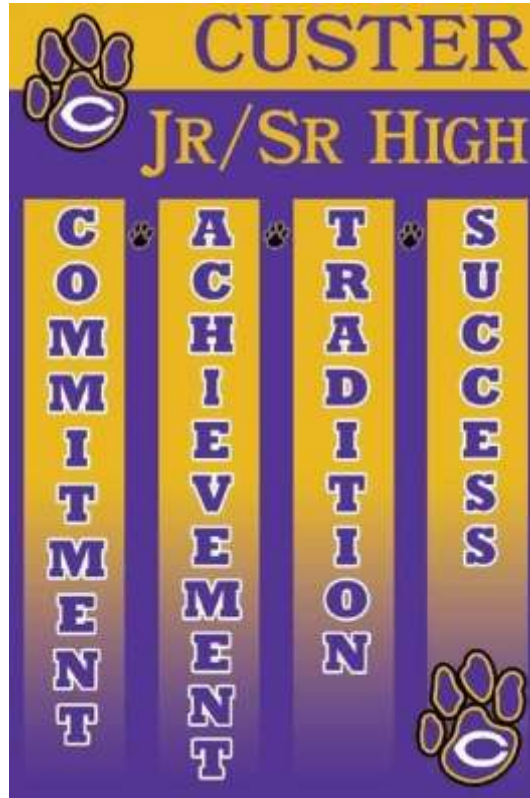




**Custer School District 16-1**  
**Jr/Sr High School**



**Student/Parent Handbook**

**2021 - 2022**

To Educate Every Student to His/Her Potential  
**CUSTER SCHOOL BOARD OF EDUCATION**

**Custer District School Board**  
Heather Grace – Board Chairman  
Jeff Barnes– Board Vice Chairman

Michelle Lehman  
Larry Baker

Travis Hartshorn  
Sara Barrick

Jeff Prior

**CUSTER SCHOOL DISTRICT**

**(605) 673-3154**

**527 Montgomery, Custer, SD 57730**

Superintendent: Mr. Mark Naugle  
Nurse: Becky Hove  
District Librarian: Sandy Arsenault  
Induction/Curriculum: Nora Smolnisky

Business Manager: Robert Baty  
Maintenance Supervisor: Joe Uhrich  
Special Education Director: Eve Trandem

**CUSTER JR/SR HIGH SCHOOL 7-12**

**(605) 673-4473**

**1645 Wildcat Lane, Custer, SD 57730**

Principal: Tobey Cass  
Assistant Principal/Activities Director: Joey Kortemeyer

**CUSTER ELEMENTARY SCHOOL K-6**

**(605) 673-4483**

**1415 Wildcat Lane, Custer, SD 57730**

Principal: Barb Paulson

**HERMOSA SCHOOL K-8**

**(605) 255-4345**

**11 4<sup>th</sup> Street/PO Box 27, Hermosa, SD 57744**

Principal: Forest Paris

Dear Parents and Students,

This handbook is designed to inform you of the expectations at the Custer Jr./Sr. High School. This handbook will also inform you about staff, programs, and other related items of interest that you need to be aware of. We will be taking the necessary time throughout the school year to discuss vital information within the handbook with your student so they are aware of specific expectations and procedures at the Jr./Sr. High School. We appreciate you taking the time to review this handbook with your student as well.

Providing a safe and effective learning environment for all students is our highest priority. The staff at the Jr./Sr. High School takes a great deal of pride in the work that we do to provide an effective learning environment for each student. We expect the students to take that same pride and ownership for their learning, and respect what our school stands for. When students accept responsibility for their actions and behaviors in a positive way, everyone benefits from the positive school culture and climate of the school as well as the academic learning environment that we all share as students grow in the learning process. Disciplinary methods vary slightly throughout our building and depend upon each teacher's discipline philosophy. We will do our best to ensure that consequences, when needed, will be done in a fair and consistent manner for all students. We hold our students to high expectations. Their decisions and actions have a direct effect on their learning environment, as well as the learning environment of others.

Our school's reputation and success rest, in large measure, on parental involvement. We rely on your cooperation and understanding if this year is to provide a profitable and satisfying experience for your child. We would like to extend an invitation to you, as stakeholders of your students' education, to visit the school. We have an open door policy in the office and welcome visits from our stakeholders on positive issues as well as things that can be improved. We appreciate the trust you put in us to educate your student, and please know we will do our very best.

Lastly, we would like to wish students and parents a successful school year. We are extremely excited and honored to be part of the success and great tradition of the Custer School District and are looking forward to accomplishing great things this year. We know that with support of our stakeholders, we as a community can accomplish great things. If you have any questions, do not hesitate to stop by and visit with us. Go Wildcats!!

Sincerely,

Tobey Cass  
Jr/Sr High Principal

Joey Kortemeyer  
Assistant Principal/AD

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# School Hours

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Jr/Sr High School: 7-12 7:50 a.m. – 3:44 p.m.

❖ **Student Arrival**

Students should not arrive earlier than 7:15 am. If students are here before school begins they are expected to be in their designated area and behaving appropriately until the first bell. If students should need to go to their locker before the first bell, that is permissible, but should then return to their designated area.

❖ **Student Dismissal**

Students need to be out of the building by 4:00 pm. The only students that are permitted to be in the building after 4:00 pm are those that are working with a teacher or are involved with a school related activity. Students will be asked to leave the building if they do not meet the above criteria.

# Staff

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Mr. Tobey Cass, Principal  
[Tobey.Cass@k12.sd.us](mailto:Tobey.Cass@k12.sd.us)

Mrs. Joey Kortemeyer, AP/AD  
[Joey.Kortemeyer@k12.sd.us](mailto:Joey.Kortemeyer@k12.sd.us)

Ms. Tiffany Williams, Counselor  
[Tiffany.Newman@k12.sd.us](mailto:Tiffany.Newman@k12.sd.us)

Mrs. Kelli Moore, Administrative Assistant  
[Kelli.Moore@k12.sd.us](mailto:Kelli.Moore@k12.sd.us)

Patty Evans, Front Office Assistant  
[Patricia.Evans@k12.sd.us](mailto:Patricia.Evans@k12.sd.us)

## Certified Teaching Staff:

Teacher	E-Mail
Mrs. Sandy Arseneault – District Librarian	<a href="mailto:Sandy.Arseneault@k12.sd.us">Sandy.Arseneault@k12.sd.us</a>
Mr. Russ Bailey – Science	<a href="mailto:Russ.Bailey@k12.sd.us">Russ.Bailey@k12.sd.us</a>
Mrs. Cherri Block – English	<a href="mailto:Cherri.Block@k12.sd.us">Cherri.Block@k12.sd.us</a>
Ms. Susan Bowen – Art/Pottery/Photography	<a href="mailto:Susan.Bowen@k12.sd.us">Susan.Bowen@k12.sd.us</a>
Mrs. Kathy Bradeen – Math/Senior Projects	<a href="mailto:Kathy.Bradeen@k12.sd.us">Kathy.Bradeen@k12.sd.us</a>
Mrs. Stacey Boutain – Special Education	<a href="mailto:Stacey.Boutain@k12.sd.us">Stacey.Boutain@k12.sd.us</a>
Mrs. Sherri Deatherage-Science	<a href="mailto:Sherri.Deatherage@k12.sd.us">Sherri.Deatherage@k12.sd.us</a>
Mrs. Mindy Dooley – Math/Science	<a href="mailto:Mindy.Dooley@k12.sd.us">Mindy.Dooley@k12.sd.us</a>
Ms. Jenna Frederick-FCS	<a href="mailto:Jenna.Frederick@k12.sd.us">Jenna.Frederick@k12.sd.us</a>
Mr. Mick Patzlaff – English/Reading/Social Science	<a href="mailto:Mick.Patzlaff@k12.sd.us">Mick.Patzlaff@k12.sd.us</a>
Mrs. Valarie Halverson – Math/Social Science	<a href="mailto:Valarie.Halverson@k12.sd.us">Valarie.Halverson@k12.sd.us</a>
Ms. Catherine Halliday – Band Director/Yearbook	<a href="mailto:Catherine.Halliday@k12.sd.us">Catherine.Halliday@k12.sd.us</a>
Mr. Peter Hernandez – Special Education/Study Skills	<a href="mailto:Peter.Hernandez@k12.sd.us">Peter.Hernandez@k12.sd.us</a>
Ms. Sydney Hickman-English	<a href="mailto:Sydney.Hickman@k12.sd.us">Sydney.Hickman@k12.sd.us</a>
Mrs. Jill Hohn-Foreign Language	<a href="mailto:Jill.Hohn@k12.sd.us">Jill.Hohn@k12.sd.us</a>
Mrs. Karen Karim – English	<a href="mailto:Karen.Karim@k12.sd.us">Karen.Karim@k12.sd.us</a>
Mr. Paul Kelley – Social Science	<a href="mailto:Paul.Kelley@k12.sd.us">Paul.Kelley@k12.sd.us</a>
Mr. Skylair Jaure – Physical Education	<a href="mailto:Skylair.Jaure@k12.sd.us">Skylair.Jaure@k12.sd.us</a>
Ms. Alese Deuhr – Special Education	<a href="mailto:Alese.Deuhr@k12.sd.us">Alese.Deuhr@k12.sd.us</a>
Ms. Michaela Doyle – Choir/Piano/JH Health	<a href="mailto:Michaela.Doyle@k12.sd.us">Michaela.Doyle@k12.sd.us</a>
Mr. Gordon Drew – Science	<a href="mailto:Gordon.Drew@k12.sd.us">Gordon.Drew@k12.sd.us</a>
Mrs. Miranda Jaure – Social Studies	<a href="mailto:Miranda.Jaure@k12.sd.us">Miranda.Jaure@k12.sd.us</a>
Mr. Slade Swedlund – Industrial Technology	<a href="mailto:Slade.Swedlund@k12.sd.us">Slade.Swedlund@k12.sd.us</a>
Mrs. Judy Uhrich – Special Education	<a href="mailto:Judy.Uhrich@k12.sd.us">Judy.Uhrich@k12.sd.us</a>
Mr. Jared Webster – Industrial Technology	<a href="mailto:Jared.Webster@k12.sd.us">Jared.Webster@k12.sd.us</a>
Alexa Winkler	<a href="mailto:Alexa.Winkler@k12.sd.us">Alexa.Winkler@k12.sd.us</a>

### Custodians

Mrs. Valerie Williams  
 Mrs. Deb Kilian  
 Mr. Bruce Katawicz

### Nurse

Becky Hove



# Equal Opportunity Statement

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The Custer School District 16-1 is an Equal Opportunity Employer and will not discriminate on the basis of race or color, national origin, gender, disability, age, religion and creed, or marital status in admission or access to or treatment or employment in its programs and activities.

## Non-Discrimination Notice

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### **NON-DISCRIMINATION**

The Custer School District 16-1 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Eve Trandem, Special Education Director  
504 Coordinator  
527 Montgomery St.  
Custer, SD, 57730  
(605) 673-2171

Regional US Office for Civil Rights:  
US Department of Education  
One Petticoat Lane  
1010 Walnut Street, 3<sup>rd</sup> Floor, Ste 320  
Kansas City, MO 64106

Title IX Coordinator  
Joey Kortemeyer, Activities Director  
1645 Wildcat Lane Custer, SD, 57730  
(605)673-4473

Ph: 816-268-0550  
TDD: 800-877-8339  
Fax: 816-268-0599  
OCR.KansasCity@ed.gov

### **FEDERAL ACTS DESIGNED TO ELIMINATE DISCRIMINATION**

**Title VI** is part of the Civil Rights Act of 1964 that indicates that no person in the United States shall be subject to discrimination under any program or activity receiving Federal financial assistance.

**Title IX** is part of the Education Amendments of 1972 which is designed to eliminate (with exception) discrimination on the basis of sex in any educational program or activity receiving Federal financial assistance.

**Title X, Part C** is part of the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 which is designed to eliminate discrimination on the basis of homelessness in any educational program or activity receiving Federal financial assistance.

**Section 504** states that no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that receives Federal financial assistance.

**ADA, Title II** is part of the Americans with Disabilities Act of 1990 which is designed to enforce equal opportunity access to programs, services, and activities through specific architectural standards to avoid discrimination.

**Age Discrimination in Employment Act of 1967** is designed to prohibit age discrimination in employment.

## Conflict Resolution

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The Custer School District prohibits harassment/bullying and hate crimes. These actions will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. The District will respond to harassment/bullying and hate crimes in a manner that effectively deters future incidents. The use or threat of violence is unacceptable and will not be tolerated by the District. If you believe you or your child has been a victim of harassment, a hate crime or sexual harassment, contact the building principal or counselor. See the appendix for the Harassment Report Form.

Constructive feedback to the schools is welcomed by the staff and Board of Education. Conflicts are best handled and resolved as close to their origin as possible. Every consideration will be given to attempt to resolve the problem prior to involvement by the Board of Education. If there is a conflict with a staff member, it is important the concerned party meet with the staff member.

