

McIntosh School

District 15-1



Student Handbook

2020-2021

| Table of Contents | |
|---|--------------------|
| Topic | Page Number |
| Mission Statement | 5 |
| Vision Statement | 5 |
| Section 1: General Information | 5 |
| - Building Security and Entry | 5 |
| - Classroom Visitors | 5 |
| - School Day | 5 |
| - Period Schedule | 5 |
| - Notification System | 5 |
| - Policies | 6 |
| - Staff Qualifications | 6 |
| - Bullying | 6 |
| - Crisis Intervention | 6 |
| - Emergency Action Plan and Drills | 6 |
| - Financial Responsibilities | 6 |
| - Enrollment and Registration Procedures | 6 |
| - Open Enrollment | 6 |
| - Placement of Transfer Students/Home School Students | 7 |
| - Section 2: Academics | 7 |
| - Credit Classification | 7 |
| - Grades 3-8 Retention | 7 |
| - Multi-Tiered Systems of Support (MTSS) | 8 |
| - Graduation Requirements | 8 |
| - Capstone & Service-Learning Options | 9 |
| - Class Loads | 9 |
| - Grade Point Average & Weighted Courses | 9 |
| - General Grading System (K – 2) | 9 |
| - Honor Roll | 9 |
| - Class Rank and Valedictorian/Salutatorian | 9 |
| - Semester Testing | 10 |
| - Regent Scholar Diploma | 10 |
| - Dual Credit | 10 |
| Section 3: Student Services and Information | 10 |
| - Parent Portal | 10 |
| - Beverages | 11 |
| - Lost and Found | 11 |
| - Telephone Calls | 11 |
| - Student Insurance | 11 |
| - Public Communication | 11 |
| - Library Use | 11 |
| - School Website | 11 |
| - Internet and District Technology Use | 11 |
| Section 4: Student Safety and Health | 12 |
| - Drug Free Zone | 12 |
| - Gun Free School Act | 12 |

| | |
|---|----|
| - Fire or Emergency Drills | 13 |
| - Inclement/Severe Weather | 13 |
| - Lock Down | 13 |
| - Medication | 13 |
| - Wellness Policy | 13 |
| - Homeless Information | 13 |
| - Asbestos Management Plan | 14 |
| - Bodily Fluids Disposal | 14 |
| - Head Lice Policy | 14 |
| - Illness or Injury | 14 |
| Section 5: Rules and Regulations | 15 |
| - Student Passes | 15 |
| - Leaving Campus | 15 |
| - Attendance Policy | 16 |
| - Attendance Definitions | 16 |
| - Attendance Appeals | 16 |
| - Make-Up Work | 16 |
| - Homework and Study Lab | 16 |
| - Dress Code | 17 |
| - Personal Electronic Device Usage (including cell phones) | 18 |
| - Personal Items Stored on School Property | 18 |
| - Transportation Rules for Students | 18 |
| - Playground Rules | 19 |
| Section 6: Student Conduct and Responsibility | 19 |
| - General Expectations | 19 |
| - Behavior at School Events | 20 |
| - Student Infractions | 20 |
| - Disciplinary Procedures for Identified Infractions (K – 12)/ Positive Behavior Intervention and Supports (PBIS) Matrix | 20 |
| - Definition of Student Infractions | 22 |
| - Student Relationship to Faculty and Administration | 24 |
| Section 7: Student Rights | 24 |
| - Protocol | 24 |
| - Due Process | 24 |
| - Hardship Hearing | 24 |
| - Confidentiality – FERPA | 25 |
| - Title 1 | 25 |
| - Sexual Harassment | 26 |
| - Non-Discrimination Statement | 26 |
| - Discriminatory Practices | 26 |
| - Notice of Non-Discrimination & Title IX, Section 504, Americans with Disabilities (ADA) Act, & Other Discrimination Complaint Practices | 26 |
| - General Education Provisions Act (GEPA) Statement | 27 |
| - Special Program Offerings | 27 |
| - Every Student Succeeds Act (ESSA) | 27 |
| - Federal Program Complaint Policy | 28 |
| - Grievance Policy | 29 |
| Section 8: Events and Activities | 29 |

| | |
|---|---------|
| - Extra-Curricular Eligibility Code | 29 |
| - High School Graduation Ceremony | 30 |
| - Student Council | 30 |
| - Fund Raising | 30 |
| - Off Campus Meal Allowance | 30 |
| - Homecoming | 31 |
| - Guests to School Activities/Guests who are not McIntosh School Students | 31 |
| - Wednesday Night | 31 |
| - School Related Trips | 31 |
| - Senior Privileges | 31 |
| - Close-Up/FCCLA/Senior Trip | 32 |
| Section 9: Parent Involvement | 32 |
| - Directory Information | 32 |
| - Transportation Agreement | 33 |
| - Field Trip/Activity Agreement | 33 |
| - Student Internet Use Agreement | 34 |
| - Policy BFE(CHD): Administration in Policy Absence | 35 |
| Acknowledgements to Sign and Return | |
| - Waiver of Liability and Hold Harmless Agreement | 37 |
| - Junior Class Roles & Responsibilities | 38 |
| - Health Services Form A-1 | 39 |
| - Title 1 School – Parent – Student Compact | 40 – 41 |
| - Laptop Computer Protection and Student Pledge for Laptop Use | 42 – 43 |
| - Student/Parent Handbook Agreement/Signature Page, Student Release to Publish Pictures, Photographs, Artwork, and Written Work | 44 |
| - Athletic Code: Middle School and High School | 45 – 46 |
| - 2019-2020 School Calendar | 47 – 48 |

Mission Statement

The staff, parents, and communities of McIntosh Public School District will plan and work together to establish a positive environment to help students develop their greatest potential academically, creatively, physically, socially, and emotionally so they can be successful, productive members of society.

Vision Statement

To provide every student the skills necessary to succeed in this rapidly changing world.

1. General Information

Building Security and Entry

The building housing the McIntosh Public Schools is a secured facility, access is limited. All patrons must use the front (east) entrance to the building. **Visitors must report to the office.** Instructors are not to be disturbed or interrupted during instruction time, except in an emergency situation.

Classroom Visitors

Parents and patrons are invited to visit the school at any time; however, they must contact the person in charge of the classroom to schedule a visit. Student visitors to the school will not be permitted during the school day unless they have been approved twenty-four (24) hours in advance by Administration. All visitors must check in at the office prior to entering the school property.

School Day

The moment a student steps on a McIntosh School District bus until they step off the bus at the end of the day is considered a "school day". The doors of the school building will open at 7:40AM. Students may be allowed in prior to that time with teacher permission and supervision only. Normal school hours begin at 8:00AM. Classes dismiss at 3:00PM. Playground supervision will begin at 7:45AM. Students not involved in school related and supervised activities after regular school hours are to leave the school as soon as possible. Parents will be notified of any late starts or early dismissals.

Period Schedule (8th – 12th Grade)

Tiger Time = 8:00 – 8:20AM

1st Period = 8:23 – 9:15AM

2nd Period = 9:18 – 10:10AM

3rd Period = 10:13 – 11:05AM

4th period = 11:08 – 12:00PM

Lunch 12:00 – 12:18PM *Lunch release times will be staggered*

5th Period = 12:18 – 1:10 PM

6th Period = 1:13 – 2:05PM

7th Period = 2:08 – 3:00PM

Notification System

The administration will attempt to use the School Messenger system to inform parent/guardians and staff of any interruption or changes for the school day or activities. Parent/guardians and staff are encouraged to have the correct telephone numbers on file at the district office. Every attempt will be made to also notify the following broadcasting outlets: KOLY, KLND, KFYZ, KBJM, and the KELO Land Closeline. Additionally, information may be placed on the school website and the McIntosh School District Facebook page.

Policies, Guidelines, and Procedures

All district policies may be accessed at the central office. Approved policies may be accessed on the school website at <https://mcintoshd.cyberschool.com>. Health and suicide guidelines and procedures can be accessed on the school website or at the central office.

Staff Qualifications

Parents/guardians and emancipated students (18 and over) will be notified in writing at the beginning of each school year of any class taught by an individual who does not meet Qualified status as required by the Every Student Succeeds Act (ESSA).

Bullying

The District takes bullying seriously. All bullying situations should be reported as soon as possible. This can be done by contacting the school administration or guidance counselor. The District's bullying policy can be found on the District website.

Crisis Intervention Team

Should an unforeseen crisis occur, the following will serve as members of the Crisis Intervention Team: all Administration, the Guidance Counselor, and other designees as determined appropriate.

Emergency Guidelines and Drills

The Emergency Guidelines are maintained in the administrative offices. In emergency situations these plans will serve as guidelines in concert with common sense. Periodic fire, tornado, and lock down drills will occur. Students and staff will be instructed on procedures to be followed during these drills and actual occurrences. (See also the Student Safety and Health section of this handbook).

Financial Responsibilities

Parents and students are responsible for District equipment and publications which may be offered to students for use. Fees may be assessed in accordance with state law for loss, damaged, or destroyed district property. Also refer to the District Laptop Computer Protection and the Student Pledge for Laptop Use forms which can be found in the back of this handbook.

Enrollment and Registration Procedures

To register at the McIntosh School, a person must live in the McIntosh District #15-1 school area. If transferring from another district, you will be asked to fill out enrollment forms.

Open Enrollment to McIntosh School District

The McIntosh School District follows South Dakota legislation requirements (SDCL 13-28-40 to SDCL 13-28-47, inclusive) regarding open enrollment. Students may also enroll under the Agreement for Cross-Border Attendance between the states of South Dakota and North Dakota. Open enrollment will be dealt with as follows:

A student's parent or legal guardian who wishes to enroll a student, or an emancipated student who wishes to enroll, and who does not reside in the McIntosh School District shall apply on open enrollment forms provided by the Department of Education and available at the McIntosh District. The School Board or the Board's designee of the McIntosh District shall approve or disapprove the application and shall notify the applicant and the resident Board of its decision. The McIntosh District shall review the applications in the order received with priority given to applicants that are siblings of students already enrolled in the McIntosh District. Out of district transfers to the McIntosh District will only take place prior to the last Friday in September during the first semester and prior to the last Friday in January during the second semester. Once approved by the McIntosh District, the approved application serves as the applicant's notice of intent to enroll in the McIntosh District and obligates the student to attend school in the McIntosh District for

the school year. Once enrolled in the McIntosh District the student may remain enrolled and is not required to resubmit annual applications.

Open Enrollment transfer determinations may be based on, but are not limited to:

- Program availability
- Class availability
- Grade levels
- Building/space availability
- Pupil/teacher ratio
- Character detrimental to the learning atmosphere
- Applicant's suspension/expulsion standing
- A controlled substance conviction
- Weapons violation, charge, and/or conviction
- Gang related activities

The following portion regarding open enrollment became effective during the 2018/2019 school year due to HB1114: If, after the conclusion of a school year, an open enrolled student wishes to return to the student's resident school district then the student's parent or legal guardian shall or, if the student is emancipated, the student shall notify the resident school district no later than August 1 on forms provided by the Department of Education and available at the McIntosh School District.

Placement of Transfer Students / Home-School Students

Students who transfer from a school accredited by the State Department of Education to another school accredited by the State Department of Education shall be placed into the same grade the student would have been in had the student remained at the former school. Any student transferring from a school that is not accredited by the State Department of Education to a school that is accredited by the State Department of Education shall be evaluated by the staff of the accredited school to determine the student's proper placement in the accredited school. All new enrollments in McIntosh Public School #15-1 are "Probationary Enrollments" and remain probationary until the administration receives the student's records from his/her previous school and determine that the enrollment is within guidelines established by McIntosh School Board Policies and all state and federal laws and regulations. The administration will attempt to obtain student records from previous schools; however, it is the parent's responsibility to obtain records in a timely fashion. If the school does not receive complete records, the student may be denied enrollment. Following a review of any new student's records and initial screenings or evaluations completed by McIntosh School District staff, a grade placement recommendation will be made.

2. Academics

Credit Classification

The number of credits a student has received before the beginning of the school year will determine what class the student is a member of.

- Senior: Minimum of 16 credits
- Junior: Minimum of 11 credits
- Sophomore: Minimum of 5.5 credits
- Freshman: 8th Grade completion

Retention

Students in grades 5 – 8 must pass (passing requires an average of 72% or higher) all core subjects but one (math, science, social studies, English/reading). The retention for a student in PK – 4th grade will be made by the teacher and administration based on attendance and mastery of grade level content. The Superintendent will make the final determination regarding elementary promotion or retention based on principal and teacher recommendation.

