

Mclaughlin High School



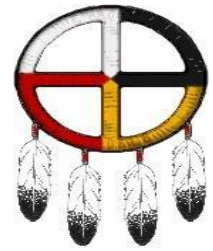
2023-2024

Student Handbook

**Mclaughlin School District
701 South Main Street
PO Box 880
Mclaughlin SD 57642**



McLaughlin HS



Educational Vision

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

Educational Mission

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

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

MCLAUGHLIN HS CORE EXPECTATIONS

School Expectations

- Create an environment showing excellence is worth the price
- Provide that an educated student is able to accept, initiate and manage change in the 21st century
- Communicate that education is a shared responsibility of our students, parents, and community
- Enable students to utilize and integrate Native American culture to enhance the learning process
- Reflect and affect community values
- Foster a person's individuality and uniqueness
- Strive to encourage student accountability for his or her own behavior
- Encourage and support professional development
- Employ individuals who support the district mission, beliefs, and goals

Student Expectations

- Encourage daily attendance at school
- Learn to accept responsibility for their learning and their actions
- Have a right to be respected and a duty to respect others
- Are entitled to an education appropriate to their individual needs
- Are provided with and contribute to a safe, positive learning environment
- Work as a community and team in order to build trusting relationships

Parent/Guardian Expectations

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

Teacher Expectations

- Provide a positive, safe, caring learning environment
- Respect the unique needs of their students and treat each in a fair and equitable manner
- Be knowledgeable in their field and be accommodating in their teaching style to help each student reach his/her maximum learning potential
- Maintain open lines of communication with students and their parents/guardians to provide information about student progress
- Work as a community and team in order to build trusting relationships

RIGHT TO AMEND

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

ELASTIC CLAUSE

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

ACCREDITATION

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

TRADITIONS

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



McLaughlin MSHS Staff

Building Administration/Support

<u>Position</u>	<u>Assignment</u>	<u>E-mail</u>
Lisa Bordeaux-Taken Alive	Principal	Lisa.TakenAlive@k12.sd.us
Crawford Taken Alive	Dean of Students	Crawford.Takenalive@k12.sd.us
Dana Carry Moccasin	Athletic Director	Dana.carrymoccasin@k12.sd.us
Linda Stenberg	Guidance Counselor	Linda.Stenberg@k12.sd.us
Jeannie Jones	Clinical Counseling Specialist	Jeannie.Jones@k12.sd.us
Joslyn Agard	Administrative Assistant	joslyn.agard@k12.sd.us
Rhonda Frederick	Special Education Director	Rhonda.Frederick@k12.sd.us
Kelli Rau	School Nurse	kelli.rau@k12.sd.us
Evelyn Howell	District Technology Coordinator	Evelyn.howell@k12.sd.us
Chris Mills	MS/HS ISS Coordinator	christopher.mills@k12.sd.us
Ray Taken Alive	District Culture/Community Coordinator	Ray.TakenAlive@k12.sd.us

<u>Teacher</u>	<u>Assignment</u>	<u>E-Mail</u>
RJ Lebeau	Social Studies	RJ.Lebeau@k12.sd.us
Shanlee LeBeau	Social Studies	shanlee.lebeau@k12.sd.us
Ryan Burnette	Physical Education	Ryan.Burnette@k12.sd.us
Emmanuel Emnace	Art	Emmanuel.Emnace@k12.sd.us
Katie Buchy	Math	Katie.Buchy@k12.sd.us
Lisley Abellana	Math	Lisley.abellana@k12.sd.us
Pete Taken Alive	Science	peter.takenalive@k12.sd.us
Irjo Goopio	Science	irjo.goopio@k12.sd.us
Katherine Oliveros	English/Language Arts	Katherine.oliveros@k12.sd.us
Cheryl Schaefer	English/Language Arts	Cheryl.Schaefer@k12.sd.us
Steve Scares The Hawk	Cultural Studies	Steve.scareshawk@k12.sd.us
Brian Walther	Credit Recovery	brian.walther@k12.sd.us
Amale Elmahdy	Technology	Amal.elmahdy@k12.sd.us
Reymart Marticio	Music/Band	Reymart.marticio@k12.sd.us
Sarah Salas	9-12 SPED Teacher	Sarah.Salas@k12.sd.us
Michael Geurts	9-12 SPED Teacher	michael.geurts@k12.sd.us

SECTION II. ATTENDANCE



ATTENDANCE

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

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

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

South Dakota Compulsory Attendance—IT'S THE LAW

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

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

Attendance requirements of the Standing Rock Sioux Tribal Education Code Section 603: Compulsory School Attendance

- Mandates that student cannot miss 5 days in a semester or 10 days in a full year.
- Requires all students between five (5) and eighteen (18) years of age (and those students enrolled in kindergarten as 5-year-olds) attend school regularly.

