

Sincerely,

Tobey Cass
Jr/Sr High Principal

Clay Cates/Skylair Jaure
Assistant Principal/Activities Director/Dean of Students

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Tobey.Cass@k12.sd.us

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Assistant Principal
Clay.cates@k12.sd.us

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Counselor
Tiffany.French@k12.sd.us

Skylair Jaure
Dean of Student/AD
Skylair.Jaure@k12.sd.us

Mrs. Kelli Moore
Head Office Assistant
Kelli.Moore@k12.sd.us

Patty Evans
Front Office Assistant
Patricia.Evans@k12.sd.us

Certified Teacher	E-Mail
Mrs. Doris Ann Mertz – District Librarian	Doris.Metz@k12.sd.us
Mrs. Cherri Block – English	Cherri.Block@k12.sd.us
Mrs. Samantha Lebert – Art/Pottery/Science	Samantha.Lebert@k12.sd.us
Mrs. Kathy Bradeen – Math/Digital Imaging	Kathy.Bradeen@k12.sd.us
Mrs. Mindy Dooley – Math/Science	Mindy.Dooley@k12.sd.us
Ms. Jenna Frederick – FCS	Jenna.Frederick@k12.sd.us
Mrs. Nora Smolnisky – English	Nora.Smolnisky@k12.sd.us
Mrs. Valarie Halverson – Math/Social Science	Valarie.Halverson@k12.sd.us
Ms. Catherine Halliday – Band/Choir Director	Catherine.Halliday@k12.sd.us
Ms. Bethany Jarrett – English	Bethany.Jarrett@k12.sd.us
Mrs. Cassandra Morgan- Foreign Language	Cassandra.Morgan@k12.sd.us
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Mr. Jake Hiser – Math/Physical Education	Jake.Hiser@k12.sd.us
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Clay Cates-Assistant Principal/Physical Education	Clay.Cates@k12.sd.us
Tobey Cass-Principal/Commercial Driver's License	Tobey.Cass@k12.sd.us
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Mr. Jared Webster – Industrial Technology	Jared.Webster@k12.sd.us
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Mr. Tayton Vincent-Math	Tayton.Vincent@k12.sd.us
Mrs. Alexa Winkler	Alexa.Winkler@k12.sd.us

Custodians

Mr. Bruce Katawicz
Mrs. Stormie Micheli
Ms. Amelia Weiand

Nurse

Becky Hove

Equal Opportunity Statement

The Custer School District 16-1 is an Equal Opportunity Employer and will not discriminate on the basis of race or color, national origin, gender, disability, age, religion and creed, or marital status in admission or access to or treatment or employment in its programs and activities.

Non-Discrimination Notice

The Custer School District 16-1 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Rhonda Frederick, Special Services Director
504 Coordinator
527 Montgomery St.
Custer, SD, 57730
(605) 673-2171

Regional US Office for Civil Rights:
US Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd Floor, Ste 320
Kansas City, MO 64106

Ph: 816-268-0550
TDD: 800-877-8339
Fax:

Title IX Coordinator
Dr. Rhonda Frederick, Special Services Director
1645 Wildcat Lane Custer, SD, 57730
816-268-0599
(605)673-4473
OCR.KansasCity@ed.gov

FEDERAL ACTS DESIGNED TO ELIMINATE DISCRIMINATION

Title VI is part of the Civil Rights Act of 1964 that indicates that 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.

Rights and Responsibilities

The Custer School District recognizes that:

- The primary intent of society in establishing the public schools is to provide an opportunity for learning;
- Students have citizenship rights, which are detailed in the United States Constitution and its amendments;
- Citizenship rights must not be abridged, obstructed, or in other ways altered except in accordance with due process of law.
- Education is one of these citizenship rights. The liberty of the individual must be thus far limited: the student must not infringe upon the rights of others to an education.

Students at Custer High School have the basic constitutional rights guaranteed to all citizens. In exercising these rights, students have a responsibility to respect the fundamental rights of all citizens. One purpose of schools is to encourage the responsible use of these rights and develop good citizenship within the framework of an educational society. The school is a community and the rules of a school are the laws of that community. To enjoy the right of citizenship in the school, students must also accept the responsibilities of citizenship. This handbook presents the rights and responsibilities of students in the Custer School District. It has been written by the school administration and approved by the Board of Education.

Right to an Education

The State of South Dakota established the public school to provide a free education for persons between the ages of five and 21 years. All residents of the Custer School District, age five through 21, are entitled to attend public schools without paying tuition. All students are entitled to equal educational opportunities.

Responsibility

Along with the right to equality of educational opportunity lies the responsibility not to interfere with the rights of others to that same opportunity. Reasonable and necessary order in the school is essential to the fostering and maintaining of educational opportunity. Students may forfeit the right to educational opportunities if their conduct is

such that it substantially disrupts the educational process and/or deprives others of their rights.

Right to Freedom of Religion

The school may not interfere with students' rights to observe any religion by requiring, establishing, or conducting religious exercises for students. It is each student's responsibility to respect the religious beliefs and observances of others.

Conflict Resolution

The Custer School District prohibits harassment/bullying and hate crimes. These actions will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. The District will respond to harassment/bullying and hate crimes in a manner that effectively deters future incidents. The use or threat of violence is unacceptable and will not be tolerated by the District. If you believe you or your child has been a victim of harassment, a hate crime or sexual harassment, contact the building principal or counselor. See the appendix for the Harassment Report Form.

Constructive feedback to the schools is welcomed by the staff and Board of Education. Conflicts are best handled and resolved as close to their origin as possible. Every consideration will be given to attempt to resolve the problem prior to involvement by the Board of Education. If there is a conflict with a staff member, it is important the concerned party meet with the staff member.

1. All conflicts, except harassment, are best resolved at the level the conflict originates. Concerns can be made verbally or in writing. If the conflict is not satisfactorily resolved at that level, then it is the responsibility of the individual having the concern to forward it, in writing, to the next highest level. Concerns made initially, to anyone other than the level at which it originated, shall be referred to the level where the concern originated for initial review and investigation.
2. If there is no resolution, the concerned party may do one of the following:
   a. Request the principal set up a meeting of the concerned party, the staff member, and the principal, or
   b. Complete the Conflict Resolution Form (See Appendix D).
3. If there is still no resolution, a conference will be scheduled with the above parties at the appropriate administrative level.
4. If there is no resolution in Section #2, then the concerned party may forward the conflict to the next highest level.
5. If still there is no satisfaction, then the parties involved will be scheduled to meet with the Board of Education.
   Administration is to assure the conflict resolution process is completed in a timely manner. Concerns regarding Board of Education's actions or Board operations will be presented directly to the Board of Education.
6. This form is also used for concerns about the district's use of Federal Funds and the implementation of Federal Programs including Subtitle B of the Title VII of the McKinney-Vento Homeless Assistance Act. Disputes addressing the enrollment,

transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. Complaints related to federal programs should be directed to the Superintendent of Schools. Unresolved complaints related to the implementation of Federal Funds may be forwarded directly to the SD Department of Education.

Staff members, in the course of an investigation of a complaint, shall be accorded all due process rights. These rights shall include the right to know the nature and content of the complaint that has been filed, including the identity of the complainant, the right to review the investigative findings, and the right to provide verbal and written input, to address the issues raised in the complaint.

Complaints appealed to the Board of Education shall be heard by the entire Board of Education in executive session, as provided by law. The decision of the Board of Education shall be communicated to the complainant and the Superintendent, who shall implement the decision of the Board. Decisions of the Board of Education may be appealed to circuit court pursuant to SDCL 13-46.

Procedural Process for Investigation and Resolution at Each Level:

1. Discussion among parties directly involved.
2. Investigation is conducted by the supervisor, upon initial receipt of the Conflict Resolution Form. The investigation will include discussion with all parties directly affected and written results made available for further review by school officials at the next level, if necessary.
3. The review at the next level (or ensuing levels) consists of a determination if the investigation was conducted appropriately and if school policies were followed. If it is determined that the investigation was not appropriately conducted and in accordance with policy, it will be remanded back to the appropriate level for continued investigation and resolution.
4. Conflicts will be resolved in an expedited manner.
   *Conflict Resolution Forms may be obtained from the building secretaries. (See also Appendix D of the Board of Education Policy Handbook, which is also available on the District Website www.csd.k12.sd.us Adopted: 6/30/08; Revised: 7/13/09

Emergency Plans

Accessibility Contingency Plan

In the case of an emergency, Custer Jr/Sr High School staff will be assigned to assist students with a disability to ensure that they are able to get to safety and be with their class at the appropriately assigned area. In order to facilitate participation, accommodations will be made on an individual basis. Each disability is unique; the reasonable accommodations principal should be applied on a case by case basis for both students and staff.

All classrooms in the building have exit route strategies for emergencies (Tornado and Fire) posted on the walls. The buildings are equipped with handicapped accessible doors, railings, and ramps for quick exit inside and outside of the building. All exit routes are clearly marked overhead.

Students with disabilities at Custer Jr/Sr High School have paraprofessionals or certified SPED Teachers to assist them with transport to and from a safe place in the event of an emergency. If needed, these individuals may call parents/guardians. It will also be the responsibility of these individuals to see that medications are available. In the event that medical supplies are necessary, the administrator or the administrative assistant knows to have those supplies readily available.

Fire, Tornado and Security Drills

Fire, tornado and security drills are held every year. Emergency information for drills is posted in each classroom. Teachers or the Principal will review these with students.

Storm Policy

In the event of inclement weather, the information will be given by the following radio/TV stations, as well as the school messenger system:

KZMX (580 AM, 96.7 FM), KOTA (1380 AM), KOUT (98.7 FM),
KFSX (100.3 FM), KIMM (1150 AM), KKMK (93.9 FM), KKLS (920 AM), KEVN (FOX-TV), KELO (CBS-TV), KNBN (NBC-TV), KOTA (ABC-TV)

If you have a cell phone, please note that our automated system does not work if you have music playing while your call is being connected. So that we may communicate with you at all times, it is our recommendation to not use the optional music offered by your cellular provider, and also ensure that your contact information is up to date.

General Information/School Policies & Procedures

Alternative Instruction

Parents/guardians who choose to provide alternative instruction pursuant to SDCL 13-27-3 are required to file an Alternative Instruction Notification. The notification must be submitted on a form provided by the Department of Education.
For individuals who choose, a paper copy of the notification may be downloaded and submitted per the instructions on the form. Forms can be found online at www.doe.sd.gov/oatq/homeschooling.aspx.
For more information, please contact Kathleen Stambaugh at (605) 673-3154 or Kathleen.Stambaugh@k12.sd.us.

All Custer School district policies and procedures apply to alternative instruction students while attending class on campus. Alternative instruction students that are enrolled in courses on campus will only be on campus during their scheduled class time.

Enrolling/Transferring From Alternative Instruction

Students who are enrolling or returning to traditional instruction can receive credit from alternative instruction if an official transcript from an accredited program is submitted to the school counselor. Upon receiving the official transcript, the school counselor will review the credits, contact the accredited program, and award credit on the student's transcript. Students will be expected to meet graduation requirements set forth by the South Dakota Department of Education and Custer School District to obtain a high school diploma.

Participation in Co-curricular Activities

Alternative instruction students are allowed to participate in athletic and fine art co-curricular activities that are sponsored by the South Dakota High School Activities Association. Alternative instruction students must meet the same requirements as publicly enrolled students to participate in activities. Please refer to Participation of Alternative Instruction Students under the Co-Curricular Activities section of this handbook (p. 49) for additional information.

Animals At School

It is the policy of the Custer Jr/Sr High School and Custer School District that students should not bring animals to school. However, in the event a special request or circumstance would require an exception to this, the following must be followed:

Students and Home Pets

Animals are not allowed to accompany children to school. These pets can be a hazard to other children.

