

*BISON SCHOOL DISTRICT #52-1*  
*Dr. George Shipley, Jr, Superintendent*  
**STUDENT/PARENT  
HANDBOOK**



**Handbook**  
**2023 - 2024 EDITION**

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# **BISON SCHOOL DISTRICT'S VISION/MISSION**

Bison School District holds the vision to promote a healthy environment fostering academic growth, instilling pride in rural living, and inspiring responsible life-long learners as citizens of a global world.

- We will create an environment where all students feel confident and competent to meet the challenges of a technological society.
- We will provide an academic curriculum with high goals and expectations for all students provided by highly qualified teachers.
- We will develop respect, integrity, compassion, and responsibility within each student.
- We will prepare students to participate actively and successfully as productive, responsible citizens.
- We will appreciate and respect the historical uniqueness of the community, county, state, and country.

## **FORWARD**

IT SHOULD BE NOTED THAT NOT ALL OF THE GUIDELINES AND RESTRICTIONS THAT WE ENFORCE IN THE SCHOOL WILL BE FOUND IN THIS HANDBOOK. WE HAVE ATTEMPTED TO PROVIDE YOU WITH SOME OF THE MORE PREVALENT GUIDELINES THAT SEEM TO OCCUR MORE FREQUENTLY THAN OTHERS. COMMON SENSE WILL NATURALLY DICTATE IN MATTERS WHICH ARISE AND ARE NOT FOUND IN THIS HANDBOOK. PLEASE READ THE INFORMATION AND STUDENT POLICIES OF THIS HANDBOOK, THEN KEEP YOUR HANDBOOK FOR REFERENCE THROUGHOUT THE SCHOOL YEAR.

## **STUDENTS & SCHOOL PATRONS**

This handbook is presented to you with the compliments of the Board of Education of Bison School District #52-1. The purpose of this handbook is to acquaint you with the regulations and policies of the Bison School District. Every successful organization is governed by a set of regulations and policies, so likewise, every successful school should be governed in like manner.

We welcome each of you and hope that you have a successful and enjoyable year!

# **NONDISCRIMINATION POLICY**

*The Bison School District supports the provision of Title IX of the Educational amendments of 1972, Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 which commit all schools to the elimination of discrimination on the basis of race, color, national origin, sex and handicap to those programs and activities offered to provide equal opportunity for all students, free from limitations of race, color, national origin, sex and handicap.*

This concept of Equal Educational opportunity will serve as a guide to the Governing Board, the Administration and staff in making decisions relating to the employment of personnel school facilities, curriculum, activities, and regulations affecting students and employees.

Inquiries regarding compliance with Title IX, Title VI, and Section 504, Affirmative Action, and the American with Disabilities Act, which prohibit discrimination on the basis of race, color, national origin, sex and handicap conditions, may be directed to the Bison Public School, Dr. George Shipley, Jr, Supt., PO Box 9, Bison, South Dakota 57620. Telephone number 605-244-5271. Inquiries can also be made to the US Department of Education, Office for Civil rights, 10220 North Executive Hills Boulevard, 8<sup>th</sup> Floor, Kansas City, Missouri 64153-1367.

The Bison School District provides its students, patrons, and staff with information regarding the South Dakota and United States Department of Labor.

South Dakota Department of Labor: 700 Governors Drive, Pierre, SD 57501-2291. Phone # 605-773-3101; Fax # 605-773-4211.

United States Department of Labor: Francis Perkins Building, 200 Constitution Ave. NW, Washington, DC. Phone # 1-866-4-USA-DOL; TTY: 1-877-889-5627.



# **ADMISSION AND REGISTRATION PROCEDURES**

Bison School District is organized to provide instructional services to children from kindergarten through grade twelve for regular education, children ages three through twenty-one in need of special assistance and children from birth to twenty-one in need of prolonged assistance. A child must be five years of age on or before September 1<sup>st</sup> of the year enrolled to enroll in Kindergarten. All new students enrolling must have records proving immunizations. **All students must have a birth certificate as required by South Dakota state law.**

Registration for the fall term will be conducted on the first day of school for grades one through six. Parents of elementary students are requested to accompany their children when registering. Kindergarten students will register in the spring preceding attendance year. Registration and “school opening” information will be mailed to the parents in advance of the school term. Contact the Elementary school secretary at 244-5273 for more information

Registration will be conducted in the spring for the following fall term for grades 7 through 12. Parents will be asked to review and sign their student's registration forms indicating approval of selected courses. Students will be held, with certain exceptions, to the choices made at registration. Students entering after the term is in progress will register with the administration.

## **ARRIVAL AT SCHOOL AND DISMISSAL TIMES**

**STUDENTS SHOULD NOT BE ARRIVING AT SCHOOL BEFORE 7:50 A.M. UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH A TEACHER OR THE OFFICE.**

Students may enter the building at 7:50 a.m. and classes will begin at 8:00 a.m. Teachers will be in the hallways or their rooms at 7:50 a.m. The playground will not be supervised before the start of school. Students who have made arrangements for early arrival (no earlier than 7:30AM) will report to the cafeteria to be supervised. School will dismiss at 3:45 p.m.

No student shall be permitted to leave the school prior to the regular hour of dismissal except by permission of the office personnel.

The teacher’s day will run from 7:50 a.m. to 3:50 p.m.

## ***ATTENDANCE***

South Dakota has a compulsory school attendance law (SDCL 13-27-1) which requires parents to ensure that their children attend school on a regular basis until the child reaches their 18<sup>th</sup> birthday.

Student Attendance Approved 7/18/19

School is preparation for future life. It is important that habits of regular attendance be developed. Regular attendance establishes a pattern of responsibility and commitment that will serve students throughout their lives, including post-high school education and the workplace.

Consistent school attendance has a high positive correlation to academic success and school completion. A student's contribution and achievement in class are directly related to attendance. Research shows that students learn best when they attend school every day. When students miss school, they miss important lessons and essential skills they need for academic success. Students and parents/guardians must understand that students miss a vital portion of their education when they are absent from class. Activities that take place in the classroom are a vital part of the teaching-learning process. Teachers will communicate with students and parents/guardians about the effect of attendance upon student achievement and success in their class and in their lives as adults.

More than 10 absences in a school year is considered to be excessive by the Bison School District. Student absences in grades 7-12 will be limited to missing no more than 5 days per semester, with a total of 10 days per year. Absences in excess of 5 days may be excused if they fall into one of the following categories: medical appointments accompanied by a doctor's note, serious illness with documentation, a death in the family, school sponsored activities, and a family emergency approved by the administration.

Absences beyond the five days per semester may result in the loss of academic credit, recovery time after school, or a truancy petition filed with the states attorney's office.

Elementary students with excessive absences will be considered for review for retention.

Parents are obligated to see that school age students attend school regularly.

When a student is ill or unable to attend school, a call from the parent or guardian (244-5961 by 8:00 a.m.) or a note from the parent or guardian upon return to school is required.

If illness or injury will require a lengthy absence, the school should be contacted so special arrangements may be made. Make up work should be completed in a time frame deemed appropriate by the teacher. Grades may be adjusted for late make up work. Advance notice of student absences will be appreciated by the teacher.

If you are absent from school, you are not able to play or participate in extracurricular events on that day, unless administrative permission has been arranged in advance.

Attendance is top priority for Bison students. Students missing in excess of 5 days per semester will make-up the days missed after school. They will stay after school for 1 hour for 4 days for each classroom day missed in excess of 5 days. The office retains the right to require a note from a physician for extended or chronic illness.

**In order to participate in an extra-curricular contest, the student must be in school the last three periods the day of the contest. If a student is absent the entire day the student is unable to play or participate in extracurricular events on that day.**

Detention comes first over sports practice. Students will have 2 days for each day absent to make up school work. If the assignment was given before the student was absent it is due when the student returns.

### ***ASSEMBLY PROTOCOL***

During an assembly or presentation, the following student behavior is the expectation for the event:

1. Sit quietly and listen attentively to the speaker.

2. Respond appropriately with necessary applause at appropriate times.  
Sit with your class and remain seated until the program is over

### ***ACADEMIC CREDIT***

One unit of academic credit will be given for successfully completing an academic course that runs four days a week, for a full school year. If a student fails to complete both semesters of a year-long non-required class the 1/2 credit for the completed semester will be recorded on the transcript. 1/2 unit of academic credit will be granted for the completion of courses that are designated as semester classes. Distance learning courses will be handled on an individual basis, per the requirements of the institution and approved by the administration. Dual credit courses require parental payment for college credit and earn 1 credit per semester.

### ***AWARDS***

Varsity letter awards will be issued to students who have met the basic requirements for recognition in Basketball, Drama, Football, Golf, Music, Oral Interp., Cross Country and Track, Volleyball. In each instance the letters awarded shall be for only competition and participation on varsity level.

Only one letter will be issued to each student. After the first award, subsequent awards earned for additional years of service and for additional activities shall be recognized by the awarding of bars for years and emblems for activities. For example: a student lettering in Football, Music and Track, or Drama and Oral Interp. will receive one letter with emblems for each of the three activities.

The following policies shall determine the awarding of letters:

- A. The student shall participate in practices, scrimmages, concerts, etc. as scheduled by the school and the activity director or coach. Unexcused absences, lack of cooperation at practices, and less than a good effort of performance may result in loss of the letter.
- B. Each activity coach or director shall establish rules for training, equipment care, attitude, etc. Students must adhere to these rules to be eligible for a letter award.
- C. Minimum requirements of participation for athletes for letters:
  1. Basketball - play in 15 quarters during the season
  2. Football - play in 9 quarters during the season
  3. Track - score 5 or more points in season meets or score 1 or more points in a qualifying meet or qualify for the State Track Meet
  4. Volleyball - play in 1/4 of the 25 point game
  5. Golf – Attend two meets and 70% of the practices
  6. Cross Country – run in 1/3 of all meets and medal in a varsity meet
- D. Drama and Oral Interpretation Letter
  1. A school letter may be earned by participating in both drama and oral interpretation. In drama, the student must have a major role in the all school play. A major role is defined as one in which the actor or actress is on stage at least 20% of the production time and speaks a minimum of 200 words of dialogue. In oral interp. the student must win the local contest and subsequently advance

from district to divisional competition; or, by participating in oral interp. for 2 years if, during both of these years, the student has practiced in the presence of the oral interpretation coach at least 5 times per season for a total of 10 practice sessions.

- E. Music - Maintain a quarter grade of at least a "C", with no office referrals, plus:
1. Band - participate in concerts and pep band (if not in a conflicting sport). Credit towards the Band letter may be earned by participation in large & small group contests. This is available to all music students 7-12. All State Band is open to all students' grades 9-12.
  2. Chorus - participate in concerts. Credit towards the Chorus letter may be earned by participation in the All State Chorus and/or the large & small group contests. All State Chorus is open to all students 9-12.
- F. Each activity director or coach shall be allowed to nominate students for special awards even though they did not basically qualify for the letters. Such awards will be for duty above what was asked, dedication to school activities and general exceptional service.
- G. The Bison High School subscribes to all rules and policies as established by the South Dakota High School Activities Association.

Awards are presented in activities other than those listed above. These generally consist of trophy or pin awards, and are presented at the recommendation of the director of the activity in recognition of outstanding effort and performance.

Bison High School will recognize the extra efforts of eligible students in activities that are not part of the regular curriculum. Awards will be presented to honor those who have achieved success and who have represented the school in various levels of competition & participation.

### ***BICYCLES***

Students who ride bicycles to school must park them in the bike rack by the entrance of the building. Students will not be permitted to ride bicycles on the playground during the day or after school because of the danger involved.

Bicycles are private property and should be treated as such. Students should not tamper with or play with bicycles, theirs, or those belonging to others.

### ***BOOK FINES AND DAMAGES***

At the beginning of the year, teachers will check out books to you. We want all students to note any damages to the book they receive, at the beginning of the year. At the end of the year, the teacher will look over your book to note any damages, which occurred to your book the administration will assess damages and collect fees for a new book if necessary. Students assume full responsibility for textbook, library books and materials checked out to them. Book covers are available in the office.

### ***BULLETINS***

Each morning after the second bell, students will stand for the Pledge of Allegiance and then listen to the morning announcements. Announcements will be made over the intercom each morning. The daily bulletin will be emailed to teachers and posted on the school website.

Items to be placed in the bulletin or on the announcements need to be turned into the High School secretary by 7:50 a.m. each day.

# **BISON BULLYING POLICY**

## ***GENERAL POLICY STATEMENT***

It is the policy of this District to maintain a learning and working environment that is free from bullying. Bullying violates the basic right of students and staff and is disruptive to a safe orderly learning environment.

It shall be a violation of this policy for any student or staff member to bully another while attending school or school-sponsored events. It shall also be a violation of this policy for any school staff member to tolerate bullying during school or at school sponsored events.

For the purposes of this policy, the term “school staff” includes board members, school employees, volunteers and other persons subject to the supervision and control of the District.

The District will promptly and thoroughly investigate reports of bullying, whether of a physical or a nonphysical nature. (Investigation report found at back of handbook.) If it is determined that bullying has occurred, the District will act appropriately within the discipline codes of the school. It will take reasonable action to end the bullying.

## ***DEFINITION OF BULLYING***

For the purpose of this policy, bullying consists of 7 elements:

1. A desire to hurt or harm motivates the perpetrator
2. This desire to hurt or harm results in the hurtful or harmful actions taken by the perpetrator.
3. A formal or informal power imbalance exists between the perpetrator, the victim and a possible bystander.
4. The action(s) taken by the perpetrator are manifestations of the unjust use of power.
5. The perpetrator enjoys carrying out the actions.
6. The victim has a sense of being oppressed.
7. The perpetrator typically repeats the hurtful or harmful action against the victim.

