

**Belle Fourche High School
2008 – 2009
Student Handbook**

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Forward

This handbook was developed for the students of Belle Fourche High School and their parents. The information in this handbook is provided to assist students during their high school careers. Each entry was placed in this handbook with that purpose in mind. Policies in this handbook are approved by the School Board each year. This handbook reflects the latest policy and supersedes all others. If a contradiction should occur, School Board Policy prevails.

Students and parents are encouraged to read and become familiar with the policies of Belle Fourche High School.

“Failure is not an option!”

(Quote Apollo 13)

Philosophy

The board of education of Belle Fourche Public Schools subscribes to the thesis that our educational aspirations for our young have made us free, and it is the intention of the board to help perpetuate that freedom by providing the best education possible for our children within monetary resources available to the district.

Our purpose is to develop individuals with adequate academic preparation as well as the desirable moral, and ethical beliefs to assume a role in shaping the future of our nation.

It is understood that though all children will not learn all things equally well, all should have an equal opportunity in the pursuit of education qualifications for the world ahead, and the school board will attempt to balance its program to provide for the varied interests of the pupils of the schools. In attempts at balance, school officials must keep in mind that quality programs deserve as much consideration as quantity. The board accepts the premise that the center of the school curriculum is the child, and the instructional program should be tailored to fit a child-development pattern of education.

The board of education accepts the conclusion that the education of children is a comprehensive program, which must be undertaken in cooperation with other institutions of our society. We will seek to establish and maintain strong ties with parents and community programs.

School District Mission Statement

We, the members of the Belle Fourche community, are committed to building a learning community and ensuring all learners equal access to an excellent education program that results in learners who are responsible and accountable; who value lifelong learning and know how to learn; and who are capable of succeeding in a changing society.

District Goal Statements

1. Build a quality educational program that is efficient, effective and excellent.
2. Improve and develop a cooperative and positive image for the school system.
3. Provide financial resources to adequately fund the educational programs.
4. Conduct school district business in professional, effective efficient and responsible manner.

NON-DISCRIMINATION

It is the policy of the School Board of the Belle Fourche School District 9-1 to comply with Federal and State Laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection.

U.S. Department of Education
Office for Civil Rights
10220 North Executive Hills Boulevard, 8th Floor
Kansas City, Missouri 64153-1367
Telephone: (816)880-4202
TDD: (816)891-0582
Fax: (816)891-0644

Personnel

Bill O'Dea	Superintendent
Steve Willard	Principal
Clay Anderson	Activities Director
Jay Beagle	Special Education Director
Jeanne Freece	Guidance Counselor
Dick Banks	Science
Rodd Bauck	Vocal Music/Choral Director
Kimberly Berry	Family and Consumer Sciences
Mary Beth Bevier	Special Education Aide
Tate Bouman	Math
Jonette Burns	Computer Technology
Brooke Campbell	Special Education Aide
Michelle Carr	Special Education
Terry Carr	Welding, Electricity & Electronics
Teresa Comer	Instrumental Music/Band Instructor
Graydon Dailey	Construction Trades, Pre-Voc, Electronics
Arlie Davis	Special Education
Mary Day	Business
Cathy Grubb	Special Education
Kay Heck (District Librarian)	Media Coordinator
Bob Hellevang	Drafting/Woodworking
Brent Jung	Spanish
Lesa Krajewski	English
Brent Larsen	Biology
Phil McNally	Social Science
Stephanie Musilek	Science
Randy Nicholas	Wellness/BioKinetics
Darren Paulsen	Social Science
Mathew Raba	Math
Nicholas Redden	Social Science
Jennifer Roberts	Art
Kirsten Rohla	English
Linda Rothermel	French and English
Dave Schanzenbach	District Technology Coordinator
Mathew Raba	Math
Karen Schlekeway	English
Whitney Schultz	Special Education Aide
Billie Swan	Math
J. Ternes	Science
Evelyn Weaver	Special Education Aide
Annette Kosola	Office Secretary
Karen Dailey	Office Secretary
Rhonda Schultz	Office Secretary
Brooks Audiss	Athletic Director Secretary
Genevieve Skogberg	School Nurse
Greg Boyd	Director Building/Grounds
Jim Goeders	Custodian
Brian Aspen	School Social Worker

SCHOOL DAY

The school day for students for each building begins when the first class begins and ends when the last class is over. All students in grades 9-12 are assigned by School Board Resolution to the high school building located at 1301 Twelfth Avenue in Belle Fourche. The school day may be extended for those students needing special help or requiring disciplinary attention. The regular school day at the high school is from 7:50 A.M. to 3:39 P.M. on weekdays.

Students, including Juniors and Seniors with open-campus privileges, may be required to attend school beyond the normal day or for the entire school day for special programs or events. Whenever a classroom activity requires a student's attendance beyond his/her normal school day, the student shall be notified so that parents, employers, etc., can be properly notified by the student.

STUDENT ATTENDANCE

The Belle Fourche School District recognizes that students, parents/guardians, teachers and administrators have their own responsibilities to meet the attendance objectives of this district. The attendance policy supports state statute and is intended as an aid in keeping students in school. A student enrolled in Belle Fourche School District 9-1 must attend classes regularly every day school is in session until the completion of the school term.

STUDENT RESPONSIBILITY

- A. A student must be in attendance at school for a minimum of $\frac{1}{2}$ the school day in order to participate in any school sponsored activity conducted on that day.
- B. In the event a student is absent, the student or parent/guardian is responsible for contacting classroom teacher(s) to obtain make-up work and to complete that work within the designated amount of time.

PARENT/GUARDIAN RESPONSIBILITY

- A. Parents/guardians are to contact the school prior to the start of the school day on the day the student is absent. If the parent/guardian fails to contact the school on the day of the student's absence, and the school is unable to contact the parent/guardian, the student is required to bring written verification or have the parent call the school with the reason for the absence.

TEACHER RESPONSIBILITY

- A. At the beginning of each grading period the teacher will explain the basis upon which the grade and credit for the class will be awarded. Teachers will take attendance at the beginning of each period.

ADMINISTRATOR RESPONSIBILITY

- A. The District will be responsible for establishing attendance procedures and for informing students and parents/guardians of these requirements at the beginning of each school year.
- B. It is the responsibility of school officials to have accurate records of student schedules.
- C. The principal/designee will maintain cumulative attendance records for each student and inform student/parent/guardian of attendance data.

STUDENT ATTENDANCE AND TARDINESS POLICY 9-12

This policy is based on the fact that something happens in class every day and that the activity or interaction with teacher and students can never be duplicated. The administration reserves the right to investigate the excessive occurrences. In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable. Any absence other than excused absence is considered truancy. All absences excused or unexcused beyond 8 days per class/per semester will result in loss of credit. All absences with the exception of school activities are counted in the eight days. A student receiving no credit must continue in the course until the end of the semester.

In the event of loss of credit, the student may appeal this action. For appeals the student must appear before the Board of Education or its designee and substantiate in writing the reasons for excessive absences. The Board or designee will take this into advisement and will make a decision with input from the petitioners, teachers, and

administrator. Consideration on days absent: reason for absence, documentation for absence, such as doctor approved, family emergencies; educational absence; an absence that reasonably could not be avoided.

EXCUSED

- A. Parent(s)/guardian(s) must contact the school, verbally or in writing, to excuse the student's absence from school. Students needing to be excused for appointments must have a written note or phone call from the parent or guardian to the school in order to be released.
- B. School personnel will attempt to notify parents or guardian of student absences.

UNEXCUSED

- A. A student who is on campus but not in a regularly scheduled class will be considered unexcused.
- B. Any absence, which is not explained by a parent/guardian upon the student's return to school, will be considered unexcused.
- C. Truancy proceedings as per state SDCL Chapter 13-27 may be initiated if deemed necessary.

TRUANCY

Truancy means any absence (by a student under age 16) for part or all of one or more days from school during which the school has not been notified of the legal cause of the absence by the parent/guardian of the absent student. It also means intermittent attendance carried on for the purpose of defeating the intent of compulsory attendance. (Per State law the age of compulsory attendance will be 18 years old starting the 2009-2010 school year).

When absenteeism has become detrimental to student achievement and the student/parent/guardian has ignored every effort by the district to gain compulsory attendance, the principal may begin truancy proceedings against the parent/guardian. Prior to such actions the principal shall have:

- A. Communicated with the student's parents/guardians to discuss the student's truancy or have attempted to meet and been refused.
- B. Offered an opportunity for educational counseling with school personnel and the student/parent/guardian.

MAKE-UP WORK

For all absences the student must make up the work missed. Students will have at least as many school days as they were absent; plus one additional day, to complete make-up. For work that is not made up, a grade of zero will be recorded on the student's record. If, as a result of incomplete work, it can be shown that a student cannot pass a class, a teacher may request the administration to drop the student from the class. Dropping from a class will result in a withdrawal/failing at the student's actual percentage grade at time of withdrawal to be figured into the GPA.

NONCOMPLIANCE WITH POLICY

When an excuse is found to be false or fraudulent, the principal's office personnel have the right to disallow the false or fraudulent excuse. These particular situations will be handled on a case-by-case basis. Office personnel will use their own discretion to determine the validity of all excuses.

ATTENDANCE PROCEDURE

- 1. The office will make a reasonable effort to notify parents and/or guardians by phone when a student has reached his or her fifth absence.

2. Parents will receive an attendance letter notifying parents when a student reaches their sixth absence.
3. Students will lose credit when they have nine or more absences in a class. A letter stating the loss of credit will be sent to the parents on the ninth absence. Students will be required to continue in the class until the end of the semester and they will be required to take the semester test.

Medical absences do not gain students additional days past the eight day limit.

Decisions concerning loss of credit may be appealed. A Hearing Committee may listen to attendance issues brought forward by parents and/or students. Proper documentation will need to be presented concerning the absences. The Hearing Committee will consist of the high school's lead teacher, the high school guidance counselor, the activities director and the special education director. The purpose of the committee is to review student absences and to make a determination as to whether the student should have his/her credit withheld or reinstated. The decision of the committee may be appealed to the Board of Education or their designee.

OPEN CAMPUS

Open Campus allows Senior and Junior students the freedom of leaving the school grounds whenever they are not scheduled for class.

Grade-level open campus privileges:

9th and 10th grade - closed campus, including lunch

11th and 12th grade - open campus

IDENTIFICATION BADGES

I.D. badges will help staff to identify students for open campus purposes, building security, and admittance to school activities. In the future I.D. badges may also be used for library check-out, proximity readers for security doors, and processing student lunch accounts.

STUDENT CLASSIFICATIONS

Students enrolled in six or more course periods are considered full-time students. The exception to this is that those students in their fourth year who have senior status are required to take five courses. Students in their fifth year may choose to take only the number of classes needed to meet graduation requirements. Students showing no intention of going to all classes will not be considered as full-time students. After one warning in writing, students not meeting the full-time requirement may be dropped from the rolls. If the school has not been notified by parents or a supervisory agency after one week with justification for failure to attend classes, the school will drop the student from the roll.

There are situations when a student may be assigned "special- category" status due to a temporary disability, pregnancy, marriage, illness or injury of a unique nature. These students, as designated by the principal, are not required to meet mandatory attendance requirements. However, teachers and office personnel must be informed of their arrival and departure times.

