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SCHOOL PHILOSOPHY

We believe that:

Schooling should be an instrument of democracy, individual opportunity, and social mobility, and all students have an equal opportunity for an education, regardless of race, creed, color, social status, religion, ancestry, national origin, sex, or physical or mental ability. Education must be considered as a process of growth in which the individual is motivated and stimulated by the controlled environment of the home, school, church, state, and nation, as well as the environment of the total community.

It is the duty and objective of the school and community to cooperatively help each and every student to develop their potentialities to the highest degree. Each student should gain, in addition to fundamental skills, the development of self-discipline, respect for authority, and acceptance of responsibility for their own individual actions.

Our philosophy is aimed at the development of democratic principles. As each student is individually different, we will strive to motivate and counsel the student to meet the challenges of today and tomorrow. It is our belief that all students have a place in society, and we will endeavor to help them attain success.

FORWARD

The purpose of the handbook is to better acquaint the students and parents with the school, its rules and regulations and something of its organization and activities.

The student is a citizen of the school. Citizenship is one of the main objectives of our educational system. What we advocate here is that the student becomes aware of the restrictions that our very complex, ever-changing society is constantly making on us. Complete individual freedom cannot accomplish what we have set out to do. Certain rules and regulations must be imposed to have a smooth running school just as certain restrictions are imposed on all of us so that we may have a desirable society in which to live.

We welcome you to our school!

MISSION STATEMENT

“Every child, every chance, every day.”

VISION STATEMENT

The Wilmot School would like to help every student contribute positively to society through leadership, self-confidence, integrity, citizenship, good work ethic, and accountability. We believe our school district is a strong academic institution that, with the support and involvement of our staff, parents and community, strives to help our students succeed in a multi-cultural, technologically literate, and ever changing society.

GRADUATION REQUIREMENTS

Approved for all students graduating following July 1, 2013 by the South Dakota Board of Education. A total of 22 credits are required to graduate from Wilmot High School which must include the following credits.

4 Credits of Language Arts – must include:

- 1.5 Credits of Writing
- 1.5 Credits of Literature (must include .5 credit of American Literature)
- .5 Credit of Speech
- .5 Credit Elective Language Arts

3 Credits of Mathematics – must include:

- 1 Credit of Algebra

- 1 Credit of either Geometry or Algebra II (Parental Approval is needed to be exempted from one or the other.)
- 3 Credits of Lab Science – must include:
- 1 Credit of Physical Science
 - 1 Credit of Biology
 - 1 Credit of either Chemistry or Physics (Parental approval is needed to be exempted from both of these classes. The student must then take another credit of lab science.)
- 3 Credits of Social Studies – must include:
- .5 Credit of World History
 - .5 Credit of World Geography
 - 1 Credit of American History
 - 1 Credit of Government (.5 of this requirement is a *district* requirement.)
- 1 Credit of Service Learning
- 1 Credit of Fine Arts
- .5 Credit of Personal Finance (Updated 7-16)**
- .5 Credit of Computers (This is a *district requirement*.)
- .5 Credit of Physical Education
- .5 Credit of Health (Middle School Health will be used to meet this requirement. This will be indicated on transcript and there will be no credit given for this.)

SOUTH DAKOTA BOARD OF REGENT ADMISSIONS REQUIREMENTS

High school graduates must meet the minimum course requirements with an average grade of C (2.0 on a 4.0 scale); **OR** demonstrate appropriate competencies in discipline areas where course requirements have not been met; **AND:**

- Rank in the top 60 percent of their high school graduating class, **OR**
- Obtain an ACT composite score of 18 (SAT-I score of 870) or above, **OR**
- Obtain a high school GPA of 2.6 on a 4.0 scale.

Minimum course requirements for undergraduate admissions are:

- Four years of English;
- Three years of advanced mathematics;
- Three years of laboratory science;
- Three years of social studies;
- One half year of fine arts for students graduating from South Dakota high schools (effective fall 2005 one year of fine arts will be needed); and
- Basic keyboarding skills and experience in using computer word processing, database, and spreadsheet packages; and experience in using the Internet or other wide area networks.

STUDENT ENROLLMENT

Full time students (5-08) in high school shall be enrolled in at least six class-room courses or 5 plus band and chorus or 5 1/2 and band or chorus. All students are expected to enroll in courses at their grade level unless permission is obtained from the administration. Any deviations from this requirement will necessitate a conference between the student, parents, and administration.

STUDENT GRADE CLASSIFICATION AT WILMOT HIGH SCHOOL

- Freshmen Classification: earned less than 5 credits.
- Sophomore Classification: completed 1 year of high school and earned 5 or more credits.
- Junior Classification: completed 2 years of high school and earned 10 or more credits.

Senior Classification: completed 3 years of high school and earned 15 or more credits.

*no student shall take Junior SAT 10/Dakota Step Tests more than once

CHANGE OF PROGRAM

Your principal and counselor want you to discuss your educational plans with them. They will help and advise you in your selection. If a change is desired in your program, the change should be made during the first week of the school year. With the current registration method, very few changes should occur.

UPWARD BOUND CREDIT

1. If a student completes the entire program and passes the courses and is in good standings, they will receive 1/2 credit for that summer session.
2. If a student completes 60% of the program or more with passing grades but not the entire program and is in good standings, they will receive 1/4 credit for that summer session.
3. If a student does not complete the program in good standings even though they may have passing grades, they will receive no credit for that summer session.

(Adopted 10-13-00)

HONOR COURSES

The following courses will be designated as honor courses at Wilmot School and will be counted on a five point scale on the grading scale.

1. Physics
2. Pre Calculus
3. Accounting II (5-07)
4. Approved AP or online courses.

Example: A student getting an "A" in one of the above courses would receive five points, a student getting a "B" would receive four points, a student getting a "C" would receive three points and a student getting a "D" would receive two points. A student receiving an "F" would get no points. Honor courses will count for the students class rank and G.P.A.

OFF CAMPUS COURSES

For Credit Recovery and Dual Credit Courses. Courses must be approved by high school principal. The student is responsible for all costs.

AP Courses. Courses must be approved by high school principal. The student is responsible for all costs of the course. Tests may be partially or entirely funded based on the score of the test. (i.e. a tests approximate cost is \$86 and is scored on a 1-5 scale. 3's through 5's are college ready and the school may pay for these.) **(4-09)**

All off campus courses that are not credit recovery courses will be transcript and calculated into the GPA like any other honors class. **(7-14)**

GRADING SYSTEM AND REPORTS

The school year is divided into two (2) semesters. Each semester is further divided into two (2) nine-week periods. It is anticipated that report cards will be issued on the Friday following each nine-week period. Grades are felt to represent the following percentages:

A-Superior	93-100%
B-Above Average	85-92%
C-Average	77-84%
D-Below average, passing	70-76%
F-Failing	69-lower
I-Incomplete	

Percent grades will be used in determining a student's semester average. Example: Student A receives a 72% for the first nine-week period. The 72% is recorded as a D. Student A then receives a 86% which is recorded as a B for the 2nd nine-week period. The teacher will figure the semester grade by adding 86% and 72% together and dividing by two which would figure out to a 79% which would be a C for the semester.

A quarter test or project will be given at the teachers prerogative. That test will make up 20% of that quarters grade. No semester tests will be given.

If recovery credits are needed from an alternative school the following grading scale will be used:

85-100% - C 70-84% - D 69% and lower – F (5-07)

CLASS RANK

Students will be ranked based on the accumulative GPA using the 4 point scale and 5 point scale for honors courses. Rank will be based on that schore worked out to the 1/1000. The only variations will be made if the following occurs:

In the case that 2 or more students have all A's, while taking the equal amount of honors classes offered by Wilmot teachers, they shall all tie. This would also be applied if the top students have all A's and the same lower grades (Bs or Cs) while still taking the same number of honors classes offered by Wilmot teachers.

If in this case there is any other student with a higher cumulative GPA than the lowest ranked student in that tie, this person should also be tied or ranked as the top ranked student.

If for any reason the tie needs to be broken the ACT test will be used.

Revised 4-10-18

HONOR ROLL

An Honor Roll is compiled at the end of each grading period. To be on the Honor Roll of Excellence, a student will have to attain a 4.0 grade average for the grading period. To be on the Honor Roll of Distinction, a student will have to attain a 3.5 to 3.99 grade point average. To be on the Honor Roll of Merit, a student will have to attain a 3.0 to 3.49 grade point average. A student receiving a grade of a "D" or "F" will not be considered for the Honor Roll. The following point system will be used in determining the student's grade point average.

"A" - 4 points

"B" - 3 points

"C" - 2 points

INCOMPLETES ON REPORT CARDS

Incompletes are expected to be removed within ten (10) days, except those caused by an unavoidable condition, after the end of the marking period. After that date the incomplete will be changed to an "F". Students will have two days to make up for each day missed. Example: A student is gone two days, he/she would have four days to make up the work.

CHEATING

Any student caught cheating will receive a zero for that assignment or test. Any student who willingly provides information to another student to cheat will also receive a zero.

RETENTION POLICY FOR 7th AND 8th GRADE STUDENTS

Students in the 7th and 8th grade will be required to pass five semesters of the eight core academic semesters (Math, English, Science, and Social Studies) or they will be retained in the seventh or eighth grade, whichever applicable.

GRADUATION PARTICIPATION

If a student has not met the requirements for graduation established by the Wilmot School, he or she will not take part in the graduation exercises unless special education state laws supersede the Wilmot policy.

GRADUATION HONORS GROUP

To receive honors, a student must earn a cumulative GPA of 3.5 to 3.99. To achieve high honor, a student must earn a 4.0 or above. (approved 12-06)

GRADUATION STUDENT SPEAKERS

The top ranked student in the graduating class, based on accumulative grade point average, will give the student commencement address. The following students will also be given the option to speak at graduation:

1. Any and all other graduates within one tenth of a point of the top ranked student.
2. Any and all other graduates with at least a 3.9 accumulative grade point average.

