

Tea Area School District



Grades 9-12
Student Handbook
2016-2017

www.teaschools.k12.sd.us

~To educate and empower each student for success in a global society~

May 26, 2015

Foreword

The Student Handbook comes to you courtesy of the Tea Area Board of Education. In it you will find information regarding the regulations and policies set up for a successful school. We hope that you and your parent(s)/guardian(s) will enjoy reading the contents and know both what is offered for you and what is expected of you as a student and citizen of Tea Area School District.

The student handbook does not include every situation that may possibly arise during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student, school and community will be greatly considered. Each situation is different and will be handled on an individual basis. It is sincerely hoped that each student will have a successful and enjoyable school year. Take the time to know the rules and regulations that students are expected to follow and many of the little problems can be avoided. If students have questions or problems, come see the principal.

School Board Philosophies, Goals, and Objectives

- I. We believe that the School Board is responsible to the public and therefore should attempt to reflect the opinion of the community; however, school board members must look to the future more closely than is required of the average citizen. The results of many of the decisions and actions of the Board will not be realized at once, but will set the course of education for future years. The Board should fearlessly support those educational philosophies and procedures needed to promote an adequate education for this community based upon the needs of the pupil population.
- II. The Board should reflect the policies of behavior and lifestyle as required by employee and community.
- III. The following goals and objectives have been adopted by the Tea Area Board of Education as a guideline for the operation of the Tea Area Schools. We encourage every effort to attain these goals and objectives.
 - A. Children Are Important
 1. We believe that our schools exist for all children.
 2. We believe that we need to know each child as an individual—we need to know his/her strengths, weaknesses, interests, aspirations, and needs.
 3. We believe that we need to make provisions for all children to participate as individuals and as members of groups in order to accomplish the following:
 - a. Give children a sense of belonging.
 - b. Teach children to solve problems, plan, decide, act, and evaluate.
 - c. Encourage children to grow creatively.
 - d. Help children appreciate other persons.
 - e. Teach children to accept responsibility.
 - B. Children Can Develop into Capable Citizens
All pupils need to learn to be active, functioning citizens of our changing society through the following provisions:
 1. By acquiring competence in the basic tools of learning mathematics, reading, literature, listening, spelling and writing.
 2. By growing in their knowledge and understanding of geography, history, science, and government in their selection and training for a suitable vocation.
 3. By living democratically in the schools to acquire a love of and appreciation for the American way of life.
 4. By enjoying the privileges and accepting the responsibilities of citizenship.
 - C. The Stage for Learning Must Be Set
We believe that learning takes place best under the following conditions:
 1. The experiences planned foster developmental growth of pupils.
 2. Activities are vital and meaningful to those participating.
 3. The experiences are cooperatively planned and carried out by teachers and pupils.
 4. A safe and stimulating environment is provided.
 5. There are a great variety of learning experiences.
 6. Pupils set for themselves high-quality standards in work habits and workmanship.

7. Pupils are aware of their own goals and of their progress toward these goals.

IV. We believe that education is a life-long process of growth which, in addition to the accumulation of information, results in changes in behavior—thinking, feeling, and doing; and schools have a responsibility to help adults by offering instruction in vocations, vocational interest, home and family life problems and citizenship responsibilities.

Welcome to Tea Area School District

As a student of Tea Area School District, you are expected to follow the rules that are established for the benefit of the entire student body. This is your school. You should be proud of it, take good care of it, and be willing to make suggestions to improve it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help students to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and find those within our school that will prepare you to live a good life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

To promote better understanding and relations between the school, students and their parent(s)/guardian(s), honest communications must take place.

It is possible that a classroom situation could be very uncomfortable to a student without the teacher being aware. Cooperation between parent(s)/guardian(s) and teachers can also improve a teacher's effectiveness and relationship with the students. Parent(s)/guardian(s) should understand that the teacher has a difficult and demanding position and that parent/guardian support is essential.

Parent(s)/guardian(s) should feel free to visit the school and to communicate with school personnel. However, parent(s)/guardian(s) shall take problems to the teacher individually by appointment only. Comments from parent(s)/guardian(s) are welcome. Gossip and unfair judgment should not be used by any group. A concerned person should become an informed person.

No parent(s)/guardian(s) shall organize a special group meeting with a teacher, relative to any problem concerning the teacher, unless authorized by the superintendent or principal.

If patrons have a complaint, they are asked to please follow the District's "Public Complaints about School Personnel Policy."

Together
Everyone
Accomplishes
More

School-Home Compact

To promote better understanding and communications among all involved in the education of the students of Tea Area School District, it is important that all parties read and commit to the following:

Students:

- Always try to do my best in my work and in my behavior.
- Show respect for my classmates, my teachers, and myself.
- Obey the school and bus rules.
- Take pride in my town and my school.
- Support the academic, athletic, and artistic programs of others.
- Come to school prepared each day.
- Believe that I can and will learn.

Parent(s)/Guardian(s):

- See that my child attends school regularly and punctually.
- Support my child in supervising homework completion.
- Regularly attend parent-teacher conferences and other such conferences as needed to stay informed on the progress my child is making.
- Encourage my child always to learn.
- Set a good example to my child.
- Show respect and support for my child, the teachers, and the school.
- Support my child's academic, athletic, and artistic activities.
- Respect the confidential nature of school matters.

Teachers:

- Show respect for each student and his or her family.
- Provide an environment conducive to learning.
- Enforce rules as fairly and consistently as possible.
- Maintain open lines of communication with each student and his/her parent(s)/guardian(s)
- Welcome parent/guardian volunteers.
- Demonstrate professional behavior and positive attitude.
- Be a good role model for all students.
- Believe that all children can learn.
- Respect the confidential nature of school matters.

Administrators:

- Provide an environment that allows for positive communication between the student, parent(s)/guardian(s), and teachers.
- Enforce the rules of the school as fairly and consistently as possible.
- Welcome and support parent/guardian volunteerism.
- Be a leader and role model in the educational community.
- Support and encourage learning for all ages.
- Believe that all children can learn.
- Be a positive link between the community, school staff, and the Board of Education.

School Support Staff:

- Show respect for each student, parent/guardian, and teacher.
- Be a good role model for all students.
- Respect the confidential nature of school matters.
- Show a positive attitude in school.
- Keep an open line of communication with other school staff.
- Encourage all children to learn.

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STUDENT RESPONSIBILITIES

Attendance

A student's contribution to and achievement in class is directly related to attendance. Both students and parents/guardians must understand that a vital portion of the educational experience is missed when a student is absent from school. The school will cooperate and assist students and parents/guardians regarding attendance while striving for the development of good attendance practices.

All absences will become a consideration in the classroom teacher's final evaluation of the student's academic performance, contribution to class, and final grade.

Students are expected to attend all classes and study halls for which they are registered every day that classes are in session.

Steps to follow when absent:

1. For any age student, the parent/guardian should phone the school (498-2700) and inform the office of a student's absence prior to 8:15 am or prior to the day of a planned absence.
2. If a student arrives late for school or is gone to an appointment, he/she should check in at the office first, upon arrival, so attendance can be verified.
3. A student who was absent shall provide the office with written parent/guardian verification of the absence. The note must include the student's name, date of absence, reason for absence, and signature of parent/guardian. An Absence will be issued if no verification is received from the parent/guardian.
4. Work assigned on the day of a student's absence is due within 2 days for the first day of absence and one additional day for each consecutive day of absence.
5. Any work due on the day of a student's absence is due on the day the student returns.

Any work not completed in the allotted time may be reflected in the student's grade, and no credit will be given for incomplete assignments unless prior extension of time was granted in writing.

Tardies

Tardiness cannot, and will not, be tolerated. Unexcused and/or excessive tardiness shall carry consequences, which may include conferences with parents/guardians, detention, and/or suspension.

Any absence of 10 or fewer minutes will be counted as a tardy.

Please see Discipline Grid for consequences.

Students will be considered tardy if they are not in their classrooms when the bell rings. Excused tardies will be allowed for 1) late bus; 2) bad weather; and 3) having a pass from a teacher, counselor, or principal. All other tardies are unexcused.

Attendance Incentive and Honor System

Students who have accumulated no more than one absence in the same class period and have no more than one tardy per quarter (regardless of the class period choosing to exempt a semester test from) will be rewarded in the following manner:

In grades 9-12, students may have one day of educational leave the following semester which will not be recorded or accumulated on the student's attendance record.

To be excused, eligible students must have their parents sign a parental excuse form and have it approved in the office, at least one day prior to using the educational leave.

With teacher and parent permission, students who meet the attendance incentive may be exempt from one exam in a class that the student has attained a minimum of a B- grade. Exemption sheet must be turned in by 4:00pm the day prior to the exam. Teachers may use their discretion to grant/deny this privilege.

A student may choose to be exempt from one semester exam for the semester in which he/she meets the criteria for the attendance incentive.

Interpretations and Exceptions to Incentive Attendance Policy:

1. School sponsored activities – see absence classifications
2. Medical and dental appointments scheduled so that the student misses study hall will not make a student ineligible.

This policy is intended as a reward and incentive. There is never a penalty for not qualifying.

College Visits, Job Shadowing, & Community Service

Juniors and seniors will be allowed to visit a college/university or vocational-technical, job shadow or participate in community service up to school 2 days each school year with the days being considered exempt. Beginning with the third and all subsequent such visits, the students will be counted absent from school. Administration may grant additional day(s) but it must be approved prior to the absence.

Students are responsible to obtain a College Visit Form or Job Shadow Form from the office prior to the visit. Parents must notify the office of the absence and the student must get a make-up slip in advance of the absence. The form must be filled out in its entirety and signed/stamped by the institution/organization. Any student who does not follow this procedure will receive an absence.