1. All conflicts, except harassment, are best resolved at the level the conflict originates. Concerns can be made verbally or in writing. If the conflict is not satisfactorily resolved at that level, then it is the responsibility of the individual having the concern to forward it, in writing, to the next highest level. Concerns made initially, to anyone other than the level at which it originated, shall be referred to the level where the concern originated for initial review and investigation.
2. If there is no resolution, the concerned party may do one of the following:
  - a. Request the principal set up a meeting of the concerned party, the staff member, and the principal, or
  - b. Complete the Conflict Resolution Form (See Appendix D).If there is still no resolution, a conference will be scheduled with the above parties at the appropriate administrative level.
3. If there is no resolution in Section #2, then the concerned party may forward the conflict to the next highest level.
4. If still there is no satisfaction, then the parties involved will be scheduled to meet with the Board of Education. Administration is to assure the conflict resolution process is completed in a timely manner. Concerns regarding Board of Education's actions or Board operations will be presented directly to the Board of Education.
5. This form is also used for concerns about the district's use of Federal Funds and the implementation of Federal Programs including Subtitle B of the Title VII of the McKinney-Vento Homeless Assistance Act. 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. Complaints related to federal programs should be directed to the Superintendent of Schools. Unresolved complaints related to the implementation of Federal Funds may be forwarded directly to the SD Department of Education.

Staff members, in the course of an investigation of a complaint, shall be accorded all due process rights. These rights shall include the right to know the nature and content of the complaint that has been filed, including the identity of the complainant, the right to review the investigative findings, and the right to provide verbal and written input, to address the issues raised in the complaint.

Complaints appealed to the Board of Education shall be heard by the entire Board of Education in executive session, as provided by law. The decision of the Board of Education shall be communicated to the complainant and the Superintendent, who shall implement the decision of the Board. Decisions of the Board of Education may be appealed to circuit court pursuant to SDCL 13-46.

Procedural Process for Investigation and Resolution at Each Level:

1. Discussion among parties directly involved.
2. Investigation is conducted by the supervisor, upon initial receipt of the Conflict Resolution Form. The investigation will include discussion with all parties directly affected and written results made available for further review by school officials at the next level, if necessary.
3. The review at the next level (or ensuing levels) consists of a determination if the investigation was conducted appropriately and if school policies were followed. If it is determined that the investigation was not appropriately conducted and in accordance with policy, it will be remanded back to the appropriate level for continued investigation and resolution.
4. Conflicts will be resolved in an expedited manner.

\*Conflict Resolution Forms may be obtained from the building secretaries. (See also Appendix D of the Board of Education Policy Handbook, which is also available on the District Website [www.csd.k12.sd.us](http://www.csd.k12.sd.us) Adopted: 6/30/08; Revised: 7/13/09

# Emergency Plans

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## Accessibility Contingency Plan

In the case of an emergency, Custer Jr/Sr High School staff will be assigned to assist students with a disability to ensure that they are able to get to safety and be with their class at the appropriately assigned area. In order to facilitate participation, accommodations will be made on an individual basis. Each disability is unique; the reasonable accommodations principal should be applied on a case by case basis for both students and staff.

All classrooms in the building have exit route strategies for emergencies (Tornado and Fire) posted on the walls. The buildings are equipped with handicapped accessible doors, railings, and ramps for quick exit inside and outside of the building. All exit routes are clearly marked overhead.

Students with disabilities at Custer Jr/Sr High School have paraprofessionals or certified SPED Teachers to assist them with transport to and from a safe place in the event of an emergency. If needed, these individuals may call parents/guardians. It will also be the responsibility of these individuals to see that medications are available. In the event that medical supplies are necessary, the administrator or the administrative assistant knows to have those supplies readily available.

## Fire, Tornado and Security Drills

Fire, tornado and security drills are held every year. Emergency information for drills is posted in each classroom. Teachers or the Principal will review these with students.

## **Storm Policy**

In the event of inclement weather, the information will be given by the following radio/TV stations, as well as the school messenger system:

KZMX (580 AM, 96.7 FM), KOTA (1380 AM), KOUT (98.7 FM),  
KFSX (100.3 FM), KIMM (1150 AM), KKMK (93.9 FM), KKLS (920 AM), KEVN (FOX-TV),  
KELO (CBS-TV), KNBN (NBC-TV), KOTA (ABC-TV)

If you have a cell phone, please note that our automated system does not work if you have music playing while your call is being connected. So that we may communicate with you at all times, it is our recommendation to not use the optional music offered by your cellular provider, and also ensure that your contact information is up to date.

# General Information/School Rules

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## Curriculum & Scheduling

A curriculum of classes, including required core classes and electives, are provided for students. Registration is completed in the spring for the next year. Students should do a thorough job of registering at the time of registration.

Students must see the guidance counselor in regard to any schedule changes. No class changes will be made after the first full week of the first semester. Dropping a class (online or in-person) after this time will count as a withdraw/fail on the student's permanent record.

If a student wishes to drop a full-year course at semester break, and register for a different course, a Drop/Add permission slip will need to be signed by student, the counselor or principal, and the student's parent(s) or legal guardian(s). There must be a legitimate reason to switch.

Online courses are only available for electives or dual credit. Core classes offered in classrooms will **not** have online options. Dual credit classes can only be taken on-line through a university. Administration will have final approval.

## Graduation Requirements & Registration

### THINGS TO CONSIDER:

Teachers are available to help you with any questions you might have about course descriptions. Your counselor and principal can help you with any questions you might have concerning the registration procedure.

1. Each of you should be aware of the following:
  - a. A UNIT OF CREDIT is the amount of credit earned for a course that is scheduled for an entire year. A half unit of credit meets for only one semester, or half-year.
  - b. REQUIRED SUBJECTS are those courses you need to take and pass in order to graduate. These are mandated either by the state of South Dakota or CHS. ELECTIVE SUBJECTS are those courses you choose to take to satisfy the graduation requirements.
  - c. Some courses at CHS require a PREREQUISITE (a course which is required in order to enroll in another particular class). Read course descriptions carefully.
2. Your grade point average (GPA) and class rank are important factors in college entrance procedures. The GPA is figured at the end of each semester and is based on a four-point system (A – 4; B – 3; C – 2; D – 1; F – 0). Honors and AP or Advanced Placement courses (listed in course offerings section) are worth up to 5 points.
3. All students must carry a normal course load (7 classes). Students will not be excused for employment during school hours unless they are enrolled in the Youth Internship course.

## STUDENTS NEED 24 CREDITS FOR GRADUATION

Minimum requirements for Graduation:

- ✓ 4 credits of English
- ✓ 3 credits of Social Science
- ✓ 3 credits of Math
- ✓ 3 credits of Science
- ✓ ½ credit of Physical Education
- ✓ 1 credit of Fine Arts
- ✓ ½ credit of Health
- ✓ ½ credit of Senior Projects
- ✓ ½ credit of Personal Finance
- ✓ ½ credit core or CTE elective
- ✓ 7.5 credits of electives

**Regents Scholar Diploma** – Graduating seniors with a cumulative grade point average of no less than a 3.0 and who have completed the following courses with a grade no lower than a C will be awarded a Regent Scholars Diploma, issued by the South Dakota Board of Regents.

4 Credits English	4 Credits Math
4 Credits Science	3 Credits Social Science
2 Credits Foreign Lang.	1 Credit Fine Arts

## Early Graduation

Students wishing to graduate early must make request with the Principal during the first 30 days of school. A meeting involving the Principal, Counselor, student and parents will be required. Final approval will come from the Custer School Board of Education. The only basis for the approval of such requests will be the student's immediate entrance into either military service or postsecondary education.

Students who expect to complete graduation requirements and wish to graduate prior to the fourth year, or by the end of the first semester of the fourth year, must go through the following process:

1. Present a written petition to the High School Principal justifying the reasons for early graduation at least three (3) months prior to the requested date of graduation.
2. The High School Principal will establish a committee to review the request consisting of: the Principal, a Guidance Counselor, and two teachers familiar with the student. Within thirty (30) days upon receipt of the student's request, the committee will make a recommendation to the Board of Education to either support or not support the student's request for early graduation.
3. The student's petition, and the accompanying committee recommendation, will be submitted to the Board of Education at its next regularly scheduled meeting. Graduation prior to the completion of the fourth year must be approved by the Board of Education.

The High School Principal will notify the student in writing the day following the regular meeting whether the Board of Education approved or rejected the student's petition to graduate early.

## Graduation Exercises

All students who participate in Custer High School graduation must meet all graduation requirements, per Board of Education policy, at least two weeks prior to graduation. Special education students must meet the requirements for “participation in senior high school graduation” as outlined in the District Special Education Comprehensive Plan. The High School Principal may authorize the graduation of transfer students unable to meet the graduation requirements because of time or scheduling constraints, but not due to course failures - such students may graduate on the basis of meeting state minimum requirements for graduation (as specified in SDAR 24:03:06:05 and SDAR 24:03:06:06.01).

Legal Refs: ARSD 24:03:06:05; 24:03:06:06

Adoption Date: 3/9/92; Revised: 8/9/93; Revised: 4/15/96

## Graduation Attire & Guidelines

Students wishing to participate in graduation exercises must meet the following requirements:

- Students must be able to take part in the required graduation practice.
- All students will wear the selected cap and gown. They will not be altered in any way - no writing, tape, etc., on them.
- Students will wear 'dress type' shoes - no flip-flops, sneakers, etc.
- Students will wear acceptable (business casual) clothing under the gown - no shorts, blue jeans, etc.
- It is preferred that the gentlemen students wear ties, but it is not required.
- Students not following the above dress guidelines will not be allowed to participate in the graduation ceremony.

Students wishing to wear military dress uniforms at graduation may do so under the following conditions:

- Notify the High School Principal no later than May 1<sup>st</sup> of their intention to do so.
- Only United States Military Dress Uniforms from the 5 major branches of service may be worn: Air Force, Army, Coast Guard, Marines, and Navy. South Dakota National Guard uniforms are included under the Army.
- Students must have completed Basic Training

## Grading System

The school year is divided into two grading periods, each one semester long. Report cards will be issued at the end of the second quarter (first semester) and the fourth quarter (second semester). A midterm progress report also will be distributed at the end of the first and third quarters. The grade recorded on the permanent record is the final grade of the semester. Parents are encouraged to discuss progress of their son or daughter with the teaching staff. Conferences are held each semester (see page 8 for specific dates). Teachers may send out progress reports at any time. These are usually sent out at mid-quarter time. They are notices to the parents or guardians apprising them of positive or negative changes with their child. Again, parents are urged to contact the student's teachers to help the student when necessary.

## GRADES

### REGULAR CLASSES

A = 4.0  
B = 3.0  
C = 2.0  
D = 1.0  
F = 0.0

### HONOR CLASSES/DUAL CREDIT

A = 5.0  
B = 4.0  
C = 2.0  
D = 1.0  
F = 0.0

93-100% = A  
86-92 % = B  
77-85 % = C  
70-76 % = D  
Below 70% = F

## Grade Point Average

All grades will be averaged in your GPA. Certain college prep courses will be considered as honors classes. Your GPA will be figured on a 4.0 scale.

Honor's Classes: see course catalog as these change periodically

## Academic Achievement and Honors

Every year, Custer High School will honor its top 5 academic achievers, according to class rank, with the top student being named Valedictorian, and the second highest student being named Salutatorian. Class rank is determined by the total number of grade points a student earns during their years at Custer High School. (Example: A student has 7 classes during a semester and two of those classes are Honors classes. The student earns straight A's for the semester. The student's total points for that semester would be 30. 5 classes x A=4 is 20 points, and 2 classes x A=5 is 10 points, for a total of 30 points.) Refer to which classes receive higher grade points.

## Incomplete Grades (I)

An incomplete grade may be given at the end of a semester when extenuating circumstances have caused the student to miss school and not get all their work finished on time. The student or parent must meet with the principal to determine if such circumstances exist. Incomplete grades change to F's after two weeks.



## **Withdraw Grades (WF)**

Students who withdraw from a course during the first week of class will be placed in an alternative class. Their permanent record will not show the course as taken. Students who withdraw from a course after the first week would receive a withdraw/failing notice.

## **Student Progress Reports**

Parents of students who are failing in one or more subjects, or who are otherwise at risk of failure will be notified by the staff in a timely manner. Reasonable efforts will be made to notify parents as soon as any pattern of significantly decreased school performance is noted. Progress reports will be distributed at the end of each grading quarter.

## **Animals At School**

It is the policy of the Custer Jr/Sr High School and Custer School District that students should not bring animals to school. However, in the event a special request or circumstance would require an exception to this, the following must be followed:

### **❖ Students and Home Pets**

Animals are not allowed to accompany children to school. These pets can be a hazard to other children.