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

EARLY DEPARTURE

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

LEAVING THE SCHOOL GROUNDS

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

SCHOOL HOURS

The McLaughlin School District operates school business using Mountain Time. The school doors will be open at 7:30 AM (MT) each morning. All school offices and the classrooms will be open at 7:30 AM (MT). Teachers are in their classrooms at 7:30 AM (MT). School begins at 7:50 AM (MT). School hours are 7:50 AM-3:15 PM (MT).

Period 1	7:50-8:40
Period 2	8:44-9:34
Period 3	9:38-10:28
Period 4	10:32-11:22
Period 5	11:26-12:05
Lunch	12:05-12:35
Period 6	12:39-1:32
Period 7	1:33-2:23
Period 8	2:27-3:15

SCHOOL CLOSING

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

KLND: FM 89.5 McLaughlin School Facebook Page

A SchoolMessenger call will also be made to the parents/guardians. **PLEASE KEEP THE SCHOOL INFORMED OF ANY CHANGES IN PHONE NUMBERS SO YOU WILL RECEIVE THIS VALUABLE INFORMATION.**

In the event that school is called off for the day or that there will be a school dismissal prior to normal time, information will be available on above mentioned radio and TV stations. We will also update the status on our school Facebook page at <https://www.facebook.com/mclaughlinmustangs>.

TARDIES

- A. During the school day tardiness shall be defined as failure to be at one's assigned classroom when the class bell rings. Students will be marked tardy by the teacher. Multiple tardies will be tracked by the office and administration.

SECTION III. ACADEMICS AND SUPPORTS

ACADEMIC LETTERS

Academic Letters and other awards will be given to students in grades 9-12 if they maintain at least 3.50 grade point average. The 3.5 GPA must be cumulative.

CLASS REQUIREMENTS

All 9th through 12th grade students must take at least 7 full classes per day until graduation requirements are met.

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

PROGRESS REPORTS

Report cards will be distributed approximately one week after the end of each grading period. Fourth quarter grades will be mailed after school is concluded in the Spring. Progress reports will be given to each student during the course of the semester.

GRADUATION PARTICIPATION AND REQUIREMENTS

High school graduation ceremonies shall be held to recognize those students who have earned a diploma by successfully completing the required course of study, satisfying district standards, and passing any required assessments. The McLaughlin School Board believes that these students deserve the privilege of a public celebration that recognizes the significance of their achievement and encourages them to continue the pursuit of learning throughout their lives.

At the discretion of the mutual agreement of the Principal, Superintendent, and School Board president a student who will complete graduation requirements during the summer or who is no more than 1 credit (2 semester courses) from meeting graduation requirements may participate in graduation exercises without receiving his/her diploma. The student, their parent/guardian, Principal, and Superintendent will meet to determine a student's eligibility to participate in graduation ceremonies. The school board president will be involved in the decision when the Principal and Superintendent are in mutual agreement that a student is not eligible to participate in graduation ceremonies. All other decisions beyond this scope may be presented

to the full school board for final action. When the requirements have been satisfied, a diploma shall be sent to the student.

As a general rule, students will not be allowed to go through graduation exercises if they have not met the McLaughlin HS, and state of South Dakota graduation requirements <http://doe.sd.gov/octe/gradrequirements.aspx> one week prior to graduation ceremonies. Any other deviations beyond the scope of this policy or any extraordinary circumstances that may need special consideration may follow the same process as above with ultimate authority resting with the McLaughlin School Board who will render a final decision on each special circumstance.

GUIDANCE

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

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

GRADING

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

Recognition will be designated as **Principal Honor Roll (4.00)**, **High Honor Roll (3.99-3.5)**, **Honor Roll (3.49 – 3.0)**.

Grades are figured on the following scale:

A	100-90	B	89-80	C	79-70	D	69-60	F	59-below
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Class Rank will be determined by

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

Second: If ties not broken Co-Ranks

Additionally, a policy has been included in Appendix E that allows for counselor/administrator discretion to apply rules for credit repair/recovery in special circumstances. This policy can only be initiated by school administration when in the best interest of each student.