Many post secondary and military recruiters visit our school each year. These visits will be announced in advance and those students who choose to attend must sign up with the school counselor and receive permission from their classroom teacher. Students cannot take a 'visitation day' on semester test day.

Students cannot use a College Visit, Job Shadow or Community Service absence on a testing day.

Effect of Absenteeism on Extra Curricular or Co-Curricular Activities

Unless approval is made with administration prior to the absence, students must be in school by 12:00 p.m. in order to participate in extra curricular/co-curricular activities on that day. Co-curricular activities are those that take place both during the school day and before or after school hours. Extra curricular activities include any activity which takes place before or after the school day, or is away from the school grounds.

Students missing any portion of the day after 12:00 p.m. due to illness or other reasons will not be permitted to participate in extra curricular or co-curricular activities on the day of the absence.

Missed Classes

After eight absences (exempt absences don't count towards this total) from any class in a semester, credit will be withheld for that class and students will be placed on an attendance plan or removed from class. Absences above the number allowed in a given semester will be considered excessive, calling for special action by the student, parent/guardian, and the school.

The parent/guardian may appeal to the principal the decision to withhold credit. Parent/Guardian appeals must be made in writing to the principal within one week of the school's written notice to the parent. Failure to submit a written appeal within one week will result in the students being pulled out of the class(es) involved and assigned to Connections Academy for those specified time periods. If credit is to be withheld for 3 or more classes, student and parent/guardian must attend a meeting with the school administration to discuss plans for alternative placement, and/or an attendance plan. If the parent/guardian appeals and credit is reinstated, the superintendent will make the final determination regarding the appeal.

If the parents/guardians cannot or will not attend an attendance meeting, then the school will meet with the student, without parental representation, to make a determination.

Absence Classifications

Absent

Illness-parent call-in
Appointments
Hazardous weather
Religious holidays
Non-school sponsored events
Skips*

Exempt

Death in family/funeral
Illness of student with medical note**
Documented medical appointments
OSS
Court summons with court note
Approved college visit/shadow/service

*See discipline grid

**Absences verified by a healthcare provider or school official do not count toward the missed classes or truancy policy in the semester/year. Documentation for students who have chronic illness or medical condition may be covered through a health care plan that is developed with the school nurse, parent/guardian, and health care provider.

Dress Code

A. Proper attire – South Dakota law states that it is the responsibility of the school to determine student's dress.

Therefore, any style of dress, article of clothing, or hairstyle that interferes with or disrupts the learning environment is unacceptable in the Tea Area School District.

- Students should wear clean clothing and be dressed and groomed in a way that is not offensive to others or distracting from the operation of the school.
- School clothing should be appropriate as to time, place, and weather. Please be advised of daily weather conditions for the health and safety of all students.
- Mark all jackets, coats, hats, shoes, boots, mittens, gloves, etc. with a permanent label or marker so that students can always identify their own belongings. It is suggested that families plan early for cold and wet weather.
- The following cold or wet weather items of clothing are suggested for 9-12: coat, jacket or sweater, gloves or mittens, head wear, scarves, snow boots or overshoes.
- Each Friday is Spirit Day. All students are encouraged to wear Titan apparel or blue and gold.
- Tennis shoes must be worn for physical education classes.

All 9-12 students should be aware of the following rules regarding specific types of clothing:

- No spaghetti-strap tops, halter tops, tube tops, tank tops, mesh jerseys, half shirts, muscle shirts, or off the shoulder necklines.
- No short shorts or short skirts. A rule of thumb for shorts/shirts is that they should extend to 5" above the top of the knee cap unless leggings are worn under the shorts/skirt.
- No clothing that conveys any message (in print, or picture) of profanity, drugs, tobacco, alcohol or bars, is sexually suggestive, displays racial slurs, is objectionable, or depicts acts of violence.
- No revealing low-neck shirts, dresses, blouses, tops or camisoles.
- No undergarments should be visible, no matter the position of the body (standing, sitting, leaning, etc.).
- Bottom half clothing (pants/shorts/skirts) must reach the top of the hipbone and have no holes in area to extend five inches above the knee cap.
- No bare midriffs, short tops or tattered clothing. Tops should be long enough that when a student raises one hand above his/her head that no skin is exposed.
- No hats, caps, bandanas, sweat bands, berets, hoods or sunglasses in school. An exception will be made only in case of a special day approved by the principal.
- No visible chains.

- Hats must be kept in lockers.

B. Consequences for wearing inappropriate attire:

See also Discipline Grid.

In the judgment of staff and administration, students who wear restricted clothing will be required to change into office-issued clothing provided by the principal's office. Students' clothing will be returned when the borrowed items are brought back to the office. *Punishment will follow Class Two on the Discipline Grid.*

Out of concern for health and safety, footwear must be worn during school at all times. Students must wear footwear appropriate to the school activity or season of the year. Please be advised

- No shoes or boots that leave excessive black marks on the floors.

Administration will be final decision makers when determining what is considered inappropriate dress.

C. Youth Gang Apparel and Behaviors

For the safety and welfare of students and the continued maintenance of a positive and secure learning environment, the following rules (relative to youth gang apparel, possessions and behaviors) apply to all students on the school grounds and at school activities.

- Any clothing identified as gang-related apparel by the Tea Area School District is not allowed.
- Any item worn or carried to identify a person as a gang member is not allowed.
- Writing gang graffiti, possessing items containing gang graffiti, or the display of gang hand signs can be an indication of possible gang involvement and are not acceptable in the school setting.

Youth Possessions – Bookbags, Backpacks, Purses, and Electronic Devices.

1. All bookbags, backpacks and purses need to be kept in lockers and not brought to class. This is a safety issue, as well as a space restriction necessity. The Chromebook carrying case or equivalent carrying case is acceptable.
2. In accordance with South Dakota Board Policy 502.6, lockers, bookbags, handbags and purses are subject to searches at any time by the administration.
3. Electronic devices including but not limited to, personal music players, laser lights, beepers, smart watches, Google glasses, smart devices and pager-type devices are not to be used during class; inappropriate use will result in confiscation of the device. When electronic devices are confiscated, they will be turned into the office. On the first offense the student can pick up their property after school in the office and placement on the discipline grid. Additional offenses will require the device to be returned only to a parent/guardian, unless other arrangements are made between parents and the administration and placement on the discipline grid.
4. Cell phones/Smart devices-Cell phones may be used during a student's lunch session and between classes. Cell phones are limited to use in the commons and halls. Other uses will warrant placement on the discipline grid.
5. The school is not responsible for any lost, stolen, broken, or damaged devices.

Keeping Students After School

Students may be kept after school to receive special help or for disciplinary reasons. In any case, an attempt will be made to have the student notify his/her parents.

Cheating

Students are expected to do their own work. Students who need assistance with schoolwork should consult their teachers. Students who are caught cheating may automatically receive a zero percent (0%) or partial credit/disciplinary action at the principal's discretion on that particular academic obligation and his/her parent(s)/guardian(s) will be contacted. A second incidence of cheating in any academic area will result in the student receiving a zero percent (0%) on that particular academic obligation, and suspension from the class for the remainder of the semester. An F will be placed on the student's transcript for the course and the student will be placed in Connections Academy for credit recovery. Plagiarism is a form of cheating. Repeat offenders of this policy will be referred to the administration for further disciplinary actions.

Discipline

The Tea Area School District disciplinary policy applies to any student who is on school property, who is on school-owned and operated school buses or on chartered buses, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place interferes with or obstructs the goals or operations of the school district or the safety or welfare of student or employees.

All disciplinary offenses are first handled by the teacher or aide using an established classroom discipline policy. If the behavior is excessive or has exceeded the behavioral steps in the classroom, then a student shall be sent to the office for disciplinary action by the principal. Students may be pulled from class to discuss disciplinary issues.

A student may be reported for failing to abide by school regulations and/or failure to demonstrate the qualities of good citizenship expected of all students.

The following specific inappropriate behaviors will result in disciplinary actions that may include detention, suspension, or expulsion.

- Disrupting classes or school activities
- Granting access to school facility through unauthorized means (windows, exit-only doors, etc.)
- Using tobacco or nicotine delivery device on campus or at school events
- Possessing tobacco products at school or school events
- No pop, food, or beverages allowed in classrooms, including study hall and homeroom, unless permission is given by the teacher. Water is acceptable in a clear water bottle only.
- Stealing
- Fighting, harassing or bullying others
- Wearing clothing that may disrupt the educational process
- Unsafe or disruptive driving on or near the campus
- Vandalizing school or personal property
- Occupying restricted areas of campus
- Using skateboards, bicycles, mopeds, motorcycles, automobiles, or trucks other than for transportation to and from campus
- Refusing to comply with directions from teachers, administrators, or other school personnel
- Using profanity or improper language, or showing disrespect to the dignity of other students or staff on campus or at school events
- Displaying abusing epithets or threatening gestures to other students, teachers, administrators, or other school personnel
- Displaying conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of a school-related activity
- Participating in documented conduct detrimental to the best interests of the school district
- Exhibiting disruptive behavior in the lunchroom
- Expressing unsportsmanlike conduct involving visiting teams and representatives
- Displaying affection; no handholding, embracing, kissing, etc.
- Gambling

Parents can assist in promoting good behavior by:

1. Supporting the school in requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior on the part of students.
2. Maintain an active interest in your child's daily work. Make it possible for students to complete assigned homework, particularly by providing suitable conditions for study at home.
3. Check both sides of the story before taking action.

Disciplinary Action

See also Discipline Grid.

A variety of corrective measures are authorized for the breach of rules or obligations applicable to students. The corrective measure to be employed shall be determined in each case by the administration, the classroom teacher, or other appropriate educational staff member, except where a Hearing Board is required. Repeated minor infractions may justify the use of more severe measures.