The at risk student will be determined by the counselor, principal and instructor(s). Schedule or program modifications may be made to meet the needs of the student. This will be done with written consent of the parent/guardian.

Students who have reached the age of majority, and are writing their own excuses, must first provide written release from their parents and be willing to accept the final decision of the office personnel as to the validity of absences. The school nurse will approve or disapprove requests for excused absences for medical reasons.

A student who is too ill to remain in class must first report to the principal's office, whereupon, parents or the school nurse will be notified. Students who are ill will not be allowed to leave school premises without parental permission.

A student who is physically unable to do his/her work or activity, must have a doctor's note prior to the activity.

Students graduating in the spring of 2009 (2008-2009 school year) and subsequent years thereafter, will be required to take six (6) courses their fourth year (senior year).

SIGN OUT

All students will sign out in the office when leaving the building. All students assigned to a class must remain in that class for the entire period. Teachers may send students on errands, or let students leave for appointments, illness, etc. However, students must sign out before leaving and upon returning.

CELL PHONES

Students are encouraged to leave cell phones in their locked lockers or locked car. If a student does choose to carry a cell phone they must have the phone turned off and out of sight during class time. If a teacher sees or hears a cell phone during class they will confiscate the phone and turn it into the office. The second offense will require parents to come in and pick up the student's cell phone. The third offense and subsequent offenses thereafter will require the student to check their phone in the office at the beginning of the day and pick it up at the end of the day.

VISITORS

Student Visitors – students will not be allowed to bring visitors to school.

Adult Visitors – are required to call in advance to the office to schedule a school visit.

DISCIPLINARY REMOVAL FROM CLASS

If, as a result of disciplinary removal from class, a student no longer meets full-time status, he/she may lose all privileges including but not limited to: open campus, school sponsored class or organizational office, extra-curricular dances or activities sponsored by the school, etc. Students in the 9th and 10th grades will be assigned study hall for the period/s from which they were removed.

GRADUATION REQUIREMENTS

for All Graduating Classes

English	4
Social Science	3
Mathematics	3
Science	3
Health and P.E.	1
Computer Literacy	½
Fine Arts	1
<u>Electives</u>	<u>6</u>
½	
Graduation	
22	

GRADUATION REQUIREMENTS

2008 – 2009 and thereafter

English	4
Social Science <small>(including ½ World History)</small>	3
Math	3
Science	3
Health/PE	1
Computers	½
Fine Arts	1
Personal Finance or Economics	½
<u>Electives</u>	<u>6</u>
Graduation	
22	

All students must be full-time students at Belle Fourche High School, unless designated special category or high risk. Enrollment in six courses, **per semester**, will be required for Freshmen, Sophomores and Juniors. Students in their fourth year who have senior status are required to carry five courses. **Students graduating in the spring of 2009 (2008-2009 school year) and subsequent years thereafter, will be required to enroll in six (6) courses per semester their fourth year (senior year).** American Government is reserved for Seniors and American History is reserved for Juniors. Students in their fifth year may take only the classes needed to meet graduation requirements.

SEMESTER TESTS

At the conclusion of each semester, teachers will give a semester final. The purpose of this test is to find out what our students know. The results will give teachers insight as to what material was mastered and what areas are weak. Each semester test will be worth 15% of the student's overall grade. Each teacher shall spend at least one full class period reviewing for the final. A copy of the final review and final exam must be submitted to the principal prior to the administration of the test.

Seniors that are enrolled in AP courses may be exempt from taking a spring semester final if they take the AP exam.

CLASS STATUS

Freshman (9th grade)	0 - 5.49 credits
Sophomore (10th grade)	5.5 - 10.99 credits
Junior (11th grade)	11.00 - 16.49 credits
Senior (12th grade)	16.5 and up

GRADING SCALE

100-94 Superior	A
93-87 Above Average	B
86-78 Average	C
77-70 Below Average	D
Below 70- Failure	F

Teachers have the authority and the responsibility to issue grades. All grades that teachers issue will have a certain amount of subjectivity because measuring learning is difficult and varies from person to person. Grades issued by teachers are final and can only be changed by the teacher responsible for issuing them. Students will not be issued grades higher than 100%.

AP COURSE WEIGHTING

AP courses are weighted because they are college level courses.

DROPPING SUBJECTS

A student should do a comprehensive job during the registration process. The schedule should be chosen carefully with the aid of parents and counselor. However, there are times when a student registers incorrectly, and it becomes necessary to change classes. If this occurs, the student should arrange a conference with the counselor and receive approval from the principal. Class changes made after the first week of each semester will only be made under extreme circumstances. All class-drop situations will be handled on an individual basis with approval or disapproval given after the student has met with the teachers involved and the counselor.

Students dropping classes after the first week of a semester will drop with a withdraw pass or withdraw fail grade, depending upon the grade at the time of the drop.

ALTERNATIVE SCHOOL

Students who are having difficulty maintaining passing grades in regular high school due to reasons such as: excessive absences, conflicts, health reasons, or have fallen behind in credits may request placement in the Belle Fourche Alternative School.

- Students must have a minimum of 10 credits to enroll.
- The principal must approve credits.
- Students need to be competent readers.
- Students need to enroll in Belle Fourche High School to be considered an Alternative School candidate.
- Students interested in Alternative school need to fill out an application form.
- Students and their parents need to meet with the principal and counselor before placement is considered.
- Students 21 years old or older may not enroll.
- Alternative School students who have successfully met the graduation requirements set forth by the State and School District will receive their diploma at the school board meeting that follows the completion of their program.
- Students must comply with all rules and guidelines established at the Alternative School. (These include but are not limited to attendance, tardies, and disciplinary infractions.)
- Students enrolled in the Alternative School will not participate in extra activities offered through Belle Fourche High School (sports, plays, music, band and academic competitions, and clubs). Students enrolled in the Alternative School will be using their time to successfully complete the academic requirements needed for graduation.
- Students who completed their course work at the Alternative School will receive a Belle Fourche High School Diploma .
- Alternative school students will graduate upon completion of the Belle Fourche District and State graduation requirements. They may graduate early.
- The principal may waive or modify any of the guidelines due to extraordinary circumstances.

BELLE FOURCHE HIGH SCHOOL AFTER SCHOOL PROGRAM GRADES 9 – 12

Time: 3:40 – 5:00 PM

Place: High School Student Center

Days: Monday thru Thursday after school with Friday morning Intersessions.

Activities will include homework help, access to computer lab, ACT prep, special projects, scholarship preparation, and other activities. Students will sign-up for the activity they will participate in.

*Funded by the 21st Century Community Learning Centers Program Grant.

INTERSESSION FRIDAYS

The Belle Fourche School District is using an Alternative Calendar concept to manage instructional time. Designated Fridays during the school year will be set aside for Intersessions. Intersession referrals may be made by students themselves, teachers, parents or guardians. Intersession may be used for remediation or enrichment activities. The main goal of Intersessions is to improve student achievement. Intersessions will be from 8:30 – 11:30 AM.

CONFERENCES

The high school will have two (2) parent teacher conference nights per semester to allow parents, students, and teachers the opportunity to discuss student progress. The first conference will be during the fourth or fifth week of the semester and the second will be at approximately the mid point of the semester. In these conferences, the school informs the parents of student grades, attendance, and school performance. Mid-term reports are not included in permanent records.

Conference dates are listed on the school calendar.

FAILURE REPORTS

Teachers are required to give due process by notifying all students under their supervision, and their parents, of possible failure grades no later than the periods listed below. Teachers will notify parents by mail or at parent-teacher conferences. These reports will be considered "written notice" of student progress.

<u>1st Semester</u>	<u>2nd Semester</u>
5 th week	5 th week
9 th week	9 th week
14 th week	14 th week

REPORT CARDS

Report cards will be mailed to parents at the end of each semester. If a student has not paid all fines or dues, he/she will not receive a report card until the fines are paid.

DDN CAMPUS

Parents and students may check their grades and attendance at any time during the *school year*, on their *DDN Campus portals*.

NATIONAL HONOR SOCIETY

National Honor Society members and those who wish to join must meet certain standards to become members of this honor organization. The standards and procedure for selection are established by the national organization and the local chapter must comply with them.

The selection process is determined by a faculty voting system. Points are awarded on the basis of scholarship, character, leadership, and service. If students do not have a grade-point average that is high enough at the end of the first semester, their names will not be included on the voting list.

VALEDICTORIAN-SALUTATORIAN

The senior student with the highest scholastic average for four years will be honored as class valedictorian. The senior student with the second highest scholastic average for four years will be honored as class salutatorian. For a student to be eligible for this honor, he/she must have attended his/her entire senior year at Belle Fourche High School. There will be no co-valedictorian or co-salutatorian.

HONOR GRADUATES

Students receiving an overall grade point average of 90 or above will be recognized with a gold tassel during graduation. This will be determined by using the GPA at the end of the first semester of the senior year.

CRITERIA FOR EARLY GRADUATION

1. Students planning to graduate early must inform the principal through formal written notification prior to the beginning of their final semester.
2. A conference that includes the principal, counselor, student and both parents or guardians shall follow the written notification to insure that early graduation is the recommendation of all parties involved.
3. Students **MUST** be sixteen years of age or older; have definite plans for the future which include well planned commitments; and be a responsible and mature person before the principal will give consideration to early graduation.
4. Students hoping to graduate early **MUST** complete all required courses. Some courses require

- a full year of attendance before credit is granted so careful planning is necessary.
5. Early graduation will be permitted only at semester break of the senior year.
 6. Early graduates must cease to participate in all activities on their last day of class attendance.
 7. Beginning with the graduates of the 2007-2008 school year and subsequent years thereafter, early graduates are not eligible to participate in graduation ceremonies unless they are currently enrolled full time or have completed a semester of post high school education or have entered the military before or during the spring semester. They will receive their diplomas at the first board meeting in January.

Refer to School Board Policy IKFA.

BUS BEHAVIOR

While on District provided buses, student shall adhere to the same behavior expectation standards and consequences as at school.

STUDENT BEHAVIOR, CONDUCT, APPEARANCE

Behavior

A student who commits any of the following acts, or who exhibits behavior contrary to the following while on school property or premises or while participating in any school activity, including traveling to or from such school activity under school control and supervision, directly or indirectly, shall be subject to short-term suspension as determined and administered by the principal or superintendent or shall be subject to long-term suspension or expulsion as determined by the School Board pursuant to and after a due process hearing is conducted by the School Board:*

1. No student shall possess, consume, supply, sell, purchase, or be under the influence of an alcoholic beverage, **marijuana** or any controlled substance as defined by the laws of the State of South Dakota.
2. No student shall alter any school records or forge or otherwise misrepresent signatures of any other student, parent, physician, employer, or school personnel.
3. No student shall take, misappropriate, damage, or destroy any school property or any property owned, possessed, or controlled by any other party on school premises or within the jurisdiction of the School Board.
4. No student shall commit any acts of violence or boisterous conduct or threatening conduct including abusive or obscene language or gestures or any other moral improprieties, which interferes with or prevents any school personnel or student from performing his/her respective duties.
5. No student shall disobey or defy directions or instructions issued by school personnel respecting school matters or when such directions and instructions are issued as part of supervisory control of the students.
6. No student shall violate School Board policies respecting student conduct, behavior, or attendance.
7. No student shall violate any of the laws of the State of South Dakota while on school premises or while under the supervision of school personnel.
8. No student shall use, possess or distribute tobacco of any type on school property, or on the way to or at a school activity.