Any student eligible to give a student graduation address must have attended Wilmot High School for the entirety of his or her junior and senior years. That student must also be enrolled in grade level courses unless special permission is given by the administration.

ESCORTS AND USHERS FOR GRADUATION

The escorts and ushers for Graduation are full time students (5-08) selected from the members of the Junior class. Any Juniors who have attained a 2.0 or better grade point average at the conclusion of the first semester of the Junior year is eligible. The senior class shall select, by vote of the class, two (2) girls & two (2) boys, from this group, to be escorts. The ushers will be selected from the remaining students in the group.

ATTENDANCE POLICY

The Board of Education of the Wilmot Public Schools is aware that student absenteeism affects a number of people, including students, parents, and staff members. Our schools are very concerned about how student absenteeism can interfere with the student's education, disrupt the learning process, impose on staff time, and strain relationships between parents and children.

It is recognized that some student absenteeism is unavoidable. It is also recognized that students, parents, and school personnel share the responsibility for student attendance with the goal being to allow the student to take full advantage of the educational opportunities available at school. It is essential that all concerned parties work together to support regular daily attendance.

In compliance with the Compulsory Attendance Laws of the State of South Dakota (SDCL-Chapter 13-27), the following procedures are in effect for the Wilmot Public Schools:

1. In accordance with state law, all students ages six and not exceeding eighteen, and any child enrolled in school, must attend school.
2. Any student who has reached the age of eighteen may be withdrawn from school attendance with parent consent. Any student who withdraws from school under the law has the right to be readmitted to school upon request, so long as the student has not completed the secondary school program and remains under 21 (unless attainment of age 21 occurs during the fiscal school year).

3. Excused Absences:

- A. Personal illness, death in the family, family emergencies, work at home (not away from home), and days designated by state law will generally be excused, but will be counted for cumulative attendance record purposes.
- B. When arranged in advance, certain absences may be permitted (but not encouraged), i.e., family trips, extreme situations which require the student's presence at home, and doctor and dental appointments which cannot be arranged during non-school hours. Such absences will be counted for cumulative attendance record purposes. Dental and doctor appointments will count one count per nine weeks, with a verification slip from a medical office. Students will be dismissed from school at 3:00 with parent permission. Every 3 early dismissals per semester will result in an absence from the students 7th hour class. A note from a medical facility will make this a no count.
- C. Absences or tardies due to delay in school provided transportation will not be counted for cumulative attendance record purposes.
- D. Absences for participation in school related activities will not be counted for cumulative attendance record purposes. Student involvement in school related activities is encouraged unless such involvement results in excessive absenteeism or has a detrimental effect on classroom work. When a student is absent for a school activity he or she should have school work made up to teacher specifications before they leave. Any failure to do so may result in a penalty based on the teachers policy.
- E. Tardies: Any (3) tardies to any one class will count one absence for that class. A tardy will become an absence after 15 minutes of the class.
- F. If a student attends a school activity in which they are not a participant when school is being held, unless they attend that activity with their parent, it will be an unexcused absence (Example - track meets)
- G. An exception to f. would be that team members, cheerleaders, and student managers will be allowed to attend the State Event in which they were participants in and receive an excused absence
- H. Unexcused Absences: For the first unexcused absence the student will receive 1 hour detention. For any subsequent unexcused absences the student will receive an hour detention for every class period missed. **(Updated 7-16)**
- I. ***Seniors and juniors will be allowed two school days total over these 2 years for post high school planning and visitation.*** Prior parent approval must be secured and make up work must be completed before being excused. The students will not be counted absent. The student visiting the post-secondary school must return the attached signed form upon their return in order not to be counted absent. No visitation days will be allowed to underclassmen. ***Revised 3-12-18***

4. Truancy (Ages 6-18)

- A. South Dakota Law (13-27-11) states that, "Any person having control of a child of compulsory school age who fails to have the child attend school as required by the provisions of this title, is guilty of a Class 2 misdemeanor for the first offense. For each subsequent offense, a violator of this section is guilty of a Class 1 misdemeanor."

- B. Truancy is defined as any absence not approved by the school or a pattern of irregular attendance. Skipping a class and/or leaving school grounds without permission is considered truancy.
- C. School procedures/consequences for truancy may include making up missed time through detention, parent notification, parent conference, suspension, and loss of credit. Repeated truancy instances will result in a referral to legal authorities.

5. Unauthorized Absences (Ages 18-21)

- A. An unauthorized absence is defined as any absence not approved by the school. All absences not approved in advance, except those cited in 3a above, may be defined as unauthorized.
- B. The school may or may not grant a request by a parent or guardian for an excused absence
- C. In the case of chronic or irregular absence reportedly due to illness, the administration may request a physician's statement certifying the validity of such absence.
- D. School procedures/consequences for unauthorized absences include parent notification and may include making up missed time, parent conference, suspension, loss of credit and/or recommendation for expulsion.

6. Student Responsibility

- A. Students are responsible for being in school on time every day for every class unless excused.
- B. Students are responsible for contacting their teachers upon returning to school to obtain make-up work and to complete that work within the designated amount of time.
- C. A student must be in attendance at school for 1/2 of the school day in order to participate in any school sponsored activity conducted on that day. The principal/designee may grant an exception to this limitation.

7. Parent/Legal Guardian Responsibility

- A. Parents/legal guardians are responsible to see to it that students are in school and on time each day unless excused by the school authorities.
- B. Parents/legal guardians are to contact the school by 8:30 a.m. each day when the student is absent.
- C. When the parent fails to contact the school on the day of the student's absence, the student is required to bring a written note on the day he/she returns to class.
- D. After a student has been absent, the parent/legal guardian may request homework for the student. This will be prepared and available in the office as soon as possible.

8. Teacher Responsibility

- A. Teachers are responsible for taking attendance each period every day and informing the attendance office personnel of students who are absent from class.
- B. Teachers are expected to emphasize the importance of good attendance in order to achieve well in class.
- C. Teachers are to provide assignments or make-up work upon the student's return to class or on request from office personnel.

9. Administrator Responsibility

- A. The principal or designee will be responsible for establishing attendance procedures and for informing parents and students of these requirements at the beginning of each school year.
- B. The principal or designee will maintain cumulative attendance records for each student and inform parent/legal guardian/students of attendance at 4, 8, and 12 absences.
- C. The principal or designee may request written notification of the reasons for a student's absence when he/she deems it necessary.
- D. When student absenteeism reaches designated levels, the school will implement consequences according to administrative guidelines.

After a student has been absent from any class during a semester:

4 times A form letter stating this fact will be sent to parents. The letter will stress the importance of good attendance to good school work. The parent will be informed that continued student absence will result in the lowering of the student's grade by 1% for each additional absence over five until the student reaches eight count. *Example* - on the sixth absence a student would be deducted 1% of their 9 weeks grade in which the absences occur in. On the seventh and eighth absence, another 1% deduction would occur for each absence. A student could possibly lose 3% if they reach an eight count.

8 times A form letter stating this fact will be sent to parents. Conference will be held to include a parent, student, and the principal. There will be a discussion of the attendance policy and the consequences of further absences. The classroom teacher will no longer give make-up work and will assign a "O" grade for all future class absences. As a result, the student's grade for the quarter and/or the semester may be lowered because of the poor school attendance. The student may lose all privileges pertaining to study hall. A truancy report will be filed at this time.

12 times A conference will be held to include the Principal, the student, and at least one parent. The purpose of the conference shall be to inform the parent and the student that because he/she indicated an unwillingness to put forth the effort to complete academic requirement, the student *will* be dropped from the class upon the next absence. To avoid this on any subsequent absences the student may make up 80 minutes for every class period missed. This time must be made up as soon as possible. Arrangements for making up the time must be set up the classroom teacher and the principal but in the end fulfilling this requirement lies with the student. *(Revised 7-16)*

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

This is a general policy on attendance, and the school administration is empowered to use its discretion

in the enforcement and the application of the policy.

NOTE: This policy pertains to each individual class. Students will be counted absent that arrive at school after 8:45 or leave before 3:00. All students arriving between 8:30 a.m. and 8:45 a.m. will be counted tardy.

Legal References

SDCL 13-27-1, SDCL 13-27-2, SDCL 13-27-3, SDCL 13-27-6, SDCL 13-27-6.1, SDCL 13-27-7, SDCL 13-27-9, SDCL 13-27-11, SDCL 13-27-12, SDCL 13-27-14, SDCL 13-27-15, SDCL 13-27-16, 1328-5, 1328-6.
Initial Adoption: 5-24-98

90% RULE

Students below the 90% attendance rate will not be eligible for activities such as Homecoming Royalty and Coronation, Prom, another dances, ungraded field trips, etc. ***(Adopted 7-16)***

TARDINESS

Punctuality is a good habit to build. Prospective employers and colleagues are requesting student’s attendance records so a good record is vital. Thus, if a student is tardy, they are tardy whether excused or not. Only unexcused tardies will be issued.

1. A student is tardy if he/she is not in his/her assigned seat when the class is to begin.
2. When a student is tardy, he/she must report at once to the office for an excuse which will permit him/her to enter his/her class or study hall.
3. Most students are punctual, but the late-comers create an annoying problem. A detention period is assigned beginning with the fourth instance of tardy. Repeated tardiness will result in a parent conference.

This is a semester policy. The following penalties will be assigned for students who are tardy to 1st hour:

NUMBER OF TARDIES	PENALTY
1 to 2	Nothing.
3 to 5	1 hour of detention for each.
6 to *10	2 hours of detention for each.
11	1 Day of In School Suspension
12 to 13	2 hours detention for each.
14	1 Day of In School Suspension

Any further tardies the 2 last phases will continue to repeat themselves.

*After 10, the parent will have to come to the school for a conference.