A. Admonition and Counseling

Admonition and counseling should be used when appropriate to assist students in understanding when their conduct interferes with their own educational progress, threatens the academic or social progress and rights of others, or is contrary to school policy.

B. Extension of Schedule: (Detention) a form of discipline that detains a student outside of the normal school hours. It may be used by employees who will determine the detention length.

1. After School Detention

After school detentions may be assigned by classroom teachers for students who don't complete homework or who violate classroom policies. Students will notify parents and arrange transportation.

2. Morning Detention

Morning detention can take place any morning from 7:30 to 8:10 in the ISS room. When a student is assigned a morning detention, he/she must sign up to serve the time within one week of the offense.

C. In-School Suspension: a form of discipline in which the student is temporarily denied the right to attend class with his/her classmates. The student will attend school and report to the designated area. Students will not be allowed to possess any electronic device unless granted by administration.

D. Out-of-School Suspension: a form of discipline in which the student is temporarily denied the right to attend class, school, or school-sponsored activities. The superintendent may suspend students for up to 90 school days without a board hearing or action. The principal may suspend students from school, class, or any activity for up to 10 school days without a board hearing. Suspension beyond 10 school days (by the principal) requires a hearing before the school board. Suspension may be for 1) the rest of the day; 2) a specific period of time; 3) until a conference with parent(s)/guardian(s) is held; or 4) until specified conditions are met by the pupil. Suspension is used in cases of misconduct, nonconformity to school regulations, destruction of school property, or actions endangering the welfare of others. The suspended student will not attend any school-related functions as a participant or observer and will not be in contact with school property. A copy of the standards for hearing procedures for suspension can be obtained from the administrative office.

Reinstatement after suspension is granted when the principal or his/her representative is convinced that the conduct of the student will be consistent with that which is expected of good school citizens. Usually reinstatement will occur only after a parent(s)/guardian(s) conference, which may include the school personnel involved. Continuation of those acts which led to the suspension of the student is just cause for recommendation to expel the student by the Board of Education.

E. Expulsion: a type of discipline in which the student is removed from the school by the Board of Education after recommendation from the principal and superintendent. A copy of the standards for hearing procedures for expulsion can be obtained from the administrative office.

Reinstatement after expulsion is action taken only after the district is satisfied that the student intends to correct the behavior that led to expulsion. Student Due Process is covered under SDCL Article 24:7.

Pass Slips

Teachers will be given passes that are to be used to allow students to leave the classroom.

Classroom, Study Hall, and Lunchroom Behavior

Students are expected to conduct themselves as ladies and gentlemen at all times. Students are to walk at all times when going through the halls and classroom areas.

There is to be no whistling, loitering, loud talking, or scuffling in the halls. Horseplay often becomes a fight, and fighting is not permitted.

A. General Study Hall Rules

The purpose of the study hall is to provide a student with the opportunity to do class assignments. The study hall teacher will provide extra work if students are not on task throughout study hall.

Students should check with each study hall teacher for specific policies for that hour. Some general guidelines to follow when entering any study hall include

1. Immediately proceed and sit in assigned seat.
2. Talk only when permission is granted by the study hall teacher.
3. Use time to study and complete assignments.
4. Have passes signed *before* arriving at the study hall.
5. Sign in and out each time leaving and returning to the study hall. This includes student's name, where student is going, and the time student left and returned.

If for some reason a student misuses his/her study hall privileges, the study hall teacher has the option of discontinuing privileges for that student.

C. Restroom Regulations

1. No loitering or congregating in the restroom.
2. Students are expected to act with dignity and respect at all times.
3. Students should keep restrooms clean.
4. Defacement of the bathroom facilities will result in disciplinary action.

D. Lunchroom Regulations

Good behavior, proper eating habits, and good manners will be maintained in our lunchroom. Students are expected to walk to and enter the lunch line in an orderly fashion. No eating in study hall, homeroom, or any room in the building. Students must remain in the lunchroom and leave the commons area only when dismissed by a staff member or when the bell rings. Lunchroom guests must follow school Visitor Policy.

Students bringing their own lunches will eat at the lunch tables provided in the lunch area. Parents are allowed to bring lunch to school for their child only. Students are not allowed to have food delivered to the school.

NO FOOD WILL LEAVE THE LUNCHROOM. Students are expected to clean up their tables and scrape their plates. **NO POP** is allowed in the lunchroom. Students may bring water to class and it must be in clear, plastic containers.

9th and 10th grade students are required to remain on campus during the lunch break. Exceptions due to extenuating circumstances must be cleared through the building principal or his/her designee.

Identification Badges

ID badges are a way to ensure safety for everyone at our school. Therefore, students are required to wear badges at all times during the school day (except in classes where they are a safety concern, i.e. industrial tech, etc.). Students are encouraged to report to staff anyone seen on campus without a proper identification badge.

1. A student must wear only his/her own school-issued badge.
2. Students must have the badge attached to a lanyard worn around the neck or clipped to the shirt.
3. Defacing badges in any way is not permitted. Defaced badges will be confiscated by staff.
4. Replacement badges or lanyards must be purchased (through the office) at the student's expense.
5. Any staff member can check for name badges and lanyards at any time during the school day.
6. Violations of this policy will result in a Class One (separate from tardies) on the Discipline Grid.

Leaving School During School Hours

When a student finds it necessary to leave the school grounds during school hours for *any* reason: work, illness, doctor or dentist appointments, etc., permission must be obtained from the office, granted upon written or oral request of the parent(s)/ guardian(s). During the school day, students must use only the main entrance when leaving or entering the school. No student is to leave the school without first notifying/signing out of the office. Failure to follow this policy will result in a Class Two on the Discipline Grid.

Lockers

Lockers will be assigned. Students are expected to keep lockers neat and clean. Periodic, unannounced locker inspections will be held. Students shall not possess or store in their lockers any item that is expressly prohibited or violates safety, health, or standard morality. *Examples are weapons (including but not limited to knives, razors, guns, ammunition, black powder, lighters, matches, chains, clubs, explosives of various types) drugs, alcohol, tobacco, pornographic materials, obscene or suggestive material, including drug and alcohol advertisements and incendiary items, or items that may jeopardize the welfare or safety of other students.*

No posters, signs, etc. will be permitted on the outside of locker doors unless permission is granted by the administration or organization advisors. All students who enter another student's locker must have prior permission. Students who violate locker privacy may receive *in or out* of school suspension, depending upon administrative discretion. The school assumes no responsibility for articles lost or stolen from the lockers. No personal locks are to be used on school issued lockers (including locker rooms).

Student Parking

Students driving cars or motorized vehicles to school are to park them on arrival in the designated areas of the school. These areas will be defined. Students are not to drive vehicles during school hours. Vehicles are to be left in the designated parking areas until dismissal. At times there are valid reasons to drive or ride with someone. On these days specific permission must be received from the principal. No visiting cars during the lunch period or any time during the school day. Students will be assigned lockers to keep belongings in the school building. Students driving recklessly or in excess speed in the parking area may have their parking privilege removed at the discretion of administration. Students driving and texting in the parking lot will forfeit their parking privileges for a determined length based on the discretion of administration.

Student Relationships

All student relationships in and around school are expected to be kept at the highest social level. *Handholding, embracing, kissing or other displays of affection in the halls or on school grounds are NOT in good taste and will not be allowed in school, on school property, or at school sponsored events.* The administration is not trying to make this an issue; rather it is a request for students to use sound judgments. Refer to Discipline Grid for consequences.

Telephone Calls

Phone calls to students during class are discouraged. Students will be called from class to answer phone calls only in the case of an emergency. If it is not deemed an extreme emergency, telephone messages will be taken and posted at the office. If you need to get a message to your student, please call the office and that message will be delivered. A telephone is located in the office and should be used by the students making local calls when given permission by the teacher or principal. Student-placed calls will not be permitted during class time, except in emergencies. If you wish to speak directly with a staff member, please call between 8:00-8:10 am or 3:15-3:45 pm.

ACADEMIC

Student Acceptable Use Policy of School Resources

These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of school resources. If a Tea Area School user violates any of these provisions, his or her current access will be terminated and future access may be denied.

Terms and Conditions

- No programs or games may be brought from home or any other source, nor downloaded from the Internet and installed on school devices.
- No work outside of menus, this includes exiting into DOS.
- No physical tampering or destruction of school equipment.
- Students are prohibited from using other student's accounts (computer, email, etc.) Students must keep their passwords private. Students are responsible for all data in their accounts.
- School authorities may periodically inspect student data unannounced and at random.
- If flash/thumb/personal drives are brought into school students must have a school authority scan device for viruses prior to use in school equipment.
- Names of students on computer suspension will be emailed to appropriate school authorities. School equipment, including but not limited to: computers, internet, network, programs, and printers, are to be used for educational purposes only.
- Failure to comply with any stated policy will result in privileges being revoked.
- *Acceptable Use* - The purpose of providing Internet access through the Dakota Digital Network (DDN) is to enable students to explore resources available around the world. The use of the Internet and email must be in support of education and research consistent with the educational objectives of the Tea Area School District. Use of other organizations' networks or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening, obscene or lewd material or material protected by trade secret. Use for product advertisement, commercial purposes, or political lobbying is also prohibited.
- *Privileges* - The use of Internet is a privilege, not a right, inappropriate use will result in cancellation of those privileges. The Tea Area School Administration will deem what is inappropriate use and its decision is final. The administration, faculty, and staff of Tea Area School may request the system administrator to deny, revoke, or suspend any specific Internet user's privilege.
- *Netiquette* - Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - Be polite. Do not get abusive in your messages to others. Do not send or display offensive messages or pictures.
 - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not harass, insult, or attack others. Illegal activities are strictly forbidden.
 - Do not reveal your personal address or phone numbers of students or faculty.
 - Network storage areas will be treated like school lockers. Network and school administrators may review files and communications to maintain the system responsibly. Users should not expect that data stored in district servers or 'cloud' property will be private. Trespassing in another's data is prohibited and will result in loss of privileges. Messages relating to or in support of illegal activities will be reported to the authorities.
 - Do not use school resources to disrupt the use of the network by other users (intentionally wasting limited resources).
 - All communications and information should not be assumed to be private property.
 - Students are banned from utilizing Internet Chat Rooms, unless under the direct supervision of school personnel for an educational purpose.
- *No Warranties* - The Tea Area School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Tea Area School District will not be responsible for any damages students suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at a student's own risk. The Tea Area School District specifically denies any responsibilities for accuracy or

quality of information obtained through its services. The Tea Area School District cannot be responsible for inappropriate or offensive material students encounter on the Internet. If offensive material would cause students personal embarrassment or other emotional or psychological damage students should not use the system.

