



**STURGIS BROWN HIGH SCHOOL
STUDENT HANDBOOK
2017-2018**

12930 E. Hwy 34

Sturgis, SD 57785-6400

(605) 347-2686

Toll Free – 1-888-568-3514

FAX: 605-347-0225

<http://www.meade.k12.sd.us/sbhs/home.htm>

SBHS Administration

Principal	Pete Wilson
Assistant Principal	Chad Hedderman
Activities Director	Mike Paris
Head Administrative Assistant	Pam Gies
Attendance Secretary	Pam Anderson
Activities Director Secretary	Holly Kopplin
Academy Secretary	Beckie Geffre
Student Service Secretary	Pam Vinson

Meade County School District 46-1 Administration

Superintendent	Don Kirkegaard
Business Manager	Brett Burditt

2017-2018 School Board

Board Member	Robert Burns
Board Member	Dennis Chowen
Board Member	Michael Isaacson
Board Member	Corey Johnson
Board Member	Curtis Johnson
Board Member	Courtney Mack
Board Member	Bryce Richter
Board Member	Joseph Urbaniak
Board Member	Charlie Wheeler

TELEPHONE DIRECTORY

Superintendent's Office	(605) 347-2523
High School Main Office	(605) 347-2686
High School Toll Free	1-888-568-3514
High School FAX	(605) 347-0225
Activities Office	(605) 347-4487
Activities Office FAX	(605) 720-0513
Sturgis Academy	(605) 347-9349
Sturgis Academy FAX	(605) 720-0629
Communications/Media Office	(605) 347-2523

MISSION STATEMENT

"To Build Knowledge and Skills for Success Today and Tomorrow"

2017-18 High School Important Events

First Semester

Monday	Aug 28	First day of school
Monday	Sept 4	No School – Labor Day
Friday	Sept 22	1 st Quarter Mid-Term – 19 days
Monday	Oct 2	Parent Teacher Conferences 4:00 – 7:00
Thursday	Oct 5	Parent Teacher Conferences 4:00 – 7:00
Friday	Oct 6	No School – Teacher Inservice
Monday	Oct 9	No School – Native American Day
Tue – Fri	Oct 10 – 13	Homecoming Week
Friday	Oct 27	End of 1 st Quarter – 42 days
Friday	Nov 3	No School – Teacher Inservice
Tuesday	Nov 6	NHS Induction Ceremony 5:30 pm
Tuesday	Nov 7	YLT Simulation – Parents 6:00 pm
Wednesday	Nov 8	YLT Simulation – Students
Monday	Nov 20	Athletic Banquet 6:30
Wed – Fri	Nov 22-24	No School – Thanksgiving Break
Friday	Dec 1	2 nd Quarter Mid-Term – 21 days
Thur – Tue	Dec 21-Jan 2	No School – Christmas and New Year’s Break
Friday	Jan 5	SnoBall Dance
Thursday	Jan 11	End of 2 nd Quarter/1 st Semester – 41 days (83 days)
Friday	Jan 12	No School – Teacher Inservice

Second Semester

Monday	Jan 15	No School – Martin Luther King Day
Tuesday	Jan 16	Start of 2 nd Semester
Friday	Feb 9	3 rd Quarter Mid-Term – 19 days
Tuesday	Feb 13	Parent Teacher Conferences 4:00 – 7:00
Thursday	Feb 15	Parent Teacher Conferences 4:00 – 7:00
Monday	Feb 19	No School – Presidents Day
Wednesday	Feb 21	Career Fair
Wednesday	Mar 14	End of 3 rd Quarter – 41 days
Thursday	Mar 15	No School – Teacher Inservice
Friday	Mar 16	No School – Spring Break
Fri – Mon	Mar 30-Apr 2	No School Easter Break
Friday	Apr 20	4 th Quarter Mid-Term – 23 days
Saturday	Apr 21	Prom
Monday	Apr 30	Athletic Banquet
Thursday	May 17	Last Day for Seniors
Sunday	May 20	Graduation 2:00 pm
Wednesday	May 23	Last day of school
Wednesday	May 23	End of 4 th Quarter/2 nd Semester – 46 days (87 days)
Fri – Sat	May 25, 26	State Track Meet (Friday, May 25 at Sturgis)

IMPORTANT TESTING DATES

ACT (College Assessment Test Administered at BHSU and SDSM&T)

Test Date	Registration Deadline	(Late Fee Required)
September 9, 2017	August 4, 2017	August 5 – 18, 2017
October 28, 2017	September 22, 2017	Sept. 23 – Oct. 6, 2017
December 9, 2017	November 3, 2017	November 4 – 17, 2017
February 10, 2018	January 12, 2018	January 13 – 19, 2018
April 14, 2018	March 9, 2018	March 10 – 23, 2018
June 9, 2018	May 4, 2018	May 5 – 18, 2018
July 14, 2018	June 15, 2018	June 16 – 22, 2018

Post HS Planning Day in Spearfish HS	Wednesday, September 27, 2017
Financial Aid Night	Monday, October 2, 2017
11 th PSAT	Wednesday, October 11, 2017
11 th & 12 th ASVAB	Thursday, October 16, 2017
Pre-ACT	Wednesday, November 8, 2017
Smarter Balance Testing window	Mid April
AP TEST	
AP Chemistry & Psychology	Monday, May 7, 2018
AP Physics	Tuesday, May 8, 2018
AP English Literature	Wednesday, May 9, 2018
AP Government	Thursday, May 19, 2018
AP Biology	Monday, May 14, 2018
AP Language and Composition	Wednesday, May 16, 2018
Senior Awards Program	Friday, May 18, 2018

SCHEDULE

Sturgis Brown High School operates on a modified schedule using 4x4 blocks and traditional 48-minute periods, which means that students could have between four and seven classes per term. Students will be assigned to a lunch and lunch study hall. All freshmen students are a part of a small learning community.

Regular Schedule			
Detention	7:15 AM	7:55 AM	
Period 1	8:05 AM	8:56 AM	
Period 2	9:01 AM	9:49 AM	
Period 3	9:54 AM	10:42 AM	
Period 4A	10:47 AM	11:06 AM	
Period 4B	11:11 AM	11:36 AM	Lunch
Period 5A	11:41 AM	12:06 PM	Lunch
Period 5B	12:11 PM	12:30 PM	
Period 6A	12:35 PM	1:00 PM	Lunch
Period 6B	1:05 PM	1:24 PM	
Period 7	1:29 PM	2:17 PM	
Period 8	2:22 PM	3:10 PM	

Late Start Schedule (10:00 Start)			
Detention	None		
Period 1	10:00 AM	10:28 AM	
Period 2	10:33 AM	10:58 AM	
Period 3	11:03 AM	11:28 AM	
Period 4A	11:33 AM	11:52 AM	
Period 4B	11:57 AM	12:22 PM	Lunch
Period 5A	12:27 PM	12:52 PM	Lunch
Period 5B	12:57 PM	1:16 PM	
Period 6A	1:21 PM	1:46 PM	Lunch
Period 6B	1:51 PM	2:10 PM	
Period 7	2:15 PM	2:40 PM	
Period 8	2:45 PM	3:10 PM	

Academic Information

GRADE CLASSIFICATION

Grade classification is set at the beginning of the school year and will only change at semester time.

Freshman	0 – 5 credits
Sophomore	6 – 11 credits
Junior	12 – 16 credits
Senior	17 credits or higher

GRADING SYSTEM

100 – 96 = A	92 – 91 = B+	85 – 84 = C+	77 – 76 = D+	69 & below = F
95 – 93 = A-	90 – 88 = B	83 – 80 = C	75 – 72 = D	
	87 – 86 = B-	79 – 78 = C-	71 – 70 = D-	

INCOMPLETE GRADES

If a student does not complete required work for a class, a grade of “incomplete (I)” may be assigned. (All incomplete grades need prior approval from the administration.) An incomplete grade will turn into an F on the transcript within 2 weeks of the end of the semester if not completed. Administration will make the final decisions on all incomplete grades and may extend the time under extenuating circumstances.

GRADUATION

Students will not participate in the graduation ceremony if they have not completed all the requirements necessary for graduation. Students who could complete the requirements over the summer or during an additional semester may participate in the graduation ceremony the following year. The graduation ceremony is a privilege, and students can be denied this privilege based on their behaviors and/or actions.