(Revised 7/14)

LEAVING THE BUILDING WHEN SCHOOL IS IN SESSION

A student may not leave the building or grounds, except to go to class while school is in session for any cause except by permission of the administration.

All students are to remain on the school grounds for the entire school day unless he/she requests and obtains permission from the administration to leave the school property. No student is to be uptown during the school day without permission from the administration.

BUILDING REGULATIONS

All students are expected to be out of the building prior to 8:00 a.m. and after 4:00 p.m. with the exception of school activities or while under adult supervision.

OFFICE RULES

The superintendent's, principal's, and counselor's offices are open to all students almost anytime. Feel free to come in and talk your problems over with them. There is one exception, however, and that is when the office is occupied by another visitor. In that case that student is asked not to interrupt. If it is something very important, a knock on the door will summon someone to the student's assistance.

USE OF TELEPHONE AND COPYING MACHINE

Permission is to be asked for and received before using the telephone. The copy machine should only be used for school purposes.

PERSONAL ELECTRONIC DEVICES (INCLUDING CELL PHONES)

Students are prohibited from using personal electronic devices which might disrupt or interfere with educational purposes in the classroom, hallways, or other areas of the building during instructional class time. Students will be allowed to use cell phones during passing time between classes, during lunch in the cafeteria or hallway, before 8:30 AM, and after all classes have been dismissed for the day.

Students will abide by any additional rules set by teachers while in their classroom. Any violations of this policy or rules will result in the loss of the phone for 3 school days, a second and any other violations will result in loss of the phone for 7 days. *(Revised 7-15)*

LOCKERS

Each student is assigned to a locker. Periodic inspections shall be made of lockers and other assigned areas by the administration. Lockers are the property of the Wilmot School District and are subsequently subject to investigation by the school principal or his/her designee at any time. *(Adopted 12/17/98)*

THE WILMOT PUBLIC SCHOOL ACCEPTS NO RESPONSIBILITY FOR ARTICLES LOST OR STOLEN FROM LOCKERS OR ELSEWHERE ABOUT THE PREMISES, ALTHOUGH REASONABLE CARE WILL BE TAKEN TO GUARD AGAINST THEFT.

LOST AND FOUND

All lost articles should be turned in at the principal's office.

FIRE AND TORNADO DRILLS

There will be unannounced fire and tornado drills periodically during the school year.

STUDENT VISITATION POLICY

While parents, guardians and grandparents are welcome at any time, students may only bring visiting students at the appropriate grade level when previous administrative approval has been granted.

The length of the visitation is not to exceed one half day and prior approval must be granted. The Wilmot Public School will not provide transportation to visiting students and there are to be no visitors of pre-school age unless they are accompanied by a parent/guardian.

INTERVIEW OF STUDENTS BY OFFICIALS OR OTHER AGENCIES

Contact between the school and officials of other agencies, on matters of interviewing students shall be made through the office of the superintendent/CEO/principal.

The school district has physical custody of students during the school day and during hours of approved extracurricular activities. School authorities stand in loco parentis to the students and thus have responsibility regarding the circumstances under which access to students is allowed.

Therefore:

1. Parents or guardians shall receive advance notice of any interview with their child and be invited to attend. This notification is a prerequisite to the granting of an interview with a student during the school day or periods of extracurricular activities and/or on school property.
2. Three exceptions to the above requirement for parental notification exist. The first exception exists when an alleged case of child abuse or neglect is being investigated and a parent or guardian is suspected of being the abuser or contributing to the neglect. The school administrator or designee will not be present at such an interview regarding child abuse. The second exception involves military or post-secondary school recruiters for which a student has signed up to see. Students may not sign up or enroll during school or on school grounds without a parent/guardian present. The third exception involves students who are on probation with the South Dakota Department of Corrections or a County Probation Officer.
3. If custody and/or arrest are involved, an effort will be made to contact the student's parent or guardian.
4. The school administrator and outside agencies shall make every effort to reduce the disruption of the education program for the child, other students, or school staff, when an interview is conducted on the school premises.
5. Investigation by law enforcement officials are governed by the provision of the interrogations and investigations policy and do not include any waiver of the requirement that parents be promptly notified and be allowed to be present at the conference.

(Adopted 12-17-98)

INTERROGATIONS AND INVESTIGATIONS BY LAW ENFORCEMENT

Police may be called to the schools at the request of the school administration. If the police wish to come to a school for official business, they first must contact the school administration.

Prior to a police officer questioning a student on a police matter, the school administrator will first inform the parents or guardian of such request and the parent will be asked to attend such interview.

Contact between the school and law enforcement officials on matters involving students shall be made through the office of the superintendent/CEO/principal and the law enforcement officials.

TRANSFERRING STUDENTS

Please notify the school, if you plan to leave. Copies of permanent records will be sent upon request of your new school.

OUT OF TOWN TRIPS

Students leaving town to participate in activities for the school must go to and return from the activity with the group. In almost all cases it is expected that the student will use the school transportation unless cleared with the administration by the parent in advance.

STORMY WEATHER

In case of stormy weather, if there be doubt in the mind of the students or parents as to whether or not

school will be held, the Superintendent will use School Reach to send a message to all families. Closings can also be found by listening to KWAT radio in Watertown, KSDR radio in Watertown, KMSD radio in Milbank or watching KELO television or KSFY television in Aberdeen.

INSURANCE

All students will be given an opportunity to take out accident insurance. This insurance is not mandatory. All students involved in athletics should carry accident insurance.

ACTIVITY TICKETS

Activity Tickets are free for all Wilmot School Students. This is done in an effort to encourage all students to attend Wilmot School activities.

SCHOOL LUNCH

Each student is encouraged to participate in the school lunch program. Each student is to purchase a twenty (20) day lunch ticket. Seconds may also be purchased; this must be done with either a punch card or cash. Students may bring their own lunch to school but must eat in the lunch room. Students may be dismissed from school from lunch under the following circumstances:

1. Parent picks the student up from the school.
2. Students may walk to their home with parent permission.

SCHOOL LUNCH DEBT POLICY

Federal Requirement

The purpose of this policy is to address the need for school food authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which would include, if applicable, the availability of alternate meals. Because all students in participating schools may receive reimbursable school meals, all SFAs must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

You can find more information about this US Department of Agriculture (USDA) Food and Nutrition Service (FNS) requirement at: <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>.

PURPOSE OF POLICY

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, student and parent/guardian to the maximum extent possible
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges

SCOPE OF RESPONSIBILITY:

- The food service department, Business Manager, Administrative Assistants: Responsible for maintaining charge records and notifying the student's parent/guardian.
- The Parent/Guardian: Immediate payment

ADMINISTRATION

1. Families are encouraged to apply for free and reduced price meal benefits. Applications are available in the school business office or on the school website www.wilmotschooldistrict.com
2. Families are encouraged to pre-pay for meals and money is accepted in the school business office daily for payments on the day of service. Payments may also be made online at www.wordwareinc.com or mailed to PO Box 100, Wilmot, SD 57279
3. **Elementary students:** Notices on negative balance accounts are sent home with students weekly. Once the family reaches \$150 delinquent, child(ren) will be offered an alternate meal.
 - a. Calls on delinquent accounts are made on a daily basis to try to collect payment.
 - b. All delinquent accounts at the beginning of June of the current school year will be subject to collections for payment.
 - c. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
4. **Junior High School students:** Notices on negative balance accounts are sent home with students weekly. Once the family reaches \$150 delinquent, child(ren) will be offered an alternate meal.
 - a. Calls on delinquent accounts are made on a daily basis to try to collect payment.
 - b. All delinquent accounts at the beginning of June of the current school year will be subject to collections for payment.
 - c. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
5. **High School students:** Notices on negative balance accounts are sent home with students weekly. Once the family reaches \$150 delinquent, child(ren) will be offered an alternate meal.
 - a. Calls on delinquent accounts are made on a daily basis to try to collect payment.
 - b. All delinquent accounts at the beginning of June of the current school year will be subject to collections for payment.
 - c. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
6. Any patron whose lunch account is \$150 delinquent in payment will be denied further credit until the account is settled or satisfactory payment is made. No charging of any reimbursable meals will be allowed. No alternate breakfast will be offered. For lunch, the child(ren) will be discreetly told that they will be offered an alternate meal of a sandwich and a carton of milk during the time the reimbursable meal is denied.
7. Families may contact the school business office at 605-938-4647 to discuss payment plan options.

Adopted 6-11-01

MONEY OWED TO THE SCHOOL

All money owed by students to the school is to be paid by the end of the nine-week period unless special permission to extend it is obtained from the teacher. Every reasonable attempt will be made to collect this

money by the school. Any bills not collected will be turned over to small claims court.

STUDY SKILLS

1. Student who studies well:
 - A. Brings notebook, paper, pen, or pencil and other materials necessary to class.
 - B. Is an active participant in the classroom; listens well; takes part in discussions.
 - C. Asks questions if he/she doesn't understand the discussion.
 - D. Plans his/her work and schedules time for homework each day; makes sure he/she understands the assignment before he/she leaves the class.
 - E. Uses what he/she learns; sees how each subject applies to the others.
 - F. Strives to do his/her best, not just to get by.
2. How to Study:
 - A. Attitude is important-think positively; work independently. Seek help only when you have exhausted your own resources; then ask questions, use library resources.
 - B. Learning requires concentration-keep your mind on what you are doing. It will take less time.
 - C. At home, have a definite, well lighted, quiet place to study unless you have a straight "A" average, you will have to study at home each day.
 - D. Read the entire assignment rapidly to grasp the basic content. Reread slowly to understand content, details, explanations, directions. If the assignment is not written, make notes of your own; outline what you have learned.
 - E. If the assignment is a long term project, do a little of it each day; don't let it go until the last minute. It will be easier and you'll do a better job.
3. How to take a test:
 - A. Relax and forget other people.
 - B. Read the directions carefully and then follow them.
 - C. Read the whole test first to see what's asked for and how to apportion your time.
 - D. Read each question twice before answering.
 - E. Think before you write.
 - F. Answer questions fully with information asked for--not what isn't asked for.
 - G. Check your paper for spelling, grammar before turning it in.