- **Security** - Security on any computer system is a high priority, especially when the system involves many users. If students feel they can identify a security problem on the Network/Internet they must notify a school authority. Do not demonstrate the problem to other users. Attempts to log in to Network/Computer/Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Network/Internet.
- **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempts to harm or destroy data of another user, Network/Internet or any of the above listed agencies or others networks that are connected to DDN. This includes, but is not limited to, the uploading, creation, or intentional transmission of computer viruses.

Conditions as stated in this document are applicable to the Tea Area School District. These terms and conditions shall be governed and interpreted in accordance with policies of the Tea Area School Board, the laws of the State of South Dakota, and the United States of America.

Before using school computers/network, students must sign an Acceptable Use Agreement to include the following:

I understand and will abide by the above Terms and Conditions of school resources. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation or damage to school resources, my access privileges may be revoked, school disciplinary action taken and/or appropriate legal action. Furthermore, I understand that I will be responsible for paying for said damages and professional services in their entirety.

Student Agreement: I understand and will abide by the Tea Area School District's Acceptable Use Policy of School Resources. I further understand that any violation of this policy may result in the loss of my school resource privileges, and that school disciplinary action may be taken. I promise to make no attempt to access inappropriate material. Should I encounter embarrassing, obscene, or lewd material, I will not display it to any other student. The signature on this document indicates that I have read the Tea Area School District's Acceptable Use Policy, understand its significance and voluntarily agree to comply fully with all of its terms and conditions. I understand that my use of school resources is subject to monitoring by Tea Area School District Officials.

Parent Agreement: As Parent/Guardian of the student who has signed above, I have read the Tea Area School District's Acceptable Use Policy of School Resources. I understand that Tea Area School District's resources are designed for educational purposes. Further, I recognize it is possible that my student may be exposed to material, including graphic sexual material that is not consistent with the educational goals of the Tea Area School District. I hereby give my permission to the Tea Area School District to provide school resources for my student and certify that the information on this form is accurate. I understand that the Tea Area School District has policies and procedures designed to keep offensive materials from being accessed: however, I realize that in spite of these efforts, such exposure may occur, and I'm willing to accept that risk in order to allow my child to experience many unique advantages.

Students in grades 3rd-12 and parents sign the District's Registration Information Form every school year indicating that they agree to the Student Acceptable Use Policy of School Resources.

Acceptable Use Policy for Student E-mail

It is the policy of the Tea Area School District that student e-mail will be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of e-mail privileges for the user.

Users of the student e-mail system are responsible for their use of the e-mail. The use of the e-mail must be in support of education and research and must be consistent with academic actions of the Tea Area School District and will be under the supervision of Tea Area School District staff and faculty. These policies regarding use of Tea Area School District resources are in effect both inside and outside of the school environment and for the duration of a student having a Tea Area School District State email account.

A responsible e-mail user will:

1. NOT transmit any inappropriate pictures, images, videos or audio (e.g. pornography, graphic violence, etc.).
2. Report to school officials any email containing pictures, images, videos or audio (e.g. pornography, graphic violence, etc.).
3. Use language that is considered appropriate.
4. Be polite.
5. Send information that other users will not find offensive.
6. Keep his/her email password private and NOT share it with other students.
7. Never reveal personal information about any user such as address, telephone number, credit card numbers, social security number, etc.
8. Not use email to share answers to exams and assignments with other students.

A responsible e-mail user must be aware that:

1. Use of the e-mail is a PRIVILEGE, not a RIGHT.
2. E-mail is not guaranteed to be private. The content of all email messages and attachments sent, received and deleted are archived and are easily retrieved. There should be no expectation of privacy in anything created, sent, received or stored using school resources.
3. Violation of this policy will result in the possible loss of e-mail privileges.
4. Persons issued an account are responsible for its use at all times.
5. During school hours, email may only be accessed during study halls or under teacher supervision.

School email may NOT be used for the following:

1. Any type of harassment of an individual or organization.
2. For personal gain (Financial or otherwise to make a profit.)
3. Chain letters (e.g., any communication which requests or demands the recipient forward the message to one or more individuals)
4. "Get rich quick" or "pyramid schemes"
5. Deliberate acts associated with denying, interfering with, or disrupting networking or email service of the Tea Area School District or that of any other agency.
6. Attempts to perform mass mailings.
7. Any unlawful activity.
8. To deliberately alter or attempt to conceal their true return email address, or the origination location of the message.
9. To deliberately set forth to interfere with the reception of e-mail by an individual.
10. To deliberately set forth to intercept or receive, and/or view another individual's e-mail without that user's consent.

Tea Area School District email incorporates a virus scanning system and spam filter to help protect students from email propagated viruses and excessive junk-mail. Tea Area School District takes a best-effort approach to ensure that students will not be affected by viruses in their provided email accounts and filters all received and sent email content for offensive and excessive junk mail.

Tea Area School District does not; however, take responsibility for any data corruption, destruction of electronics, loss, or any other liability for the use of a student's email account resulting from an email virus or activity of a student account.

Student email accounts will be deleted six months after student graduation or upon the student leaving the district.

Drop-Adds:

Students wishing to drop or add a class must use the Drop/Add Form. The student will be notified via email or in person if their request was granted. Students will be allowed to drop or add a class through the fourth school day of the semester. Any class dropped after the fourth day and before the end of the 1st/3rd quarter will be recorded on the report card and the transcript as a withdrawal grade (W). Any class dropped during 2nd/4th quarter will be recorded on the report card and transcript as a failing grade (F). Students withdrawing from a course will have 'in

progress' grade used at the next eligibility period. Students removed from classes for disciplinary reasons will receive a withdrawal grade (W). The administration, school counselor, parent(s)/guardian(s), teacher and student must mutually agree upon any exceptions to this policy.

Grading Scale/Policy

For all classes, the following grading system will be used:

A+ 100	C+ 84-83
A 99-96	C 82-79
A- 95-93	C- 78-77
B+ 92-91	D+ 76-75
B 90-87	D 74-71
B- 86-85	D- 70-69

Teachers will discuss with students their grading procedures and specific standards for passing their courses.

AP Grading Scale/College/Honors

A+ 100	C+ 79-77
A 99-95	C 76-73
A- 94-90	C- 72-70
B+ 89-87	D+ 69-67
B 86-83	D 66-63
B- 82-80	D- 62-60

Grade Point Average Determination

The following scale will be used in determining grade point averages beginning with all courses in the 2013-2014 school year. AP classes/ College Level Courses (Dual Credit) are weighted higher due to increased rigor. Class rank is determined by using the cumulative grade point average of all classes beginning with 9th grade. Pass/Fail courses shall not be used in the calculation of Grade Point Averages. Courses retaken will be included in the Grade Point Average.

<u>A.P./College Level</u>			<u>All Other High School</u>		
	=	<u>Courses</u>		=	<u>Courses</u>
A	=	4.200	A	=	4.000
A-	=	3.867	A-	=	3.667
B+	=	3.533	B+	=	3.333
B	=	3.200	B	=	3.000
B-	=	2.867	B-	=	2.667
C+	=	2.533	C+	=	2.333
C	=	2.200	C	=	2.000
C-	=	1.867	C-	=	1.667
D+	=	1.533	D+	=	1.333
D	=	1.200	D	=	1.000
D-	=	.867	D-	=	.667

Other grades which may be received:

F	=	Fail
P	=	Pass
Inc.	=	Incomplete
W	=	Withdraw

Grade Reports

Midterm grade reports are accessible via Student/Parent Portal via Infinite Campus. Parent(s)/Guardian(s) will receive a mailed notice at midterm time if their child is earning a grade of D or below.

Report cards will be issued after completion of each grading period. Parent(s)/Guardian(s) are expected to pick up report cards at parent teacher conferences. Extra household requests shall be made to the office.

Semester Tests

To obtain uniformity in our grading of semester tests, each instructor will value tests equally. Semester tests in all subjects will count 20% of the semester grade for grades 9-12.

At the discretion of the teacher, seniors are exempt from semester exams at the end of second semester. All other students must take exams unless they meet the criteria for the attendance incentive.

Honor Roll

An honor roll of students will be posted and published for each of the four nine week periods and for each of the semesters. The Roll of Excellence will consist of those students who have a 4.0 or higher. The A Honor Roll will consist of those students who have a 3.51-3.999. The B Honor Roll will consist of those students who have a grade point average of 3.0-3.5. Students with a D or below will not be considered for the Honor Roll. Only courses offered at TAHS will be used for calculation of Honor Roll.

Academic Lettering

All students in grades 9, 10, 11 and 12 are eligible to obtain an Academic Letter. Students are eligible to receive a letter if they qualified for either the Roll of Excellence or the A Honor Roll each of the four quarters of the school term. Students who obtain an Academic Letter will receive a letter the first year they qualify and a bar for each succeeding year.

