**BISON SCHOOL DISTRICT #52-1**

**STUDENT/PARENT**

**HANDBOOK**

**2024 - 2025 Edition**



## **Document History**

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**BISON SCHOOL DISTRICT’S VISION**

Bison School District's vision is to promote a healthy environment that fosters academic growth, instills pride in rural living, and inspires responsible lifelong learners to become 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, which will be delivered 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.

### **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 based on race, color, national origin, sex and handicap to those programs and activities offered to provide equal opportunity for all students.

Inquiries regarding compliance with Title IX, Title VI, and Section 504, Affirmative Action, and the Americans with Disabilities Act, which prohibit discrimination based on 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, 605-244-5961.

Inquiries can also be made to the US Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153-1367.

**ADMISSION AND REGISTRATION PROCEDURES**

To enroll in kindergarten, a child must be five years of age on or before September 1st of the year enrolled. All new students enrolling must have records proving immunizations. All students must have a birth certificate as South Dakota state law requires.

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 before the school term. Contact the Elementary school secretary at 244-5273 for more details.

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 students' registration forms to indicate 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 ARRIVE AT SCHOOL BEFORE 7:50 A.M. UNLESS THEY ARE EATING BREAKFAST OR 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. The playground will not be supervised before the start of school. School will dismiss at 3:45 P.M.

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

#### **ATTENDANCE**

South Dakota has a compulsory school attendance law (SDCL 13-27-1), which requires parents to ensure that their children attend school regularly until the child reaches their 18th birthday.

Consistent school attendance positively correlates to academic success and school completion. A student's contribution and achievement in class are directly related to attendance. Classroom activities are a vital part of the teaching-learning process.

More than 15 absences in a school year is considered chronic absenteeism by the South Dakota Department of Education. Absences may be exempted if they fall into one of the following categories: medical appointments accompanied by a doctor's note, severe illness with documentation, a death in the family, school-sponsored activities, and a family emergency approved by the administration.

#### **ACADEMIC CREDIT**

One unit of academic credit will be given for successfully completing an academic course that runs four days a week for an entire school year (.5 credit per semester). Distance learning courses will be handled individually, per the institution's requirements, and approved by the administration. Dual credit courses require parental payment for college credit and earn one credit per semester.

#### **BICYCLES**

Students who ride bicycles to school must park them in the bike rack by the building's entrance. Students are not permitted to ride bicycles on the playground during the day or after school.

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

Teachers will check out books for students at the beginning of the year. Please note any damage to books received at the beginning of the year. At the end of the year, the teacher will review books to note any damages. The administration will assess damages and collect fees if necessary. Students assume full responsibility for textbooks, library books, and materials checked out to them. Book covers are available in the office.

### **BULLYING**

#### **General Statement**

#### This District's policy is to maintain a learning and working environment that is free from bullying.

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

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 and report to the Superintendent.

The District will promptly and thoroughly investigate reports of bullying. If it is determined that bullying has occurred, the District will act appropriately within the school's discipline codes.

#### **Definition of Bullying**

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time.

#### **Consequences**

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

1. Conference and /or Warning
2. Detention
3. In-school suspension
4. Out of school suspension
5. Expulsion

#### **Retaliation**

Retaliation against any person reporting bullying is prohibited. Any person, who engages in retaliation against a person for reporting bullying, will be disciplined.

### **BUS RULES**

1. The driver is in charge of the pupils on the bus. Pupils must obey the driver promptly and respectfully.
2. Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
3. Pupils should never stand in the roadway while waiting for the bus.
4. Eating and drinking on the bus is allowed at the driver's discretion.
5. Unnecessary conversation with the driver is prohibited.
6. Pupils must observe classroom conduct while riding in the bus, except for ordinary conversation. **NO "horseplay" is permitted.**
7. Pupils must not try to get off the bus or move about within it while it is in motion.
8. Pupils must not extend their arms or heads out of the bus window.
9. Students will remain seated until the driver brings the bus to a complete stop and opens the door.
10. Any damage to a bus by a student must be paid for by the student's parent/guardian responsible for the damage.
11. The driver will not discharge riders at places other than the regular bus stops or at school unless they have
12. proper authorization from a parent/guardian, the Superintendent, or the office.
13. High school students (grades 8-12) can only ride the bus if space is available on the route.