### **❖ Teachers and Classroom Pets**

1. The teacher will communicate with the nurse before seeking permission from the Principal. Permission of the Principal is required prior to establishing resident animals in the classroom.
2. Classroom pets that are of an unknown origin/history are not permitted in school.
3. Teachers assume primary responsibility for the humane and proper treatment of any animal in their classroom.
4. When the school is not in session for more than three days, the teacher must make arrangements for any resident animal's care and safety.
5. Should any student or adult be bitten by an animal at school, a health care provider and the local health officer shall be immediately notified. In addition, in the case of a child, parents will be called.
6. A copy of the incident report (signed by the principal) will be sent to the involved family with personally identifiable information involving other children as needed.
7. Animals within the school will be handled, treated, and housed in a humane manner. Enclosures will be appropriate to the species. Animals will be kept in an environment appropriate to the species. Habitats will be maintained and cleaned regularly by staff not students.

### **❖ Service Animals**

The use of service animals is not subject to the restrictions of this policy. Restricting the presence of service animals on campus is subject only to the provisions of the Americans with Disabilities Act, its regulations, and corresponding provisions of State law. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide

assistance to an individual with a disability. The school reserves the right to restrict a service animal from its premises when it is determined that the dog's behavior poses a direct threat to the health or safety of others. See District policy EH – Service Animals.

❖ **Students with Medical Concerns**

Student health issues will be considered when assessing the appropriateness of animals in the classroom. Prior to the consideration of the introduction of an animal to the classroom, the teacher will confer with the school nurse and review the student(s) health records to assure that there is no conflict. Conflicts or concerns with animals and children with medical reactions to those animals will be referred to the school nurse.

❖ **Law Enforcement**

Animals under the control of a law enforcement officer are excluded from the provisions of this policy.

❖ **Liability** The owner or handler of any animal, including a service animal, is responsible for the animal's behavior and shall be liable for all damages suffered by persons who may be bitten or injured, and all damages to public or private property, regardless of the former viciousness of the animal or the owner's knowledge of such viciousness.

## Attendance

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

It is our belief in the Custer School District that attendance is a very important factor in achieving a good education. High achievement is dependent on students' participation in and contributions to daily meetings. Therefore, students, staff, and parents must understand the link between good attendance and good education.

At the same time, we all understand that there are days when students do miss school with the consent of parents or guardians. **If a student misses class twelve times in a semester for a variety of reasons, including excused and unexcused in one semester, he/she will be deemed to not have sufficient seat time in the affected class to obtain credit and an "F" grade can potentially be recorded.** Any student with twelve (12) or more absences may schedule a hearing to appeal this loss of credit to a building attendance committee. The building attendance committee will consist of a building administrator, guidance counselor, and two classroom teachers, one of whom shall be one of the student's classroom teachers. At the hearing, students may present evidence regarding why they should be granted credit. Excessive absences will also be reported to local law enforcement.

**For the purpose of this procedure, absences will be counted in the following manner:**

1. School sponsored activities – No count for any school-related activities. (Athletic contests, music, debate, field trips and any other approved by the Administration or Counselor).

2. All suspension absences shall count as one-for-one. (including OSS)
3. Students must be in attendance at least half of the class period in order to be marked present.

In addition to absenteeism, tardiness is also a continuing problem. While we understand there may be circumstances that may prevent a student from being on time, we do not allow chronic tardiness.

Please help us in our efforts to keep the lines of communication open.

NOTE: Absences will be marked “unverified” if parent does not call/send a note/email within 24 hours to clear the absence. These will then be added to the FMBC responsibility count.

### **ABSENCES FOR MEDICAL\DENTAL APPOINTMENTS**

Parents/guardians are encouraged to schedule doctor or dental appointments during non-class time on Fridays whenever possible. If an appointment is scheduled during the school day, parent/guardians are to communicate with the office.

### **DAILY ATTENDANCE**

1. Student absences will be either excused or unexcused.
2. Students participating in school sponsored activities will be marked as 'exempt' and will be considered as present in school.
3. It is a student's responsibility to prearrange makeup work before an anticipated absence, whether personal or school sponsored. If work is not completed prior to the absence or prior arrangements have not been made, the teacher is not required to give makeup work.
4. Students absent on the day that a particular assignment is due will be required to turn the assignment in on the first day of their return to school.
5. On their return to school, all students are expected to give a parental note explaining the absence. This may require a doctor's certificate clarifying the status of the illness and the ability of the student to return to school.
6. In a student's absence the teacher has the ability to place a student on ICU for missed work. If there are extenuating circumstances, see the principal.
7. Parents/guardians will be contacted by phone or letter when a student misses school.
8. Truancy is any absence without prior knowledge or permission from the school or parents. Truants will be referred to the appropriate authorities and will be subject to disciplinary action. A student will be considered truant regardless of whether he/she misses a full day, partial day, or all or part of any class.

9. Excuses from home to keep a student out of physical education classes must be on a day to day basis unless accompanied by a doctor's certificate. Students will be responsible for makeup work when they miss class.

## **COMMUNICATIONS REGARDING ABSENCES**

Communication with the school regarding absences is essential. If your student is absent from school, you must communicate with the school as soon as possible to confirm your student's absence. Our secretaries are on duty from 7:30 am until 4:00 pm each school day to receive your telephone calls regarding absences. Call 673-4473 to leave information about your student.

If it is necessary for your student to leave school during the day, the same procedure applies. You must call prior to the student's departure in order for your student to be released from school.

If it is impossible for you to call between the hours of 7:30 and 4:00, or if there is not a phone available to you, please communicate this to the principal and/or counselor. In such instances, a note written to the principal and/or counselor will serve as means of communication.

**Absences should be verified within 24 hours of the occurrence.**

## **TARDINESS**

A tardy is defined as being late for school or class. While we understand there may be circumstances that may prevent a student from being on time, we will not allow chronic tardiness. Teachers may also have their own policies for when a student is counted tardy (not having things for class). A student who is tardy five (5) times per semester will be assigned to FMBC and must complete the assignments appropriate for lost time.

## **SIGN-OUT PROCEDURES**

Students are required to remain on campus from the time they arrive in the morning until they are dismissed in the afternoon. If it is necessary to leave the school because of illness, students should check out through the office. Students leaving school for any other reason must be given advance Parental/guardian permission by telephone to the school office and check out via the office before leaving. Only the principal or designee can authorize a student leaving the building during school time.

Homeschool and ACE students must sign in in the office and wait to access the building when the assigned class period begins. Then student must sign out promptly at the end of the period.

## **18 YEAR-OLD STUDENTS**

Students 18 years of age who ARE NOT living with their parents/guardians do not need parent/guardian notes if they have been ill, missed school, or wish to leave during school. They will be required to check in with the office. 18 year-old students who ARE living with their parents/guardians need parent/guardian notes if they have been ill, missed school, or wish to leave during school. Per school policy, all students will be required to check out with the secretary.

## **Backpacks**

Backpacks ARE allowed to be carried during the school day from class to class as long as the following rules are followed:

1. Only smaller type backpacks will be allowed. An appropriate size is **12” x 18”**. No duffel bags or sports bags.
2. Backpacks must have appropriate storage for a laptop computer.
3. Backpacks are not allowed to be in the aisles.
4. Only classroom materials and medically necessary items should be carried in backpacks.
5. The classroom teacher has the right to disallow back backs in their rooms.

## **Bicycles, Rollerblades, Skateboards, Etc.**

All bikes ridden to school should be stored immediately upon arrival at school in the designated bicycle racks on school grounds. Always walk your bike while on school grounds. We recommend that bikes be locked while at school. The school does not assume liability for bicycles or other personal items brought from home.

Skateboards, roller blades, scooters, snowboards, snow sleds, heeies, ripsticks etc. are not to be ridden on school grounds at any time.

## **Book Fines**

The district will provide textbooks and equipment for student use. Reasonable fines will be assessed to students who damage or deface district property. Fines will be determined by the teacher/principal. Lost books or equipment will be paid for based on the actual value of the article.

## **Bullying Statement/Policy**

### **Bullying is defined as:**

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

The Custer School District prohibits harassment/bullying and hate crimes. These actions will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. The District will respond to harassment/bullying and hate crimes in a manner that effectively deters future incidents. The use or threat of violence is unacceptable and will not be tolerated by the District.

Hate Crimes: Hate crimes are criminal acts or threatened acts in which the victims are targeted based on characteristics such as race, national origin, ethnicity, gender, religion, sexual orientation, and disability. Examples of hate crimes include threatening phone calls, hate mail, physical assault, threats of harm or violence, arson, vandalism, bombings, and bomb threats.

**Harassment/Bullying:** Harassment/Bullying is unwelcomed verbal, written, or physical conduct directed at the characteristics of a person's race, color, ethnic origin, gender, sexual orientation, religion, or **disability**. Examples of harassment include unwelcome patting, pinching, or physical contact, anti-gay comments, ethnic or racial slurs, or threats.

**Sexual Harassment:**

Sexual harassment is illegal, unacceptable and will not be tolerated. Any employee or student of the district will be subject to disciplinary action, including possible termination or suspension/expulsion, for violation of this policy.

Unwelcome sexual advances, requests for sexual favors, solicitation of sexual activity by promise of rewards, physical conduct of a sexual nature, coercion of sexual activity by threat of punishment, verbal sexist remarks or physical assaults constitute sexual harassment when (a) submission to such conduct is made, either explicitly or inexplicitly, a term or condition of individual's employment or educational status, (b) submission to or rejection of such conduct by an individual is used as a basis for employment or educational decisions affecting such individual, (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work or learning environment, or (d) such activity creates discomfort for those affected.

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.

**Reporting:**

Students who are targets of such conduct should contact the Principal, Assistant Principal or Counselor. The student will be requested to complete a reporting form. The Principal or Counselor shall report the incident to the Superintendent.

Whenever a staff member in the course employment has reason to believe that (a) a hate crime or harassment has been committed or is about to be committed on school property or by any student on or off school property, or (b) a student enrolled in the school has been or is about to become a victim of a hate crime or harassment, the school employee shall immediately notify the Superintendent, School Principal, or Counselor.

The Superintendent shall promptly notify the police when there is any reason to believe that an act of violence has been or is about to be committed against a student or there is otherwise reason to believe that a life has been or will be threatened.

All reports will be thoroughly investigated and, if necessary, result in immediate and appropriate disciplinary action. If any employee or student files a written complaint because of dissatisfaction with the handling of the original complaint, it will be applicable to the Conflict Resolution procedure.

**Cyber-bullying**

Cyber-bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyber-bullying include

mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Students and staff will refrain from using communication devices or District property to harass or bully another. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not delete the offending material from the system. A copy of the material should be brought to the attention of a principal or teacher. The administration shall fully investigate all reports of cyber bullying.

In situations in which cyber bullying originated from a non-school computer or cell phone, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also violate a school policy.

### **Anti-Bullying School Philosophy**

We will not accept bullying at our school. Our goal is to develop and support respectful friendships. We agree that it is everyone's responsibility to stop bullying. It is up to staff, students, parents, and the community to make sure that bullying does not take place. School staff will help teach the children about bullying and their role in helping to eradicate bullying from school.

## **Cell Phones/Electronic Devices**

Cell phones/Electronic Devices (Tablets, Music Players, etc.) can be used before school, between class hours, during lunch, and after school. Cell phones/Electronic Devices need to be turned off and placed into cell phone pockets in each classroom. Teachers may permit electronic usage as they see fit in their classrooms. Cell phones are not to be out while in the bathrooms or locker rooms. For safety reasons students will only be allowed to use one ear bud in the hallway. Failure to follow classroom policies of the teacher or inappropriate use of a cell phone/electronic devices will result in the following repercussions:

- 1<sup>st</sup> time the cell phone is taken away, the student is placed on Step 2. (Student may pick up after school)
- 2<sup>nd</sup> time the cell phone is taken away, the student is placed on Step 3. (Parent picks up)
- 3<sup>rd</sup> time the cell phone is taken away, the student is placed on Step 4, and so on to the next step.  
(Parent pick up and parent mtg)

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

## **Citizenship – Attitudes – Responsibilities**

It is the responsibility of all students to conduct themselves appropriately at school, during school activities and while they are in the community. A student's actions may be subject to school rules and actions even though the student may not be on school property (field trips, away games, etc.)

When attending school activities, please observe the following rules of conduct:

1. Once you arrive you should come in and enjoy the game or event and not be in the halls or outside the building except during intermission or half time. Violation of this rule may cost you the privilege of attending the current or future events.
2. Your attendance at school functions is appreciated. Please use common sense and show courtesy to others.

### MAKING CHOICES & DECISIONS: **"There is no right way to do a wrong thing."**

Many aspects of your career are governed by school policy. There are, however, even more aspects of your career that require you do make decisions. The frustrating thing about decisions is that there is no single best way to decide what to do; there are only alternatives from which to choose. In addition, each alternative carry with it a set of consequences that affect you personally and those who are concerned about you. When making these decisions, you will find the following questions to be very helpful. A "no" answer to one or more of these questions should be a signal to reconsider any decision.