## ***EXAMPLES OF BULLYING***

Bullying may be physical or non-physical acts. Physical acts may include, but are not limited to the following:

- **Criminal Activity**
  - Assault with a weapon
  - Grievous bodily harm
  - Seriously threatening to kill or cause harm
  - Serious theft
  - Abuse/Sexual abuse
- **Non Criminal Activity**
  - Biting
  - Hair pulling/shoving
  - Hitting/Punching/Scratching
  - Kicking
  - Locking in a room
  - Spitting
  - Damage to victim’s property

Nonphysical acts may include, but are not limited to:

- **Verbal-in person, in writing or online**
  - Abusive Language

- Extorting of money or possessions
- Intimidations/threats
- Name calling
- Cruel remarks
- Spreading false/mean rumors
- Gender-based put downs
- **Non-Verbal**
  - Mean faces
  - Rude gestures
  - Systematically excluding
  - Isolating
  - Sending scary/intimidating notes, text, or emails.
  - Mean gender-based pictures

## ***REPORTING***

Students who experience bullying are encouraged to report it to any adult of the district. Any employee of the District who observes bullying or receives reports of it is required to act immediately to protect the alleged victim and to fill out an incident report and forward it to the Superintendent.

## ***DISCIPLINE/SANCTIONS/CONSEQUENCES***

A validated charge of bullying against a student will result in disciplinary action. These actions may include and not necessarily in any given order:

- A. Conference and /or Warning
- B. Detention
- C. In-school suspension
- D. Out of school suspension
- E. Expulsion

The District will also discipline any individual making false allegations of bullying.

## ***RETALIATION***

Retaliation against any person reporting bullying is prohibited. Any person, who engages in retaliation against a person for reporting bullying, will be disciplined in a manner that may include suspension or expulsion.

## **BUS RULES**

- A. The driver is in charge of the pupils on the bus. Pupils must obey the driver promptly and respectfully.
- B. Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy. Drivers are not expected to wait more than three minutes for students at designated meeting places.
- C. Pupils should never stand in the roadway while waiting for the bus.
- D. Eating and drinking on the bus is allowed at the driver's discretion. Smoking is not allowed on the bus at any time.
- E. Unnecessary conversation with the driver is prohibited.
- F. Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation. NO "horseplay" is permitted.
- G. Pupils must not try to get off the bus, or move about within the bus while it is in motion.
- H. Pupils must not at any time extend arms or head out of the bus window.
- I. Students will remain seated at all times, until the driver brings the bus to a complete stop and opens the door.
- J. Pupils must observe instructions from driver when leaving the bus.

- K. Any damage to a bus by a student must be paid for by the parent/guardian of the student responsible for the damage.
- L. The driver will not discharge riders at places other than the regular bus stops or at school, unless by proper authorization from a parent/guardian, the Superintendent or the office.
- M. Issues with the bus should be addressed with the bus company-Roth LLC and the school.
- N. Parents should notify the bus driver whenever their student is not able to ride the bus. This will help the bus drivers to determine changes in routes so as **not to arrive at school prior to 7:40 A.M.**
- O. High school students (grades 8-12) are allowed to ride the bus only if there is space available on the route.

**NOTE:**

Failure to follow these regulations may result in the suspension from the school bus privilege.

## **CHECKING OUT OF BUILDING**

Parental permission is needed for students leaving the building before dismissal. If you must leave the building, you must sign out in the school office and pick up a permission slip. Failure to follow the proper procedures may be considered as a skip, and will require double make up time and possible detention.

## **CHURCH NIGHT**

Wednesday evenings will be reserved for non-school activities. No contest or practices will be scheduled on Wednesday from 4:10 p.m. through the evening for K-6 and 6:00 p.m. through the evening for grades 7-12. Wednesday evenings will only, in emergency, be used upon consent of local ministers. (Example - tournaments scheduled by other than local administration.)

## **CLASS BELLS**

Class bells allow you two minutes to move from one classroom to another. Carry the books and materials you will need in order that you will not have to return to your locker, and therefore be tardy. The morning first bell will ring at 7:55 with a second one at 8:00; after lunch the first bell will ring at 12:30.

## **CLASS AND CLUB MEETINGS**

Class and club meetings may be held on approval of the advisor and when they can be present. School time may be used for student council and other meetings with the approval of the Superintendent.

## **CLASS LOAD**

Each student in 9-12 must spend a minimum of 6 class periods a day in active classroom participation. All students 9-12 must take at least five (5) academic subjects and one non-academic elective each semester. Band and chorus may satisfy the academic requirement if the student is enrolled in band and chorus four days a week. Cross-age or Student Librarian may satisfy the non-academic elective by approval of supervising staff. Teachers can only have one cross age helper per class period. Any junior with less than 12 credits or seniors with less than 18 credits will not be allowed to take a non-academic elective.

## DDN

Student participation in distance learning using the DDN system must have at least a C or 2.0 grade point average to take these courses. You cannot be failing in the content area you wish to take a DDN class. If you have taken a DDN class and received below a C you will be unable to take a DDN class the next semester.

## DETENTION

Detention can be assigned in 30 minute increments and will be held after school dismissal or during the noon period. **Repeat offenders will be assigned to a two hour Friday detention.**

## DISCIPLINE

Discipline:

- A. Is behavior in accordance with the system of rules and regulations of the school.
- B. Is necessary for effective teaching in all areas of the school.
- C. Should place upon the student more and more responsibility for his/her choices, purposes and behavior as they grow in the ability to shoulder each responsibility.
- D. Students are expected to follow the rules and obey any teacher or other person in charge. Failure to do so will result in the following steps of action:
  1. 1<sup>st</sup> offense: Should be handled by the teacher, depending on the severity of the infraction.
  2. 2<sup>nd</sup> offense: Referred to the office.
  3. 3<sup>rd</sup> offense: Referred to the office, written report by the teacher and letter by the office. Parent will be notified.

Consequences depending on the severity of incidences for elementary student's include-recess restriction, lunch detention, after school detention, internal suspension and external suspension. For junior high and high school students please refer to the discipline matrix in Appendix B.

The teachers and the school administration need your cooperation in order to provide an environment that is conducive to effective learning.

## DRESS CODE

The purpose of a school dress code is to encourage students to focus on the learning process without the distractions of unsuitable dress and grooming. Personal appearance shall not detract from the educational process. Students shall maintain an orderly and clean appearance at all times. The following established the minimum acceptable standards for student dress:

- A. Students are not to wear clothing or any item that advertises alcoholic beverages, tobacco products, illegal substances, violence, or those with obscene print, symbols, or pictures. No items are permitted that are defamatory or discriminatory to race or religion.
- B. Hats are not to be worn in the school building during school hours, (this includes bandannas) with the exception of school sponsored fundraising or dress up days.
- C. Coats designed for outerwear are to be left in lockers and not worn to class.
- D. Apparel shall be adequate in both length and coverage to be considered appropriate for school. Skirts, shorts and dresses must be no shorter than half the distance between the knee and the hip joint. (fingertip length with hands by your side)
- E. All undergarments must be covered and out of view at all times.
- F. All shirts and blouses must have a shoulder strap that covers all undergarments. Strapless tops and spaghetti straps are not allowed (exclusive of the prom). Tops that expose the abdomen or excessive chest area are not permitted. The length of the shirt or blouse must extend 1-inch over the pant



waistline when the student extends both arms out horizontally. No spiked jewelry, caps with spikes, or chains extending more than 10 inches on the side are allowed. Tattoos will be covered during school hours and all school activities.

## **PENALTY FOR VIOLATIONS**

Student will be sent to the office and asked to make arrangements to obtain proper attire. Reoccurring violations will be dealt with on an individual basis. Students riding the bus to and from school or school sponsored events are expected to dress appropriately.

## **DRIVING**

Driving will not be permitted during the school day without permission of the Administration. Students are not allowed to go to motor driven vehicles during school hours without Administrative office approval. Students are not allowed to be in their cars or driving during lunch break. If a student is given permission to drive at noontime, no one else should be in the car.

## **DUAL CREDIT PROGRAM, HIGH SCHOOL – SOUTH DAKOTA BOARD OF REGENTS**

*Black Hills State University – Dakota State University – Northern State University South Dakota School of Mines & Technology – South Dakota State University – University of South Dakota*

The Bison School District provides student access to the High School Dual Credit Program through the South Dakota Board of Regents (SD BOR) in partnership with the SD Department of Education. Each of the six South Dakota Public Institutions of Higher Education offer a variety of courses meeting the SD BOR system general education requirements. High school juniors and seniors attending a public high school within South Dakota may be eligible to participate in this program and receive both high school and college credit at a reduced rate payable by the student directly to the college or university. A new application must be submitted for each semester in which you wish to participate. Students taking DUAL credit classes must also obtain and pay for their own textbooks.

## **EARLY GRADUATION**

Bison School District 52-1 does not encourage any student to apply for early graduation. It is the philosophy of the school system that completion of a four year program in grades 9-12 and accumulation of 22 units of credit serves to expose our young people to opportunities in Academic studies and social growth which will enable these individuals to make informed and intelligent choices about their future lives.

By "early graduation" we mean completion of grades 9-12 in less than four years and with completion of 22 units of credit with passing grades, including all locally required subjects.

All students attending Bison High School throughout their grades 9-12 must complete 22 units of credit (minimum) with passing grades. All transfer students having completed part of their grades 9-12 at other schools must also complete 22 (minimum) credits successfully, including all locally required subjects unless to do so would result in unavoidable and

undesirable duplication of courses taken, or as provided by SDCL, if the school(s) attended previously were set up in such a way as to make it impossible for the student to complete 22 units of credit by the end of the students senior (12th) year. (This is not to include cases where the problem has been due to student failure.) Foreign exchange students will be handled as per special provisions set forth by the South Dakota Dept. of Education.

## NO STUDENT WILL BE ALLOWED TO GRADUATE WITHOUT MEETING MINIMUM STATE REQUIREMENTS.

No student will be allowed to graduate early without board approval. To be considered for board approval of their early graduation plans, the student must be able to meet state graduation requirements within the set schedule of the High School. If that is not possible the student, with approval of principal and teachers, must be able to complete such requirements by arrangements with particular instructors to fulfill course assignments, work and tests outside the regularly set school schedule, or, as a last resort, must be able to complete such required course work through completion of correspondence courses with one of the state approved agencies providing such correspondence courses. The expense of all course work outside the regular set school schedule is to be the responsibility of the student. The student requesting early graduation must be able to demonstrate very high levels of academic achievement and social maturity or must have truly needful personal circumstances or emergencies to warrant this consideration. Except for transfer students arriving too late to do so, all students wishing to apply for consideration and board approval for an early graduation plan must make arrangements to begin their early graduation program prior to the start of their junior year to enable scheduling of classes to be worked out.

## **ELECTRONIC DEVICES**

### **MUSIC DEVICES**

Students who are eligible with a C average or above will be allowed to listen to music during classes with headphones during work time with their teacher's permission only. This is a privilege not a right. Teachers have the discretion to set policy in their own classrooms and may decline to have music played in their classroom at any time. Music will only be allowed on an iPod or M3 player. Music cannot be played on phones or laptops or chrome books. This new policy will be reviewed at the end of the semester to monitor its successfulness.

Coaches may have the option to allow students to listen to music at practices if they desire. If the student brings a radio to listen to during practice they should leave the radio either with the coach or in the office until after school. **Cell Phones are not to be turned on or used during classroom periods.** **In an emergency please come to the office to use your phone.**

## **CELL PHONE/ELECTRONIC DEVICE POLICY** Approved 7/18/19

The Bison School District, as part of a commitment to upholding academic integrity and providing a safe learning environment free from distraction, limits student use of cellular phones and portable digital media devices. Students may possess cellular phones and portable digital media devices on school property, while in school-owned or school-operated vehicles and while students are attending or engaged in school-sponsored activities, subject to limitations of this and other policies and regulations of the District. Unless specific permission is granted by school personnel, cellular phones and electronic devices:

- A. Can be used before the second morning bell rings, between classes (passing time), lunch, and after the dismissal bell.
- B. 2. Cell phones/electronic devices must be turned OFF before entering any classroom, office, library, locker, or lab.
- C. 3. Cell phones and electronic devices that ring, vibrate, or is used without a teacher's permission will be confiscated. Refusal to surrender your phone when asked is considered insubordination and may result in disciplinary consequences. Parents will be contacted.

The Board acknowledges that certain violations of this policy pose severe risks to academic integrity or student safety. Students found in severe violation of this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Severe violations of this policy involve highly inappropriate activities including, but not limited to:

- A. Electronic communication that contains inappropriate content, profanity, intimidation or threats to others;
- B. . Sexting, which includes intentionally creating, producing, distributing, presenting, transmitting, posting, exchanging, disseminating, or possessing, through any computer or digital media, any photograph or digitized image or any visual depiction of a person in any condition of nudity, or involved in any prohibited sexual act;
- C. Academic dishonesty or cheating;
- D. The use of camera or recording features of cellular phones or other electronic devices in restrooms, locker rooms or for any use constituting an invasion of any person's reasonable expectation of privacy;
- E. Communicating in any way with outside groups or individuals to participate in violent acts or other inappropriate or unlawful activities on school property or at school-sponsored activities; or
- F. Refusal to relinquish phone to persons of authority upon request.

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

## **STUDENT SOCIAL NETWORKING GUIDELINES-**

Posting pictures, videos, or comments on various social media outlets (i.e. Facebook, twitter, snapchat, tic toc, Instagram, etc.) can bring the potential of serious consequences for misbehavior. Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your page. Information (including pictures, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it.