GRADUATION REQUIREMENTS

Class of 2017 & beyond

	Credits
English Language Arts	4
Social Studies	3
Mathematics	3
Science	3
Physical Education	.5
Health	.5
Fine Arts	1
Career Planning & Personal Finance	1
World Language or Career Tech Educaiton	1
Electives	7
TOTAL	24

GRADUATION REQUIREMENTS/EARLY GRADUATION

Students must earn 24 units of credit in grades 9, 10, 11, and 12 in order to graduate from Sturgis Brown High School in year 2017 and beyond. This will include 4 units of language arts, 3 units of social studies, 3 units of science, 3 units of mathematics, 1 unit of physical education/health, 1 unit of fine arts, 1 unit of world language or an approved career and technical education class, 1 unit of economics or personal finance, and 7 units of electives. These requirements go into effect with the graduating class 2017.

Students may work toward early graduation (fewer than 4 years) subject to the following stipulations:

1. Students must declare their intent to graduate early when registering for their senior year. The "Application for Early Graduation" form, including a plan justifying the request, must be completed.
2. Students must complete no fewer than 7 semesters all within an accredited school.
3. Students must have completed no fewer than 21 units of credit at the end of their 6th semester.
4. Prior to approval of the early graduation plan, an interview between the student, parent(s), and a counselor or administrator must be held. The completed "Application for Early Graduation" form must be brought to the interview.
5. Students who have met all graduation requirements and are enrolled and/or accepted to enroll in a post-secondary school for the fall may choose to graduate after 6 semesters. Students must make official notice of their intent to graduate by the end of their 3rd nine weeks. If students are under the age of 18, a parent or legal guardian must sign the early graduation request.

Students who desire and qualify for early graduation will be listed with their own graduating class. Students who elect to take correspondence courses will bear the costs for tuition and books. In order to receive a diploma from Sturgis Brown High School an individual must be enrolled as a student in said school. Students transferring from unaccredited schools or home schools must attend classes for no fewer than 2 semesters in order to be considered for graduation. Students who are citizens of foreign countries may receive a diploma if all graduation requirements are met, documented and verified. Foreign students who have not met all the graduation requirements will receive a certificate of attendance. Students who are unable to meet the graduation requirements will not be permitted to participate in graduation exercises. **(Meade School Board Policy File IKF/IKFA)**

REGENTS' SCHOLAR

The Department of Education and the South Dakota Board of Regents annually recognize seniors committed to academic excellence with a Regents' Scholar diploma. Recipients of Regents' Scholar diplomas are accepted for automatic entrance to any of the six public institutions of higher education in South Dakota. To be eligible, a student must have completed the following courses (with no final grade below a C and an overall grade point average no lower than a 3.0):

- 4 units of English
- 4 units of Mathematics (3 credits of Algebra or higher Mathematics)
- 4 units of Science (3 units of approved Laboratory Science) 3 units of Social Studies
- 2 units of the same Modern or Classical Language (includes American Sign Language) 1 unit of Fine Arts
- 1/2 unit of Computer Science

CAREER DIPLOMA

Career diploma requirements include four credits each of math (Algebra 1 and higher), science, and English, three credits of social studies, one credit each of Physical Education, Career Planning/Personal Finance, World Language or career and technical education class, fine arts, and Youth Internship in career pathway. In addition, students must complete five elective credits from the recommended electives/career and technical courses listed and receive no grade lower than a C in any course. All students must attain at least 28 credits.

HONORS/HIGHEST HONORS

Honor graduates must obtain a 3.5 to 3.79 GPA. To graduate with highest honors, a student must obtain a 3.8 or higher GPA.

HONOR ROLL

Honor Roll will be listed at the end of each term. To qualify for high honor roll, a student must attain a 3.5 GPA or higher for the term. To qualify for the merit honor roll a student must attain a 3.0 to 3.49 GPA.

NATIONAL HONOR SOCIETY REQUIREMENTS

Membership in the local chapter of the National Honor Society is an honor bestowed upon a student. Selection for membership is by faculty council and is based upon outstanding scholarship, character, leadership and service. To be eligible to apply for first year membership the candidate must be a member of the Sophomore, Junior, or Senior class of Sturgis Brown High School and have attended school at Sturgis Brown High School for at least one semester; have a minimum GPA of 3.5 and have accumulated 25 hours of community service prior to the induction banquet held in November of each year.

Academic Information

ACADEMY REQUIREMENTS & EXPECTATIONS

1. Student must be 16 years of age with a minimum of 12 credits, and have extreme or extenuating circumstances.
2. Student must pass each class with 70% or better.
3. Student will be enrolled in 2 classes (paper-pencil or online) at a time. Upon completion of one class, another class may be opened.
4. Student may be enrolled ½ Academy and ½ regular school. If that is the case, the Academy will be the core required classes and the regular school will be electives.
5. The student will follow the same school schedule and cancellations as Sturgis Brown High School.
6. All students must go through an interview process and enrollment in the Academy will be determined by the administration. The enrollment will be analyzed every semester.
7. The Academy will run 5 days a week and a minimum of 3.5 credits will be graded each semester except with prior administrative approval. Administration can make exceptions to this due to graduation.

CORRESPONDENCE COURSES / DUAL ENROLLMENT

Students who elect to take correspondence courses will bear all the tuition, books, and fees associated with the class. Internet, DDN, Dual Enrollment, Virtual High School, and APEX classes need to be paid for in advance and get the approval of the administration to be used for high school credit. Students may take college courses and receive credit at SBHS. Applications for dual enrollment are available in the Student Services Office. Every dual enrollment class of 3 credits or less will equal ½ high school elective credit. A class of 4 or more credits will count as 1(one) high school elective credit.

SENIOR OPEN BLOCK

Qualifications:

1. Students must have written permission from parents to participate.
2. Attendance and behavior are all criteria that qualify/disqualify a student from being eligible for an open block.
3. Open block may be revoked at any time due to tardiness, excessive absences or performance in other classes.
4. Open block and teacher assistant can only equal 2 periods in one semester.

HOMESCHOOLING/NON-ACCREDITED SCHOOL

Secondary school students in grades 9-12 who transfer into Meade School District from alternative instructional programs will be tentatively placed with the subjects and grade levels according to their transcripts or report cards. Within three (3) weeks of enrollment, the principal or designee will administer an academic performance/achievement assessment to determine the skill level in English and mathematics. By the end of four (4) weeks or an agreeable time set between the school and parent/guardian, an appropriate subject and grade level placement will be made. This placement will be determined by the principal and is based upon assessment data in mathematics and

English and teacher recommendations. Placement in other subject areas will be determined by the principal and will be based on graduation requirements, assessment data, and teacher recommendations. (See File JEG, Alternative Instruction Programs, in the Meade School District 46-1 Board Policy Handbook.)

DROPPING STUDENTS FOR DISCIPLINARY REASON / STUDENT REMOVAL

A student may be dropped from a class with a failing grade due to disciplinary reason. If a student is a consistent discipline problem, the following procedure will be followed:

1. Teacher will work with the student and contact a parent.
2. A conference will be held involving the teacher, student and administration.
3. A letter will be given to an administrator by the teacher explaining the discipline problem(s) and request the student be removed immediately if there is no change.
4. The student will be removed from class with a failing grade.
5. The administration has the right to immediately remove a student permanently from any class.

SCHEDULE CHANGES

Schedule changes should be requested prior to the start of each semester. For the fall semester students should come see the counselors the week prior to school starting. For the spring semester, those dates will be advertised in the Scooper announcements. During the semester, schedule changes will happen within the first three days of each semester.

SCHOOL ACTIVITIES FOR ALTERNATIVE INSTRUCTION STUDENTS

Students residing within the Meade School District must be enrolled in two period classes per semester to be eligible to participate in school activities. Students residing out-of-district must be enrolled in four period classes per semester to be eligible to participate. See Meade 46-1 School District policy IGDK for specific details.

TRANSFER STUDENTS

Students may or may not receive credit for classes they are transferring to SBHS. The counselors will attempt to match the classes taken by the student from the previous school to classes offered at SBHS.

ATTENDANCE REGULATIONS

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

NOTIFICATION OF ABSENCES

A student can be excused by the student's parent/guardian by writing a note, sending an e-mail to Pamela.Anderson@k12.sd.us or making a phone call to the main high school office at 347-2686 or 1-888-568-3514 between the hours of 7:00 am and 4:00 pm during school days.