Public Display of Affection (PDA)

PDA shall be defined as and not limited to kissing, caressing, having an arm or arms around one another, etc.

Conduct

The student, when representing the school at home or away, shall conduct herself/himself in a manner that will bring favorable comment from the observer.

The student shall acquaint herself/himself with the overall policies of the school regarding conduct and support and encourage the support of the policy whenever he/she is representing the school. The following will be considered infractions of this section concerning conduct:

1. Driving and/or parking in a careless manner.
2. Smoking or chewing of tobacco, or possession of in school building or on school grounds.
3. Being inconsiderate of the staff.
4. Defacing walls, doors, panels, or surfaces by writing, coloring, or scratching.
5. Removing any equipment or property from its appointed place.
6. Conducting unauthorized raffles or fund-raising activities - (money will be confiscated).
7. Playing cards or tossing coins for money (money and cards will be confiscated).
8. Any type of gambling.

The school group shall maintain an air of mutual respect and tolerance in the building and on the grounds, realizing that differences of opinion are inevitable. The school provides a means of settling those differences. The principal and each faculty member fill that provision, and it is the responsibility of the student to inform one of these persons as to the conditions of a difference. At no time and under no condition is a student allowed to take the law into his/her own hands. Regardless of the justification for an overt action, because of a grievance, each student will be held responsible for using the proper faculty contact in the case of a difference or grievance.

Matters of a strictly out-of-school, personal nature should be kept apart from school. The proper place for such matters is in the home. The administration and faculty are available for advice and counseling in any personal matter the student wishes to entrust to them.

Appearance

1. A clean and neat appearance is expected of students. Clothing depicting or promoting alcohol, drugs, **marijuana** or tobacco products will not be allowed. Also clothing that is vulgar, sexual, immoral, or violent in nature will not be allowed.
2. Shoes are required. Roller blade shoes are prohibited.
3. Hats, caps, and bandanas are not to be worn in the building while school is in session.
4. Initiation dress of any sort will not be permitted.
5. Coats and book bags are to be left in student lockers.
6. Backless and strapless shirts are not allowed. Shirts need to cover your midsection even when your arms are raised above your head. The so-call "WIFE BEATER" shirts are not to be worn in school.
7. No SEE-THROUGH clothing is to be worn.
8. Sunglasses and objectionable contacts will not be worn in school. (Ex: objectionable contacts - Reptilian, Alien, Pure White or Red etc.)
9. Any student wearing apparel that a staff member deems objectionable will be asked to correct the problem.
10. Clothing or jewelry with spikes are not allowed.
11. Chains on billfolds and choker chains are not allowed.
12. Low cut blouses/shirts and shirts with spaghetti straps are not allowed.
13. Piercing through the lip or mouth area are not allowed.
14. Pants need to be kept pulled up so undergarments are not showing.
15. All piercings are to be removed for sport activities and PE classes.

STUDENT ALCOHOL, DRUG AND CHEMICAL ABUSE

It is the policy of the Belle Fourche School District to provide a drug free, healthful, safe, and secure educational and work environment. The use of chemical substances, including alcohol and tobacco by students is illegal, unhealthy, and life threatening. There is no such thing as "responsible use" and the collaborative efforts of the entire community are needed to keep youth drug free. Students are required and expected to report to their classes and other school-related activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The Belle Fourche Public School System is committed to building a learning community and ensuring all learners equal access to an excellent education program that results in learners who are responsible and accountable, who value lifelong learning and know how to learn, and who are capable of succeeding in a changing society. Use of chemical substances including alcohol is a serious problem, which adversely affects and undermines the mission of the school.

The use of such substances may lead to chemical dependency, which is a treatable illness. Health problems are primarily the responsibility of the home and family. However, the Belle Fourche School District is also concerned for the health, safety and well-being of its students and employees and demonstrates this by providing responsible leadership through the development and implementation of prevention, initial identification of suspected abuse, referral information, and staff development programs and policies which contribute to the well being of students and adults. The Belle Fourche School System has implemented this policy to ensure a drug-free work and educational environment to prevent the consequences of alcohol and other drug abuse.

1. Standards of Conduct

The Belle Fourche School District prohibits the unlawful manufacture, distribution, dispensation, possession (including under the influence), or use of alcohol, tobacco, and other controlled substances or drug paraphernalia on school premises including parking areas, at any school related activity, or in any school related activity, or in any school vehicle. Unlawful means in violation of federal/state/local regulations, policy, procedures, rules, as well as legal statutes.

The Belle Fourche School System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. All Belle Fourche School locations will implement drug-free awareness programs for students. The school system supports and recommends that students use such programs. Such programs will ensure that all students are aware that:

Alcohol and other illegal drug use is wrong, harmful, and dangerous because it leads to physical impairment, loss of judgement, safety violations, and the risk of injury, poor health, or death. Information about health risks and effects of controlled substances, alcohol and tobacco, will be provided to all students.

Alcohol and other illegal drug abuse can also significantly lower performance in the classroom, thus impacting on the school system and its mission as well as seriously affecting a student's educational and career goals.

It is a mandatory condition of attendance that all students must abide by this policy. Violations of this alcohol and drug policy will result in disciplinary sanctions, which may include suspension or expulsion. Referral for prosecution and further legal consequences consistent with federal and state laws and regulations will occur. Additionally, a student in violation may be required to successfully complete a student assistance, or drug rehabilitation program as a condition of enrollment.

Use of drug/alcohol rehabilitation services is encouraged. The school system may provide preliminary needs assessment of students, and provide a resource list of diagnostic and treatment services available outside the school. The cost for these services is the responsibility of the parents or guardians of the student who may have a substance abuse condition.

2. Disciplinary Sanctions Administrative Procedure

Student arrives at school under the influence or with possession or student arrest reported for alcohol and drug violations.

First Offense

Administrator contacts parents and police.

Student is immediately suspended from school for a minimum of 24 hours in custody of parent/guardian. Any student suspended will not be allowed to participate in any school activities for a minimum of one week. There may also be additional sanctions imposed by the co-curricular policy. Student must hand in work for days of suspension with no credit given.

Student is required to successfully complete educational program. The cost for these services is the responsibility of the parents or guardians of the student who may have a substance abuse condition. If the student misses any group sessions of the educational program, a 3-day out-of-school suspension goes into effect.

Principal conducts reentry conference with parent, student, school counselor, and designated teacher after completion of school suspension. (Reviews suspension, educational classes, consequences of repeat offense, information on school and community counseling services available to student and family.)

Repeated Offenses

Administrator calls parents and police.

Student is immediately suspended for a minimum of 24 hours in custody of parent/guardian and will not be allowed to participate in any school activities for a minimum of one week. There may also be additional sanctions imposed by the extracurricular policy.

Educational plan is contracted. Evaluation is required. Student must follow recommendations of the evaluator. If the student does not meet the group meeting or evaluation requirements, a 5 day out-of-school suspension takes effect. The cost for these services is the responsibility of the parent(s) or guardians of the student who may have a substance abuse condition.

Principal conducts reentry conference with student, parent, school counselor, and designated teacher after completion of school suspension.

Reasonable Suspicion that a student has consumed alcohol, tobacco, or used other illicit/ drugs

The suspicion is immediately reported to an administrator.

Administrator and reporting staff member visits with student and counselor (if possible) as soon as possible.

If it is determined that the student has consumed alcohol or used any other illicit drugs, the administrator or his/her designee calls the parent/guardian regarding the nature and outcome of the conference with the student.

A staff member shall consider a student to have consumed alcohol if the student smells of alcohol.

If the school cannot determine the nature of the problem, the parent/guardian will be brought in immediately, if possible, but within 48 hours for a conference with the administrator, the reporting staff member, the counselor and the student. Conference participants will:

- a. Review the circumstances (behaviors) which precipitated the conference.
- b. Request data from parent and student to determine the nature of the problem i.e., the reasons for the behavior.
- c. Review relevant school, community, medical, and counseling services available.

Behavioral Evidence for Alcohol/Drug Abuse Problems

Staff will be alert to alcohol/drug related behaviors.

If these behaviors are present, staff will confront the student regarding his/her concern for the observed behavior.

If the behaviors persist, the staff will notify the counselor who will in turn:

- a. Collect data from other teachers, coaches, advisors, administrators and support staff.
- b. Arrange a conference with referral teacher and others deemed necessary for that conference to assess that data.
- c. Above conference may result in any of the following: a conference with the student and parent, an outreach worker referral, testing, in-patient evaluation, community agency, referral or other mutually agreed upon options.

**APPLYING THE DISTRICT
Administration Reserves the Right to Alter any**

MISBEHAVIOR (Including but not limited to):	CONSEQUENCES
Offenses Class One (per semester)	1 st Offense
Tardy to class PDA	Record/Warn (1 st tardy)
Class Two (per year)	
Inappropriate behavior: classroom, library, bus, lunchroom or hallway; Inappropriate dress, parking lot or traffic violations; detention violation	Detention, Saturday School, loss of privileges, Parent Contact
Class Three (per year)	
Insubordination, falsifying school records, pornographic material, verbal abuse, instigation, *tobacco, minor vandalism, technology misuse, *gang/threat-group activity, *harassment (general, sexual, racial, disability), cheating, inappropriate e-mail messages, student profanity	Detention, Suspension, Saturday School, Parental Contact. Obscene language directed at staff – Parental Contact, Saturday School, or Suspension
ILLEGAL OFFENSES Class Four (per year)	
Fighting, theft, physical assault, false fire alarm, major vandalism, gambling for stakes, attempted hacking into other computers or computer systems	Minimum Suspension (3-5 days), parent contact, counselor referral, reduce suspension to 3 days if student participates in appropriate program. Restitution and police referral when appropriate.
Class Five (per High School Career)	
Drugs, alcohol, possession, using, or under the influence, or possessing drug paraphernalia Drugs, alcohol, possessing an amount that suggests distribution	Suspension (3-5 days), parent conference, counselor referral. Student activity rules will be followed. Long-term suspension or expulsion. Police referral
Class Six (per year)	
Endangerment of others, weapons, explosives, bomb threat, arson	Long-term suspension or expulsion, parental conference, referral to authorities.

Due Process: Students shall be afforded the rights of fair procedure or due process. This includes the right to (1) be informed as to conduct which would result in disciplinary action against the student; (2) notice of any rule violation explanation of the evidence supporting the charge; (4) an opportunity to present the students side of the story; (5) a penalty that is proportionate to the violation. Expelled or long-term Suspended Special Education Students: Whenever a student identified as in need of special education is expelled or subjected to long-term suspension, a referral shall be made by the superintendent.