Multi-Tiered Systems of Support (MTSS)

MTSS is a problem-solving approach which uses evidence-based instruction for academic intervention for students. MTSS is comprised of two main areas for support: **Response to Intervention (RTI)** to support academic success and **Positive Behavior Intervention and Supports (PBIS)** to promote successful behavior norms. The overarching goal of MTSS is to provide support at various levels to meet the needs of all students. Students will ultimately be able to maintain self-management, academic achievement, and adaptive global functioning. Decisions are based on student academic and behavioral data from frequent progress monitoring. Should your student be in need of such support, you will receive written notification from the District. Levels of support increase in intensity based on student need. There are three tiers of support:

- Tier 1 – universal process and procedures intended for all students and staff; reflects schoolwide expectations and pre-planned strategies used with all students
- Tier 2 – targeted processes and procedures designed to assist small groups of students with similar academic needs
- Tier 3 – Intensive team-based strategies to address individual student academic needs

Graduation Requirements

The District will follow the SD Department of Education graduation requirements with some additions. Parents/ guardians and emancipated students (18 and over) are asked to work closely with the Guidance Counselor to understand the student's progress toward graduation.

A student must earn a minimum of 22 credits that include the following:

1. **Four units** of Language Arts—must include:
 - a. Writing—1.5 units
 - b. Literature—1.5 units (must include .5 unit of American Literature)
 - c. Speech or Debate-- .5 unit
 - d. Language Arts elective-- .5 unit
2. **Three units** of Mathematics—must include:
 - a. Algebra I—1 unit
3. **Three units** of Lab Science—must include
 - a. Biology—1 unit
 - b. Physical Science—1 unit
4. **Three Units** of Social Studies—must include:
 - a. U.S. History—1 credit
 - b. U.S. Government—.5 credit
 - c. World History-- .5 credit
 - d. Geography-- .5 credit
 - e. Contemporary World Issues—.5 credit
5. **One unit** of Fine Arts
6. **One-half** unit of Personal Finance or Economics
7. **One-half** unit of Physical Education
8. **One-half** unit of Health
9. **One-half** unit of computer skills
10. **One unit** of the following—any combination:
 - a. Approved Career and Technical Education (CTE)
 - b. Capstone Experience or Service Learning (See Comparing Capstone and Service-Learning Options)
 - c. World Language

State graduation requirements can be found at: <http://doe.sd.gov/octe/gradrequirements.asp>.

Class Loads

Students are expected to carry 6 of the 7 periods of class work per semester. Circumstances may warrant the administration and Guidance Counselor to alter that guideline.

Grade Point Average (GPA) and Weighted Courses

The following grade scale is utilized for students in grades 3 – 12. Grade Point Average (GPA) for grades 7-12 will be computed on the basis of points acquired in academic subjects. McIntosh PSD 15-1 incorporates a weighted scale for certain advanced class work. These courses have a weighted factor of 20% and will contribute to the status of class rank at the high school level (grades 9 – 12).

| Percentage | Letter Grade | Grade Point | Weighted Scale |
|------------|--------------|-------------|----------------|
| 95-100% | A | 4.0 | 4.8 |
| 93-94% | A- | 3.67 | 4.39 |
| 91-92% | B+ | 3.33 | 4.0 |
| 89-90% | B | 3.0 | 3.60 |
| 87-88% | B- | 2.67 | 3.19 |
| 85-86% | C+ | 2.33 | 2.80 |
| 82-84% | C | 2 | 2.4 |
| 80-81% | C- | 1.67 | 1.99 |
| 78-79% | D+ | 1.33 | 1.60 |
| 74-77% | D | 1.0 | 1.20 |
| 72-73% | D- | 0.67 | 0.79 |
| Below 72% | Failing | | |

If a student receives an incomplete, he/she will have 10 school days from the end of the quarter to complete the missing work. If the work remains incomplete beyond the 10 day limit the grade will be converted to failing. It will be up to the discretion of teacher and administration if student requires a longer period of time to complete missing work.

General Grading System (Grades K – 2)

| | |
|---------------|---|
| 4 = 95-100% | Advanced (in-depth understanding) |
| 3 = 87-94% | Proficient (no major errors/omissions) |
| 2 = 80-86% | Basic (no major errors regarding simpler details and content) |
| 1 = 70-79% | Below Basic (with help, a partial understanding of some of the simpler details and content) |
| 0 = Below 70% | Below Basic (even with help, little or no understanding of content demonstrated.) |

7 – 12 Honor Roll

Students with an average quarter GPA of 3.0 (standard rounding rules apply), with no grade below a C-, will be listed on the Honor Roll. Students with a minimum GPA of 3.5 will be listed on the High Honor Roll. The above scale will be used. *Important note: Students on a modified curriculum are eligible. Those students' abilities make meeting the scale score numbers as challenging as a typical student.

Class Rank, Valedictorian/Salutatorian, Graduating Honors Students

The students will be ranked by their Cumulative GPAs. The class rank will be determined to the third decimal place. Honor Students are graduating seniors with a Cumulative GPA of 3.5 or higher rounded to the first decimal place. Valedictorian and Salutatorian must be honor students. The Valedictorian and Salutatorian will be determined based on the class ranking at the completion of the senior year. This determination will be made based on grades posted by 3:00pm on the Friday prior to graduation. Valedictorian and Salutatorian candidate's GPAs that equal when rounded to the 2nd decimal place will result in a tie. *Note: Rolling Cumulative GPAs are not used to determine class ranking or overall Cumulative GPAs.

Semester Testing

The McIntosh High School will conduct two semester tests during the school year in which **all** classes will create and give a **cumulative** semester test. To reward students for great attendance, the semester test will offer an incentive for this effort. All students taking a high school class must take the ~~first~~ semester test, unless the student has a 91% (B+) or higher. If a student has a 91% or higher, the student still has an opportunity to take the semester test to better their grade if they so choose. This will be the same expectation for both the first semester and the second semester.

Regent Scholar Requirements

The South Dakota Board of Regents requires rigorous standards in academic curriculum to be considered a Regent Scholar. Students must meet the following criteria:

- 3.0 Unweighted grade point average or above.
- Complete all semester courses with no grade below a C.
- Complete four (4) years of English.
- Complete four (4) years of math. (Algebra I or higher, excluding Algebra III)
- Complete four (4) years of science. (Including 3 units of lab, excluding Conceptual Physics and Environmental Science)
- Complete three (3) years of social studies.
- Complete two (2) years of a modern or classical language, or two (2) years of Career and Technical Education (CTE), or a combination of one (1) unit of modern or classical language and one (1) unit of CTE. (If taking two language courses the two units must be in the same language).
- Complete one (1) year of fine arts.

Regent Scholar Awards will be presented at the graduation ceremony. Regent Scholars will wear gold honor cords during the graduation ceremony. Students have the ability to be both a Regent Scholar and an Honor student.

Dual Credit

The McIntosh School District allows seniors at McIntosh High School to take dual credit courses from accredited universities, colleges, and technical schools. The dual credit will be recorded on the student's transcript for high school credit and will be graded with the AP Grading Scale which is weighted. Students and parents are responsible for the dual credit registration fee and all other associated costs such as books and home computer access. The student will be provided with a computer and a class period to work on their dual credit course during the school day. Juniors will be allowed to take dual credit under similar circumstances on a case by case basis. Students must maintain a GPA of a 3.0 or higher in order to be considered for distance learning dual credit opportunities.

3. Student Services and Information

Parent/Student Portal

Parents/guardians and high school students having access to the Internet and a computer are able to access current student information twenty-four (24) hours a day and seven (7) days per week. The Internet Campus Parent or Student Portal is located at the following Internet address: <https://sis1.ddncampus.net/campus/main.xsl>. Please contact the school for details, information, or exclusive passwords for your child's information. Information available on the McIntosh Parent Portal is as follows:

- Current grades posted in teacher's grade book
- Assignments due/Missing assignments
- Behavior
- Student Schedule
- High School Transcript (Grades 9-12)
- Attendance information
- Immunization Information

Beverages

In conjunction with the Wellness Guidelines, which are on file at the district office, only products available in the school buildings are allowed in classrooms. **There will be absolutely NO outside beverages allowed in the building;** however, students are permitted to use a water bottle which MUST be filled on the premises. Each instructor has authorization as to what is allowed in their classroom.

Lost and Found

All articles found in classrooms or hallways should be turned into the main office where one may recover his/her property by properly identifying it. **The school is not responsible for any lost items.** Students are permitted to bring their own combination locks for lockers. A copy of the combination should be provided to central office and will be kept on file. All items left at the school and not claimed within two weeks after the last day of school will be donated.

Telephone Calls

If there is a call for a student, he/she will be notified but will not be called from class except in cases of extreme urgency. Telephoning should be done during lunch break or before or after school. Students calling long distance will be charged per call.

Student Insurance

The school, by law, carries no individual insurance for students. Parents should note that the school district assumes no obligation to pay for the medical costs of students injured in school or on school related activities.

Public Communication

General information and special announcements will appear from time to time on the lobby bulletin boards and in the school announcements. All school activities must be approved by the Administration. Any poster to be placed in the halls by unsponsored McIntosh Public School student organizations must be initialed by the sponsoring staff member and submitted to the office for approval. The Superintendent reserves the right to approve or disapprove all posters.

School Website

The District maintains a website; <https://mcintoshd.cyberschool.com>. Available on the site are teacher email addresses, links to school related websites, daily announcements, select policies, school board minutes, and other information valuable to parents, student, and patrons of our district. The District also maintains a Facebook page containing pertinent announcements and events.

Library Use

Library hours: 7:40 a.m. to 3:30 p.m.

- No book, magazine, or other materials of any kind may be taken from the library without being checked out first at the librarian's desk.
- Dictionaries, encyclopedias, and other reference books must not leave the library.
- All students with overdue books will receive a written reminder to return their books. If, after ten (10) days, a book is not returned by the student, he/she will be charged the full price of the book plus the flat fee of \$3.00 to cover replacement and processing expenses.

Internet and District Technology Use

Any student who has not returned a Student Pledge for Laptop Use (See agreements attached to the back of this handbook) will not be permitted to use the district Internet access. Students who have returned a signed Student Pledge for Laptop Use to the office may only access the Internet with a staff member's permission. Any student who uses the Internet inappropriately will have consequences. (See Disciplinary Procedures for Identified Infractions under Student Conduct and Responsibility.) Devices such as, but not limited to, calculators, translators, laptops, graphing calculators, electronic dictionaries, electronic spellers, language translators, or any other technology equipment owned by the District

must be checked out. **Devices are the student and their parent/guardians financial responsibility while checked out (see Laptop Computer Protection Agreement in the back of the handbook).**

4. Student Safety and Health

Drug Free Zone

All property of McIntosh PSD 15-1 is a Drug and Alcohol-Free Zone. The board of education, recognizing the harmful effects of drugs, alcohol, and tobacco institute the following guidelines for school property: use, distribution, sale or possession of drugs, alcohol, or tobacco are strictly prohibited. Supplying/distributing, selling, using or possessing alcohol, drugs, or tobacco may/will result in the following consequences: suspension/expulsion by administration in consultation with the board of education and in accordance with district policy.

- Administration will notify in writing, parent/guardians of non-majority students within 36 hours of an incident, of any suspension.
- Supplying or selling chemicals by students shall result in a 5-day suspension with the possibility of expulsion action.
- Administration will refer incidents to law enforcement.
- In the case of expulsion recommendations by administration, a due process hearing will be conducted by the board of education, when required.

Any observed behavior leading to the suspicion of possible drug, alcohol, or illegal tobacco use will be reported to administration. The building administrator or medical personnel will determine the need to notify parent/guardians.

Periodically, the McIntosh School partners with the law enforcement to conduct random searches on school property with the drug detection canines. These searches are short in nature and are intended to keep illegal substances off school property. The searches may include (but are not limited to) hallway lockers, gym lockers, classrooms, and any parking areas accessible to the public.

Gun Free School Act

Also see McIntosh PSD 15-1 Policy Manual NEPN Code JFCJ on file at the central office.

A weapon will be defined as in Section 921 of Title 18 of the United States Code. According to that section the following items are included in the definition and prohibited:

- a. Any weapon, including a starter gun, which can be converted, designed, or which will expel a projectile by explosive action, or any other means. Any other instrument that can be construed, as a weapon is included such as: Box Cutter, Razor Blade, and Pocket Knife are examples.
- b. The firearm or receiver of any weapon described above.
- c. Any firearm muffler or silencer.
- d. Any destructive device which may include but is not limited to:
 1. Any explosive, incendiary, or poisonous gas. (Bomb, grenade, rocket, missile, or mine.
 2. Any combination of parts either designed to or intended for use in converting any device into a destructive instrument described in the preceding examples, and from which a destructive device may be designed.