1. **Note or phone call should include:**
 - a. First and last name of the student;
 - b. The date and/or hours of the absence;
 - c. The reason for the absence;
 - d. A telephone number where the parent may be reached during the day;
 - e. Parent/guardian signature.
2. **Returning to School:** Students are to report to the office of the principal before returning to the classroom following each absence that has not been pre-excused to obtain a make-up slip.
3. **Pre-excused Absence:** Any student who will be absent from school for a school-related activity or pre-excused absence must have his/her make-up slip signed in advance of the departure date. Students who know that they will be gone for a non-school-related activity must make up their school work in advance. Sudden decisions to be gone may result in unexcused absences.
4. **18-year-old students:** Students who are 18 years of age or older and who are not living at home are subject to all of the rules and regulations of Sturgis Brown High School and Meade School District 46-1. Please remember that students who are eighteen years of age may write their own excuses only if they are not living at home and with prior approval of the administration. An attendance contract will be signed by the student and administration.
5. **Any absence not excused within a 5-day period is considered an unexcused absence.**

EXCUSED ABSENCE

All students at Sturgis Brown High School will be allowed a maximum of ten absences per period, per semester. Students may lose credit in a class due to having more than ten absences. For each missed day, students with excused absences are given a day to make up the work, and they can receive full credit. Parents/guardians may request that their student be excused from school for the following reasons:

1. **Personal Illness:** Each absence that is excused by a parent or guardian due to personal illness. In instances of chronic or irregular absences reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.
2. **Appointments:** Medical, dental and legal appointments will be excused when written notification from a physician's office, dentist office, or court services' office is provided to the attendance office. Written notification should include the name of the student, date, time, and reason for the appointment.
3. **Parent or Family Request:** For funerals, weddings and other special family events, the school reserves the right to determine whether or not an absence is excused. If the family/student does not wish to state the reason for the absence, the student may be assigned an unexcused absence for the block(s) absent.
4. **Inclement Weather or Poor Road Conditions:** On days of bad weather, parents will have to use their own discretion in sending their children to school. Road and weather conditions may vary throughout the school district.
5. **Family Vacation:** All absences of this classification must be requested with reasonable advance notice by the parent or guardian. The student's parent/guardian must telephone the attendance office or visit the assistant principal's office stating why and when the student will be absent.
6. **Major Religious Holidays**
7. **Special circumstances upon prior approval by the administration**

Any absence other than those listed above may be considered truancy or unexcused. Administration may at any time refuse to grant an excused absence regardless of parent consent.

UNEXCUSED ABSENCE

1. **An unexcused absence is defined as a school day or period for which a student chooses to skip an academic or non-academic period, fails to obtain a documented excused absence, or is assigned an Out-of-School Suspension as a result of inappropriate behavior.**
2. Behaviors such as truancy, oversleeping, skipping, missing class to work on homework, wandering the halls, etc. are considered unexcused absences.
3. Failure to provide documentation for appointments may result in an unexcused absence(s).
4. Administration may at any time refuse to grant an excused absence regardless of parental consent.
5. Unexcused absences will result in disciplinary action from the school administration.

EXCESSIVE ABSENCES

“High school students who have not reached the age of eighteen (18) are required by law to be in school each day. For these students, any absences other than those that have been excused shall be considered truancy. Students in grades 9-12 who have more than ten (10) absences per semester in any or all of their classes may lose credit for the semester. A committee composed of teachers and the assistant principal will determine the legitimacy of excessive absenteeism.” (from Meade School Board Policy File JED). SDCL 13-27-1.

KEEPING PARENTS/GUARDIANS INFORMED

The responsibility for informing parents of students' absences is a joint effort among the students, teachers and the school. Good communication will help alleviate problems at a later date. Parents, guardians and students are encouraged to contact the high school in regard to student attendance.

1. **Internet Access:** Parents may access attendance and grades through Infinite Campus. Contact the high school office for a user I.D. and password.
2. **Five Day-Absence Letters:** Parents will be sent a notification letter after a student has been absent five times from any/or all periods or blocks during a semester.
3. **Seven Day-Absence Letters:** Parents will be sent a notification letter after a student has been absent seven times from any/or all periods or blocks during a semester. Parents/guardians may be asked to attend a meeting to discuss the student's attendance issues.

CLOSED CAMPUS

Meade School Board Policy File JEFA: “The campuses of District schools will be closed. Students must remain on school premises during the school day. Students will not be allowed to sit in any car or to drive any car during the school day without permission of the school administration. This policy shall not apply to students leaving the campus to attend activities approved in advance by the school administration or sponsored by the school.”

1. **CHECK-OUT PROCEDURES:** Students may not leave the campus at any time during the day without first checking out of the office. Permission must be obtained from the principal, assistant principal or an administrative assistant. Students must sign the check-out form in the office before leaving campus.
2. **GOING TO THE PARKING LOT:** Students may not be in the parking lot during the school day without permission from a staff member in the office.

TARDINESS

Students are considered tardy if they are not in the room at the bell and are not prepared for class. If the student is more than ten minutes late, the student will be considered absent and will need to follow the procedure for being absent. With each tardy, the teacher is to communicate to students that they were tardy. A student is allowed three tardies per semester without consequences. Consequences will be assigned after the third tardy.

DISCIPLINE REGULATIONS

PHILOSOPHY OF DISCIPLINE

The following regulations are designed to establish order and to protect all members of the educational community. These statements are outlined for uniform understanding of the practices and procedures used at Sturgis Brown High School. This handbook provides a philosophy and guide to improve Sturgis Brown High School. Consequences for not abiding by the rules can range from a simple warning to expulsion. The severity of the consequence generally depends on the seriousness of the offense and the past history of the student(s) involved.

ADMINISTRATIVE RESPONSIBILITIES

The Superintendent of Schools delegates the responsibility of maintaining discipline in the schools and the administration of appropriate corrective measures to the building administration within the guidelines of Board Policy, Administration Regulation as well as the Laws and Constitution of the State of South Dakota and the United States. The administration of Sturgis Brown High School will cooperate with law enforcement. The administration retains the right and privilege to issue penalties for discipline not specifically stated herein and to alter any penalties as considered necessary.

DUE PROCESS

Students shall be afforded the rights of fair procedure or due process which includes the right to:

1. Be informed of alleged misconduct which could result in disciplinary action against the student.
2. Receive notice of alleged violations.
3. Receive an explanation of the evidence supporting the charge(s).
4. Receive an opportunity to present the student's side of the story.
5. Receive a penalty that is proportionate to the violation.
6. Receive notice of time and place of disciplinary meeting.

APPROPRIATE BEHAVIOR

While on school property and/or attending school activities in or out of town, students are expected to conduct themselves in an appropriate manner, showing proper respect for themselves and others.

1. Treat others with respect.
2. Use a respectful tone and proper language when responding to someone who is disrespectful.
3. Be kind and helpful when possible so that the favor may be returned when needed.
4. Use self-control when expressing feelings.
5. Show up for all classes with the needed materials.
6. Strive for excellence and focus on academic goals.
7. Ask for help when confused or concerned about something going on in the school.
8. Use proper language while in school.
9. Honor the dress code.

DISCIPLINE DEFINITION AND EXPLANATION

INAPPROPRIATE BEHAVIOR

Students sent to the office for inappropriate behavior may face a variety of consequences. Repeat offenders can expect a more stringent consequence. The following are examples of inappropriate behaviors and possible consequences. The definition is followed by a list of typical, but not exclusive, consequences.

Alcohol Consumption/Possession: Use, possession or being under the influence of alcoholic beverages on school grounds or at a school activity will result in a suspension. The student will also be reported to the authorities. *Minimum 3 days of suspension, Out-of-School Suspension, In-School Suspension, Report to Authorities*

Arson: The act of setting fire to school property or personal property on a school campus to cause destruction of said property. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Battery: Physical attack/harm; actual and intentional striking of or violence to another person against his or her will; intentionally causing bodily harm to an individual. *Out-of-School Suspension, Report to Authorities, Expulsion*

Bullying: Behavior that is violent. Bullying is unfair and one-sided. It happens when someone repeatedly and purposely hurts, frightens or threatens someone. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School, Expulsion*

Cheating / Plagiarism: The act of deception or fraud; claiming a dishonest gain. Altering marks, letter grades or percentages, and stealing another student or author's work, without giving credit, are included. In instances of cheating or plagiarism, you will receive no credit. *Detention, In-School Suspension, Out-of-School Suspension*

Disorderly Conduct/Disturbance of School Function: If a student disrupts the orderly process of school, the following South Dakota Law will be enforced (13-32-6): "A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order or management of a public or nonpublic school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his or her duty, is guilty of a Class 2 misdemeanor." *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Dress Code Expectations: Students are expected to dress according to standards that enhance a learning environment. Profanity and suggestive themes, such as alcohol, drugs, tobacco, sex, death, suicide, violence or other dress that is provocative or distracting to the learning environment (including hats), will not be permitted. *Detention, In-School Suspension, Out-of-School Suspension*