**HIGH SCHOOL RULES
Disciplinary Action Based on Extenuating Circumstances**

2 nd Offense	3 rd Offense	Habitual Disobedience; 4 or more offenses
2 nd and 3 rd Tardy Teacher assigned detention	4 th tardy ½ hour of detention in the office parental contact	5 or more Saturday School-OSS
Suspension (1-3 days), Saturday School, loss of privileges, counselor referral when appropriate	Suspension (1-3 days), parent contact, counselor referral	Suspension (1-5 days)
Suspension (1-3 days), parent contact, counselor referral when appropriate, Suspension (1-3 days), if obscene language directed at staff * May be referred to Police	Suspension (3 days), parent contact, reduce suspension with commitment to appropriate program, counselor referral	Suspension (5 days), suspension may be reduced to 3 days if parent and student participate in appropriate program
Suspension (5-10 days), parent conference, reduce suspension to 5 days if student and parent participate in appropriate program. Restitution and police referral when appropriate.	Long-term suspension or expulsion, police referral when appropriate. Student must attend appropriate program before student returns to school.	
Long-term suspension or expulsion, police referral.		

Rev 5/8/95

Adopted 12/10/90

Electronic Devices

- Students may have cell phones in school. They must have them turned off while in class.
- Cell phones that take pictures must be left out of the classrooms when testing is taking

place.

- Pagers must be turned off while students are in the classroom.
- Walkmen, headsets, etc. are to be left home or in your car. They are NOT to be in the building during regular school, hours (7:50 AM – 3:39 PM)
- The school will not be responsible for electronic devices left in lockers, coats, book bags etc.

Locker Searches

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 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 health, welfare and safety of 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 either periodically or on an ad hoc basis in the interest of making the school a "safe" environment.

The courts have supported the use of trained dogs to conduct searches of lockers and cars in school parking lots. Search of a person by a trained dog is not quite as clear. Some courts indicate that a sniff of a person by a trained dog is not a search because it is not intrusive. An individual search of a student by school personnel must be based on reasonable suspicion. See New Jersey v. TLO (1985). If the school has law enforcement involved in the search of students, there should be probable cause to search.

Detention

If a student skips their detention, the time is doubled.

Backpacks

Backpacks are allowed in school as long as they are placed in the locker during class hours. Students are not to carry backpacks to class or have them in the classroom. The administration feels that backpacks are cumbersome and cause difficulty for students in evacuating a room as well as providing a means of transport for weapons, controlled substances, and stolen items from the school. In the best interest of students, backpacks are to be used only to carry books to and from the locker and should be stored in the locker during the school day.

Saturday Detention

Students may be assigned a specific Saturday when instruction addresses inappropriate behaviors. Failure to serve, being tardy, or being asked to leave will result in a two (2) day suspension.

Medicine

Students are not to carry any medicine in school. If medication has been prescribed by a physician, it must be taken to the nurse's office or assigned area. **The school will no longer purchase non-prescription pain reliever for student use at school unless under the direction of the school nurse.** If your child needs prescription or non-prescription medication, a parent/guardian must come to school and fill out the proper forms. Students are **not** to carry any medication in school.

Prescription medications must be in a pharmacist-labeled container that specifies student's name, prescribing physician's name, date of the prescription and 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 etc.)

INAPPROPRIATE STUDENT CONDUCT

Any student may knowingly or unknowingly become involved in an infraction at some point in time. The student who is accused of committing an infraction has rights as defined under STUDENT

DUE PROCESS OR GRIEVANCE PROCEDURE.

Responses to inappropriate conduct used in the Belle Fourche School District may range from informal conferences to expulsion from school. Students will be referred to counseling and social work services as appropriate. It shall be the purpose of such counseling to emphasize the prevention of suspension or expulsion from school. When suspension or expulsion action is taken, it is the policy of the Belle Fourche District to help prepare the student during the dismissal period for readmission.

The properties of the school district, particularly the building, equipment, and grounds, shall not be cut, defaced, or damaged by a student. SDCL 13-32-5 provides that any student who cuts, defaces, or otherwise damages any school building or property may be suspended or expelled from school. Any student who damages, destroys, or defaces school property or equipment will be responsible for replacement or repair costs. SDCL 25-5-15 provides that each parent is liable for willful acts of students, which cause damage to real or personal property of the school district or other students or for any personal injuries caused by the student.

Staff members, supervisors, aides and chaperons have the authority to use reasonable physical force for supervisory control over students.

SDCL 13-32-7 provides that any person, who carries, possesses, stores, or keeps any type of firearm or air gun on any school premises or in any school vehicle is guilty of a class 2 misdemeanor.

Infractions, which are in violation of statutory criminal law, will be referred to local law enforcement or juvenile court officials by school authorities. The following conduct has been determined to undermine good order and discipline and is inappropriate:

****SEE DEFINITION OF TERMS**

ABUSIVE LANGUAGE #3

ARSON #6

ASSAULT, AGGRAVATED #4

BOMB THREAT #6

CLASS TRUANCY #3

CLASSROOM DISRUPTIONS #2

DETENTION VIOLATION #2

DISCHARGING FIREWORKS #5

DISHONESTY, SCHOLASTIC #2

DISTRIBUTION OF ALCOHOL/DRUGS #5*

EXPLOSIVES #6

EXTORTION #3

FALSE FIRE ALARMS #4

FALSE REPORTING #3

FIGHTING #4

FIREWORKS #5

FORGERY #3

GAMBLING FOR STAKES #4

HARASSMENT #3

HAZING #3

INSUBORDINATION #3

INSTIGATION #3

MISUSE OF TECHNOLOGY#3

OUT-OF-CLASSROOM DISRUPTIONS #2

PHYSICAL ASSAULT #4

PORNOGRAPHIC MATERIALS #3

POSSESSION OF DRUGS #5

POSSESSION OF STOLEN PROPERTY #4

POSSESSION OF DANGEROUS WEAPONS
#6

POSSESSION OF FIREARMS #6

POSSESSION OF TOBACCO #3

POSSESSION OF ALCOHOL #5

PROPERTY DESTRUCTION #3

PUBLIC DISPLAY OF AFFECTION #2

THEFT #

THREATS #3

TRESPASS #3

UNAUTHORIZED AREAS & EQUIPMENT #3

USE OR UNDER INFLUENCE OF ALCOHOL

DRUGS #5

VANDALISM #3 OR #4

VERBAL ABUSE #3

VERBAL ASSAULT #3

WEAPON #3

SCHOOL DISTURBANCE

SDCL 13-32-6 provides that any disturbance of school is a misdemeanor. Any person, whether a student or not, who willfully molests or disturbs a public school when in session or who willfully

interferes with or interrupts the proper order or management of a public school by acts of violence, boisterous conduct, or threatening language, which prevents a teacher or any student from performing his/her duty, is guilty of a misdemeanor and upon conviction will be punished by a fine not exceeding one hundred dollars or by imprisonment in the county jail not exceeding thirty days or both.

FREEDOM OF SPEECH

Provisions for expression of differences of opinion as provided in the First Amendment shall be adequately provided and protected. Prohibition of a particular expression of opinion, or means of expression, shall be based upon something more than a mere desire to avoid the discomfort and unpleasantness that always accompany an unpopular point of view.

However, no person--parent, teacher, or student--has an absolute right to freedom of speech. It is a myth to say that people have a constitutional right to speak or write what they please, where they please, and when they please. Controlled and uncontrollable liberty is an enemy to domestic peace. Freedom of speech in our schools is limited by board policy; canons of good taste as acceptable in the community, and legal considerations.

DIRECTORY INFORMATION

Directory information may be made public without prior consent of a parent or student unless the parent or student shall have designated in writing the items of directory information, which should not be made public without their consent. School Board Policy JO is available on request for further information.

GUIDANCE SERVICE

The guidance and counseling services are open to students and parents for the purpose of information, instruction, and planning.

Information

1. Academic ability of the students.
2. Interest and aptitudes of the students.
3. Present conditions affecting the student's progress.
4. School program and curriculum in general.

Instruction

1. Procedures for further testing.
2. Procedures for improving study habits.
3. Procedures for choosing a vocation.

Planning

1. College and trade school information and enrollment aid will be given to the student.
2. Letters of recommendation will be written upon request.
3. Records will be forwarded at the request of the student.

The school staff recognizes the many talents of each individual. The staff will provide help, upon request, in the search for scholarship awards. The initiation of a scholarship application is the responsibility of the student and the parent.

STUDENT RECORDS

The school record of each student is considered to be confidential. It contains a documentation of (1) grades in all courses, (2) co-curricular records, (3) standardized test results, (4) family data, (5) scholastic records from other schools attended, and (6) attendance records. The School Board has established procedures and safeguards to govern the access to and release of student educational records and other personal information to persons, agencies, and organizations within and without the school system. The rights of the students and their parents to inspect and review the educational records and procedure for the release and correction of the educational records are defined by School Board policy. A copy of the policy may be obtained at the principal's office.

TRANSFER STUDENTS

Students transferring from non-accredited schools or students coming from home-school instruction programs will be required to take a battery of tests to determine knowledge gained for grade and/or class placement. The tests will be administered by the guidance counselor.

EDUCATIONAL RECORDS AND PRIVACY POLICY

The educational records of students of Belle Fourche High School District #9-1 shall be considered to be confidential. The privacy of the student and his/her parents can be maintained only if the information contained in such education records is released only within the provisions of this policy.

The purpose of this policy is to set forth the procedures and safeguards which shall govern the access to student educational records and the release to student educational records and other information to persons, agencies, and organizations within and outside the school system. This policy is adopted pursuant to Section 1232G of the General Education Provisions Act, as amended, and regulations effective June 17, 1976.

EVALUATION OF THE SCHOOL

An evaluation of the school is a continuous process. The citizens of the school district, the South Dakota Division of Elementary and Secondary Education, college representatives, and officials and students of neighboring schools judge the many characteristics of the school whenever they visit. Do your part to make the total observation and evaluation an excellent one.

Administrative talents, effective teachers, worthwhile activities, responsible students, and well-attended buildings and grounds are major evaluation factors considered by the public.

Staff members and students are expected to uphold their responsibilities in all areas of contact within the school system. Failure to do one's best negates many efforts of others to improve our school. If you are one who feels that you are benefiting from being in school, you are one who is contributing to higher standards for Belle Fourche High School.

HAZING

It is a rule of Belle Fourche High School that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations shall plan, encourage, or engage in any hazing. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. If hazing or planned hazing is discovered, involved students shall be required to end all hazing activities immediately and those students will receive 3 - 5 days out-of-school suspension.

PROHIBITION OF CORPORAL PUNISHMENT

The use of corporal punishment, defined as "any act of physical force on a pupil for the purpose of punishing that child," is not acceptable in this district and will not be tolerated as a disciplinary measure.

The term will not apply, however, to the use of reasonable physical force in the following situations:

1. For self-defense;
2. To protect the individual or other persons from physical injury;
3. To protect property of the school or others;
4. To remove a student who has refused to comply with requests to refrain from disruptive behavior; or
5. To restrain or control a student that is out of control.

By law, physical force may be used by the superintendent, principal, supervisor, and teachers and their aides and assistants. This authority extends to any person delegated to supervise children who are authorized to attend a school function away from school premises and to school bus drivers.

Any employee using physical force in reference to any of the above situations to control a student will report the incident in writing to his or her supervisor. Supervisors will keep the superintendent apprised of unusual or extreme incidents of the use of physical force.