The Gun Free Schools Act requires the McIntosh PSD 15-1 (the local education agency {LEA}) to expel through due process action, any student determined to be in violation of this Act for a period of one (1) calendar year. The Board of Education of the district maintains the right to modify the expulsion requirements on a case by case basis. The one-year expulsion includes any student who brings a weapon within the boundaries of the McIntosh School district. This legislation is also conducive with IDEA (The Individuals with Disabilities Education Act). The district will discipline students with disabilities in accordance with Part B of IDEA, and Section 504 of the Rehabilitation Act. Any student bringing a weapon into the district will be referred to law enforcement and the criminal justice and/or juvenile delinquency system ascribed to that individual. According to the U.S. Constitutional and Educational law, an individual accused of bringing a weapon within district boundaries will be afforded due process. (Adopted March 1996, revised July 2006, updated July 2009.) An exception to this regulation may be made for students participating in special projects or activities; however, administrative approval must be obtained prior to bringing such items to school.

Fire or Emergency Drills

Four fire drills will occur during the course of the school year. Periodic tornado drills and lockdown drills will also occur during the course of the school year. These drills are indicated by the fire alarm or intercom systems. Instruction for drills will be given by teachers. If evacuation is necessary, students will move briskly and safely along the prescribed routes and away from the building. The safety route will be posted in each room above all doors to the hallway. Students and staff will stay outside until the signal to return is given. It is essential that order be maintained to ensure safety to all. An alternate route from each room is established in case the regular route is blocked.

Inclement/Severe Weather

Procedures are in place to help ensure the maximum safety for students in the event of severe weather. In the event of severe weather, the Superintendent's office may postpone or close school. School personnel will attempt to contact all parents by phone through an automated delivery service. The administration will attempt to use the School Reach notification system to inform parent/guardians of any interruption or changes for the school day or activities. Parent/guardians are encouraged to have the correct telephone numbers on file at the district office. Every attempt will be made to also notify the following broadcasting outlets: KOLY radio Mobridge (1300 AM), KLND in Little Eagle (89.5 FM), KBJM in Lemmon (1400 AM), KFYZ in Bismarck (550 AM) and KELO Land Closeline, in addition to the website and the District Facebook Page.

Lock-Down

A lockdown is initiated when a situation may be a hazard to health of students and staff or is life threatening. It is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization. A lockdown may be used for, but is not limited to, weapons in building, intruders, police activity in or around the school, contamination or hazardous materials or terrorist events.

When an "ALL SCHOOL LOCK-DOWN" drill takes place, it will be announced as a drill. There will be one lock down drill per semester.

Medication

All medication administration guidelines are outlined in the McIntosh Public School Health Guidelines handbook. The handbook can be accessed on the school website or in the main office. Every student must complete a School Health Services page which can be found in the back of the handbook (Form A-1). Please contact the School Nurse with any specific health concerns.

Wellness Policy

The district maintains a wellness policy which is on file at the district office and available on our website.

Suicide Guidelines

In the unforeseen event of a student suicide, McIntosh School District Suicide Guidelines are available to guide the school through a crisis.

Homeless Information

If your family lives in any of the following situations your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act:

1. In a motel or campground due to the lack of an alternative adequate accommodation
2. In a car, park, abandoned building, or bus or train station
3. Doubled up with other people due to loss of housing or economic hardship

Eligible children have the right to:

1. Receive a free, appropriate public education
2. Enroll in school immediately, even if lacking documents normally required for enrollment
3. Enroll in school and attend classes while the school gathers needed documents
4. Enroll in the local school; or continue attending their school of origin. If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision
5. Receive transportation to and from the school of origin.
6. Receive educational services comparable to those provided to other students according to your children's needs.

If you feel your children may be eligible, contact the McIntosh School District and ask to visit with the local homeless liaison.

Asbestos Management Plan

This plan will be maintained on file at the school district office. Regular building occupants are provided annual notification of the following:

- a. The availability of an Asbestos Management Plan.
- b. Any action taken on district buildings relating to asbestos.

McIntosh Public School District 15-1 has been tested to determine that the asbestos areas meet state regulations for being at state minimums for problem areas. There is ongoing surveillance and an inspection program by custodial staff to assure that asbestos materials continue to meet state standards. The plan and information are available at the central office and a copy can be made for a fee.

Bodily Fluids Disposal

Proper equipment will be used in all disposal of bodily fluids. Proceeds will be as follows:

- Gloves and/or other protective gear, or alternative methods will be worn/utilized at all times when handling bodily fluids.
- All materials will be discarded in a safe manner.
- Proper sanitation by the individual handling the bodily fluids will be maintained at all times.

If direct contact occurs with any uncovered area on the person of individuals involved, immediate sanitation and disinfection will occur. (See McIntosh Public School Health Guidelines.)

Head Lice Guidelines

McIntosh School follows recommendations for the Centers of Disease Control, the National School Nurse's Association, and the American Academy of Pediatrics regarding head lice guidelines. If head lice is detected on a student, a comb out of the student's hair will be completed. Students will be kept in the school setting to prevent disruption from learning. Contact will be made to parent/guardian(s) to outline follow-up treatment recommendations for the home setting. The school will maintain records or documentation of letters sent home regarding head lice. (See McIntosh Public School Health Guidelines.)

Illness or Injury

Control of communicable disease should be the primary concern of all parties. Policies and guidelines related to the outbreaks of communicable diseases and illnesses in the schools within this district have been developed with the help of the local health departments to protect the group as a whole as well as the health of your own child. We ask that parents assist by keeping sick children home. If they have or have experienced any of the following symptoms in the last twenty-four (24) hours, they will need to be kept at home:

- A fever of one hundred (100) degrees or greater
- Signs of a newly developed persistent and/or severe cough

- Diarrhea/Vomiting
- Any discharge or drainage from the eyes, ears, or open sores
- Any rash without documentation from the child's physician or parent explaining the rash and course of treatment

Students who become ill during the school day should report to the Nurse's office. If necessary, administration or Nurse may approve the student's leaving school after contacting the parents. Students must check out at the main office before leaving. Students who are injured at school will be treated. If necessary, they will be transported as soon as possible to the nearest appropriate medical facility available and parents/guardians will be notified. (See McIntosh Public School Health Guidelines.)

5. Rules and Regulations

Student Passes

No student shall be in the hall during regular class time without a hall pass issued by a teacher or staff member. Passes to leave campus will be granted in emergency or exceptional circumstances with administrative (or their designee) approval. Any student not receiving prior permission will be considered truant.

Leaving Campus

Leaving school during the school day will not be permitted unless the student is personally checked out by a parent/guardian or by an individual authorized by a parent/guardian. Students must get permission from administration and parents/guardians to drive to an outside location. If arriving late or leaving early, students must be checked in/out at the central office. Parents are asked to enter and exit through the east main entrance. We have a closed campus with exception for seniors during senior privileges (See Events/Activities).

Attendance

ATTENTION: PER SDCL 26-7A-126, STUDENTS CAN BE TICKETED FOR TARDINESS AND/OR ABSENTEEISM. THIS TICKET CARRIES WITH IT A MAXIMUM FINE OF UP TO \$100 AND THE STUDENT AND PARENT WILL BE REQUIRED TO APPEAR BEFORE A CIRCUIT JUDGE. *This is a change in state law*

Both South Dakota and Tribal law require that all young people who are not eighteen (18) years old or who have not completed the 12th grade must attend school. Administration acts as the school's truant officer for enforcement. Truancy will be reported to the South Dakota Department of Education and the Tribal Health Education and Welfare (HEW) committee.

Under the Elementary and Secondary Education Act (ESSA) of the US Congress, attendance is also an important factor for continued funding and assurance of making adequate yearly progress. Attendance is a responsibility of the student and parent. The school will cooperate and assist students and parents to strive toward good attendance practices. **Parents are responsible for informing the Superintendent's Office of a student's absence prior to the start of class on the day the student will be absent. Call the office at 605-273-4227. Calls made any time before 7:30 a.m. or after 3:30 p.m. may leave a message on the automated system.**

After the fifth (5th) and tenth (10th) missed day in a semester, a letter will be mailed to the parental/guardian or emancipated student. Excessive absences may be referred to Child Protective Services.

Attendance Definitions

Absent Excused – An excused absence is when a parent excuses a student by note or phone.

Absent Unexcused – Student is absent from a class or school without school permission and with no excuse provided to the school directly from a parent or guardian.

Bereavement – Death in the immediate family. Immediate family is defined as legal guardian, father, mother, sister, brother, direct descendent grandparents. Immediate stepfamily and immediate foster family members are included.

Tardy – A student who does not arrive to class on time shall be considered tardy.

Extensive Tardy – A student who has been tardy more than three (3) times in any given class per semester is “Excessively Tardy”.

College Visit – Juniors and Seniors may be excused for a college visit(s). Parents must notify the school. For attendance purposes, if approved, these absences will be exempt.

Medical Excused – A doctor note is provided to the school.

Medical Extended – Any medical condition, in which documentation has been provided, that exceeds three (3) consecutive days.

School Activity – The student is participating in an off-campus activity but is supervised by school district staff.

Attendance Appeals

Students are allowed to appeal the attendance decision to the administration. All appeals must be made in writing, turned into the superintendent’s secretary no later than three (3) school days after the last absence. At that time, a form will be given to the student or parent to complete. Further appeal to the School Board may also be available.

- **Appeal Format**

The appeal must be written and addressed to McIntosh Public School Administration. The written appeal must include the reason(s) for any or all existing circumstances that led to the excessive absences. If extenuating circumstances do not exist, an appeal will be denied. The appeal must contain the current date and be signed by the student and parent.

- **The Attendance Appeal Committee** is created by the school administration to hear appeals on attendance issues. It is made up of appointed school personnel.

Make-Up Work

Prior to a known absence, a student must obtain a make-up slip. Advance make-up slips are required by junior high and high school students participating in a school activity or event where they have knowledge that they will be absent from school. Teachers from each assigned class or their designated representative must sign off on the absence slip, and that slip turned in to the central office prior to the absence. The slip must be turned in by the due date. Failure to follow these guidelines will result in the student missing the activity or having an unexcused absence. Students will have two (2) days to make up work for each day absent. Work not made up by the student in the allotted time will be considered late. Following an unplanned absence, if a student asks for a make-up slip one will be provided upon their return.

Homework and Study Lab

It is the goal of every McIntosh School staff member to provide a high-quality education to each and every student. That said, homework is expected to be completed on time. Failure to do required homework may result in ineligibility, detention, and having a detrimental effect on grades. McIntosh school offers a Study Lab for students missing homework assignments. Study Lab is not designed as a punishment, but as a chance for a student to get caught up with teacher assistance

PURPOSE:

Students are welcome to attend Study Lab when they have work to complete. Study Lab will allow students 20 minutes with a tutor to receive assistance for incomplete assignments, late assignments, time management, or accountability.

PROTOCOL:

1. Instructors will attend meetings called Professional Learning Communities (PLCs). During these meetings, there will be a focus on struggling students. Strategies and supports will be identified and discussed that may be used to help at-risk students succeed.
2. Teachers will notify students verbally and through campus or email of missing assignments. Once ability and skills to complete an assignment's content are ensured, students should expect to participate in a conversation regarding strategies to assist with their time management and accountability
3. Each day students who have 3 or more missing assignments will be emailed a list of assignments and placed on a Study Lab list on Google doc. Teachers will not put more than 4 assignments per subject on the Google doc.
4. Any student may attend Study Lab.
5. If a student receives RTI support, they must participate in that instead of Study Lab. If a student is on detention for a behavioral issue, they must attend that over RTI or STUDY LAB.

Dress Code

"The Board recognizes that it is the prerogative of the parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual, school, and community."

There are certain restrictions necessary on a student's dress and grooming when such dress and grooming may create a health or safety hazard; invade the rights of others; or, be disruptive to the educational environment by detracting from the decency and decorum in school. It will be the responsibility of the administration (or their designee) to determine violations of the intent of this policy and to take necessary corrective action.

The following are examples:

- Clothing and accessories that promote alcohol, tobacco, or drug usage or which display weapons or violence and which cause or are likely to cause disruption within the school environment. Clothing and accessories that contain vulgar, derogatory, or suggestive diagrams, pictures, or slogans or works that may be interpreted as racially, religiously, ethically, or sexually offensive and which cause or are likely to cause a disruption within the school environment. Clothing symbolic of gangs or disruptive groups associated with threatening behavior, harassment or discrimination and which cause or are likely to cause a disruption within the school environment. Clothing, accessories and / or any words, pictures, diagrams, etc., which are lewd, vulgar, indecent, plainly offensive, or which cause or are likely to cause a disruption.
- Tank tops with low cut armholes, tube tops, mesh tops, sheer tops, halters, or bare midriff tops.
- Shirts must extend past the top of the pants. Display of cleavage is not permitted. Tops may not expose the midriff, and clothing must cover undergarments at all times.
- Sagging pants, pants worn low on the hip so as to reveal underwear or skin. Pants must be worn with both legs down (not one leg rolled up) and pants legs may not extend past the sole of the shoe. Clothing must cover undergarments at all times.
- Dresses, skirts, shorts, culottes, and skirts which are shorter than mid-thigh. This must be met even if waistbands are rolled or folded over. Side slits must not exceed mid-thigh.
- Pajamas, loungewear, and boxers (worn on the outside).
- Roller sneakers. Shoes must be worn at all times. Athletic shoes or closed shoes with a rubber sole should be worn for Physical Education and recess.
- Sunglasses inside the building.