Teachers and Classroom Pets

1. The teacher will communicate with the nurse before seeking permission from the principal.
2. Permission of the Principal is required prior to establishing resident animals in the classroom.
3. Classroom pets that are of an unknown origin/history are not permitted in school.
4. Teachers assume primary responsibility for the humane and proper treatment of any animal in their classroom.
5. When the school is not in session for more than three days, the teacher must make arrangements for any resident animal's care and safety.
6. Should any student or adult be bitten by an animal at school, a health care provider and the local health officer shall be immediately notified. In addition, in the case of a child, parents will be called.
7. A copy of the incident report (signed by the principal) will be sent to the involved family with personally identifiable information involving other children as needed.
8. Animals within the school will be handled, treated, and housed in a humane manner. Enclosures will be appropriate to the species. Animals will be kept in an environment appropriate to the species. Habitats will be maintained and cleaned regularly by staff not students.

Service Animals

The use of service animals is not subject to the restrictions of this policy. Restricting the presence of service animals on campus is subject only to the provisions of the Americans with Disabilities Act, its regulations, and corresponding provisions of State law. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to aid an individual with a disability. The school reserves the right to restrict a service animal from its premises when it is determined that the dog's behavior poses a direct threat to the health or safety of others. See District policy EH – Service Animals.

Students with Medical Concerns

Student health issues will be considered when assessing the appropriateness of animals in the classroom. Prior to the consideration of the introduction of an animal to the classroom, the teacher will confer with the school nurse and review the student(s) health records to assure that there is no conflict. Conflicts or concerns with animals and children with medical reactions to those animals will be referred to the school nurse.

Law Enforcement

Animals under the control of a law enforcement officer are excluded from the provisions of this policy.

Liability

The owner or handler of any animal, including a service animal, is responsible for the animal's behavior and shall be liable for all damages suffered by persons who may be bitten or injured, and all damages to public or private property, regardless of the former viciousness of the animal or the owner's knowledge of such viciousness.

Attendance

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

It is our belief in the Custer School District that attendance is a very important factor in achieving a good education. High achievement is dependent on students' participation in and contributions to daily meetings. Therefore, students, staff, and parents must understand the link between good attendance and good education.

Daily Attendance

1. Student absences will be either excused or unexcused. A student must be present for at least half of the class to be marked present.
2. Students participating in school sponsored activities will be marked as 'exempt' and will be considered as present in school.
3. It is a student's responsibility to prearrange makeup work before an anticipated absence, whether personal or school sponsored. <u>If work is not completed prior to the absence or prior arrangements</u> <u>have not been made, the teacher is not required to give makeup work.</u>
4. Students absent on the day that a particular assignment is due will be required to turn the assignment in on the first day of their return to school.
5. On their return to school, all students are expected to give a parental note explaining the absence. This may require a doctor's certificate clarifying the status of the illness and the ability of the student to return to school.
6. In a student's absence the teacher has the ability to place a student on ICU for missed work. If there are extenuating circumstances, see the principal.
7. Parents/guardians will be contacted by phone or letter when a student misses school.
8. Truancy is any absence without prior knowledge or permission from the school or parents. Truants will be referred to the appropriate authorities and will be subject to disciplinary action. A student will be considered truant regardless of whether he\she misses a full day, partial day, or all or part of any class.

Physical Education Excuses

Excuses from home to keep a student out of physical education classes must be on a day-to-day basis unless accompanied by a doctor's certificate. Students will be responsible for makeup work when they miss class.

Communication Regarding Absences

Communication with the school regarding absences is essential. If your student is absent from school, you must communicate with the school as soon as possible to confirm your student's absence. Our secretaries are on duty from 7:30 am until 4:00 pm each school day to receive your telephone calls regarding absences. Call 673-4473 to leave information about your student.

If it is necessary for your student to leave school during the day, the same procedure applies. You must call prior to the student's departure in order for your student to be released from school.

If it is impossible for you to call between the hours of 7:30 and 4:00, or if there is not a phone available to you, please communicate this to the principal and/or counselor. In such instances, a note written to the principal and/or counselor will serve as means of communication.

Absences should be verified within 24 hours of the occurrence. If notification is received, the student will be marked as 'unverified' and will be considered unexcused.

Excessive Absences/Attendance Appeal

We all understand that there are days when students do miss school with the consent of parents or guardians. **If a student misses class twelve times in a semester for a variety of reasons, including excused and unexcused in one semester, he/she will be deemed to not have sufficient seat time in the affected class to obtain credit and an "F" grade can potentially be recorded.** Any student with twelve (12) or more absences may schedule a hearing to appeal this loss of credit to a building attendance committee. The building attendance committee will consist of a building administrator, guidance counselor, and two classroom teachers, one of whom shall be one of the student's classroom teachers. At the hearing, students may present evidence regarding why they should be granted credit. Excessive absences will also be reported to local law enforcement.

Absences for Medical/Dental Appointments

Parents/guardians are encouraged to schedule doctor or dental appointments during non-class time on Fridays whenever possible. If an appointment is scheduled during the school day, parent/guardians are to communicate with the office.

Tardiness

A tardy is defined as being late for school or class. While we understand there may be circumstances that may prevent a student from being on time, we will not allow chronic tardiness. Teachers may also have their own policies for when a student is counted tardy (not having things for class). A student who is tardy five (5) times per semester will be assigned to FMBC and must complete the assignments appropriate for lost time.

Sign-out Procedures

Students are required to remain on campus from the time they arrive in the morning until they are dismissed in the afternoon. If it is necessary to leave the school because of illness, students should check out through the office. Students leaving school for any other reason must be given advance Parental/guardian permission by telephone to the school office and check out via the office before leaving. Only the principal or designee can authorize a student leaving the building during school time.

Homeschool and ACE students must sign in in the office and wait to access the building when the assigned class period begins. Then student must sign out promptly at the end of the period.

18-Year-old Students

Students 18 years of age who ARE NOT living with their parents/guardians do not need parent/guardian notes if they have been ill, missed school, or wish to leave during school. They will be required to check in with the office. 18 year-old students who ARE living with their parents/guardians need parent/guardian notes if they have been ill, missed school, or wish to leave during school. Per school policy, all students will be required to check out with the secretary.

Backpacks

Backpacks ARE allowed to be carried during the school day from class to class as long as the following rules are followed:

1. Only smaller type backpacks will be allowed. An appropriate size is **12" x 18".** No duffel bags or sports bags.
2. Backpacks must have appropriate storage for a laptop computer.
3. Backpacks are not allowed to be in the aisles.
4. Only classroom materials and medically necessary items should be carried in backpacks.
5. The classroom teacher has the right to disallow back backs in their rooms.

Bicycles, Rollerblades, Skateboards, Etc.

All bikes ridden to school should be stored immediately upon arrival at school in the designated bicycle racks on school grounds. Always walk your bike while on school grounds. We recommend that bikes be locked while at school. The school does not assume liability for bicycles or other personal items brought from home.

Skateboards, roller blades, scooters, snowboards, snow sleds, heelies, ripsticks etc. are not to be ridden on school grounds at any time.

Book Fines

The district will provide textbooks and equipment for student use. Reasonable fines will be assessed to students who damage or deface district property. Fines will be determined by the teacher/principal. Lost books or equipment will be paid for based on the actual value of the article.

Bullying Statement/Policy

Bullying is defined as:

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

The Custer School District prohibits harassment/bullying and hate crimes. These actions will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. The District will respond to harassment/bullying and hate crimes in a manner that effectively deters future incidents. The use or threat of violence is unacceptable and will not be tolerated by the District.

Anti-Bullying School Philosophy

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

Hate Crimes

Hate crimes are criminal acts or threatened acts in which the victims are targeted based on characteristics such as race, national origin, ethnicity, gender, religion, sexual orientation, and disability. Examples of hate crimes include threatening phone calls, hate mail, physical assault, threats of harm or violence, arson, vandalism, bombings, and bomb threats.

Harassment/Bullying

Harassment/Bullying is unwelcomed verbal, written, or physical conduct directed at the characteristics of a person's race, color, ethnic origin, gender, sexual orientation, religion, or disability. Examples of harassment include unwelcome patting, pinching, or physical contact, anti-gay comments, ethnic or racial slurs, or threats.

Sexual Harassment

Sexual harassment is illegal, unacceptable and will not be tolerated. Any employee or student of the district will be subject to disciplinary action, including possible termination or suspension/expulsion, for violation of this policy.

Unwelcome sexual advances, requests for sexual favors, solicitation of sexual activity by promise of rewards, physical conduct of a sexual nature, coercion of sexual activity by threat of punishment, verbal sexist remarks or physical assaults constitute sexual harassment when (a) submission to such conduct is made, either explicitly or inexplicitly, a term or condition of individual's employment or educational status, (b) submission to or rejection of such conduct by an individual is used as a basis for employment or educational decisions affecting such individual, (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work or learning environment, or (d) such activity creates discomfort for those affected.

Employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities will be provided by the school district to explain the policy and laws. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander.

Cyber-bullying

Cyber-bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyber-bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

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

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

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

Reporting:

Students who are targets of such conduct should contact the Principal, Assistant Principal or Counselor. The student will be requested to complete a reporting form. The Principal or Counselor shall report the incident to the Superintendent.

Whenever a staff member in the course employment has reason to believe that (a) a hate crime or harassment has been committed or is about to be committed on school property or by any student on or off school property, or (b) a student enrolled in the school has been or is about to become a victim of a hate crime or harassment, the school employee shall immediately notify the Superintendent, School Principal, or Counselor.

The Superintendent shall promptly notify the police when there is any reason to believe that an act of violence has been or is about to be committed against a student or there is otherwise reason to believe that a life has been or will be threatened.

All reports will be thoroughly investigated and, if necessary, result in immediate and appropriate disciplinary action. If any employee or student files a written complaint because of dissatisfaction with the handling of the original complaint, it will be applicable to the Conflict Resolution procedure.

Cell Phones/Electronic Devices

Junior High School

Cell Phones are to be placed in lockers or turned off in school bag/locker. If a student is found using a cell phone during school hours, they will be subject to the consequences below.

High School

Cell phones/Electronic Devices (gaming devices, earbuds, watches etc.) can be used before school, between class periods, during lunch, and after school. Cell phones are not to be out while in the bathrooms or locker rooms. Failure to follow classroom policies of the teacher or inappropriate use of a cell phone/electronic devices will result in the following consequences:

1st Offense The electronic device will be confiscated by the teacher and returned to the student at the end of the period.

2nd Offense The electronic device will be confiscated and taken to the office for the duration of the day. Student may pick up at the end of the day, along with a phone call home to parents/guardians.

3rd Offense The electronic device will be confiscated and taken to the office. It will remain in the office for the remainder of the day, until a parent or guardian comes to the school and picks it up.

4th Offense-Electronic device will be placed in cell phone locking device daily once the student arrives at school and will remain for the entirety of the school day including passing periods and lunch. This will be done for the remainder of the school year.

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

Citizenship – Attitudes – Responsibilities

It is the responsibility of all students to conduct themselves appropriately at school, during school activities and while they are in the community. A student's actions may be subject to school rules and actions even though the student may not be on school property (field trips, away games, etc.)

When attending school activities, please observe the following rules of conduct:

1. Once you arrive you should come in and enjoy the game or event and not be in the halls or outside the building except during intermission or half time. Violation of this rule may cost you the privilege of attending the current or future events.
2. Your attendance at school functions is appreciated. Please use common sense and show courtesy to others.

MAKING CHOICES & DECISIONS: **"There is no right way to do a wrong thing."**

Many aspects of your career are governed by school policy. There are, however, even more aspects of your career that require you do make decisions. The frustrating thing about decisions is that there is no single best way to decide what to do; there are only alternatives from which to choose. In addition, each alternative carry with it a set of consequences that affect you personally and those who are concerned about you. When making these decisions, you will find the following questions to be very helpful. A "no" answer to one or more of these questions should be a signal to reconsider any decision.

1. Is it legal?
   Will the decision violate either civil law of school policy?
2. Is it balanced?
   Will the decision be fair to all concerned in the short term as well as the long term? Does the decision promote win-win relationships rather than win-lose relationships?
3. How will it affect me about myself?
   Will the decision make me proud? Would I feel good if my decision were published in the newspaper? Would I feel good if my family know about my decision?

The answers to these questions are often difficult, but they can provide a consistent direction to your thinking and serve as guides to making decisions with which you can live.

Church Night

Students will not be released during regular school hours for special religious instruction. However, the Custer School District shall have the following times free for religious instruction. On Wednesdays, no school activities will be scheduled past 6:00 pm for high school students. No school activities will be scheduled on Sundays; any exception to this policy must be approved through the Superintendent. If approved the activity needs to take place between 1-5pm.