Similar to comments made in person, the Bison School District will not tolerate disrespectful comments and behavior online, such as:

- A. Pictures or videos of students or staff taken without their permission during the school day or on school premises. Locker rooms, classrooms and restrooms are off limits.
- B. Derogatory language or remarks that may harm teammates, classmates, teachers or coaches: including comments that may be disrespectful to opposing teams.
- C. Incriminating photos, videos or statements depicting violence, hazing, sexual harassment; full or partial nudity, inappropriate gestures, vandalism, stalking, underage drinking, selling, possessing, or using controlled substances, or any other inappropriate behavior (including the use of profanity).
- D. Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- E. Indicating knowledge of an unreported school or team violation – regardless if the violation was unintentional or intentional.

In short, do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited and there are legal limits. The online social network sites are NOT a place where you can say and do whatever you want without repercussions. Under no circumstances should students be recording in a classroom without teacher consent.

## **VIDEO RECORDINGS OF ATHLETIC EVENTS**

Video recording contests by schools and parents or guardians- SDHSAA Media Policy Participating schools, parents, or guardians may, for their personal use, video record a game or event that involves their team or child, provided that the video recording is not intended for broadcast, duplication, or resale ( this includes posting on social media-i.e. Facebook). Such video recording must be done from an area in the venue designated for school or spectator video recordings.

Live streaming of post season competition is prohibited per SDHSAA rules. The Bison Athletic Booster Club has provided us with the Pixelot so folks can purchase a subscription to the NFHS network to watch live stream school athletic events. <https://www.nfhsnetwork.com> 69.99 a year or 10.99 month.

## **ELIGIBILITY**

To be eligible and participate in extracurricular programs (as defined below), a student must carry 5 academic units, be in school the last three periods of the day of the contest, and maintain a D-. Exemptions to this policy include but are not limited to medical, educational and family emergency absences that have received PRIOR administrative approval. Detention comes first over sports practice. Home school students need to provide documentation that they have met South Dakota requirements to be eligible to participate in sports.

**Deficiency reports will be run on infinite campus 4 times per quarter; at approximately every 2 weeks, midterm, and end of quarter. Dates will be included along with the annual school calendar.** Ineligibility becomes effective the day of it is distribution the report and students will remain ineligible until the next deficiency report.

**Students must have their work turned in by the end of the day (4:00PM) the day before the eligibility check date to be counted.**

Ineligibility does not affect a student in physical education nor does it affect practicing for any non-academic activity. Students may practice but not participate while they are ineligible. Ineligible students cannot dress or travel with the team to competitions. At home games they are to sit behind the team.

Extracurricular to which training rules and academic eligibility requirements do apply includes: Varsity and JV Football, Video Crew, Boys and Girls Basketball, Volleyball, Cheerleading, All Statisticians, All Student Managers, Cross County, Golf, Track, School Play, FFA, FCCLA (as per anything outside the classroom) Quiz Bowl, Oral Interp., National Honor Society, Pep Band, All State Chorus, Small Group Contests, Prom, school dances and all other school sponsored or affiliated activities or contests where the students represent the Bison School District. The Post-Prom party is a positive community sponsored activity (not school sponsored) and all students are permitted to attend because it promotes non-alcoholic activities in a well supervised environment.

Elementary extracurricular to which academic eligibility requirements do apply includes: Boys and Girls Basketball, Cross County, Track, School Play, Children's Theater. School dances and all other school sponsored or affiliated activities or contests where the students represent the Bison School District.

## **EXTRACURRICULAR TRAINING RULES      REVISED**

\*Revisions approved by the School Board on September 14, 2015

Student participation in extracurricular programs is a privilege and, therefore subject to eligibility requirements which go beyond normal requirements for the right to attend the public school's curricular education program.

Extracurricular programs for Bison School District include: Varsity & JV Football, Video Crew, Boys & Girls Basketball, Cross Country, Golf, Volleyball, All Statisticians, All Student Managers, Track Students, School Play, FCCLA (as per anything outside the classroom), Oral Interp., FFA, National Honor Society, Pep Band, All State Band, All State Chorus, Small Group Contests, Cheerleaders, Prom, School Dances and all other school sponsored or affiliated activities or contests where the students represent the Bison School District.

- 1) **ACADEMICS COME FIRST** - Passing grades must be maintained to remain eligible for extracurricular programs (see Eligibility for Non-Academics)
- 2) **DRESS APPROPRIATELY** – See DRESS CODE.
- 3) **BEHAVIOR** - Inappropriate language and behavior will not be tolerated at any time.
- 4) **CURFEW** – is at the discretion of coach/advisor and will be enforced by them with approval of administration.

***ALCOHOL, DRUG AND TOBACCO PROHIBITED*** – Whether the student is on school grounds or not, the use of illicit drugs and the unlawful possession or use of alcohol is

wrong and harmful. If students are caught in use or possession of alcohol, drugs or tobacco substances anytime during grades 7 through 12 the penalties are as follows:

**If the violation occurs at school, on school property, in vehicles being used to transport students to/from school events, in vehicles on school property or while attending school sponsored events on or off campus, the student will face suspension (as stated in the handbook) from school by the administration as well as the following consequences for training rule violation by coach or advisor. For a first offense, suspension will be 3 days, second offense will be 5 days, third offense will be 5 days and possible expulsion.**

The extracurricular season begins with the first day of activities/practice in the fall and the last day of school or springs activities whichever is latest are to be used as the starting and ending dates for the school term:

**August 10, 2023 through June 4, 2024**

Extracurricular suspension will be from all Bison High School activities and from school sponsored extra-curricular activities, such as clubs, teams, statisticians, managers, cheerleaders, drama, speech music, prom, school dances, etc.

***FIRST OFFENSE – 2 WEEKS -(14 CONSECUTIVE CALENDAR DAYS) AND 2 EVENTS (WHICHEVER IS GREATER).***

1. The first offense will be for two weeks (14 consecutive calendar days) or 2 events, whichever is greater. If no offense is committed for a period of one year from the date of the previous offense, the penalty for the next offense will be two weeks or two events whichever is greater.
2. Athletic/extracurricular suspensions will run consecutively if additional infractions Occur while on suspension.

***SECOND OFFENSE – 10 WEEK - (70 CONSECUTIVE CALENDAR DAYS)***

1. A second offense that happens within one year of a previous offense, constitutes a 10 week (70 calendar days) suspension.
2. Athletic/extracurricular suspensions will run consecutively while on suspension.
3. The student will participate in mandatory substance abuse counseling at the family's expense.

***THIRD OFFENSE – ONE CALENDAR YEAR FROM THE DATE OF THE EVENT.***

1. A third offense that happens within one year of a previous offense, constitutes a suspension for one calendar year from the date of the event from extracurricular activities.
2. Athletic/extracurricular suspensions will run consecutive if additional infractions occur while on suspension.
3. The student will participate in mandatory substance abuse counseling at the family's expense.

4. Please Note: If time is not completed in a given school year, the time left is carried into the next school year beginning with the first day of practice in the fall.

## **ADMINISTRATION OF THE RULE**

- A. The school administration, athletic director, and activity director shall immediately investigate any alleged violation. If they, the administrator, athletic director, or activity director, finds probable cause to believe that the rules have been violated the rule will be administered.
- B. If the student admits guilt the administrator will document this and ask for a signed statement to that effect, the parents will be informed through a phone call as well as in written form. Parents are to be reminded that the student has the right to a hearing if so desired. The period of suspension shall begin from the date and time notification is given to the student by the school administration.
- C. If the student does not admit guilt a hearing time, place and date will be set. The following participants are included at the hearing:
1. Any person who witnesses a violation may report violations. The reporting person shall testify before a school administrator, athletic director, and/or coach. The accuser, who will sign a statement with the accusation on it:
  2. Student
  3. Parents
  4. Any other representatives the student wants present
  5. Activity Director or Athletic Director
  6. One or more of the student's activity leaders or teachers
  7. Administrator
  8. A third school official may be appointed by the administration if need to form a committee of three.
- D. A committee of three (3) will decide whether the student is guilty or not guilty of the alleged offense. The committee will be made up of two (2) of his/her activity leaders or teachers and an administrator.
- E. In all cases of a hearing or of admitted guilt the student, parent and school board members will be informed in writing of the decision and length of suspension.
- F. If the ruling of the hearing officer does not satisfy the student, such student shall have the right to have the ruling reviewed by the local board of education.

***SUSPENSION FROM EXTRACURRICULAR COMPETITIONS*** - The coach, advisor or administration may suspend a student from playing (bench a student) for violation of dress, language, curfew violations or other conduct not becoming of a student representing Bison School District. Suspensions may also be imposed for chronic absence from practice or attitude problems.

Benched students are expected to attend practice and are allowed to attend events sitting behind the team but not in uniform. Students suspended from extracurricular activities are not allowed to travel with the team to away events

Participation in extracurricular activities is encouraged. Scholarships for college depend

heavily upon grades, but participation in extracurricular programs also counts heavily for many of these scholarships. The standards of conduct are high so that our school and our community can be proud of our programs. This policy is understood to be in effect from the first day of fall sports practice until the last day of school or the end of the track/golf season (State Track Meet or State Golf Meet) whichever the latest date is.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires the Bison School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Bison School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Bison School District to include this type of information from your child's education records in certain school publications. Examples include:

- A. A playbill, showing your student's role in a drama production;
- B. The annual yearbook;
- C. Honor roll or other recognition lists;
- D. Graduation programs; and
- E. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not their student's information disclosed without their prior written consent.

If you do not want Bison School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing prior to the first day of school in the fall. Bison School District has designated the following information as directory information:

- A. Student's name, address, telephone listing
- B. Student's date and place of birth.
- C. Student's dates of attendance
- D. Student's grade level
- E. Student's participation in officially recognized school activities and sports.
- F. Weight and height of students who are members of athletic teams.
- G. Degrees, honors, and awards received
- H. The most recent educational agency or institution attended

## **EXTRA CREDIT**

Extra credit is **NOT** available to students who do not have all of their regular assignments turned in



## **FIRE/FIRE DRILLS**

In case of fire or a fire drill, the students, teachers and all inhabitants of the school building are to leave the building immediately upon hearing the fire alarm.

Evacuation routes are posted in each classroom near the exit door. They are to leave by the exit posted in each room, quickly and without conversation. The Teacher must make sure lights are out, the door is closed and all students have left the classroom. Once outside, the people should get at least 20 feet from the building and remain calm and quiet. Teachers should take roll to make sure all students are present. No one is to enter the building until notified to do so.

## **FALSE FIRE ALARM/BOMB THREAT/DISRUPTION OF SCHOOL**

Anyone who knows the identity of a person, who knowingly sets a false alarm or calls in a bomb threat, should notify the administration as soon as possible.

Students may be sent home if it is determined that a complete inspection of the school building is needed. False fire alarms and bomb threats will be investigated by law enforcement officials. School time lost due to false alarms will be made up. Students will be moved to the courthouse or other location in the event of inclement weather or circumstances not allowing the students to return immediately to their classrooms.

## **FIRST AID**

Pupils requiring first aid for minor cuts, scratches, bruises, etc., can secure this service in the office.

Acetaminophen (Tylenol) will be given out if we have a signed parent's permission form on file. (Form at back of handbook.) Students who are on medication and need to take it during the school day should bring a note of explanation signed by the parent/guardian. All medication should be kept in the office in the original container or something labeled appropriately. If a student becomes ill or is involved in an accident at school, the parent/guardian will be notified as soon as possible.

No aspirin tablets will be dispensed from the office as it is illegal for the school to do this.

## **FUND RAISING**

Various groups undertake a wide variety of fund raising activities during the school year. We must be aware that there are limits as to how many fund raisers the community can support. It is essential to coordinate plans to do fund raising activities with the Administration so that too many groups do not plan the same type of fund raise or schedule for the same event or dates. Fund raising activities **MUST** have prior approval by the administration and are limited to two fundraising activities per month.

## **GRADING/REPORT CARDS**

The school year is divided into two semesters and each semester is divided into two nine-week periods. Report cards will be issued at the end of each nine week period. The following percentage scores are used to attain the grade received by your student(s):

A = 4 96-100	C = 2 79-83	A-Excellent
A- = 4 94--95	C- = 2 77-78	B-Good
B+ = 3 92-93	D+ = 1 75-76	C-Average
B = 3 88-91	D = 1 72-74	D-Poor

B- = 3 86-87                      D- = 1 70-71  
C+ = 2 84-85                      F = 0 Below 70

To be listed on the quarterly honor roll, a student must meet the following requirements:

- A. Grade-point average of at least 3.00
- B. A credit load which includes a minimum of five academic subjects.
- C. No grade in any class below a C (2.00)
- D. B honor roll grade-point average between 3.0 and 3.665
- E. A honor roll grade-point average between 3.666 and higher

The marking periods close on the following dates. End of 1<sup>st</sup> quarter October 20th, End of 2<sup>nd</sup> quarter December 20th, End of 3<sup>rd</sup> quarter March 7th, End of 4<sup>th</sup> quarter May 16<sup>th</sup>.

## **GRADUATION REQUIREMENTS**

Students that have an accumulative grade point average of 3.00-3.66 for their four years of high school will be recognized at graduation as being an honor student. Students whose grade point average is 3.666-and higher will graduate with highest honors. Students graduating must have met the requirements set by the Bison Board of Education and the SD Board of Regents. In order to graduate from Bison High School, the student must have been enrolled as a student for their senior year. See appendix for list of subject requirements and new graduation endorsements.

## **HEAD LICE**

If a child is found to be positive for head lice, the child will be sent home from school. The child can return to school after they have been treated for head lice. Please send a note to school with child or call the school to inform them of when the child was treated. If a child is found to be positive for eggs/nits the parents/guardians will be notified and the child may be sent home. The school will continue to periodically check students for head lice and eggs/nits. If a child is positive for eggs/nits three checks in a row, the parents will need to take their child to their doctor or the clinic for evaluation and treatment. If your child has been exposed to head lice, check their head every few days for 3-4 weeks to make sure they are not infested. Please inform the school and parents of our child's playmates if you discover head lice on your child.