- Head coverings of any kind in the building (except for religious or medical reasons). Hoods on sweatshirts or other clothing must remain down upon entering the building.
- NO UNDERGARMENTS SHOWING.
- DRESS CODE ISSUES WILL BE REPORTED TO ADMINISTRATION.

Personal Electronic Device Usage (including cell phones)

Due to the rural nature of our district, the administration understands that parents of students who drive may want them to have cell phones. Cell phones and other personal electronic devices may be used before school, after school, and during lunch break in designated areas, but may not be used in the lunchroom. They are not to be seen or used during regular class hours unless approved by the classroom teacher. Use of cell phones and other personal electronic devices on activity buses is determined by the activity sponsor.

Any unauthorized use of a cell phone or personal technological device will result in those items being confiscated. Those items will be turned in to the central office, and not returned until the end of the day. Additional consequences are outlined under “Disciplinary Procedures for Identified Infractions” in the “Student Conduct and Responsibility” section of this handbook.

Personal Items Stored on School Property

Student backpacks, gym bags, or other bags must be kept in lockers or the locker room at all times. Absolutely no personal items of value should be left in a student’s locker at any time. The district takes no responsibility for personal items left in lockers. Students may, however, elect to put a lock on their lockers. Those lockers are still school property and subject to search. A duplicate key or combination must be left with the administrative assistant.

Transportation Rules for Students

If school is in session and a bus cannot make it to pick up a student, they will not be counted absent. If a patron’s road is impassable, arrangements may be made to pick the student up at an alternate site. Work missed must be made up. Any questions should be directed to the Superintendent.

- a. Normal dismissal time is 3:00PM
- b. Check the school calendar for early dismissal times built into the schedule. Other times may be announced with the School Reach system or listen to the media outlets mentioned previously in the “Notification” section.
- c. Teachers are to make every effort to have students on the buses or vans by 3:10 PM. Once on-board drivers are responsible for their riders, and to assure that younger riders are on the proper bus.
- d. Every effort will be made to stay in contact with parent/guardians during inclement weather to assure the safety of the riders. If there is a situation where a parent/guardian cannot be reached and the safety of the student is involved, they may be returned to the school for further action.

In South Dakota and at the McIntosh PSD 15-1, riding a school bus is a privilege, not a right.

- Drivers are in charge of their vehicles. Riders are required to follow rules and regulations, state law, and most importantly obey the driver. Drivers are required to maintain discipline.
- Rider must arrive promptly at scheduled times. The bus driver has the authority to leave at an appointed time. Transportation becomes the parent/guardian’s responsibility if the student misses the bus.
- Riders must never stand in the middle of a roadway while awaiting transportation.
- Smoking, sunflower seeds and any items prohibited by the driver are not allowed on buses.
- There will be no unnecessary conversation with drivers.
- Rider conduct must be exemplary at all times. Proper bus etiquette will be observed.
- Riders are prohibited from extending body parts out open windows.
- While the bus is in motion, riders must be seated at all times.
- Riders must follow driver’s instructions when entering and leaving the bus.
- Any damage done to the bus will be the financial responsibility of the rider and/or their parent/guardian.

- Drivers will discharge passengers at predetermined stops, except in agreements between drivers, administrators, and parent/guardians.
- Once the bus arrives at school, riders may not leave school property without permission from administration.
- Continued access to transportation will be based on riders' actions.
- Continual violation of the bus rules and regulations will result in a suspension of rider transportation benefits. If a hearing determines that a rider forfeits their transportation rights, the parent/guardian will be responsible for transportation.

Playground Rules

- Cell phones or other electronic devices are not permitted on the playground.
- The adult supervisor is always in control.
- All students have the opportunity to be included in play activities.
- Play safely at all times.
- Use equipment in a safe and approved manner.
- Slide: go up the ladder in a safe fashion. A sitting position, facing forward is required to go down the slide.
- Only cross the road to the park playground when you have permission.
- No tackle football.
- Stay on the designated playground surface.
- Always ask permission to reenter the building.
- Maintain a safe distance from doors.
- Stay off any surface that is not a part of the actual playground.
- Climbing fences is prohibited.
- Do not throw or kick ball against the building or onto any roof surface.
- Equipment on the playground or ball field is regulated by the playground supervisor(s).
- Snowballs are prohibited.
- Sunflower seeds are prohibited.
- During inclement weather or other times designated necessary by staff, students may be required to spend recess in the gymnasium.

6. Student Conduct and Responsibility

General Expectations

Students in the district schools are expected to act in such a fashion that their behavior will reflect favorably on the individual student and on the school; will show consideration for fellow students; and will create a harmonious school atmosphere. To accomplish this, all students must recognize his/her individual responsibilities and obligations and discharge them in accordance with the school policies.

The policies contained in this handbook have been prepared with the needs and welfare of our students, the community, and the school itself in mind. It shall be the individual student's responsibility to develop the proper attitude toward school and the development of an acceptable code of conduct and behavior. The parents and teaching staff will help guide, but the ultimate responsibility lies with the student.

All students are to act in a responsible manner in the hallways, at the drinking fountains, on the stairways, in the classroom, and on the bus. All students will obey all teachers and/or members of the staff including cooks, custodians, and bus drivers at all times during the school day and at all school sponsored activities.

Behavior at School Events

Parents, patrons and students are asked to familiarize themselves with information posted on the gym entrance. Students are a reflection of the McIntosh School system. They are our representatives to visitors or to those who host us. Enrolled McIntosh students will be required to wear appropriate attire at school events we host, or where our school is a visitor.

- Students will not play in hallways during school events. Those engaging in this type behavior will be asked to desist. Continued behavior of this type will lead to removal from the activity.
- Students and patrons are asked to always exit the gym area outside the playing surface.
- Parents are responsible for younger children at activities. Continual disruption may result in a request for the removal of the offending child(ren).
- Older disruptive students will be warned, and if the behavior continues, asked to leave the premises. Disciplinary action will be taken for anyone continually violating rules or common courtesies.
- No loitering during school events will be tolerated. Offenders will be asked to leave.

Ticket sellers, ticket takers, and event administrators will have authority to prevent reentry to students and preschoolers who constantly leave and reenter the building. They will also have the authority to discipline or request action against any disruptive party.

Student Infractions

We believe that every student would make a good choice if they were confident that they were prepared to make that choice respectfully and with dignity. It is our responsibility to teach students social skills which will allow them to be successful not only as a young person but as an adult. Teachers are expected to use pro-active teaching skills to redirect the student however, if the student does not make the choice to correct their behavior, they will receive an office referral.

All student infractions will be handled by the K – 12 Principal.

If a student's actions require an out-of-school suspension (OSS), parents will be notified in writing. Parents/guardians will have complete custody and jurisdiction of their child during the suspension. Students must complete schoolwork during their suspension. Schoolwork for out-of-school suspensions will be assigned by administration through the office. If students need assistance while completing the work, it is the family's responsibility to contact administration so arrangements can be made to provide assistance.

A student who is suspended cannot be on any McIntosh School District property or at any District sponsored activities during the suspension time. If a student is directed by administration to be on school grounds for academic assistance all necessary parties will be notified.

Disciplinary Procedures for Identified Infractions (K-12)/PBIS Consequence Matrix

| Level | Behavior | Response |
|---|---|---|
| Level 1 Behaviors that are minor behavior violations | <ul style="list-style-type: none">• Failure to be in one's assigned place• Indirect Inappropriate language• Teasing | <ul style="list-style-type: none">• Redirect/Reteach• State the rule• Model the behavior• Student practices correct behavior |

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| <ul style="list-style-type: none"> • Managed by teacher • Repeated behaviors the teacher will enter into Google Docs Behavior Tracker | <ul style="list-style-type: none"> • Inappropriate use of internet/electronic device • Inattentive Behavior • Tardy (1-3) • Invading personal space • Disrespectful tone • Non-compliance • Skipping Study Lab or Detention (1 time) • Dress Code Violation • Disruption of Learning Environment-Minor | <ul style="list-style-type: none"> • Acknowledge/reinforce correct behavior • Prompts (verbal or nonverbal) • Problem Solve |
| <p style="text-align: center;">Level 2 Repeated Behavior/More Serious</p> <ul style="list-style-type: none"> • Witness Enters into Office Discipline Referral (ODR) Form (if warrants more than a detention) • Witness will enter in Google Docs Behavior Tracker • Parent contact by witness or administration (if warrants more than a detention) | <ul style="list-style-type: none"> • Excessive/Repeated teacher managed behavior (Level 1) • Directed Inappropriate language • Cheating/Plagiarism • Tardy (3+) for grades 7-12 • Deceitful • Minor Aggression • Unsafe or rough play • Misusing property • Pattern of not completing homework • Technology/Electronic Device Violation (Repeated Behavior) • Skipping Study Lab or Detention (2 or more times) • Disruption of Learning Environment-repeated or major | <ul style="list-style-type: none"> • Level 1 Responses • Verbal correction • Time out • Loss of classroom/school privileges • Behavior contract • Student conference with administration • Parent contact • Detention (Teacher completes ODR form and behavior tracker) • ISS 1-3 days (Admin will enter into Campus) |
| <p style="text-align: center;">Level 3 Serious, threatening behaviors</p> <ul style="list-style-type: none"> • Notify office/formulate a plan to remove student safely • Witness completes written statement • Parent contact made by administration & stated in reports. • Administration enters into campus and assigns consequences | <ul style="list-style-type: none"> • Repeated Level 2 Behavior • Major/chronic refusal to follow school rules (insubordination) • Leaving School property • Major/chronic destruction • Dangerous, inappropriate, threatening, or illegal use of internet/electronic device • Direct refusal of authority • Bullying/Harassment • Theft or Credible Threats • Aggressive physical contact • Substance use/possession • Sexual Misconduct • Weapons • False Fire-Alarm/Bomb Threat/Arson | <ul style="list-style-type: none"> • Loss of Classroom/school privileges • Behavior contract • Conference with student and parent • Time in Office • ISS 3-5 days • OSS 1-10 days • Long-term suspension/expulsion • Report to law enforcement |

*Administration reserves the right to modify penalty for infractions.

Definition of Student Infractions (The following definitions help to explain student infractions):

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| Abusive or Threatening Language | Any communication that includes swearing, name-calling, or use of words which immediately creates fear of harm. This is completed without displaying a weapon and without subjecting the victim to actual physical attack. |
| Arson | Student plans and/or participates in malicious burning of school or personal property. The damage, or attempted damage, is intentional and unlawful. The fire may be started with any type of incendiary device. |
| Assault | One student intentionally causes or attempts to cause physical bodily harm to another individual (staff or student). These actions differ from fighting in that the second individual does not participate. |
| Bullying Behaviors | The act of one or more individuals intimidating one or more persons (who have difficulty defending themselves) negatively and over time through verbal, physical, mental, cyber or written interactions. |
| Cheating | obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. |
| Disrespect/Insubordination/Non-Compliance | Repeated refusal to follow directions, repeatedly talking back, and/or socially rude interactions. Students who defiantly swear or use profanity at staff members or adults will receive an automatic office referral. |
| Disruption of Learning Environment | Sustained behavior that causes an interruption in a class or activity. Disruption may include the following: sustained loud talk, yelling, screaming, noise with material, and/or sustained out-of-seat behavior. |
| Dress Code Violation | The wearing of clothing that does not fit within the dress code guidelines. |
| Encouraging a Conflict | Behavior encouraging two (2) or more students to engage in physical contact /verbal conflict while not being directly involved in the conflict. |
| False Fire Alarm/Bomb Threat | Student deliberately triggers the fire alarm or delivers a message/threat of a pending fire. Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion. |
| Fighting | Actions involving serious physical contact where injury may occur. Students are mutually participating in the conflict. There is no one main offender and no major injury. Examples may include the following: hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc. These actions differ from assault in that both individuals are participants. |