DRESS CODE

1. Use good judgment to present a neat appearance and use good personal hygiene.
 2. Dress and hair that is hazardous or prevents students from doing their best work should be avoided.
 3. Dress and grooming that creates a disruption of the learning process must be avoided.
 4. Clothing articles that cause undo maintenance problems, such as heavy boots that cause excessive floor markings or trousers with metal rivets that scratch furniture must be avoided.
 5. Shorts may be worn to school and school activities from May 1 to September 30.
 6. Skirt and shorts shall be of appropriate taste and cover the leg past the length of the fingertips while arms are at rest at the student's side. Cutoffs and boxer shorts will be considered inappropriate.
 7. No torn clothing may be worn that exposes skin or undergarments in an inappropriate fashion.
 8. No clothing may be worn that exposes the mid-riff or shoulder area.
 9. No sexually suggestive clothing shall be worn. (i.e. no low cut pants, low cut shirts, no exposed undergarments)
 10. Wearing clothing or hairstyles that attract undo attention must be avoided.
 11. Caps may not be worn during school time or to school activities other than athletic events.
 12. No item of clothing shall be worn that refers to an alcohol or tobacco item, or is vulgar or profane will be permitted to be worn during school time.
- A student whose dress or grooming does not conform to the preceding rules will be advised of the

changes that he or she needs to make. If a student fails to remedy the problems the parents will be contacted. If the problem remains the student will be removed from the class and given unexcused absence until the problem is remedied. (Revised 6-09)

RESTROOMS

No loitering or congregating in the restrooms will be permitted. Students are requested to help keep the restrooms clean.

STUDY HALL REGULATIONS

A certain room will be assigned as the study hall for each student. If you do not have class, you are expected to report to this room. It is your responsibility to make certain that you take along all books and paper that you will need for that study period.

HALL PASSES

If you wish to see a teacher during his/her conference period, you must arrange for this in advance. The teacher must give you a pass permitting you to be excused from study time. You must deliver this pass to your study hall teacher at the beginning of the study period and return it to them signed after returning from the area visited.

HOMECOMING ROYALTY SELECTION

Homecoming royalty candidates will be selected by the senior class. Seniors will vote for 4 male and 4 female full time senior students.

INITIATION

There shall be no initiation activities in the Wilmot School.

SCHOOL DANCES OR PARTIES

Any class or organization may make arrangements to hold a dance or party. It must be scheduled as a regular event on the calendar with the approval of the class advisor or organization advisor and the administration. Chaperones must be provided. Doors will, normally, be closed at school dances and parties and the students who leave the building during the dance or party are not permitted to re-enter. Dances will be limited during the year to four dances exclusive of the prom.

People attending Prom must be at a minimum age of 9th grade and no older than 20 years old. (3-10)

TRAFFIC REGULATIONS

Parking space is west of the school building. Cars are not to be moved between arrival in the morning and dismissal without permission from the administration. No student is to be in or on any motorized vehicle during the school day without permission from the administration. Students involved in after school activities are to report to their practice session right after school. No driving around or movement of cars will be permitted.

STUDENT COUNCIL

The Student Council members and officers shall be elected in accordance with the Student Council Constitution, which states that elections shall be held in May, except for the president, who is elected in August or September.

CLASS AND ORGANIZATIONAL MEETINGS

It is expected that the secretary shall keep the minutes and give a copy to the principal. All meetings must be scheduled through the advisor and administration and an advisor must be present or it is not a meeting.

HONOR SOCIETY

A chapter of the National Honor Society has been established. Membership in this is based upon scholarship, service, leadership, and character. A constitution has been established and governs the functions and procedures for selection, organization, etc. of the chapter.

WILMOT HONOR SOCIETY SELECTION PROCESS

1. The Wilmot High School Principal checks grades of juniors and seniors at the beginning of the school year.
2. All students who meet the scholastic requirements are reported to the Chapter Advisor.
3. A faculty committee, consisting of the Chapter Advisor and three to five faculty members, studies and rates candidates on service, leadership and character.
4. Candidates are told of areas of concern and put on probation for no less than 60 days to work on the areas of concern.
5. Following the probation period the chapter advisor and faculty panel will reconvene and rate the candidates on service leadership, and character.
6. After electing and notifying the new members, invitations are issued by the Chapter Advisor and Principal to inductees and their parents.

(revised 7/14)

The following guidelines will give further help in the definition of leadership, service and character.

LEADERSHIP

The student who exercises leadership:

- Demonstrates leadership in promoting school activities.
- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility, conducting business efficiently and effectively, and without prodding, demonstrates reliability and dependability.
- Demonstrates leadership in the classroom, at work, and in school or community activities.
- Is thoroughly dependable in any responsibility accepted.

SERVICE

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties.
- Volunteers dependable and well-organized assistance, is gladly available and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.

- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in inter-class and inter-scholastic competition.
- Does committee and staff work uncomplainingly.
- Shows courtesy by assisting visitors, teachers, and students.

CHARACTER

The student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.
- Has powers of concentration and sustained attention as shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- Actively helps to rid the school of bad influences or environment.

The Wilmot School District 54-7 does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, handicap, national origin, or ancestry.

Inquiries concerning the application of Title VI, Title IX, or Section 504 may be referred to the Title IX and Section 504 Coordinator, Superintendent at P.O. Box 100, Wilmot, South Dakota, 57279-0100, Phone (605) 938-4272 or to the Regional Director, Department of Education, Office of Civil Rights, 1981 Stout Street, Denver, Colorado 80294.

WILMOT JUNIOR HIGH AND HIGH SCHOOL RULES OF ELIGIBILITY FOR INTERSCHOLASTIC ACTIVITIES

All students must earn 2.0 credits per semester to be eligible to participate in extracurricular events, as per the South Dakota High School Activities Association. Students must also meet all other SDHSAA requirements. Any student who fails to earn 2.0 credits is ineligible to participate the following semester. Any student who fails a quarter or semester will be ineligible for the first 3 weeks of the next quarter. The exception to this would be if the fall sports season begins before the first day of school in this case the ineligible athlete would be ineligible for 3 weeks starting with the first day of fall practices. This rule is in effect for Wilmot High School and Wilmot Junior High students. *If an Elementary student is playing on a Junior High team these rules would apply to him or her as well.*

Weekly Eligibility

- If a student is failing 2 or more classes for 2 consecutive weeks he/she will be considered ineligible for a week.
- The eligibility list runs Monday to Monday, and teacher's grades are generally reported on the preceding Wednesday.
- Grades will begin to be checked during the 3rd week of each quarter.
- After the first week of failing 2 classes students and parents will be notified that he/she is on probation, then again notified the next week if they are ineligible. **(Revised 7-16)**

WILMOT JUNIOR HIGH AND HIGH SCHOOL EXTRA-CURRICULAR TRAINING RULES
(These rules also apply to Elementary students playing on the Junior High teams.)

ATHLETES GUILTY OF USE OR POSSESSION OF TOBACCO, ALCOHOL, DRUGS, OR A CRIME AGAINST PERSON OR PROPERTY DURING THE SCHOOL YEAR WILL BE SUSPENDED FROM ATHLETIC COMPETITION. PRESCRIPTION DRUGS CURRENTLY PRESCRIBED AND TAKEN LEGALLY BY A STUDENT EXCLUDED. (approved 10-12) (Refer to A & B below).

A. FIRST VIOLATION - THE STUDENT MAY NOT REPRESENT WILMOT HIGH FOR THREE WEEKS TO INCLUDE A MINIMUM OF THREE ATHLETIC CONTESTS. (This may span two sports if necessary.) (A student will be expected to practice with the team during this period.) All athletes must be a member in good standing throughout a sport season in order to receive any awards. Awards will only be withheld in the season in which the violation occurred. (5-06) If it was found a violation occurred during the season after the fact; awards for that season will be revoked.

1. If a violation occurs during the school year involving the use or possession of tobacco, alcohol or drugs, and the individual is not out for an activity at that time, but later comes out for an activity, the penalty will apply. The penalty for a first time offense is a three week period to involve a minimum of three athletic contests. This three week period could involve a larger number of activities if it occurs during a busy time of a sport season. The three week period could also be longer until three activities are reached. A student involved in track or basketball could be affected by this and could find themselves not playing for the first three weeks of events of the sport they want to participate in.

B. SUBSEQUENT VIOLATIONS - THE STUDENT WILL BE SUSPENDED FROM WILMOT HIGH ATHLETIC PARTICIPATION FOR THE REMAINDER OF THAT SCHOOL YEAR. THE STUDENT WILL RECEIVE NO AWARDS FOR EXTRA CURRICULAR ACTIVITIES FOR THAT YEAR.

C. SCHOOL YEAR - THE SCHOOL YEAR STARTS WITH THE FIRST LEGAL PRACTICE DATE FOR FALL SPORTS OR THE FIRST DAY OF SCHOOL FOR STUDENTS NOT INVOLVED IN FALL SPORTS. THE SCHOOL YEAR ENDS WITH THE LAST DAY OF SCHOOL OR THE LAST DAY OF COMPETITION IN A SPRING SPORT THAT EXTENDS BEYOND THE END OF THE SCHOOL YEAR.

D. Neat haircuts and dress. (Coaches or advisors decision)

E. COUNSELING - STUDENTS IN VIOLATION OF TRAINING RULES WILL TAKE PART IN A COUNSELING PROGRAM. STUDENTS IN VIOLATION OF TRAINING RULES WILL MEET AND COMPLETE THE PROGRAM BEFORE REINSTATEMENT. THE PROGRAM WILL INCLUDE BUT IS NOT LIMITED TO THE FOLLOWING:

1. Meetings with a counselor or clergy. There should be a minimum three twenty minute meetings.
2. A meeting with the head coach and athletic director.
3. Meeting with law enforcement.