## **HOMEWORK POLICY**

The teacher will assign as much work as needed to adequately reinforce current lessons. There may be times when the student will bring work home due to the need for drill, studying for a test or perhaps, a study time was missed during the day. Your cooperation in providing time and a quiet place are greatly appreciated by all staff members.

High School assignments that are 1 day past the due date can be turned in for full credit. Assignments turned in after that receive no credit and you will receive a ZERO.

Students in 7<sup>th</sup> & 8<sup>th</sup> grade classes - assignments that are 1 day past the due date can be turned in for full credit. The 2<sup>nd</sup> day late you will receive 50% credit and after that you will receive a ZERO.

## **INCOMPLETES**

Students having incomplete make up work or assignments at report card time, whether due to excused absences, or due to whatever other reasons, will not be eligible for honor roll. Students with incompletes at the end of the quarter must finish work as quickly as possible and it is at the discretion of the teacher to dock their grades for work not completed on time. A two week window is given to make up incomplete grades.

## **LOCKERS**

Your locker is the property of the school and is provided for your use by the school. It should be used to house your textbooks and other school materials. Your locker is subject to periodic inspection for cleanliness and may be entered by the Administration at any time. **Due to Fire Code regulations locker doors are to be kept closed during the day except while the student is getting out needed materials.** Signs or posters advertising alcohol, tobacco, drugs or sex are not to be displayed in your locker. Students are encouraged to keep your locker locked to prevent theft. The school is not responsible for lost or stolen items.

## **LOST ARTICLES/LOST FOUND**

Students often misplace or lose caps, jackets, boots, gloves, school supplies, etc. Parents are requested to put their child's name on all items of clothing that are removed for the day when the child arrives at school and on all major school supplies. This will assist us in returning lost articles to their respective owners.

Found articles are to be turned in to the Administration Office at once. Lost items are to be reported immediately. A good rule of thumb is "If you value something, don't bring it to school". If you must -- check it into the Administrator's office for safe-keeping.

## **LOSS OR DAMAGE TO SCHOOL PROPERTY**

Padlocks, lockers, books, athletic equipment, instruments, and other materials belonging to school will be checked out to a student for use during the school year. It is the responsibility of the student to whom the material has been in trusted to take good care of that material. The repair or replacement of school property will be charged to the student to whom the material was check out, unless it can be proven specifically who did the damage or stole the item, in which case that individual will be held responsible.

## **LUNCH PERIOD**

There are no rules against going home for lunch or going downtown during the lunch break for grades 7<sup>th</sup>-12<sup>th</sup>. But, if this privilege is abused by unacceptable behavior (throwing snowballs, smoking, fighting, shop lifting, driving, etc.) by any of the students, the school reserves the right to punish the individual offenders or to create a closed campus and keep all of the students on the school grounds during noon hour. Running in the hallway is not permitted.

**There will be no driving during noon hour unless the student has received permission from the Administration.** There will be NO sitting on or in motor driven vehicles during the school day. If given permission to drive by the office, no one else can be in the vehicle. Excess food will not be permitted in the halls/rooms over noon; lunches are to be eaten in the lunchroom.

**Food & drinks are not allowed in the classroom. Water is allowed in the classroom but not in the computer lab or while using computers.**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call 800-795-3272 (voice) or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer

## **LUNCHROOM POLICIES/FEEES**

State Food Service regulations require that students in grades K-6 have a balanced “A” meal put before them. Current regulations allow students in grades K-6 to take 3 of the 5 food groups, a student may decline two of the food groups offered. That is why the students are sometimes given things that they say they don’t care for. It is necessary to conform to certain regulations in order to qualify for the programs that we are using.

Students are allowed seconds from the serving line, if available, using a paper plate. However, what they take they should finish. We would appreciate it if everyone would attempt to keep from wasting food.

Free and reduced lunch applications are available in the Elementary and/or High School office. Please complete forms and return to the school as soon as possible. Verification of income is required. Meal prices are \$2.00 Breakfast and \$3.50 Lunch for all students in grades K-12. Reduced meal price is \$0.30 Breakfast and \$0.40 Lunch. Adult meals are \$4.85 with parents being invited to eat with their children, with a one-day notice to the office.

## **MARRIED STUDENTS**

Any married students attending Bison Schools must follow all rules and regulations and must keep the same attendance hours as the other students. Failure to follow the rules and regulations may result in disciplinary action.

## **MESSAGES AND CALLS**

No student will be called from classes except in cases of an emergency. Messages will be taken and given to the student during free periods or class breaks. Students will not be released from class to make calls without teacher approval. Calls made from the office must be approved by the office staff.

## **OUT-OF-TOWN TRIPS, MEALS AND LODGING**

Many activities require trips out-of-town. When this is necessary, the school district may provide transportation. School activities may require trips out of town. When this is necessary, the Bison School District may provide transportation. Students, who ride the bus to an out-of-town function, will be required to return on the bus unless he/she is released to the parent/guardian.

This release may be in the form of direct parent/guardian release or a written release. In either case the release is subject to approval of the Superintendent, Athletic Director or Coach. These rules will apply to faculty assigned buses or cars. Vehicles involved must be adequately covered by liability insurance and driven by an approved adult. Any exception to the previous statement will be made only after written permission has been granted by the parent with approval of the administration.

Bison School District does not provide reimbursement or cash advances for student meals from General Funds. If students have raised money for their trip through approved fund raising activities or donations, the coach or director of the activity may make arrangements for student meals to be paid.

## **OFF-CAMPUS EVENTS:**

Students at school-sponsored, off-campus events shall be governed by school rules and regulations and are subject to the authority of teachers and administrators. Failure to obey the rules and regulations and /or failure to obey the instructions of school personnel shall result in disciplinary action including suspension from school and loss of eligibility to attend school-sponsored, off-campus events.

## **PARENT'S RIGHT TO KNOW**

Parents can request information about teachers. Under the No Child Left Behind law, parents have the right to request information regarding the professional qualifications of their student's classroom teachers. Parents who would like to receive this information should write to the Superintendent of School, Attn: ESEA Teacher Qualifications, Bison School District 52-1, PO Box 9, Bison, SD 57620.

Parents can designate which of the following information they want:

- A. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- B. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- C. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- D. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences will be held at the end of the 1st quarter (nine weeks) and at the end of the third quarter (nine weeks) from 2:00-7:00 PM. Dates are on the school district calendar and in our monthly patron letters.

Parent-Teacher conferences are currently scheduled for October 26 & February 8.

## **PEP RALLIES**

The scheduling of pep rallies shall be made by the Student Council Advisor with the Administration.

The number of pep rallies will depend largely upon student response and actions during pep rallies. Good conduct will be expected just as in other school activities. Attendance is to be considered mandatory. Students reported misbehaving or skipping pep rallies can expect to be disciplined.

## **PETS**

Due to the dangers of disease, especially rabies, and the potential liability to the school district, pets and animals will not be permitted in school. Animals coming onto school property during the school day will be removed by the owners or by law officers.

## **PLAYGROUND RULES**

- A. Students shall stay in the playground/basketball court area and within view of the playground supervisor.
- B. Only one student per swing—jumping out of a moving swing or swinging upside down is prohibited.
- C. Students are to use the ladder when climbing up the slide—not go up the slide from the front.
- D. Only tag football is permitted, under supervision, no tackle football.
- E. Throwing rocks, snowballs or playing push-down on snow hills is not allowed.
- F. Candy, gum or food is not allowed on the playground during school hours.
- G. No electronics on the playground.

## **PROGRESS REPORTS**

At the mid-term point of each nine-week quarter, Progress Reports will be sent to parents of all students. Students who have deficiencies may lose privileges of signing out of study hall unless it is to make up work.

Teachers may send parents a deficiency notice at any time a student's grade has dropped below a C, without waiting for mid-term.

Progress reports will be mailed home on September 21, November 21, February 8, and April 11.

## **PROMOTION REQUIREMENTS: K-6**

Students in grade levels K through 6 will be promoted on the basis of satisfactory completion of course work, as indicated by daily grades, progress reports, and report cards.

## **PROMOTION AND GRADUATION REQUIREMENTS: (7-8)**

Students in grade levels 7 and 8 will be promoted on the basis of completion of course work as required by the Bison School District and the state of South Dakota. Daily grades, 9 week progress reports and teacher observations will be the basis used to determine completion of course work. Students in grade 8 will not be allowed to take grade 7 courses because of failed classes. Students in grade 9 will not be allowed to take grade 8 courses because of failed classes. The entire failed grade will be repeated. Final authority rests with school officials. Students in grade 9-12 will either have to repeat the class or complete an online credit recovery class.

## **PUPIL ASSIGNMENT AND CLASSIFICATION**

Assignment of students to schools outside the district will in all cases be made by the Board of Education. Parents who wish to enroll their children in a school in another district must make application to the receiving district through the open-enrollment procedure.

## **PURCHASES BY CLASSES, CLUBS, ETC.**

Each class, club, etc. will have a sponsor or person in charge. **Advance approval** of the Superintendent is required for all purchases if any class, club, or individual expects to be reimbursed for the amount which is spent. It will be the responsibility of the sponsor or person in charge to obtain ADVANCE approval for any and all such purchases.

## **RELEASE OF PERSONAL INFORMATION**

The Bison School District will follow all FERPA regulations regarding directory information.

# **BISON SCHOOL DISTRICT SAFE RETURN TO IN-PERSON INSTRUCTION PLAN**

### ***MISSION STATEMENT***

The Bison School District wants students, staff, and community members to be safe from communicable diseases such as Covid-19. We believe that the environment at school gives students the best chance to succeed academically, and meet their social and emotional needs. We will need a team effort from parent(s)/guardian(s), school personnel, and students to make school a safe environment for learning during the 2021-2022 school year. Our Safe Return plan outlines strategies that will be incorporated for the upcoming school year regarding social distancing, health screening, building access, food service practices, transportation, and sanitizing protocols. This is a living document is subject to change based on the Covid-19 pandemic in our region and state. The Bison Board of Education, along with administration, South Dakota Department of Health, and the South Dakota Department of Education will work together to adapt this document throughout the school year.

### ***BACK TO SCHOOL COMMITTEE MEMBERS***

Marilyn Azevedo, Supt., Arla Kopren, Board Member, Christi Ryen, AG Teacher and Technology Coordinator, Christy Kolb, School Counselor, Julia Brixey, Special Education Teacher, Carrie Beer, Fifth Grade Teacher, Stacy Kvale, Fourth Grade Teacher, Grant Lolley, 7-12 Social Studies Teacher, and Alan Grinsteiner, 7-12 Science Teacher. School Board approved of this plan on

### ***PARENT EXPECTATIONS***

- Parents are important to help keep the school environment safe for students.
- Parents are expected to keep sick children at home.
- The Bison School District recommends that parent(s)/guardian(s) check each of their student's temperature daily and that their student feels well prior to going to school in order to prevent prolonged remote at-home learning. Please refer to student checklist sent home with this plan.
  - If a student has a fever over 100, the South Dakota Department of Health recommends students stay home for one day(24 hours)without fever-reducing medication
- Parents need to make sure that their child(ren) practice(s)good hygiene skills such as washing their hands after using the restroom and touching surfaces that have been touched by other individuals.
- Parents need to make sure that their child(ren) properly hydrated themselves throughout the day by having your student bring a sanitized water container to school to ensure proper hydration. Water bottles should be brought home and cleaned at least once a week.

- We recommend that parent(s)/guardian(s) and community members use hand sanitizer when coming into the building for extra-curricular activities and other school functions such as parent/teacher conferences. Sanitizer stations will be provided at school entrances for these events.

## **STUDENTS EXPECTATIONS**

- The Bison School District reserves the right to check student's temperatures as needed. If a student has a temperature over 100 degrees, parents will be notified and they will be sent home.
- Students need to use good hygiene practices such as sanitizing hands before entering classroom, while entering and exiting restrooms, before and after recess(es), before and after eating, and before and after activity practice/competitions.
- Students have the option to wear a mask to school, but it is not mandated or required. Students need to practice social distancing as much possible on school buses, classrooms, cafeterias, and other rooms throughout the school.
- Students will stay to the right in the hallways unless they are accessing their lockers and be at least an arm's length distance apart.
- Students are encouraged to stay with their class as much as possible throughout the school day.
- Students will sit in their teacher assigned seat in each classroom.
- Students who go off campus for lunch or other reasons will be expected to sanitize hands upon re-entry to the building. When in the hallway after lunch please do not congregate in one location, spread out as much as possible.
- Students should use water bottle filling stations or classroom sinks for water.

## **SCHOOL DISTRICT PERSONNEL EXPECTATIONS**

- Bison School District personnel will check temperatures of themselves daily and will model good hygiene.
- Bison School District personnel will create an environment in school that will reduce the spread of germs.
- Bison School District personnel will educate students on proper health etiquette throughout the year.
- Bison School District will socially distance students as much as possible throughout the school day.

## **SAFETY PROTOCOL AND PROCEDURES BY SCHOOL PERSONNEL**

- Parents and students are encouraged not to arrive before 7:55AM or as close to that time as possible.
- Staff will use their key fob to enter the building not their fingerprints to avoid unnecessary touching of surfaces.
- School doors will open at 7:30am for those who need supervision in the morning due to work commitments.
- K-5th grade students will enter via the gym entrance and report to the cafeteria,
- 6-12th grade students will enter through the main entrance, go to their lockers, and report to their first period class.
- Students will be socially distanced as much as possible in the classroom, hallways, and cafeteria.
- Surfaces that are touched by students will be sanitized daily by school personnel.
- School transportation will be sanitized by school personnel every time it is used.
- Students will be released in intervals to eat as a class during lunch. Students will be seated in tables for lunch with their classmates and spread out as much as possible.
- K-3-11:00-11:25AM
- 4-6-11:25-11:55AM
- 7-12-12:00-12:32PM
- Classes will stagger their dismissal to the cafeteria to help students' social distance.