1. Is it legal?  
Will the decision violate either civil law of school policy?
2. Is it balanced?  
Will the decision be fair to all concerned in the short term as well as the long term? Does the decision promote win-win relationships rather than win-lose relationships?
3. How will it affect me about myself?  
Will the decision make me proud? Would I feel good if my decision were published in the newspaper? Would I feel good if my family know about my decision?

The answers to these questions are often difficult, but they can provide a consistent direction to your thinking and serve as guides to making decisions with which you can live.

## **Church Night**

Students will not be released during regular school hours for special religious instruction. However, the Custer School District shall have the following times free for religious instruction. On Wednesdays, no school activities will be scheduled past 6:00 pm for high school students. No school activities will be scheduled on Sundays; any exception to this policy must be approved through the Superintendent. If approved the activity needs to take place between 1-5pm.

## **Closed Campus**

Custer School District implements a Closed Campus Policy during lunch period. This means students are permitted to attend lunch in the school lunchroom and are not allowed to leave the school premises during this time.



## **Communication With School**

We are very interested in your ideas and suggestions to improve our schools. Concerns involving your child's education should first be discussed with your child's teacher, then the principal. The parent advisory meetings also provide parents an opportunity to discuss ways to enhance educational opportunities for children.

## **Conferences**

Parents are encouraged to meet with their child's teacher anytime it is felt that communication needs to occur between the parent and the school. School staff also contact parents whenever communication is needed to ensure the success of students in school. The school also schedules Parent-Teacher Conferences in the Fall and Spring to meet with parents to review progress the student is making.

## **Counselor**

A counselor is available for students to discuss personal issues, school or family relationships, drugs, alcohol, abuse, suicide, career planning, scheduling, or any other problem or concern a student might have. Students are encouraged to contact the school counselor regarding questions and problems.

## **Dances and Other Social Events**

A number of dances and other social events are scheduled each year. Once in attendance at a dance or social event, a student may not leave and then return to the venue. School rules apply to dances as well as other school-sponsored activities. Ticket prices for dances and social events are determined by the sponsoring organization. Dances are open to current Custer High School students, Alumni under the age of twenty-one (21) and out- of- town guests currently attending high school. A "Guest Form" will be required to be filled out and approved before school is out the day prior to the event. Students who come to the dances must come during the first hour of the dance. No late admittance will be granted after that time.

Junior High dances will not have alumni attending. Students are also required to arrive within the first hour and not leave until the end of the dance or are picked up by an adult.

All students will sign in upon arrival and sign-out when leaving the dance or social event.

## **Dress Code**

Students are encouraged to "dress for success" as mature young adults and make clothing choices consistent with a positive and safe learning environment. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual, the school, and the community. In the interest of cleanliness, decency and good tastes, restrictions on students' dress and grooming are

necessary when such dress and/or grooming create a danger to the students' health and safety, an interference with the educational process, a disruption in school, or invade the rights of others. Administration has the final say with any dress code concerns.

1. No caps, hats, bandanas or other head coverings are to be worn in the building during the school day.
2. No apparel or articles that suggest or promote alcohol, tobacco products, or drugs are allowed in school. Apparel or articles containing messages, lettering, markings or pictures that could convey profane or offensive meanings or may relate to sex, race, gangs, or cults will not be tolerated if worn in school.
3. All pants, shorts, skirts, etc. must be worn so that the top rim of the garment sits above the hipbone. Shorts and skirts should be no shorter than mid-thigh. Shorts cannot have slits in the sides. No pajama pants are to be worn, unless as part of a dress up day.
4. Tops and bottoms must conceal all undergarments. Tops must cover so that midriffs are not showing. Straps of tops must cover the tops of the shoulders.
5. No leggings or yoga pants may be worn as pants if see through fabric.
6. Chains hanging from pants may not be worn.
7. Footwear is to be worn in the buildings at all times.
8. Appropriate shoes must be worn in classes such as Science, Welding, and Industrial Tech due to health and safety concerns.
9. Necklines that are excessively revealing are not allowed.

## **Due Process**

All students are guaranteed due process rights as set forth by SDCL 13-32-4. Custer School District is in compliance with standards established by the State Board of Education. Those standards are:

1. Adequate notice of charges will be made.
2. Reasonable opportunity to prepare for and meet the charges will be given.
3. An orderly hearing adapted to the nature and circumstances of the situation will be conducted.
4. A fair and impartial decision will be rendered.
5. Article 24:07 of the Administrative Rules of South Dakota will be used to outline procedures and the definition of due process.

## **Electronic Media In Class**

Any video shown to students either using a DVD/Blue-Ray player, the internet, computer/tablet, or electronic device may be shown to students throughout the school year. Teachers will inform parents prior to the showing of any movies rated PG or greater. Any video of educational value that are not movies will be presented at the discretion of classroom teachers. If there are concerns with anything that may be shown in class, a meeting can be requested with the teacher and if necessary, the Principal to resolve the issue.

## **Enrollment**

South Dakota State Law (SDCL 13-27-3.1) requires that parents/guardians provide the school with a certified copy of the child's birth certificate. You will have 30 days to provide this to the school office. Children entering kindergarten must be five (5) years of age on or before September 1 of the year in which they enter school.

## **Expenses**

Students must furnish some materials for their education. Notebooks, gym clothes/shoes, art, shop, family and consumer science materials, pencils, pens, and paper are some examples. The general rule is if students take the material/project home for their own use, they must pay for it. Students will also have opportunities throughout the school year to purchase items such as school annuals and activity tickets.

## **Extended Illness or Disability**

The parent/guardian of a student who is out of school for an extended period of time due to illness or disability should be in contact with the building principal to set up a homebound program.

A medical doctor's note of verification of extended illness and/or disability must accompany the parental request.

## **Fund Raising**

All fund-raising projects must be requested by the school sanctioned activity sponsor/coach and approved by the Activities Director. All funds must be deposited in the appropriate account at the district office.

## **Hall Passes**

Students must sign out with their teacher in order to enter the halls during class time. Students must carry the teacher's hall pass with them while outside the classroom.

## **Health And Medications**

### **❖ Immunizations**

South Dakota State Law (SDCL 13-28-7.1) requires that any pupil entering school in this state shall be required to present to school authorities certification from a licensed physician that they have received the required immunizations according to the State Department of Health.

1. At the time of initial entrance of a student in the Custer School District Schools, the appropriate certification or one of the alternative statements will be required from the parent or guardian.

2. All students who initially enroll in the Custer School District Schools will have all state required age appropriate immunizations completed or in progress before they attend.
3. All kindergarten students and students from outside the United States who enroll will have all age appropriate immunizations completed before the first day of attendance.

If you waive the South Dakota immunizations requirements, your child will be excluded from school for their protection in the event of an outbreak of diphtheria, pertussis, tetanus, polio, measles, mumps, rubella or chicken pox. If you have a medical exemption to the South Dakota immunization law, a South Dakota Department of Health Certificate of Immunization form must be signed by your physician; if you have a religious exemption the form must be signed by a parent.

#### ❖ **Managing Allergies**

Allergies can be life threatening. The risk of accidental exposure can be reduced in the school setting when staff works with students, parents and physicians to minimize risks and provide a safe educational environment for students with allergies. A family with a child with allergies should:

- Notify the school nurse of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school. □ Provide written medical documentation, instructions and medications as directed by a physician. □ Educate the child in the self-management of their allergy.
- Review policies/procedures with the school staff, child's physician and the child.

#### ❖ **Medication Procedures**

**All medications (prescription or non-prescription) should be brought to the office by a parent or guardian and complete the district medication form (contact the school nurse or office for a copy) before the medication will be administered.** All medications need to be stored in the office unless prior arrangements have been made between the doctor, parents and school. If the student needs to carry a prescription medication on them, please contact the school nurse.

Prescription medications must be in a pharmacist-labeled container that specifies the student's name, the prescribing physician's name, the date of the prescription and the directions for use. (Pharmacists will give you an extra labeled container for school use if you ask for it.)

Non-prescription medications should be in an original bottle or container labeled with the student's name. (This includes cough drops, cough syrup, aspirin, and so on). The nurse will determine if the non-prescription medication can be kept and administered by the classroom teacher.

If your child needs medication at school, please come into the office to fill out the proper forms. **No medications will be dispensed without the proper forms being filled out (see appendix).**

The school does not keep on hand non-prescription medications (aspirin, cough drops, anti-septic ointment, etc.) to give to students.

Again, all medications will be kept and administered in the office or designated area of the school.

### ❖ **Medical Treatments (Illness/Accident/Injury)**

In the event that a student feels ill or is injured, the student needs to notify their teacher. If your child is injured or becomes sick at school we will make every effort to call you immediately. If you cannot be reached, we will attempt to contact the emergency number that you list on the registration form. If the information on the registration form changes, please be sure to notify the office. Students can call their parents with the permission of the teacher.

### ❖ **Managing Communicable Illnesses**

Information on the school's specific procedures in dealing with illnesses (pink eye, ring worm, head lice, etc.) can be obtained at school or from the school's nurse (673-4483) or from the district's Board of Education Policy Handbook, which is available on-line at <http://csd.k12.sd.us/boa/index.htm> on page 64.

### ❖ **Consent for Medical Administration**

A child must have consent from a trained school official to administer medications. Staff will have training from the state before being able to administer meds to students at school.

## **Homework**

Home study is a necessary part of each pupil's educational program. Each student will be expected to spend some time in homework. Some assignments are long range in nature and require planning study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. Teachers are available before or after school to help students with assignments they are having difficulty with or for makeup work help. If additional help is needed the teacher and student can work out an appropriate schedule.

## **Insurance**

The school accident insurance policy is available at a minimum cost. It can offset the high cost of medical care with school-time accident coverage, 24 hour accident coverage, etc. Information on the insurance will be available during the first week of school. The insurance can be purchased any time during the year. Student dental insurance is available as well.

## **Internet/Network/Electronic Communications Acceptable Policy**

### **Introduction**

The District provides access to the District computer resources, network resources, electronic mail, and the Internet. This policy also applies to any electronic device capable of receiving or transmitting information, whether privately-owned or District-owned, in use on District property. Use of these resources requires all users read this agreement and agree to follow the policy. Students under age 18 must obtain parental permission. Parents are responsible for the contents of the document and must complete any necessary forms.

## **General Network Use**

The network is provided for students and staff to conduct research, complete or design assignments, and communicate with others. Access to network services is given to students and staff who agree to act in a considerate and responsible manner; however, parental permission is required for minors. Students and staff are responsible for appropriate behavior on school computer networks just as they are in a classroom or school hallway. Access is a privilege—not a right, and as such, entails responsibility. General school rules for behavior and communications apply, and users must comply with district standards and honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

During school hours, teachers will guide students toward appropriate materials. Families bear responsibility for such guidance outside of school hours.

Network storage areas will be treated like school lockers. Network and school administrators and their designees may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers will always be private.

## **Internet/World Wide Web**

Access to the Internet and the World Wide Web will enable students and staff to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Be aware that some materials accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits derived by students and staff from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The District supports and respects each family's right to decide whether or not to apply for access.

## **Publishing to the World Wide Web**

Student's work may be considered for publication on the World Wide Web, specifically on his/her school's Web site. Such publishing requires parent/guardian permission. The work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requires such permission, requests will be forwarded to the student's parent/guardian.

A student's full name may be considered for publication on the World Wide Web, specifically on his/her school's Web site. Such publishing requires parent/guardian permission. If published, his/her name will appear on pages with school-related purpose and will be included to further instructional and/or co-curricular activities. Permission for such publishing does not grant permission to share any student information beyond that implied by their inclusion on the Web page(s).

## **Terms and Conditions:**

1. **Acceptable Use:** Use of accounts must be in support of education and research and consistent with the educational objectives of the District. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is prohibited.

2. **Privileges:** As stated earlier, use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives an account will be included in a discussion with a District faculty member pertaining to the proper use of the network. System administrators will deem what is inappropriate, and their decision is final. System administrators may close an account at any time as required. The administration, faculty, and staff of the District may request system administrators deny, revoke, or suspend specific user accounts.
3. **Network Etiquette:** Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - a. Be polite. Do not get abusive, obscene or harassing in your messages to others. (A point to remember is to never view, send, or access material you would not want your teachers or parents to see.) Should such material be encountered by accident, report it to your teacher immediately.
  - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - c. Do not reveal your personal address or phone number or those of other students or staff.
  - d. Communications on the network are often public in nature. Note that electronic mail (e-mail) is not guaranteed to be private. School staff may inspect network storage areas, as that is inherent in the authority granted the school. Staff members who operate the system have access to all mail and stored data. Messages relating to or in support of illegal activities may be reported to law enforcement.
  - e. Do not use the network in such a way that disrupts the use of the network by other users. Hardware and software shall not be destroyed, modified, or abused in any way.
  - f. All communications and information via the network should be assumed to be private property. Be aware of copyright and be certain to cite with full credit any material use.
4. The District makes no warranties of any kind, whether expressed or implied, for the services it is providing. The District will not be responsible for any damages you incur including loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by negligence, error, or omission. Use of any information obtained by the District is at your own risk; the District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify a system administrator; do not demonstrate the problem to other users. Do not use another individual's account. Attempts to login to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to the network. Do not share your password. Account owners are responsible for all activities under their account. Do not copy other people's work or intrude into other people's files.