****ALL MEETINGS MUST MEET THE SATISFACTION OF THE SUPERVISOR LEADING THE MEETING. THESE MEETINGS SHOULD BE COMPLETED BEFORE A RETURN TO COMPETITION IS PERMITTED. SETTING UP AND ANY COSTS OF THE MEETINGS ARE THE RESPONSIBILITY OF THE OFFENDER. IF CONSELING IS COMPLETED BEFORE THE LAST GAME OF THE SUSPENSION THE ATHELETE MAY BE ALLOWED TO PARTICIPATE IN THE LAST GAME.**
(approved 10-12)

F. ATHELETES SERVING SUSPENSIONS: The athlete will participate in all practices during their suspension. Students on suspension will not dress for games but will sit in the team area. If for any reason

the team is scheduled to miss school the athlete serving suspension will remain at school and not attend the function with the team.

- G. REPORTING - All violations reported will need to be signed by school personnel before any action will be taken. Violations during the school year may be reported by school personnel who witness the violation, law enforcement, the violator, or the violator's parent. (5-08) Any violation of this policy during the summer months that leads to a conviction by law enforcement will lead to a suspension during the following school year. Any violation of training rules that occurs during the year and is not served that year will be carried over the next year for underclassmen. The season in which the suspension is served must be completed to the athletic director's discretion. Punishment will be administered upon the completion of an administrative investigation. (approved 10-12) The accused person and/or the parent shall have the right to be present. If a hearing is found to be necessary after visiting with all individuals involved, a final decision as to guilt will be made by the administration. The aggrieved party shall have the right to appeal to the Board of Education. Any violation not covered in the above rules will be settled by the coach's discretion.

- H. SUSPENSION FROM EXTRACURRICULAR ACTIVITIES FOR A CONTROLLED SUBSTANCE. 13-32-9 Any person adjudicated, convicted, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana as defined in chapter 22-42 is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education and Cultural Affairs for one year. Upon a subsequent adjudication, conviction, or suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity while that person is attending any school accredited by the Department of Education and Cultural Affairs. Upon such a determination in any juvenile proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is enrolled. As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association. New law effective July 1, 1997, this policy would supersede local policy on pages 31-32

- I. ATHLETIC CURFEWS. Be at home before 11:00 p.m. on Sunday-Thursday and also on nights before a game. Be home on Friday and Saturday nights by 12:30. Hours may be modified at the coach's discretion. This responsibility is the parents and students and any violation of hours not cleared in advance will be unexcused. These training hours apply only during that sport that the student is a participant. Students who break curfew will be held responsible by head coaches for the first violation. The second violation will be handled as follows: (approved 10-12)

VIOLATION OF HOURS RULES WILL BE SUSPENDED FOR THE FOLLOWING AMOUNT OF TIME:

- A. Football - 1 game
- B. Basketball - 2 games
- C. Track - 1 meet
- D. Volleyball – 2 matches
- E. Cheerleading – Same as the sport they are cheering for.
- F. Cross-Country – 1 meet

(Revised 7/16)

CHEERLEADERS

Five "A" team boys basketball cheerleaders and 6 "A" team football cheerleaders will be selected from the Freshmen, Sophomore, Junior, and Senior class.

There will be five (5) "B" team cheerleaders selected to lead the squad or "B" team basketball games only from the Freshman, Sophomore, Junior, and Senior class.

Cheerleaders in grades 9-12 can cheerlead for football and boys' basketball and play volleyball or girls'

basketball at the same time. If a conflict arises between cheerleading and volleyball or girls basketball, the cheerleader would participate in volleyball or girls basketball on that date. Seventh and eighth grade cheerleaders can participate in both volleyball or girls' basketball and cheerleading. There will not be cheerleaders for a sport unless at least three individuals show interest.

Only one (1) cheerleading letter will be awarded to each "A" team cheerleader.

All uniforms shall be of the school colors and in good taste and approved by the advisor.

Any cheerleader who does not conduct themselves in a manner of good sportsmanship may be removed from the cheerleading squad at any time.

All participating cheerleaders will, normally, be provided transportation by the school. Any deviation from this must be cleared through the administration prior to departure time.

Cheerleaders shall be expected to abide by the regulations and training rules set forth for the players. (approved 4-07)

"W" CLUB - LETTERING RULES AND REGULATIONS ATHLETICS GRADES 7-12

A. Major Awards

1. To receive a "W" letter in football a student must participate in any part of eight (8) quarters of varsity games during the football season.
 2. To receive a "W" letter in girls or boys basketball a student must participate in any of nineteen (19) quarters of varsity games during the basketball season.
 3. To receive a "W" letter in track a student must accumulate 5 points throughout the season.
 4. To receive a "W" in volleyball, a student must participate in any part of 15 games during the season.
 5. To receive a "W" in cross-country, a student must place in 2 meets or the regional meet.
 6. To receive a "W" as a student manager, a student must attend all competitions, unless excused by the coach, and meet all other expectations set forth by the head coach.
 7. Only one "W" letter is given to any one student.
 8. Any senior athlete who has participated for four years in high school and made positive contributions to the team may, by recommendation of the coach, receive a senior letter.
 9. Pins.
 - a. A football pin will be given for the first year lettered, only.
 - b. A basketball pin will be given for the first year lettered, only.
 - c. A track shoe pin will be given for the first year lettered, only.
 - d. A volleyball pin will be given for the first year lettered, only.
 - e. A student manager letter and pin will be given for the first year lettered, only.
 - f. Pins for team captains, captains are selected by the coaches in each sport.
 - g. One bar is given for each sport lettered in during the year.
 10. A certificate is given to each athlete who participates in one or more sports during the year.
 11. Senior Plaque
 - a. A plaque is given to any senior athlete who has lettered for two or more years in one or more sports, unless the student is new to the school. One year is sufficient, if the student has lettered another year in a previous school.
 - b. Senior plaque will be presented only if that athlete lettered their senior year in a sport as well as having lettered once previously in the same sport.
 - c. A plaque will be awarded if a student has been a cheerleader either on the "A" or "B" team for any two years of their high school career.
- B. Minor Awards: A certificate or participation is given to each student who participates in one or more sports.
- C. A plaque will be given to the most dedicated participant in each sport.
- D. Unless injury prohibits participation, all students must continue to participate each year in the sport lettered in order to be a member of the "W" Club.
- E. If a student is a 7th or 8th grader and participates on the varsity level and meets the criteria for a letter, they will receive a varsity letter.

CO-CURRICULAR RULES OF CONDUCT

Co-Curricular activities under the guidelines of the following training rules include the following activities but are not limited to this list: Band, Chorus, FFA, FCCLA, Quiz Bowl, Oral Interp, History Day and Science Fair Regional and State Competitions, and Homecoming and Prom Royalty. Co-curricular activities not under the guidelines of the following training rules are local band and chorus concerts and local science fair and history day competitions.

STUDENTS GUILTY OF USE OR POSSESSION OF TOBACCO, ALCOHOL, DRUGS, OR A CRIME AGAINST PERSON OR PROPERTY DURING THE SCHOOL YEAR WILL BE SUSPENDED FROM CO-CURRICULAR COMPETITION. PRESCRIPTION DRUGS CURRENTLY PRESCRIBED AND TAKEN LEGALLY BY A STUDENT EXCLUDED (approved 10-12 (Refer to A & B).

- A. FIRST VIOLATION – THE STUDENT WILL MISS THE FIRST CO-CURRICUL EVENT THAT THEY ARE INVOLVED IN. IF THE STUDENT IS INVOLVED IN MORE THAN ONE ACTIVITY, ONLY ONE ACTIVITY WILL BE AFFECTED.
- B. SUBSEQUENT VIOLATIONS - THE STUDENT WILL BE SUSPENDED FROM THAT CO-CURRICULAR ACTIVITY FOR THE REMAINDER OF THE SCHOOL YEAR.
- C. COUNSELING - STUDENTS IN VIOLATION OF TRAINING RULES WILL TAKE PART IN A COUNSELING PROGRAM. STUDENTS IN VIOLATION OF TRAINING RULES WILL MEET AND COMPLETE THE PROGRAM BEFORE REINSTATEMENT. THE PROGRAM WILL INCLUDE BUT IS NOT LIMITED TO THE FOLLOWING:
 - 1. Meetings with a counselor or clergy. There should be a minimum three twenty minute meetings.
 - 2. A meeting with the head coach and athletic director.
 - 3. Meeting with law enforcement.

****ALL MEETINGS MUST MEET THE SATISFACTION OF THE SUPERVISOR LEADING THE MEETING. THESE MEETINGS SHOULD BE COMPLETED BEFORE A RETURN TO COMPETITION IS PERMITTED. SETTING UP AND ANY COSTS OF THE MEETINGS ARE THE RESPONSIBILITY OF THE OFFENDER. IF COUNSELING IS COMPLETED BEFORE THE LAST EVENT OF THE SUSPENSION THE ATHLETE MAY BE ALLOWED TO PARTICIPATE IN THE LAST GAME. (approved 10-12)**

REPORTING - All violations reported will need to be signed by school personnel before any action will be taken. Violations during the school year may be reported by school personnel who witness the violation, law enforcement, the violator, or the violator's parent (5-08). Any conviction by law enforcement for a violation during the summer months will result in the suspension being enforced during the next year. Any violation that occurs and is not served during that year will be held over for underclassmen. Punishment will be administered upon the completion of an administrative investigation. (approved 10-12) The accused person and/or the parent shall have the right to be present. If a hearing is found to be necessary after visiting with all individuals involved, a final decision as to guilt will be made by the administration. The aggrieved party shall have the right to appeal to the Board of Education. Any violation not covered in the above rules will be settled by the advisor's discretion.