## **SOCIAL AND EMOTIONAL MENTAL HEALTH NEEDS**

- Our school counselor will be available to meet with individual students and groups who are struggling with issues.
- If our Safe school should go to remote learning, our counselor will check in with students via zoom.
- Our counselor will make referrals to other mental health professionals for students who need further assistance.
- Our counselor and administrators will also check in on teachers and staff to be sure they are not having any issues they may need help with.
- Our school counselor will be using an SEL (social emotion learning) program with students struggling with mental health issues. Fever Protocol in School
- If a student has a fever of over 100 in the school, student will be given a mask to wear, isolated, temperature rechecked, and parent called.
- If a student is found to have a fever in class, the teacher will call office to notify of student arrival to the main office where their temperature will be checked.
- Parent(s)/guardian(s) will be notified by office staff that the student has a temperature and will need to get the student as soon as possible.
- The students will remain out of school until they are fever free for 1 day (24 hours) without fever reducing medication.
- Our district does not participate in the BinaxNOW testing program or the Sentinel testing program. We do not have a school nurse and our board voted not to participate in the testing programs offered by the state.
- We do coordinate and make referrals to our Horizon Health Clinic in Bison. If a student is showing symptoms, we encourage them to go there and be tested. They also offer vaccinations for our teachers and students should they desire one.

## **PHASES FOR INSTRUCTION**

Depending on the circumstances in the Bison School District, we need to be prepared to implement each of the following phases listed below. As the impact of the Covid-19 pandemic evolves, the SD DOH and SD DOE will continue to provide updated guidance and recommendations to school districts on navigating the academic, social, and emotional effects on students and employees. We need to be able to transition back and forth between phases as conditions change and to transition quickly. Administration and the Bison Board of Education will use data from local hospitals, county health personnel, South Dakota Department of Health, and South Dakota Department of Education to decide the education phase for the Bison School District. Please note that this process is ongoing throughout the school year.

1. Phase One-Traditional learning with safety procedures in place while preparing students for possible remote learning. Students will be taking the interim assessments to help teachers see what they are missing academically. Students who have gaps in their learning from school closures will be provided with tutoring, summer school, or credit recovery opportunities to kept them on track academically.
2. Phase Two-Remote learning for student(s) testing positive for Covid-19 or in the case a member of the student's family tested positive for Covid-19 or students who have been in close contact with some who tested positive for Covid-19. The Department of Health will notify people in those situations. Close contact is defined as any individual that was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset. The student that tested positive for Covid-19 or has a family member with a positive Covid-19 test, will do remote learning for 10days. Rooms that have had positive case Covid-19 will be thoroughly cleaned according to DOH recommendations. After 10days, students can come back to traditional learning as long as they are symptom free.
3. Phase Three-Remote learning for all students will be implemented when there are numerous positive Covid-19 cases within the school. Decisions will be made by the Bison School Board and administration. The length of time will be determined by various factors in the community and

discussions with the South Dakota Department of Health and the South Dakota Department of Education. A student who has tested positive for Covid-19 will do remote learning until they are cleared by their physician to return to school. Rooms will be thoroughly cleaned according to DOH recommendations while the school is closed for remote learning.

## **REMOTE LEARNING EXPECTATIONS**

- All students will be assigned a device and shown how to access Google Classroom.
- During remote learning, student's attendance times is mandatory and attendance will be taken daily.
- If the student is sick the parent will contact the school. If they are able, they should complete the assignments posted on Google Classroom.
- Teachers will have instructions and activities posted daily.
- Students will communicate with the teacher via Google Classroom.
- Teachers will be available via Google Classroom, and through their K12 email during regular school hours.
- If school is in session, teachers will be unable to respond immediately and will get back to parents and students as soon as they can.
- Assigned work during remote learning will be due within one week of the assignment.
- Teachers will contact parents of students who are not participating in remote learning activities.

## **POSITIVE COVID-19 TEST**

- Parent(s)/guardian(s) will be notified if their student has been in contact with an individual with a positive Covid-19 test by the school or the SD Department of Health.
- The Bison School District acknowledges that there is no way to guarantee a totally safe environment from an infectious disease but implementing best practices and following deliberate procedures has proven to significantly reduce the risk and spread of the virus.
- Contact tracing will be done in coordination with the Department of Health.

## **SANITIZING AND MAINTAINING HEALTH AND HYGIENE IN THE BUILDING**

- Posters that encourage handwashing will be displayed around the building and in classrooms.
- Extra time will be provided to students for handwashing throughout the school day.
- Hand sanitizer will be located in various locations around the building and in the classrooms.
- Water fountains are bottle filling stations so students may remain hydrated throughout the school day.
- The school has been thoroughly cleaned before school is in session. It will be sanitized after school using a disinfecting fogger.
- Each teacher will be provided with a disinfecting kit and will disinfect repeatedly touched areas.
- Students will need to bring home water bottles and gym clothes for washing weekly.
- Virtual tools and platforms will be utilized when needed to conduct essential business.
- Our heating and ventilation system has been updated to include BIPOLAR IONIZATION technology. We purchased the Global Plasma system and had it installed in December of 2020.

## **SOCIAL DISTANCING AND CLASSROOM ORGANIZATION**

- Students will stay to the right while passing in the hallway and keep at least an arm's length distance apart.
- Lockers will be assigned by grade cohorts.
- Limit locker use to one or two times a day, carry necessary materials with them if possible. Students in grades 8, 9, and 11 will get their books and belongings for period 1-4 in the morning and carry them until lunch. 7, 10, 12 will use lockers in the morning and carry their books after lunch for periods 5-7.
- Elementary teachers will make sure to rotate locker use.

- Classroom teachers will need to keep student items separate and labeled to avoid sharing, including gym shoes and snacks.
- Face shields will be available for lab activities in certain classrooms.
- During recess, students will not congregate in one area; they will spread out around the playground and enjoy the fresh air and sunshine.

## **TRANSPORTATION**

- Bus drivers have the ability to check a student’s temperature upon entering the bus if they are showing symptoms. If the child has a fever with a temperature over 100, they must go home with their parent.
- Parents will need to wait until the bus pulls away from the bus stop before leaving.
- Bus windows will be open as much as possible.
- Students will sit with family members or the same friends daily.
- Students will load the bus from back to front, and will exit from front to back.
- The bus driver will use their disinfecting kit to wipe down or spray surfaces after every run.

## **FOOD SERVICE**

- Students will social distance as much as possible in the cafeteria, all tables will be used.
- All students will use hand sanitizer upon entering the cafeteria.
- Silverware will be wrapped for students to take with their tray.
- All trays are sanitized after each meal.
- Tables in the cafeteria will be sanitized after each lunch.
- Students will not be allowed to share food.
- If there is an extended school closure, food distribution to students and families will become available.
- 

Contact Dr. Shipley at the school with any questions, 605-244-5961.

School Board Approved on July 12, 2021

## **RESPONSIBILITY OF PARENT/GUARDIAN**

The ultimate responsibility of student progress rests with the parent/guardian. The following are among their specific responsibilities:

- A. Support the school in requiring students to observe all school rules and regulations while accepting responsibility for any willful misbehavior on their part.
- B. Send students to school with proper attention having been given to health, personal cleanliness, and neatness of dress.
- C. Maintain an active interest in the student’s daily work. Make it possible for them to complete assigned homework, particularly by providing a quiet place and time for study.
- D. Comply with the school’s requests. This includes reading carefully all communications and signing and returning them as required.
- E. Cooperate with the school in attending conferences set up for exchanging information on the progress of the student in school.

It is the belief of the administration that the most effective discipline is self-discipline. Students in Bison School District are treated as young adults and are expected to prove to be such by their actions and to be responsible members of society.

## **SEASON PASSES**

Season passes will be available for students and adults. These will be good for admission to all home sports activities, except tournaments or play-offs, for the Bison Cardinals and Lady Cardinals. The cost will be \$15.00 for students and \$60.00 for adults. These may be purchased from the Business Manager or at the gate.

## **SCHEDULING EVENTS**

All requests for time on the school calendar must be cleared through the Administration Office. This requirement applies to all traditional events such as: pep rallies, class meetings, athletic events, plays, etc. All requests for time should be made at least one week prior to the event whenever possible. The official calendar is in the Administration's Office.

All school activities after school hours will be on a definite schedule. All practice schedules and meetings shall be cleared through the Administration Office.

No school event or activity shall be held without a staff member present and responsible for the group including open gym.

## **SCHOOL CLOSING**

In case of severe weather, all families will be notified via the schools telephone notification system. This notification will come to the phone number each family provided to the school. The official announcement can also be heard over these radio/TV stations: KBJM, Lemmon; KOTA, and KEVN, Rapid City; KNDC, Hettinger, and KELO TV-Closeline or check their websites, [www.blackhillsfox.com](http://www.blackhillsfox.com), [www.kotatv.com](http://www.kotatv.com), [www.keloland.com/weather/closings](http://www.keloland.com/weather/closings).

Parents should make arrangements, in advance, where students are to go in case of early closing. Written records of these arrangements are to be on file in the office.

## **SCHOOL DANCES**

School dances sponsored by school clubs, classes, etc. will be arranged by that club or class with the Administration. At least two staff member and another adult or parent must be found willing to chaperon each dance. Drinking or being under the influence of alcohol or drugs will not be allowed. Smoking will not be allowed on the school premises. School dances are for students 7-12 only. The dance may run from 8:00 p.m. to 11:00 p.m. The Prom is open to students in 9-12 only. School dances will consist of Bison students and their dates. Students and their dates are expected to remain once admitted for the remainder of the evening. Once students leave the building they will not be permitted to return. Out-of-school or out-of-town dates must register in the Administration Office.

## **SEMESTER EXAMS**

Final semester examinations will be given in all academic courses in grades 9-12. All semester exams will be given in accordance with a pre-established test schedule. Further, information concerning how semester tests count toward the total grade is outlined in the course description document provided by the teacher.

## **SENIOR PRIVILEGE**

Senior privilege as an incentive for students to keep up with their grades and yet enjoy some special privileges for being a senior. Students must be able to maintain a C in each class to enjoy senior privilege. Senior privilege would allow the student to arrive when they have their first class of the day instead of first hour, it would also allow them to leave school after their last class of the day. If they had time off during the middle of the day, they could sign out to leave the building and return. If the senior would prefer to stay in school, they could sign out of study hall and go to work with a teacher (with permission), use the computer lab, go to the library (if the librarian does not have elementary students), or sit in the cafeteria (11:00-1:30 excluded), or the weight room if there was not a class using it. A onetime permission slip from parents would be necessary to be able to leave school when not in class.

Students found in violation of the disciplinary code of conduct will result in suspension of senior privileges. Any student who becomes ineligible in accordance with the district's eligibility policy in the student handbook will lose senior privilege until they regain their eligibility status at the next eligibility check.

## **STEALING**

If you value something do not bring it to school. If you do and it gets stolen, the school is not responsible. **Keep your locker secure to avoid theft.**

Stealing shall be defined as either being caught in the act of stealing or having possession of stolen property. Any student caught stealing either school property, another student's or a staff member's property will be dealt with as follows:

- A. The first offense may result in a conference with the student, parents and Superintendent, along with the return of the stolen materials. The police may be involved.
- B. The second offense may result in up to a three (3) day suspension and a conference with the student, parents and Superintendent, along with the return of the stolen material. The police may be involved.
- C. The police will be called and charges filed on the third offense. In addition the student may face suspension with recommendation for expulsion.

## **STUDENT CONDUCT**

Students are not to indulge in any type of physical contact. This rule is in effect during the school day, at any practices, before or after school or at any school functions on the school grounds. This rule is also in force for any student that represents Bison in any extra-curricular activities while traveling to or from and while they are at the function.

### ***COMMON EXPECTATIONS:***

- A. Punctuality to all classes.
- B. Exhibit proper behavior and respect towards others.
- C. No unnecessary loitering in the hallways or restrooms.
- D. Be a good sport at all times. Your behavior in school and at all school events reflects on your school.

- E. Have respect for your teachers and they will respect you. Refer to your teachers as Miss, Mrs., Ms., Mr. or Dr., not by their first name or last name alone.
- F. Be neat and clean. Help to keep the building and grounds clean by setting a good example.

### ***CORRIDORS AND RESTROOMS:***

- A. Students are not allowed in the corridors or restrooms unless a pass has been issued which permits such presence.
- B. Only one student's name will appear on any pass issued by a staff member.
- C. Students in any unauthorized area will face disciplinary action.

## **STUDENT COUNCIL**

The Student Council is the student governing body of grades 7-12. There will be 12 members. Each class will have two members on the Student Council - the president and one elected member. Homecoming and pep rallies are planned by the Student Council. The advisor will be at all meetings. Student council is encouraged to have continued communication with the Bison Board of Education.

## **STUDENT GRIEVANCE**

- A. Student Grievance Procedure: Any student who feels that he/she has been dealt with in an unfair or unsatisfactory manner by a school staff member may appeal a decision to higher authority. A student may appeal a decision of a teacher to the Superintendent. Further appeal is to the Board of Education for consideration and review. NOTE: Each level of higher authority must be addressed during the process. Grievances are to be submitted in writing, signed and dated by the student. A parent may co-sign the grievance.
- B. Conduct off School Grounds: Whenever students are engaged in a school sponsored activity, the authority of school officials is the same as if the activity took place on school property.

Form to fill out found in appendix A

## **STUDENT RECORDS**

Student records are kept confidential. Only those teachers or staff members who have "legitimate and educational interests", or interest in the health and safety of the students, will see them.