Independent Study

From time to time, we have students who are interested in taking courses from staff members independently. The main reason for enrolling in these courses independently is scheduling conflicts. Therefore, the following criteria have been established for students desiring to take courses by independent study.

1. Permission to enroll must be granted by the instructor and the administration.
2. Students must be enrolled in the junior or senior class.
3. First year instructors will not be permitted to offer independent courses.
4. A course of study must be approved by the administration.
5. A "B" average in the field of study is recommended.
6. The student must be enrolled in another course or activity during the time the course is being offered.
7. Special circumstances may alter this policy with administrative approval.

Incomplete Grades

Incompletes for quarter or semester grades must be made up within seven school days following completion of the 9 weeks or semester grading period. Failure to do so will result in the incomplete grade being changed to an F. Instructors, at their discretion and with approval from the principal, may grant additional time for work to be completed.

Ineligible Students

Students' grades will be checked at midterm and at the end of each quarter. Any student receiving a grade of F will be ineligible for any/all co-curricular/extra curricular activities. Ineligible students will be allowed to practice but will not be allowed to dress or participate in events. As outlined below, a student's eligibility status will officially change the Monday after grades have been submitted.

The second week following mid-term, students who were ineligible at midterm may become eligible again if

1. that student gets a teacher signature for the class causing ineligibility

2. that student submits the signed document (indicating the passing grade) to the activities director by 3:30 on the Friday of the second week following mid-term.

If the above conditions are met, that student may resume full participation beginning the Monday of week 8. Failure to submit said signature will cause the student to remain ineligible until grades are reported again for the next grading period, at which time a student may resume participation if he/she has no failing grades.

Students who are ineligible at the end of a quarter will be ineligible until grades are reported at midterm of the following quarter. Students may resume participation beginning the Monday after midterm grades have been submitted, provided they have no failing grades.

Graduation Requirements

Twenty four (24) units* of credit are required for graduation. A student's Personal Learning Plan must document a minimum of 24 credits that include the following:

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

*One unit is equal to two semesters of passing a course. Students will be classified as freshmen until 5 units have been earned and 2 semesters attended; sophomores until 10 units have been earned and 4 semesters attended; juniors until 15 units have been earned and 6 semesters attended. Students will remain classified as a junior until 15 units have been earned and 6 semesters attended. Students are expected to attend the class meetings and functions in which their earned units place them.

Senior Experience/ Capstone

A culminating experience is required of each senior prior to graduation from Tea Area High School. Expectations for this capstone requirement will be submitted to juniors in the spring prior to their senior year. This experience will be transcribed beginning with the class of 2013.

Repeating Courses

Students will only be allowed to take a course/semester twice in an effort to earn credit unless enrolling in the course through Connections Academy.

Issuance of Diplomas

Any student who has completed four years of high school but has not acquired the necessary credits for graduation will not be eligible to participate in commencement exercises if, at the end of the first semester of their senior year, they are not enrolled in enough classes to meet the graduation requirements.

If at the end of the year eligible students don't meet the requirements, they will not be allowed to participate in commencement exercises. Exceptions to this policy will be at the discretion of the principal. A regular diploma will be issued upon the student's completion of the necessary requirements.

Regents Scholar Diplomas

The Division of Education and the Board of Regents annually recognize seniors committed to academic excellence by issuing Regents Scholar Diplomas. Recipients of Regents Scholar Diplomas are accepted for automatic entrance to any of the public institutions of higher education in South Dakota.

To be eligible, a student must have completed the following courses with no final grade below a C and a grade point average no lower than a B.

- Language Arts..... 4 units
- Mathematics 4 units
- Science 4 units
- Social Science 3 units
- Foreign Language 2 units
- Fine Arts 1 unit

Foreign Exchange Students

Foreign exchange students will be considered a part of their age appropriate class. Only 2 foreign exchange students will be accepted per school year. Foreign exchange students will not graduate nor take part in the senior experience.

Alternative School

The Tea Area School District has access to alternative educational opportunities for its students through Connections Academy.

Credit: 8th Graders/End of Course

Eighth grade students taking a course eligible for high school credit must be aware of the following guidelines:

- The teacher of record will be highly qualified at the high school level in the content area.
- The District will have a waiver on file with the South Dakota Department of Education
- A student must pass the District's End of Course Exam by scoring an 80% or higher. A student will be provided two opportunities to pass the End of Course Exam.

A student taking Algebra I as an 8th grader must pass the End of Course Exam with an 85% or higher (two opportunities will be available). The purpose of taking Algebra I as an 8th grader in the Tea Area School District is to provide additional time for math courses during the student's high school career. A student, receiving high school credit in 8th grade, is expected to take a minimum of four additional math credits while in high school.

ACTIVITIES

Church Night/Sunday

Students or teachers will schedule no formal school events on Wednesday nights. The local school is not responsible for conference, region, or state events sometimes scheduled on Wednesdays. ONLY with the superintendent's or principal's permission may activities be scheduled on Sunday.

Extra Curricular/Co-Curricular Activities and Field Trips

All basic school rules apply to athletic contests, music and any other school-related activity including field trips. All school employees or chaperones have authority over students during the above activities. Students violating the rules of good conduct are liable to disciplinary action, including suspension.

When activities (field trips, etc.) require a student to pay money, it must be paid in advance, before the student is allowed to attend.

Homecoming Royalty/Prom Royalty Policy

In order to have royalty that represents the ideals of Tea Area High School, students who have received a class 3 or higher violation explained in the Student Handbook from the last day of their junior year until their senior year election time will not be allowed on the homecoming royalty or prom royalty ballot. After the election of the royalty, if a student has a violation, he or she will be removed from the royalty and will not be replaced.

Tea Area National Honor Society

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. The National Honor Society has worked to bring the accomplishments of outstanding students to the attention of parent(s)/guardian(s), teachers, peers, and community. Chapters in more than 22,000 high schools across the nation strive to give practical meaning to the society's goals of scholarship, service, leadership, and character.

These four ideals have been considered as a basis for a student's selection. No student is inducted simply because of high academic average. The National Honor Society strives to recognize the total student; one who excels in all these areas.

Membership into the Tea Area National Honor Society Chapter is based on a B+ average, as well as the qualities of character, service, and leadership.

CHARACTER:

- A. Industriousness.
- B. Emotional stability and self-control.
- C. Cooperation and compliance with school regulations.
- D. Honesty, courtesy, concern, and respect for others.
- E. Acceptance of criticism willingly and advice graciously.

LEADERSHIP:

- A. Demonstrates leadership in class, work, and in school or community activities.
- B. Exemplifies positive attitudes and inspires positive behavior in others.
- C. Exercises influence on peers in upholding school ideals.
- D. Successfully holds school offices or positions of responsibility and delegates responsibility.
- E. Dependable in any responsibility accepted.

SERVICE:

- A. Participates in activities outside of school.
- B. Renders service to school during school time.
- C. Provides service to school outside of class.
- D. Volunteers dependable and well-organized assistance.
- E. Carries out committee and staff work without complaint.

School Dances

Throughout the school year various organizations sponsor dances and social activities. The Student Handbook, District Policy, and the following rules are applicable to all dances and social activities:

1. Doors will be closed at all school dances 45 minutes after the dance or activity is scheduled to begin. Once the doors are closed, no admittance is allowed. If anyone leaves, he/she may not return.
2. Out-of-school date forms must be completed and on file in the office the Wednesday prior to the dance or activity. All out-of-school dates are subject to the principal's approval. No form on file, no admittance!
3. All rules governing student behavior will be followed. The school may contact law enforcement for student suspected of being in violation of illegal substance regulations.
4. Dances and activities shall have designated times and be on the school master calendar.
5. Decoration of dances and activities shall be done outside of school time; prom is an exception.
6. All attendees must be in grade level of 9th or higher and under 21 years of age. No outside drinks.

Prom

1. Formal dress is required to attend the Junior/Senior Prom. The administration and prom advisors reserve the right to determine what is and is not formal dress. Formal dress shall be worn at Prom until the dance is completed.
2. All juniors and seniors will be required to register their dates on the Wednesday prior to prom.
3. Any date who is not a junior or senior at Tea Area must be registered (this includes underclassmen at Tea Area). All dates must be approved by the administration.
4. All dates to the Junior/Senior Prom must be freshmen or older. However, if dates are out of high school, they are required to follow the same rules as the other students.
5. No beverages of any kind may be brought to the Junior/Senior Prom. If students bring a beverage in, regardless of the content, they will be required to leave and will not be readmitted.
6. Only Tea Area juniors and seniors and their dates will be allowed in the Grand March.
7. Students may be required to perform random breathalyzer tests before, during, or after Prom.
8. All dance attendees must be under 21 years of age at the date of prom.

Locker Room Privacy

Tea Area High School shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

- Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or the district administrator. No one will be permitted to enter the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable district policies and/or school rules.
- No cameras, video recorders, cell phones, or other devices that can be used to record or transfer images may be used in the locker rooms at any time.
- Under no circumstances can a person use a camera, video recorder, cell phone, or other recording device to capture, record, or transfer a representation of a nude or partially nude person in the locker room. Any other use of a camera, video recorder, cell phone, or other recording device in the locker room requires the prior permission of the building principal or district administrator and the person being photographed, videotaped, or recorded.

Anyone who violates this policy shall be subject to school disciplinary action and/or penalties under state law or local ordinance. The building principal or designated locker room supervisor, as applicable, shall be responsible for enforcing this policy.

MISCELLANEOUS

Buses

The bus drivers are responsible for the buses and discipline on the buses. The driver's relationship with the students should be on the same level as that of a teacher in the classroom. Bus transportation for students is not entirely a right, but more like a privilege, conditioned upon courteous behavior and obedience to the established rules. THE SAFETY OF THE BUS AND ITS PASSENGERS demands complete cooperation from the students.