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| Forgery/Theft | Student is in possession of, having passed on, or being responsible for removing someone else's property. This also includes signing a person's name without the person's permission. |
| Gang Affiliation | Any student who: admits being in or affiliated with a gang, frequents place of known gang members, accompanies known gang members, and/or recruits another by intimidation or force. |
| Harassing Behavior (including sexual harassing behavior). | Harassment is defined as threatening, insulting, and dehumanizing gestures, use of technology, computer software or written, verbal or physical conduct directed against a student or employee that places a student or employee in reasonable fear of harm to his or her person or damage to his or her property. |
| Inappropriate Display of Affection | Student engages in inappropriate (as defined by OSD) verbal and/or physical gestures/contact of a sexual nature with another student. These actions are consensual (without force or threat of force) but are not appropriate to the environment. |
| Larceny | The unlawful taking of another person's property without threat, violence or bodily harm. This differs from robbery in that larceny does not involve a threat or battery. |
| Plagiarism | the act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. |
| Possession or Use of Alcohol | Student is in possession of alcohol or is using alcohol. |
| Possession or Use of Drugs | Student is in possession of illegal drugs/substances, is using illegal drugs/substances, or is under the influence of illegal drugs/substances. This also includes imitations. The selling, manufacturing, or distributing of illegal drugs/substances is considered being in possession or use of drugs. |
| Possession or Use of Inhalants | Student is in possession of inhalants or is under the influence of inhalants. This includes "huffing" or inhaling mind-altering substances. |
| Possession or Use of Weapons | Student is in possession of knives or guns (real or look alike) or other objects designed or converted to cause bodily harm. This also covers a device designed as a weapon capable of threatening or producing great bodily harm or death. A firearm must expel a projectile by the action of an explosive or a propelled object. |
| Robbery | Taking, or attempting to take, anything of value that is owned by another person or organizations. Items are taken under confrontational circumstances by violence, force, or threat of force. This differs from larceny in that robbery involves threat or battery. |
| Skipping/Truancy/Unauthorized Absence of Return from School Activity or Trip | Student leaves class/school/activity without permission or stays out of class/school/activity without permission. This |

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| | includes unauthorized absence of return on school vehicle from school event or activity. |
| Tardy/Excessive Tardy | See Attendance Definitions under Rules and Regulations Section. |
| Technology/Electronic Device Violation | Student engages in inappropriate (as defined by McIntosh School District) use of cell phone, pager, music/video players, camera, and/or computer. |
| Tobacco | Student is in possession of tobacco or is using tobacco. The selling or distribution of tobacco products is considered being in possession of tobacco. |
| Vandalism | Student participates in an activity that results in substantial destruction, disfigurement, or defacement of school or personal property. This destruction is willful and/or malicious. Tagging is considered to be an act of vandalism. |

BE SAFE, BE RESPONSIBLE, BE RESPECTFUL.

Student Relationship to Faculty and Administration

Generally speaking, the student should have an amiable relationship with the teachers and other members of the faculty. All faculty members strive to be fair in their dealings with the entire student body. Students should be reminded that over-friendliness could be disadvantageous to both the student and the teacher. Problems that arise between students and teachers are best worked out by conferences between these two persons.

The student-administration relationship is based on an open-door policy. The office of the Administration is a place to discuss one's personal problems or school problems in general. It must be started here; however, most problems of individual students will be best solved by seeing the guidance counselor.

Every student is expected to be courteous, respectful, and to refrain from using language that is profane, abusive, or intended to intimidate others in the classroom, hallway, or other areas of the school.

7. Student Rights

Protocol

If parents or students have concerns with what is happening in the classroom, they are requested to follow the chain of command:

1. First, try to resolve the problem with the classroom teacher.
2. Next, see the principal.
3. If the problem remains, see the superintendent.
4. If there is still a need, appeal may be made to Board of Education.

If there is a problem in the classroom, the teacher should call the parents, or guardian, for a conference. If this does not happen, parents may take the initiative and call the teacher.

Due Process

Students will be notified orally or in writing of the charges of violation of policies made against them. If the student denies the charges, he / she will be allowed to tell his / her side of the story either orally or in writing (generally in written form). 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 required written report with the superintendent by the end of the school day of discovery of the alleged violation.

Hardship Hearing

In the case of a hardship hearing concerning eligibility for extracurricular activities, the McIntosh School District shall follow the guidelines as set forth by the South Dakota High School Activities Association. The Activities Director and Administration will determine eligibility based upon the SDHSA guidelines and information provided during the hearing.

Confidentiality - FERPA

The McIntosh Public School, in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), has established the following policy. Parents are guaranteed the right to inspect and review any and all official records, files, and data directly related to their children. To ensure a complete understanding of the contents of such data files and records, the inspection and review will be done with a school official. Students eighteen (18) years or older will have the same right with the same conditions in reviewing their own files. Any authorized person desiring to review said records will be asked to sign a statement indicating that they were granted access to the file and that the contents were reviewed with them by a school official.

Parents have the right to a hearing to challenge any part of the records which they deem inappropriate enough to request a correction or deletion. Complaints can be filed with: Family Policy Compliance Office; US Department of Education; 400 Maryland Avenue, SD; Washington, DC 20202-5901

The McIntosh Public School will prohibit the release of a student's records except for the following circumstances:

- For use by local school officials.
- To facilitate the transfer to another school where the student is enrolled.
- Upon written parental consent specifying the records to be released.
- For compliance with a judicial order or subpoena.
- To graduates.

All persons, agencies, or organizations desiring access to the records of a student shall be required to sign a written form which shall be kept permanently with the student record for inspection by the parents or student indicating specifically the legitimate educational or other interest that each person, agency, or organization has in seeking the information. The person desiring access to the records must agree not to transfer the information to another person without written consent of the student's parent / guardian.

School record remains at McIntosh Public School after graduation. Schools students desire to attend an institution of higher education, prospective employers, and the student himself / herself may request information from his / her school record. The major items found on the permanent record are:

- Factual information (name of parents, date of birth, address).
- The grades earned.
- The results received from taking special tests.

Do your best to make your record a good one!

Title I

A school-wide Title I Program is provided for all K-12 student identified as needing extra help in reading or math. The Federal Education Law, "Every Student Succeeds Act", requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their student. If parent(s)/guardian(s) are interested in this information, they may send a request to the building principal who will provide a response.

Sexual Harassment

Sexual harassment includes any deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a nature which is unwelcome. It is the policy of McIntosh Public School to maintain an environment that is free from sexual harassment. It shall be a violation of this policy for any student or employee of this district to harass a student or employee through conduct or communication of a sexual nature.

Non-Discrimination Statement

McIntosh PSD 15-1 does not discriminate on the basis of color, race, national origin, age, sex, or handicapping condition in any program or activity for which the district is responsible, as required under Title VI, Title IX, 93-112, Section 504, NCLBA, all applicable special education laws, and any others as required by state and federal laws. The following personnel have been designated to handle inquiries of non-discrimination: (Note: the school board also reserves the right to appoint other personnel, if required.) Superintendent Ext: 2222 OR Business Manager Ext.2228

Discriminatory Practices

In implementing the Title IX of the Education Amendments of 1972 regulation, which prohibits sex discrimination in federally assisted educational programs, the McIntosh PSD 15-1 Board of Education has adopted the following: "No person shall, on the basis of gender, race, national origin, color, disability or age be excluded from participating in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal assistance."

To assure that the above policy is kept current and all conditions are met, the school board has appointed the superintendent of the district as the coordinator for all actions involving Title IX, and its current published amendments. This individual will be responsible for receiving and reviewing complaints and procedures, with the exception of action directed at said superintendent, in which case the duties will fall on an individual designated by the school board. After review, if no decision is reached, the grievance will be referred to a committee appointed by the district. All grievances will be handled according to the policy set forth in the district policy manual. That manual may be accessed at the administrative office of the district. The address of the Title IX coordinator is: Superintendent, P.O. Box 80, McIntosh, SD 57641. Telephone 605-273-4227 Ext. 2222. This is the Board of Education's intention to comply, and not an acknowledgement of non-compliance, per Board chairman, McIntosh PSD 15-1.

Notice of Non-Discrimination and Title IX, Section 504, Americans with Disabilities and Other Discrimination Complaint Procedures

It is the policy of McIntosh School District #23-3 not to discriminate on the basis of gender, race, color, national origin, disability or age in its educational programs, activities, or employment policies, as required by state and federal law. Inquiries regarding compliance with Title IX, Section 504, and Title II may be directed to: The Superintendent or designee, PO Box 80, McIntosh, SD 57641; phone (605) 273-4227 ext. 2222, or the Regional Director, Kansas City Office, U.S. Department of Education, 8930 Ward Parkway, Ste. 2037, Kansas City, MO 64114, phone (816) 238-0550, TDD (800) 437-0833, Fax (816) 823-1404, e-mail: ocrkansascity@ed.gov.

In the adoption and implementation of this Grievance Procedure, it shall be understood that the Board of Education is not a court of law, and that rules of jurisprudence shall not apply. The procedure is, however, designed to facilitate resolution of the grievance. Complete proceedings shall be a matter of written record and will be retained in the office of the Superintendent or designee for two (2) school years. No reprisal of any kind will be taken by or against any person filing a grievance or any person participating in the investigation or resolution of the grievance. At each procedural level, the complainant shall be given the opportunity to be present and to be heard. During the grievance process, the complainant may provide witnesses and other evidence. Decisions at all levels shall be written and shall include supporting explanations and evidence. Copies of written decisions will be furnished to all interested parties. For purposes of this Policy, the Superintendent or designee referred to above shall also be the person designated to receive complaints and grievances of discrimination of any nature whether specifically prohibited under Title IX or any other federal or state statute or constitutional provision. The McIntosh School District will take steps, as appropriate, to remedy the effects of

and prevent the recurrence of discrimination of which it has notice. A School District student, applicant or employee may initiate a complaint by completing a "Complaint Report Form" (providing supporting statements and evidence in describing the specific nature of the complaint in sufficient detail to permit the involved parties the opportunity to respond). The completed form is to be presented to the Superintendent or designee within 180 calendar days of the date upon which the complainant learned or should have known of the circumstances upon which the complaint is based. If not so presented, the complaint will be considered waived.

Level I: Within ten (10) regular working days of receipt of a written complaint, the Superintendent or designee will confer with the complainant, investigate the incident, and provide the complainant with a written statement of the Level I decision, complete with supporting reasons. In each case, the building principal or immediate supervisor shall participate with the Superintendent or designee in making the decision and writing the Level I report. This decision will indicate whether wrongful discrimination did in fact take place.

Level II: A complainant who does not accept the decision of the Superintendent or designee and building Principal, may within ten (10) days of receipt of the Level I decision, make a written request for a hearing with the Superintendent or designee. The hearing request shall include a copy of the original complaint, supporting statements and evidence, and decisions with supporting statements reached at Level I. Within ten (10) days of receipt of the hearing request, the Superintendent or designee shall meet with the complainant to discuss the original complaint and previous decisions reached, and within ten (10) days of the hearing, provide the complainant with a written decision complete with supporting reasons.

Level III: A complainant that does not accept the decisions rendered at Level I or Level II may, within ten (10) days of receipt of the decision at Level II, file a written request with the Superintendent or designee for a hearing before the Board of Education. Within thirty (30) days of this request, the Board of Education will set a hearing date for the complainant. The hearing will be scheduled within sixty (60) days from the date of complainant's request. The Board of Education's written decision shall be sent to the complainant within ten (10) days of the hearing.

General Education Provisions Act (GEPA) Statement

All information disseminated by McIntosh School District #15-1 will be made available in a variety of formats for participants with varying disabilities and learning needs. All web-based information will be fully accessible. Additionally, current and future faculty will learn how to diversify their materials and teaching strategies and make course web sites more accessible for students with disabilities.

Special Program Offerings

Special Education (SPED) programs are provided to students who qualify for these services. Referral to the program may be made by the student's parents, teachers, or teaching assistant team (TAT Team). Services may be provided based on eligibility and educational need with the involvement and agreement of the parent/guardian. Please see Special Education Director for additional information.

Physical/Occupational therapists are contracted by the district to provide services for students who qualify. These services are not stand-alone and may only be offered in conjunction with other SPED services. Speech/Language Pathologists are contracted by the district to diagnose and rehabilitate speech and language problems if a student qualifies for services and if there is an educational impact. Students may be referred by parents or teacher.

Every Student Succeeds Act (ESSA)

The Every Student Succeeds Act (ESSA) was signed into law on December 15, 2015. The provisions of this law are designed to ensure success for students and schools across the nation. ESSA establishes an expectation that there will be accountability and action to effect positive change in our lowest-performing schools, where groups of students are not making progress, and where graduation rates are low over extended periods of time.

Some focal points of the ESSA are listed below:

- States must identify and intervene with the bottom 5 percent of performers. These schools have to be identified at least once every three years.
- States have to identify and intervene in high schools where the graduation rate is 67 percent or less.
- States, with districts, have to identify schools where subgroups of students are struggling.
- All districts must maintain an accountability plan.
- Sustains and expands this administration's historic investments in increasing access to high-quality preschool.
- Maintains an expectation that there will be accountability and action to effect positive change in our lowest-performing schools, where groups of students are not making progress, and where graduation rates are low over extended periods of time.

Federal Program Complaint Policy

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal ESSA funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent. A copy of the Federal Program Complaint Policy and Procedure is available by request from the main office.

Grievance Procedure

Unresolved problems may be handled through the grievance process as follows:

Grievance Report Forms may be obtained from the Business Manager.