Parents have the legal right to inspect and review the educational records of their children and to obtain copies of records where necessary. It is also the parent's right to receive an explanation of the records if they so desire. If a parent believes the school records to be inaccurate or misleading, they should request a meeting with the superintendent to find out what can be done to correct the discrepancies.

The Superintendent should be contacted regarding secondary records and the Special Education Director should be contacted about records pertaining to students having special educational needs.

FERPA allows a child who is 18 years of age to review their own record.

## **STUDY HALL REGULATIONS**

The following lists of regulations for study halls are to be used as general guidelines. Teachers may set their own study hall rules, over and above these.

- A. Roll is taken immediately.
- B. Remain in your seats until roll is taken

- C. The study period must be used by the students to study. Students are able to check out with permission from the study hall monitor.
- D. Studying in groups is at the discretion of the study hall monitor.
- E. After the first 10 minutes, students may check out. They are to use the study hall check out sheets, indicating their name, time out and destination. Upon their return, they are to indicate the time of return on the sign-out sheet.
- F. Unless working on a class project, there shall be no more than two (2) students checked out to the library at a time.
- G. The room is to be left in a clean, orderly fashion.
- H. Abuse of these regulations will result in the study hall teacher revoking any or all privileges.

## **STUDENT TRANSPORTATION**

It shall be the policy of the Board of Education to pay mileage for K-8th grade students who do not have access to bus transportation, as provided in SDCL 13-30-1 through 13-30-4 according to the following guidelines:

- A. All mileage payments will be at the state rate for actual miles traveled in excess of 5 miles each way.
- B. Mileage for K-8 students will be paid as per SDCL 13-30-3 to the school to which the student is assigned.
- C. Transportation will not be paid or provided for to a secondary student grades 9-12th.
- D. Transportation payments for special education student transportation will be made according to SDCL 13-37-8.9 with the following guidelines established by the School Board.
- E. Travel will be reimbursed at the state rate regardless of method of travel used.

A maximum of one trip per month will be allowed for out-of-district residential placement unless other necessary trips are required by the special care center and/or a part of the IEP.

Transportation will be specified in the IEP for each special education placement.

## **SUPERVISION OF STUDENTS**

State Law and local policy require that students at school must be supervised at all times. Do not ask to be excused from class or study hall to go to the gym, shop, band room, etc., unless a teacher has agreed to be there to be responsible for your supervision.

## **SUSPENSIONS**

Students may be suspended from school at the discretion of the Administration for up to 3 days. Cause for suspension includes (but not necessarily limited to) the following:

- A. Conduct which endangers themselves or others
- B. Disrespect to staff
- C. Destruction of property
- D. Unauthorized driving during school day
- E. Use or possession of drugs, tobacco or alcohol-see alcohol and drug policy
- F. Fighting
- G. Profanity
- H. Other infractions which prevent the school from having a safe and orderly learning environment and disrupts the teaching/learning process.

In-school suspension may be assigned by the Administration for less serious infractions.

Out-of-school suspensions for more than 3 days or expulsion for the balance of the school year are by Board action. **Students are not allowed on school grounds or school events while on suspension. Missing work due to external suspension is a ZERO.**

## **TARDIES**

If you are not in the appointed place at the appointed time when the bell rings, you are tardy. A tardy slip must be secured from the Administration office before you will be allowed to return to class.

If a staff member keeps you, get a note from the staff member you are visiting, not from the office.

**Tardies because of slowness, in the bathroom, didn't look at the clock, etc., are unexcused.**

Each student will be allowed two (2) unexcused tardies each semester. The student will make up time beginning with the 3rd unexcused tardy. There will be a 30 minute penalty. If students are tardy when they report for detention they repeat the detention. If a student forgets to come in all together, the time may be doubled. Time after school comes before extra-curricular activity practices.

## **TORNADO/TORNADO DRILL**

In case of a tornado/tornado drill the students, staff and all the inhabitants of the school buildings are to report to the elementary bathrooms, the high school bathrooms or the lobby bathrooms, stay in your class/group, sit on the floor, back against a support wall and wait for the tornado to pass or the all clear to sound. Remain in the shelter until you are instructed to leave.

## **VISITATION OF OTHER STUDENTS**

We welcome student visitors to our school; however, prior arrangements should be made with the classroom teacher and/or school office. Some days, such as special events, Dakota STEP, Smarter Balanced testing, NAEP testing and Aimsweb testing, do not lend themselves well to visitors and could present unwanted disruption. We would like to be prepared for visitors. Please talk to us ahead of time. Children visiting MUST be age appropriate to the classroom they are visiting. Visitation should be limited to 1-2 hours and should incorporate lunch or recess.

## **WEAPONS**

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on the school grounds or within the school zone, in any vehicle or at any school-sponsored activity. A school zone includes all areas located within 1000 feet of a school. If guns, knives, and other weapons are to be used for exhibits, displays or demonstrations you must have prior approval from the Superintendent, and they must be brought to the office for inspection. This policy also applies to individuals possessing ammunition or projectiles designed to be used in a weapon. The violation of this policy will be reported to local law enforcement and may result in expulsion from school for a period of one year.



## **WITHDRAWAL FROM CLASSES**

Students are given many opportunities to make suitable choices in selecting courses and classes through the various orientation and counseling programs and preliminary scheduling procedures. It is essential that students carefully plan their schedules so that withdrawals are limited.

- A. All withdrawals will be initiated through the high school office.
- B. Students must complete the Request for Change in Schedule Form in sequence.
- C. Students may not withdraw from a class if it would result in a student's not carrying the number of required classes, unless approved by the administration due to extenuating circumstances. Students may be assigned to a study hall if a course is dropped.
- D. Students insisting upon withdrawal without the recommendation of the teacher and the administration will receive a failing grade (WF).
- E. Students who withdraw from a class after the first week of the semester will automatically receive a failing grade (WF).
- F. Each request for withdrawal will be considered on the student's educational needs and on their own merit.

## **VALEDICTORIAN/SALUTATORIAN**

Prior to high school graduation each May a valedictorian and a salutatorian will be selected from the graduating class. The valedictorian will be the pupil ranking first in the graduating class and the salutatorian will be the pupil ranking second in the graduation class as determined by their cumulative grade point average. In the case of a tie for either the valedictorian or the salutatorian position the pupils tied will share the position.

# TITLE I, PART A

## **PART I GENERAL EXPECTATIONS**

### ***ANNUAL MEETING***

1. Title I annual meeting will be held at Bison School in the fall of each school year at a Back to School parent and student evening.
  - This event is open to all K-6 and preschool/Head Start students and their families.
  - This meeting will explain Title I involvement in their student's education. This includes the Schoolwide plan and Parent Engagement Policy.
  - Copies of the Bison School Schoolwide plan will be available at the annual meeting and copies of the Parent Engagement Policy will be included in the August patron letter mailing.

### ***PARENT ENGAGEMENT OPPORTUNITIES***

2. Throughout the year parents will have opportunities to be involved in their child's education.
  - Parents will be encouraged to visit the school, volunteer in the classrooms or school wide activities, and attend Parent/ Teacher conferences, Family Library Night ,class-room performances and activities, Read Across America Week and other events that enhance their child's education.
  - These activities will be held at various times throughout the year allowing for parents to choose which events will work with their schedule.

### ***SPRING REVIEW***

3. A public meeting will be held each spring to review and revise the School Wide Plan and Parent Engagement Policy based on a survey sent out prior to the review.
  - Parents are encouraged to voice any ideas or concerns about the Title I activities or Parent Engagement opportunities Bison School provides.
  - Concerns or questions that cannot be addressed by the Title department or superintendent at Bison School will be forwarded to the State Department of Education.

### ***COMMUNICATION***

4. Parents of school wide students will be informed of activities via various forms of media.
  - Title I teachers will use notes home, community marquee, newspaper, school bulletin and website, e-mail, monthly patron letter, school Facebook page and the local access channel to inform parents of school activities.

### ***CURRICULUM/ASSESSMENT***

5. Bison School uses researched based curriculum in all K-6 classrooms.
  - Assessments are done periodically in the classroom with chapter tests, daily quizzes and unit projects.
  - Bison school uses the AIMSweb benchmark system to assess the students in the fall, winter, and spring. Students needing extra assistance are identified through these assessments and daily work.
  - Title I staff will be available throughout the year to answer parental questions and make changes to a student's education as requested by parents.

6. Bison School will have a spring meeting to record parent concerns, review the school wide plan and make changes to it.

- The revised plan will then be submitted to the local education agency.

## **BISON SCHOOL**

### **PARENT/TEACHER/SCHOOL COMPACT**

The Bison School, along with its students and their parents, is in agreement with the outlining conditions of this compact. They will share responsibility for improved student academic achievement and the means by which they build and develop a partnership that will help children achieve the state's high standards.

#### ***SCHOOL:***

- Will follow current content standards using research based instruction.
- Keep parents informed of student achievement by using conferences at the fall and spring semesters; reports of SD State testing and Aimsweb assessments, using Infinite Campus, and teacher contact during prep periods.
- Offer opportunities for parent input and participation in our school and training programs to benefit the education of the students.

#### ***PARENTS:***

- Will be an active participant in their child's learning by connecting school curriculum with their child's interests using materials sent home by the school and materials found at home.
- Communicate regularly with child and teacher about school; not only at conferences but throughout each quarter.
- Will work as a team with teachers to address individual student needs.

#### ***STUDENTS:***

- Will share responsibility for academic achievement with school by being prepared for school with completed assignments and supplies.
- Will demonstrate a desire for their own educational success by asking for extra help when needed.
- Are responsible to communicate daily with their parents about what is occurring in the classroom.

#### ***SUPERINTENDENT:***

- Will maintain a positive and safe learning environment.
- Will provide appropriate in-services and training for teachers and parents.
- Will actively and consistently work toward the goal of achieving academic growth.

## **PART II REQUIRED POLICY ACTIVITIES**

### ***PARENTAL RESOURCES***

1. Parents are given a copy of the state standards for their student's grade level.
  - Letters containing D-STEP and Smarter Balance results along with interpretation and contact information are mailed directly to parents.
  - Bison School will provide instruction to the parents on the use of the Infinite Campus system to check their child's grades.
  - Parents will be made aware of resources and training materials to help them work with their child.

## **PROFESSIONAL DEVELOPMENT**

2. Opportunities for training will be provided to teachers and staff concerning open communication skills, parent teacher conferences and the use of technology to communicate effectively with parents.

Transitions

3. A written transition plan will be in place to aid Bison School staff and all parents of preschool children, including those in Head Start and other preschool facilities, in the transition into Kindergarten.

- This plan will be reviewed and revised each spring by parents and staff from Bison School, Badlands Head Start, local preschools and daycare centers.

## **ESL FAMILIES**

4. At the present time there are no ESL families in the school district. An ESL policy has been established. If deemed necessary, measures will be taken to provide information in an appropriate format.

- Title I will provide necessary materials, childcare, meals, and flexible meeting times needed to ensure the aforementioned programs and activities are implemented.

## **PARENT ENGAGEMENT OPPORTUNITIES**

Parents will be encouraged to help plan and participate in training opportunities. Models to help improve parent involvement such as Beyond the Bake Sale, and Working with Parents Building Relationships for Student Success will be utilized.

Title I Annual Meeting/Back to School Event

Classroom Mystery Readers

Classroom Performances

Parent/Teacher Conferences

Family Library Night

Play Day

Geography Bee

Read Across America Week

NWAS Spelling Bee

Strider Showcase

Schoolwide Plan Reviews

Math Meet

Children's Theater

PARENT INVOLVEMENT WEBSITES

Parent Teacher Association ([www.pta.org](http://www.pta.org))

Family Education Network ([www.familyeducation.org](http://www.familyeducation.org))

South Dakota Department of Education (<http://doe.sd.gov>)

# **BISON SCHOOL WIDE PARENT ENGAGEMENT POLICY**

We recognize the importance of parent involvement in assuring student success and hereby adopt these policies:

1. Parents will receive a survey at parent/teacher conferences that will be used to help determine the effectiveness of the School Wide Program and to plan for the up-coming year.
2. A public meeting will be held each spring to review and revise the School Wide Plan based on the survey. Staff, parents and community members will be invited to attend and contribute their ideas.
3. The Parent/Student/School Compact will be reviewed annually. This document will be included in the School Handbook.
4. Parents will be encouraged to participate in their children's education by visiting the school, volunteering in the classrooms, and participating in Parent /Teacher conferences, the Fall Back to School Event, Family Library Night, Read Across America Day, and other events.
5. Parents will be allowed access to their child's school records and materials, and also to school property that will assist them in facilitating their child's education.
6. They will receive descriptors and assessments used in their child's education such as the Content Standards, Smarter Balance and Aimsweb testing results.
7. Parents are encouraged to check the web site for Bison School at [www.bison.k12.sd.us](http://www.bison.k12.sd.us) for a link to access this document online.

# **BISON SCHOOL DISTRICT COMPLAINT POLICY AND HOMELESS POLICY FOR FEDERAL PROGRAMS**

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue may address the complaint in writing to the district's superintendent.

Disputes addressing the enrollment, transportation, and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the district office. The parent or 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 appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

- A. The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks after the complaint.
- B. The superintendent will notify the complainant of the decision.
- C. The complainant will be allowed one week to react to the decision before it becomes final.
- D. The complainant will either accept or disagree with the decision and will provide such acknowledgement in writing, addressed to the district superintendent.
- E. If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review.
- F. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.
- G. Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review.

## BISON SCHOOL DISTRICT POLICY FOR CHILDREN OR YOUTH EXPERIENCING HOMELESSNESS

As defined by McKinney-Vento Homeless Education Assistance Act of 2002, Subtitle B of Title VII, Section 725, as amended and herewith adopted. The term “homeless children and youth”

- means individuals who lack a fixed, regular, and adequate nighttime residence; and includes:
  - Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
  - children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
  - children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children (as such is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above.