DISCRIMINATION/HARASSMENT

The Belle Fourche School District will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees or any persons who are invitees of the Belle Fourche School District based upon race, color, ethnic affiliation, emotional, mental and/or physical challenge, sexual orientation or preference or gender. The Belle Fourche School District is committed to providing an environment free from harassment and other forms of discrimination for students, school employees and its invites. Such an environment is a necessary part of a healthy learning and working atmosphere because discrimination and/or harassment undermines the sense of human dignity and belonging of all people in the community. School district includes school facilities, school premises, school vehicles and non-school vehicles used to transport students, employees and invites to school sponsored activities (functions) and any other areas where the Belle Fourche School District has control of the premises.

In addition, non-school property is considered district property where school sponsored or approved functions are being conducted and at locations where a school employee is involved in school business. Discrimination and/or harassment by board members, administrators, employees, non-employees, invites, parents, caretakers, students, vendors and others doing business with the school district is prohibited. Individuals whose behavior is found to be in violation of this policy will be subject to the INVESTIGATION AND ACTION PROCEDURE which will result in disciplinary action as determined by the superintendent or school board and may include suspension, expulsion, reprimand or termination of employment or in case of non-employees or invites, they will be required to leave school property or the premises controlled by the Belle Fourche School District. **(See Policy ACAA for procedures)**

CONFIDENTIALITY

A report of discrimination/harassment and/or an investigation of discrimination/harassment are to be held in strict confidence, except as necessary for the school district, representative of the victim or accused or any agency of state or federal government charged with enforcement of the policy, to carry out the obligations of this policy subject to state and federal laws with regard to the confidentiality of school records, or constitutional requirements of due process and rights of privacy act provisions.

The above paragraph does not apply to criminal investigation materials. Information from a criminal investigation will be released only according to state codified law.

RETALIATION

The Belle Fourche School District prohibits retaliation against any person because that person has verbally or non-verbally asserted, or has assisted another person to verbally or non-verbally assert, a discrimination and/or harassment complaint in either an informal or formal manner with the school or with any state or federal agency, or because that person has testified, assisted or participated in any manner in an investigation, proceeding or hearing related to a discrimination and/or harassment complaint. Retaliation is itself a violation of federal and state regulations prohibiting discrimination/harassment and will lead to disciplinary action against the offender.

A. Generalized Harassment

1. Includes **unwelcome** behavior directed at an entire group which is based on demeaning or derisive stereotypes which is so pervasive that it creates a hostile learning, work or school activity environment and that is not a part of a discussion or exchange of an idea, ideology or philosophy and disrupts school activities where invites are included or their human dignity is undermined.
2. Examples include comments/jokes, physical gestures or visual displays such as posters, etc.

B. Individually Targeted Harassment

1. Includes non-criminal behavior which is targeted at an individual or particular member of a group adversely affecting the learning, work or school environment, which can be verbal, visual or physical.
2. Examples include negative or offensive comments, jokes, suggestions, gestures, and/or aggressive physical contact that may be directed to an individual's or group's race, ethnicity, national origin or gender.

C. Criminal Harassment

1. Harassing behavior that violates state or federal criminal statutes.
2. Examples include criminal harassment, criminal assault, sexual assault, sexual contact, attempted rape, criminal mischief, arson and trespass.

D. Sexual Harassment: Unwelcome sexual advances or comments, requests for sexual favors or derogatory sexual remarks and other unwelcome verbal or physical conduct of a sexual nature if:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
2. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or
3. such conduct has the purpose or effect of creating an intimidating hostile or offensive academic, working or school activity environment.

Equal Opportunity Title IX-504

The Belle Fourche High School System is a nondiscriminatory institution that offers educational opportunities without regard to sex, race, color, national origin or disability. Equal Opportunity Grievance Procedures – Specific allegations of violation may be submitted in writing to Title IX Coordinator, Clay Anderson 2305 13th Avenue, Phone 723-3359 within thirty (30) days of the grievance.

Within five (5) days, the coordinator will evaluate the grievance and render a written decision.

Grievances will be discussed with the immediate principal involved and action through the principal with cooperation of the involved person or persons and the coordinator will ensue.

At the discretion of the principal, or coordinator, filer or involved person, a formal hearing can be conducted persons present and with a third uninterested party conducting the proceedings.

This will be done within ten (10) days of the initial decision of the coordinator.

If there is to be a hearing, all interested parties will be notified by writing as to the time and place.

The decision of the coordinator or the decision resulting from the hearing may be appealed within five (5) days after the coordinators written decision.

The following three steps shall be followed to appeal: a. Principal, b. Superintendent, c. School Board. The School Board will act at its first meeting following the superintendent's decision. Following each step of appeal, a decision must be rendered within five (5) days.

Correction or recommendation of discrimination practices will begin immediately following a judgment of discrimination. Accurate records of all proceedings, actions and discussions shall be kept by the coordinator.

ANNOUNCEMENTS

Announcements will be given at the beginning of second period each day. Announcements should pertain to the school and its activities with exceptions only in special cases.

MEMORIALS

Each year there are events that happen that are unavoidable; for example, loss of life or tragedy of one kind or another. Most often the first impulse is to "give" to help ease the pain. The need to express sympathy is first and foremost in everyone's mind. However, it seems appropriate to set a \$50 limit for donations from a class or organizational funds. Hopefully, this will set a guide and protect group funds. Individual donations are not limited.

SPECIAL EVENTS

Inter-School Activities

The school district encourages all students to participate in inter-school activities. Students are encouraged to meet eligibility standards with respect to their academic and behavioral performance and conduct. In the interest of health and safety, as well as the development of a good attitude, the Activities Director along with the supervisors will develop reasonable rules for each program.

Foreign Exchange Promotion

BFHS cooperates with foreign student programs. No more than three foreign students will be allowed to attend each year. All exchange students take speech during their stay.

All-State Band/Chorus

Students in instrumental music audition regionally each year for chairs in all-state band. The rehearsals and concert are held in February. A limited number of outstanding voice students are invited from each school to an all-state vocal rehearsal and concert in November of each year.

Athletic Events

BFHS participates in a full conference schedule of games and meets in football, basketball, track, wrestling, golf, and cross-country. and volleyball.

Academic Events

Knowledge Bowl, Science Fair, FFA, VICA and Prairie Winds Writing Conference.

Awards Day

At the end of each school year, a special ceremony for seniors is conducted in order to distribute awards earned and to give public recognition to special achievements during the year. During the year, there may be awards programs after each season of competition. These events will not be scheduled during the school day.

Bronc Day

In late September or early October, the student body sponsors a homecoming day. The activities focus upon school spirit and tradition. The highlights are the royalty coronation, the homecoming parade, and the football game.

Music Concerts

The vocal and instrumental music departments present concerts throughout the year. Large groups, small ensembles, and solo selections make up the programs.

Music Competition

Local and regional contests for large groups, ensembles, and soloists are held in April and May. The competition includes schools in the West River and Black Hills areas of South Dakota.

Student Council Elections

The offices of president, vice-president, secretary, and treasurer of the student council are elected each spring. The candidates are required to meet qualifications and are allowed to conduct a campaign via posters, speeches, and rallies appropriate to high standards of dignity. The election provides for run-off voting until the winner has gained a majority of those numbers voting in the elections.

Class Plays

The All-School Play or a series of mini-productions are produced annually in November or December. A musical is produced in March or April.

Commencement

The school district sponsors the annual commencement exercises in honor of those students who have fulfilled all the requirements for high school graduation according to the policies of the Belle Fourche School District, South Dakota Division of Elementary and Secondary Education, and the laws of the State of South Dakota. Those students who have met the requirements early and have graduated early may participate. Special Category students may participate as well if they have met the requirements.

Class Elections

The classes elect a slate of officers. They are: president, vice-president, secretary, and treasurer.

Knowledge Bowl

Those students wishing to compete in scholastic recall may try out for the team. Several meets are held in the West River area.

Publications

Students publish the Bronc yearbook and the Bronc Writer newspaper, using the current Associated Press Style Manual and Libel Book as a guide.

SCHOOL DANCES AND PARTIES

If a local group or a DJ is the source of music at a dance (1) at least two faculty members must be in supervisory attendance with a total of six chaperons, (2) closing time will be set by the group or groups that sponsor the dance, and (3) the sponsoring groups(s) will set an admission fee to cover expenses to include payment of the security police.

Parents are encouraged to help with the supervisory responsibilities. Dances and parties will not be scheduled until the supervisors are named. Two sets of parents in addition to the regular sponsors (six chaperons) must be present to help chaperon all dances and parties.

The sponsoring group must:

1. Arrange the music.
2. Obtain at least two faculty members for supervision plus four other adult chaperons.
3. Enforce a closing time of 12:00 a.m. Advisors may change time to an earlier or later closing.
4. Charge admission set by the dance committee, the supervisor, and the principal.
5. Provide for advance ticket sales (if advised).
6. Notify local police of all dances and ask them to patrol the area--the cost will be paid by the respective group(s).
7. Juniors and Seniors attending the Prom are not required to have dates or escorts.
8. Those who leave the dance or party will not be allowed to return without the knowledge and approval of the advisor and/or chaperons.
9. Sponsoring group must pick up, fill out, and return an event form to the athletic director. Forms available in the office.

CO-CURRICULAR ACTIVITIES

Purpose:

Activities support the academic mission of our school. They are not a diversion but rather an extension of a sound educational program. Activities are designed for the development of progressive skills. Beginning with simple skills and progressing to the more complex, all students will be encouraged to become more confident in themselves. It is recognized that well organized and implemented programs may have a positive influence on the morale of the student body and serve as an important vehicle for good school and community relations. It is recognized that student participation may be limited by individual abilities and/or interests, the nature of the activity and/or team concepts, but not by any criteria explicitly prohibited by federal and state discriminatory statutes. Co-curricular activities will be considered any sport, activity, club, or program sponsored or sanctioned by the School District. The two major areas of activities are athletic (football, basketball, etc.) and non-athletic (plays, debate, music, etc.).

In both areas, **the following will be considered:**

Each student's capability.

Each student's natural and developed talent.

Each student's ability to share, support and cooperate.

Each student's ability to be a good sport and to develop sportsmanship in others.

Each student's ability to develop the team or group concept.

Each student's ability to try when given direction by a supervisor.

Each student's ability to win or lose graciously.

Eligibility:

Belle Fourche High School is a member of the SDHSAA and adheres to the standards it prescribes. Below are a few of the rules which students must meet before being eligible to participate in co-curricular activities. Some of the local rules are more restrictive than the SDHSAA rules.

1. Each student shall have completed at least six subjects the previous semester, shall have passed five subjects for the preceding or for the most recent semester of attendance and currently be enrolled as a full-time student. A passing grade in this School District is 70% unless modified through an Individual Education Plan. The exception to this is that those students in their fourth year are required to take five courses providing they are meeting the graduation requirements of the Belle Fourche School District. Appropriate adjustment will be made for multi-hour classes. A student transferring from another school must have met the

co-curricular participation requirements for that school in the preceding or current semester.