Article I

Definition:

- a. A grievance is a complaint by a person or group having an interest in the operations of McIntosh PSD 15-1 against the school or an employee, that there may have been a violation, misinterpretation, or inapplicable application of an existing policy, contract, regulation or determination of the school board.
- b. Included in this grievance procedure are complaints covering or relating to acts or comments perceived to be based on discrimination on the basis of race, national origin, color, sex, age, disability, and/or activity for which the McIntosh PSD 15-1 is responsible as required by state and federal law.

Article II

Purpose:

- a. The purpose of this procedure is to secure, at the lowest level, equitable solutions to problems that may arise from time to time concerning any of the afore-mentioned reasons found in the definition, and to facilitate this purpose. These proceedings will be kept as informal and confidential as possible while fulfilling the intent of the above definition throughout each or any level of the procedure.
- b. When an informal solution is not possible, a written grievance must be filed. The written grievance must be filed on an approved Grievance Report Form. There must be a description in writing illustrating the harm created by the employee or the McIntosh PSD 15-1.
- c. The grievance must be filed with the superintendent. Should the superintendent be a party in the grievance, said grievance will be filed with the school board president who will act as the sitting grievance manager.
- d. The grievance must be filed within 10 calendar days after the person knew, or should have been aware, of an act or condition creating the grievance situation. If this condition is not met the grievance is barred except where prohibited by state or federal law. Grievances must be filed by June 30th each year except when that date is extended by the school board.

- e. Upon receipt of the grievance the superintendent, or the board president as dictated in c. above, must, within 5 working days (including holidays and weekends), have a meeting with all parties involved. The person filing the grievance and any other party involved must be present. Attorneys or advocates representing any party may be present. The meeting will be informal.
- f. At the meeting the individual in charge (superintendent or board president) will attempt to provide a solution for the problem set forth in the grievance. The superintendent or board president will attempt to offer solutions acceptable to each party. If an agreement is reached, a document will be drawn to indicate acceptance of all parties to the illustrated course of action.
- g. The superintendent, or school board president, in all circumstances will maintain minutes of the meeting, and where possible, record the event. The minutes are to reflect solutions and compromises that are discussed, and the reaction of each party, whether there is acceptance, or rejection of the suggestions made, and the reason. Minutes will reflect the beginning and completion time of the meeting. All parties will receive a written copy of the minutes within 10 calendar days.
- h. If no solution can be reached it will be reflected in the minutes. Those minutes should also indicate the consensus of both parties to the fact that no compromise is possible.
- i. In the event that a compromise does not occur, the superintendent or board president will arrange a Grievance Committee hearing. The aggrieved party will notify the superintendent/board president in writing, of this request for a hearing before the committee.
 - 1. The request for a grievance Committee hearing must be received within 5 working days of the completion of the meeting where a compromise could not be reached. A Grievance Procedure Report Form must be filed.
 - 2. The written grievance must contain a statement from the superintendent or board president that attests to the determination that an administration remedy attempt has been exhausted.
 - 3. The written grievance to the superintendent or board president must state in writing the nature of the grievance, and the individual(s) whom the grievance is filed against.
 - 4. The Grievance Committee must consist of 3 board members.
- j. After consultation with the Grievance Committee chairperson, the superintendent or board president must notify all parties involved, in writing.
 - 1. The written notice must show the time, date, and place of the hearing.
 - 2. The hearing must be held within 5 working days of the filing of the hearing request with the superintendent or board president.
 - 3. The hearing will be private with the involved parties, their representatives, and witnesses during their testimony.
 - 4. The Grievance Committee will institute rules in accordance with due process.
 - 5. The decision of the Grievance Committee hearing will be in writing and sent to parties involved within 5 working days from the completion of the hearing.

The Grievance Committee's written decision will be sent to all parties by certified mail, return receipt. The decision will be final with the exception of those that may be appealed to a higher authority.

NOTE: Deadlines may be extended by mutual consent of all parties involved.

8. Events and Activities

Extra-curricular Eligibility Code

This code governs activities that are a privilege. Trips, dances, athletics, prom, senior privileges, any music activity not requiring a grade, and a play are some but not all these events. At McIntosh PSD 15-1 students in grades 7 through 12 must be passing subject areas to participate. Extra-curricular eligibility will begin on the third Wednesday of a new school year. From then on, it will be ran on the second Wednesday of each quarter, after which the first failing subject and/or incomplete from the previous grading period on the weekly report will require academic probation for at least one week until the next eligibility report. Incompletes will be evaluated by the Administration on a case by case basis. If at that time the student is passing and no longer has an incomplete or failing grade, their record is clear. If they have a failing grade or

an incomplete grade in a subject, they become ineligible. Eligibility reports will be run during the Athletic Director's planning period on Wednesday mornings. A student who meets criteria is eligible at 12:01 PM Mountain time, that Wednesday. A student who is deemed ineligible begins at 12:01 PM on that Wednesday. The eligibility coordinator will be the athletic director. Parents and students will be notified by an e-mail or phone call from designated school staff. Disciplinary rules will still apply. Suspension of any kind renders a student ineligible. If ineligible, a student may still practice with the team, but not dress for or participate in games.

*If a 6th grade student participates in a Junior High activity, they are bound by the Extra-curricular Eligibility Code.

High School Graduation Ceremony

Graduation is traditionally held on a Saturday in May. It is tradition for the McIntosh School District to wear cap and gown for the graduation ceremony. The senior class is given the opportunity to choose which cap and gown color, commencement speaker, and motto they would like to use. The district allows some Native American traditions such as drum ceremony, feather ceremony, and quilt ceremony. We also allow time for the Native American prayer. To receive the diploma during the graduation ceremony of the McIntosh School District, the students will be required to wear the traditional cap and gown until they have walked across the stage and have received their diploma. Upon exiting the stage, the student may remove the cap and gown to accept traditional honors and/or traditional clothing. The valedictorian and salutatorian will have the opportunity of addressing the class at the graduation exercise. The class advisor will work with the Senior Class, the Administration, and the School Board on their presentation and approve it with the Administration and School Board.

Student Council

Members of the student council will be elected and/or chosen in grades 7-12. Those members will elect 1 of the 2 seniors as student council president. The vice president will be elected from any remaining 9-12th grade student council members. The secretary/treasurer will be elected from any remaining 7-12 grade member of the student council. Students are reminded to elect members who will participate in council activities. If members do not participate, they will be removed by administration with recommendation by Student Council Advisor and someone will be appointed to their position.

Fund Raising

The Board of Education is aware of the need to conduct fundraisers to support student programs and activities. However, it is the desire of the Board that student sponsors and administrators are sensitive to overwhelming demand for donations that is made on community members and local merchants and businesses. The Administration will monitor all fund-raising activities and each sponsor will be aware of what other groups are doing so that the community is not overburdened. Planning for such activities should be done collectively by all sponsors at the beginning of each school year. The Administration shall ensure that the level of activity is appropriate and not excessive. Solicitations for fundraisers from outside organizations are not allowed on school property or to be included with information sent home with the students without prior approval from the superintendent. Classes, clubs, and organizations related to the school are allowed outside fundraising activities with the permission of the administration. Rules will be approved by advisors with the consent of administrators for all outside fundraising activities. Fundraising activities will make every effort to conform to the Wellness Policy. Reminder: At all times you are raising funds in the name of the school. Therefore, use and expenditure of those funds are under the guidelines of the district. **A Fundraising Approval Form must be completed and approved prior to beginning any fundraiser.**

Off Campus Meal Allowance

All events, such as tournaments, extra-curricular events, sporting events, or academic trips that exceed eight (8) hours will receive a meal allowance of \$8.00.

Homecoming

Every effort will be made to hold Homecoming in cooperation with the football cooperative. The Junior Class and Student Council will be responsible for Homecoming activities. There will be a vote for King and Queen attendants from the senior class. When possible, the vote will be conducted by the Junior Class. An administrator, the junior class advisor(s), and the guidance counselor will canvass the vote with the junior class advisor responsible for preparing the results. Only students in grades 7-12 will vote. In the event that the required number of candidates is not available, there will be selection at the discretion of the canvassing committee. Weather permitting, all royalty is required to wear their dress clothes and no cap on the royalty float. All royalty is required to ride the royalty float. If the student prefers not to, they must withdraw their name from consideration for a royalty position.

Guests to School Activities (Guests who are not McIntosh School Students)

Some school sponsored activities invite students to bring a guest of their choice. The guest must be school-age student currently enrolled in a school program or who graduated the year prior. A sign-up sheet will be provided at each dance or activity for non-McIntosh School guests that will include the guest's name, phone number, and current school enrollment. The superintendent reserves the right to not allow any student to attend. **Any Prom date (9th – 12th grade or one year graduated) not currently enrolled in McIntosh High School must have prior approval by McIntosh School Administration.** The committee sponsoring a dance may set limitations on grade levels that are invited to attend.

Wednesday Night

Staff and teachers will make every effort to refrain from scheduling formal school activities on Wednesday night after 6PM. The district has no control over other organizations scheduling conference, regional or state activities. No practice or activities are to be scheduled past the 6PM time except when approved by the administrator.

School Related Trips

For school trips of any type, other than an academic/educational field trip where no competition is involved, the student must be eligible.

Requirements:

1. A consent form signed by the parent/guardian prior to departure.
2. Student must leave and return on the school vehicle. (See Disciplinary Procedures for Identified Infractions under Student Conduct and Responsibility for disciplinary consequences of an unauthorized absence on a return trip from a school activity.) Exception: To prevent backtracking. Example: A trip that would return to the school by Morristown. If a parent/guardian wished to have the student dropped off with them at Morristown, they could have a signed document with the trip advisor stating that fact so the student would not have to proceed to McIntosh and then return to Morristown. This would be possible as long as there was not too much disruption and chaos. Common sense should prevail. The school administration or executive staff is to be made aware the situation will occur or has occurred. This should also include notification to the Director of Transportation. A designated form will be used by all advisors.
3. The trip advisor, or his/her designee, is in charge of all riders and events relating to them. The driver is in charge of the vehicle and bus rules and regulations must be followed.
4. Athletic trips are governed by the athletic code.

Senior Privileges

Senior privileges will be determined by the administration with the approval of the school board. Privileges are subject to suspension or revocation when one or more of the guidelines per the Senior Privileges Agreement is not met. The criteria for senior privileges are:

- No Major Office Referrals
- No Failing Semester Grades for the Second Semester
- No More Than 5 Unexcused Absences Prior to the Beginning of the 4th Quarter

Close-Up, FCCLA, FFA, and Senior Trip

Students must have all work made up prior to the trip at the discretion of individual instructors. Student must be passing in all subject areas for the semester at the time of the trip. Trip participation will be determined five (5) school days prior to the trip. No exceptions may occur after that time. If a student has an incomplete prior to the trip, the student will not be permitted to participate in the trip. Any student missing ten (10) or more non-exempt days in the school year prior to the trip will not be able to participate. Any student who has received three (3) or more days of any suspension in the past calendar year prior to the trip will be barred from the trip. All criteria must be met regardless of non-refundable monies. **FCCLA and FFA are also governed by the Athletic eligibility code due to the competition that occurs.**

It is preferred for the Senior Class Advisor to attend with the Seniors on the Senior Class Trip. If at all possible one other person will attend with the intent of one male and one female chaperone.

9. Parental Involvement

McIntosh Public School shall:

- A. hold an annual meeting to inform and explain to parents their school's participation in the Title 1 School-Wide Plan, and their right to be involved.
- B. coordinate and integrate parent involvement with early childhood programs in the community and in the school.
- C. offer a minimum of one annual meeting to Title 1 parents. The purpose of this meeting shall include but is not limited to:
 - a. inform parents about applications, funding, and program guidelines.
 - b. involve parents in program recommendations and revisions.
 - c. provide parent training sessions.
 - d. provide parents supplemental materials and activities to help achieve district goals.
 - e. assist in parent and community involvement.
 - f. provide parents with information about state academic content standards.
- D. provide parents of participating children with:
 - a. periodic communications regarding school programs, announcements, activities and policies. Policies are also available at any time by request at the central office.
 - b. parent / teacher conferences held at least two times per year.
 - c. their child's individual assessments result through parent / teacher conferences.
 - d. student progress reports at the mid-term and end of each quarterly grading period.
 - e. provide activities and programs that will promote and provide opportunities for student, parent and community connections.
 - f. timely notification of long-term substitute teachers.
 - g. timely information concerning school programs, curriculum, assessments, and student proficiency levels.
 - h. timely assessment and accountability notification if the school goes into school improvement.
 - i. a Parent Involvement Policy and Parent / School Compact will be developed using input from each group and will be reviewed annually.

Please read, sign, and return the Parent/Student/School Compact found at the back of this handbook.

DIRECTORY INFORMATION

The McIntosh School District designates the following personally identifiable information regarding its students as Directory Information.