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

Please read the following rules and discuss them with your children. We ask for your cooperation in enforcing these rules. The safety of our students, your children, depends upon it.

1. Students shall obey all instruction from the school bus driver and/or authorized student monitors.
2. Students MUST ride on assigned buses and MUST occupy the seat assigned to them if seats are assigned.
3. The same courteous conduct as is expected in the classroom must be observed while on the bus. Ordinary conversation is permitted. Loud and vulgar language is NOT PERMITTED.
4. Students must refrain from unnecessary conversation with the driver. His/her job requires his/her full attention.
5. Students must be on time at the designated bus stops; the bus cannot wait beyond its regular time schedule for tardy students. If more than one child from each family rides, they should all be on time.
6. Students will assist the bus driver in keeping the interior of the bus clean, sanitary, and in orderly condition. Students must not throw waste paper or rubbish on the floor or out the windows of the bus.
7. Students will not open or close the windows without the permission of the driver.
8. Students must not—at any time—put head, hands, or arms out the bus windows.
9. Students must not move about inside the bus or try to get on or off while the bus is in motion.
10. Students will immediately report to the driver any damage occurring on the bus. Students responsible for any damage will naturally be held liable for payment.
11. Students must follow the instructions of the driver when entering or leaving the bus, and when they must cross the road or highway.
12. Students must await the signal from the driver to cross a road or highway, then cross promptly. The crossing should be made approximately ten (10) feet in front of the bus in full view of the driver.
13. Students desiring to leave the bus at other than their designated bus stop must present the driver with written permission to do so from their parents.
14. Students who do not normally ride the bus need written permission from their parents with approval through the principal's office to board a bus.

Bus Discipline Policy

Incident 1. Bus driver contacts parents regarding student's inappropriate behavior. Parents and student are informed of next discipline level should student continue to behave inappropriately. Bus driver will submit completed Bus Discipline Report to Operations Manager and student's respective principal.

Incident 2. Student is referred to grade level principal with specific details on Bus Discipline Report from bus driver regarding the incident. Principal contacts parents to inform that student will forfeit bus privileges for three (3) consecutive school days. Parents and student are informed of next discipline level should student continue to behave inappropriately.

Incident 3. Student is referred to grade level principal with specific details on Bus Discipline Report from bus driver regarding the incident. A meeting will be scheduled to include parents, student, principal, operations manager, and bus driver. Student forfeits bus privileges for ten (10) consecutive school days. Parents and student are informed of next discipline level should student continue to behave inappropriately.

Incident 4. Student is referred to grade level principal with specific details on Bus Discipline Report from bus driver regarding the incident. Grade level principal contacts parents to inform that student will forfeit bus privileges for the remainder of the school year.

Activity Buses

In the interest of school safety, program cohesiveness, and school liability, it is required that each student who rides the team or activity bus to an out-of-town event should ride home on the bus. Students not riding the bus home will be permitted to ride with their parent(s)/guardian(s) only if they have notified the school administration, program director or coach with a written note and verbal confirmation from the parent or guardian. Parent(s)/guardian(s) must sign their student out by signing a release with the coach, director, or advisor prior to leaving the event. Students not following this policy will be referred to the discipline policy.

Disaster/Fire Drills

Fire drills are required to be held at regular intervals. Plans for procedures during fire drills have been posted in each classroom. When all students have been evacuated, each teacher must take roll to account for all students and report to the principal as soon as possible. Students will follow the instructions of the teacher where special situations warrant.

Instructions for disaster drills will be displayed in each classroom. When a tornado drill signal is sounded, all students should go to their assigned locations where they get down on their hands and knees and cover the backs of their heads with their hands.

Library

Library fines will be assessed for overdue, damaged, or lost library books.

Lost and Found

A "Lost and Found" area is maintained. Students finding unclaimed articles about the building are asked to turn them in to the office.

School Breakfast/Lunch Program

Tea Area School District is proud of its facilities for providing morning breakfasts and hot lunches. Students are expected to observe good dining room habits, pass to breakfast/lunch in an orderly manner (no running, shoving, or cutting in line) and leave the dining table and surrounding area clean and orderly. No food is to be taken from the dining area.

1. The price per breakfast for students JK-12 is \$1.40. An extra breakfast entrée will be \$.80. The price per lunch meal is: JK-4 - \$2.65 and 5-8 - \$2.85 and 9-12 - \$2.95. An extra lunch entrée will be \$1.30. There will be a \$.30 charge for extra milk or juice. (Prices are subject to change at the discretion of the school board.)
2. Students bringing their own lunch will eat at the lunch tables provided in the lunch area. Parents are allowed to bring lunch to school for their child only. Students are not allowed to have food delivered to the school.
3. Breakfast will be served from 7:50-8:15. No breakfasts will be served after 8:15. The only exception to this policy will be for students riding the bus which arrives to school after 8:15.

See also Discipline Guidelines-Lunchroom Regulations.

Meal Substitutions for Medical or Special Dietary Restrictions

If a child is unable to consume a food item because of medical or other special dietary need, he/she may receive a substitute food item only when supported by a statement signed by a recognized physician, physician assistant, nurse practitioner, or other professional specified by the State Agency.

Parent Teacher Conferences

Parent teacher conferences will be held in the fall and spring. Refer to the school calendar for specific dates and times.

Open Lunch

Juniors and Seniors will have open lunch from and can leave school grounds to eat. Sophomores and Freshmen are not eligible for open lunch and must remain on school grounds. Students with excessive tardies, absences and grid offenses will lose this privilege. Students on Titan Hour will not have an open lunch. Students on Titan Hour who do not attend will be given a skipping discipline grid offense. See discipline grid.

School Closings

The Tea Area School District will use radio station WNAX (570), KKLS (104.7) and TV stations KELO, KSFY, and KDLT to notify the public in case of school closing, delayed starting time, or early dismissal because of poor weather or other causes. If no report is heard, it can be assumed that school will be in session.

School Reach System

For late starts, early dismissals, and school cancellations, the School Reach Message Center will be utilized to help contact parents with this vital information. The phone numbers parents authorize the school to use for contact purposes will be entered into the system. When a call is deployed, the system will automatically call the parent. This system, along with e-mail, website posting, and broadcasting on television and radio will enhance communication with parents and guardians.

Video Surveillance

Tea Area School District places the highest priority on student safety. Placing video cameras in and outside of the school are ways that we can help maintain discipline and to ensure the safety of students and staff. The Tea Area School District is equipped with a video surveillance system and footage from this can only be viewed by administration and will not be shared with any sources outside of school with the exception of an insurance claim, law enforcement, or court order.

POLICIES & PROCEDURES

Nondiscrimination Policy

Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Tea Area School District 41-5 are hereby notified that this school does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the schools compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA) or Section 504 is directed to contact the following persons designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination:

Title VI, Title IX Jennifer N. Lowery, Superintendent
Section 504..... Betsy Drew, Elementary Principal
ADA Jody Taylor, Spec. Ed. Director

Tea Area School District 41-5
PO Box 488
Tea, SD 57064
605-498-2700

Or you may contact:

Regional Director
Office for Civil Rights
U.S. Department of Education
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114-3002
Telephone: 816-268-0550
Fax: 816-823-1404
TDD: 877-521-2172
Email: OCR.KansasCity@ed.gov

Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by the Tea Area School District, please contact the superintendent, principal, or director. We request that you provide 48-hours notice so that proper arrangements may be made.

Section 504 of the Rehabilitation Act of 1973

Annual Internal Notice to Students/Parents and Employees

Section 504 is an Act which prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who

1. *has a mental or physical impairment which substantially limits one or more major life activities, (Major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);*
2. *has a record of such impairment; or*
3. *is regarded as having such an impairment.*

In order to fulfill obligations under Section 504, the Tea Area School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. Section 504 Coordinator, Betsy Drew, may be contacted at 498-2700 for more information.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide appropriate educational services. If the parent(s)/guardian(s) disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent(s)/guardian(s) the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refused to make the amendment.

Directory Information

During the school year, Tea Area students are involved in many activities such as music, athletics, publications, debate, drama, academic programs and special events. Some of these activities are given news coverage through school publications or bulletins and special coverage by newspapers, television, and radio stations. The principal may release personally identifiable information known as "Directory Information" surrounding these activities at their discretion unless a written objection is filed by the parent(s)/guardian(s) of the student or an eligible student.

"Directory Information" includes the following information relating to a student: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic teams, dates of attendance, degrees and awards received, most recent previous education agency or institution attended by the student and other similar information. The type of information mentioned above may also be included in class rosters, student directories, school annual and publications.

No Child Left Behind (ESSA) Complaints

A parent, student or district stakeholder who has a complaint regarding the use of the federal ESSA funds and is unable to resolve the issue, may address the complaint in writing to the district superintendent. The written complaint would first go to the superintendent for an informal conference and then move to the next level if the complaint remains unresolved following any action of the superintendent. The next level would be putting the complaint in writing to the school board for review. The Board's decision will be final unless an appeal is requested. On all levels an informal conference is to be held within five days of the date of filing of the complaint so that no complaint shall consume more than 20 days time in all.

Disputes involving the enrollment, transportation and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. The parent/guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent/guardian or youth to appear the decision. Students should be provided with all services for which they are eligible while disputes are resolved. Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD DOE Complaint Procedure)

Anti-Bullying/Harassment of Students

Harassment and bullying of students is against federal, state and local policy, and is not tolerated by the Tea Area School District. The Tea Area School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Tea Area School District has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district. The Tea Area School District prohibits harassment, bullying, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics of the student including: race, color, creed, gender, national origin, religion, age or disability.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.
- Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
 - Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
 - Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
 - The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

This policy is in effect while students or employees are on property within the jurisdiction of the Tea Area School District; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment.