All activities are subject to the eligibility rule. Within the activities of band and vocal music, students will be eligible to participate in local concerts and performance during their ineligibility suspension. (These concerts and performances are considered part of the curriculum). Students will be ineligible in any additional contests or co-curricular performances.

2. Each student shall not have reached his/her twentieth birthday.
3. Once a student reaches the ninth grade, they are eligible for four first semesters and four second semesters of interscholastic competition. For the purpose of this eligibility rule, enrollment in school for fifteen school days or participation in one or more contests shall count as a semester of eligibility. Once a student enrolls as a ninth grader, all semesters must be consecutive unless verified in writing by a physician that withdrawal from school is necessary due to serious illness or injury.
4. Each student must have been enrolled by the beginning of the tenth school day of the present semester
5. Each student must not have allowed his/her school enrollment during the present semester to have lapsed for a period of more than ten days except for disabling illness of self or of immediate family.
6. Each student must not have accepted any award exceeding twenty-five dollars in value for any athletic competition.
7. Each student shall not participate on an independent athletic team after they have become a member of their school's squad of the same sport. (Example: playing in an independent basketball tournament before the high school basketball season is over)
8. Each student must have parental permission and official certification from a competent physician. These forms must be on file in the Activity Director's office before the student may practice.
9. Students must be in school a minimum of $\frac{1}{2}$ the school day on the day of the event to be eligible to participate. (Exceptions may be allowed for family emergencies and prearranged absences approved by the administration). Any student placed on In-School or Out-of-School Suspension will be ineligible to participate during the suspension period.
10. Excessive tardiness may result in suspension from co- curricular activities.
11. Written notice of any temporary disability must be given to the principal and/or school nurse. In the case of pregnancy, this notice must be given at least four months before the expected delivery date. This must be accompanied by a written notice from the attending physician stating the activities the student can take part in and shall give specific dates of participation.

All rules and guidelines in addition to the above will be in writing and fully explained before each activity begins.

Pre-Participation Requirements:

All participants, prior to the first practice, must return to the activity supervisor the following:

1. Health statement and permission by physician to participate.
(athletes and cheerleaders)
2. Written permission by parent/guardian to participate.
(athletes and cheerleaders)
3. Acknowledgement, in writing by parent/guardian and students, of assumption of risk,

- insurance waiver, and activity policies.
- 4. Emergency medical treatment authorization.
- 5 . Attendance of 9th and 10th graders, first time participants, and parent/guardian is encouraged at the preseason meeting.

Basic Rules:

1. ALCOHOL - The drinking or possession of any alcoholic beverage is prohibited. Any establishment whose primary business is serving alcoholic beverages is OFF LIMITS unless the athlete is accompanied by his/her parents or legal guardian. This includes house parties serving alcoholic beverages and/or "keggers".
2. TOBACCO - The use or possession of tobacco is prohibited.
3. ILLEGAL DRUGS OR NARCOTICS - The use or possession of illegal drugs, narcotics or marijuana is prohibited.

SDCL 13-32-9 SUSPENSION FROM EXTRA-CURRICULAR ACTIVITIES FOR CONTROLLED SUBSTANCE VIOLATIONS. Any person adjudicated, convicted, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana as defined in chapter 22-42 is ineligible to participate in any extra-curricular activity at any secondary school accredited by the Department of Education and Cultural Affairs for one year. Upon a subsequent adjudication, conviction, or suspended imposition of sentence for possession, use or distribution of controlled substance or marijuana by a court of competent jurisdiction, the person is ineligible to participate in any extra-curricular activity while that person is attending any school accredited by the Department of Education and Cultural Affairs. Upon such determination in any juvenile proceeding that Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is enrolled. As used in this section, the term, extra-curricular activity means any activity sanctioned by the South Dakota High School Activities Association.

4. THEFT - Theft of school property, theft on school premises, theft during or at school-related activities, or theft while under school supervision is prohibited.
5. MISCONDUCT - Any participant displaying unacceptable conduct on or off school premises may subject the participant to suspension or other disciplinary action. Examples of misconduct are as follows:
 - a. Indignant attitude, including insubordination, or use of obscene or unacceptable language in the classroom, in the school or during the activity.
 - b. Destruction of property in the community or elsewhere.
 - c. Violation of any of the laws of the State of South Dakota while on school premises, during or at a school-related activity, or while under school supervision.
 - d. Any conduct not considered proper by the activity supervisor or appropriate administrator, as may be defined in writing, may result in disciplinary action.

Violation of any of the above "Basic Rules" shall subject the participant to immediate suspension from all co-curricular activities for a minimum of: (violations involving illegal drugs or narcotics will be dealt with in accordance with SDCL 13-32-9)

Football	two (2) contests/date
Golf	two (2) contests/date
Cross-Country	two (2) contests/date
Track	two (2) contests/date
Wrestling	three (3) contests/date

Volleyball	three (3) contests/date
Basketball	four (4) contests/date
Other Co-curricular activities	one (1) contest/date

If an individual is not a participant in an activity at the time of the violation, the penalty will be enforced at the beginning of the next activity the student is involved in for that school year only. During the period of suspension, the participant must meet with the activity supervisor involved, the Activities Director and when possible, the school counselor. This group will determine any additional action to be taken.

A second violation will result in suspension from all co-curricular activities for a period of nine (9) weeks.

A third violation will result in suspension from all co-curricular activities for the remainder of the school year.

Violations will be accumulative for the current school year only. All activity supervisors are encouraged to develop written rules or regulations pertaining to their particular activity, in addition to the foregoing rules, such as, but not limited to, training rules and hours, etc. The foregoing rules and any other written rules and regulations developed by the activity supervisor are to be enforced by the activity supervisor with appropriate disciplinary action. Those students who are 18 years old or older are subject to the same rules as all other students.

Before implementing any disciplinary measure, the activity supervisor shall advise the participant of the alleged violation and provide the participant an opportunity to respond to the allegation. Any aggrieved participant may appeal any action through the established School Board GRIEVANCE PROCEDURE.

Guidelines for Awards:

Students participating in co-curricular activities are eligible to receive a letter, pin, certificate, or award providing they meet the following requirements:

1. Meet all requirements listed under CO-CURRICULAR ACTIVITIES - Eligibility.
2. Comply with all requirements listed under CO-CURRICULAR ACTIVITIES.
3. Meet all minimum participation requirements as determined by supervisors.

Students participating in co-curricular activities may receive special awards for exemplary conduct during participation in an activity, such as extraordinary effort, teamwork, individual improvement, etc., or for exhibiting qualities that enhance the atmosphere and reputation of the sport, activity, and school, such as sportsmanship, individual performances, etc., as determined by supervisors.

Cheerleaders

Eligibility

To qualify as a cheerleader, a student must meet the co-curricular policy as set forth in policy JK.

Selection

All high school cheerleaders will be selected in the spring of the year. Selection will be made by a panel of judges. If an individual is unable to represent his/her area, an appropriate alternate will be named by the principal and cheerleader coordinator. The panel of judges will select the cheerleaders on the basis of attitude, appearance, enthusiasm, originality, etc., as well as the

performance of cheers, pom pom routines, gymnastics, etc.

Student Due Process

Attendance Policies

No attendance policy may exclude a student from a class or from school for more than ten consecutive days without complying with due process procedures.

Short-term Suspension Hearing Procedure

If a short-term suspension from school is anticipated because of a student's violation of a rule, regulation, or policy, the principal shall give oral or written notice to the student as soon as possible after discovery of the alleged violation, stating the basis for the suspension. The student shall be given the opportunity to answer. The parent shall be given oral notice or a written notice. However, a student shall not be removed from the school premises before the end of the school day without contacting a parent.

Long-term Suspension Hearing Procedure

Written report--If a long-term suspension or expulsion is anticipated because of a student's violation of a rule, regulation, or policy, the principal shall file a written report with the superintendent by the end of the school day following the day of discovery of the alleged violation.

Notice of Hearing

If the superintendent deems that there are grounds for a long-term suspension or for expulsion from school, the superintendent may exclude the student from classes before the hearing by using the short-term suspension procedure. The superintendent shall give notice of the necessity for the hearing in writing to each school board member. A written notice shall be given to the student's parents. The parent's notice shall contain the following minimum information:

1. The rule, regulation, or policy allegedly violated.
2. The date, time, and place for the hearing.
3. A description of the hearing procedure.
4. The reason for the disciplinary proceedings.
5. A statement that the student's records are available at the school for examination by the student's parents or their authorized representative.
6. A statement that the student may present witnesses.

Right of Waiver

The student, if of the age of majority or emancipated, or the student's parent may waive the right to a hearing in writing to the superintendent. If the hearing is not waived, the hearing shall be held on the date, time, and place set in the notice unless a different date, time, and place are agreed to by the parties.

Hearing Procedure

The School Board shall constitute the hearing board and shall conduct the hearing in the following manner:

1. A school board member or a school board designee who is not an employee of the school district shall be appointed as presiding officer.
2. Each party may make an opening statement.
3. Each party may introduce evidence, present witnesses, and examine and cross-examine witnesses.
4. Each party may be represented by an attorney.
5. The administration shall present its case first.
6. The hearing shall be closed to the public.
7. Witnesses may be present only when testifying. All witnesses shall take an oath or affirmation to be administered by the school board president or business manager.

8. Each party may raise objections; however, objections shall be limited to relevancy and scope of the question.
9. All relevant evidence shall be admitted; however, unproductive or repetitious evidence may be limited by the presiding officer.
10. The presiding officer may ask questions of witnesses and may allow other school board members to interrogate witnesses.
11. Each party may make a closing statement.
12. After the hearing, the School Board shall continue to meet in executive session for deliberation. No one other than the presiding officer of the hearing shall meet with the School Board during deliberation. The School Board may seek advice during deliberation from an attorney not present at the hearing. Consultation with any other person during deliberation shall occur only if a representative of the student is present.
13. The decision of the School Board shall be based solely on the evidence presented at the hearing and shall be formalized by motion made in open meeting. The motion shall omit the name of the student and shall state the reason for the board's action. The student's parents shall be notified in writing of the decision. The notice shall state the length of the suspension or expulsion.

Right of Appeal

A decision by the School Board adverse to the student may be appealed to the Circuit Court.

Referral to Placement Committee

Whenever a student, identified as in need of special assistance or prolonged assistance pursuant to SDCL 13-27-1, is expelled or subjected to long-term suspension, a referral shall be made by the superintendent to the district's placement committee. The placement committee shall determine whether the action, behavior, or activity which resulted in the long-term suspension or expulsion of a student is based upon action, behavior, or activity by the student arising from the student's handicapping condition, the placement committee shall immediately prepare a revised individual education plan to provide educational services to the student. The student's long-term suspension or expulsion shall terminate upon implementation of the student's revised individual educational plan.

Grievance Procedure

Purposes

1. The purpose of this procedure is to secure, at the appropriate administrative level, equitable solutions to grievance affecting the students of the Belle Fourche School District. These proceedings shall be kept as informal and confidential as may be appropriate in any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any student having a problem to discuss the matter informally with any appropriate teacher or member of the administration at any time.
3. Long-term attendance suspensions shall be handled under School Board Policy JCA and shall not be considered as the basis of a grievance under this policy.