6. **Vandalism:** Vandalism will result in cancellation of privileges and assessment of costs for repair or replacement. Vandalism is defined as any malicious attempt to harm or destroy the hardware, software, or data of another user, of the Internet, or of any agencies or other networks that are connected with our network system. This includes, but is not limited to, the uploading or creation of computer viruses. Users should take special care with physical facilities, hardware, software, and furnishings. Users may not move, unplug, alter, or add equipment or software to the network without faculty approval. Users may not alter computers or change the settings or system configurations in any way.
7. **Prohibited Activities:** In addition to those items listed above, the following uses of school provided network and Internet access are not permitted:
  - a. Accessing, viewing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material.
  - b. Transmitting obscene, abusive, or sexually explicit language.
  - c. Violating any local, state, or federal statute.
  - d. Intentionally disrupting network traffic.
  - e. Degrading or disrupting equipment or system performance.
  - f. Using the system for commercial or financial gain.
  - g. Using the system to defraud.
  - h. Vandalizing, damaging, or disabling the property, physical or digital, of another individual or organization.
  - i. Violating copyright or otherwise use the intellectual property of another individual or organization without permission, including plagiarism.
  - j. Any activities that may be construed as causing damage to or misuse of the system, including using another's work with permission but in violation of classroom rules, protocol, and ethics.
  - k. Accessing or participating in chat rooms or multi-user environments, unless specific permission is granted by a teacher.
  - l. Wasting school resources by printing excessively or consuming limited server space or bandwidth.
  - m. Downloading or installing any commercial software or freeware onto any computer or the network. Must have permission with a faculty member before installing software purchased by you or the District.
  - n. Using the computers or the network in any way which may disrupt service or its operation.
  - o. Downloading or playing games.
  - p. Activating and/or viewing prohibited social networks such as Facebook, YouTube, Twitter, Instagram, etc.
8. **Consequences:** Since technology access is a privilege and not a right, users have the responsibility to use the technology in an appropriate manner. Consequences of misuse or abuse of the Internet, hardware, or network, depending upon the severity of the situation, may include one or more of the following:
  - a. A warning followed by a review of policy and appropriate guidelines with the building principal. Loss of access.
  - b. Additional disciplinary action determined at the building level in line with existing practice regarding inappropriate language or behavior.



- c. When applicable, law enforcement agencies may be contacted.
- d. Using proxy servers, going around firewalls, accessing prohibited sites, or altering set configurations will result in an automatic referral to Step 5 and a 5 day out-of-school suspension.

Information Recapture: The District will provide information, upon request, for the period not to exceed one (1) day (24 hours) prior to the request, provided that distribution of such information is not a violation of FERPA or other district policies. ADOPTED: 6/30/08; Revised 2/16/09; 3/12/12

## **Lockers & Locker Searches**

Students, upon registration, will be assigned a locker to store their supplies, etc. The care of assigned district property is the responsibility of the student. Any damage that occurs to lockers should be reported immediately.

The courts have consistently upheld the claim that school lockers are school property, loaned or rented for the student's convenience. School authorities may search the student's locker without prior warning in seeking contraband, because standing in *loco parentis* (in place of the parent); school authorities are charged with the safety of all students under their care and supervision. Such a search is not an "illegal" search under the Fourth Amendment to the federal Constitution, but a reasonable exercise of board power in the interests of the health, welfare and safety of all students. Courts have reasoned that the school extends locker use to students only for legitimate purposes. School authorities, therefore, have not only the right, but also the duty to inspect lockers periodically or on an ad hoc basis in the interest of making the school a "safe" environment.

Each student is issued a locker and is expected to keep his/her books and personal belongings properly secured at all times. If this causes a problem for the student, please contact the principal. Students are advised against leaving money or other valuables in the lockers. Large amounts of money or items of personal value should not be brought to school. PLEASE LOCK YOUR LOCKER! The school is not responsible for lost or stolen items!

## **Makeup Work**

All makeup work should be completed before a prearranged absence, whether personal or school sponsored. If the work is not made up before the absence occurs, or prior arrangements have not been made, this may result in ICU placement. Makeup is the STUDENT'S RESPONSIBILITY to arrange before the absence. Special considerations are made due to illness and emergency as defined by the building principal.

## **New Students**

All students new to the district must provide a birth certificate, immunization records and proof of residence to the school at the time of enrollment. Students will be denied admission to school if appropriate documents are not received.

## **Parent Portal / Custer Webpage**

**[www.csd.k12.sd.us](http://www.csd.k12.sd.us)**

In order for the parents of students to have access to their children's grades, assignments (which have been completed or are uncompleted), attendance and any discipline reports, Custer School District provides the Parent Portal. Parent Portal Cell Phone Code: QCZBHN

This is an ongoing report of your son/daughter's academic activity. First you must fill out the necessary form from the office. You can log on to the portal on the internet at: [csd.k12.sd.us](http://csd.k12.sd.us). Parent Portal logo is located in the upper right hand corner of home page. If you have any questions regarding the portal, please contact the secretary for more information at 605-673-4473.

## **Patriotism**

Patriotism is encouraged in the Custer School District. The Pledge of Allegiance will be recited every school day as required by the State of South Dakota. The National Anthem is played before most varsity athletic events. Although students are not required to take part in the above or other patriotic activities, they should respect those who do participate by remaining silent or requesting to leave the area and not infringe on patriotic activities.

## **Plagiarism Policy**

Students are expected to submit their own original work and give credit to the intellectual and creative work of others. Plagiarism--including direct plagiarism (copying and pasting), self plagiarism (resubmitting your own work in a different class), and paraphrasing plagiarism (taking someone's ideas and putting them in your own words but not citing the original source)--is not allowed and must be prevented through the use of citation. The required citation style will be dictated by the teacher. Cheating is also forbidden.

Consequences for academic dishonesty are as follows:

1. Unintentional plagiarism - teacher will instruct the student individually and the student will revise and resubmit the assignment.
2. Plagiarism and cheating - the student will receive no credit and must redo the assignment. The no-credit grade will be computed into the student's grade; however, the student will receive credit for the resubmitted work. Parents will also be notified.
3. Repeat plagiarism and cheating - a parent meeting will be held by the principal and teacher. The assignment will receive an "F" on the test or assignment. A student may be removed from class and not receive class credit. ACE will not be an option for one school year.

## **Posters**

All posters, campaign notices and other information to be posted must receive approval from the principal or Assistant Principal prior to posting.

# Safe and Drug-Free Schools

The safety of students and employees is of a paramount concern to the Board of Education. The District believes in and promotes a safe and drug-free healthy life-style, free from the use or misuse of any ‘mood altering’ chemical or ‘mind-altering’ drug. The District promotes a no-use policy and encourages staff members to model behavior consistent with this policy. This policy is in effect 24 hours a day, seven days a week, and applies to anyone present on school property. The close contact that all staff members have with students provides a unique opportunity to assist students with choices.

## **Students**

The use of alcohol, tobacco (e-cigarettes/vapor pens/vapor hookahs (containing nicotine or no nicotine), and other drugs negatively limits a person’s ability to function, and affects the learning ability, process, and environment. The use and unlawful possession of illicit drugs and alcohol is wrong and harmful. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by a doctor. We support education and standards of conduct related to a drug-free environment. Age-appropriate, developmentally-based drug and alcohol education and prevention programs will be provided for all students, grades K-12, in the District.

## **Statement of Purpose:**

The District’s Drug-Free Policy has been developed:

1. To encourage the growth of responsible citizenship among the students, staff, and community.
2. To emphasize the school’s concern for the health and well-being of all students.
3. To promote equity and a sense of order and discipline among all students.
4. To establish standards of conduct for all students and foster leadership among peers.
5. To promote positive peer pressure and healthy lifestyles.
6. To provide systemic support and necessary intervention within the school to all students by using the referral process from the school counselor, which may include counseling services.
7. To assist students, through the school referral process, in need of assistance or evaluation through out of-school agencies regarding their use of mood-altering chemicals and mind-altering drugs.
8. To acknowledge and support existing state laws which restrict the use of mood-altering chemicals and mind-altering drugs.

## **Violations**

Students shall not possess or use a beverage containing alcohol, possess or use tobacco, possess or use E-cigarettes/vapor pens/vapor hookahs (containing nicotine or no nicotine), have in possession, buy, sell, or give away marijuana, or any other substance defined as a drug, (natural or synthetic mind altering chemicals) during school hours; anytime on school property, or at school functions.

## **Consequences**

State law requires schools to hold all students to the same rules and regulations of conduct, regardless of whether the student is older or younger than 18 years of age. Parents/Guardians will be notified, in all instances, within 36 hours. See Student Handbook for consequence. LEGAL REF: Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart I

## **Weapons**

The District prohibits the possession or use of firearms, other than law enforcement, within 1,000 feet of school property, unless on private property or in private residences. According to State statute, firearms, or other weapons deemed inappropriate, are illegal. This includes any firearm or air gun, other than starting guns for athletic events, or during courses designed for firearms training, whether or not it is designed, adapted, used or intended primarily for imitative or noise-making purposes, or any other dangerous weapons.

**Items, other than firearms, determined to be a weapon are also illegal and will be dealt with in a serious manner. Any knife, including a pocketknife, may be considered a weapon. These situations are Class 1 misdemeanors and will be reported to law enforcement. This prohibition will normally not apply to school supplies, such as pencils, science materials, compasses and the like, unless they are used in a menacing or threatening manner. This is a no tolerance policy.**

Legal Ref: Safe and Drug Free Schools Act, SDCL 13-32-7.

## **Security**

Students, parents and visitors should be aware that video cameras record 24 hours a day in various locations throughout the campus and building hallways.

## **Semester Tests**

All students, 7-12, are required to take semester tests for all classes. Each teacher is responsible to giving an appropriate semester test for their class. It may be in a format that is best suited for the class (paper pencil, project based, demonstration, ect.).

## **Sex Offenders**

No person who is registered as a sex offender pursuant to SDCL Chapter 22-24B may knowingly be present on Custer School District property. The school board may, in its sole discretion, waive, subject to any reasonable restriction, limitation, or condition that the school may elect to impose, enforcement of this policy. Upon issuance of any waiver the school board retains the right to revoke or modify the waiver. Waiver forms may be obtained by contacting the district administrative office.

## **Student Conduct & Discipline**

Discipline should never be confused with punishment. The goal of discipline is a self-disciplined individual with a mature attitude and socially acceptable standard of conduct.

### **Discipline Flow Chart (Responsibility)**

**Student-** The student is the first line of discipline at Custer High School (self-control, respect for authority, etc.)

**Teacher-** Teachers are expected to make significant attempts to improve the behavior of students who deviate from expected behavioral standards. Each teacher will develop classroom management plans to establish expectations and consequences for his/her case. These plans will be given to each student to share with their parents or guardian. .

**Principal-** The principal will serve as a resource for all discipline-related problems. He/she is the final, building level source of appeal in the "due process" procedure.

### **Prohibitive Behavior**

High school students are prohibited from engaging in behavior that will endanger or threaten to endanger the safety of others, that will damage property, or that will impede the orderly conduct of the school program. Proper behavior is the responsibility of the students and his/her parents. Students have the responsibility to know and respect the rules and regulations of the school as well as to have consideration for the rights of others. Behavior that would be detrimental to the important goal of creating a stimulating learning climate must be discouraged. Teachers, counselors, and other school personnel are authorized to enforce rules and regulations to promote this important goal. All students are under the jurisdiction of the school district while on school grounds, under the supervision of school authorities, riding a regular bus route, or on any co-curricular trip.

When any school employee observes a student engaging in behavior that violates the provisions of this code, the employee is required to intervene immediately. The employee must inform the student he/she has engaged in unacceptable behavior, requesting that such behavior cease and informing him/her of the consequences of the failure to follow staff directions. If the employee is unable to secure the cooperation of the student in terminating the offending behavior, or if the behavior is of such seriousness that the intervention of other staff is necessary, a prompt report must be made to a building administrator describing information pertinent to the pursuit of disciplinary and/or legal action. Whenever an employee discovers a student engaging in conduct constituting illegal behavior, the employee **MUST** make a prompt report to a building administrator.

Note; Any OSS longer than 1 day will require a 1 day MLE following the OSS time, to ensure proper re-entry

### **Friday Morning Breakfast Club (FMBC)**

The Friday Morning Breakfast Club (FMBC) is a system of dealing with students who come in conflict with school policy. Students Assigned to FMBC will:

1. Meet from 7:00 am to 12 noon on selected non-school days - Friday.
2. Report to their assigned room.
3. Students are responsible for having enough work to keep busy for 5 hours.
4. Adjustments in scheduling must be made with the attendance office no less than 1 school day prior to assignment.
5. If a scheduled FMBC is missed it will result in a meeting with an administrator, parent call and 1 day of OSS. Administrator discretion will apply as final decision.