Closed Campus

Custer School District implements a Closed Campus Policy during lunch period. This means students are permitted to attend lunch in the school lunchroom and are not allowed to leave the school premises during this time. Seniors who meet Academic Criteria will be allowed to leave campus for lunch on Thursdays, unless this privilege is lost due to behavior or inability to follow rules and show up on time-coming back tardy will result in loss of leaving campus the following week.

Communication With School

We are very interested in your ideas and suggestions to improve our schools. Concerns involving your child's education should first be discussed with your child's teacher, then the principal. The parent advisory meetings also provide parents an opportunity to discuss ways to enhance educational opportunities for children.

Conferences

Parents are encouraged to meet with their child's teacher anytime it is felt that communication needs to occur between the parent and the school. School staff also contact parents whenever communication is needed to ensure the success of students in school. The school also schedules Parent-Teacher Conferences in the Fall and Spring to meet with parents to review progress the student is making.

Counselor

A counselor is available for students to discuss personal issues, school or family relationships, drugs, alcohol, abuse, suicide, career planning, scheduling, or any other problem or concern a student might have. Students are encouraged to contact the school counselor regarding questions and problems.

Curriculum & Scheduling

A curriculum of classes, including required core classes and electives, are provided for students. Registration is completed in the spring for the next year. Students should do a thorough job of registering at the time of registration.

Students must see the guidance counselor in regard to any schedule changes. No class changes will be made after the first full week of the first semester. Dropping a class (online or in-person) after this time will count as a withdraw/fail on the student's permanent record.

If a student wishes to drop a full-year course at semester break, and register for a different course, a Drop/Add permission slip will need to be signed by student, the counselor or

principal, and the student's parent(s) or legal guardian(s). There must be a legitimate reason to switch.

Online courses are only available for credit recovery, electives, or dual credit. Administration will have final approval of each student's online course schedule. Core classes offered in classrooms will **not** have online options. Dual credit classes can only be taken online through a university. While taking an online course, the student is expected to be in their assigned attendance room. The attendance policy is in effect for online classes.

Dances and Other Social Events

A number of dances and other social events are scheduled each year. Once in attendance at a dance or social event, a student may not leave and then return to the venue. School rules apply to dances as well as other school-sponsored activities. Ticket prices for dances and social events are determined by the sponsoring organization. Dances are open to current Custer High School students, Alumni under the age of twenty-one (21) and out-of-town guests currently attending high school. A "Guest Form" will be required to be filled out and approved before school is out the day prior to the event. Students who come to the dances must come during the first hour of the dance. No late admittance will be granted after that time.

Junior High dances will not have alumni attending. Students are also required to arrive within the first hour and not leave until the end of the dance or are picked up by an adult.

All students will sign in upon arrival and sign-out when leaving the dance or social event.

Dress Code

Students are encouraged to "dress for success" as mature young adults and make clothing choices consistent with a positive and safe learning environment. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual, the school, and the community. In the interest of cleanliness, decency and good tastes, restrictions on students' dress and grooming are necessary when such dress and/or grooming create a danger to the students' health and safety, an interference with the educational process, a disruption in school, or invade the rights of others.

Administration has the final say with any dress code concerns.

1. No caps, hats, bandanas, hoods, or other head coverings are to be worn in the building during the school day, unless it dress up or part of a fundraiser.
2. No apparel or articles that suggest or promote alcohol, tobacco products, or drugs are allowed in school. Apparel or articles containing messages, lettering, markings, or pictures that could convey profane or offensive meanings or may relate to sex, race, gangs, or cults will not be tolerated if worn in school.
3. All pants, shorts, skirts, etc. must be worn so that the top rim of the garment sits above the hipbone.
4. Tops and bottoms must conceal all undergarments. Tops must cover so that midriffs are not showing.
5. Footwear is to be worn in the buildings at all times.
6. Appropriate shoes must be worn in classes such as physical education, science, welding, and industrial tech due to health and safety concerns.
7. Necklines that are excessively revealing are not allowed.

Due Process

All students are guaranteed due process rights as set forth by SDCL 13-32-4. Custer School District is in compliance with standards established by the State Board of Education. Those standards are:

1. Adequate notice of charges will be made.
2. Reasonable opportunity to prepare for and meet the charges will be given.
3. An orderly hearing adapted to the nature and circumstances of the situation will be conducted.
4. A fair and impartial decision will be rendered.
5. Article 24:07 of the Administrative Rules of South Dakota will be used to outline procedures and the definition of due process.

Electronic Media In Class

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

Enrollment

South Dakota State Law (SDCL 13-27-3.1) requires that parents/guardians provide the school with a certified copy of the child's birth certificate. You will have 30 days to provide this to the school office. Children entering kindergarten must be five (5) years of age on or before September 1 of the year in which they enter school.

Expenses

Students must furnish some materials for their education. Notebooks, gym clothes/shoes, art, shop, family and consumer science materials, pencils, pens, and paper are some examples. The general rule is if students take the material/project home for their own use, they must pay for it. Students will also have opportunities throughout the school year to purchase items such as school annuals and activity tickets.

Extended Illness or Disability

The parent/guardian of a student who is out of school for an extended period of time due to illness or disability should be in contact with the building principal to set up a homebound program.

A medical doctor's note of verification of extended illness and/or disability must accompany the parental request.

Fund Raising

All fund-raising projects must be requested by the school sanctioned activity sponsor/coach and approved by the Activities Director. All funds must be deposited in the appropriate account at the district office.

Grading System

The school year is divided into two grading periods, each one semester long. Report cards will be issued at the end of the second quarter (first semester) and the fourth quarter (second semester). A midterm progress report also will be distributed at the end of the first and third quarters. The grade recorded on the permanent record is the final grade of the semester. Parents are encouraged to discuss progress of their son or daughter with the teaching staff. Conferences are held each semester. Teachers may send out progress reports at any time. They are notices to the parents or guardians apprising them of positive or negative changes with their child. Again, parents are urged to contact the student's teachers to help the student when necessary.

Grading Scale

90-100% = A
80-89 % = B
70-79 % = C
60-69 % = D
Below 60% = F

Grade Point Average

All grades will be averaged in your GPA. Certain college prep courses will be considered as honors classes. GPA will be figured on a 4.0 scale.

REGULAR CLASSES	*HONOR CLASSES/DUAL CREDIT*
A = 4.0	A = 5.0
B = 3.0	B = 4.0
C = 2.0	C = 3.0
D = 1.0	D = 2.0
F = 0.0	F = 0.0

Dual Credit/AP Classes

Dual Credit courses will be awarded credit on the high school transcript based on the following:

College Credit Hours	High School Credit
3	.5
4	1
5	1

Advanced Placement (AP) Courses instructed by a highly qualified teacher will be awarded credit based on the following:

Grade	Points
A	5
B	4
C	3
D	2
F	0

Incomplete Grades (I)

An incomplete grade may be given at the end of a semester when extenuating circumstances have caused the student to miss school and not get all their work finished on time. The student or parent must meet with the principal to determine if such circumstances exist. Incomplete grades change to F's after two weeks.

Withdraw Grades (WF)

Students who withdraw from a course during the first week of class will be placed in an alternative class. Their permanent record will not show the course as taken. Students who withdraw from a course after the first week would receive a withdraw/failing notice.

Student Progress Reports

Progress reports will be distributed at the end of each grading quarter. Parents of students who are failing in one or more subjects, or who are otherwise at risk of failure will be notified by the staff in a timely manner. Reasonable efforts will be made to notify parents as soon as any pattern of significantly decreased school performance is noted.

Graduation Requirements & Registration

Teachers are available to help you with any questions you might have about course descriptions. Your counselor and principal can help you with any questions you might have about the registration procedure.

1. Each of you should be aware of the following:
   a. A UNIT OF CREDIT is the amount of credit earned for a course that is scheduled for an entire year. A half unit of credit meets for only one semester, or half-year.
   b. REQUIRED SUBJECTS are those courses you need to take and pass in order to graduate. These are mandated either by the state of South Dakota or CHS.
   c. ELECTIVE SUBJECTS are those courses you choose to take to satisfy the graduation requirements.
   d. Some courses at CHS require a PREREQUISITE (a course which is required in order to enroll in another particular class). Read course descriptions carefully.

2. Your grade point average (GPA) and class rank are important factors in college entrance procedures. The GPA is figured at the end of each semester and is based on a four-point system (A – 4; B – 3; C – 2; D – 1; F – 0). Honors and AP or Advanced Placement courses are worth up to 5 points.

3. All students must carry a normal course load (7 classes). Students will not be excused for employment during school hours unless they are enrolled in the Youth Internship course.

STUDENTS NEED 24 CREDITS FOR GRADUATION

Minimum requirements for Graduation:

- ✔ 4 credits of English
- ✔ 3 credits of Social Science
- ✔ 3 credits of Math
- ✔ 3 credits of Science
- ✔ ½ credit of Physical Education
- ✔ 1 credit of Fine Arts
- ✔ ½ credit of Health
- ✔ ½ credit of Senior Projects
- ✔ ½ credit of Personal Finance
- ✔ ½ credit core or CTE elective
- ✔ 7.5 credits of electives

Regents Scholar Diploma – Graduating seniors with a cumulative grade point average of no less than a 3.0 and who have completed the following courses with a grade no lower than a C will be awarded a Regent Scholars Diploma, issued by the South Dakota Board of Regents.	
4 Credits English	4 Credits Math
4 Credits Science	3 Credits Social Science
2 Credits Foreign Lang or CTE/Combination of both	1 Credit Fine Arts

Early Graduation

Students wishing to graduate early must make request with the Principal during the first 30 days of school. Graduation prior to the completion of the fourth year must be approved by the Board of Education.

A meeting involving the Principal, Counselor, student and parents will be required. Final approval will come from the Custer School Board of Education. The only basis for the approval of such requests will be the student's immediate entrance into either military service or postsecondary education. Students who expect to complete graduation requirements and wish to graduate prior to the fourth year, or by the end of the first semester of the fourth year, must go through the following process:

1. Present a written petition to the High School Principal justifying the reasons for early graduation at least three (3) months prior to the requested date of graduation.

2. The High School Principal will establish a committee to review the request consisting of the Principal, a Guidance Counselor, and two teachers familiar with the student.
3. Within thirty (30) days upon receipt of the student's request, the committee will make a recommendation to the Board of Education to either support or not support the student's request for early graduation.
4. The student's petition, and the accompanying committee recommendation, will be submitted to the Board of Education at its next regularly scheduled meeting.
5. The High School Principal will notify the student in writing the day following the regular meeting whether the Board of Education approved or rejected the student's petition to graduate early.

Graduation Exercises

All students who participate in Custer High School graduation must meet all graduation requirements, per Board of Education policy, at least two weeks prior to graduation. Special education students must meet the requirements for "participation in senior high school graduation" as outlined in the District Special Education Comprehensive Plan. The High School Principal may authorize the graduation of transfer students unable to meet the graduation requirements because of time or scheduling constraints, but not due to course failures - such students may graduate based on meeting state minimum requirements for graduation (as specified in SDAR 24:03:06:05 and SDAR 24:03:06:06.01).

Legal Refs: ARSD 24:03:06:05; 24:03:06:06 Adoption Date: 3/9/92; Revised: 8/9/93; Revised: 4/15/96

Graduation Attire & Guidelines

Students wishing to participate in graduation exercises must meet the following requirements:

- Students must be eligible to take part in the required graduation practice.
- All students will wear the selected cap and gown. They will not be altered in any way - no writing, tape, etc., on them.
- Students will wear <u>acceptable</u> (business casual) clothing and shoes under the gown.
- Students not following the above dress guidelines will not be allowed to participate in the graduation ceremony.