Drug Consumption/Possession: Using, possessing, selling, dispensing, or being under the influence of any mood altering drugs, alcohol, or possessing drug paraphernalia at school, on school property, or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences. *Minimum 5-day out-of-school suspension, In-School Suspension, Report to Authorities, Expulsion*

Electronic Devices Violation: Electronic devices may be used in class at the discretion of the teacher. This policy applies to students in the hallway during instruction time. Students are allowed to use cell phones between class time and during their assigned lunch period. Failure to follow these guidelines may result in the phone being confiscated by district faculty and staff and taken to the office. The school is not responsible for any stolen or lost electronic device. *Confiscation, Saturday School*

Exhibition Driving on Campus: Excessive speeding or reckless driving on the campus. *Report to Authorities*

Failure to Attend Detention: Failure to appear for detention at the time assigned or expected. Also includes leaving or being dismissed before the entire detention has been served. *Detention, In-School Suspension, Out-of-School Suspension, Saturday School*

Falsifying Information: Incidents which are designed to deceive teachers, administrators, or other authorities including falsifying an admit slip, falsifying a parent phone call to excuse an absence or falsely using another student's ID. *Detention, In-School Suspension, Out-of-School Suspension, Saturday School*

Fighting: Mutual participation in an incident involving physical violence, where there is no one main offender and no major injury. This may include students watching the fight, instigating the fight and video taping the fight. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities*

Instigating: Agitating a situation that may cause or escalate a conflict between others. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School*

Insubordination/Disrespect: Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request, or situations in which the student is shown to be habitually disobedient. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School*

In-School Suspension (ISS) Incident: Failure to comply with all the rules or leaving ISS without permission. *In-School Suspension, Out-of-School Suspension, Saturday School*

Leaving Without Authorization: Leaving the high school campus to go to another place without permission of the school nurse, assistant principal, principal or counselor. Parents/guardians must be contacted and give consent before the student may be dismissed from school. *Detention, In-School Suspension*

Profanity/Graffiti: Use of obscene language or communication that is verbal, written or graphic. Communication with sexual overtones and innuendo are included. In addition, the writing on school property in a way that does not permanently damage said property. The F-word will be an automatic In-School-Suspension. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School*

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature that creates an intimidating, hostile, or offensive educational environment. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School, Expulsion*

Skipping/Tuancy: The act of staying away from class without permission or reasonable cause, choosing to attend a class scheduled at a different time without permission of the teachers, or remaining in the building unsupervised. *Detention, In-School Suspension, Report to Authorities, Saturday School*

Theft: Stealing or attempting to steal private or school property. This includes illegal confiscation of the school's or another student's computer files and documents. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School, Expulsion*

Threats: Physical, verbal, or written action, which immediately creates fear of harm without physical attack. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School, Expulsion*

Tobacco Possession or Use: Using, possessing, selling, or dispensing tobacco on school property, or at a school sponsored activity, including E-cigarettes. Law enforcement authorities will be notified to administer appropriate legal consequences. *Minimum one day In-School Suspension, Report to Authorities, Out-of-School Suspension*

Vandalism: Willfully causing or attempting to cause damage to private or school property. This includes alteration of the school's or a student's computer program, files, or systems. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School, Expulsion*

Sturgis Brown High School: Discipline Policy

OFFENSES	1 ST INFRACTION	2 ND INFRACTION	3 RD INFRACTION	4 TH or more INFRACTION
TARDY: Student will get 3 tardies/class/semester.	Warning	Warning	Warning	Detention Parent Meeting as needed.
CELL PHONE:	Warning- Phone is left in office the remainder of the school day.	Phone will be checked into the office for 2 school days. It may be picked up at the end of each school day.	Phone will be checked into the office for 3 school days. It may be picked up at the end of each school day.	Phone will be checked into the office for 5 school days. It may be picked up at the end of each school day.
PROFANITY: "F" Word used on School Grounds	ISS (1)	ISS (1)	ISS (1-3)	ISS (1-3)/OSS (1)
LEVEL 1:				
Office Referral/Classroom Disturbance Dress Code Violation Closed Campus Violation Cheating/Plagiarism Inappropriate Behavior Skipping Detention Parking Lot Violation/Driving During School Playing Games on Computer Cafeteria/Study Hall Violation	Detention, Parent Contact "0" for Assignment	Detention, Parent Contact "0" for Assignment	Detention, Parent Contact, Parent Signature "0" for Assignment	Detention, ISS (1-3), Mandatory Parent Meeting "0" for Assignment
LEVEL 2:				
Skipping class Theft Bullying/Harassment/Threats Cyber bullying Instigating Substitute Teacher Referral Inappropriate Technology Use Insubordinate/Disrespect	Detention, ISS (1-2), Parent Contact	Detention, ISS (1-3), Parent Contact, Parent Signature	Detention, ISS (1-3), OSS (1-3), Parent Meeting	Detention, ISS (1-5), OSS (1-3), Mandatory Parent Meeting
LEVEL 3:				
Fighting/Filming a Fight/Instigating a Fight Hazing Disorderly Conduct Sexual Harassment Destruction of Property/Graffiti/Vandalism Network Violation Tobacco Possession/including e-cigarettes	ISS (1-3), Parent Contact, Parent Signature	ISS (1-3)/OSS (1-3), Parent Contact, Parent Signature	ISS (3-5)/OSS (3-5), Mandatory Parent Meeting	OSS (3-5), Mandatory Parent Meeting
LEVEL 4:				
Weapons Possession Alcohol/Drugs Consumption/Possession/Distribution Bomb threat Fire alarm Arson Battery Threat of Violence	Referral to Law Enforcement, Long Term Suspension, Parent Conference, Superintendent meeting. A threat assessment will be performed if needed. Long Term Suspension may be reduced to an out-of-school suspension at the discretion of the superintendent.			

Administration reserves the right to deviate from the discipline matrix to fit the needs of the individual students, school personnel and/or the situation.

Before School Detention: Monday-Thursday, 7:15-7:55; After School Detention: Tuesday & Thursday, 3:15-3:55

Dangerous Weapons in the School

Meade School Board Policy File JFCJ:

"Students are prohibited from bringing dangerous and/or illegal weapons to school or school-sponsored activities. Appropriate disciplinary and/or legal action shall be pursued by the building principal. A dangerous and/or deadly weapon is defined as any firearm, knife or device, instrument, material, or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or any object which can reasonably be considered to be a weapon. Look-alike weapons, which are items that resemble or appear to be weapons, also are prohibited. No firearms are permitted on any school premises, in a school vehicle or any vehicle used for school purposes, or in any school building or other building or premises used for school functions. Exceptions would include weapons under the control of law enforcement personnel, starting guns while in use at athletic events, supervised school training sessions for the use of firearms, weapons used in educational demonstrations, ceremonial presence of unloaded weapons used at color guard ceremonies and look-alike weapons in an approved school performance. A student who has intentionally brought a weapon onto school premises may be expelled by the Board for a period of twelve months after appropriate due process procedures have been followed. The Superintendent may modify a weapon-related expulsion on a case-by-case basis." *Minimum 5-day out-of-school suspension and the school will perform a threat assessment, In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

CONSEQUENCES

A consequence attempts to correct inappropriate behavior.

1. Detention, letters of apology, restitution and/or approved community service, etc. as assigned.
2. In-School Suspension: Students will be assigned to ISS for a period of time and will not attend any classes during this time. Students will be expected to work on school assignments, behavior management curriculum and approved community service.
3. Report to Authorities: If a federal, state, or local law is broken, offending students will be reported to the authorities.
4. Out-of-School Short-Term Suspension: Up to 10 days out of school as assigned by the principal, assistant principal, or activities director.
5. Out-of-School Long-Term Suspension: Up to 90 days out of school as assigned by the superintendent.
6. Expulsion: Removal from school for up to one calendar year as assigned by the school board.

STUDENT INFORMATION/SERVICES

The following information is a general standard that should be used as a guide by all students. The administration retains the right and privilege to make decisions and changes that are considered necessary.

BACKPACKS

Backpacks are allowed in the classroom and students must follow teacher's classroom expectations.