### **Suspension**

Suspension is defined as temporary denial to a student to participate in any instructional and school activity for a period of time, during which time the student also will be denied access to school property. A student can be given a short or long term suspension. An administrator has the authority to suspend a student for a period of up to ten (10) days. Any suspension which exceeds ten days requires superintendent or board action.

## **Suspension – Out of School**

If the student wants credit for anything assigned during the suspension time, it must be turned in on the first school day after the completion of the suspension. Tests must also be taken on the first day back. The student is responsible for all material covered during the suspension.

## **Discipline Policy**

### **CLASSROOM DISCIPLINE**

A good learning atmosphere in the classroom is the joint responsibility of the teacher and students. This atmosphere will be promoted through clearly established and understood rules and regulations. Because of varying personalities and classroom environments, these rules may differ somewhat from teacher to teacher.

The teacher has the responsibility to act on infractions of classroom rules.

### **STEP PROGRAM**

When corrective actions taken by the classroom teacher have failed or the rule infraction is of a serious nature, the incident shall be referred to the Principal/Asst. Principal for investigation and action. The severity of the consequences applied depends upon two factors: 1) the seriousness of the offense and 2) the previous disciplinary record of the student. In an effort to take both into account, a progression of consequences (the step system) has been adopted. A student who is referred for violating a rule contained within this code will receive the consequences that correspond to the entry level step for that offense.

With each successive referral the student will be advanced up the step system at least one step depending upon the seriousness of the infraction. The disciplinary consequences for each step are as follows:

**STEP 1:** Designee or Principal conference, Conference with parents either in person, by phone or written notice and an isolated lunch.

**STEP 2:** One (1) day assignment to FMBC.

**STEP 3:** Two (2) day assignment to FMBC and parent notification or one (1) day out of school suspension.

**STEP 4:** Three (3) day out-of-school suspension (mandatory), parent notification and conference

**STEP 5:** Five (5) day out-of-school suspension, parent notification and conference

**STEP 6:** Five (5) day out-of-school suspension followed by three (3) day FMBC assignment, parent notification and conference

**STEP 7:** Long term suspension or expulsion

### **PROVISIONS FOR THE USE OF THE STEP SYSTEM**

1. A disciplinary file will be initiated for each student referred. A record of each violation, as well as the step assigned, will be maintained.
2. After a student has been placed on a step, the next infraction will result in the student being advanced to the next step. A step may be "jumped" if the infraction calls for a higher entry level step. For example, a student who is on STEP 1 and commits a STEP 4 violation will be advanced to STEP 4. Normally, a student will be advanced up the step system with each successive violation.
3. A student may work his/her way down the step system by demonstrating good behavior. Each period of 20 school days without a referral may be regarded as a reduction of one step.

## **DISCIPLINARY INFRACTIONS AND CONSEQUENCES**

### **1. SCHOOL ATTENDANCE**

**Right:** All students living within the boundaries of the Custer School District who are under the age of 21 are entitled to a free public education through the 12th grade.

**Responsibility:** Students will attend all classes, assemblies and required meetings unless properly excused by a parent or guardian. Students are required to report to school and classes on time and to remain on the school campus during regular school hours unless excused by a pass to leave the building.

#### **Truancy**

**STEP 3.** Being absent from school or class part or all of a school day without the permission of parents or school administrators. In addition to school disciplinary action, Habitual offenders will be referred to legal authorities. If you leave school or class without permission and/or checking out, you are truant. A referral may be made by the Custer School District Truancy Officer to the State's Attorney office.

### **2. STUDENT TO STUDENT RELATIONS**

**Right:** Each student has the right to attend school and school activities and be free from threats against his or her feelings, physical well-being and property.

**Responsibility:** Each student shall be responsible to respect the feeling, property, and well-being of other students.

**Policy:** Students will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of the property of fellow students.

#### **Threatening or Intimidating Acts**

**STEP 2** The act of threatening the well-being, health, or safety of any student. (Severe cases could result in a higher step.)

#### **Disrespect**

**STEP 3** To insult, call derogatory names, use obscenity toward, dishonor, or in other manner abuse, verbally or in writing, any member of the student body. (Severe cases could result in a higher step.)

#### **Property Damage**

STEP 2 Restitution required through parental contact. (Severe cases could result in a higher step.)

### **Theft**

STEP 4 Restitution required through parental contact. Referral to sheriff's office when appropriate. (Severe cases could result in a higher step.)

### **Extortion**

STEP 3 The action of extorting things of value from a person in the school, under pressure of either implied or expressed threats. Referral to sheriff's office when appropriate. (Severe cases could result in a higher step.)

### **Fighting**

STEP 3 The act of involving hostile bodily contact in or on school property, including any activity under sponsorship. Both parties involved are to be equally disciplined and share in damages, unless self-defense can be shown on the part of one of the students.

### **Physical Attack**

STEP 4 The act of physically assaulting, or, in some manner, attempting to injure any student on school property. When appropriate, a referral to the sheriff's office may be made.

## **3. STUDENT/STAFF RELATIONS**

Right: Students and staff have a right to work, study and teach in an atmosphere of mutual respect.

Responsibility: Students have the responsibility to respect authority, feelings, physical well-being and property of members of school staff.

Policy: Students shall refrain from disobedience, disrespect, threats, or attacks directed at members of the school staff, as well as damage to or thefts of property belonging to school staff members.

### **Insubordination**

STEP 2 The willful failure to respond or carry out a request by authorized school personnel.

STEP 3 Forceful and derogatory defiance of an abusive nature.

### **Disrespect For the Property of A Member of the School Staff**

STEP 4 Damage and theft. Restitution required through parental contact. Refer to sheriff's office when appropriate.



## **Disrespect**

STEP 3 To insult, call derogatory names, dishonor, make gestures, or in other manner abuse verbally or in writing any member of the school staff.

## **Threatening or Intimidating Acts**

STEP 3 Verbally or by gesture threatening the well-being, health or safety of any member of the school staff. Notification to the sheriff's office when appropriate.

## **Physical Attack**

STEP 7 Expulsion. The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship. Refer to the sheriff's office.

## **4. SCHOOL PROPERTY**

Right: Each student is entitled to a well-equipped, well-maintained, clean and aesthetically pleasing school environment.

Responsibility: Each student is responsible to respect and help maintain the appearance and cleanliness of the building.

Policy: Acts of vandalism, theft and abuse of the school buildings and grounds are prohibited.

## **Theft**

STEP 2 Minor theft not serious enough to be reported to sheriff's office. Restitution required through parental contact.

STEP 5 Major theft considerable enough to be reported to the sheriff's office. Referral to the sheriff's office and restitution required through parental contact.

## **Vandalism**

STEP 2 Minor vandalism not serious enough to report to the sheriff's office. Restitution required through parental contact.

STEP 5 The act of willful destruction of public property. Restitution required through parental contact. Possible referral to the sheriff's office.

## **5. PROTECTION OF PUBLIC SAFETY**

Right: All people have the right to be safe and secure.

Responsibility: Students have the responsibility to conduct themselves in such a manner as not to pose a threat to the health and welfare of others.

Policy: The infractions listed below, as well as any act that poses a threat to the health and safety of students and/or staff, are strictly forbidden.

## **Improper Use of Motor Vehicles**

STEP 2 Reckless driving or Improper parking. Referral to sheriff's office.

## **Detonation of Firecrackers or Other Explosive Devices**

STEP 5 Referral to sheriff's office when appropriate.

## **Off Premises Theft During School-Sponsored Activities**

STEP 2 Referral to sheriff's office.

## **False Alarms**

STEP 5 The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause. Referral to sheriff's office or fire marshal.

## **Lighters/Fire Starting Devices**

STEP 3 The personal possession of a lighter or fire starting device on school grounds is prohibited for students. Use of the lighter or fire starting device will be treated as **ARSON**.

## **6. POSSESSION OF WEAPONS ON PERSON OR IN LOCKERS/VEHICLES**

A dangerous and/or deadly weapon is defined as any firearm, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. Facsimiles [imitative] of weapons will be considered as dangerous and/or deadly as defined by this policy.

STEP 5 No intention to harm. Referral to sheriff's office

STEP 7 Intent to harm. Referral to sheriff's office.

## **Bomb Threat**

STEP 7 Expulsion. Referral to sheriff's office.

## **Arson**

STEP 7 Expulsion. The willful and malicious burning of or attempt to burn any part of any building or any property of the school or its staff and students. Referral to the sheriff's office.

## **7. ALCOHOL, TOBACCO & DRUGS**

Right: Each student has the right to associate with students who are free from the use of alcohol, tobacco, and drugs and not be subjected to those wishing to buy, sell or use such substances.

Responsibility: Each student has the responsibility to keep his or her mind and body in a sound, healthy condition.

Policy: The use, possession or sale of any nonprescription drugs, alcoholic beverages, or tobacco (E-cigarettes/vapor pens/vapor hookahs with/without tobacco/nicotine) is prohibited on school grounds, as well as at or before school sponsored activities.

### **Alcohol and Drugs**

STEP 4 Possession of alcohol or drugs. Also, referral to sheriff's office

STEP 5 Consumption of alcohol or drugs. Also, referral to sheriff's office

STEP 6 Under the influence of alcohol or drugs. Also, referral to the sheriff's office.

STEP 7 Selling, distributing or transmitting alcohol or drugs. Also, referral to the sheriff's office.

In addition, students above will be required to complete a Lifeways screening/course.

Administration may suspend the student up to ten (10) days in compliance with student due process procedures. Administration will notify parents/guardians in writing of the suspension within thirty-six (36) hours.

### **Tobacco, E-Cigarettes, Vapor Pens, Vapor Hookahs**

STEP 3 Use or possession of tobacco, including e-cigarettes, vapor pens, vapor hookahs (containing tobacco/no tobacco/nicotine/no nicotine) on restricted school premises or at functions under the sponsorship of the school-includes both smoking and chewing tobacco. Also, referral to the sheriff's office.

**STEP 4-2<sup>nd</sup>** Offense

**STEP 5-3<sup>rd</sup>** Offense

In addition, students above will be required to complete a Lifeways screening/course.

## **8. DISRUPTIONS & INAPPROPRIATE BEHAVIOR**

South Dakota State Law

Disturbance of School as a Misdemeanor (SDCL 13-32-6)

A person, whether pupil or not, who disturbs a public or non-public school when in session or who intentionally interferes with or interrupts the proper order of management of a public or non-public school by acts of the violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing their duty is guilty of a Class 2 Misdemeanor.

### **Classroom Disruption**

STEP 2 – Referral to Sheriff's Office when necessary.

Step 3 Disturbing, causing distress, by not cooperating with instructor or fellow students.  
Referral to sheriff's office. SD State Law 13-32-6

### **Forgery**

STEP 3 Written or spoken misrepresentation of the truth (i.e.) forged passes, parent signatures, false phone calls, misinformation to school personnel, etc.

### **Necking, Embracing or Other Similar Improper and/or Disruptive Behavior**

Will not be allowed.

### **Disruption of Meetings and Assemblies**

STEP 2 – Referral to Sheriff's Office when necessary.

### **Cheating**

STEP 2 Copying work, etc.

STEP 4 Stealing a test, tampering with grade book, etc.

### **Improper Cafeteria Behavior**

STEP 2 Throwing food or participation in inappropriate behavior. Or parents eat with students one day.

### **Abusive or Offensive Language**

STEP 2 Used in the presence of staff members and/or students, including written notes, published material or clothing as well as vocal.

### **Sexual Harassment**

STEP 5 No intention to harm. Referral to sheriff's office

STEP 7 Intent to harm. Referral to the sheriff's office

## **Student Council**

The Custer High School Student Council plays an active role in working with the staff and student body to make student life more productive and fun. Participation in council activities provides an excellent training ground for future leadership roles you may wish to pursue. The council promotes the common good of all students, helps in developing high ideas of personal conduct, seeks to interest students in school affairs, and helps solve problems that may arise. Student Council members are class officers. The entire student body in school wide balloting elects the president, vice president, and secretary. The council's principle purposes are as follows:

1. To unify student activities under one control and promote the general activities of the school.
2. To aid in the internal administration of the school.

3. To teach the student the values of working in a democracy.

## **Student Records**

The Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) afford parents and students over 18 years of age certain rights with respect to their student's records. Records are confidential and if parents want to see their child's educational records please contact the office. Further information can be found below, on the district website at [csd.k12.sd.us](http://csd.k12.sd.us) or by calling Eve Trandem at 673-3154.