It also is the responsibility of the superintendent or designee (principals, administrators) to develop procedures regarding this policy, including training programs for students, school officials, faculty, staff, and volunteers. The training will include how to recognize and prevent harassment, as well as what to do when a student is being harassed. The district will evaluate the program to monitor policy implementation. The superintendent will make recommendations to modify this policy and/or its accompanying procedures to the board as needed to ensure program effectiveness.

All documentation associated with a complaint shall be maintained by the building principal for a period of three years. The superintendent is responsible for monitoring the written records to ensure the policies and procedures are being followed. The superintendent can be contacted at 131 N. Poplar, Tea, SD 57064 or by calling 605-498-2700.

The Tea Area School District will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site, and a copy shall be made available to any person at the administrative office at 131 N. Poplar

Sexual Harassment Policy

- A. Policy. It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.
- B. Definition. Any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.
- C. Responsibility. School district officers, 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 when appropriate. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill founded may constitute libel or slander. Copies of the policy will be available in the administrative offices.
- D. Complaints. Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the school counselor and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize the Tea Area School grievance procedure.

Concealed/Dangerous Weapons at School

Students bringing weapons such as guns, (as defined in Section 921 of Title 18 of the United States Code), knives, martial arts weapons on school property shall be expelled from school by the Board of Education for a period not less than one year. The superintendent of schools may modify the one-year expulsion on a case-by-case basis. Repeat offenders shall be expelled from school for not less than one year. Students who use weapons to commit a crime on school property or endanger the safety of other persons shall be expelled for not less than one year.

Any student who violates this policy shall be referred to the criminal justice or juvenile delinquency system immediately upon verification that said policy has been violated.

Violence Policy

The intentional disruption of the educational process through boisterous conduct, acts of violence, or threatening language that prevents a teacher from performing duties will not be allowed. The Board of Education shall support disciplinary action, which may include suspension and/or expulsion of guilty students. The Board may seek prosecution of perpetrators of violent acts in school situations at no cost to the employee. *See also Discipline Grid.*

Defacement of School Property

State laws make the student and his/her parent(s)/ guardian(s) responsible for damages and defacement of school property. Any pupil who intentionally or accidentally destroys, damages, or defaces school property will face the appropriate disciplinary action. *See Discipline Grid.* Each student is expected to assume responsibility for the care of all school property. Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced at the expense of the student at

fault. Students will pay the replacement cost for damaged books and materials. *Vandalism will be immediately reported to the appropriate law enforcement agency for investigation.*

Hazing

Hazing of any student on or off school property is prohibited, whether conducted by school or non-school organizations. No initiations may be held outside of the school organizations' regular meetings. The advisor and the administration must approve initiations held within meetings. Any initiations, which provide the slightest element of physical danger or poor taste, are not permitted.

Illegal Substances

A student shall not possess, use, transfer, conceal, sell, attempt to sell or deliver, nor be under the influence of narcotics, tobacco products, drugs, or alcohol, nicotine delivery devices materials/substances represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals. Established school policy and state law are violated, regardless of parental attitudes, if the student disregards these guidelines.

Students who use prescription drugs authorized by a licensed physician do not violate this policy if the student conforms to the prescription and appropriate school policies.

This policy is in effect on property owned, leased or maintained by the school district, at all school sanctioned activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property.

The proper law enforcement authorities and/or the school board and/or the school administration will deal with any student who violates this policy.

See also Discipline Grid and Extra Curricular/Co-Curricular Activities Code of Conduct for further clarifications if a student is involved in activities.

Student Grievance Procedure

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices: 1) that a school rule is unfair, 2) that a school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin, or against or between a student(s) with a disability.

Procedure: If a student has a grievance, he/she should present it in writing.

Level 1: The school counselor should be scheduled for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The counselor must hold a conference within five days' time of the date of filing.

Level 2: If a student is not satisfied with the resolution made at level one, he/she may appeal in writing to the principal for an informal conference and discussion of said grievance. The principal must hold a conference within five days' time of the date of filing.

Level 3: If a student is not satisfied with the resolution made at level two, he/she may appeal to the superintendent for an informal conference and discussion of said grievance. The superintendent must hold a conference within five days' time of the date of filing.

Level 4: Complaints that remain unresolved following any action of the superintendent may be referred in writing to the School Board for review. The Board's decision will be final unless an appeal is requested.

On all four levels an informal conference is to be held within five days of the date of filing of the complaint so that no student's complaint shall consume more than 20 days' time in all. The burden of proof is upon the student to show that a rule is unfair and/or is discriminatory. The final resolution of the grievance is to be in writing at the principal level and designed to provide the student with a basis for resolution of the grievance as originally stated in the complaint.

The Student Grievance Form may be obtained from the principal's office.

Another student and/or faculty member may attend the meeting if agreed upon by the two parties. The student must be present to elaborate on his/her grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the student's right to the conference provided by the school, unless extenuating circumstances make it impossible for the student to appear.

Truancy Policy

A letter of attendance will be sent to parents after 10 and 15 days of absences per year by the principal. Failure to comply with attendance will result in notification of the School Resource Officer (SRO), superintendent, and states attorney after (20) absences and every (10) days after. Exempt days will not count towards the absence total.

If a student and his/her parents believe there were unusual circumstances causing these absences, a written appeal may begin the districts appeal process as outlined in policy.

Visitor Policy

Any visitor wishing to attend classes at Tea Area must follow the following procedures:

1. File a written request and receive principal or counselor approval at least one week in advance of the visitation day.
2. Visitations will be approved for educational purposes only.
3. Visitors must attend classes with a Student Council member chosen by the principal or counselor.
4. Throughout the day, visitors must fill out appropriate paperwork given at the office during check-in. (Paperwork includes evaluation of our school/classes observed, etc.)
5. At the end of the day, visitors must check out at the office and submit all said paperwork.
6. Exceptions to this policy must be cleared with the principal.

All salespersons or visitors (including all family members) must check in at the office and get a visitor's badge before conducting business or visiting with a staff member or a student. All visitors, regardless of age, must follow the school guidelines and policies.

Privileges

Seniors may earn the privilege of open campus by meeting the following requirements:

- Overall cumulative GPA must be a 2.5 or higher
 - Students may appeal to a team of teachers if GPA is less than 2.5
- Class dues must be paid
- All registration materials must be turned in
- Parents must sign an agreement for open campus

To Retain Privileges

- Privileges will be revoked until the next grade check – midterm or quarter
 - Behavior: a class 3 or higher
 - Attendance: tardy more than three times in a quarter or more than four (non-exempt) absences in a quarter
 - Grades: More than 1 F at quarter or midterm
 - Senior Experience: Senior Experience checkpoints are not completed
 - No taking seniors without open campus privileges off campus
- Signing In and Out
 - You must sign in and out at the office for open campus. Failure to sign out will result in a detention or loss of privileges.

Privileges

- Seniors leave during study halls; Juniors remain in study hall
- Both seniors and juniors can leave during lunch and homeroom
 - The school recommends students not leave Tea unless they live outside the city limits and then they can only go home.

Cumulative grade point average will be determined by the counselor. Cumulative GPA only calculated at the end of the semester.

Juniors have the same requirements as seniors beginning the second semester of junior year. Administration reserves the right to modify privileges on a case by case basis.

SERVICES

Accidents

All accidents occurring during the school day are to be reported to the principal's office immediately. If there should be an accident during the school day or at a school activity, every effort will be made to see that the student receives proper medical care. Parent(s)/Guardian(s) will be notified.

Accident and Dental Insurance

At the beginning of each school year, every student is provided forms concerning accidents and dental insurance. These forms are sent home to parent(s)/guardian(s) who may or may not opt to subscribe. The school does not provide this insurance. The forms are simply distributed by the school. Policies offered are limited pay policies and are not major medical policies. Limitations are placed on many types of injuries. Students and parent(s)/guardian(s) should make certain they understand what is and is not covered in the policy before subscribing to the insurance.

Counseling Services

The school counselor is to assist students with social, emotional, academic and career concerns. School counselors reserve the right to meet with all students and follow the American School Counseling Association's Ethical Standards for School Counselors (2010). School counselors will also adhere to South Dakota Codified law 19-13-21.1 when concerning confidentiality. Counseling services may include: individual counseling, group guidance, career counseling, post-high school educational planning, classroom education, academic placement and testing services.

Individual Counseling: Students may receive assistance in dealing with personal, academic, and future career planning concerns.

Group Guidance: Activities are scheduled to allow students to gain information on topics of relevance to their lives. Topics may include health, vocational, and self-development issues.

Academic Placement: The counselor works with students to plan a course schedule that best fits their needs and the requirements for their future plans.

Career and Post-high Planning: Students will be provided with information on programs available in post-high school institutions, apprenticeship training, and the military. Assistance with financial aid, including scholarships, is available to students and parents/guardians.

Testing Services: The counselor helps students prepare for and administers many of the tests required by the state of South Dakota and the Tea Area School District.

Special Education

The Special Education Program is set up to help the student, age 0 to 21, to achieve his or her highest potential. For a student to receive services due to academic difficulty, the classroom teacher, parent(s)/guardian(s), or counselor must first refer him or her to the special education director. The TAT (Teacher Assistance Team) consists of the principal, special education teacher, counselor, and classroom teacher(s) who meet to discuss educational planning for the student's needs. A one-month process occurs where the faculty establishes goals and objectives for working with the student prior to special education testing. If, after the one-month period, the situation warrants, the student will be referred for special education testing. The parent/guardian is then sent a permission form, which needs to be signed and returned to the school to authorize evaluation.