COMPLAINTS

If a concern arises regarding a school issue, parents are encouraged to first address the issue with the staff member directly involved. If the matter is not resolved at that level, contact the building administrator or program director for further review. After trying these options and if the issue is not resolved, the formal complaint procedure should be followed. Information regarding public complaints with student, teacher, or the classroom is listed in the School Board Policy KL. For information regarding the formal complaint policy and procedure, please contact the principal's office at 347-2686 or visit our website at www.meade.k12.sd.us

CHANGE IN PERSONAL DATA

It is the student's responsibility to notify the office of changes in address, telephone number, guardian's name, or other personal data so that all records remain current.

ELECTRONIC DEVICES

Electronic devices may be used in class at the discretion of the teacher. This policy applies to students in the hallway during instruction time. Students are allowed to use cell phones between class time and during their assigned lunch period. Failure to follow these guidelines may result in the phone being confiscated by district faculty and/or staff and taken to the office. The school is not responsible for any lost or stolen electronic device.

FOOD SERVICES

Food service hours are 7:30am – 8:00am and 11:15am – 1:30pm daily. The district food service phone number is 347-3601, and the high school kitchen number is 347-2686 ext. 171. Payments can be made directly to the food services or online at www.mynutrikids.com (The student's eight digit ID number is required.)

HALLWAY TRAFFIC AND PASSES

To be excused from class, a student must get permission from the teacher and have the pass with them.

LASER POINTERS

Laser pointers are not allowed at any interscholastic athletic contests held in the state of South Dakota. This prohibition applies equally to contests played at home or away. Also, the use or possession of laser pointers by students during the school day will not be allowed.

LOCKERS

Lockers are assigned by the Student Services office. Students will be assigned their own individual lockers. Students are to keep their items in the assigned locker and keep it locked at all times. Lockers can be searched by school personnel or designated persons at any time.

PARKING

Students are allowed to park only in designated areas on the high school campus. Students are not allowed to park in gravel parking lots, National Guard areas, visitor parking or by the two north buildings.

ROLLERBLADES/ROLLER SKATES/SKATEBOARDS

Rollerblades, roller skates and skateboards are not to be used on the school campus at any time.

SAFEKEEPING OF VALUABLES

Students are discouraged from bringing valuables and large amounts of money to school. Students are responsible for safekeeping of their possessions and for any other items which have been assigned to their care. The school is not responsible for any lost or stolen valuables or money.

STUDENT ATTIRE AND GROOMING

Students have a right to choose their own style of dress and personal appearance, as long as it does not interfere with the educational process or learning environment, endanger student health and safety, disrupt school, offend other students/staff, or relate to gangs, drugs, sex, violence, or alcohol. Students are encouraged to “dress for success” as mature, young adults and make clothing choices consistent with a positive and safe learning environment.

The purpose of Sturgis Brown High School’s dress code is:

1. To ensure the safety, health, and well-being of all students and staff.
2. To further the school’s mission by providing a positive learning environment.
3. To ensure that clothing and personal appearance do not distract others from the pursuit of their academic goals.
4. To discourage the endorsement of alcohol, tobacco, drugs and disruptive behaviors.

In order to promote a positive and safe learning environment, all students must follow these guidelines:

1. Students may not wear clothing with writing, slogans, pictures or symbols that depict alcohol, tobacco, or drugs (or their manufacturers).
2. Students may not wear clothing with writing, slogans, pictures or symbols that depict obscenities, vulgarity, racism, sex, sexual innuendo, violence, or gang affiliation.

3. Students may NOT wear immodest clothing, including clothing that inappropriately exposes undergarments or the body. (Examples include but are not limited to: spaghetti strap tops; tube tops; halter tops; midriff tops; backless tops; "muscle" tops, all skirts and shorts must extend longer than students fingertips when arms are extended by their side).
4. Students may not wear slippers or pajama pants.
5. Students must wear shoes at all times.
6. Students may not wear pants in a sagging manner (below the hips).
7. Students may not wear hats, caps, bandanas or other head apparel while school is in session.
8. Students may not wear chains that hang down or are used as belts.
9. Students may not wear clothing or accessories with spikes.
10. Students may not wear sunglasses during the school day.

Students in violation of any or all of these guidelines are required to find a suitable alternative or they will be sent home as an unexcused absence. If a staff member objects to an article of clothing, the students will be sent to the office where the administration will make the final decision.

SCHOOL PROPERTY ON LOAN

Books, equipment, computers and clothing supplied by the Meade School District must receive reasonable care. Students defacing furniture or books, damaging school property or losing books or equipment assigned to them will be fined an amount sufficient to restore the damaged article to the original condition or replace it. Students owing the school money can be taken to Small Claims Court by Meade School District.

SCHOOLREACH COMMUNICATIONS & SCHOOL CLOSING

In our efforts to improve communications between parents and school, Sturgis Brown High School utilizes a telephone broadcast system called SchoolReach which enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time to time to communicate general announcements or reminders. Parents and students are urged to tune to local radio or TV stations for information regarding school cancellations, early dismissals or other adjustments due to weather or other emergencies. SchoolReach communications will be used by the school district to make school closing announcements. Announcements will be made on the following stations: Radio: KBHB, KRCS, KTOQ, KIMM, KGGG, KFXS, KOUT, KKLS, KMKK, KDDX, KZZI, and KDSJ. Television: KOTA, KEVN, KNBN, KELO. Cancellations are also posted on the district website, www.meade.k12.sd.us; click on the Parent/Community link, and then "School Cancellations." Parents are responsible for making alternate arrangements for their children in the event that school is closed early and/or if buses cannot return the children home.

SCHOOL DANCES

All school dances will be properly advertised in the announcements as to their start time. Doors close 1 hour after the start of the dance, except Prom, when a specific time will be announced. Chaperones for the dances will include staff members and parents. Only current Sturgis Brown High School students with their current ID badge will be allowed into the Homecoming dance. The SnoBall dance and Prom will have individual rules addressing attendance by out-of-district students. All school rules apply to all dances held at a school facility. School sponsored dances currently include Homecoming, SnoBall and Prom. Prom rules include:

- All students and guests must be under the age of 21 to participate in Prom.
- No freshmen from any school will be allowed to participate in Prom.
- All guests participating in Prom must bring a photo ID to be allowed into Prom.
- Any senior who graduates early is not eligible to attend Prom unless asked by a current junior or senior of SBHS.

VISITORS

SBHS will not allow any student visitors during the school day without their parent or guardian present with them.

YEARBOOK

Yearbooks will be distributed in August during Freshmen Orientation and the Activities Meeting. Graduates may pick up their books during the open house or stop by Room 155 before school, during lunches or after school. Any senior wishing to submit a professional photo needs to turn in one wallet-size photograph to the journalism staff by December 1, 2017. If a picture is not turned in, the staff will use a file photo. If a senior photograph or underclassman's school photograph is accidentally omitted from the yearbook, the student may bring his/her purchased yearbook to room 155 to receive a full refund upon returning the yearbook. With the cooperation of the student body, the Mato Paha staff tries very hard to get all students pictured in the yearbook.

STUDENT TRANSPORTATION ON SCHOOL TRIPS

Meade School Board Policy File JHFE*: "The following constitutes the arrangements of the Meade School District concerning the transportation of students to and from extra-curricular school activities and school functions:

1. In most instances, District shall provide transportation to the students for all trips of more than ten (10) miles one way from the attendance center. This shall apply to all school functions where the attendance of the student is required, as well as extra-curricular activities. In most cases, the District will pay the cost of transportation, but in some cases, a student may be assessed a transportation fee. A student must travel on the school provided bus or van both ways. School personnel may release students to ride with the custodial parent, legal guardian, or other persons authorized by the parent and school with written request.
2. In case of school activities or school functions which are less than ten (10) miles one way from the attendance center, the District will generally provide transportation, provided the entire class is being transported. If less than the entire class is being transported, or in the case of extra-curricular off-campus home events, the students may be asked to provide their own transportation or be transported by District personnel or in private vehicles driven by a licensed and insured adult.
3. No student may ride with another student to or from a school function or activity during the school day, unless the students are siblings."

Bus Regulations

Riding the school bus is a privilege, not a right. If students abuse the privilege of riding the bus, they may be removed from the bus route and it will be the parent's responsibility to get their child to and from school. The primary responsibility of the bus driver is to provide a safe trip to and from school.