TESTING

Name	Subjects Tested	Grade(s)	Description	Delivery	Time	Date(s)	Reporting Results
MAPS Testing	ELA, Math, Science	9th - 10th	The test measures student progress. The test is administered 2 times a year to measure student growth.	Computer	90 minutes/test	September, April,	District
SD ELA, Math, Science		11th	The state exam is used to measure student on grade level on the student, grade, school and district levels	Computer	90 minutes/test	March - May	State
NAEP		12th	National assessment of what America's students know and can do in various subjects.	Computer	90 minutes/test	2023	National
SD English Language Proficiency Assessment		9 th -12 th	language proficiency assessments for grades K-12.	Computer	90 minutes/test	January - March	State

MCLAUGHLIN HIGH SCHOOL GRADUATION REQUIREMENTS

<https://doe.sd.gov/gradrequirements/documents/1118-Infographic.pdf>

Home School Information

<https://doe.sd.gov/oatq/homeschooling.aspx>

McKinney-Vento Information

<https://doe.sd.gov/title/documents/EligRights.pdf>

<https://4.files.edl.io/7521/09/27/19/135528-e0d8078e-4e56-41de-bcd9-5f74bf6b4c67.pdf>

GRADE REPORTS

Report cards will be issued one week following the week marking the end of the grading period. All students participating in extra curricular activities will complete a weekly grade check.

FIELD TRIPS/SCHOOL TRIPS/ACTIVITIES

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

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

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

****Field trips shall be approved by administration and must require permissions slips from each student attending the field trip.**

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

PARENT-TEACHER CONFERENCES

We will hold 3 parent-teacher conferences annually scheduled in quarter 1,2, &3. The conference is an essential means of reporting pupil progress and an effort to have better school-parent communication. A closer home-school relationship will help solve many little problems before they become bigger issues. Parents may request a conference with any teacher through the school office. A mutually convenient time will be arranged.

PARENT RESPONSIBILITY AND BUSES

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

1. .

STUDENT COUNCIL

Student council is a group of students chosen by the student body to voice their opinions, ideas, and feelings through an organized body. The McLaughlin HS Student Council consists of the President, Vice-President, and Secretary. All other rules and regulations of the Student Council will reside in writing in their by-laws. The student council adviser supervises the student council. The Student Council President can be designated to attend school board meetings on an as needed basis.

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

TRANSFER OF RECORDS

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

MCLAUGHLIN HIGH SCHOOL ANTI-BULLYING POLICY

Bullying is defined as:

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

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

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

- a. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
- b. Places the student in actual and reasonable fear of harm;
- c. Places the student in actual and reasonable fear of damage to property of the student; or
- d. Substantially disrupts the orderly operation of the public school.

2. "Conduct" includes the use of technology, social media or other electronic media.

- Protected classes are classifications/characteristics protected from discrimination by NDCC 14-.02.4-01 and federal law. The following classes are protected: race, color, religion, sex, national origin, age, disability (physical or mental), status with regard to marriage or public assistance.

- School property or the term on-campus refers to all property owned or leased by the school district or Grant, school buses, and other vehicles, or any school district and/or grant school-sponsored or school sanctioned activity.

- School-sanctioned activity is defined as an activity that:

- Is not part of the school district and/or grant school's curriculum or extracurricular program; and

- Is established by a sponsor to serve in the absence of a district and/or grant school program; and

- Receives school district or grant school support in multiple ways (i.e., not school facility use alone); 14 • Sponsors of the activity have agreed to comply with this policy; and

- The school district or grant school have officially recognized through board action as a school sanctioned activity.

- A School-sponsored activity is an activity that the school district and/or grant school has approved through policy or other board action for the inclusion in the public school and or grant school's extracurricular program and is controlled and funded primarily by the school district and or grant school.

- School staff includes all employees of The McLaughlin School District, school volunteers, and sponsors of school-sanctioned activities.

- True threat is a statement that, in light of the circumstances, a reasonable person would perceive as a serious expression of intent to inflict harm.

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.