**NOTE:**

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

### **CHECKING OUT OF BUILDING**

Parental permission is needed for students leaving the building before dismissal.

### **CHURCH NIGHT**

Wednesday evenings will be reserved for non-school activities. For K-12, no contests or practices will be scheduled after 6:00 p.m. Wednesday evenings will only be used in emergencies.

**CLASS LOAD**

9-12 grade students are required to enroll in a minimum of 5 courses per semester. The South Dakota Department of Education requires the completion of 22 credits to graduate. Please see the attached South Dakota High School Graduation Requirements at the end of the handbook.

### **DISTANCE LEARNING CLASSES**

Students participating in distance learning (DL) must have at least a 2.0 grade point average to take these courses. If you have taken a DL class and received below a C, you cannot take a DL class the following semester.

### **DETENTION**

Detention can be assigned in 30-minute increments and will be held during lunch.

### **DRESS CODE**

Students shall maintain an orderly and clean appearance at all times. The following established the minimum acceptable standards for student dress:

1. 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.
2. Coats designed for outerwear are to be left in lockers and not worn to class.
3. 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.
4. All undergarments must be covered and out of view at all times.
5. 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.

### **Penalty for Violations**

Student will be asked to make arrangements to obtain proper attire. Reoccurring violations will be dealt with on an individual basis.

### **DRIVING**

Driving will not be permitted during the school day without permission of the Administration. If a student is given permission to drive at lunch, only the driver is allowed in the vehicle.

### **DUAL CREDIT**

For dual credits at any of the six South Dakota Board of Regents Universities (BHSU, DSU, NSU, SDSMT, SDSU, or USD), students must be a high school junior or senior:

* Juniors must rank in the upper third of their class **OR** have a GPA of 3.5 or higher **OR** score 24 or higher on the ACT.
* Seniors must rank in the upper half of their class **OR** have a GPA of 3.25 or higher **OR** score 21 or higher on the ACT.
* To enroll in Math and English courses ACT subtest score requirements must be met, or Accuplacer scores may be used.

**Students taking DUAL credit classes must pay for the class and the textbooks.**

### **EARLY GRADUATION**

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. Students must have board approval to graduate early.

**ELECTRONIC DEVICES**

### **Cell Phone**

1. Cell phones can be used before the second morning bell rings, between classes (passing time), lunch, and after the dismissal bell.
2. Cell phones used without a teacher’s permission can be confiscated.

**Violations During School Hours**

1. 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
2. Academic dishonesty or cheating
3. 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
4. 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
5. Refusal to relinquish phone to persons of authority upon request.

**The District assumes no responsibility for loss, damage or theft of cellular phones, on school property whether in the possession of students, or if confiscated by school personnel.**

**ALCOHOL, DRUG, VAPING AND TOBACCO**

If use or possession occurs on school property, in school vehicles, or while attending school-sponsored events on or off campus. In that case, the student will face out-of-school suspension. For a first offense, the suspension will be three days; the second offense will be possible expulsion.

* **Police will be notified for drugs and alcohol violations**

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

With certain exceptions, the Family Educational Rights and Privacy Act (FERPA) requires the Bison School District to obtain your written consent before disclosing personally identifiable information from your child’s education records. However, Bison School District may disclose appropriately designated “directory information” without written permission unless you have advised the District to do the contrary by District procedures. The primary purpose of directory information is to allow the Bison School District to include this information from your child’s education records in certain school publications. Examples include:

1. A playbill, showing your student’s role in a drama production
2. The annual yearbook
3. Honor roll or other recognition lists
4. Graduation programs
5. Sports programs/activity sheets

If you do not want Bison School District to disclose directory information from your child’s education records without your written consent. In that case, you must notify the District in writing before 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

* 1. Student's date and place of birth.
  2. Student's dates of attendance
  3. Student’s grade level
  4. Student's participation in officially recognized school activities and sports.
  5. Weight and height of students who are members of athletic teams.
  6. Degrees, honors, and awards received
  7. The most recent educational agency or institution attended

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

### **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:

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

### **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 positive for eggs/nits, the parents/guardians will be notified, and the child may be sent home. The school will periodically check students for head lice and eggs/nits.