1. Bus drivers are an extension of the school system and have the same authority as other school officials when supervising students on the bus.
2. Behavior on the bus that takes away from the bus driver's ability to concentrate on safely driving the bus will not be tolerated.
3. Absolutely no tobacco, e-cigarettes, alcohol or other controlled substance, including paraphernalia, allowed on the bus.
4. Students are asked to assist the bus driver in keeping the interior of the bus clean.
5. The camera system on the bus is designed for the bus company and the school administration to monitor activity and student behavior on the bus. The video will be used when assessing disciplinary action. The viewing of the video is not accessible to parents.
6. In the event of a bus accident, the bus accident protocol is on the district website.

School board policies JFCC: Student Conduct on School Buses, JG: Student Discipline and JFCG/JFCH/JFCI Comprehensive Drug Prevention Policy can be found on the district website.

ACTIVITY INFORMATION

Academic Eligibility

Students in grades 9-12 are required to pass a minimum of **2.5** academic credits/semester in order to participate in any extracurricular activity (including club sports). If a student does not pass the required number of minimum credits in each semester, he/she will not be eligible to participate the following semester in any extracurricular activity.

- Summer school credits earned can be applied to the previous semester (SDHSAA Eligibility) and/or any type of credit recovery approved by the administration.

The use and/or possession of mood-altering chemicals such as alcohol, tobacco, drugs, or drug paraphernalia by participants of extra-curricular activities in Grades 9-12 are prohibited. This prohibition shall be in force all year, including the summer months, weekends and holidays. Training rule consequences will begin after any school suspension. Involvement in a law-breaking activity, other than a minor traffic violation, may result in suspension from any activities which the student is a participant.

SDCL 26-11-5.1 Provision for notice to school officials and parent or guardian by law enforcement agency where student suspected of violating state drug or alcohol laws or of threatening violence. Notwithstanding any other provision of law, a law enforcement agency may provide notice of an incident within its jurisdiction to public or nonpublic school officials and to the parent or guardian of a school student if the incident is one in which the agency has probable cause to believe the school student has violated any provision of state law involving alcohol, illegal drugs, firearms, or bomb threats, or has made any threat of violence relating to any school or its students, employees, or property. However, if there is a prolonged criminal investigation and revealing information would jeopardize a successful conclusion to the case, the law enforcement agency may provide the notice at some later appropriate time. The notice shall be in writing.

Consequences of Violations for Tobacco and Alcohol

First Violation:

The individual will be suspended for 10 school days of scheduled extra-curricular activities to include a minimum of two (2) contests in the activity in session or the next activity of participation (whichever is greatest) or the individual can perform ten (10) hours of community service that is approved by the administration and the suspension will be shortened to 5 school days of scheduled extra-curricular activities to include a minimum of one (1) contest in the activity in session or the next activity of participation. The suspension will occur when competition begins, not when practice begins. The participant must complete the entire season in the activity in which suspension is scheduled, or complete the entire season of a subsequent activity if the suspension is to be served during that activity. *All community service hours must be completed prior to being reinstated for participation. Parents or Guardians and the student will be notified either by letter, in-person, or both. A conference may be scheduled between participant, his/her parent/guardian, coach or advisor, and the activities director before future participation occurs.

Second Violation:

The individual will be suspended for 20 school days of scheduled extra-curricular activities to include a minimum of four contests in the activity in session or the next activity of participation (whichever is greatest) or the individual can perform twenty-five (25) hours of community service that is approved by the administration and the suspension will be shortened to 10 school days of scheduled extra-curricular activities to include a minimum of two (2) contests in the activity in session or the next activity of participation. The suspension will occur when competition begins, not when practice begins. The participant must complete the entire season in the activity in which suspension is scheduled, or complete the entire season of a subsequent activity if the suspension is to be served during that activity. *All community service hours must be completed prior to being reinstated for participation. Parents or Guardians and the student will be notified either by letter, in-person, or both. A conference may be scheduled between participant, his/her parent/guardian, coach or advisor, and the activities director before future participation occurs.

Third Violation:

After confirmation of a third violation, the student shall lose eligibility for one year from the date of notification of his/her third training rule violation. The one year suspension may be reduced to sixty (60) school days, but must include a minimum six (6) contests in the activity in session or the next activity of participation (whichever is greatest), if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. The counseling will be at the expense of the student involved.

Fourth Violation:

After confirmation of the fourth violation, the student shall automatically lose eligibility for one (1) year from the date of notification by letter or conference. For any subsequent training rule violations (5th, 6th ...) the student shall automatically lose eligibility for one (1) year from the date of notification by letter or conference.

Only law enforcement, school officials or parents of the accused can bring training rule violation allegations, or admission by the individual(s) themselves, but the administration and/or School Resource Officer (SRO) reserves the right to investigate any training rule violation based on information received from outside law enforcement agencies and/or other outside sources if a signed document (outside source other than outside law enforcement agencies) is submitted to the administration concerning the allegations. After a proper investigation, a decision to suspend or not to suspend will be decided by the school administration. Any obligation to fulfill a penalty for a violation that is not fulfilled in the current school year will be carried over to the following school year. The Training Rules Committee shall make the decision on any situations that may involve a penalty. The committee shall consist of the activities director, two (2) head coaches, one (1) assistant coach, and the principal of the high school/middle school. The student will be provided due process as per district grievance policy.

Beginning with the 2015-2016 school year, all **Alcohol, Tobacco and Suspensions Due to Conduct and Other Circumstances** will be cumulative in nature and the total number of violations will be based on high school years only – Grades 9-12 (see Violations above). Any violations for Controlled Substances and Marijuana (SDCL 13-32-9 and 13-32-9.2) will be handled separately due to the Meade School District deviation from the SDCL and not be cumulative in nature with Alcohol, Tobacco and Suspensions Due to Conduct and Other Circumstances.

*For every one (1) calendar year that an individual does not have a training violation – one (1) training rule violation will be removed from their record

Consequences of Violations for Controlled Substances and Marijuana

This consequence governs a participant adjudicated or convicted of possessing, selling, or using controlled substances or marijuana. It shall also govern a participant caught or observed possessing, selling or using controlled substances who has not been charged, adjudicated or convicted. These consequences of violations for controlled substances and marijuana is a deviation from SDCL 13-32-9 and 13-32-9.2 that went into effect July 1, 2014.

Any person adjudicated, convicted, the subject of an informal adjustment or court-approved juvenile diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for (1) one calendar year from the date of adjudication, conviction, diversion or suspended imposition of sentence. The one (1) year suspension may be reduced to thirty (30) school days and a minimum of two (2) scheduled contests in the activity in session or the next activity of participation if the person participates in an assessment with a certified chemical dependency counselor or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Upon a second adjudication, conviction, diversion, or suspended imposition of a sentence for possession, use, or distribution of controlled drugs, substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one (1) year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one (1) year may be reduced to sixty (60) school days and a minimum of six (6) scheduled contests in the activity in session or the next activity of participation if the person completes an accredited intensive prevention or treatment program. To count toward the minimum number of events the student must participate in the entire activity season and may not drop out or quit the activity to avoid suspension and the failure of a student to complete the entire activity season shall result in the student being ineligible for one year from the date of adjudication, conviction, the

subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one (1) activity season shall carry over to the next activity season in which the student participates. Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court proceeding, the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

Upon placement of the person in an informal adjustment or court-approved juvenile diversion program, the state's attorney who placed the person in that program shall give notice of that placement to the South Dakota High School Activities Association and chief administrator of the school in which the person is participating in any extracurricular activity.

As used in this section, the term "extracurricular activity" means any activity sanctioned by the South Dakota High School Activities Association and/or recognized by the Meade School District 46-1.

The Meade School District has adopted a deviation to the SDCL 13-32-9 and 13-32-9.2 that imposes consequences that are equal to or more strict than the consequences imposed by the State of South Dakota per SDCL 13-32-9.1.

Definitions (based on MSD deviation from SDCL 13-32-9 and 13-32-9.2)

30 or 60 School Days may begin as soon as the individual is adjudicated and participates in an assessment with a certified chemical dependency counselor or is enrolled in an accredited intensive prevention or treatment program. The individual will not be eligible until he/she successfully completes the evaluation and/or intensive prevention or treatment program.

30 or 60 School Days may begin as soon as the administration has received written confirmation that the individual is participating in a drug/alcohol assessment and/or is enrolled in an accredited intensive prevention or treatment program.

Dependency Counselor must be approved by the Meade School District 46-1 administration. Student and/or parent/guardian are responsible for all costs associated with prevention/treatment program.

Accredited Intensive Prevention or Treatment Program must be approved by the Meade School District administration. Student and/or parent/guardian are responsible for all costs associated with prevention/treatment program.