Time Limits

1. It is important that grievances be processed as rapidly as possible. The number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits specified may be extended by mutual written agreement of the parties in interest.
2. In the event a grievance is filed on or after fifteen (15) days before the school year ends, the time limit set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable.
3. An aggrieved student must file a grievance within 10 days after the alleged acts or discovery of acts constituting the grievance.

Grievance Committee

1. The Grievance Committee shall consist of five members:
 - principal from other administrative area in school;
 - principal from other administrative area in school district;

school district patron; (see "Board Policy JP")

school district patron;

school district patron.

2. At the beginning of the school term each principal shall designate an alternate to serve in his/her unavailability.
3. At the beginning of the school term the Board shall appoint the school district patron members and shall designate a first and a second alternate to serve in the event of unavailability or conflict of interest of a patron member.
4. The chairman of the Committee shall be the high school principal (or his/her alternate); the first vice-chairman shall be the middle school principal (or his/her alternate); and the second chairman shall be the elementary school principal (or his/her alternate).

Procedures

1. Level One - Informal Resolution

If a student feels that he/she has a grievance, the student must first discuss them after with the personnel involved in an effort to resolve the grievance informally.

2. Level Two - School Principal

- a. If an aggrieved student is not satisfied with the disposition of the grievance at Level One, he/she shall submit the grievance in writing, dated and signed, to the building principal.
- b. The principal shall make an investigation of the grievance which shall include conferences with the aggrieved student and other students or personnel necessary to resolve the grievance.
- c. The principal shall, within five (5) days, render his findings and decision in writing to the aggrieved student.
- c. If the grievance shall be for acts or actions by the building principal, after compliance with Level One, the aggrieved student may file a formal written grievance under Level Three without compliance with Level Two.

3. Level Three - Grievance Committee

- a. If the aggrieved student is not satisfied with the disposition of the grievance at Level Two, he/she shall submit a formal written grievance with the principal within five (5) days after the decision at Level Two or ten (10) days after the grievance was presented, whichever is sooner.
- b. The written grievance shall include a statement of (1) the student's rights allegedly violated; (2) a statement of the school board policy, rules and/or regulations of State or Federal regulations, laws or constitutional provisions relied upon by the aggrieved student; (3) a statement of facts constituting the grievance; (4) a statement of the relief sought; and (5) name the staff member selected by the student to serve on the Committee.
- c. Within two (2) days of receipt of the formal written grievance, the principal shall submit the grievance file to the chairman of the Committee.

- d. Within ten (10) days after receiving the formal written grievance, the Committee shall provide informal hearing for the aggrieved student for the purpose of reviewing the grievance.
- e. The committee shall conduct an informal hearing of the grievance that shall include oral or written statements of all persons necessary to resolve the grievance.
- f. Minutes of the hearing shall be kept by the Committee and made available to the aggrieved student upon written request and assurance of confidentiality.
- g. The Committee shall within five (5) days of hearing render its findings and recommendations in writing to the aggrieved student and the principal. Minority and/or dissenting opinions may be filed.
- h. The Committee may uphold the decision of the principal or recommend to the principal alternative measures for resolution of the grievance.
- i. The principal shall have two (2) days to accept or reject any alternative measures recommended by the Committee and give notice to the aggrieved student of his actions.

4. Level Four - Superintendent of Schools

- a. If an aggrieved student is not satisfied with the disposition of the grievance at Level Three, he/she shall submit a written request for review by the superintendent with the principal

within five (5) days after receiving the decision, or within three (3) days after the recommendations are reflected the principal, or within ten (10) days after the Committee hearing, whichever is sooner.

- b. Within two (2) days of the request for review, the principal shall submit the grievance file to the superintendent.
 - c. Within ten (10) days after the receipt for the request for review the superintendent shall review the grievance file and, if he deems it necessary, meet with the aggrieved student and the principal or take further oral or written statements for the purpose of resolving the grievance.
 - d. Minutes of any meeting shall be kept by the superintendent and made available to the aggrieved student upon written request and assurance of confidentiality.
 - e. The superintendent shall within fifteen (15) days after the grievance is submitted for review or five (5) days after any meeting render his findings and decision in writing to the aggrieved student and the principal.
5. Level Five - Board of Education
- a. If the aggrieved student is not satisfied with the disposition of the grievance at Level Four, he/she shall submit a notice of appeal with the superintendent within five (5) days after receiving the decision or ten (10) days after the meeting with the superintendent, whichever is sooner.
 - b. Within two (2) days after receiving the notice of appeal, the superintendent shall submit the grievance file to the Board for consideration at its next regular meeting or at a special meeting set for the purpose of hearing the grievance.
 - c. After receiving the notice of appeal, the Board shall meet for the purpose of a formal hearing to resolve the grievance.
 - d. The hearing before the Board shall be in executive session, and the procedure shall be as set forth in Paragraph 3 (d) of Board Policy JCA.
 - e. The Board shall within ten (10) days render its findings and decision in writing to the aggrieved student, the superintendent, and the principal.
6. Level Six - Right of Appeal at the Circuit Court
- If the aggrieved student is not satisfied with the disposition of the grievance at Level Five, he/she shall appeal the matter to the Circuit Court as allowed under the provisions of SDCL Ch. 13-4-6.

Rights to Participate

1. No reprisals of any kind shall be taken by any district personnel against participation.
2. Any party in interest may be represented during the grievance procedure by a person of his own choosing; however, if the aggrieved student intends to be represented by an attorney, the student shall give two (2) days' advance written notice of such representation to the administrator, Committee, or board hearing the grievance.

Miscellaneous

1. Decisions rendered at all levels of the formal discipline grievance procedure shall be in writing setting forth the findings and decision and the reasons therefore.
2. The grievance file shall be kept separate from the academic or personal file of the participants.
3. To facilitate the operation of the grievance procedure, necessary forms will be prepared and distributed by the superintendent's office.
4. When it is necessary for a student or personnel to attend a meeting or hearing during the school day, the superintendent's office shall notify the principal and they shall be excused for such time as their attendance is required at such meeting or hearing.
5. The sole remedy available to any aggrieved student for any alleged violation of their rights by district personnel shall be pursuant to the foregoing grievance procedure provided, however, that nothing contained herein shall deprive any student of any other legal rights or remedy.

The Belle Fourche District No. 9-1 offers equal opportunities in educational programs or activities

when and where possible. Persons wishing to express concerns or complaints or to make specific allegations of violation may contact:

Title IX and 504 coordinator
1113 National
Belle Fourche, SD 57717
(605) 892-3355

FIRE DRILL REGULATIONS

Upon hearing the fire alarm, teachers take your class roster and escort your students to the following exits:

Entrance to Student Center

***Alt: HS Front Door Entrance**

Student Center
Room 224 Mr. Davis
Room 226 Mrs. Krajewski
Room 229 Student Center
Room 316 Mrs. Rothermel
Room 317 Mr. Redden
Room 321 Mrs. Rohla
Room 140 Mrs. Freece
Room 141 Counselor Rm
Special Services Office –Mr. Beagle

Resource Center (Library) Exit

***Alt: Student Center Exit**

Resource Center
Room 228 Mr. McNally
Room 234 Mrs. Swan
Room 326 Band
Room 325 Chorus
Room 322 Mrs. Schlekeway
Room 323 Darkroom
Room 324 Practice
Room 327 Band Office

Front Door

***Alt: Resource Center Exit**

Room 220 Mrs. Carr
Room 225 Mr. Bouman
Room 214 Mrs. Grubb
Offices
Room 313 Mr. Jung
Room 312 Mrs. Roberts

North Exterior Stairway Exit 2/3rd floor

***Alt: Front Door**

Room 200
Room 202 Lunchroom
Room 203 Lunchroom
Room 302 Ms. Berry
Room 303 Staff Work Rm.
Room 311 Mr. Paulsen

Northeast Door Science Area

***Alt: SW Science lab**

Room SCL2 Mrs. Musilek
Girls/Boys Locker rooms
NG2

Southwest Door Science Area

Alt: NW Science Area

Room SCL1 Mr. Banks

Vocational Building

***Alt: move to nearest exit**

Room V-11 Mr. Carr
Room V-12 Mr. Hellevang
Room V-21
Room V-22 Mr. Dailey

Hallway Exit North

***Alt: South Double Doors**

Room M-1 Mr. Nicholas
Room M-2 Mr. Raba
Room S-3 Mr. Ternes
Room S-4 Science Lab
Room S-5 Mr. Larsen

Wrestling Room - W2- Use North Exit

***Alt: South Double Doors**

Northwest Gym Doors

***Alt: Northeast Doors**

Room 111 Coaches Office
Room 101 Girls Locker Rm
Gym

East Exit

***Alt: Student Center**

Room 146 Tech Coordinator Office (has own exit)
Room 148 Office
Room 151 Weight Room
Room 152 Computer Lab
Room 153 V-Tel
Room 149 Weight Room
Room 143 Computer room (has own fire exit)
Room 145 Computer room (has own fire exit)

Disabled students and their aides - use the elevator.

****Teachers are to keep your students with you at all times during the drill.**

**** Teachers are to take attendance as soon as they have moved their students to a safe area away from the building.**

ONLY DISABLED STUDENTS AND THEIR AIDES ARE PERMITTED TO USE THE ELEVATORS. IF ELEVATORS ARE NOT OPERABLE, PLEASE STAY IN FIRE SAFE ZONE.

TORNADO ALERT CHECKLIST

Tornado Watch

This alert tells people to continue about their business but to keep an eye on the sky and listen to weather forecasts and warnings issued by the Weather Bureau.

Tornado Warning

This alert informs people of an actual sighting or an indication by radar. People are urged to take immediate cover for protection against death or injury.

Tornado Path

Tornadoes will usually travel from the southwest to the northeast.

Delegation of Authority

The Office of the Superintendent of the School District will delegate authority to each individual school as to forming and training tornado spotters, setting up plans for the classes and their routes and when to leave the classroom to go to designated shelter area.

Notification of Action to be Taken

The Dispatch Center (Telephone 892-2737) will be responsible in notifying the Superintendent of the school system whenever a tornado watch or warning is issued.

Custodial Duties

The custodians are aware of all the designated shelter areas. The custodians will be responsible in marking all designated shelters, and see to it that when the order is given to assemble to the shelter areas, that immediate action will be taken to shut the water and gas off. In the event that custodians are not present at each individual school, they should train a responsible person(s) as to the location of valves, how to operate them, and when.

All Other School Employees

All other school employees are trained to direct the school occupants to their designated shelter areas.

Designated Shelter Areas--High School

Tunnel, lower halls, and the coaches' office are the best places to be in case of a tornado. Second floor hall may be used, but the third floor hall is not to be used.

Civil Defense Protection Position

This position means to drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms. The back should face the windows if shelter is not reached.

Note

Gymnasiums and auditoriums with wide span roofs are unsafe in severe weather conditions.

School Song

We're the Belle Fourche Broncs,

The best school around.

Don't try to ride us.

We'll tramp you to the ground.

U Rah! Rah!

We're out to win.

And the Broncs are on the square,

So if you oppose us,

We warn you to beware.

OH!

Fight Broncs fight,

For our dear old Belle High fame.