**Any documents coming from our school district must match the State Infinite Campus information for the purposes of continuity.**

### **Educational Records**

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. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal or special education director a written request that identifies the record(s) they wish to inspect. The administrator 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 student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Custer School District to amend a record that they believe is inaccurate or misleading. They should write the school principal or special education director, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District 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 educational 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 interest. A school official is a person employed by Custer School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the district 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 District discloses education

records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

## Telephone Use

The telephone in the office is for school business. In case of an emergency please check with the secretary about using the phone in the Commons. Please obey the posted phone regulations. Permission must be given for a student to use the phone at all times.

**STUDENTS WILL NOT BE CALLED TO THE PHONE EXCEPT IN CASES OF EMERGENCY.**

## Transportation

Custer District contracts for its transportation needs with Harlow's Bus Co. (574-2249). Harlow's Bus Co. employs and trains their staff to give our students safe and quality transportation to and from school. Any questions or concerns may be addressed to Harlow's Bus Co. or the District Business Manager (6733154). Bus routes are established. If you are new to the district contact either of the above individuals for information regarding pickup and drop-off points and times. Bus transportation for students is a privilege, conditioned upon courteous behavior and obedience to the established rules. Safe operation of the bus and safety of the passengers demands complete cooperation from students.

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

All school district rules will be in effect when students are bused for activity trips of any kind. Fees may be charged for such trips. Appropriate personnel will make details known about sanctioned trips ahead of time so students and parents can plan accordingly.

1. Instructions provided by the bus driver/authorized personal shall be followed.
2. All students must be seated before the bus moves. Students must sit in assigned seats if asked to do so.
3. Ordinary conversation is permitted; however, loud and/or vulgar language is not acceptable and will be dealt with.
4. Students must refrain from unnecessary conversation with the bus driver.
5. **BE ON TIME AT THE DESIGNATED BUS STOP.** The bus drivers are directed to maintain their driving schedule in order to get the students to school on time. The bus will NOT wait for you if you are late.
6. Students are not to stand in the traffic lanes while waiting for the bus.
7. Assist the driver in keeping the bus clean, sanitary and in orderly condition.
8. Students must not move about inside the bus or try to get on or off while the bus is in motion.

9. Students must not, at any time, put hands, arms or heads out of the windows of the bus.
10. Students will immediately report to the driver any damage occurring to the bus.
11. Students must follow the instructions of the driver when entering or leaving the bus and when crossing the road or highway.
12. Students will not leave the bus other than at their designated bus stop.
13. Students will be courteous to the bus driver, fellow students, and general public.
14. All school district rules are in effect when students are being bused.

## **Transferring Out or Withdrawal Of Students**

No student may withdraw or transfer out of school without a prior parent meeting with the principal or guidance counselor. All of your obligations must be satisfied before leaving. These obligations include rental fees, fines for lost or damages books and equipment, and costs incurred for take-home projects.

## **Use of Vehicles & Parking Lots**

Students driving cars or other vehicles (bikes or motorcycles) to school are subject to the following rules:

1. Students are not allowed to park in any of the staff parking areas or the school vehicle parking areas. (Designated by signs)
2. Students are not to be in the parking lot areas during class hours without specific permission.
3. Keep car doors, bikes and motorcycles locked to avoid theft.
4. All federal, state, and local traffic laws will be complied with.
5. Park bicycles in the designated areas by each building.
6. Students are not to operate another person's vehicle without permission of the owner.
7. Students are not allowed to operate any motor vehicle during school hours without permission.
8. Students will be expected to drive and park responsibly.

## **Valuables**

Students are NOT to bring unnecessary valuable items or large amounts of money to school. We discourage the use of iPods, mp3 players, portable game systems, or other valuable items, but may be allowed by the classroom teacher. The school will not be responsible for any lost, stolen, or damaged items.

## **Vandalism**

Vandalism is the willful or malicious destruction or defacement of public or private property. Such action could result in suspension, expulsion, or detention, and/or referral to the appropriate law enforcement agency. Failure of the student to accept financial responsibility will be dealt with by possible expulsion (which requires Board action via a hearing).

## Vehicle Searches

In the event that the administration has reasonable suspicions that weapons, drugs, or alcohol are in a vehicle on school property, the vehicle may be searched. The students whose vehicle is in question will be permitted to be present during the search but will not be allowed to participate in the search.

## Visitors

All visitors must check in at the office and pick up a Visitor's badge. Parents are always welcome but need to make arrangements with the office to see teachers, the principal, or visit the student's classes.

Students' visitation can be approved or denied, as it can be disruptive at times. Student visitors are guests to our school and will follow all rules and regulations required of our student body. Any violation by visitors will be cause for their immediate removal from the school premises.

# PROGRAMS

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## Child Find

Custer School District identifies, locates and evaluates children in need of special education or special education and related services, birth to twenty-one years of age within the jurisdiction of the District.

This includes children in public/private agencies or institutions, private/religious schools, or those receiving alternative instruction under SDCL-13-17-3 . If you are aware of a child with a disability, birth to twenty-one years of age, regardless of the severity of his/her disability who is not now attending school, please contact the Director of Special Education ,Eve Trandem, Custer School District, 527 Montgomery, Custer, SD 57730; (605) 673-2171.

## Co-Curricular Activities

### ACTIVITY TICKETS

The cost for activity tickets is as follows:

Family tickets:	\$80.00
Adult tickets:	\$40.00
9-12 student tickets:	\$30.00
K-8 student tickets:	\$20.00

Activity tickets will be available prior to the beginning of school. The ticket then allows you to attend all regularly scheduled middle and high school athletic, drama and music events.



## **FINE ARTS ACTIVITIES**

Oral Interpretation, Student Council, Yearbook, Drama, Knowledge Bowl, National Honor Society, Vocal Music, Instrumental Music, Pep Band, Destination Imagination, SADD, Fellowship of Christian Athletes.

## **ATHLETIC ACTIVITIES**

Cross Country, Track & Field, Football, Basketball, Volleyball, Wrestling, Cheerleading, Competitive Cheer, Golf, Special Olympics.

## **ELIGIBILITY FOR SENIOR HIGH SCHOOL ACTIVITIES**

**- Contact the Activities Director.**

1. The student must be under 20 years of age at the time of participation.
2. Only undergraduates or students who have not fulfilled requirements for graduation are eligible for interscholastic activities. A student shall be eligible for four (4) first semesters and four (4) second semesters of interscholastic competition.
3. Enrollment in school for fifteen school days or participation in one or more contests shall constitute a semester in determining eligibility. The Board of Control or the Executive Director of the South Dakota High School Activities Association (SDHSAA) shall have the authority to waive the fifteen day attendance rule when and if a student withdraws from school after fifteen days of attendance as a result of an injury or illness and does not return to any school for the remainder of the semester and the student does not receive any high school course credits.
4. The student shall be enrolled in an accredited high school and attend a minimum of twenty hours of high school per week during the current semester.
5. A student's grades, which are dependent upon completion of a project such as a vocational educational project after the close of an academic semester, shall be determined by the grade averages of record assuming satisfactory completion of the project.
6. The first semester should be considered as ending on midnight on the day before the second semester begins and the second semester shall be considered as starting on the first day classes are held in said semester. The actual ending of the second semester or school year, rather than the date of graduation exercises or diploma date, controls the determination when eligibility terminates.
7. The eligibility of a student who has just transferred will be determined by the scholastic records from the former school attended. The receiving school may not submit the name of a transfer student on the Master Eligibility List until the official transcript of grades is received from the former school and academic eligibility is verified.
8. The student, unless they are entering high school for the first time, shall have maintained at least a C average (2.0 GPA) in twenty (20) hours of high school work per week for the preceding or for the most recent semester of attendance in any accredited high school.
9. Students who have failed to maintain a C average for the preceding semester shall be considered to be on "Academic Probation." Students on academic probation, who fail to meet the minimum

eligibility requirements of the SDHSAA, shall not be eligible to participate in any co-curricular programs.

10. Students on academic probation who meet the minimum eligibility requirements of the SDHSAA will be allowed to participate in co-curricular programs but will have their grades monitored on a weekly basis by the Activities Director and the High School Principal. These students will be expected to seek additional assistance from the instructional staff in an effort to raise their grades.
11. Students who have failed to maintain a C average for two semesters will be eligible to participate in co-curricular programs only upon approval of the School Board of Education. Petitions for approval to participate in co-curricular programs with less than a C average for two semesters or more will require the petitioner to demonstrate that s/he has made significant efforts to maintain a C average. The testimony of the student's classroom teachers will be required to corroborate that such efforts have been made.

12. A student cannot transfer from:

- A. a high school in another state to a high school in this state, or
- B. a member school to another member school (to include non-member school to member school) and be eligible for athletic/fine arts participation if he/she were not eligible due to personal conduct violations (i.e. training rule violations, code of conduct violations, activities violations, etc.) for such participation in the state/member school from which he/she transferred. This provision also includes those students who transfer under sub-section (M) – open enrollment students.

A student who would be ineligible at their previous school may not become eligible for competition at any level by transferring. The school at which the ineligibility occurred determines the period of ineligibility. A transfer at the beginning of a school year does not decrease or eliminate the period of ineligibility.

A transfer student will be eligible for athletic and fine arts participation provided he/she meets the eligibility requirements as set forth by Part IV – Student Eligibility For Fine Arts and Athletic Participation, Section 1 – of the By-Laws of the SDHSAA and has completed any suspension for activities violations from the school they are transferring from.

**NOTE:** As these are student penalties and not penalties against the school, the penalty follows the student. A change in schools does not erase the violation or the penalty for the violation.

13. Open enrollment students transferring from one high school to another must have the school (s)he leaves file a transcript for credits with the principal of the school to which (s)he is transferring. Until such transcript is filed, the student is ineligible. In order for open enrollment students to be eligible for participation in interscholastic athletics of the SDHSAA, the student must have been enrolled on the first day of the school year they are open enrolling to. All other open enrollment students shall become eligible on the forty-sixth school day of attendance provided all other SDHSAA regulations are met.

(These Eligibility requirements are a combination of the standards set forth by the SDHSAA and those required by the Custer School Board of Education)

## **ELIGIBILITY ON DAY OF COMPETITION**

Students must attend at least one half of their classes to be eligible for competition that school day. Exceptions to this rule are involvement in other school sponsored activities, legitimate medical reasons, or legitimate family emergencies.

## **PRE-PARTICIPATION REQUIREMENTS**

### **FINE ARTS**

In order for a student to participate in fine art events, the following requirements need to be met **BEFORE** the student attends the first practice.

The following forms need to be completed and turned in to the Head Sponsor/Coach.

- a) Consent for medical treatment;
- b) Acknowledgment of training rules and standard forms;
- c) Consent for release of medical information.

**\*THE HEAD SPONSOR/COACH WILL COLLECT THESE FORMS FROM THE STUDENTS PRIOR TO THEIR FIRST PRACTICE.**

### **ATHLETICS**

In order for a student to participate in athletic activities, the following requirements need to be met **BEFORE** the student attends the first practice:

The following forms need to be completed and turned in to the Head Coach:

- a) Physical form
- b) Medical history form
- c) Consent for medical treatment form
- d) Acknowledgment of training rules and standards form
- e) Parent warning form
- f) Student Warning form
- g) Consent for release of medical information.
- h) SDHSAA required form

**\*THE HEAD SPONSOR/COACH WILL COLLECT THESE FORMS FROM THE STUDENTS PRIOR TO THEIR FIRST PRACTICE.**

## **CUSTER HIGH SCHOOL ACADEMIC ELIGIBILITY PROGRAM Academic Eligibility for Extra-Curricular Activities**

- 1) Students must meet grade requirement as set forth by the South Dakota High School Association (SDHSAA handbook- passing 4 courses (2.0 credit hours) the previous semester, has not reached their 20<sup>th</sup> birthday, etc.)
- 2) Students must maintain 70% or greater average in each individual class. Grades will be checked every Monday to determine eligibility.
- 3) Procedure for administering the academic eligibility program:

- The Activities Director will contact the student and the Head Coach/Advisor concerning student athletes/participants who are on the list
- One failing grade: Student may practice, but may not compete or travel with team until the grade is raised above 70%
- Two or more failing grades: Students may not practice, travel, or compete until grades are raised above 70%.
- Once a student raises their grade to all passing levels and notifications have been given from the teacher to the Activities Director, the student is immediately eligible.

Band and Vocal are considered an activity. Band and Vocal do not fall under the above policy due to the fact that students receive a transcript grade for the courses. Eligibility for participation at events as a graded part of each course will be handled on a case by case basis at the discretion and cooperation of the band/vocal advisor, activities director, and the high school principal.

## **Custer High School Activities Training Rules**

### Philosophy

The purpose of this policy:

- To encourage students to avoid participating in the use of alcohol, tobacco, and illegal drugs
- To teach students the importance of commitment, responsibility, accountability, and dedication
- To keep students involved in activities

### Drugs/Alcohol/Tobacco

The rules for students who participate in activities are:

- Drinking or possession of alcoholic beverages is prohibited
- The use or possession of tobacco is prohibited
- The use or possession of illegal drugs and narcotics is prohibited
- The use of E-cigarettes, vaping pens, vapor hookahs with/without tobacco/nicotine, and any other nicotine devices including, but not limited to this list.