The Bison School District policy is to:

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

# **BISON PUBLIC SCHOOLS USE OF TECHNOLOGY RESOURCES POLICY**

ADOPTED: 03/10/08

## ***PURPOSE:***

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

## ***DEFINITION – TECHNOLOGY RESOURCES:***

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

## ***REGULATIONS:***

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

## ***USER TERMS AND CONDITIONS***

The use of the Bison School District's technology resources is subject to the following terms and conditions:

- A. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Bison School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
- B. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.
- C. Bison School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.
- D. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.
- E. Any security or equipment problems arising from the use of technology resources must be reported to the Network Administrator.
- F. Prohibited technology resource activities include, but are not limited to, the following:

## ***VIOLATIONS SPECIFIC TO COMPUTER USAGE:***

1. Accessing or printing offensive, profane, pornographic, obscene, or sexually explicit materials.
2. **Sending, uploading, downloading, or distributing threatening, pornographic, obscene, or sexually explicit materials.**
3. Downloading entertainment files using the schools network. (Downloaded entertainment files must be stored on external storage devices, and not on the school's resources.)
4. **Vandalizing, damaging, or disabling property of the school or another individual or organization.**
5. Accessing another individual's materials, information, or files without permission.
6. Using the network or Internet for commercial, political campaign, or financial gain.
7. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
8. **Promoting or soliciting illegal activities.**
9. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
10. Violating copyright or other protected material laws.
11. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
12. Intentionally wasting school resources.
13. Using e-mail, other than State issued e-mail, Web CT, or other classroom approved web-based services. All e-mail is subject to inspection by school personnel.

## ***VIOLATIONS SPECIFIC TO COMPUTER NETWORK:***

1. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
2. **Logging on to the network as a system administrator.**
3. **Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources. (spyware, file share software, hacking software, etc.)**
4. **Creating, uploading, or transmitting computer viruses.**
5. Attempting to defeat computer or network security.
6. Compromising your password for any reason.

***\*\* Violations in bold constitute a major infraction.***

# **INTERNET ACCEPTABLE USE POLICY (AUP)**

## ***INTRODUCTION***

The Internet links thousands of computer networks around the world, giving Bison School students access to a wide variety of computer and information resources. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints.

Bison School does not have control of the information on the Internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting. Bison School District and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information. We firmly believe that the educational value of information, and the interaction available on this worldwide network outweighs the risks that users may procure materials that are not consistent with the educational goals of the school district. One of our goals is to support students in responsible use of this vast reservoir of information.



Bison School specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

### ***STUDENT USAGE GUIDELINES***

Any action by a student that is determined by their classroom teacher, school or a system administrator to constitute an inappropriate use of the Internet is a violation of the AUP.

Internet activities that are not permitted include, but are not limited to:

- A. All items listed under violations to computer usage policy
- B. Using the Internet without a signed AUP
- C. Violating copyright or other protected material laws.
- D. Violating copyright or other protected material laws.
- E. Using the network or Internet for commercial, political campaign, or financial gain.
- F. Engaging in or promoting any activity that violates a school rule or a local, state, or federal law.
- G. Using chat services, instant messaging services, or discussion based services is prohibited during the school day unless assigned or approved by the classroom teacher.

***\*\* Violations in bold constitute a major infraction.***

If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator. If a student accidentally accesses inappropriate material, he or she should immediately tell an instructor or the Network Administrator.

### ***CONSEQUENCES FOR VIOLATION OF TECHNOLOGY RESOURCES POLICY AND/OR THE INTERNET ACCEPTABLE USE POLICY (AUP)***

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the provisions of Use of Technology Resources Policy and the Acceptable Use Policy will result in disciplinary action.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

Each student, upon signing the AUP is granted computer use, network use and internet accessibility. If violations occur the following consequences apply:

- A. Student violations will result in loss of computer access and privileges.
  - 1. Minor or first violation may include loss of computer privileges, detention, in-school suspension or other consequences to be determined by school administrator.
  - 2. Major violations of this policy will result in loss of computer privileges for no less than 10 student/teacher contact days. The student may be referred to law enforcement authorities.
  - 3. Students who lose computer privileges for either a minor, first or major violation must be responsible for the completion of homework assignments as directed by the classroom teacher.
  - 4. Alternative consequences may be administered based on unusual circumstances upon administrative review.
- B. Staff violations will be documented and/or subject to disciplinary action.

1. Minor or first violation will result in a written record of the infraction placed in his/her personnel file.
2. Major violations shall be subject to discipline, up to and including suspension or termination in accordance with board policy, negotiated agreement, and applicable law

## **ALCOHOL USE/DRUG ABUSE/CHEMICAL ABUSE BY STUDENTS**

(Narcotics, Drugs, Tobacco, Juuling, E-cigs, Vaping and Alcoholic Beverages)

**BOARD POLICY ADOPTED: 9/11/00**

The Board recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the district's schools. Alcohol and drug dependency is an illness and a hazard that can interfere with a student's ability to learn and function responsibly in the school setting and community. Anything that can interfere with the development of an adolescent, therefore, must be evaluated as to its impact to both the young person and the community. Psychoactive and mood altering drugs can destroy the health and well-being of an individual. The school community defines drug use as a serious health problem and is committed to discouraging this behavior and to encouraging young people to seek help should a problem arise.

As educators, we recognize that chemical abuse (drugs, tobacco, and alcohol) has become a serious problem in our country. We accept our obligations to establish a positive environment in which these problems can be addressed locally in a helpful and supportive rather than a punitive way. One of our goals is to prevent abuse. Accomplishing this goal, we realize, will entail training teachers, counselors and other staff members to educate the community about drug abuse. Other goals are to teach staff to identify chemical abuse problems and to know what resources are available to address these problems if they are observed. The administration recognizes that the problems of chemical abuse exceed the boundaries of the school. Therefore, we are prepared to cooperate with agencies and community groups that address these problems.

The following document outlines policy on student abuse of psychoactive or mood-altering chemicals in the school district. 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 or at other activities and in vehicles parked on school property.

Student and parent members of the school community are expected to be aware of and understand these policies and comply with them. A copy of the policy will be provided to all students and parents.

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of narcotics, tobacco, drugs or alcohol, materials/substance 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 illegal chemicals.

### ***VIOLATIONS***

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

- A. First Offense
  - a. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.
  - b. The administration will suspend the student for three (3) days in compliance with student due process procedures.

- c. Within thirty-six (36) hours, the administrator will notify the parent(s)/guardian(s) in writing of the suspension.
- d. Notify available law enforcement authorities.

The school district strongly recommends that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results.

The suspension of a student who agrees to be evaluated and treated will be commuted to one (1) day. The administration will provide a list of agencies/professionals that can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.

**B. Second and subsequent offenses**

1. The administration will contact the parent(s)/guardians(s) to arrange for a conference.
2. Notify available law enforcement authorities.
3. The administration will suspend for five (5) days in compliance with student due process procedures.
4. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.
5. The administration will recommend to the School Board that the student be expelled unless the following procedure is followed:
  - a) The student must agree to be evaluated and treated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency.
  - b) Upon appropriated authorization, the agency or professional notifies the administration that the student has accepted treatment. If the student is accepting treatment, the recommendation for expulsion may be commuted. Fees for this assessment and treatment are the responsibility of the student and family.

**C. Supplying/distributing or selling chemical (drugs, tobacco, alcohol or material represented to be a controlled substance).**

1. Within thirty-six (36) hours, the administration will notify parent(s)/guardian(s) in writing of the suspension.
2. Supplying or selling illegal chemicals will result in a five (5) day suspension.
3. The administration will refer the case to available law enforcement authorities.
4. A hearing on the case will be conducted by the School Board pursuant to due process rules for expulsion. Expulsion may be recommended by the Superintendent.

**D. Pupils who visibly appear to be impaired from use of the illicit drugs/alcohol will be referred to the Community Health Nurse, if available, and the building administrator will be notified. The school nurse or building administrator will determine whether to contact the parent for further instruction, refer to the emergency authorization form or immediately seek additional medical treatment. Following the handling of the medical emergency, this Policy Statement for Chemical Abuse will be followed.**

**E. A biannual review of the School Districts program will be made:**

1. To determine the program's effectiveness and implement changes to the program if they are needed; and
2. To insure that disciplinary sanctions are consistently enforced.
- 3.

## ***ACTIVITIES ALCOHOL, DRUG AND TOBACCO PROCEDURES***

Whether the student is on school grounds or not, the use of illicit drugs and the unlawful possession or use of alcohol is wrong and harmful. If students are caught in use or possession of alcohol, drugs or tobacco substances anytime during grades K through 6 the penalties are as follows:

- A. If the violation occurs at school or while attending school sponsored events the student will face suspension from school by administration as well as the following consequences for training rule violation by coach or advisor:
  1. **FIRST OFFENSE – 6 WEEKS (42 CONSECUTIVE CALENDAR DAYS)**
    - a) The first offense will be for six weeks (42 consecutive calendar days).
    - b) If no offense is committed for a period of two years from the completion of the previous offense, the penalty for the next offense will be six weeks again.
  2. **SECOND OFFENSE AND SUBSEQUENCE OFFENSES– 18 WEEKS (126 CONSECUTIVE CALENDAR DAYS)**
    - a) Second subsequence offenses that happen within two years of a previous offense, constitutes an 18 week (126 calendar days) suspension.
    - b) Suspensions will run consecutively if additional infractions occur while on suspension.
    - c) If time is not completed in a given school year, the time left is carried into the next school year beginning with the first day of practice in the fall.
    - d) Upon entering Junior High, the student will begin as if no offenses have occurred in elementary school.
    - e) The first day of activities in the fall and the last day of school or spring activities whichever is latest, are to be used as the starting and ending dates for the school term:

**August 6, 2021 through June 6, 2022**

- f) Suspension will be from all Bison School activities and from public appearances involving school sponsored extra-curricular activities.
- g) Upon entering ninth grade, the student will begin as if no offenses have occurred in Junior High (grades 7 and 8)
- h) The Drug and Alcohol Policy is not in effect during the summer unless the student is in summer school.

## ***ADMINISTRATION OF THE RULE***

- A. The school administration, athletic director, and activity director shall immediately investigate any alleged violation. If they, the administrator, athletic director, or activity director, finds probable cause to believe that the rules have been violated the rule will be administered.
- B. If the student admits guilt the administrator will document this and ask for a signed statement to that effect, the parents will be informed through a phone call as well as in written form. Parents are to be reminded that the student has the right to a hearing if so desired. The period of suspension shall begin from the date and time notification is given to the student by the school administration.
- C. If the student does not admit guilt a hearing time, place and date will be set. The following participants are included at the hearing:
  1. The accuser, who will sign a statement with the accusation on it
  2. Student
  3. Parents
  4. Any other representatives the student wants present
  5. Activity Director or Athletic Director
  6. One or more of the student's activity leaders or teachers
  7. Administrator
  8. A third school official may be appointed by the administration if needed to form a committee of three

- D. A committee of three (3) will decide whether the student is guilty or not guilty of the alleged offense. The committee will be made up of two (2) of his/her activity leaders or teachers and an administrator.
- E. In all cases of a hearing or of admitted guilt the student, parent and school board members will be informed in writing of the decision and length of suspension.
- F. If the ruling of the hearing officer does not satisfy the student, such student shall have the right to have the ruling reviewed by the local board of education.

### ***SUSPENSION FROM EXTRACURRICULAR COMPETITIONS***

The coach, advisor, or administration may suspend a student from playing (bench a student) for violation of dress, language, curfew violations, or other conduct not becoming of a student representing Bison School District. Suspensions may also be imposed for chronic absence from practice or attitude problems.

Benched students are expected to attend practice and are allowed to attend events sitting behind the team but not in uniform. However, students suspended from extracurricular activities are not allowed to travel with the team to away events.

Participation in extracurricular activities is encouraged. Scholarships for college depend heavily upon grades, but participation in extracurricular programs also counts heavily for many of these scholarships. The standards of conduct are high so that our school and our community can be proud of our programs. This policy is understood to be in effect from the first day of fall sports practice until the last day of school or the end of the track season (State Track Meet) whichever the latest date is.