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

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

ATTIRE AND APPEARANCE

McLaughlin Middle School/High School encourages students to use sound judgment when considering dress. Appropriate dress is conducive to a positive learning environment. Concerns can arise when dress and grooming become a potential danger to the student or classroom. We are alcohol and tobacco free, any part of a wardrobe that can be seen to promote the use of alcohol or drugs may not be worn on school property. Also, any part of a wardrobe that promotes any form of sexual harassment, or displays obscene, profane, lewd, vulgar, or sexually suggestive material is prohibited. No student shall be prevented from attending school or a school-sponsored activity because of appearance of style, fashion, or taste as the sole criteria for such action. The administration will make provisions for notifying students of any dress code rules at school.

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

BEHAVIORAL EXPECTATIONS

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

Behavior Clarifications

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

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

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

Drug Violations

Illegal Drugs, Controlled Substances

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

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

A. FIRST OFFENSE

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

B. SECOND AND SUBSEQUENT OFFENSES

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

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

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

Possession

When an illegal item is found on the person of the student, in the student's locker, or otherwise under his or her control. The term weapon shall include but not be limited to: ammunition, any loaded or unloaded firearm (including, but not limited to rifles, shotguns, pistols, zip guns, pellet guns, B.B. guns, and look-alike firearms); any explosive, pyrotechnics or incendiary device of any kind, such as smoke bombs, firecrackers, etc., any bowie knife, hunting knife, dirk knife, lock blade knife, or any other similar knife, razors or cutting instruments; any implement or homemade weapon for the infliction of serious bodily injury or homemade weapon which serves no common lawful purpose; pipes, clubs, brass knuckles, tasers, nunchuck sticks, and chemical agents such as mace, pepper gas, etc.

Sexual Harassment

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

1. Submission to such conduct is made as an express or implied condition of employment, passing grades or participation in school activities or related student rights; or
2. Submission to or rejections of such conduct is used as a basis for employment decisions or academic or extracurricular decisions affecting the individual who

submits to or rejects the advances; or

3. Such conduct has a purpose or effect of interfering with the employee's work performance, student's educational performance, or creates an intimidating, hostile or offensive working or educational environment.

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

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

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

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

Violent Behavior

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

Weapons

Any student found in possession of/or transporting a weapon during school hours to and from school, on school property, or to any school function, activity, or event whether or not held on school grounds will immediately be reported to the local/state law enforcement and presented to the Board for formal expulsion hearing proceedings. Weapons include any implement or

homemade weapon for the infliction or serious bodily injury, which serves no common lawful purpose: this could include rubber bands and paperclips.

Other

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

CELL PHONES/ELECTRONIC DEVICES

Students are not permitted to use cell phone or other electronic devices (sound or image) during the school day in any unauthorized area of the school building. “Use” of a cell phone includes text messaging. “Unauthorized area” means any area where there is a reasonable expectation of privacy; including, but not limited to classrooms, locker rooms, and restrooms or any other area designated by the building principal. Use of cell phones or image recording devices in locker rooms and restrooms at any time is strictly prohibited. Students in violation of any portion of this policy will be subject to disciplinary procedures and confiscation of the cell phone or other electronic device. If a student’s cell phone or other electronic device is confiscated, the building principal may search the confiscated property upon reasonable suspicion that the search will yield evidence of a violation of a school rule or upon reasonable suspicion that school safety or security may be in jeopardy. Disciplinary action up to and including suspension, expulsion and/or citation by law enforcement may be taken against any student using a prohibited device contrary to this rule or in a manner that causes substantial disruption to the educational environment. The building principal is authorized to make exceptions to the prohibition set forth this policy for health, safety, emergencies or as required by an individual education program. CD players, iPods, MP3 players, gaming devices, etc. are not to be used in any classroom.

Violation #1 – The cell phone is confiscated and turned into the attendance office. The student may pick up the phone at the end of their school day and are given a written warning.

Violation #2 – The cell phone is confiscated and turned into the attendance office. The student will contact his/her parent. The parent is required to pick up the cell phone.

Violation #3 – The cell phone is confiscated and turned into the attendance office. The student will contact his/her parent. The parent is required to pick up the cell phone. In addition, the student will be required to turn the cell phone into the office at the beginning of each school day for a minimum of five (5) consecutive school days.

Continued violation of this policy will result in a required parent meeting, loss of test exemption, or suspension.

The McLaughlin MSHS and McLaughlin School District assumes no responsibility for loss, damage or theft of cellular phones and digital media devices, whether in the possession of students, on school property or if confiscated by school personnel pursuant to this policy.