Scheduled Extra-Curricular Activities is defined as those activities that do not meet during the regularly scheduled school hours (SBHS course). Example: SBHS students could participate in a scheduled band/choir concert, because that is part of their regular band/choir course, but could not participate in a SDHSAA Region Large Group Contest.

Community Service must be approved by the administration and it is up to the individual to document and show proof of community service hours prior to participation.

Suspensions Due to Conduct and Other Circumstances

Any student who is suspended from a team or from school for violation of team or school rules may not participate on another team during the same season or until suspension has been completed. Suspended students may not participate in a scheduled event but may practice with the team with the approval of the coach/sponsor and the activities director. Length of suspension for the following offenses will be determined by the administration. Some offenses carry an automatic activity probation/suspension. Some of these violations include:

1. Possession, use, being under the influence, transfer or dispensing of any alcoholic beverages (prior to adjudication).
2. Use of tobacco products while on school premises or on a school-sponsored activity.
3. Vandalism to school property or vandalism to any property while on a school-sponsored activity.
4. Stealing while under the supervision of the school.
5. Possession, use, being under the influence, transfer, or dispensing of any substance prohibited by the Controlled Substance Act of 1971, or misuse of any drug, including transfer or dispensing (prior to adjudication).
6. Harassment.
7. Weapons on school grounds.
8. Improper conduct in and out of school.
9. Unexcused absences.
10. Any action detrimental to the overall program.
11. Any felony criminal offense.

PARENTAL INFORMATION

NONDISCRIMINATION

The Meade School District does not discriminate on the basis of gender, color, disability, national origin, race, creed, religion, homelessness, marital status, pregnancy or age in the education programs or activities it offers or to admission to or employment in its education programs or activities. Inquiries concerning Title VI or Title IX may be referred to Jeff Ward, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4454. Inquiries concerning ADA may be referred to Brett Burditt, 1230 Douglas Street, Sturgis, SD 57785, 605-347-2523. Inquiries concerning Section 504 may be directed to Chrissy Peterson, 1230 Douglas Street, Sturgis, SD 57785, 605-347- 4770. Inquiries concerning Title X, Part C may be directed to Chrissy Peterson, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4770. Inquiries may also be directed to the Kansas City Office, Office of Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816-268-0550, Fax: 816-823-1404, TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov

NOTIFICATION OF THE PRIVACY RIGHTS OF PARENTS AND STUDENTS PERTAINING TO EDUCATIONAL RECORDS

The Family Education Rights and Privacy Act (FERPA) gives parents and students a privacy right in the student's education records; allows for inspection and review of educational records by the parents, guardian, or student over 18 years of age; and provides for procedures by which educational records can be amended. Meade School District has adopted a policy pertaining to such rights and educational records. Such policy is contained in the Policy Handbook of Meade School District 46-1 and may be seen at the offices of the principals of all schools, the office of the superintendent located at 1230 Douglas Street, and online at www.meade.k12.sd.us. Complaints for violations of the Family Education Rights and Privacy Act may be filed with:

Don Kirkegaard, Superintendent
1230 Douglas St.
Sturgis, SD 57785

or

Family Education Rights and Privacy Office
Dept. of Health, Education and Welfare
330 Independence Ave., SW
Washington, DC 20201

ACCESSIBILITY CONTINGENCY PLAN

In the case of an emergency, Meade School District staff will be assigned to assist disabled students to ensure that they are able to get to safety and be with their class at the appropriately assigned area. In order to facilitate participation, accommodations will be made on an individual basis. Each disability is unique; the reasonable accommodations principle should be applied on a case by case basis for both students and staff. The 504 Coordinator will work with Meade staff to coordinate who may need additional assistance in the case of an emergency. The ADA Coordinator may refer issues regarding accessibility and accommodations for students to the student services department. If further information is needed, please contact Assistant Special Services Director, 504 Coordinator, at 605-347-4770 Ext. 4 or Brett Burditt, ADA Coordinator, at 605-347-2523.

FEDERAL ACTS DESIGNED TO ELIMINATE DISCRIMINATION

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

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

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

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

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

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

STUDENT SERVICES

The Student Services program at Sturgis Brown High School seeks to assist all students to mature in self-understanding, self-responsibility, decision-making, development and values, attitudes and skills required to become productive citizens in society. The following services are available to all students:

- **Individual Counseling** — provided for educational guidance, career choice, occupational opportunities, curriculum planning and personal and social development.
- **Group Conferences** — information concerning the secondary program, application to post high school training institutions, job opportunities, testing programs, financial aid and scholarship programs.
- **Information Services** — Career materials are available in the guidance conference room. Representatives from all military services visit school on a regular basis as do admission counselors from state vocational schools, colleges and universities.
- **Testing Services** — Standardized tests are administered throughout the school year. These cover achievement, ability and aptitude.
- **Referral Service** — A student may request the additional resources such as a school nurse, assistance with learning disabilities, or assistance from South Dakota Department of Social Services personnel.
- **Program Selection** — A counselor will assist each student selecting an educational program which best fits the individual's need.

STUDENT ACCIDENT INSURANCE/DENTAL PLAN

The School District does not assume responsibility for accidents which may occur. However, School District officials recognize the advantage of making school accident insurance available as well as school dental protection by cooperating with companies offering these services. The insurance mentioned will be offered to parents wishing coverage for students enrolled in our schools. The School District's role is only to:

1. Provide the literature;
2. Make available forms for filing claims for accidents covered by the insurance. These forms are available in the District Business Office. The insurance company has the responsibility of approving all claims.

STUDENT RECORDS

Meade School Board Policy File JO: The Board designates the following personally identifiable information in a student's education record as "directory information," which may be disclosed without prior written consent:

1. Name
2. Address
3. Names of parents or guardians
4. Date of birth
5. Dates of attendance
6. School attending
7. Participation in school-recognized activities
8. Weight and height of members of athletic teams

9. Grade in school
10. Individual and group photographs pertaining to school activities
11. Awards, achievements, or honors

The previous list will be published in the District's legal newspaper each year, and the parent, legal guardian and/or student over 18 years of age may notify the school in writing of their refusal to permit the release of any or all of this information. Other student records will not be released without written consent and may be reviewed by a parent, legal guardian and/or student over 18 years of age. Procedures for requesting amendment of records will be developed by the administration in accordance with law. District personnel may review all material pertaining to students for educational reasons but are required to keep such information confidential.

IMMUNIZATION RECORDS

SDCL 13-28-7.1 states that "...any pupil entering school or an early childhood program in this state, shall, **prior to admission**, be required to present to the appropriate school authorities certification from a licensed physician that the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, tetanus, and varicella, according to recommendations provided by the Department of Health."

Parents of new students **must submit** appropriate documentation that their children have received the minimum immunization requirements set forth in SDCL 13-28-7.1 **before** the first day their children enter school.

STUDENTS WILL NOT BE ADMITTED TO SCHOOL UNTIL AND UNLESS THE SCHOOL NURSE HAS RECEIVED AND VERIFIED THE IMMUNIZATION DOCUMENTATION. Procedures:

1. At the time of the initial entrance of a student into Meade School District, the appropriate documentation will be required from a parent/guardian. Students who attempt to enroll without such documentation will be denied entrance until such forms are submitted.
2. The immunization documentation will be transferred to the school nurse, in an expedient manner, for verification. If the school nurse determines that the student does not have appropriate immunizations, the parents of the student will be contacted by the school nurse.
3. Parents of kindergarten students are informed of the requirements during kindergarten screening prior to school. The immunization status of all kindergarten students will be reviewed and monitored by the school nurses.
4. In cases where the certification indicates that immunizations have begun, but are not completed, new students may be admitted to school upon verification of the process by the school nurse.
5. The only exceptions for the above immunization requirements are:
 - Medical Exemption:** The physical condition of the child is such that a test or immunization would endanger life or health. The parent must provide an exemption form **SIGNED BY A DOCTOR**.
 - Religious Exemption:** Parents or guardians of the child adhere to a religious doctrine whose teachings are opposed to immunizations. The parent must sign an exemption form.

*In the case of a communicable disease outbreak, students who fall in the above two categories **MAY** be denied entrance to the schools during this time as a safety precaution for themselves and others.*

MEDICAL INFORMATION

Conditions that may cause problems in school if not known by school personnel are:

- Allergies-especially to bee stings, food, and medicine;
- Asthma-even if there is rarely an attack;
- Any heart defect;
- Physical deformities-congenital hip, etc.;
- Surgery;
- Hearing/Visual problems;
- Diabetes;
- Seizures.