### **INCOMPLETES**

Students who have incomplete make-up work or assignments at report card time will not be eligible for the honor roll**. A two-week window is given to make up incomplete grades.**

### **LOCKERS**

Lockers are the school's property and are provided for student 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 closed during the day except while the student is getting out needed materials. Students are encouraged to keep their lockers locked. The school is not responsible for lost or stolen items.

### **LOST AND FOUND**

Found articles must be turned in to the Administration Office immediately, and lost items must be reported immediately.

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

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

### **LUNCH PERIOD**

Students in grades 7-12 can go home for lunch or downtown during the lunch break.

### **LUNCHROOM FEES**

State Food Service regulations require students in grades K-6 to have a balanced “A” meal.  If available, students are allowed seconds from the serving line.

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

**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.

**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 2:00-6:00 PM. Dates are on the school district calendar and in our monthly patron letters.

### **PLAYGROUND RULES**

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

### **SAFE RETURN TO IN-PERSON INSTRUCTION PLAN**

* Please see the District’s website

### **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.

### **SCHOOL CLOSING**

In case of severe weather, all families will be notified via the District's telephone notification system. This notification will come to the family's phone number provided to the District. The official announcement can also be seen on KELO TV-Closeline

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 will be arranged by clubs or classes with the Administration. 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 for the evening once admitted. Once students leave the dance, they will not be permitted to return. Out-of-school or out-of-town dates, must register with the Administration Office.

### **SEMESTER EXAMS**

Semester examinations will be given in all 9-12 academic courses. All semester exams will be given by 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. Students who have an “A” as their semester grade are exempt from that class’s semester exam.

### **SENIOR PRIVILEGE**

Senior privilege would allow the student to arrive when they have their first class of the day instead of the first hour; it would also allow them to leave school after their last class. 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 may:

* Work with a teacher
* Work in the library
* Work in a classroom

**A one-time permission slip from parents is necessary to leave school when not in class.**

### **STUDENT CONDUCT**

**Common Expectations**

1. Punctuality to all classes.
2. Exhibit proper behavior and respect towards others.
3. No unnecessary loitering in the hallways or restrooms.
4. Be a good sport at all times.
5. Have respect for teachers. Refer to teachers as Miss, Mrs., Ms., Mr. or Dr., not by their first name or last name alone.
6. Be neat and clean. Help to keep the building and grounds clean by setting a good example.

### **STUDENT COUNCIL**

The Student Council is the student governing body for grades 7-12. It will have 12 members. Each class will have two members on the Student Council: the class president and one elected member.

### **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:

1. All mileage payments will be at the state rate for actual miles traveled in excess of 5 miles each way.
2. Mileage for K-8 students will be paid as per SDCL 13-30-3 to the school to which the student is assigned.
3. Transportation will not be paid or provided for to a secondary student grades 9-12th.
4. 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.

### **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:

1. Conduct which endangers themselves or others
2. Disrespect to staff
3. Destruction of property
4. Use or possession of drugs, tobacco, vape or alcohol
5. Fighting
6. Profanity
7. 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.

**Students are not allowed on school grounds or school events while on suspension**.

### **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 instructed to leave.

### **WEAPONS**

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on the school grounds, within the school zone, in a school 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. 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.

### **VALEDICTORIAN/SALUTATORIAN**

Before high school graduation, a valedictorian and a salutatorian are selected from the graduating class each May. The valedictorian is the pupil ranking first in the graduating class, and the salutatorian is the pupil ranking second in the graduating class as determined by their cumulative unweighted GPA. In the case of a tie for either the valedictorian or the salutatorian position, the weighted GPA will be used to break the tie. If there is still a tie, the pupils tied will share the position.