School and cooperative personnel will administer tests that measure achievement skills, cognitive skills, perceptual skills and personality. When the testing is complete and the results cross-referenced, the parent(s)/guardian(s) will be invited to attend a meeting during which the results are explained.

If a team—which includes the parent(s)/guardian(s), classroom teacher, special education teachers, principal, and counselor—agrees that certain criteria have been met, then the student is eligible to receive services within the program. An Individual Education Plan (IEP) is then written to address the specific academic needs of the student.

Special Education Director, Jody Taylor, may be contacted at 498-2700 for more information about the Special Education program.

Speech Services

Speech Services are available through the Cornbelt Cooperative. Services are provided by a certified Speech Clinician at the school on a weekly basis. Diagnostic, remedial, and reassessment services are provided for children upon qualification.

This service prepares preschool and school age children for full-functioning roles in the regular classroom. Special Education Director, Jody Taylor, may be contacted for more information about these services (498-2700).

DISCIPLINE GRID – Grades 9-12

OFFENSE	1st OFFENSE	2nd OFFENSE	3rd OFFENSE	4th OFFENSE	5th or further OFFENSES
Class One (per quarter)					
Tardy to school or class	Warning	Warning or Detention	Warning or Detention	Warning or Detention	Detention, parent contact, possible suspension
ID badge violation					

OFFENSES	1st OFFENSE	2nd OFFENSE	3rd OFFENSE	4th OFFENSE (Habitual Disobedience)
Class Two (per semester)				
School Setting disruption, cell phones or other electronic devices, inappropriate dress, skipping, overt displays of affection, disobeying rules set by staff, neglecting obligations	Detention	Detention	Detention or ISS, parent contact	Detention(s), ISS, or possible OSS, parent contact

Class Three (per semester)				
Insubordination, pornographic materials, disrespectful/obscene language or actions, physical aggression, possession of object with potential to harm	Detention <hr/> ISS or OSS if obscene language or action directed at a person.	Detention or ISS, parent contact <hr/> Counselor referral when appropriate. ISS or OSS if obscene language or action directed at a person.	ISS or OSS, parent contact <hr/> Counselor referral when appropriate. OSS if obscene language or action directed at a person.	OSS (5-10 days), parent contact, referral to superintendent for disciplinary action, evaluate for reassignment

OFFENSES	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Class Four (per year)			
Violence, fighting, tobacco, nicotine delivery device (illegal substance), intimidation or bullying, theft, destruction of property, harassment, hazing, possession of object with intent to harm, obscene language or actions directed at a staff member, inappropriate use of social media	ISS, OSS (5 days), parent contact, counselor referral, may reduce suspension to 3 days if student participates in choices counseling (conflict resolution, tobacco cessation, theft, etc.). Restitution and police referral when appropriate.	OSS (10 days), parent conference, counselor referral, may reduce suspension to 5 days if student participates in choices counseling (conflict resolution, tobacco cessation, theft, etc.). Restitution and police referral when appropriate. Possible Reassignment.	Long-term suspension or expulsion, police referral when appropriate. Student and parent must attend conflict resolution training before student returns to school. Choices counseling (tobacco cessation, theft). <hr/> Reassignment

Class Five (per high school career)	1st OFFENSE	2nd OFFENSE
Drugs, alcohol – Using or under the influence, or possessing drug paraphernalia	OSS (10 days), parent conference, police referral. May reduce suspension to 5 days if student and parent participate in school-approved drug/alcohol evaluation and counseling. Student activity rules apply. <hr/> Long-term suspension or expulsion. Student and parent must attend drug/alcohol evaluation and counseling before student returns to school.	Long-term suspension or expulsion, police referral. Student and parent must attend drug/alcohol evaluation and counseling before student returns to school. Possible Reassignment.
Drugs, alcohol – Possessing an amount that suggests distribution		

Class Six (per high school career)	
Weapons, bomb threats, fires, endangering the life of others	Long-term suspension or expulsion, parent conference, referral to authorities. Refer to SDCL 13-32-7 and 13-32-4 for weapons violations.

School Nurse

The Tea Area School District has a full-time and a part-time nurse on staff to assist with medical needs that arise during the school day. Their goal is to promote the maximum physical, social, emotional, and educational growth of the students. They will do this by providing these services: direct health services, health education, consultation for faculty and staff, and health promotion/prevention for staff and students.

To reach the school nurse, please contact the office at your child's school, email the nurses (Heather.Murray@k12.sd.us or Tara.Krell@k12.sd.us), or call/text the nurse phone at 408-6418.

Medications (please see medication policy on reverse)

Any medications to be given at school must be in a bottle labeled by the pharmacy. An authorization form is provided in this reference guide and is also available on the school website and from the school nurse.

Colds

The common cold presents the most frequent problem since it's so easily transmitted from child to child. If there is a cough, it should be infrequent and not likely to be disruptive to the class or your student. Your child should feel that he/she can get through the planned school day.

Stomach Aches

Eating a good breakfast is always important and may help children who have frequent stomach aches. If stomach aches continue to occur, your child should be checked by your doctor.

Sore Throats

A child with a sore throat accompanied by a fever should be seen by the family physician. In such cases, throat cultures are recommended. A child with a sore throat and fever should not be sent to school and will be sent home from school if it occurs during school hours.

Low Income Insurance Information

Without health insurance, medical costs can break a family budget. There are low-cost and free health care coverage programs for many children, even if you work full-time. For more information, please contact the business office at 498-2700 ext. 6.

**NOTE: if your child is seen by a physician/orthodontist/ dentist/chiropractor/ optometrist, etc., please get a doctor's note or have a note faxed to school. Your child's absence will then be exempt and will not count against his/her attendance.*

Vomiting

Children that are vomiting should be kept home. If your child has vomiting at school, he/she will be sent home. The child should be kept home for a 12-hour period of time following the last incident of vomiting and should be fever-free and tolerating food and liquids.

Diarrhea

Children with diarrhea *may* come to school as long as they are able to control their bowels and perform independent hygiene. If your child has an accident because of diarrhea, if your child becomes disruptive to the classroom due to frequent bathroom breaks, or if discomfort and cramping accompany the diarrhea, your child will be sent home.

Fever

A fever is a warning that all is not right with the body. The best way to check for a fever is with a thermometer. A child with a fever at or over 100-degrees orally or 99-degrees axillary (under the armpit) should not be sent to school. If your child has a fever at school, the child will be sent home. Your child must be fever-free (without the use of fever-reducing medication) for 24 hours before returning to school.

Rashes and Open Sores

A rash, accompanied by a fever, may be the first sign of childhood illnesses, such as chickenpox. A rash or “spots” may cover the entire body or may appear in only one area. If your child has a rash with a fever, please do not send your child to school! Open sores need special attention. Children with uncovered weeping open sores will be sent home.

Miscellaneous

A variety of other conditions (head lice, scabies, flu, etc.) may require special health care. When you suspect or know your child has a contagious problem we would appreciate your sharing that information with us so we can react appropriately.

TASD Medication Policy **(which includes over-the-counter medications):**

***This policy can be found in the school handbook, on the school’s website, or on the School Nurse’s website.*

OPTION II: If your student is going to carry his/her own medication (ex: Tylenol, ibuprofen, cough drops, antacids, inhalers, etc.) in his/her backpack:

- A “Request and Authorization for Medication/Treatment” Form must be filled out and signed by the parent/guardian (circle ‘Option II’), then submitted to a school official **prior to your student carrying/taking these medications**. These forms may be obtained in the school office or on the nurse’s website. If a child is found with medication and the Medication Form has not been filled out, the medication will be turned into the office for a parent/guardian to pick up.
- Per the school’s policy, your child may only carry enough medication for one day’s use (with the exception of inhalers).
- Over-the-counter medication will not be supervised, administered, or kept in the office, unless directed by a physician (see next section).

OPTION I: If the nurse will give your student medication OR your student needs to take a controlled substance (ex: narcotics, ADHD medication, etc.):

- A “Request and Authorization for Medication/Treatment” form must be filled out and signed by a physician, and submitted to a school official. *The school nurse will not administer medications until this has been completed.*
- District policy states that a student’s parent/guardian will transport the medication to and from the school office; please do not send the medication with your student.
- Parents/guardians must bring the medication to the school office in a bottle labeled by the pharmacy that includes the following:
 - Student’s name
 - Medication name and strength
 - Physician’s name
 - Dosage and administration instructions
- If your doctor’s office is prescribing a medication for your student, they may fax the completed and signed form to your student’s school.
- If possible, please arrange for medications to be given outside of school hours.
- At the end of the year, parents/guardians are responsible for picking up unused medication. If the medication is not picked up, it will be destroyed.

Where to find the Request and Authorization for Medication/Treatment form:

- Your student’s school office
- Online:
 - Go to the school’s website: (<http://www.teaschools.k12.sd.us>)
 - Click on any of the schools (ex: Legacy, Frontier, Intermediate, etc.)
 - Find the nurse’s pictures and click on the hyperlink that says “website.”
 - On the left-hand sidebar of the nurse’s website, there is a menu; click on Health Forms.
 - On the bottom of the Health Forms page, there is a hyperlink to print out the Medication Form.

Note: please do not send medication with your child to school, unless a form has been filled out. This includes any medication that may need to be given if they are sleeping at a home other than their primary residence (ex: spending the night at a friend’s house, going to his/her other parent’s house, etc.); please arrange other methods of transporting medication.

We, as the school nurses, are here to help you as the parent(s), so please don't hesitate to call or email us with questions or concerns.

Heather Murray, RN

Heather.Murray@k12.sd.us

Tara Krell, RN

Tara.Krell@K12.sd.us

Work phone: 605-408-6418 (call or text)

Website: <https://sites.google.com/a/k12.sd.us/tasd-school-nurse/>