Legal References: ARSD 24:07 (Student due process) SDCL 13-32-4 (School board to assist in

discipline) SDCL 49-31-31 (Harassment by electronic devices)

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

Search and Seizure Policy

McLaughlin High School reserves the right to search any and all persons entering the school property. MHS also reserves the right to search lockers, book bags, wallets, purses, vehicles, and other property located within school boundaries. The searches will be conducted by school administration or others appointed by school administration when "Reasonable Suspicion" and/or "Probable Cause" have been determined. The school also reserves the right to request a K-9 unit from law enforcement services to aid in the searches and seizures.

DISCIPLINE PLACEMENT

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

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

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

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

LOCKERS

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

STUDENT VALUABLES

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

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

SUSPENSION AND EXPULSION

Suspension

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

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

Expulsion

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

Suspension and Due Process

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

1. The student will be advised of the nature of the misconduct and of the proposed consequence to be administered.
2. After careful consideration of the Building Principal/Dean of Students, including any appropriate information from the student, the Building Principal/Dean of Students will advise the student of the consequence being imposed.
3. If the consequence involves use of a performance contract or other appropriate forms or written documents, those documents will be completed and a copy furnished to the student and parent/guardian.
4. In the case of a proposed suspension for a student for misconduct, a conference will be held at which time, the student will be informed of the misconduct together with the evidence against the student.
5. The student will be given the opportunity to present any information in the student's defense or as mitigating evidence.
6. Upon completion of the conference the Building Principal/Dean of Student will announce the consequence to the student and parent/guardian; e.g., (a) he or she has been suspended and (b) state the number of school days of suspension.
7. Suspension may include not only exclusion from regular class attendance but also restrictions regarding participation in school activities or other attendance on school property and prohibition regarding riding on school buses.
8. In any emergency situation, a suspension may be done without the conference in the beginning in which case the holding of the conference may be delayed up to 72 hours. Every reasonable attempt will be made to notify the parent/guardian/legal custodian within 24 hours of any suspension in writing.
9. If CCTS is unable to contact the parent or legal custodian in the event of a suspension, CCTS will contact local law enforcement to locate parents, if still unsuccessful social services will be notified.
10. Parent/Guardian must attend conference or participate in a conference call as part of the student being eligible to return to the classroom.
11. A counseling referral will be made and at the time it will be determined if further counseling is necessary.
12. All off-reservation students must have own transportation by parent or legal guardian to return to school when suspended or expelled.

Expulsion Procedures

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

Expulsion – Student’s Due Process Rights

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

Steps:

- McLaughlin HS gives the student written notice of charges within a reasonable time before the hearing. Notice of the charges includes:
 - A copy of the McLaughlin HS policy allegedly violated;
 - The facts related to the alleged violation;
 - Information about any statements that the school has received relating to the charge and instructions on how to obtain copies of those statement; and
 - Information regarding those parts of the student’s record that the school board will consider in rendering a disciplinary decision.
- McLaughlin MSHS will hold a fair and impartial hearing before imposing disciplinary action, except under the following circumstances:
 - If the student’s action required immediate removal (such as, if the student brought a firearm to school) or if there is some other statutory basis for removal;
 - If an emergency situation that seriously and immediately endangers the health or safety of the student or others; or
 - If the student (or the student’s parent or guardian if the student is less than 18 years old) chooses to waive entitlement to a hearing.
 - If an emergency situation that seriously and immediately endangers the health or safety of the student or others:
 - May temporarily remove the student;
 - Must immediately document for the record the facts giving rise to the emergency; and
 - Must afford the student a hearing that follows due process, as described on page 24 within 10 days.
- A student has the following due process rights in a formal disciplinary proceeding:
 - The right to have present at the hearing the student’s parents or guardians (or their designee);
 - The right to be represented by counsel (legal counsel will not be paid for by McLaughlin MSHS);
 - The right to produce, and have produced, witnesses on the student’ behalf and to confront and examine all witnesses;
 - The right to the record of the disciplinary action, including written findings of fact and conclusions;
 - The right to administrative review and appeal under school board policy;
 - The right not to be compelled to testify against himself or herself; and
 - The right to have allegation of misconduct and related information expunged from the student’s school record if the student is found not guilty of the charges.