- Name
- Address and telephone number

- School attending
- Dates of attendance
- Parent/Guardian of Student
- Participation in school recognized activities
- Weight, height, age, and grade of members of athletic teams
- Awards received
- Individual and group photographs pertaining to school activities
- Similar information which denotes accomplishments or achievements
- Names, addresses, and phone numbers requested by branches of the military
- In addition: SDLC 13-28-50 requires school districts to provide the Board of Regents (BOR) and each Technical Institute with a list of students in grades in 7 – 12 along with mailing addresses for post-secondary educational opportunities

RIGHTS OF PARENTS OR STUDENTS TO PROHIBIT RELEASE OF INFORMATION:

A parent, guardian, or student over 18 years of age may refuse to permit the release of any of the Directory Information by notifying the main office administrative assistant of the McIntosh School District. This request should be in writing and include which of the above Directory Information may not be released in respect to the particular students. Such notification may be made at any time.

Please read, sign, and return the Student Release to Publish Pictures, Photographs, Artwork, and Written Work at the end of this handbook.

TRANSPORTATION AGREEMENT

School bus passengers need to know that riding the bus is a privilege, not a right. Students are expected to behave at all times to ensure the safety of all passengers and drivers.

With this in mind, please read the section of the Student Handbook entitled “Transportation Rules for Students” with your student(s). Any violation of these rules will result in the implementation of the consequences listed. Each student will be assigned a seat on the bus. The student assigned to the seat/area will be held responsible for any damage and the student will be subject to suspension or expulsion from the bus, school, or both. Severe Disruption and Dangerous behavior will result in immediate suspension of transportation privileges. In addition to the suspension of transportation privileges, legal action against the student and/or parent guardian may be taken.

Students whom are suspended from the bus are not necessarily suspended from school. Transportation to and from school for students who are suspended from the bus is parental responsibility.

It is the mission of McIntosh School District Transportation Department to support academic achievement through safe and punctual transportation services and we appreciate your support in this task.

After reading and discussing this information with your student, please sign the Student/Parent Handbook Agreement and return to the school where it will be retained on file.

Field Trip/Activity Agreement

Periodically throughout the year students may have the opportunity to go on school sponsored field trips or activities for educational or athletic purposes. Transportation will be furnished by the District to and from the event. In certain cases, students may be taken to businesses or eateries with supervision. There are also some overnight trips of which parents/guardians will be notified in advance. There will be supervision on any stays of this type. Students will, at all times, adhere to parameters set forth by advisors, rules, regulations, and policies of the District. Eligibility guidelines for extra-curricular activities will be followed. No student will be allowed to participate without a signed consent form.

If you consent to allow your child to participate in District sponsored field trips and/or activities during the school year, please sign the Student/Parent Handbook Agreement and return to the school where it will be retained on file.

STUDENT INTERNET USE AGREEMENT

Internet access is available to students and faculty within the McIntosh School District. The District's Internet system has been established for limited educational purposes. The term "educational purposes" includes classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research. You may not use the District's Internet system for commercial purposes or for political lobbying. The goal of the District through online resources is to promote educational excellency by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world comes availability of material that may not be considered to be of educational value in the context of the school setting. It is possible to run across areas of adult content and objectionable material. If you mistakenly access inappropriate information, you should immediately disclose this access to a teacher. This will protect you against a claim that you have intentionally violated this policy. The McIntosh School District has taken precautions in accordance with the Children's Internet Protection Measure (Fortinet) to protect against access to inappropriate material. The determination of whether material is inappropriate is based on the content of the material and the intended use of the material, not on the protection actions of the Technology Protection Measure. If you think that the Technology Protection Measure has prevented you from accessing appropriate material you may request that the material be reviewed and, if appropriate, unblocked.

The use of the Internet is a privilege not a right; an inappropriate use will result in the cancellation of that privilege. The teachers and administrators will decide what appropriate use is and their decision is final. School use must be in support of education and research and consistent with educational objectives. Teachers may restrict student access to material that pertains to course assignments. Student and staff knowingly bringing prohibited materials into the school environment will be subject to disciplinary action in accordance with the District's policy. The teachers and administrators may, at any time, examine and review someone's use of the District's technology. Violation of the law, through the use of the District's Internet access will result in disciplinary action. Disciplinary action may include suspension or expulsion and possible litigation against the offender by the proper authorities.

The following are examples of prohibited District Internet use:

- Transmission of any material in violation of any international, federal, or state law. This includes, but is not limited to, copyright, threatening, harassing, or obscene material.
- Use of access for commercial activities (for profit) or productive advertisement.
- Vandalism and mischief. (Vandalism is defined as any malicious attempt to harm or destroy equipment, software, data of another user, uploading or creating computer viruses, etc.)
- Forgery of electronic mail messages, changing or copying files belonging to another, or downloading of any files into the school district's computers.
- Submitting, publishing, or displaying inaccurate information.
- Bullying or harassment is strictly prohibited through any technology device.

After reading and discussing this information with your student(s), please sign the Student/Parent Handbook Agreement and return to the school where it will be retained on file.

In all matters related to the handbooks:

McIntosh PSD 15-1 Policy Manual NEPN Code BFE (CHD)

Approved August 13, 2008

Administration in Policy Absence

“In the absence of board policy specifically covering any action that the Superintendent feels he or she must take for the orderly execution of the Superintendent’s duties, he or she may take temporary action that he or she feels will be in harmony with the overall policy of the Board. However, the Superintendent will not be free to act when the action involves a duty or the Board that by law cannot be delegated. **In each case in which the Superintendent must take such action, he or she will present the matter to the Board for its consideration at the next meeting.**”

McIntosh School District 15-1

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WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

In consideration for receiving permission to BE ON PREMISES at MCINTOSH SCHOOL DISTRICT (hereinafter the "Activity or Activities"), I, on behalf of myself and any minor child/children for whom I have the capacity to contract, hereby acknowledge and agree to the following:

1. I understand the hazards of the novel coronavirus ("COVID-19") and am familiar with the Centers for Disease Control and Prevention ("CDC") guidelines regarding COVID-19. I acknowledge and understand that that the circumstances regarding COVID-19 are changing from day to day and that, accordingly, the CDC guidelines are regularly modified and updated and I accept full responsibility for familiarizing myself with the most recent updates.
2. Notwithstanding the risks associated with COVID-19, which I readily acknowledge, I hereby willingly choose to participate in Activities.
3. I acknowledge and fully assume the risk of illness or death related to COVID-19 arising from my being on the premises and participating in the Activities and hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE (on behalf of myself and any minor children from whom I have the capacity contract) MCINTOSH SCHOOL DISTRICT, employees and assigns (the "RELEASEES") from any liability related to COVID-19 which might occur as a result my being on the premises and participating in the Activities.
4. I shall indemnify, defend and hold harmless the RELEASEES from and against any and all claims, demands, suits, judgments, losses or expenses of any nature whatsoever (including, without limitation, attorneys' fees, costs and disbursements, whether of in-house or outside counsel and whether or not an action is brought, on appeal or otherwise), arising from or out of, or relating to, directly or indirectly, the infection of COVID-19 or any other illness or injury.
5. It is my express intent that this Waiver and Hold Harmless Agreement shall bind any assigns and representatives, and shall be deemed as a RELEASE, WAIVER, DISCHARGE, AND COVENANT NOT TO SUE the above-named RELEASEES. This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of South Dakota. I HEREBY KNOWINGLY AND VOLUNTARILY WAIVE ANY RIGHT TO A JURY TRIAL OF ANY DISPUTE ARISING IN CONNECTION WITH THIS AGREEMENT. I ACKNOWLEDGE THAT THIS WAIVER WAS EXPRESSLY NEGOTIATED AND IS A MATERIAL INDUCEMENT THE PERMISSION GRANTED BY RELEASEES TO BE ON PREMISES AND PARTICIPATE IN THE ACTIVITIES.

IN SIGNING THIS AGREEMENT, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing

Wavier of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Agreement for full, adequate and complete consideration fully intending to be bound by same.

SIGNATURE: _____

NAME: _____

NAMES OF MINOR CHILD(REN): _____

Junior Class Roles & Responsibilities

Dear Parents/Guardian of students in the Junior class:

As many of you already know, the junior year of high school is probably the busiest year of high school. This letter is to inform you of the responsibilities of the junior class. The junior class oversees planning and decorating for both coronation and prom and raising all the funds to make these events possible. To earn money to pay for these events, plus the Senior Trip, the class will be responsible for running the concession stand during home athletic games. The concession stand is the large money maker that the juniors can run; however, all students must participate in assisting. We as advisors along with the juniors will be forming a work schedule. If your child does not wish to participate in the fundraising events or work in the concessions stand, he/she will need to go to the office and fill out a form stating that they will not be going on the Senior Trip. We understand that things come up such as sickness or personal issue; therefore, if you are absent from school that day you will not be expected to work. In case of this event, your child will need to let one of the three advisors know. Parents are also encouraged to make sure their child is showing up to fulfill their duties at the concession stand. This will also ensure that everyone is working their equal share. Prepping for concessions starts right after school, so everyone has a chance to help and get their time in. Juniors can also prep during their free periods or lunch. The advisors will keep a log and your time worked. If you don't report for your shift, it will be recorded. After the event of 3 strikes it will be reported to the office and the matter of the Senior Trip will be handled by the superintendent. We will discuss this more in detail and our first - class meeting at the beginning of school year. In summary, we all need to work together as a class. Your obligations are to your class and helping them raise the money needed to pay for the functions expected of them.

If any issues should arise, please speak with an advisor first.

Note: The Junior Class and the Advisors are responsible for Prom; however, it is the Junior Class Parents as a whole that are responsible for putting on the Post-Prom Party. We need a couple parents/guardians to step forward and start to get the ball rolling on this project. The kids do look forward to this party after the prom and we are always looking for new and fresh ideas.

Thank you and as advisors we are all looking forward to having an Awesome Junior Year!! The Junior Class Advisors are Barbara Hansen, Nellie Edinger and Shannon Hansen. Please Feel free to contact any one of us if you have any questions.

Thank you,
Shannon Hansen

For accountability purposes and understanding, parents, students and advisors are to sign this form stating they agree with the terms and conditions set forth throughout this letter. This letter must be signed and returned to the Main Office.

Student Signature

Date

Parent Signature

Date

Advisor Signature

Date

Cc: Student File
Board Approved 07/15/2020

McIntosh School Health Services

School Year: 2020 – 2021

Dear Parent/Guardian,

We would like your child to gain the most from their school experience. For us to assist in accomplishing this, it is necessary to have a current health/medical history. Please complete this form and return to the school nurse or applicable school office. Information may be shared with other authorized school representatives.

Student’s Name _____ Grade _____

Last First

Sex: F M DOB _____ Parent/Guardian Name(s) _____

1. Is your child allergic to any medications, foods, latex, pollens, dust, or bee stings? _____ If yes, please list what he/she is allergic to, what the reaction is and if any medication is required for the reaction: _____

2. Please list any health concerns/medical history that your child has: _____

3. Does your child take any prescription medication on a regular basis during school hours? Please list: _____

If your child requires prescription medication or treatment during school hours you will need to have a Medication/Treatment Administration Authorization form, provided by the school, filled out by your health care provider and parental/guardian authorization to allow the school to give the medication/treatment. (Form C-2)

If your child can self-administer medication/treatment during school hours you will need to have a Self-Administered Medication/Treatment Authorization form, provided by the school, filled out by your health care provider and parent/guardian authorization to allow self-administration. (Form C-3)

During the school year the following over the counter (OTC) medications (non-prescription medication) will be administered **occasionally** according to the manufacture’s recommended dosage. **Please initial each medication for which you do not give permission:**

- | | |
|---|--|
| <input type="checkbox"/> Bacitracin, Triple antibiotic, antibiotic cream for injuries | <input type="checkbox"/> Acetaminophen (Tylenol) for pain, headaches |
| <input type="checkbox"/> Hydrocortisone cream 1% for skin, itching | <input type="checkbox"/> Ibuprofen for pain, headaches |
| <input type="checkbox"/> Benadryl cream (Diphenhydramine) for skin, itching, allergy | <input type="checkbox"/> Tums (antacid) for stomach, digestive |
| <input type="checkbox"/> Burn gel for burns | <input type="checkbox"/> Pepto-Bismol for stomach, digestive |
| <input type="checkbox"/> Clotrimazole, antifungal cream | <input type="checkbox"/> Benadryl (antihistamine) allergies |
| <input type="checkbox"/> Contact solution, eye drops for dryness, cleaning contacts | <input type="checkbox"/> Lip Balm for chapped lips |
| | <input type="checkbox"/> cough drops for coughs, sore throats |

Any over the counter (OTC) medications requiring daily use will need to be provided by the parent/guardian and a Non-prescription Administration Authorization form, provided by the school, will need to be filled out by a health care provider and parent/guardian authorization to allow the school to give OTC medication.

(Form B 1)

Parent/Guardian Signature

Date

Please be aware that in the event of serious injury or illness, if a parent/legal guardian cannot be reached by school district personnel, the staff of the McIntosh school will provide emergency medical care and transportation for your child during school or while engaged in a school activity or while riding in transportation provided by the school.