Academic Achievement and Honors

Every year, Custer High School will honor its top 5 senior academic achievers, according to class rank, with the top student being named Valedictorian, and the second highest student being named Salutatorian. Class rank will be based on a weighed GPA system. If there is a tie based on weighted GPA, the next criteria will be ACT scores followed by SAT scores. Recognition of being a National Merit Scholar is also a significant reference as is attendance, Regent Scholar, and AP Placement classes. The Valedictorian and Salutatorian will be determined at the end of the first semester of the student's senior year. To be eligible for Valedictorian and Salutatorian Awards, a student must take all courses required for graduation, as well as at least four of the following: Honors Biology 2, Honors Chemistry, Honors Geology/Astronomy, Honors Pre-Calculus,

AP Language, AP Literature, AP Physics, or Dual Credit College Algebra. Students will also be recognized cum laude, 3.5-3.69, magna cum laude, 3.7-3.89, and suma cum laude, 3.9+, based on students GPA.

Hall Passes

Students must sign out with their teacher in order to enter the halls during class time. Students must carry the teacher's hall pass with them while outside the classroom.

Health And Medications

Immunizations

South Dakota State Law (SDCL 13-28-7.1) requires that any pupil entering school in this state shall be required to present to school authorities a certification from a licensed physician that they have received the required immunizations according to the State Department of Health.

1. At the time of initial entrance of a student in the Custer School District Schools, the appropriate certification or one of the alternative statements will be required from the parent or guardian.

2. All students who initially enroll in the Custer School District Schools will have all state required age-appropriate immunizations completed or in progress before they attend.

3. All kindergarten students and students from outside the United States who enroll will have all age-appropriate immunizations completed before the first day of attendance.

If you waive the South Dakota immunizations requirements, your child will be excluded from school for their protection in the event of an outbreak of diphtheria, pertussis, tetanus, polio, measles, mumps, rubella or chicken pox. If you have a medical exemption to the South Dakota immunization law, a South Dakota Department of Health Certificate of Immunization form must be signed by your physician; if you have a religious exemption the form must be signed by a parent.

Managing Allergies

Allergies can be life threatening. The risk of accidental exposure can be reduced in the school setting when staff works with students, parents and physicians to minimize risks and provide a safe educational environment for students with allergies. A family with a child with allergies should:

- Notify the school nurse of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school.
- Provide written medical documentation, instructions and medications as directed by a physician.
- Educate the child in the self-management of their allergy.
- Review policies/procedures with the school staff, child's physician and the child.

Medication Procedures

All medications (prescription or non-prescription) should be brought to the office by a parent or guardian and complete the district medication form (contact the school nurse or office for a copy) before the medication will be administered. All medications need to be stored in the office unless prior arrangements have been made between the doctor, parents and school. If the student needs to carry a prescription medication on them, please contact the school nurse.

Prescription medications must be in a pharmacist-labeled container that specifies the student's name, the prescribing physician's name, the date of the prescription and the directions for use. (Pharmacists will give you an extra labeled container for school use if you ask for it.)

Non-prescription medications should be in an original bottle or container labeled with the student's name. (This includes cough drops, cough syrup, aspirin, and so on). The nurse will determine if the non-prescription medication can be kept and administered by the classroom teacher.

If your child needs medication at school, please come into the office to fill out the proper forms. **No medications will be dispensed without the proper forms being filled out (see appendix).**

The school does not keep on hand non-prescription medications (aspirin, cough drops, anti-septic ointment, etc.) to give to students.

Again, all medications will be kept and administered in the office or designated area of the school.

Medical Treatments (Illness/Accident/Injury)

If a student feels ill or is injured, the student needs to notify their teacher. If your child is injured or becomes sick at school we will make every effort to call you immediately. If you cannot be reached, we will attempt to contact the emergency number that you list on the registration form. If the information on the registration form changes, please be sure to notify the office. Students can call their parents with the permission of the teacher.

Managing Communicable Illnesses

Information on the school's specific procedures in dealing with illnesses (pink eye, ring worm, head lice, etc.) can be obtained at school or from the school's nurse (673-4483) or from the district's Board of Education Policy Handbook, which is available on-line at http://csd.k12.sd.us/boa/index.htm on page 64.

Consent for Medical Administration

A child must have consent from a trained school official to administer medications. Staff will have training from the state before being able to administer meds to students at school.

Home School Option

Any home school student that plans to attend one or multiple courses outside the building must have the proper paperwork filled out and signed by the administrative offices. The building principal and counselor must be notified to make necessary schedule adjustments prior to any changes. The student will NOT be on campus during periods designated as homeschool. Staff and Administration will not be responsible for the student during these periods. Credit will not be awarded unless the curriculum is an approved South Dakota Department of Education (SD DOE) curriculum. Staff and administration will NOT maintain responsibility for tutoring the student nor guarantee a passing grade.

Homework

Home study is a necessary part of each student's educational program. Each student will be expected to spend some time in homework. Some assignments are long range in nature and require planning study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. Teachers are available during Wildcat Time, before, or after school to help students with assignments they are having difficulty with or for makeup work help. Students with missing homework/assignments may be scheduled for lunch detention and/or Friday School. If additional help is needed the teacher and student can work out an appropriate schedule.

Insurance

The school accident insurance policy is available at a minimum cost. It can offset the high cost of medical care with school-time accident coverage, 24 hour accident coverage, etc. Information on the insurance will be available during the first week of school. The insurance can be purchased any time during the year. Student dental insurance is available as well.

Internet/Network/Electronic Communications Acceptable Policy

Introduction

The district provides access to the District computer resources, network resources, electronic mail, and the Internet. This policy also applies to any electronic device capable of receiving or transmitting information, whether privately-owned or District-owned, in use on District property. Use of these resources requires all users read this agreement and agree to follow the policy. Students under age 18 must obtain parental permission. Parents are responsible for the contents of the document and must complete any necessary forms.

General Network Use

The network is provided for students and staff to conduct research, complete or design assignments, and communicate with others. Access to network services is given to students and staff who agree to act in a considerate and responsible manner; however, parental permission is required for minors. Students and staff are responsible for appropriate behavior on school computer networks just as they are in a classroom or school hallway. Access is a privilege—not a right, and as such, entails responsibility. General school rules for behavior and communications apply, and users must comply with district standards and honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

During school hours, teachers will guide students toward appropriate materials. Families bear responsibility for such guidance outside of school hours.

Network storage areas will be treated like school lockers. Network and school administrators and their designees may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on District servers will always be private.

Internet/World Wide Web

Access to the Internet and the World Wide Web will enable students and staff to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Be aware that some materials accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits derived by students and staff from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Publishing to the World Wide Web

Student's work may be considered for publication on the World Wide Web, specifically on the district and school's web site. Such publishing requires parent/guardian permission. The work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requires such permission, requests will be forwarded to the student's parent/guardian.

A student's full name may be considered for publication on the World Wide Web, specifically on his/her school's Web site. Such publishing requires parent/guardian permission. If published, his/her name will appear on pages with school-related purpose and will be included to further instructional and/or co-curricular activities. Permission for such publishing does not grant permission to share any student information beyond that implied by their inclusion on the Web page(s).

Terms and Conditions:

1. **Acceptable Use**: Use of accounts must be in support of education and research and consistent with the educational objectives of the District. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of federal or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is prohibited.

2. **Privileges:** As stated earlier, use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives an account will be included in a discussion with a District faculty member pertaining to the proper use of the network. System administrators will deem what is inappropriate, and their decision is final. System administrators may close an account at

any time as required. The administration, faculty, and staff of the District may request system administrators deny, revoke, or suspend specific user accounts.

3. **Network Etiquette**: Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

   a. Be polite. Do not get abusive, obscene or harassing in your messages to others. (A point to remember is to never view, send, or access material you would not want your teachers or parents to see.) Should such material be encountered by accident, report it to your teacher immediately.
   b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
   c. Do not reveal your personal address or phone number or those of other students or staff.
   d. Communications on the network are often public in nature. Note that electronic mail (e-mail) is not guaranteed to be private. School staff may inspect network storage areas, as that is inherent in the authority granted the school. Staff members who operate the system have access to all mail and stored data. Messages relating to or in support of illegal activities may be reported to law enforcement.
   e. Do not use the network in such a way that disrupts the use of the network by other users. Hardware and software shall not be destroyed, modified, or abused in any way.
   f. All communications and information via the network should be assumed to be private property. Be aware of copyright and be certain to cite with full credit any material use.

4. The District makes no warranties of any kind, whether expressed or implied, for the services it is providing. The District will not be responsible for any damages you incur including loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by negligence, error, or omission. Use of any information obtained by the District is at your own risk; the District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify a system administrator; do not demonstrate the problem to other users. Do not use another individual's account. Attempts to login to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to the network. Do not share your password. Account owners are responsible for all activities under their account. Do not copy other people's work or intrude into other people's files.

6. **Vandalism:** Vandalism will result in cancellation of privileges and assessment of costs for repair or replacement. Vandalism is defined as any malicious attempt to harm or destroy the hardware, software, or data of another user of the internet or of any agencies or other networks that are connected with our network system, This includes, but is not limited to, the uploading or creation of computer viruses. Users should take special care with physical uploading or creation of computer viruses. Users should take special care with

physical facilities, hardware, software, and furnishings. Users may not move, unplug, alter, or add equipment or software to the network with out faculty approval. Users may not alter computers or change the settings or system configurations in any way.

7. **Prohibited Activities**: In addition to those items listed above, the following uses of school provided network and Internet access are not permitted:
   a. Accessing, viewing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material.
   b. Transmitting obscene, abusive, or sexually explicit language.
   c. Violating any local, state, or federal statute.
   d. Intentionally disrupting network traffic.
   e. Degrading or disrupting equipment or system performance.
   f. Using the system for commercial or financial gain.
   g. Using the system to defraud.
   h. Vandalizing, damaging, or disabling the property, physical or digital, of another individual or organization.
   i. Violating copyright or otherwise use the intellectual property of another individual or organization without permission, including plagiarism.
   j. Any activities that may be construed as causing damage to or misuse of the system, including using another's work with permission but in violation of classroom rules, protocol, and ethics.
   k. Accessing or participating in chat rooms or multi-user environments, unless specific permission is granted by a teacher.
   l. Wasting school resources by printing excessively or consuming limited server space or bandwidth.
   m. Downloading or installing any commercial software or freeware onto any computer or the network. Must have permission with a faculty member before installing software purchased by you or the District.
   n. Using the computers or the network in any way which may disrupt service or its operation.
   o. Downloading or playing games.
   p. Activating and/or viewing prohibited social networks such as Facebook, YouTube, Twitter, Instagram, etc.

8. **Consequences**: Since technology access is a privilege and not a right, users have the responsibility to use the technology in an appropriate manner. Consequences of misuse or abuse of the Internet, hardware, or network, depending upon the severity of the situation, may include one or more of the following:
   a. A warning followed by a review of policy and appropriate guidelines with the building principal. Loss of access.
   b. Additional disciplinary action determined at the building level in line with existing practice regarding inappropriate language or behavior.
   c. When applicable, law enforcement agencies may be contacted.
   d. Using proxy servers, going around firewalls, accessing prohibited sites, or altering set configurations will result in an automatic referral to Step 5 and a 5 day out-of-school suspension.

Information Recapture

The District will provide information, upon request, for the period not to exceed one (1) day (24 hours) prior to the request, provided that distribution of such information is not a violation of FERPA or other district policies. ADOPTED: 6/30/08; Revised 2/16/09; 3/12/12

Lockers & Locker Searches

Students, upon registration, will be assigned a locker to store their supplies, etc. The care of assigned district property is the responsibility of the student. Any damage that occurs to lockers should be reported immediately.

The courts have consistently upheld the claim that school lockers are school property, loaned or rented for the student's convenience. School authorities may search the student's locker without prior warning in seeking contraband, because standing in *loco parentis* (in place of the parent); school authorities are charged with the safety of all students under their care and supervision. Such a search is not an "illegal" search under the Fourth Amendment to the federal Constitution, but a reasonable exercise of board power in the interests of the health, welfare and safety of all students. Courts have reasoned that the school extends locker use to students only for legitimate purposes. School authorities, therefore, have not only the right, but also the duty to inspect lockers periodically or on an ad hoc basis in the interest of making the school a "safe" environment.

Each student is issued a locker and is expected to keep his/her books and personal belongings properly secured at all times. If this causes a problem for the student, please contact the principal. Students are advised against leaving money or other valuables in the lockers. Large amounts of money or items of personal value should not be brought to school. PLEASE LOCK YOUR LOCKER. The school is not responsible for lost or stolen items.