- Alternative dispute resolution (ADR) processes are formal or informal processes that may allow resolution of the violation without recourse to punitive action. ADR processes may:
- Include mediation, and conciliation; and
- Involve appropriate customs and practices of the Indian Tribes to the extent that these practices are readily identifiable.
- In formal disciplinary proceedings, McLaughlin MSHS will consider the victims' rights when appropriate. The victim's rights may include to right to:
- Participate in disciplinary proceedings wither in writing or in person;
- Provide a statement concerning the impact of the incident on the victim; and
- Have the outcome explained to the victim and to his or her parents or guardian by a school official, consistent with confidentiality.
- For the purposes of this part, the victim is the actual victim, not his or her parents or guardians.

TRANSPORTATION POLICY

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

Bus Rules to be followed at all times:

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

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

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

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

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

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

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

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

VIDEO CAMERAS ON BUSES

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

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

DISPENSING OF MEDICATION

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

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

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

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

Legal reference: SDCL 13-33A

STUDENT COMMUNICABLE DISEASES

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

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

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

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

The advisory committee may be composed of:

- 1) a representative from the State Health Department;
- 2) the student’s physician;
- 3) the student’s parents or guardians;
- 4) the school superintendent/principal or designee;
- 5) the school nurse;
- 6) Primary teacher(s).

In making the determination, the advisory committee shall consider:

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

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

Public information will not be revealed about the student who may be infected. If the student is permitted to remain in the school setting, the following procedure will be followed by the superintendent/principal:

Information will be provided, as appropriate, to school employees who have regular contact with the student, as to the student’s medical condition and to her factors needed for consideration in carrying out job responsibilities.

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

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

SECTION VII. EMERGENCY PROCEDURES

FIRE DRILLS

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

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

TORNADO DRILLS

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

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

INTRUDER/EMERGENCY LOCKDOWN DRILL

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

DISASTER DRILLS

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

ATHLETIC ELIGIBILITY REQUIREMENTS

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

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

NOTIFICATION OF RIGHTS UNDER FERPA

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

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

in which a student seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the parent or student of the record request unless it states in its annual notification that it intends to forward records on request. McLaughlin School District will attempt to contact the parent(s) of a student, but the addition of this section in the school's policy and procedure is meant to serve as the school's annual notification.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

FERPA CONTACT INFORMATION

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

APPENDIX B

PARENT/STUDENT HANDBOOK REVIEW

ACKNOWLEDGMENT FORM

MCLAUGHLIN SCHOOL DISTRICT 15-2

McLaughlin Middle School/High School

Student/Parent Handbook

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

STUDENT'S NAME _____

(PLEASE PRINT)

GRADE

9 10 11 12

(Circle One)

STATEMENT TO BE READ AND SIGNED BY STUDENT/PARENT

(Please check each box)

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

(STUDENT SIGNATURE)

DATE

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

(PARENT/GUARDIAN SIGNATURE)

DATE

THIS FORM MUST BE SIGNED AND RETURNED TO THE MCLAUGHLIN MSHS OFFICE.

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

APPENDIX C

McLaughlin MSHS Credit Repair/Recovery Options

INTRODUCTION:

McLaughlin MSHS believes that it is in the best interest of each student to graduate from high school with a diploma. To do so, students must graduate with 22 credits as set forth by the state of South Dakota and the SD Board of Education. During a student's high school tenure there are times that students may struggle with a particular course and need to retake it. In the past, students had two options: 1) retake the course again OR 2) take credit recovery. Starting in the 2016-17 school year, we will be offering the following options for students to change their grade for a course following the given paths. For these options to take place, the following steps must be taken:

1. The student/counselor/principal initiates a conversation in regard to failed courses and a path for staying on track toward high school graduation
2. A meeting is held with the parent/guardian, student, counselor, and principal to determine which of the credit repair/recovery options are in the "best interest" of the student
3. A plan is developed and attached to each student's PLP that includes rationale for the decision
4. The plan will be re-evaluated and another meeting will be held if any student fails a class that deviates from the plan set forth in the initial meeting.

COURSE RETAKE/CREDIT RECOVERY OPTIONS

The following options represent the recommended pathway for students, especially those who are attending a college, university, or technical school after high school. This is recommended to allow the student to maximize the potential of their GPA for admittance to those schools.