MUSIC AWARDS

A student will need to earn 50 points for a letter. A lyre pin will be given after the first year of lettering. All new music members will start from "0". If a student letters, he/she may buy a jacket from the school. All

other awards mentioned will be continued (meaning point system). A student that earns 25 points will be given a letter and pin for the first year lettered only.

Accumulative points of:

50 points - second pin (medium size)

75 points - third pin (large size)

100 points - trophy from the school (if achieved before Senior year, a small trophy).

Music Parents Trophy - Senior with most points.

POINTS ARE AWARDED AS FOLLOWS:

5 points - for participation in Girls Chorus.

5 points - for participation in Boys Chorus.

5 points - for participation in Mixed Chorus.

5 points - for participation in Concert Band.

5 points - for participation in Stage Band or Swing Choir.

5 points - for being chosen for All-State Band.

3 points - for participation in an instrumental or vocal ensemble.

3 points - for accompanying large groups (in addition to points for participation).

3 points - for taking a solo to the regional contest.

3 points - for trying out for All-State Band but not making it.

3 points - for participation in Pep Band. All home games must be played at by the student in order to receive these points. 7th and 8th graders will receive music points if they participate at the varsity level. (Example - Pep Band).

2 points - for each superior (I) rating received at the regional contest.

2 points - for being selected for alternate for All-State Chorus and going to all scheduled rehearsals.

2 points - for being selected drum major or majorette.

1 point - for each excellent (II) rating received at the regional contest.

1 point - for each solo or ensemble you accompany at contests.

1 point - for being selected for either conference or district band

MUSIC PARENTS AWARDS

- A. Any student who has participated in the following music activities will receive a music parents award as a senior:
1. Band for three (3) full years
 2. Chorus for three (3) full years
 3. A combination of band and chorus for four years. *Example*--a student could take band for two years and chorus for two years and receive an award.
- B. No semester participation will be considered for the music parents awards. Yearly participation is all that will be counted.
- C. A student must continue to participate his or her senior year in order to receive a music parents award.

SCHOOL PERSONNEL AUTHORITY

A student shall not fail to comply with any reasonable requests or instructions of teachers, substitute teachers, teacher aides, principals, or other school personnel during any period of time when he/she is properly under the authority of school personnel.

REMOVAL FROM CLASS

Students are expected to conduct themselves as ladies and gentlemen while in class. If the conduct of

the student be such that it interferes with the work of the instructor or with other members of the class, he or she may be dismissed from the class by the instructor. In such case the student is to report to the principal's office. To gain re-admittance, it will be necessary for the student to receive a reinstatement from the teacher and principal or superintendent and not then until satisfactory adjustment has been made.

STUDENT DISCIPLINE BULLY PREVENTION

Persistent bullying can severely inhibit a student's ability to learn effectively or a member of the staff's ability to do their job. The negative effects of bullying can have an impact on a person for their entire life. We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending himself or herself.

The forms of bullying:

Physical-involves harmful actions against another person's body

Verbal-involves speaking to a person or about a person in an unkind or hurtful way

Emotional-involves behaviors that upset, exclude, or embarrass a person

Sexual-involves singling out a person because of gender and demonstrates unwarranted or unwelcome sexual advances

Racial-involves rejection or isolation of a person because of ethnicity

The school board expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and staff.

The school board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, and guardians, staff and community members of the school district, producing an atmosphere that encourage students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The school board requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying.

The school board requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violation of this policy. All school employees, students, parents, visitors or any other member of the community are required to report alleged violations to the school principal. The school principal and/or principal's designee are to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and or principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident.

Disciplinary action may include, but is not limited to, detention, suspension, or expulsion for verified perpetrators of bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

The superintendent and/or designee shall develop an annual process for discussing the school district policy on bully prevention with student and staff. The school district will incorporate information regarding this policy in each school handbook. **(9-09)**

CYBER BULLYING

Cyber bullying is all form of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the materials they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, test messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been victims of such misuses of technology, as described in this policy, should not erase the offending material from the systems. A copy of the material should be brought to the attention of a principal or teacher.

In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day to day operations of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making threats off school grounds, to harm a member of the school staff or a student.

Malicious use of District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or change the components of an entity on the network are prohibited.

Disciplinary action may include, but is not limited to. The loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.
(9-09)

DISRUPTION OF SCHOOL

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Neither shall he/she urge other students to engage in such conduct.

While this list is not intended to be exclusive, the following acts - when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process or function of the school - illustrate the kinds of offenses encompassed here: (1) occupying any school building, school ground, or part thereof with intent to deprive others of its use; (2) blocking the entrance or exit of any school building or

corridor or room there-in with intent to deprive others of lawful access to or from, or use of the building or corridor or room; (3) setting fire to or substantially damaging any school building or property; (4) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any purpose; (5) prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus; (6) preventing students from attending a class or school activity; (7) except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus; and (8) continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct his/her class.

DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY

A student shall not cause or attempt to cause substantial damage to school property or steal or attempt to steal school property.

DAMAGE OR DESTRUCTION OF PRIVATE PROPERTY

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds.

ASSAULT ON A SCHOOL EMPLOYEE

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee while on school property or at a school activity.

PHYSICAL ABUSE OF A STUDENT OR OTHER PERSON NOT EMPLOYED BY THE SCHOOL

A student shall not do serious bodily injury to any person while on school property or at a school activity.

VERBAL OR WRITTEN THREATS

Verbal or written threats to school employees may result in suspension/expulsion and notification of law enforcement with charges being filed.

DETENTION PLAN FOR GRADES 7-12

Detention that is assigned by a teacher will be completed with that teacher, detention for tardies and all other administrative reasons will be completed with the principal. All efforts will be made to have the detention completed within 2 school days. Whoever assigned the detention will contact parents to set up a time that works for all parties. All detention will be recorded on a list in the office. *(revised 7/14)*

ADMINISTRATIVE

Many specific rules and regulations are not covered in this handbook in the hope that there will be no need for them. You, the student, will demonstrate what regulations will be necessary.

Violations of the rules and regulations set forth in this handbook may necessitate disciplinary action which may involve harsh action such as suspension or expulsion.

Habitual insubordination or disobedience may be reason for suspension or expulsion.

The board and administration reserve the right to deviate from revise or delete any policy set forth in this handbook.

The board and administration reserves the right to impose any additional regulations deemed necessary.

STUDENT DIRECTORY INFORMATION

POLICY AND PURPOSE

The General Education Provisions Act, Title IV of Public Law 90-247 as amended, 1974 (Family Educational Rights and Privacy Act of 1974) and the regulations provide that the name and address of students along with certain other information are "directory information" and may be released without prior consent of the parents or student under certain conditions.

99.3 Definitions:

"Directory information" includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Therefore,

The Wilmot School District No. 54-7 proposes to designate the following personally identifiable information contained in a student's educational record as "directory information", and it will disclose that information without prior written consent.

1. The student's name
2. The name of the student's parents or guardians
3. The student's address
4. The student's date of birth
5. The student's class designation (grade)
6. The student's extracurricular participation
7. The student's achievement awards or honors
8. The student's weight and height if a member of an athletic team
9. The student's photograph
10. The school or school district the student attended before he or she enrolled in the Wilmot School District

Within the first three (3) weeks of each school year, the Wilmot School District will publish in the Student Handbooks the above list, or a revised list, of the items of directory information it proposed to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parents or the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they will have two (2) weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about that student.

At the end of the two (2) week period, each student's records will be appropriately marked by the record's custodians to indicate the items the district will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

Approved and adopted by the Board of Education, December 12, 1979, Action No. 664

NON-DISCRIMINATION STATEMENT

The Wilmot Public School District 54-7 does not discriminate on the basis of race, color, national origin, sex, age, religion or handicap in its educational programs, activities, employment policies, or practices. Inquiries concerning Title VI of the Civil Rights Act of 1963, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 may be referred to the compliance officer, CEO Tim Graf, P.O. Box 100, Wilmot, SD 57279.

GRIEVANCE PROCEDURE POLICY FOR DISCRIMINATION, WILMOT SCHOOLS

A grievance procedure is a means of inviting communication on matters of concern to the school, its employees, and students; short of their having to engage in disruptive behavior in order to be noticed and to have a grievance redressed. In no way is the grievance procedure meant to lessen the legal authority of the school officials to deal with disruptive students.

A grievance is defined as a complaint alleged by an student, parent, employee, or group of employees with a member of the staff or administration alleging one or more of the following unfair practices: (1) that a school rule is unfair, (2) that a school rule or regulation discriminates against or between employees or students, (3) that an unfair procedure has been used in arriving at a punishment.

Grievances are addressed through three steps: (1) the counselor; (2) the principal; (3) the superintendent, in that order. On all three levels an informal conference is to be held within five school days of filing the complaint, so that no complaint shall consume more than 15 days time in all. The burden of proof is upon the grievant to show that a rule is unfair; is discriminatory, or that an unfair procedure (lack of due process) has occurred.

Administration resolution of the grievance is to be in writing at the superintendent level and designed to provide the grievant with a basis for resolution of the problem as originally stated in the complaint. Whenever the decision of a hearing officer substantially affects board policy, the matter will be referred to the board of education for final resolution.

GRIEVANCE PROCEDURE:

A grievance should be presented in writing to:

Level 1: The school counselor who should schedule with the grievant for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The counselor must hold a conference within five (5) school days time of the date of filing.

Level 2: If a grievant is not satisfied with the resolution made at level one, the grievant may appeal in writing to the principal for an informal conference and discussion of said grievance.

Level 3: If a grievant is not satisfied with the resolution made at level two, the grievant may appeal to the superintendent for an informal conference and discussion of said grievance. The grievant may be represented at the conference and discussion of said grievance. The grievant may be represented at the conference with the superintendent by any adult, but the grievant must be present to elaborate on the grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the grievant's right to the conference provided by the school, unless extenuating circumstances make it impossible for the grievant to appear. The decision at this level is considered final unless the grievant and/or adult representative wishes to appear before the Board of Education.