Makeup Work

All makeup work should be completed before a prearranged absence, whether personal or school sponsored. If the work is not made up before the absence occurs, or prior arrangements have not been made. Makeup is the STUDENT'S RESPONSIBILITY to arrange before the absence. Special considerations are made due to illness and emergency as defined by the building principal.

New Students

All students new to the district must provide a birth certificate, immunization records and proof of residence to the school at the time of enrollment. Students will be denied admission to school if appropriate documents are not received.

Parent Portal / Custer Webpage - www.csd.k12.sd.us

In order for the parents of students to have access to their children's grades, assignments (which have been completed or are uncompleted), attendance and any discipline reports, Custer School District provides the Parent Portal. Parent Portal Cell Phone Code: QCZBHN

This is an ongoing report of your son/daughter's academic activity. First you must fill out the necessary form from the office. You can log on to the portal on the internet at: csd.k12.sd.us. Parent Portal logo is located in the upper right-hand corner of home page. If you have any questions regarding the portal, please contact the secretary for more information at 605-673-4473.

Patriotism

Patriotism is encouraged in the Custer School District. The Pledge of Allegiance will be recited every school day as required by the State of South Dakota. The National Anthem is played before most varsity athletic events. Although students are not required to take part in the above or other patriotic activities, they should respect those who do participate by remaining silent or requesting to leave the area and not infringe on patriotic activities.

Personal Computer Use

With the issuance of school laptops for the explicit purpose as an aid for electronic learning, it will be the expectation of students to not use any personal electronic devices such as non-school issued laptops, iPads, tablets or any other device of similar nature. The school provides internet for school purposes and the school's computer has specific safeguards in place for both the student's and the school district's protection. The use of smart phones will be left to handbook policy and the school staff within the class time. Furthermore, a smart phone will be considered separate from laptops, tablets, etc., because of its differences in use, compared to the school issued device.

Plagiarism/Cheating/Artificial Intelligence

Students are expected to submit their own original work and give credit to the intellectual and creative work of others. Plagiarism--including direct plagiarism (copying and pasting), self-plagiarism (resubmitting your own work in a different class), and paraphrasing plagiarism (taking someone's ideas and putting them in your own words but not citing the original source)--is not allowed and must be prevented through the use of citation. The required citation style will be dictated by the teacher. Cheating is also forbidden. The use of AI, artificial intelligence, is also not allowed unless the instructor gives permission for a student to use AI on an assignment.

Consequences for academic dishonesty are as follows:

1. Unintentional plagiarism - the teacher will instruct the student individually and the student will revise and resubmit the assignment.
2. Plagiarism, cheating, and/or use of AI - the student will receive no credit and must redo the assignment. The no-credit grade will be computed into the student's grade; however, the student will receive credit for the resubmitted work. Parents will also be notified.
3. Repeat plagiarism, cheating, using AI - a parent meeting will be held by the principal and teacher. The assignment will receive an "F" on the test or assignment. A student may be removed from class and not receive class credit.

Posters

All posters, campaign notices and other information to be posted must receive approval from the principal or Assistant Principal prior to posting.

Safe and Drug-Free Schools

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

Students

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

Statement of Purpose:

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

1. To encourage the growth of responsible citizenship among the students, staff, and community.
2. To emphasize the school's concern for the health and well-being of all students.
3. To promote equity and a sense of order and discipline among all students.
4. To establish standards of conduct for all students and foster leadership among peers.
5. To promote positive peer pressure and healthy lifestyles.
6. To provide systemic support and necessary intervention within the school to all students by using the referral process from the school counselor, which may include counseling services.
7. To assist students, through the school referral process, in need of assistance or evaluation through out of-school agencies regarding their use of mood-altering chemicals and mind-altering drugs.
8. To acknowledge and support existing state laws which restrict the use of mood-altering chemicals and mind-altering drugs.

Violations

Students shall not possess or use a beverage containing alcohol, possess or use tobacco, possess or use E-cigarettes/vapor pens/vapor hookahs (containing nicotine or no nicotine), have in possession, buy, sell, or give away marijuana, or any other substance defined as a drug, (natural or synthetic mind altering chemicals) during school hours; anytime on school property, or at school functions.

Consequences

State law requires schools to hold all students to the same rules and regulations of conduct, regardless of whether the student is older or younger than 18 years of age. Parents/Guardians will be notified, in all instances, within 36 hours. See Student Handbook for consequence.

LEGAL REF: Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart I

Weapons

The District prohibits the possession or use of firearms, other than law enforcement, within 1,000 feet of school property, unless on private property or in private residences. According to State statute, firearms, or other weapons deemed inappropriate, are illegal. This includes any firearm or air gun, other than starting guns for athletic events, or during courses designed for firearms training, whether or not it is designed, adapted, used or intended primarily for imitative or noise-making purposes, or any other dangerous weapons.

Items, other than firearms, determined to be a weapon are also illegal and will be dealt with in a serious manner. Any knife, including a pocketknife, may be considered a weapon. These situations are Class 1 misdemeanors and will be reported to law enforcement. This prohibition will normally not apply to school supplies, such as pencils, science materials, compasses and the like, unless they are used in a menacing or threatening manner. This is a no tolerance policy. **Legal Ref: Safe and Drug Free Schools Act, SDCL 13-32-7.**

School Hours – Grades 7-12

7:50 – 8:41	First Hour
8:45 – 9:36	Second Hour
9:40 – 10:31	Third Hour
10:35 – 11:26	Fourth Hour
11:30 – 1:00	Lunches / Flex Hour
1:04 – 1:55	Fifth Hour
1:59 – 2:50	Sixth Hour
2:54 – 3:45	Seventh Hour

Student Arrival

Students should not arrive earlier than 7:15 am. If students are here before school begins, they are expected to be in their designated area and behaving appropriately until the first bell. If students should need to go to their locker before the first bell, that is permissible, but should then return to their designated area.

Student Dismissal

Students need to be out of the building by 4:00 pm. The only students that are permitted to be in the building after 4:00 pm are those that are working with a teacher or are involved with a school related activity. Students will be asked to leave the building if they do not meet the above criteria.

Security

Students, parents, and visitors should be aware that video cameras record 24 hours a day in various locations throughout the campus and building hallways.

Semester Tests

All students, 7-12, are required to take semester tests for all classes. Each teacher is responsible for giving an appropriate semester test for their class. It may be in a format that is best suited for the class (paper pencil, project based, demonstration, etc..).

Sex Offenders

No person who is registered as a sex offender pursuant to SDCL Chapter 22-24B may knowingly be present on Custer School District property. The school board may, in its sole discretion, waive, subject to any reasonable restriction, limitation, or condition that the school may elect to impose, enforcement of this policy. Upon issuance of any waiver the school board retains the right to revoke or modify the waiver. Waiver forms may be obtained by contacting the district administrative office.

Student Conduct & Discipline

Discipline should never be confused with punishment. The goal of discipline is a self-disciplined individual with a mature attitude and socially acceptable standard of conduct.

Discipline Flow Chart (Responsibility)

Student- The student is the first line of discipline at Custer High School (self-control, respect for authority, etc.)

Teacher- Teachers are expected to make significant attempts to improve the behavior of students who deviate from expected behavioral standards. Each teacher will develop classroom management plans to establish expectations and consequences for his/her case. These plans will be given to each student to share with their parents or guardian.

Principal- The principal will serve as a resource for all discipline-related problems. He/she is the final, building level source of appeal in the "due process" procedure.

Prohibitive Behavior

High school students are prohibited from engaging in behavior that will endanger or threaten to endanger the safety of others, that will damage property, or that will impede the orderly conduct of the school program. Proper behavior is the responsibility of the students and his/her parents. Students have the responsibility to know and respect the rules and regulations of the school as well as to have consideration for the rights of others. Behavior that would be detrimental to the important goal of creating a stimulating learning climate must be discouraged. Teachers, counselors, and other school personnel are authorized to enforce rules and regulations to promote this important goal. All students are under the jurisdiction of the school district while on school grounds, under the supervision of school authorities, riding a regular bus route, or on any co-curricular trip.

When any school employee observes a student engaging in behavior that violates the provisions of this code, the employee is required to intervene immediately. The employee must inform the student he/she has engaged in unacceptable behavior, requesting that such behavior cease and informing him/her of the consequences of the failure to follow staff directions. If the employee is unable to secure the cooperation of the student in terminating the offending behavior, or if the behavior is of such seriousness that the intervention of other staff is necessary, a prompt report must be made to a building administrator describing information pertinent to the pursuit of disciplinary and/or legal action. Whenever an employee discovers a student engaging in conduct constituting illegal behavior, the employee MUST make a prompt report to a building administrator.

Friday Morning (FMBC)

The Friday Morning Breakfast Club (FMBC) is a system of dealing with students who come in conflict with school policy. Students Assigned to FMBC will:

1. Meet from 8:00AM to 11:00AM on selected non-school days - Friday.
2. Report to their assigned room.
3. Students are responsible for having enough work to keep busy for 3 hours.
4. Adjustments in scheduling must be made with the attendance office no less than 1 school day prior to assignment.
5. If a scheduled FMBC is missed it will result in a meeting with an administrator, parent call and 1 day of ISS. Administrator discretion will apply as final decision.

Suspension

Suspension is defined as temporary denial to a student to participate in any instructional and school activity for a period of time, during which time the student also will be denied access to school property. A student can be given a short or long term suspension. An administrator has the authority to suspend a student for a period of up to ten (10) days. Any suspension which exceeds ten days requires superintendent or board action.

Suspension – Out of School

To receive credit for work assigned during the suspension time, it must be turned in on the first school day after the completion of the suspension. Tests must also be taken on the first day a student returns to class. The student is responsible for all material covered during the suspension.

Discipline Policy

Classroom Discipline

A good learning atmosphere in the classroom is the joint responsibility of the teacher and students. This atmosphere will be promoted through clearly established and understood rules and regulations. Because of varying personalities and classroom environments, these rules may differ somewhat from teacher to teacher.

The teacher has the responsibility to act on infractions of classroom rules.

STEP Program

When corrective actions taken by the classroom teacher have failed or the rule infraction is of a serious nature, the incident shall be referred to the Principal/Asst. Principal for investigation and action. The severity of the consequences applied depends upon two factors: 1) the seriousness of the offense and 2) the previous disciplinary record of the student. In an effort to take both into account, a progression of consequences (the step system) has been adopted. A student who is referred for violating a rule contained within this code will receive the consequences that correspond to the entry level step for that offense.

With each successive referral the student will be advanced up the step system at least one step depending upon the seriousness of the infraction. The disciplinary consequences for each step are as follows:

STEP 1: Designee or Principal conference, Conference with parents either in person, by phone or written notice and an isolated lunch detention.

STEP 2: One (1) day assignment to FMBC/week lunch detention

STEP 3: Two (2) day assignment to FMBC and parent notification or one (1) day in-school suspension

STEP 4: Three (3) day out-of-school suspension (mandatory), parent notification and conference

STEP 5: Five (5) day out-of-school suspension, parent notification and conference

STEP 6: Five (5) day out-of-school suspension followed by three (3) day FMBC assignment, parent notification and conference

STEP 7: Long term suspension or expulsion

Provisions for the use of the Step System

- A disciplinary file will be initiated for each student referred. A record of each violation, as well as the step assigned, will be maintained.
- After a student has been placed on a step, the next infraction will result in the student being advanced to the next step. A step may be "jumped" if the infraction calls for a higher entry level step. For example, a student who is on STEP 1 and commits a STEP 4 violation will be advanced to STEP 4. Normally, a student will be advanced up the step system with each successive violation.
- A student may work his/her way down the step system by demonstrating good behavior. Each period of 20 school days without a referral may be regarded as a reduction of one step.

DISCIPLINARY INFRACTIONS AND CONSEQUENCES

SCHOOL ATTENDANCE

Right: All students living within the boundaries of the Custer School District who are under the age of 21 are entitled to a free public education through the 12th grade.

Responsibility: Students will attend all classes, assemblies and required meetings unless properly excused by a parent or guardian. Students are required to report to school and classes on time and to remain on the school campus during regular school hours unless excused by a pass to leave the building.