Requires renewal each school year

Form A-1



McIntosh School District 15-1
SCHOOL-PARENT-STUDENT COMPACT

This school-parent compact is in effect during the 2020 – 2021 school year.

The McIntosh School and the parents of the students participating in activities, services, and programs funded by Title I agree that this compact. The compact describes how they will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards.

Parent Responsibilities:

We, as parents, will support our children’s learning in the following ways –

- See that my child is punctual and attends school regularly.
- Making sure that homework is completed by supporting learning at home.
- Being present when possible at school functions to support your child.
- Participating, as appropriate, in decisions relating to my children’s education.
- Promoting positive use of my child’s extracurricular time.
- Staying informed about my child’s education
- Providing updated contact information to communicate with teachers
- Supporting the school in its efforts to maintain proper discipline and safety
- Serving, to the extent possible, on policy advisory groups
- Understand that I have the opportunity to visit classrooms when needed

Parent’s/ Guardian’s Signature _____

Student Responsibilities:

As Students, we will be responsible for the following:

- Observe regular study hours
- Be at school and ready to learn
- Showing courtesy, honesty, integrity and respect for others
- Showing responsible behavior by following school rules
- Completing all class and homework assignments on time and at our best
- Sharing our schoolwork and grades with our parents
- Practicing self-control and avoiding conflict with others

Student’s Signature: _____

School/Teacher Responsibilities:

The McIntosh School will –

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:

- Teach skills and concepts daily using effective and research-based strategies
- Addressing the academic individual needs of all students daily
- Provide a safe, positive, healthy learning environment
- Grading, correcting and returning work in a timely manner
- Encourage students and parents by providing information about student’s progress
- Be available to provide assistance for parents so they can assist with assignments
- Provide parents with frequent reports on their children’s progress. Specifically, the school will provide reports as follows:
 - Elementary
 - ❖ DIBELS
 - ❖ NWEA MAPS
 - Jr. High and High School
 - ❖ NWEA MAPS

Teacher’s Signature: _____

LAPTOP COMPUTER PROTECTION AGREEMENT

The McIntosh School District recognizes that with the implementation of the laptop initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection:

All damages will need to be covered by the school and/or the student. Following are the options that are available for coverage. The Student/Parent must commit to one by marking the appropriate box.

No Insurance / Personal Insurance

- You agree to pay for the replacement of the laptop at a cost not to exceed \$1,000.00. This may or may not include personal insurance coverage. You agree to pay the District any funds received from your insurance company plus any additional amount needed to cover the laptop replacement not to exceed \$1,000.00.
- ***PARTS REPLACEMENT FOR THE ABOVE TWO OPTIONS:** The student/parent is responsible for replacement of parts to include the padded case, pencil case, and battery charger. If any of the mentioned parts are lost or stolen or rendered unusable, the cost shall be as follows:
 - First Incident:
 - Damaged power cord/charger = \$79.00
 - Battery = to be determined up to \$150 depending on replacement cost
 - Screen = \$75.00
 - Water damage = \$25.00
 - Subsequent incidents per item: fines will be doubled, triple, etc.

School District Protection

- You choose to pay the school district an annual protection payment for coverage of theft, loss or damage in the amount of \$30.00 or \$75.00 for family coverage when there are two or more children in high school using laptop computers. The \$30.00/75.00 payment is non-refundable.
NOTE: This covers theft or loss. It does not cover damages deemed to be intentional or as a result of neglect. Nor does it cover parts replacement. Refer to costs of parts below; parts are prorated per school coverage policy.
- This protection coverage has a \$100.00 additional charge per occurrence. Annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.
- ***PARTS REPLACEMENT FOR SCHOOL DISTRICT PROTECTION PARTICIPANTS:** The student/parent is responsible for replacement of parts to include the stylus, power cord, and battery. If any of the mentioned parts are lost or stolen or rendered unusable, the cost shall be as follows:
 - First Incident:
 - Damaged power cord/charger = \$49.00
 - Battery = to be determined up to \$150 depending on replacement cost
 - Screen = \$30.00
 - Water damage = \$25.00
 - Subsequent incidents per item: fines will be doubled, triple, etc.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report **MUST be filed by the student, parent and school** for the protection coverage to take place. A copy of the police report must be provided to the principal's office.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to laptops. Warranty, Accidental Damage Protection, or School District Laptop Protection **DOES NOT** cover intentional damage or neglect of the laptops.

STUDENT PLEDGE FOR LAPTOP USE

1. I will take good care of my laptop. I am aware that I may be issued the same laptop each year.
2. I will not leave the laptop unsecured. I will know where my laptop is at all times.
3. I will not loan out my laptop or accessories to other individuals.
4. I will begin each school day with a fully charged battery.
5. I will keep food and beverages away from my laptop.
6. I will not disassemble any part of my laptop or attempt any repairs.
7. I will use only the case provided while transporting my laptop outside of the classroom.
8. I will use my laptop computer in ways that are appropriate and educational.
9. I understand that my laptop is subject to inspection at any time without notice and remains the property of the McIntosh School District.
10. I will follow the policies outlined in the 1:1 Technology Handbook and the Acceptable Use Policy while at school.
11. I will file a police report in case of theft, vandalism, and other acts covered by insurance as directed by McIntosh School District administration.
12. I will be responsible for all damage and/or loss caused by neglect or abuse.
13. I agree to pay for the replacement of my power charger, battery, or laptop case in the event any of these items are lost or stolen.
14. Network administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect anything stored on school computers or networks will be private.
15. Students will be assigned password protected network folders for their own data, in the Cloud at either/or Microsoft OneDrive and Google Drive.
16. Students may not enter the network without the use of a username and password.
17. I agree to return the McIntosh School District, the laptop computer and all accessories in good working condition.
18. I agree to remove all stickers, pictures, etc. before returning my laptop for the school year. There will be a fine for any sticky residue left on the computer.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

STUDENT/PARENT HANDBOOK AGREEMENT/SIGNATURE PAGE

****Must be signed and returned to the school****

Student Name: _____ Grade: _____

Student Agreement (Grades 3 – 12)

As an enrolled student of McIntosh Public School District 15-1, I have read and understood the areas of the student handbook that pertains to my grade level (3 – 12), and all other information provided in the handbook. I am aware that, if necessary, my level administrator or the district administrator or his/her designee will explain any section and answer any questions I may have. By affixing my signature, I agree to abide by all rules, regulations, and policies set forth in the student handbook including the following agreements: Transportation Agreement, Field Trip and Activity Agreement, and Student Internet Use Agreement.

Student Signature

Date

Parent/Guardian Agreement

I am the parent/guardian of a student enrolled in the McIntosh Public School District 15-1 system. I have read this handbook and when necessary, discussed it with my student. I am aware that if any item or issue is not clear I may contact the level or district administrator or their designee for an explanation. I am also familiar with the District's weekly eligibility requirements. By affixing my signature, I agree to abide by all rules, regulations, and policies set forth in the student handbook including the following agreements: Transportation Agreement, Field Trip and Activity Agreement, and Student Internet Use Agreement.

*An emancipated student 18 years of age or older is not required to have a parent/guardian signature. If they are the only signatory, they become the responsible adult in relation to handbook information.

Parent/Guardian PRINTED Name

Parent/Guardian Signature

Date

Student Release to Publish Pictures, Photographs, Artwork, and Written Work

I hereby grant permission to McIntosh School District 15-1 to publish the following in the school newsletter, paper, webpage, and/or McIntosh School Facebook page:

_____ yes _____ no

Child's pictures or artwork

_____ yes _____ no

Child's written work

_____ yes _____ no

Child's photographs (including group photos, senior photos, etc.)

All student published work will contain the student's copyright notice using limited student identification (initials only, first name only, etc.).

Parent/Guardian Signature

Date

McIntosh High School and Junior High Athletic Code

2020-2021 School Year

The McIntosh Public School Athletic Department's purpose is to organize and administer the activities program. Below is the Athletic Code adopted by the Athletic Department. The members of the department include the Athletic Director, coaching/advising staff, and the High School Principal/Superintendent.

Participation in McIntosh High School and Junior High Athletics is a privilege, not a right. Exercise of this privilege is conditioned upon compliance with McIntosh High School and Junior High Athletic Code and regulations administered, in writing, by the coaches/advisors of individual activities and approved by the Athletic Director.

Curfew

A student shall strictly follow hours of curfew. Violation will result in suspension from one contest. If in the direct supervision of parents or guardians, curfew could be excused. Coaches do have the right to grant curfew extensions for a particular purpose.

Hours to be followed during the Athletic Season:

10:00 p.m. the night before a contest and school nights.

1:00 a.m. on Friday and Saturday nights.

Attendance

If a student checks out equipment to participate in a sport, the student must be at every practice, game, or event, unless personally excused by the head coach/advisor. A player must be in school at least a ½ day to participate in any extra-curricular activity that day unless preapproved by the coach. If a player has a doctor appointment on a game day, a note from the doctor is required. Failure to comply will result in appropriate action by the head coach/advisor.

Eligibility

At McIntosh PSD 15-1 students in grades 6 through 12 must be passing subject areas to participate. Extra-curricular eligibility will begin the third week of a new school year. It will start over the second week of each quarter, after which the first failing subject and/or incomplete from the previous grading period on a weekly report will require academic probation for at least one week until the next eligibility report. If at that time the student is passing and no longer has an incomplete or failing grade, their record is clear. If they have a failing grade or an incomplete grade in a subject, they become ineligible. Eligibility reports will be run during the Athletic Director's planning period on Wednesday mornings. A student who meets criteria is eligible at 12:01PM mountain time, that Wednesday. A student who is deemed ineligible begins at 12:01 PM on that Wednesday. Parents and students will be notified by an e-mail or phone call from designated school staff. Disciplinary rules will still apply. Suspension of any kind renders a student ineligible. If ineligible, a student may still practice with the team, but not dress for or participate in games.

Behavior

The McIntosh High School Athletic Department believes that it is essential for athletes to understand the importance of abstinence from alcohol, tobacco products, and illegal drugs. The department believes that athletes that represent our school do so throughout the school year, not just during the season of play.

An entire school year for all students is considered the start of practice and concluding with the last school-sponsored activity of the year, which is the State Track Meet. Nothing is carried over into the following school year except an illegal drug violation, as covered under the South Dakota Codified Law.

It is important to note that there are no times during the school year when using alcohol, tobacco, and/or illegal drugs are tolerated. An infraction/ offense shall be verified by a signed adult witness statement or by law enforcement officer. The witness must sign a statement indicating who, what, where, and when the infraction occurred before and investigation begins. The statement will include all electronic media transmittals related to the infraction as well as a personal eye-witness account. Hearsay will not be investigated without a signed enforcement. The statement can include but is not limited to teachers, adults in the community, and law enforcement. All facts will be gathered, and careful consideration given to facts by the coach/ advisor, athletic director, and administration before any suspension will take place.

First offense: Suspension from the sports-related activities for two contests. One contest is defined as one day’s activities. This violation carries through to all seasons. Rules broken at the time of one specific occurrence will be considered one offense.

Second offense: The student is off the team for the remainder of that activity.

If the student-athlete uses/possesses alcohol/tobacco/illegal drugs between sports season in which the actively participate, the suspension will carry over into the next sports season that the student-athlete participates in, although not into the following school year unless it is an illegal drug offense covered under SDCL 13-32-9. The athletic director will determine the minimum penalty if the penalty cannot be served in any one sport’s season. The superintendent has the final say on all matters of punishment and determination of guilt.

A student shall not take part in any vandalism, shoplifting, or theft, during the school year (August- May). Consequences for vandalism, shoplifting, and/or theft will be determined by the administration.

Any allegations of use, possession, vandalism, or theft brought forth through pictures or other media, will be turned over to legal authorities for investigation.

Suspensions from activities will be managed under the state regulations for due process. The athletic director will annually post and distribute training rules, and violations of these rules will be handled as short-term suspensions. When a student’s suspension reaches ten days, a long-term suspension hearing will occur, and the student may be suspended from the activity, or all activities, for the remainder of the school year.

Parents

The McIntosh School will follow the 24-hour rule. If you have a concern with a coach/advisor, you need to wait at least 24 hours to visit with the coach/advisor from the onset of the issue.

Parents and students are asked to read these rules carefully, sign and return the signature page to the school. Your signature acknowledges the fact that you have read and understand the rules above. Failure to sign does not exempt your child from the above rules. Athletes will not be allowed to practice or compete without this signed document on file.

McIntosh High School and Jr. High Athletic Code

I have read and agree to the rules and guidelines as stated in the McIntosh High School and Junior High Athletic Code.

Student Printed Name

Grade Level 2020-2021

Student’s Signature

Date

Parent/Guardian’s Signature

Date

INSERT
SCHOOL
CALENDAR