COMPLAINT POLICY FOR FEDERAL PROGRAMS

A parent, students, 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 (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure.

Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. 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 disputed are resolved.

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for future review. 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.
- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure).

Adopted 8/11/08

STUDENT DISCIPLINE PLAN
Wilmot High School
OUT OF SCHOOL SUSPENSION

I, _____, understand that I will be suspended from school for _____ day(s) due to _____.

Terms of suspension:

1. The students will go directly home from school, inform his/her parents, and have parents call the school (938-4647) within 30 minutes following departure from the school building.
2. The student will stay at home during the suspension and will not leave unless in the presence of a parent. The Principal's office may call to check on this.
3. All school work must be completed and up to date by the time the student is scheduled to re-enter school. If the work is not done, the student will not be allowed to attend classes until it is and any resulting absences from classes will be considered unexcused. Students will be allowed to secure make up work from teachers before and after regular school hours.
4. The time suspended from classes will be treated as an unexcused absence and a 2% deduction for each day missed will be taken from the final 9 weeks grade in each class.
5. A student will have the chance to make up the 2% grade reduction by following these guidelines.
 - a) Perform school/community service hours equal to the number of hours of suspension for each % of grade reduction to be to regained.
 - b) Service hours for the first 1% credit must be completed within 10 school days after returning to school after suspension.
 - c) Service hours for the additional 1% credit must be completed in a time period agreed upon when returning to school.
 - d) The program of school/community service must be developed by the student and approved by the Principal.
6. Any violation of these regulations may cause additional suspension or other possible courses of action.

I understand the provisions of my suspension as described above and agree to abide by them.

Student Signature

Date

Parent/Guardian Signature

Principal/Designee Signature

Date(s) of Suspension _____

Wilmot High School
IN-SCHOOL SUSPENSION

I _____, understand that I will be suspended from school for
_____ day(s) due to _____.

Terms of suspension:

1. The student will sit in the area as requested and stay busy with schoolwork.
2. The students will not talk or communicate with other students who are in the area or walking by.
3. The student will not leave the suspension area to run an errand or go to the restroom without permission from the Principal or his designee.
4. The student will not leave the area at any time without permission or being excused.
5. Any work not completed to teacher satisfaction when student returns to class may receive a zero.
6. Upon completion of the suspension, detention will be assigned according to the policy.
7. Any violation of these regulations may cause additional suspension or other possible courses of action.

I understand the provisions of my suspension as described above and agree to abide by them. I also understand that any violation of the in-school suspension terms listed above will cause the suspension to become void and another day will be served.

Student Signature

Date

Parent Guardian Signature

Principal/Designee Signature

Date(s) of Suspension _____

TOBACCO USE/POSSESSION BY STUDENTS

The Board, recognizing health and safety hazards associated with the use of tobacco, will prohibit tobacco use by any student who is on school property, who is in attendance at school or at a school sponsored activity.

The chief executive officer (CEO)/superintendent will implement this policy with appropriate regulations, spelling out disciplinary action for students violating established policy.

It is hoped that all concerned will refrain from tobacco use by their own volition and for their own benefit.

It is unlawful for a minor to purchase, possess, receive or consume tobacco products. Therefore it shall be against school policy for any student:

1. To sell, deliver, or give, or attempt to sell, deliver, or give to any person any tobacco product.
 2. To possess, procure, purchase or receive, or to attempt to possess, procure, purchase or receive tobacco, in any form. A student will be determined to be “in possession” when the substance is on the student’s person or in the student’s locker, car, or handbag.
- The first offense for violation of this policy will be a three-day suspension from school.
 - Any subsequent offense of this policy in the same school year will result in a five day suspension from school.(Adopted 3-8-99)

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

(Narcotics, Drugs and Alcoholic Beverages) (Adopted 2/16/99)

The Board recognizes its share of the responsibility for the health, welfare, and good of the students who attend the districts' schools. Alcohol and drug use is wrong and harmful and 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 (alcohol and drugs) has become a serious problem in our country. We accept our obligation to establish a positive environment in which these problems can be established locally in a helpful and supportive rather than a punitive way. One of our goals is to discourage all use by students. Accomplishing this goal, we realize, will entail training teachers, counselors, and other staff members to educate themselves and the community about the impact of drug abuse. Other goals are to teach staff to identify indicators of alcohol and/or other drug use problems and to know what resources are available to address these problems if they are observed. The administration recognizes that the problems of alcohol and/or other drug use are a school and community issue. Therefore, we are committed to cooperate with agencies and community groups that address these issues.

The following document outlines policy on student use of alcohol and other drugs in the school district. **THIS POLICY IS IN EFFECT ON PREMISES OWNED, LEASED OR MAINTAINED BY THE SCHOOL DISTRICT, AT ALL SCHOOL RELATED ACTIVITIES ON AND OFF CAMPUS, ON VEHICLES USED TO TRANSPORT STUDENTS TO AND FROM SCHOOL OR AT OTHER ACTIVITIES AND IN VEHICLES PARKED ON SCHOOL PROPERTY.**

Student and parent members of the school community are expected to know and understand the policy provisions and its mandatory nature. A copy of the policy will be provided to all students and parents.

POLICY

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of alcohol and/or other drugs, which affect the student or educational process of the school. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use

of alcohol and/or other drugs. Students shall not engage in the use of alcohol and/or other drugs. Students who use prescription drugs as authorized by a licensed physician do not violate this policy if the student conforms to his or her prescription and appropriate school policies regarding administration of medication.

DISCIPLINARY SANCTIONS AND IMPLEMENTATION PROCEDURES

The following procedures will be used in dealing with violation of the policy:

A. First Offense (other than distribution)

1. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference. If no contact is made, a written report will be provided.
2. The administration may suspend the student for ten (10) days in compliance with student due process procedures.
3. The administration will notify the parent(s)/guardian(s) of the suspension within thirty-six (36) hours, in writing by first class mail to the last known address of the parent(s)/guardians.
4. The administration may notify available law enforcement authorities.
5. State and federal regulations regarding special education students will be followed.

The school district strongly urges students with alcohol and other drug abuse problems to seek professional assessment and assistance 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 professionally assessed and treated if needed will be commuted to three (3) days. The administration will provide a list of agencies/professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.

Upon authorization by the parent or eighteen (18) year old student, 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 (other than distribution)

1. The administration will contact the parent(s)/guardian(s) to arrange for a conference.
2. The administration will appropriate law enforcement authorities.
3. The administration may suspend the student for ten (10) 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 assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency at his or her own expense.
 - b. Upon appropriate authorization, the agency or professional notifies the administration that the student has been assessed and does or does not require treatment. If the student accepts the needed treatment, the recommendation for expulsion may be commuted. Fees for this assessment and/or treatment are the responsibility of the student and family.

C. Supplying/distributing or selling alcohol and other drugs or material represented to be a controlled substance (all occurrences).

1. The administration may suspend the student for ten (10) days in compliance with student due process procedures.
2. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.

3. The administration will refer the case to appropriate 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 administration.
 5. State and federal requirements regarding special education students will be followed.
- D. Students who observed behavior indicates possible use of alcohol and/or other drugs will be referred to the building administrator and/or “first-responder” medical personnel, who will determine whether to contact the parent for further instruction, refer to the emergency authorization form, or immediately seek medical treatment. Following the handling of the medical emergency, this policy will be followed.
- E. Use of passive alcohol sensor (PAS). A device known as a Passive Alcohol Sensor (PAS) may be used to check for breath alcohol and can be used with or without a subject’s direct participation. When used without direct participation, it is known as passive breath sampling, as opposed to active testing when the subject blows directly into a mouthpiece or the intake port. There may be times when the PAS can be used passively, i.e., as it can detect alcohol in open containers or in enclosed spaces such as rooms, lockers, etc. Procedurally, we will not vary from our normal course of action when faced with the question of possible consumption. All due process precaution will continue to be in place. Given reasonable suspicion of use or possession, the following steps will occur.
1. Reasonable suspicion, such as a staff referral or information gathered during an investigation, will initiate administrative contact with said student.
 2. The student will be directed to an office area where he or she will be kept in observation and questioned regarding the concern of alcohol consumption.
 3. The student may, at that point, confirm or deny the report.
 4. After a period of observation and questioning, we will inform the student of our new, less invasive means of detecting breath alcohol and allow the subject to speak/breathe across the intake port of the PAS III.
 5. Next, the subject will be informed of the PAS III result. (The sensor either detected the presence of alcohol or it did not.)
 6. If it is determined that the subject has consumed alcohol, we will inform the subject and his or her parents of our suspicions and proceed as provided in this policy.
 7. The subject may continue to deny consumption and wish to pursue the issue further. At this point, he or she will be informed of an alternative to clear the allegation of consumption. This would involve the opportunity to take a breathalyzer through the local police department or blood test at the hospital. The subject will also be informed that he or she may face legal consequences as a result of failing the breathalyzer or blood test.

Legal Reference: SDCL 13-32-4.3, 26-11-5.1, 22-42-19, Pub.L. 101-226

(Adopted 2-16-99)

POSSESSION OR USE OF A FIREARM OR OTHER WEAPON

Schools should be an example of what is required regarding the observance and respect for law in society at large. Schools must also be highly conscious of the health, safety and welfare of students, staff and the public.

State and federal laws, as well as board policy, forbid the bringing of dangerous or illegal weapons to school or school-sponsored activities.

As required by the **Gun Free Schools Act of 1994** and **SDCL #13-32-4**, the following is prohibited: The use or possession of a firearm or other weapon on property owned, leased or maintained by the Wilmot School District, at all sanctioned school activities on and off school grounds, on vehicles used to transport students to and from school, and at other activities and in vehicles parked on school property.