Tardiness

STEP 2 – 5 or more tardies in any one class per semester

Truancy

STEP 2. Being absent from school or class part or all of a school day without the permission of parents or school administrators. In addition to school disciplinary action,

habitual offenders will be referred to legal authorities. If you leave school or class without permission and/or checking out, you are truant. A referral may be made by the Custer School District Truancy Officer to the State's Attorney office.

STUDENT TO STUDENT RELATIONS

Right: Each student has the right to attend school and school activities and be free from threats against his or her feelings, physical well-being and property.

Responsibility: Each student shall be responsible to respect the feeling, property, and well-being of other students.

Policy: Students will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of the property of fellow students.

Threatening or Intimidating Acts Student to Student

STEP 2 The act of threatening the well-being, health, or safety of any student. (Severe cases could result in a higher step.)

Disrespect Student to Student

STEP 2 To insult, call derogatory names, use obscenity toward, dishonor, or in other manner abuse, verbally or in writing, any member of the student body. (Severe cases could result in a higher step.)

Property Damage Student to Student

STEP 2 Restitution required through parental contact. (Severe cases could result in a higher step.)

Theft Student to Student

STEP 2 Restitution required through parental contact. Referral to sheriff's office when appropriate. (Severe cases could result in a higher step.)

Extortion Student to Student

STEP 2 The action of extorting things of value from a person in the school, under pressure of either implied or expressed threats. Referral to sheriff's office when appropriate. (Severe cases could result in a higher step.)

Fighting Student to Student

STEP 3 The act of involving hostile bodily contact in or on school property, including any activity under sponsorship. Both parties involved are to be equally disciplined and share in damages, unless self-defense can be shown on the part of one of the students.

Physical Attack Student to Student

STEP 4 The act of physically assaulting, or, in some manner, attempting to injure any student on school property. When appropriate, a referral to the sheriff's office may be made.

STUDENT/STAFF RELATIONS

Right: Students and staff have a right to work, study and teach in an atmosphere of mutual respect.

Responsibility: Students have the responsibility to respect authority, feelings, physical well-being and property of members of school staff.

Policy: Students shall refrain from disobedience, disrespect, threats, or attacks directed at members of the school staff, as well as damage to or thefts of property belonging to school staff members.

Insubordination Student to Staff

STEP 2 The willful failure to respond or carry out a request by authorized school personnel.

STEP 3 Forceful and derogatory defiance of an abusive nature.

Disrespect For the Property of a Staff Member

STEP 4 Damage and theft. Restitution required through parental contact. Refer to sheriff's office when appropriate.

Disrespect Student to Staff

STEP 3 To insult, call derogatory names, dishonor, make gestures, or in other manner abuse verbally or in writing any member of the school staff.

Threatening or Intimidating Acts Student to Staff

STEP 3 Verbally or by gesture threatening the well-being, health or safety of any member of the school staff. Notification to the sheriff's office when appropriate.

Physical Attack Student to Staff

STEP 7 Expulsion. The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship. Refer to the sheriff's office.

SCHOOL PROPERTY

Right: Each student is entitled to a well-equipped, well-maintained, clean and aesthetically pleasing school environment.

Responsibility: Each student is responsible to respect and help maintain the appearance and cleanliness of the building.

Policy: Acts of vandalism, theft and abuse of the school buildings and grounds are prohibited.

Theft

STEP 2 Minor theft not serious enough to be reported to sheriff's office. Restitution required through parental contact.

STEP 5 Major theft considerable enough to be reported to the sheriff's office. Referral to the sheriff's office and restitution required through parental contact.

Vandalism

STEP 2 Minor vandalism not serious enough to report to the sheriff's office. Restitution required through parental contact.

STEP 5 The act of willful destruction of public property. Restitution required through parental contact. Possible referral to the sheriff's office.

PROTECTION OF PUBLIC SAFETY

Right: All people have the right to be safe and secure.

Responsibility: Students have the responsibility to conduct themselves in such a manner as not to pose a threat to the health and welfare of others.

Policy: The infractions listed below, as well as any act that poses a threat to the health and safety of students and/or staff, are strictly forbidden.

Improper Use of Motor Vehicles

STEP 2 Reckless driving or Improper parking. Referral to sheriff's office.

Detonation of Firecrackers or Other Explosive Devices

STEP 5 Referral to sheriff's office when appropriate

Off Premises Theft During School-Sponsored Activities

STEP 2 Referral to sheriff's office.

False Alarms

STEP 5 The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause. Referral to sheriff's office or fire marshal.

Lighters/Fire Starting Devices

STEP 3 The personal possession of a lighter or fire starting device on school grounds is prohibited for students. Use of the lighter or fire starting device will be treated as ***ARSON***.

POSSESSION OF WEAPONS ON PERSON OR IN LOCKERS/VEHICLES

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. Facsimiles [imitative] of weapons will be considered as dangerous and/or deadly as defined by this policy.

STEP 5 No intention to harm. Referral to sheriff's office

STEP 7 Intent to harm. Referral to sheriff's office.

Bomb Threat

STEP 7 Expulsion. Referral to sheriff's office.

Arson

STEP 7 Expulsion. The willful and malicious burning of or attempt to burn any part of any building or any property of the school or its staff and students. Referral to the sheriff's office.

ALCOHOL, TOBACCO, & DRUGS

Right: Each student has the right to associate with students who are free from the use of alcohol, tobacco, and drugs and not be subjected to those wishing to buy, sell or use such substances.

Responsibility: Each student has the responsibility to keep his or her mind and body in a sound, healthy condition.

Policy: The use, possession or sale of any nonprescription drugs, alcoholic beverages, or tobacco (E-cigarettes/vapor pens/vapor hookahs with/without tobacco/nicotine) is prohibited on school grounds, as well as at or before school sponsored activities.

Alcohol and Drugs

STEP 4 Possession of alcohol or drugs. Also, referral to sheriff's office

STEP 5 Consumption of alcohol or drugs. Also, referral to sheriff's office

STEP 6 Under the influence of alcohol or drugs. Also, referral to the sheriff's office.

STEP 7 Selling, distributing or transmitting alcohol or drugs. Also, referral to the sheriff's office.

In addition, students above will be required to complete a Lifeways screening/course.

Administration may suspend the student up to ten (10) days in compliance with student due process procedures. Administration will notify parents/guardians in writing of the suspension within thirty-six (36) hours.

Tobacco, E-Cigarettes, Vapor Pens, Vapor Hookahs, Nicotine Pills/Pouches

STEP 2 Use or possession of tobacco, including e-cigarettes, vapor pens, vapor hookahs (containing tobacco/no tobacco/nicotine/no nicotine) on restricted school premises or at functions under the sponsorship of the school-includes both smoking and chewing tobacco/nicotine. Also, referral to the sheriff's office.

STEP 3-2nd Offense

STEP 4-3rd Offense

In addition, students above will be required to complete a Lifeways screening/course.

DISRUPTIONS & INAPPROPRIATE BEHAVIOR

Disturbance of School as a Misdemeanor (SDCL 13-32-6)

A person, whether pupil or not, who disturbs a public or non-public school when in session or who intentionally interferes with or interrupts the proper order of management of a public or

non-public school by acts of the violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil form performing their duty is guilty of a Class 2 Misdemeanor.

Classroom Disruption

STEP 2 – Referral to Sheriff's Office when necessary.

STEP 3 Disturbing, causing distress, by not cooperating with instructor or fellow students. Referral to sheriff's office. SD State Law 13-32-6

Cell Phone/Electronic Device Improperly Used

STEP 1 – 1st offense – device taken away, student may pick up at the end of the day

STEP 2 – 2nd offense – device taken away, parent picks up

STEP 3 – 3rd offense – device is taken away daily, dropped off in the office daily

Forgery

STEP 2 Written or spoken misrepresentation of the truth (i.e.) forged passes, parent signatures, false phone calls, misinformation to school personnel, etc.

Necking, Embracing or Other Similar Improper and/or Disruptive Behavior

Will not be allowed.

Disruption of Meetings and Assemblies

STEP 2 – Referral to Sheriff's Office when necessary.

Cheating

STEP 2 Copying work, etc.

STEP 4 Stealing a test, tampering with grade book, etc.

Plagiarism

See Plagiarism Policy

Improper Cafeteria Behavior

STEP 2 Throwing food or participation in inappropriate behavior. Or parents eat with students one day.

Abusive or Offensive Language

STEP 2 Used in the presence of staff members and/or students, including written notes, published material or clothing as well as vocal.

Sexual Harassment

STEP 5 No intention to harm. Referral to sheriff's office

STEP 7 Intent to harm. Referral to the sheriff's office

Student Council

The Custer High School Student Council plays an active role in working with the staff and student body to make student life more productive and fun. Participation in council activities provides an excellent training ground for future leadership roles you may wish to pursue. The council promotes the common good of all students, helps in developing high ideas of personal conduct, seeks to interest students in school affairs, and helps solve problems that may arise. Student Council members are class officers. The entire student body in school wide balloting elects the president, vice president, and secretary. The council's principal purposes are as follows:

1. To unify student activities under one control and promote the general activities of the school.
2. To aid in the internal administration of the school.
3. To teach the student the values of working in a democracy.

Student Records

The Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) afford parents and students over 18 years of age certain rights with respect to their student's records. Records are confidential and if parents want to see their child's educational records please contact the office. Further information can be found below, on the district website at csd.k12.sd.us or by calling Stacey Boutain at 673-3154.

Any documents coming from our school district must match the State Infinite Campus information for the purposes of continuity.

Educational Records

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal or special education director a written request that identifies the record(s) they wish to inspect. The administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Custer School District to amend a record that they believe is inaccurate or misleading. They should write the school principal or special education director, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by Custer School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Telephone Use

The telephone in the office is for school business. Students may use the phone in the office with permission. Students will not be called out of class to come to the phone except in cases of emergency.

Title IX

Appendix 1 – CSD Policy ACAA-R Sexual Harassment Regulations Policy
Appendix 2 – CSD Policy ACAA-R(1) Sexual Harassment Complaint Report Form
Appendix 3 – CSD Policy ACAA-R(2) Sexual Harassment Complaint Appeal to the Superintendent
Appendix 4 – CSD Policy ACAA-R(3) Sexual Harassment Complaint Appeal to the School Board
Appendix 5 – CSD Policy AD Nondiscrimination in Federal Programs
Appendix 6 – CSD Policy AD-F(1) Nondiscrimination in Federal Programs Complaint Report Form
Appendix 7 – CSD Policy AD-F(2) Nondiscrimination in Federal Programs Appeal to the Superintendent
Appendix 8 – CSD Policy AD-F(3) Nondiscrimination in Federal Programs Appeal to the School Board

Transportation

Custer District contracts for its transportation needs with Harlow's Bus Co. (574-2249). Harlow's Bus Co. employs and trains their staff to give our students safe and quality transportation to and from school. Any questions or concerns may be addressed to Harlow's Bus Co. or the District Business Manager (6733154). Bus routes are established. If you are new to the district, contact either of the above individuals for information regarding pickup and drop-off points and times. Bus transportation for students is a privilege, conditioned upon courteous behavior and obedience to the established rules. Safe operation of the bus and safety of the passengers demands complete cooperation from students.

It shall be the duty of the driver to report to the school administrator the names of any students who persist in violating the rules and regulations. The administrator may find it necessary to temporarily or permanently withhold the privilege of riding the bus from those students who fail to cooperate accordingly.

All school district rules will be in effect when students are bused for activity trips of any kind. Fees may be charged for such trips. Appropriate personnel will make details known about sanctioned trips ahead of time so students and parents can plan accordingly.

1. Instructions provided by the bus driver/authorized personal shall be followed.
2. All students must be seated before the bus moves. Students must sit in assigned seats if asked to do so.
3. Ordinary conversation is permitted; however, loud and/or vulgar language is not acceptable and will be dealt with.
4. Students must refrain from unnecessary conversation with the bus driver.