COURSE RETAKE

- Student will have the opportunity to earn the letter grade assigned by the teacher for the re-taking of the course through face to face means normally taken by students on the first attempt.
- The grade earned from the retake class will replace the failed grade in the previous class
- This option is required for any student earning less than 50% in a course, unless classroom space is limited. If space is limited, the school counselor will consider Apex as an option for the student or enroll them in a later semester
- **A STUDENT HAS THE POTENTIAL TO EARN AN "A" IN THE CLASS FOR THE WORK COMPLETED**

CREDIT RECOVERY

- Students will sign up to re-take the course through Apex, our credit recovery software
- Students will be assigned a customized learning path with collaboration between their previous teacher and administration to complete the recommended coursework in its entirety through Apex until finished
- Student must have earned at least a 50% or greater in a face-to-face course to be eligible for credit recovery
- This is a 100% online course with a teacher facilitator. The course is self-paced and must be completed in its entirety to receive a grade.
- The grade earned from the retake class will replace the failed grade in the previous class, however the maximum grade that can be achieved is a "B" for the completion of the course
- **A STUDENT WILL EARN A "B" IN THE CLASS FOR THE WORK COMPLETED**

CREDIT REPAIR

The following options represent the Credit Repair options for students. These options are offered on a limited basis for students who are struggling with a particular class, are at risk of aging out of the system prior to graduation, and who have been offered this option by the principal or counselor to be in the best interest of the student. These options are NOT recommended for students who have future aspirations of attending a college, university, or technical school after high school. This is recommended to allow students to work toward their high school diploma and make progress toward graduation.

CREDIT REPAIR +

- Students will be assigned modules from Apex based on academic conversations with the teacher of the failed course and administration AND be assigned makeup work to be completed in school as determined by the teacher
- Student must have earned at least a 60% or greater in the course to be eligible for this option OR unless agreed to by the teacher, counselor, and administration. All final decisions will be approved by the principal.
- Students choosing this option will complete their work in school during lunch, recess, after school, or Friday school during the following semester
- Any student failing to take advantage of this option and not complete their coursework MUST choose the course retake or credit recovery option
- Students only have one opportunity to use the Credit Repair+ option
- Principal or Counselor will sign off that work has been completed and verify grade change through Credit Repair+ to a "C" grade
- This is allowable by SDDOE standards and does not require specific permission
- **A STUDENT WILL EARN A "C" GRADE IN THE CLASS FOR THE WORK COMPLETED**

CREDIT REPAIR

- Students will be assigned makeup work from uncompleted assignments based on academic conversations with the teacher of the failed course. Apex is not an option for this choice.
- Student must have earned at least a 50% or greater in the course to be eligible for this option OR unless agreed to by the teacher, counselor, and administration. All final decisions will be approved by the principal.
- Students choosing this option will complete their work in school during lunch, recess, after school, or Friday school during the following semester
- Any student failing to take advantage of this option and not complete their coursework MUST choose the course retake or credit recovery option
- Students only have one opportunity to use the Credit Repair option
- Principal or Counselor will sign off that work has been completed and verify grade change through Credit Repair+ to a "D" grade
- This is allowable by SDDOE standards and does not require specific permission
- **A STUDENT WILL EARN A "D" GRADE IN THE CLASS FOR THE WORK COMPLETED**

AGREEMENT:

By signing this form, I agree to the following option as described above for the purposes of retaking or repairing and unsatisfactory grade. All parties agree that this option is in the best interest of the student toward their high school graduation and it is understood that the student must adhere to the above guidelines to receive the grade(s) outlined in this plan.

Options (Circle One): Course Retake Credit Recovery Credit Repair+ Credit Repair

_____ Student

_____ Parent

_____ Counselor

_____ Principal

APPENDIX D

McLaughlin MSHS Anti-Bullying Policy Checklist

Student Name: _____

Date Initiated: _____

Initiated by:

___ Student report to staff member

___ Parent report to staff member

___ Witnessed by school staff member

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

Step 1: Intervention, Warning, Redirection and Team Meeting

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

Staff Member: _____

Date: _____

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

Staff Member: _____

Date: _____

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

Staff Member: _____

Date: _____

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

Staff Member: _____

Date: _____

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

Discuss the problem

Solutions to the problem

Reinforce that bullying will not be tolerated

Plan will be developed which includes future consequences if the behavior continues.

Student will sign the plan.

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

Date Mailed: _____

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

Staff Member: _____ Dates of meetings: _____

STEP 1--BULLY PREVENTION PLAN

Student: _____ **Date:** _____

Presenting Problem:

Why I think it happened:

Possible solutions or ways to prevent future incidents:

My Plan:

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

Student Signature: _____

Witness: _____