Violations will result in the following action by the school district:

- A. The administration will try to notify a parent/guardian by telephone to explain the incident.
- B. Expulsion procedure will begin immediately, in compliance with due process procedures, as described under Section IV - C of the board's policy and procedure book.
- C. The period of expulsion will be for one year, and may extend beyond the end of the semester or school year.
- D. The superintendent or chief administrator of the district may increase or decrease the length of expulsion on a case-by-case basis.
- E. Law enforcement authorities will be notified of the violation.

For the purposes of the **Gun Free Schools Act**, a "**firearm**" is defined in Section 921 of Title 18 of the U.S. Codes. The following are included within the definition.

- A. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
- B. the frame or receiver of any weapon described above
- C. any firearm muffler or firearm silencer
- D. any destructive device, which includes:
 1. any explosive, incendiary, or poison gas
 - a. bomb
 - b. grenade
 - c. rocket having a propellant charge of more than four ounces.
 - d. missile having an explosive or incendiary charge of more than one-quarter ounce
 - e. mine
 - f. or similar device
 2. any weapon which will or which may be readily converted, to expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than one-quarter inch in diameter.
 3. any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled.

For the purpose of this policy guns used for dramatic productions are an exception provided the gun is incapable of being fired by virtue of its manufacture, such as a toy gun.

According to Section 921, antique firearms are not included in the definition. In addition, upon the advice of the Bureau of Alcohol, Tobacco and Firearms, Class - C common fireworks are not included in the definition of a weapon.

For additional information about whether a particular weapon is a "firearm" under this definition, people are advised to contact the Safe and Drug Free Program at (202) 260-3954 for a referral to the nearest Bureau of Alcohol, Tobacco and Firearms field office.

SEXUAL HARASSMENT

A. **Policy:** It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

B. **Definition:** Any unwelcome sexual advance, solicitation or sexual activity by promise of awards, coercion of sexual activity by threat or punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment, or educational environment regardless of intent.

C. Responsibility: School district officers, employees, and students are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities will be provided by the school district to explain the policy and laws. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

D. Complaints: Any employee who believes that he/she has been a subject of sexual harassment by a district employee, officer, or student, should report this incident immediately to his/her immediate supervisor. Students should report such incident to the guidance counselor and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

If any employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he/she may utilize any applicable grievance procedure.

HEALTH SERVICES

A first-aid station will be available to the students during each school day. Any student who becomes ill or is injured in school should be escorted by another student or the teacher to the first-aid station or the principal's office to determine the extent of the illness or injury. Any illness or injury should be reported to the principal's office.

If it is necessary that the student be dismissed from school, the parents will normally be contacted prior to dismissal.

NATIONAL COMPETITIONS

If a student qualifies for a national competition in which the student is representing the Wilmot School District at a school approved activity, the Wilmot School will pay for the student's room and board at these competitions. The student shall be responsible for transportation and all other costs. Will pay registration. Also add if the activity that the student is attending has no school related fund raising organization the school board may consider extra funding on a case by case basis. *(Revised 7/14)*

ADMINISTRATION OF MEDICATIONS POLICY

When appropriate, Wilmot School staff will assist students with self-administration of medication according to the following requirements:

ITEM A: DEFINITIONS

1. Assistance with self-administration of medications: The term "assistance with self-administration of medications" means helping a student with one or more steps in the process of taking medications, but not actual administration of medications. Assistance with self-administration of medications may include opening the medication container, reminding the student of the proper time to take the medication, helping to remove the medication from the container, and returning the medication container to proper storage. The person should have some informal training to ensure he/she feels comfortable in the role.

2. Administration of medications: The administration of medications is a nursing function. The steps in medication administration entail removing an individual dose from a previously dispensed, labeled container, including a unit dose container, verifying it with the physician's order; giving the individual dose to the student for which it is prescribed; and promptly recording the time and dose given.

ITEM B: ADMINISTRATION OF MEDICATIONS

Wilmot School staff does not participate in the administration of medications unless appropriate training as required by SDCL 13-33A and Board of Nursing administrative rules has been provided.

ITEM C: REQUIREMENTS FOR SELF-ADMINISTRATION OF MEDICATION

1. The Principal or Administrative Assistant have been informed of a request for student assistance with medication.
2. The attached letter is distributed to the parent or guardian of each student.
3. The attached form, "**Parent/Guardian Authorization For Assistance With Self Administration of Medications**", has been fully completed.
4. "Medication Observation Daily Log" **must** be maintained by the Wilmot School staff for each student with each medication.
5. All medications to be supervised by school personnel are kept in a securely locked area.
6. Parents/Guardians may retrieve the medication from the school at any time.
7. No more than a thirty day supply of the medication for a student is to be stored at the school.
8. All unused, discontinued or outdated medications are to be returned to the parent of guardian and appropriately documented. All medications are to be returned to parents or guardians at the end of the school year.
9. Wilmot School staff will notify parents or guardians of any side effects, variations from the plan, or the student's refusal or failure to take the medication.
10. Medication errors will be documented by Wilmot School staff using the "**Medication Report Error**" form.
11. This policy and outlined procedures all apply concerning over the counter medications.

ITEM D

All procedures included in this policy apply to circumstances involving the administration of medication. In these cases the attached "**Parent/Guardian Authorization for Administration of Medications**" form is required in place of item three under self-administration.

SCHOOL BUS RULES

1. All pupils shall be ready in the morning at the usual time for the bus to arrive at their homes or at the "school bus stop." Bus drivers will wait a maximum of 3 minutes per stop.
2. Do not stand in the roadway while waiting for the bus.
3. The driver is in FULL charge of the bus and the pupils. Pupils will obey the driver promptly.
4. The privilege of pupils to ride in the bus is conditioned on their behavior and observance of these rules, and the SCHOOL BUS BEHAVIOR CONTRACT. Any person refusing to obey these rules will be subject to the consequences of the contract.
5. The driver may, if he wishes, assign seats on the bus. Under these conditions that seat will be used by that pupil.
6. Damage done to seats or other equipment must be paid for by the pupil doing such damage.
7. Always treat your fellow pupils and driver with courtesy.
8. In leaving the bus, remain seated until it stops. If you cross the road, do so in FRONT OF THE BUS AND ONLY AFTER THE DRIVER MOTIONS YOU TO CROSS. Walk about ten feet in front of the bus so the driver can see you easily.
9. No pupil will leave the bus without the driver's consent except at home or at school. Permission from the parent should be given to the Principal's Office if the child is not going to ride the bus in the evening, or if the child is to depart from the bus other than at home.
10. Please refrain from unnecessary conversation with the driver.

11. Pupils shall help in keeping the bus clean. Do not throw paper or other debris on the floor. Do not spit on the floor. Pop is not permitted on the buses.
12. Throwing or snatching of hats, caps, books, etc. will not be permitted.
13. **RADIO CONTACT CAN BE MADE WITH THE BUSES.** If parents have a message for a student or a bus driver, please call the school so the message can be radioed to a particular bus. If a pupil is sick or is not attending school, either the bus driver, or school should be notified. Parents should always notify the Principal's office if students are not planning on riding the bus home in the evening.
14. Any item that the driver considers dangerous - including pets, etc. will be prohibited at all times.
15. When the bus is in motion, do not stand, extend your arms out of the windows, move about, or leave or enter the bus.
16. The rear exit door is not to be used - except in emergency.
17. Students will ride on the bus that delivers them to their own home. An exception will be made in cases where it may be necessary for a child to spend the night with his/her grandparents, etc. In such instances permission from the parents should be presented to the Principal's Office BEFORE riding a different bus or not riding the bus at all.
18. As riding the bus is an extension of the school any other school rule violation will be dealt with by administration.
19. Pupils should be dressed properly according to weather conditions. **STUDENTS WILL NOT BE TRANSPORTED TO RURAL FAMILIES THAT ARE NOT REGULAR BUS STOPS**

PUBLIC NOTICE REGARDING FAMILY EDUCATION RIGHTS & PRIVACY ACT

Notification of Rights for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes and inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to

review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Wilmot School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Wilmot 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 Wilmot School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- 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 want their student's information disclosed without their prior written consent.

If you do not want the Wilmot School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 15**. The Wilmot School District had designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph

- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

SCHOOL SONG

Our dear old Wilmot High School
We're standing by
We're here to win or know the reason why
You rah! Rah!
Our dear old Wilmot High School
Fight Wilmot High
Fight students fight for our Wilmot High.

SCHOOL COLORS

Maroon and White

Dear Parent/Guardian:

We would like to inform you of the policies that have been put in place to ensure the health and safety of children needing medication (including over-the-counter such as Tylenol) during the school day.

Our school district requires that the following forms must be on file in your child's health record before we begin to give any medication at school:

1. Signed consent by the parent or guardian to give medicine.
2. Signed Medication Record.

Medications must be delivered to the school in a pharmacy or manufacturer-labeled container by you or a responsible adult whom you designate. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of the medicine is to be delivered to the school.

When your child needs a medication to be given during the school day, please act quickly to follow these policies so we may begin to give the medication as soon as possible. Thank you for your help.

Sincerely yours,

School Personnel

Telephone

Attachments: Parent/Guardian Authorization
Medication Record

MEDICATION ERROR REPORT

A medication error is defined as: "failure to assure the student receives the prescribed medication within the appropriate time frame, in the correct dosage, by the correct route, and to the correct student."

Date of report _____

Name of student _____ Date of birth _____ Sex _____ Grade _____

Home address _____ Telephone number _____
(street)

(city/state) (zip code)

Date error occurred _____ Time noted _____

Personnel assisting student _____
(Name) (Title)

Licensed prescribed _____
(Name) (Address)

Medication _____ Dose _____ Route _____ Scheduled Time _____

Describe the error and how it occurred (use reverse side if necessary)

ACTION TAKEN

Parent/guardian notified: Yes _____ No _____ Date _____ Time _____

Other persons notified: _____

OUTCOME

Name _____
Type or Print Signature Title Date