5. BE ON TIME AT THE DESIGNATED BUS STOP. The bus drivers are directed to maintain their driving schedule in order to get the students to school on time. The bus will NOT wait for you if you are late.
6. Students are not to stand in the traffic lanes while waiting for the bus.
7. Assist the driver in keeping the bus clean, sanitary and in orderly condition.
8. Students must not move about inside the bus or try to get on or off while the bus is in motion.
9. Students must not, at any time, put hands, arms or heads out of the windows of the bus.
10. Students will immediately report to the driver any damage occurring to the bus.
11. Students must follow the instructions of the driver when entering or leaving the bus and when crossing the road or highway.
12. Students will not leave the bus other than at their designated bus stop.
13. Students will be courteous to the bus driver, fellow students, and general public.
14. All school district rules are in effect when students are being bused.

Transferring Out or Withdrawal of Students

No student may withdraw or transfer out of school without a prior parent meeting with the principal or guidance counselor. All of your obligations must be satisfied before leaving. These obligations include rental fees; fines for lost or damaged books and equipment; and costs incurred for take-home projects.

Use of Vehicles & Parking Lots

Students driving cars or other vehicles (bikes or motorcycles) to school are subject to the following rules:

1. Students shall park in designated student parking area.
2. Students are not to be in the parking lot areas during class hours without specific permission from a staff member.
3. Keep car doors, bikes and motorcycles locked to avoid theft.
4. All federal, state, and local traffic laws will be followed.
5. Park bicycles in the designated areas by each building.
6. Students are not to operate another person's vehicle without permission of the owner.
7. Students are not allowed to operate any motor vehicle during school hours without permission.
8. Students will be expected to drive and park responsibly.

Valuables

Students are NOT to bring unnecessary valuable items or large amounts of money to school. We discourage the use of iPods, mp3 players, portable game systems, or other valuable items, but may be allowed by the classroom teacher. The school will not be responsible for any lost, stolen, or damaged items.

Vandalism

Vandalism is the willful or malicious destruction or defacement of public or private property. Such action could result in suspension, expulsion, or detention, and/or referral to the

appropriate law enforcement agency. Failure of the student to accept financial responsibility will be dealt with by possible expulsion (which requires Board action via a hearing).

Vehicle Searches

If the administration has reasonable suspicions that weapons, drugs, or alcohol are in a vehicle on school property, the vehicle may be searched. The students whose vehicle is in question will be permitted to be present during the search but will not be allowed to participate in the search.

Visitors

All visitors must check in at the office and pick up a Visitor's badge. Parents are always welcome but need to make arrangements with staff members to see teachers, the principal, or visit the student's classes.

Student visitation can be approved or denied, as it can be disruptive at times. Student visitors are guests to our school and will follow all rules and regulations required of our student body. Any violation by visitors will be cause for their immediate removal from the school premises.

PROGRAMS

Child Find

Custer School District identifies, locates and evaluates children in need of special education or special education and related services, birth to twenty-one years of age within the jurisdiction of the District.

This includes children in public/private agencies or institutions, private/religious schools, or those receiving alternative instruction under SDCL-13-17-3 . If you are aware of a child with a disability, birth to twenty-one years of age, regardless of the severity of his/her disability who is not now attending school, please contact the Director of Special Education , Stacey Boutain, Custer School District, 527 Montgomery, Custer, SD 57730; (605) 673-2171.

Food Service

Meals may be purchased by cash or checks only – NO CHARGING. Meal costs will be announced in the fall of each year. NOTE: may also use your parent portal to make payments now.

The following general lunchroom rules are to be followed throughout the district:

1. Be quiet and courteous in the food line and at the tables.
2. Leave your table and dining area clean.
3. Scrape your tray and return to proper cleaning area.
4. Food is not to leave the lunchroom.

5. Students who bring their own lunch will be provided a location in the commons to eat.

We encourage our students to purchase meals. Custer District is a participant in the Federal Food Service Program. Free or reduced lunches and breakfasts are provided to children if specific guidelines are met. Any parents/guardians who feel their family fits the guidelines may contact the building principal for the proper form to fill out. Once the form is completed a district official determines whether you qualify. This information is kept confidential.

School Nurse

The district has a nurse provided on an as needed basis. If you have any special health concerns or questions regarding your child, the nurse can be contacted through the office.

Special Education

A full continuum of special education services is available to students who have special needs. For more information, parents should contact their child's classroom teacher or the Special Education Director, Dr. Rhonda Frederick at 673-2171.

Title I

Provides supplemental help in the areas of reading and math. Services are provided in and out of the classroom, depending on the needs of the student. Title 1 also provides the Reading Recovery program for first grade students who qualify for the program.

Co-Curricular Activities

Activity Ticket Prices

Family tickets: $85.00
Adult tickets: $45.00
9-12 student tickets: $35.00
K-8 student tickets: $25.00

Activity tickets will be available prior to the beginning of school. The ticket then allows you to attend all regularly scheduled middle and high school athletic, drama and music events.

Fine Art Activities offered at Custer Jr/Sr High

Oral Interpretation, Student Council, Yearbook, Drama, Knowledge Bowl, National Honor Society, Vocal Music, Instrumental Music, Pep Band, Destination Imagination, SADD, Fellowship of Christian Athletes.

Athletic Activities offered at Custer Jr/Sr High
Cross Country, Track & Field, Football, Basketball, Volleyball, Wrestling, Cheerleading, Competitive Cheer, Golf, Special Olympics, Soccer

Activity Eligibility (SDHSAA Rules)

1. The student must be under 20 years of age at the time of participation.
2. Only undergraduates or students who have not fulfilled requirements for graduation are eligible for interscholastic activities. A student shall be eligible for four (4) first semesters and four (4) second semesters of interscholastic competition.
3. Enrollment in school for fifteen school days or participation in one or more contests shall constitute a semester in determining eligibility. The Board of Control or the Executive Director of the South Dakota High School Activities Association (SDHSAA) shall have the authority to waive the fifteen day attendance rule when and if a student withdraws from school after fifteen days of attendance as a result of an injury or illness and does not return to any school for the remainder of the semester and the student does not receive any high school course credits.
4. The student shall be enrolled in an accredited high school and attend a minimum of twenty hours of high school per week during the current semester.
5. A student's grades, which are dependent upon completion of a project such as a vocational educational project after the close of an academic semester, shall be determined by the grade averages of record assuming satisfactory completion of the project.
6. The first semester should be considered as ending on midnight on the day before the second semester begins and the second semester shall be considered as starting on the first day classes are held in said semester. The actual ending of the second semester or school year, rather than the date of graduation exercises or diploma date, controls the determination when eligibility terminates.
7. The eligibility of a student who has just transferred will be determined by the scholastic records from the former school attended. The receiving school may not submit the name of a transfer student on the Master Eligibility List until the official transcript of grades is received from the former school and academic eligibility is verified.
8. The student, unless they are entering high school for the first time, shall have maintained at least a C average (2.0 GPA) in twenty (20) hours of high school work per week for the preceding or for the most recent semester of attendance in any accredited high school.
9. Students who have failed to maintain a C average for the preceding semester shall be considered to be on "Academic Probation." Students on academic probation, who fail to meet the minimum eligibility requirements of the SDHSAA, shall not be eligible to participate in any co-curricular programs.
10. Students on academic probation who meet the minimum eligibility requirements of the SDHSAA will be allowed to participate in co-curricular programs but will have their grades monitored on a weekly basis by the Activities Director and the High School Principal. These students will be expected to seek additional assistance from the instructional staff in an effort to raise their grades.
11. Students who have failed to maintain a C average for two semesters will be eligible to participate in co-curricular programs only upon approval of the School Board of Education. Petitions for approval to participate in co-curricular programs with less than a C average for two semesters or more will require the petitioner to demonstrate that s/he has made significant efforts to maintain a C average. The testimony of the student's classroom teachers will be required to corroborate that such efforts have been made.

12. A student cannot transfer from:
    A. a high school in another state to a high school in this state, or
    B. a member school to another member school (to include non-member school to member school) and be eligible for athletic/fine arts participation if he/she were not eligible due to personal conduct violations (i.e. training rule violations, code of conduct violations, activities violations, etc.) for such participation in the state/member school from which he/she transferred. This provision also includes those students who transfer under sub-section (M) – open enrollment students.

    A student who would be ineligible at their previous school may not become eligible for competition at any level by transferring. The school at which the ineligibility occurred determines the period of ineligibility. A transfer at the beginning of a school year does not decrease or eliminate the period of ineligibility.

    A transfer student will be eligible for athletic and fine arts participation provided he/she meets the eligibility requirements as set forth by Part IV – Student Eligibility For Fine Arts and Athletic Participation, Section 1 – of the By-Laws of the SDHSAA and has completed any suspension for activities violations from the school they are transferring from.

    NOTE: As these are student penalties and not penalties against the school, the penalty follows the student. A change in schools does not erase the violation or the penalty for the violation.
13. Open enrollment students transferring from one high school to another must have the school (s)he leaves file a transcript for credits with the principal of the school to which (s)he is transferring. Until such transcript is filed, the student is ineligible. In order for open enrollment students to be eligible for participation in interscholastic athletics of the SDHSAA, the student must have been enrolled on the first day of the school year they are open enrolling to. All other open enrollment students shall become eligible on the forty-sixth school day of attendance provided all other SDHSAA regulations are met.

    (These Eligibility requirements are a combination of the standards set forth by the SDHSAA and those required by the Custer School Board of Education)

Eligibility on Day of Competition

Students must attend at least one-half of their classes to be eligible for competition that school day. Exceptions to this rule are involvement in other school sponsored activities, legitimate medical reasons, or legitimate family emergencies. These exceptions must be approved by the Activities Director in advance.

Pre-Participation Requirements

Fine Arts

The following forms need to be completed and turned in to the Advisor/Coach prior to the first practice:

a) CSD Parent/Coach/Advisor Relationship Policy Acknowledgement
b) CSD Training Rules and Eligibility Standards and Acknowledgement
c) CSD Acknowledgement of Warning by Student and Parent
d) SDHSAA Consent For Participation in Activities
e) SDHSAA Consent for Medical Treatment
f) SDHSAA Consent for Medical Release

Athletics

The following forms need to be completed and turned in to the Head Coach prior to the first practice:

a) CSD Parent/Coach/Advisor Relationship Policy Acknowledgement
b) CSD Training Rules and Eligibility Standards and Acknowledgement
c) CSD Acknowledgement of Warning by Student and Parent
d) SDHSAA Consent For Participation in Activities
e) SDHSAA Consent for Medical Treatment
f) SDHSAA Consent for Medical Release
g) SDHSAA Concussion Facts for Students
h) SDHSAA Concussion Facts for Parents
i) SDHSAA Health History Form – parent completes prior to physical exam
j) SDHSAA Physical Exam Form- physician completes during physical exam
k) Athletic Trainer Consent and Release

Academic Eligibility for Extra-Curricular Activities

1) Students must meet grade requirement as set forth by the South Dakota High School Association (SDHSAA handbook- passing 4 courses (2.0 credit hours) the previous semester, has not reached their 20th birthday, etc.)
2) Students must maintain 60% or greater average in each individual class. Grades will be checked every Monday to determine eligibility.
3) Procedure for administering the academic eligibility program:
    - The Activities Director will contact the student and the Head Coach/Advisor concerning student athletes/participants who are failing
    - One failing grade: Student may practice, but may not compete or travel with team until the grade is raised above 60%
    - Two or more failing grades: Students may not practice, travel, or compete until grades are raised above 60%.
    - Once a student raises their grade to all passing levels and notifications have been given from the teacher to the Activities Director, the student is immediately eligible.

Band and Vocal are considered an activity. Band and Vocal do not fall under the above policy since students receive a transcript grade for the courses. Eligibility for participation at events as a graded part of each course will be handled on a case-by-case basis at the discretion and cooperation of the band/vocal advisor, activities director, and the high school principal.

Custer High School Activities Training Rules

Philosophy

The purpose of this policy:

- To encourage students to avoid participating in the use of alcohol, tobacco, and illegal drugs
- To teach students the importance of commitment, responsibility, accountability, and dedication
- To keep students involved in activities

Drugs/Alcohol/Tobacco

The rules for students who participate in activities are:

- Drinking or possession of alcoholic beverages is prohibited
- The use or possession of tobacco is prohibited
- The use of possession of illegal drugs and narcotics is prohibited
- The use of E-cigarettes, vaping pens, vapor hookahs with/without tobacco/nicotine, and any other nicotine devices including, but not limited to this list.