### Rule Enforcement

Rules will be enforced:

- Training rules will begin in 6<sup>th</sup> grade IF the athlete is participating at the junior high level.
- Training rules apply once the student is participating in co-curricular activities.
- Training rules will apply for the school year the offense occurred.
- Policy is in force throughout the entire year and not just the school year.

## Administration of Policy

The investigation of each incident will be administered by the Activities Director and/or Principal or Assistant Principal. The THREE following reports will be investigated:

1. Self-Report by student and/or parent
2. Citations from law enforcement
3. Custer School District employee witnesses a violation

Incriminating evidence \*note: the evidence in question is what could be used in a court of law.

## Other Co-Curricular Rules

Each individual Head Advisor/Coach can and may determine other rules and additional consequences for students who participate in their activity. The advisor/coach may impose more stringent requirements and or rules under this policy. Such rules may include but are not limited to:

- Curfew
- Theft
- Behavior at events
- Anytime an individual is representing the team or Custer School District

## **APPEALS**

### Appeal Procedure

If a student wishes to appeal the determination of a violation, he or she may ask the Activities Director to form a review committee made up of 2 non-coaching staff members, and 2 other coaches/advisors to review the case. If the student disagrees with the decision of the review committee, he/she may appeal to the Superintendent, whose decision is final. The District's Conflict Resolution Policy is not applicable for appeals under this policy.

### Appeal Timeline:

- 1) After being charged with a violation, the student has 5 school calendar days to submit an appeal to the Activities Director.
- 2) Upon receiving the appeal, the Activities Director (or designee) has 5 school calendar days to form the review committee and set up a hearing
- 3) If the student disagrees with the decision of the review committee, he/she has 5 school calendar days to appeal to the Superintendent.
- 4) Upon receiving an appeal, the Superintendent has 5 school calendar days to set up a meeting with the student.

### Hearing Procedures/Guidelines

- The hearing is not considered a legal proceeding
- Student will present information to the committee. Parents will be allowed to attend if they wish but will refrain from commenting until such time the committee allows the parents to ask clarifying questions or provide comments related to their child.

## **Violation of Training Rules**

### Illegal Drugs

#### **Suspension from Extra-Curricular Activities:**

If a student is adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency, for possession, use, or distribution of controlled drugs or substances or marijuana, or for ingesting,

inhaling, or otherwise taking into the body any substance as prohibited by statute, the student shall be suspended as follows:

**First offense:** The student shall be suspended one year which shall be reduced *to* thirty calendar days if the student participates in an assessment with a certified licensed addiction counselor. If a suspension for a first offense is reduced to 30 calendar days, the student is ineligible for a minimum of two South Dakota High School Activities Association sanctioned events. If two sanctioned events for which the student is ineligible do not take place within the reduced suspension period, the student's suspension remains in effect until two sanctioned events for which the student is ineligible have taken place. Students who are ineligible to participate in activity events, competitions, and performances shall be allowed to participate in practices.

**Second offense:** The student shall be suspended one year. The one year suspension for a second offense shall be reduced to 60 calendar days if the student completes an accredited intensive prevention or treatment program. If the suspension for a second offense is reduced, the student is ineligible for a minimum of six South Dakota High School Activities Association sanctioned events. If a suspension is reduced pursuant to § 13-32-9, a suspension for a second offense shall make the student ineligible for a minimum of six South Dakota High School Activities Association sanctioned events. If six sanctioned events for which the student is ineligible do not take place within the reduced suspension period, the student's suspension remains in effect until six sanctioned events for which the student is ineligible have taken place. Students who are ineligible to participate in activity events, competitions, and performances shall be allowed to participate in practices. Students are required to complete a drug/alcohol screening on each offense.

A suspension begins on:

- (1) The day following the notification to a school administrator by the Unified Judicial System that a student has been adjudicated, convicted, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of a sentence or a suspended adjudication of delinquency for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance prohibited by § 22-42-15 and the school administrator gives notice to the South Dakota High School Activities Association and the students; or
  - (2) The day following the student's admission to a school administrator that the student committed an offense enumerated in subdivision (1), which shall be made with the student's parent or guardian present if the student is an emancipated minor, and the school administrator gives notice to the South Dakota High School Activities Association.
- A suspension that is reduced pursuant to this policy is only in effect during the South Dakota High School Activities Association's activity year, which begins on the first day of its first sanctioned event and concludes on the last day of its last sanctioned event.
  - A reduced suspension that is not completed by the end of one activity year shall carry over to the next activity year.
  - In order for events to count toward the minimum number of events for which the student is ineligible following a reduction in the suspension for a first or second offense, the student must participate in the entire activity season. Failure of a student to complete the entire activity season results in the student being ineligible for one year from the date of adjudication, conviction, the subject of an informal adjustment or court approved diversion program, or subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one activity season carries over to the next activity season in which the student participates.

**Third offense:** Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by statute, by a court of competent jurisdiction, the student is ineligible to participate in any extracurricular activity.

\*6-8<sup>th</sup> graders participating in Co-Curricular Activities follow the above State Law.

## Tobacco/Alcohol

### Honesty Clause

If a student turns himself/herself in to a school official at the FIRST opportunity of speaking with a school official for violating any portion of the Alcohol and Tobacco Rules, he/she may qualify for the “Honesty Clause” which allows a student to receive tiered consequences for violating the training rules. (Example: talking with their Head Coach at open gym in the summer.) The “Honesty Clause” is not applicable if the student is reported by law enforcement or a Custer School District staff member for violations of the policy.

Tiered consequences are as follow:

Violation	Honesty Consequences	Consequence
1 <sup>st</sup>	Self-Report <ul style="list-style-type: none"> <li>• 1 game/1 event</li> <li>• Complete a Drug and Alcohol Counseling Program</li> </ul>	<ul style="list-style-type: none"> <li>• 20% of the participating season (round up: example 1.6 games will be 2 games)</li> <li>• Complete a Drug and Alcohol Counseling Program</li> </ul>
2 <sup>nd</sup>	Not Available	40% of participating season (round up: example 3.2 games will be 4 games) Complete a Drug and Alcohol Counseling Program.
3 <sup>rd</sup>	Not Available	<ul style="list-style-type: none"> <li>▪ Suspension from participating in all Custer High School Activities for one calendar year from the time of the infraction</li> <li>▪ Complete a Drug and Alcohol Counseling Program</li> </ul>
4 <sup>th</sup>	Not Available	Expulsion from participating in all Custer High School Activities for the remainder of the student’s eligibility

\*Discovery that alcohol was supplied to underage children will be reported to Law Enforcement.

\*\*Community Service will be served at the place designated by the Drug and Alcohol Coordinator/Designee

## **Drug and Alcohol Counseling Program**

Students who violate the Custer JR/Sr High Training Rules need to complete a Drug and Alcohol program provided by an outside counseling service with a certified licensed addiction counselor. The student will cover the cost of the counseling. The game suspension will begin at the time the student will need to provide a certificate of completion to the Activities Director and/or Principal. IF the counseling services are not completed during the time frame documented, the student's game suspension continues.

## **Food Service**

Meals may be purchased by cash or checks only – NO CHARGING. Meal costs will be announced in the fall of each year. NOTE: may also use your parent portal to make payments now.

The following general lunchroom rules are to be followed throughout the district:

1. Be quiet and courteous in the food line and at the tables.
2. Leave your table and dining area clean.
3. Scrape your tray and return to proper cleaning area.
4. Food is not to leave the lunchroom.
5. Students who bring their own lunch will be provided a location in the commons to eat.

We encourage our students to purchase meals. Custer District is a participant in the Federal Food Service Program. Free or reduced lunches and breakfasts are provided to children if specific guidelines are met. Any parents/guardians who feel their family fits the guidelines may contact the building principal for the proper form to fill out. Once the form is completed a district official determines whether you qualify. This information is kept confidential.

**School Nurse:** The district has a nurse provided on an as needed basis. If you have any special health concerns or questions regarding your child, the nurse can be contacted through the office.

**Special Education:** A full continuum of special education services is available to students who have special needs. For more information, parents should contact their child's classroom teacher or the Special Education Director, Eve Trandem at 673-3154.

**Title I:** Provides supplemental help in the areas of reading and math. Services are provided in and out of the classroom, depending on the needs of the student. Title 1 also provides the Reading Recovery program for first grade students who qualify for the program.



# RIGHTS AND RESPONSIBILITIES

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The Custer School District recognizes that:

\*The primary intent of society in establishing the public schools is to provide an opportunity for learning;

\*Students have citizenship rights, which are detailed in the United States Constitution and its amendments;

\*Citizenship rights must not be abridged, obstructed, or in other ways altered except in accordance with due process of law.

\*Education is one of these citizenship rights. The liberty of the individual must be thus far limited: the student must not infringe upon the rights of others to an education.

Students at Custer High School have the basic constitutional rights guaranteed to all citizens. In exercising these rights, students have a responsibility to respect the fundamental rights of all citizens. One purpose of schools is to encourage the responsible use of these rights and develop good citizenship within the framework of an educational society. The school is a community and the rules of a school are the laws of that community. To enjoy the right of citizenship in the school, students must also accept the responsibilities of citizenship. This handbook presents the rights and responsibilities of students in the Custer School District. It has been written by the school administration and approved by the Board of Education.

## **Right to an Education**

The State of South Dakota established the public school to provide a free education for persons between the ages of five and 21 years. All residents of the Custer School District, age five through 21, are entitled to attend public schools without paying tuition. All students are entitled to equal educational opportunities.

## **Responsibility**

Along with the right to equality of educational opportunity lies the responsibility not to interfere with the rights of others to that same opportunity. Reasonable and necessary order in the school is essential to the fostering and maintaining of educational opportunity. Students may forfeit the right to educational opportunities if their conduct is such that it substantially disrupts the educational process and/or deprives others of their rights.

## **Right to Freedom of Religion**

The school may not interfere with students' rights to observe any religion by requiring, establishing, or conducting religious exercises for students. It is each student's responsibility to respect the religious beliefs and observances of others.

# PARENT STUDENT SCHOOL COMPACT

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Each school receiving funds under Title I of the No Child Left Behind Act must develop a written school-parent compact. This compact must be developed jointly with parents for all children participating in Title I activities, services, and programs. The compact is a component of the school parent involvement policy developed by the school and parents. The compact must outline how the school staff, parents, and students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

## CUSTER SCHOOL DISTRICT 2019-20

As a student I will:

- Always try to do my best in my work and in my behavior.
- Work cooperatively with my classmates.
- Show respect for myself, my school, and other people.
- Take pride in my school.
- Come to school prepared with my homework and supplies.

As a Parent/Guardian will:

- See that my child attends school regularly and on time.
- Provide a home environment that encourages my child to learn.
- See that all homework assignments are completed.
- Communicate regularly with my child's teachers.
- Support the school in developing positive behaviors.
- Talk with my child about his/her school activities.
- Encourage my child to read at home. ▪ Volunteer my time at school.

As a teacher will:

- Provide parents reasonable access to staff.
- Show respect for each child and his/her family.
- Provide parents with frequent reports on their children's progress.
- Help each child grow to his/her potential.
- Provide high quality curriculum and instruction to assist students in learning the state standards.
- Enforce school and classroom rules fairly and consistently.
- Maintain open lines of communication with the student and his/her families through parent teacher conferences at least annually.
- Seek ways to involve parents in the school program (volunteer, participate, observe).
- Demonstrate professional behavior and a positive attitude.

## **HOME SCHOOL OPTION**

- Any home school student that plans to attend one or multiple courses outside the building must have the proper paperwork filled out and signed by the administrative offices.  
The building principal and counselor must be notified to make necessary schedule adjustments prior to any changes.
- The student will NOT be on campus during periods designated as homeschool. Staff and Administration will not be responsible for the student during these periods.
- Credit will not be awarded unless the curriculum is an approved South Dakota Department Of Education (SD DOE) curriculum.
- Staff and administration will NOT maintain responsibility for tutoring the student nor guarantee a passing grade.

## **ONLINE COURSES**

- Online coursework will be offered on a case by case basis (i.e unavoidable scheduling conflict, credit recovery, or an AP or dual credit course through a post-secondary institution)
- Online course work will be done through the school's online program/college or university.
- While taking an online course the student will be expected to be in their attendance room (library or other identified room). Attendance policy will be in effect for all online classes.

## **USE OF PERSONAL COMPUTERS**

- With the issuance of school laptops for the explicit purpose as an aid for electronic learning, it will be the expectation of students to not use any personal electronic devices such as; non-school issued laptops, iPads, tablets or any other device of similar nature
- The school provides internet for school purposes and the school's computer has specific safeguards in place for both the student's and the school district's protection.
- The use of smart phones will be left to handbook policy and the school staff within the class time. Furthermore, a smart phone will be considered separate from laptops, tablets, etc., because of its differences in use, compared to the school issued device.