Losers or winners.

Our smile is just the same.

U Rah! Rah!

We're out to win.

And forever we will fight,

For the honor of our high school,

The Purple and the White!

DEFINITIONS

Abuse, Verbal is the use of language that is obscene, threatening, intimidating or that degrades other people. Verbal abuse that is also sexual, religious, or racial harassment shall be addressed under the guidelines for harassment.

Alcohol or Chemical, Possession, Distribution or Use - the possession, distribution, or use of any alcohol, tobacco, marijuana, narcotic, controlled substance or drug paraphernalia where possession, distribution or use is prohibited by South Dakota or federal law.

Arson is intentional destruction or damage to school property or other property by means of fire.

Assault, Aggravated is committing or threatening to commit an assault upon another person with a weapon, or assault which inflicts great bodily harm upon another person.

Assault, Verbal is language toward another person that is intended to cause fear of bodily harm or death.

Assault, Physical is acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person.

Board or school board is the duly constituted Board of Education of the Belle Fourche School District, No. 9-1, Butte County, South Dakota.

Bomb Threat is intentionally making, publishing or conveying in any manner a bomb threat pertaining to a school location.

Bullying is teasing, coercive behavior and other offensive or mean-spirited conduct.

Burglary is entering any school location without consent and with the intent to commit a crime (e.g. vandalism or theft).

Bus Behavior while on district-provided buses, students shall adhere to the same behavior expectations, standards, and consequences as at school.

Day or Days refer to working school day or days. Regarding Suspension, a “School day” equals classes and all school sponsored activities during and after school.

Detention is time assigned outside of school time to be made up by the student.

Dishonesty, Scholastic includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion. Academic consequences may also be assigned.

Distribution of alcohol or drugs is the act of distributing unauthorized drugs or alcohol to another person on the school grounds, school premises, or other locations where public school events are being held.

Dress & Grooming are the expectations by the school regarding appropriate clothing worn by students. Inappropriate dress includes:

- a) Wearing clothing that includes words or pictures which are obscene, vulgar abusive, discriminatory or which promote or advertise alcohol, chemicals, marijuana, tobacco or any product that is illegal for use by minors.
- b) Wearing clothing and other items or grooming in a manner that represents and or promotes threat/hate groups including gangs or supremacist groups.
- c) Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo, or that may reasonably be construed as sexual.
- d) Wearing any headwear during the school day without permission from the school administration.
- e) Wearing of clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.
- f) The following are prohibited:
 - No Backless and strapless shirts. Shirts need to cover your midsection even when your arms are raised above your head.
 - No “WIFE BEATER” shirts.
 - No SEE-THROUGH clothing is to be worn.
 - No sunglasses or objectionable contact.
 - No chains on billfolds and choker chains.
 - No low cut blouses/shirts or spaghetti strap shirts.
 - No piercing through the lip or mouth area.
 - No pants that drop so under garments are showing.

Explosives, Possession and or Use is possessing or using any compound or mixture which can cause an explosion.

Expulsion is the action of the school board to terminate a pupil’s membership in school.

Extortion or robbery is to obtain another person’s property either by implied or expressed threat.

False Reporting is deliberately reporting false information about the behavior of a student or staff person.

Fighting is engaging in any form of mutual combat where blows are exchanged.

Fire alarm, False is intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm.

Fireworks or Ammunition, Possession is the possession or offering for sale any type of fireworks, bullets or ammunition on school property.

Full time student is a student, grade 9 – 11 enrolled in six or more class periods per day, with grade 12 students enrolled in five or more class periods per day.

Gambling includes but is not limited to playing a game of chance for stakes or possession of gambling devices such as video games, machines and other items used to promote a game of chance.

Gang Activity the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussions, clothing or any means that demonstrates gang related activity.

Grievance is a complaint by a student or group of students based upon an alleged violation of a student's rights or misinterpretation or inequitable application of any student handbook provision, policies, rules or regulations of the Belle Fourche School District or the State of South Dakota, or any decisions, rules, or policies stated, enacted, or imposed by district personnel as applied to the students of the Belle Fourche School District.

Harassment/Discrimination is racial, sexual and religious harassment/discrimination and violence as defined in the district policy.

Hazing is defined as doing any act of coercing another.

Inappropriate Behavior is defined as students who conduct themselves in such a manner as to disrupt the educational process and impede the learning of themselves and/or other students, and when requested to cease such behavior are disobedient and continue such behavior.

In-School Suspension is the restriction of a student to a certain area within the school whereby the student is required to work on school assignments for the purpose of learning with academic credit being given.

Instigating is spreading rumors or agitating a conflict which may escalate conflict between others.

Insubordination is any instance of refusal or failure to comply with school board policies, rules, regulations, instructions, or directions. It is also the failure to accept and carry out reasonable instructions given by one in authority.

Long-Term Suspension is the exclusion of a pupil by the superintendent or school board from a class or classes for more than ten school days.

Nuisance Objects is the possession, use or distribution of any object that causes distractions.

Out-of-School Suspension is the restriction of a student from entrance to the school building for a specific number of days with no academic or attendance credit.

Policy is a rule, regulations, or standard enacted or approved by the school board.

Profanity is language or gestures which are obscene, vulgar, abusive or discriminatory.

Public Display of Affection (PDA) is defined as, but not limited to kissing, caressing or having an arm, or arms, around one another.

Pushing, Shoving, Tripping, Scuffling is physical contact that could harm others.

Reasonable Force means nothing herein contained shall be constituted as prohibiting or denying an employee the right to use such force as may be reasonable and necessary to control a situation, maintain order and protect persons and/or property.

Restitution is payment for the value or the replacement cost of damaged or lost property.

Sexual Misconduct is engaging in sexual comments, indecent sexual gestures or exposure or engaging in sexual contact including intentional touching of clothing covering a person's intimate parts.

Short-Term Suspension is the exclusion by the principal or superintendent of a student from a class or from school for not more than ten school days.

Skipping is an unapproved absence from an assigned area within the school day.

Student Rights are those privileges granted to students by the policies, rules, or regulations of the Belle Fourche School District, or regulations, laws or constitutions of the State of South Dakota or the United States of America.

Tardy a student is considered tardy when not in the classroom after the bell has rung.

Technology Misuse is the misuse of computer equipment, deletion or violation of password-protected files, computer programs, or data or system files; inappropriate accessing of files, unethical use of information or violation of copyright laws.

Theft, Receiving or Possession of Stolen Property is the unauthorized taking, receiving, using, transferring, hiding, or possession of school property or that of another person.

Treats homemade treats for students are discouraged. If treats are brought to school we encourage commercial products.

Tobacco Possession or Use is the possession or using tobacco in any school location or event.

Trespassing is the presence of the student in an area of the school building or school grounds designated by school administrators or personnel as being an unauthorized area or unavailable for student use.

Truancy means any absence (by a student under age 16) for part or all of one or more days from school during which the school has not been notified of the legal cause of the absence by the parent/guardian of the absent student. It also means intermittent attendance carried on for the purpose of defeating the intent of compulsory attendance. (Per State Law the age of compulsory attendance will be 18 years of age starting the 2009-2010 school year)

Unexcused absence Any absence not defined as excused is unexcused.

Unique Situations are discipline situations that arise which are not covered by guidelines which will be handled on a case by case basis. Unique or special situations may call for an adjustment in the discipline policies.

Vandalism Littering, defacing, cutting or damaging property, technology, or telecommunication equipment that belongs to the school district, other students, staff members or other individuals.

Weapons, Students are forbidden to possess, transmit, buy or sell; or assist other persons in obtaining, storing, keeping, leaving, placing or putting into the possession of another person; or use weapons or firearms of any kind. Students are prohibited from bringing to school or school related activities any weapons or firearms of any kind. This prohibition will normally not apply to school supplies, such as pencils, compasses and the like, unless they are used in a menacing or threatening manner. See district policy JFCJ.

Attachment 1

The following is the minimum language required by federal law for districts to use each year to notify parents and students that social security numbers are being forwarded to the South Dakota Department of Education and Cultural Affairs:

Request for Student Social Security Number

All South Dakota school districts are becoming a part of a statewide computer reporting system, which uses student social security numbers to record information about your child. This information is provided to the South Dakota Department of Education and Cultural Affairs. The Department has the authority in law to "establish a system for gathering and reporting of educational data for the keeping of adequate educational and financial records and for the evaluation of educational progress." Therefore, we ask that you, the parent, provide your child's social security number although you are not legally required to do so.

The Department of Education and Cultural Affairs will use this information to determine how much money your school district receives from the state and federal government. This information is also used to judge the quality of the state's educational programs, to improve instruction, to follow trends in student enrollment, and to track student participation in various programs.

As a parent, you do not have to provide your child's social security number. If you choose not to provide the number, the school district staff might need to submit another type of report to receive money distributed by the state and/or federal government.

RELEASE AND WAIVER

This Release and Waiver is made this _____ day of _____
by _____ parent/guardian of _____ for
_____ activity. _____

During the time the student is not in his/her regular scheduled classes, the undersigned hereby releases and discharges Belle Fourche School District #9-1, it's agents, employees, and other officers from all claims, demands, actions, judgements and execution which the undersigned ever had, now have, or may have or which the undersigned heir's executors, administrators or assigns, may have or claim to have against the Belle Fourche School District #9-1 it's successors or assigns, for all personal injuries, known or unknown caused by or rising out of the above described activities.

We, the undersigned, have read this release and waiver and understand all it's terms.
We execute it voluntarily and with full knowledge of its significance.

parent/guardian date

parent/guardian date

**INTERNET AND ELECTRONIC MAIL PERMISSION FORM
BELLE FOURCHE SCHOOL DISTRICT 9-1**

We are pleased to offer students of the Belle Fourche School District 9-1 access to the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the LIBRARY MEDIA SPECIALIST.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material 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. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But 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. To that end, the Belle Fourche School District 9-1 supports and respects each family's right to decide whether or not to apply for access.

District Internet and E-Mail Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will 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.

Network storage areas and e-mail may be treated like school lockers. Network administrators 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 would always be private.

Within reason, freedom of speech and access to information will be honored.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in board policy and procedures on student rights and responsibilities copies of which are available in school offices, the following are not permitted:

- | | |
|--|--------------------------|
| Sending or displaying offensive messages or pictures | Using obscene language |
| Harassing, insulting or attacking others | Violating copyright laws |
| Damaging computers, computer systems/networks | Using another's password |
| Trespassing in another's folders, work or files | |
| Employing the network for commercial purposes | |
| Intentionally wasting limited resources | |

Violations may result in loss of access as well as other disciplinary or legal action.

USER AGREEMENT AND PARENT PERMISSION FORM

As a user of the Belle Fourche School District 9-1 computer network, hereby agree to comply with the above stated rules - communication over the network in a reliable fashion while honoring all relevant laws and restrictions.

_____ **Student Signature**

As the parent or legal guardian of the minor student signing the above, grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

_____ **Parent Signature**

Name of Student _____ School _____

Grade _____ Date of Birth _____

Street Address _____

Home Telephone _____

PLEASE SIGN AND RETURN TO THE LIBRARY MEDIA SPECIALIST OR THE PRINCIPALS OFFICE.