Rule Enforcement

Rules will be enforced:

- Training rules will begin in 6th grade IF the athlete is participating at the junior high level.
- Training rules apply once the student is participating in co-curricular activities.
- Training rules apply throughout the student's entire career and are cumulative.
- This policy remains in effect throughout the school calendar year and during any season/activities that occur before or end 1doutside the school calendar period.

Administration of Policy

The investigation of each incident will be administered by the Activities Director and/or Principal or Assistant Principal. The THREE following reports will be investigated:

1. Self-Report by student and/or parent
2. Citations from law enforcement
3. Custer School District employee witnesses a violation

Incriminating evidence *note: the evidence in question is what could be used in a court of law.

Other Co-Curricular Rules

Each individual Head Advisor/Coach can and may determine other rules and additional consequences for students who participate in their activity. The advisor/coach may impose more stringent requirements and or rules under this policy. Such rules may include but are not limited to:

- Curfew
- Theft
- Behavior at events
- Anytime an individual is representing the team or Custer School District

Appeal Process

If a student wishes to appeal the determination of a violation, he or she may ask the Activities Director to form a review committee made up of 2 non-coaching staff members, and 2 other coaches/advisors to review the case. If the student disagrees with the decision of the review committee, he/she may appeal to the Superintendent, whose decision is final. The District's Conflict Resolution Policy is not applicable for appeals under this policy.

Appeal Timeline:

1) After being charged with a violation, the student has 5 school calendar days to submit an appeal to the Activities Director.
2) Upon receiving the appeal, the Activities Director (or designee) has 5 school calendar days to form the review committee and set up a hearing
3) If the student disagrees with the decision of the review committee, he/she has 5 school calendar days to appeal to the Superintendent.

4) Upon receiving an appeal, the Superintendent has 5 school calendar days to set up a meeting with the student.

Hearing Procedures/Guidelines:

- The hearing is not considered a legal proceeding
- Student will present information to the committee. Parents will be allowed to attend if they wish but will refrain from commenting until such time the committee allows the parents to ask clarifying questions or provide comments related to their child.

Violation of Training Rules

Illegal Drugs

Suspension from Extra-Curricular Activities:

If a student is adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency, for possession, use, or distribution of controlled drugs or substances or marijuana, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by statute, the student shall be suspended as follows:

First offense: The student shall be suspended one year which shall be reduced *to* thirty calendar days if the student participates in an assessment with a certified licensed addiction counselor. If a suspension for a first offense is reduced to 30 calendar days, the student is ineligible for a minimum of two South Dakota High School Activities Association sanctioned events. If two sanctioned events for which the student is ineligible do not take place within the reduced suspension period, the student's suspension remains in effect until two sanctioned events for which the student is ineligible have taken place. Students who are ineligible to participate in activity events, competitions, and performances shall be allowed to participate in practices.

Second offense: The student shall be suspended one year. The one year suspension for a second offense shall be reduced to 60 calendar days if the student completes an accredited intensive prevention or treatment program. If the suspension for a second offense is reduced, the student is ineligible for a minimum of six South Dakota High School Activities Association sanctioned events. If a suspension is reduced pursuant to § 13-32-9, a suspension for a second offense shall make the student ineligible for a

minimum of six South Dakota High School Activities Association sanctioned events. If six sanctioned events for which the student is ineligible do not take place within the reduced suspension period, the student's suspension remains in effect until six sanctioned events for which the student is ineligible have taken place. Students who are ineligible to participate in activity events, competitions, and performances shall be allowed to participate in practices. Students are required to complete a drug/alcohol screening on each offense.

A suspension begins on:

(1) The day following the notification to a school administrator by the Unified Judicial System that a student has been adjudicated, convicted, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of a sentence or a suspended adjudication of delinquency 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 prohibited by § 22-42-15 and the school administrator gives notice to the South Dakota High School Activities Association and the students; OR

(2) The day following the student's admission to a school administrator that the student committed an offense enumerated in subdivision (1), which shall be made with the student's parent or guardian present if the student is an emancipated minor, and the school administrator gives notice to the South Dakota High School Activities Association.

- A suspension that is reduced pursuant to this policy is only in effect during the South Dakota High School Activities Association's activity year, which begins on the first day of its first sanctioned event and concludes on the last day of its last sanctioned event.
- A reduced suspension that is not completed by the end of one activity year shall carry over to the next activity year.
- For events to count toward the minimum number of events for which the student is ineligible following a reduction in the suspension for a first or second offense, the student must participate in the entire activity season. Failure of a student to complete the entire activity season results in the student being ineligible for one year from the date of adjudication, conviction, the subject of an internal adjustment or court approved diversion program, or subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one activity season carries over to the next activity season in which the student participates.

Third offense: 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, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by statute, by a court of competent jurisdiction, the student is ineligible to participate in any extracurricular activity.

*6-8th graders participating in Co-Curricular Activities follow the above State Law.

Tobacco/Alcohol

Honesty Clause If a student turns himself/herself into a school official at the FIRST opportunity of speaking with a school official for violating any portion of the Alcohol and Tobacco Rules, he/she may qualify for the "Honesty Clause" which allows a student to receive tiered consequences for violating the training rules. (Example: talking with their Head Coach at open gym in the summer.) The "Honesty Clause" is not applicable if the student is reported by law enforcement or a Custer School District staff member for violations of the policy.

Tiered consequences are as follows:

Violation	Honesty Consequences	Consequence
1st	Self-Report ● 1 game/1 event ● Complete a Drug and Alcohol Counseling Program	● 2 Events or 2 weeks, whichever is longer ● Complete a Drug and Alcohol Counseling Program
2nd	Not Available	• 4 Events or 4 weeks, whichever is longer • Complete a Drug and Alcohol Counseling Program
3rd	Not Available	▪ Suspension from participating in all Custer High School Activities for one calendar year from the time of the infraction ▪ Complete a Drug and Alcohol Counseling Program
4th	Not Available	Expulsion from participating in all Custer High School Activities for the remainder of the student's eligibility

*Discovery that alcohol was supplied to underage children will be reported to Law Enforcement.

**Community Service will be served at the place designated by the Drug and Alcohol Coordinator/Designee

Drug and Alcohol Counseling Program

Students who violate the Custer JR/Sr High Training Rules need to complete a Drug and Alcohol program provided by an outside counseling service with a certified licensed addiction counselor. The student will cover the cost of the counseling. The game suspension will begin at the time the student will need to provide a certificate of completion to the Activities Director and/or Principal. If the counseling services are not completed during the time frame documented, the student's game suspension continues.

PARENT STUDENT SCHOOL COMPACT

Each school receiving funds under Title I of the No Child Left Behind Act must develop a written school-parent compact. This compact must be developed jointly with parents for all children participating in Title I activities, services, and programs. The compact is a component of the school parent involvement policy developed by the school and parents. The compact must outline how the school staff, parents, and students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

A student will:

- Always try to do my best in my work and in my behavior.
- Work cooperatively with my classmates.
- Show respect for myself, my school, and other people.
- Take pride in my school.
- Come to school prepared with my homework and supplies.

A Parent/Guardian will:

- See that my child attends school regularly and on time.
- Provide a home environment that encourages my child to learn.
- See that all homework assignments are completed.
- Communicate regularly with my child's teachers.
- Support the school in developing positive behaviors.
- Talk with my child about his/her school activities.
- Encourage my child to read at home. ▪ Volunteer my time at school.

A teacher will:

- Provide parents reasonable access to staff.
- Show respect for each child and his/her family.
- Provide parents with frequent reports on their children's progress.
- Help each child grow to his/her potential.
- Provide high quality curriculum and instruction to assist students in learning the state standards.
- Enforce school and classroom rules fairly and consistently.

- Maintain open lines of communication with the student and his/her families through parent teacher conferences at least annually.
- Seek ways to involve parents in the school program (volunteer, participate, observe).
- Demonstrate professional behavior and a positive attitude.

Title IX

Nondiscrimination. The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, [Office Address], [Email Address], [Telephone Number]. The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at: [Insert Webpage Here]. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

Publication Notice. The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application form, and other places as required by law:

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: [Insert Link to Notice of Nondiscrimination]

Retaliation Prohibited. Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

Definitions. As used in this policy, the following terms are defined as follows:

Complainant means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.

Complaint means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

Consent for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. School district officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

Respondent means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

Sex-based harassment prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

Quid pro quo harassment. An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the school district's education program or activity.

Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
Sex Offenses, Forcible—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

- Rape—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

- Sodomy—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- Sexual Assault With An Object—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

- Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

- Incest—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- Statutory Rape—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

Dating violence meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

Domestic violence meaning felony or misdemeanor crimes committed by a person who:
- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Response to Sex-based Harassment.

All Employees. All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

Title IX Coordinator. The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator," to coordinate the school district's

efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;
- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.
- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

Supportive Measures. The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

Requests to Modify Supportive Measures. A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

Students with Disabilities. If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

Emergency Removal. The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave. The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures.

Informal Resolution. The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal

resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

Grievance Procedures to Resolve Complaints of Sex Discrimination. Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decisionmaker may be the same person as the Title IX Coordinator or investigator.

Complaint. Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

Complaint by Coordinator. In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;

- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

Consolidation of Complaints. The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

Basic Procedures. This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;
- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

Major Stage	Target Duration (calendar days)
Completion of the school district's decision whether to dismiss or investigate a complaint of sex discrimination	1-15
Investigation	1-30
Determination	1-30
Appeal	1-20

Notice of Allegations. Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

Complaint Investigation. The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;
- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;
- Use a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Relevant and Permissible Evidence. The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

Determining Whether Sex Discrimination Occurred. The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;

- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;
- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

Dismissal of a Complaint. A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

Appeal. The school district will provide the parties the opportunity to appeal the decisionmaker's written determination or a dismissal of a complaint, on the grounds

identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

Notice of Appeal Filed By Party. The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from the following subsection) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy and Title IX.

Appeals of Dismissals. If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

Appeal Decision. The decisionmaker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decisionmaker will notify the parties of the result of the appeal and the rationale for the result.

Disciplinary Sanctions and Remedies. If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

Superintendent Authorized to Contract. The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the school district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

Recordkeeping. The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.

- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

Pregnant or Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs.

I. Accommodations Regarding Attendance and Participation

A. Generally

Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

B. Students with Disabilities

For students with disabilities who have an IEP or Section 504 plan, the administrators, student's parents or guardians, and student if appropriate will collaborate with the student's educational team to coordinate accommodations consistent with state and federal law. As permitted by law, students may be entitled to accommodations as a result of pregnancy.

C. Title IX

When a student, or a person with a legal right to act on a student's behalf, informs a District employee of the student's pregnancy or related conditions, the District will inform the student of the Title IX Coordinator's contact information. The employee will also inform the student that the Title IX Coordinator can coordinate actions to prevent sex discrimination and ensure the student's equal access to the District's education program or activity.

The District will make reasonable accommodations to the District's policies, practices, and procedures as necessary to prevent sex discrimination and ensure equal access to the District's education program or activity. The District will coordinate reasonable modifications based on the student's individualized need.

The District will consult with the student when determining what reasonable modifications may be appropriate, and the student has the discretion to accept or decline the reasonable modifications offered by the District.

The District will allow the student to voluntarily access any separate and comparable portion of the District's education program or activity. The District will allow the student to voluntarily take a leave of absence from the District's education program or activity to cover, at a minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. Upon the student's return, the student will be reinstated to the student's academic status, and as practicable, to the extracurricular status that the student held when the voluntary leave began.

II. Accommodations Regarding Lactation and Breastfeeding

A. Accommodations

1. In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public.
2. Students who wish or need to express breast milk on a regular schedule will work with school administrators to create a schedule which accommodates the student's needs while facilitating education to the maximum extent possible.
3. The district will provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

B. Educational Process

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may be submitted to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the respondent.

1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.

a) The appeal must be in writing.

b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.

d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's

statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve allegations against the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

a) When the complaint is about a board policy, not implementation of the policy;
b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

d) This appeal must be in writing.

e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated the decision to the complainant.

f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint or appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.

g) The board president will notify the complainant and any other person legally required to receive the decision in writing of the decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

h) There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the South Dakota Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent or board president without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.