# APPENDIX A: BISON HIGH SCHOOL OFFICE DISCIPLINE CODE SUMMARY – MATRIX FORMAT

Infraction Class	First Offense –Disciplinary Options	Second Offense- Disciplinary Options	Third Offense or More- Disciplinary Options
<b>I. Level One Infraction-</b> Includes but not limited to: nuisance objects, inappropriate behavior, disrespectful behavior, causing a classroom disturbance, dress code violations, minor horseplay, teasing/name calling, cutting/leaving class, tardiness, cafeteria misbehavior, public displays of affection, driving without permission, minor technology misuse, unauthorized school facility access, misuse of pass, cell phone violations, failure to report to teacher’s detention.	(1) Verbal warning/reprimand (2) Loss of privilege (3) Detention – 30 minutes-1 hour (4) Removal from class (5) referral to guidance Parent contact	(1) Verbal reprimand (2) Loss of privilege (3) 2 Detentions –1 hour (4) Removal from class/ISS if necessary (5) Referral to guidance Parent contact	(1) Verbal reprimand (2) Loss of privilege (3) Friday Detention (4) ISS (5) Possible OSS (6) referral to guidance Parent contact/re-entry from suspension plan
<b>II. Level Two Infractions-</b> Includes but not limited to: disregard for rules/insubordination, verbal threats, cheating, plagiarism, hazing, profanity, obscenity, obscene gestures, harassment, bullying, instigating a fight, theft of minor property, minor vandalism, aggressive pushing, destructive/excessive horseplay, cutting detention, falsifying school records, truancy, trespassing, lying to adults in authority, multiple infractions.	(1) Verbal warning/reprimand (2) Loss of privilege (3) Detention – 30 minutes-1 hour (4) Removal from class/ISS (5) referral to guidance (6) Restoration/restitution Parent contact	(1) Verbal reprimand (2) Loss of privilege (3) 2 Detentions –1 hour (4) Removal from class/ISS if necessary (5) Referral to guidance (6) Restoration/restitution Parent contact	(1) Verbal reprimand (2) Loss of privilege (3) Friday Detention (4) ISS (5) OSS (6) Restoration/restitution (7) Referral to guidance or outside agency Parent contact/re-entry from suspension plan
<b>IV. Level Four Infractions-</b> Includes but not limited to: Assault, Possession, or use of alcohol, tobacco, e cigarette, vaping or drugs, or weapons, on campus or at school functions. Smell, behavior, and physical possession of drugs, tobacco alcohol will determine reasonable suspicion. Schools do not need drug tests or breathalyzer tests to suspend. Evidence relating to reasonable suspicion of probable use or possession must be reported immediately and investigated in a timely manner. Refer to SDCL 13-32-4	(1) Suspension from school 3 to 10 days for possession or consumption of drugs, tobacco, e cigarettes, vaping materials, alcohol or knife/weapon. (2) Suspension from school 3 to 10 days for distribution of drugs, tobacco or alcohol. (3) Parent support required for shortened suspension. Inform parents	(1) Suspension from school 5 to 10 days for possession or consumption of drugs, tobacco, e cigarettes, vaping materials, alcohol or knife. (2) OSS for 10 days for distribution of drugs, tobacco or alcohol pending a BOE expulsion hearing. Inform parents	(1) Suspension from school for 10 days for possession of drugs, tobacco, e cigarettes, vaping materials alcohol or knife pending a BOE expulsion hearing. Inform parents
<b>V. Level Five Infractions-</b> Includes but not limited to: acts or reasonable suspicion of intent to endanger or threaten the lives and health of others with weapons, arson, extortion, and or bomb threats. Refer to SDCL 13-37-7	(1) OSS for 10 days pending a BOE expulsion hearing. Inform parents		

# APPENDIX B

## SOUTH DAKOTA HIGH SCHOOL GRADUATION REQUIREMENTS

Language Arts must include:

Writing: 1 unit

Speech or Debate: .5 unit

Literature: 1 unit (must include .5 unit American Literature)

Language Arts electives: 1.5

Mathematics must include:

Algebra 1: 1 unit

Mathematics electives: 2 units

Science must include:

Biology: 1 unit

Science electives\*: 2 units

Social Studies must include:

U.S. History: 1 unit

U.S. Government: .5 unit

Social Studies electives: 1 unit with Geography

Any Combination of the following for 1 unit:

Approved CTE

Capstone Experience

World Language

Fine Arts: 1 unit

Personal Finance or Economics: .5 unit

Physical Education: .5 unit

Health or Health Integration: .5 unit

Electives: 5.5 units

Total: 22 units

\*A state-approved advanced computer science course may be substituted for one unit of a science elective, but may not replace Biology. A list of approved courses is available at <http://doe/sd/gov/gradrequirements>.

Students are required to meet the above High School Diploma requirements, also known as the ‘base diploma’. Students may earn advanced endorsements with their high school diploma. A student’s personal learning plan must document a minimum of 22 credits that include the above requirements.

# **SOUTH DAKOTA HIGH SCHOOL GRADUATION REQUIREMENTS: ADVANCED ENDORSEMENTS**

Approved by the South Dakota Board of Education Standards in July 2018

In addition to the base requirements for the High School Diploma, students may earn advanced endorsements that are in alignment with the student's personal learning plan. Advanced endorsements outline specific coursework within the base diploma requirements to denote specific emphases. Students may earn one or more of three advanced endorsements: Advanced Endorsement, Advanced Career Endorsement and Advanced Honors Endorsement.

The requirements beyond the base high school diploma requirements are in red text in each advanced endorsement section below.



ADVANCED ENDORSEMENT REQUIREMENTS Indicates a student has pursued coursework consistent with entrance requirements for postsecondary education at a university.		ADVANCED CAREER ENDORSEMENT REQUIREMENTS Indicates a student has career experience in a concentrated area, based on academic and/or workplace experience and a related credential.	
4 UNITS OF LANGUAGE ARTS must include: Writing: 1 unit Speech or Debate: .5 unit Literature: 1 unit (must include .5 Unit American Literature) Language Arts electives: 1.5 units	1 UNIT OF FINE ARTS	4 UNITS OF LANGUAGE ARTS must include: • Writing: 1 Unit • Speech or Debate: .5 unit • Literature: 1 unit (must include .5 Unit American Literature) • Language Arts electives: 1.5 units	1 UNIT OF FINE ARTS
		3 UNITS OF MATHEMATICS must include: • Algebra I: 1 Unit • Mathematics electives: 2 units	1/2 UNIT OF PERSONAL FINANCE or ECONOMICS
3 UNITS OF MATHEMATICS must include: Algebra I: 1 unit Geometry: 1 Unit Algebra II: 1 Unit	1/2 UNIT OF PERSONAL FINANCE or ECONOMICS	3 UNITS OF SCIENCE must include: • Biology: 1 Unit • Science electives: 2 Units (a state-approved computer science course may be used as 1 unit elective)	1/2 UNIT OF PHYSICAL EDUCATION
3 UNITS OF SCIENCE must include: • Biology: 1 unit • Other Lab Sciences: 2 units	1/2 UNIT OF PHYSICAL EDUCATION	3 UNITS OF SOCIAL STUDIES must include: • U.S. History: 1 unit • U.S. Government: .5 Unit • Social Studies electives: 1 unit with geography	1/2 UNIT OF HEALTH or HEALTH INTEGRATION
3 UNITS OF SOCIAL STUDIES must include: U.S. History: 1 unit U.S. Government: .5 unit Social Studies electives: 1.5 units	1/2 UNIT OF HEALTH or HEALTH INTEGRATION	2+ UNITS OF ANY COMBINATION of the following: • Approved Career & Technical Education units from the same career cluster OR • Capstone Experience	4 1/2 UNITS OF ELECTIVES
1 UNIT OF ANY COMBINATION of the following: Approved Career & Technical Education Capstone Experience World Language	5 1/2 UNITS OF ELECTIVES	AND Attainment of an industry-recognized credential or National Career Readiness Certificate of Silver or higher	
<b>ADVANCED HONORS ENDORSEMENT REQUIREMENTS</b> Indicates a student has pursued advanced rigorous, academic coursework consistent with § 13-55-3.1 (High school course requirements for opportunity scholarship eligibility).			
All high school coursework completed with a "C" or higher			
4 UNITS OF LANGUAGE ARTS must include: • Writing: 1.5 units • Speech or Debate: .5 unit • Literature: 1.5 unit (must include .5 unit American Literature) • Language Arts electives: .5 unit	1 UNIT OF FINE ARTS	• 3 UNITS OF SOCIAL STUDIES must include: • U.S. History: 1 Unit • U.S. Government: .5 unit • World History: .5 Unit • Geography: .5 Unit • Social Studies electives: .5 Unit	1/2 UNIT OF HEALTH or HEALTH INTEGRATION
4 UNITS OF MATHEMATICS must include: • Algebra I: 1 Unit • Geometry: 1 unit • Algebra II: 1 Unit o Advanced Mathematics: 1 Unit (details at <a href="https://sdos.sdbor.edu/require/require.html">sdos.sdbor.edu/require/require.html</a> )	1/2 UNIT OF PERSONAL FINANCE or ECONOMICS	• 2 UNITS OF ANY COMBINATION of the following: • Approved Career & Technical Education OR • Modern or Classical Language (including American Sign Language); must be in the same language	2 1/2 UNITS OF ELECTIVES
4 UNITS OF SCIENCE must include: • Biology: 1 unit • Any Physical Science: 1 Unit • Chemistry or Physics: 1 unit o Science elective: 1 Unit	1/2 UNIT OF PHYSICAL EDUCATION		

A state-approved advanced computer science course may be substituted for 1 unit of a science elective in the High School Diploma and Advanced Career Endorsement. It may not replace Biology. It may not count for the Advanced and Advanced Honors Endorsements. A list of approved courses is available at <http://doe.sd.gov/gradrequirements>.

Academic core content may be earned for an approved career and technical education course. Approval offer credit must be obtained through a CTE for Core Content application with the Department of Education. Visit <http://doe.sd.gov/cte/corecontentcredit.aspx> for application details.

A district may offer credit for extracurricular Fine Arts activities. Students may be granted UP to one credit in Fine Arts for participation in extracurricular activities. A maximum .25 credit may be granted for each activity in each school year.

Students are required to take .5 Unit of Health at any time during grades 6-12. A district may choose to integrate Health across the curriculum at the middle or high school level in lieu of a stand-alone course.

"Double dipping" is not allowed. Courses may not be counted more than once to fulfill high school graduation requirements. For example, Economics cannot meet both the Social Studies elective credit requirement and the Personal Finance or Economics credit requirement. It can only meet one of the requirements. A course may count to meet both the base high school diploma and advanced endorsement(s) requirements. For example, Algebra I can meet both the high school diploma requirement and any or all of the advanced endorsement requirements.

# APPENDIX C

## GRIEVANCE FORM

This form shall be used to file a normal grievance in accordance with the School District Grievance Procedure.

GRIEVANCE NO. \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF AGGRIEVED STUDENT: \_\_\_\_\_

POLICY, RULE OR REGULATION INVOLVED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE AND TIME OF ALLEGED ACTION: \_\_\_\_\_

\_\_\_\_\_

STUDENT STATEMENT OF GRIEVANCE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REMEDY REQUESTED: \_\_\_\_\_

\_\_\_\_\_

# INTERNET ACCEPTABLE USE POLICY CONTRACT K-12

## **A. STUDENT USER CONTRACT**

I have read the Bison Schools terms and conditions. I understand and will abide by the stated terms and conditions. I further understand that violations of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked, school disciplinary action will be taken and/or appropriate legal action will be taken.

Student's name (please print): \_\_\_\_\_

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

Date: \_\_\_\_\_

## **B. PARENT OR GUARDIAN:**

As the parent or guardian of this student, I have read the terms and conditions for use of internet access. I understand that this access is designed for Bison School's educational purposes. I also recognize it is impossible for the Bison Schools to restrict access to all controversial materials and I will not hold them responsible for materials this student may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Parent or Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_

## **C. COMMUNITY AND STAFF MEMBER**

I have read the terms and conditions for use of Bison School's network access and agree to follow the acceptable use of the network etiquette. I understand that I am responsible for my own personal behavior using Bison School's electronic resources, including but not limited to the wide area network and the internet. Should I commit any violation, my access privileges will be revoked, and/or appropriate legal action will be taken.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return completed form to the school office.

# FORMS: AUTHORIZATION FOR ADMINISTRATION OF ACETAMINOPHEN

## Bison School District 52-1 AUTHORIZATION FOR ADMINISTRATION OF ACETAMINOPHEN

We want to do all that we can to keep your child in school. There are many instances when your child might benefit from manufacturer's recommend dose of acetaminophen. In order to administer your child this over the counter medication when he/she is not feeling well, your permission is required. If you would like us to administer acetaminophen (Tylenol) to your child at school, please complete and return this form to the elementary or high school office. School staff may not administer acetaminophen (Tylenol) without this signed authorization form.

\*Notice: If your child requires administration of other over-the-counter medications, or routine prescription medications, please contact the elementary or high school office.

\_\_\_\_\_ Yes: I/we grant permission to administer acetaminophen (Tylenol) at the discretion of school staff.

- I will notify the school immediately if there is any change in the use of this medication.
- Dosage will be determined by manufacturer's recommendations.
- I authorize designated school staff to administer acetaminophen (Tylenol) if it is determined to be appropriate and at the discretion of designated school staff.
- I release and agree to hold the Board of Education, its officials, and its employees harmless from any and all liability and foreseeable or unforeseeable damages or injury resulting directly or indirectly from this authorization (if permission is granted).

\_\_\_\_\_ No: I/we DO NOT grant permission to administer acetaminophen (Tylenol) to my child at school.

Student Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

# FORMS: STUDENT INFORMATION RECEIPT

Bison School District 52-1  
Student Information Receipt

Your child has received several pieces of information that he/she is accountable for, especially the following:

- Student Handbook/Bison School District Policies
- Internet Acceptable Use Policy
- Acetaminophen permission form

Your signature indicates that you have received and seen these materials, you are aware of their contents, and where necessary, you have taken the appropriate action to complete and return the information to the school.

Please sign and return through your child all applicable forms. Thank you for your cooperation. Much of the Student Handbook outlines what you can expect from your child and the school district.

Student's name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_

# PARENT/GUARDIAN MEDIA CONSENT FORM

We are sending you this parental consent form to both inform you and to request permission for your child's personally identifiable information to be published on the district website, Facebook page, local newspaper, and/or school publications.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on a website since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we do want to celebrate your child and their work. The law requires that we ask for your permission to use information about your child.

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. Personally identifiable information includes student name and/or image.

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the administration of your child's school and such rescission will take effect upon receipt by the school.

Check **ONE** of the following choices:

I/We GRANT permission to have **BOTH** my child's name **AND** image, original works, and achievements published on the district website, Facebook page, local newspaper and/or school publications.

I/We DO NOT GRANT permission to have my child's name, image, original works, and/or achievements published on the district website, Facebook page, local newspaper, and/or school publications.

Student's name(s): (PRINT) \_\_\_\_\_

Student's grade(s): \_\_\_\_\_

Print name of Parent/Guardian: (PRINT) \_\_\_\_\_

Signature of Parent/Guardian: (SIGN) \_\_\_\_\_

Date: \_\_\_\_\_