Each student has a health card that is used throughout his or her school year. Medical conditions are recorded on this card. A list of medical conditions is given to the physical education teachers, and the nurse informs the student's teachers of any medical problems. Please call the school nurses' office with any significant changes. All medications brought from home (including aspirin/Tylenol) to be administered at school, must have written permission with instructions from the parents and be in original labeled container. Prescription medications must be in a labeled container; parents need to have their pharmacist make an extra bottle if they know the medicine will be administered at school. Medications, with the exception of inhalers, must be kept in the school office.

Students will be excluded from school if:

- Body temperature is elevated above 100 degrees;
- Communicable disease is suspected;
- There is appearance of a skin infection;
- There is presence of pediculosis (head lice);
- Vomiting has occurred.

Parents should keep the student at home if he/she has a communicable disease (lice, pink eye, chicken pox, impetigo, etc.), has vomited in the last 12 hours or does not feel well enough to participate in school activities such as PE. A healthy body is maintained by cleanliness. Dressing for the weather will prevent excess absences. The staff would like to thank the students and parents for their cooperation in these matters. The school nurse must have phone numbers where parents can be contacted during the day in case there is an emergency at school. Alternate emergency phone numbers must be provided to the school nurse if a parent/guardian cannot be reached. Please update phone numbers with school personnel as soon as they change. Doctors will not treat minor children until a parent or guardian is reached. Feel free to call any time with questions or concerns. The school nurse may be reached at 347-2610 (nurses' office) or at 347-2686 (Sturgis Brown High School).

Stock Epipen Program

The Meade School District will maintain a stock supply of epinephrine auto injectors (Epipen) pursuant to SDHB 1167 and according to the Meade School District policy.

These epinephrine auto injectors will be for use in an emergency situation of a severe allergic reaction causing anaphylaxis regardless of whether or not the student has a prescription for an epinephrine auto injector or has been diagnosed with an allergy.

School nurses and staff will be trained to recognize symptoms of severe allergic or anaphylactic reaction. An anaphylactic reaction is a progressive whole body allergic reaction that can be fatal and can occur with hypersensitivity to food, insect stings, medication or other allergens.

GRIEVANCE PROCEDURE FOR TITLE VI, TITLE IX, TITLE X, Part C, SECTION 504, ADA, AND AGE DISCRIMINATION ACT

Meade School Board Policy File GBMA

"Any person who believes that Meade School District 46-1 or any part of the school organization has inequitably applied the principles and/or regulations of Title VI, Title IX, Title X, Part C, Section 504, ADA, or the Age Discrimination Act may file a grievance. The District coordinators for each of these programs are Title VI and Title IX-Jeff Ward, 605-347-4454; ADA-Brett Burditt, 605-347-2523; Section 504-Chrissy Peterson, 605-347-4770; Title X, Part C-Chrissy Peterson, 605-347-4770. The grievant should contact the appropriate coordinator to initiate the grievance procedure. The grievant first shall discuss the alleged grievance informally with the coordinator, who shall investigate the complaint and reply to the grievant within five (5) business days. If the reply is not acceptable, the grievant may initiate formal procedures according to the following steps:

LEVEL I -- The grievant shall submit a written statement of the grievance to the coordinator within five (5) business days of the receipt of the reply to the informal complaint.

The coordinator, within five (5) business days of receipt of the written grievance, shall require the employee or group who allegedly committed the grievance to submit a written grievance answer to the coordinator. Such answer shall a) confirm or deny each fact alleged in the grievance; b) indicate the extent to which the grievance has merit; and c) indicate acceptance or rejection of any desired redress specified by the grievant, or outline an alternative proposal for redress. Within ten (10) business days of the receipt of the written grievance, the coordinator shall submit a written reply to the grievant.

LEVEL II -- If the grievant is not satisfied with the resolution of the grievance at Level I, he/she may submit a written statement of appeal to the Superintendent within five (5) business days of receipt of the written reply of the coordinator. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievant within ten (10) business days.

LEVEL III -- If the grievant remains unsatisfied, he/she may submit a written statement of appeal to the School Board within five (5) business days of receipt of the written reply of the Superintendent. The School Board shall meet with the concerned parties and/or their representatives no later than the next regular School Board meeting following receipt of the appeal. A copy of the Board's disposition of the appeal shall be sent to the grievant within ten (10) business days of the meeting.

LEVEL IV -- If the grievant still is not satisfied, he/she may appeal to the Kansas City Office, Office for Civil Rights, U. S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816- 268-0550, Fax: 816-823-1404, TDD: 877-521-2172, Email: OCR.KANSASCITY@ED.GOV

Special provisions:

1. A grievance must be filed within forty-five (45) days after the occurrence that gave rise to the grievance. If the grievance is not filed within this time limit, it shall be considered null and void.
2. If the grievant fails to appeal from Level I to Level II or from Level II to Level III within the specified time limits, the grievance shall be considered null and void. If the coordinator or the Superintendent fails to reply within the specified time limits, the grievance shall automatically advance to the next Level.
3. The grievant has the right to be represented at his/her expense by knowledgeable persons, organizations, or groups of his/her selection at any point during the initiation, filing, or processing of the grievance. The coordinator shall provide help in identifying such knowledgeable persons or groups.
4. The District shall provide assistance to the grievant, including access to copies of the regulations, related guidelines, memoranda, and other relevant materials supplied to the District by the Federal government, and access to public grievance records. In addition, the coordinator and designated representatives shall provide consultation and assistance in the interpretation of such information and the use of the grievance procedure.
5. The grievant and the District shall jointly determine whether any grievance hearing or other grievance procedure shall be open to the public or open only to participants.
6. No person shall be subject to discharge, suspension, discipline, harassment, or any form of discrimination for having utilized or having assisted others in the utilization of this grievance procedure.
7. It should be understood that a complaint can be made to the Office for Civil Rights without following the District's grievance procedure, but the grievance procedure provides a method for getting a prompt and equitable resolution of a complaint."

SEXUAL HARASSMENT

Meade School Board Policy File GBEE

I. It is the policy of Meade School District 46-1 to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the Meade 46-1 staff to harass another staff member or student through conduct or communication of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined in Section II.

II. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical contact of a sexual nature when made by a member of the school staff to a student, a member of the school staff or another staff member, a student to another student, or a student to a staff member. Such behavior constitutes sexual harassment when any of the following statements apply:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

III. Sexual harassment, as set forth in Section II, may include, but is not limited to, the following:

- a. Verbal harassment or abuse
- b. Pressure for sexual activity
- c. Repeated remarks to a person with sexual or demeaning implications
- d. Unwelcome touching
- e. Suggesting or demanding sexual involvement accompanied by implicit or explicit threats concerning one's grades, job, etc.

IV. Any person who alleges sexual harassment by any staff member or student in the District may contact the Title IX Coordinator, Jeff Ward, at 605-347-4454 or may complain directly to his/her immediate supervisor or building principal. In the event that the complaint is filed directly with the immediate supervisor or building principal, the immediate supervisor or building principal shall conduct a timely investigation into the matter and shall report the results of the investigation to the Superintendent. Any subsequent action taken shall be consistent with the results of the investigation and with Section V of this policy should the charges be substantiated. Filing of a Title IX grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. The right of confidentiality, both of the complainant and of the accused, will be respected, consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

V. A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action, up to and including discharge. A substantiated charge against a student in the District shall subject that student to disciplinary procedures.

VI. This policy will be reviewed on an annual basis with all employees and students in each administrative unit and incorporated into teacher and student handbooks. Information on the prevention of sexual harassment will be provided to teachers and students in all schools as needed.



ASBESTOS INFORMATION

Dear Parents and Students:

The Meade School District 46-1 completed an asbestos survey of all the school buildings in April of 2016. A product of the audit is a report known as the Asbestos Management Plan that documents the areas that have asbestos containing materials. This plan also provides us with the information necessary to maintain the asbestos in a safe condition until its eventual removal. The AMP is on file for review at 12940 E. Highway 34, Sturgis, SD 57785, in the Building & Grounds office.

The danger of asbestos comes from breathing in tiny fibers when the material has been damaged. When this material is maintained in good condition or encapsulated, the potential hazard diminishes and the material may be kept in place for the life of the building or until renovation will disturb it.

To avoid exposure, it is important to know what types of materials may contain asbestos, to avoid any damaged areas, and to contact the appropriate personnel when these areas are found so the problem may be immediately remedied. Common applications of asbestos in buildings have included sprayed-on fireproofing, soundproofing, or thermal insulation; acoustic plaster soundproofing or ceiling tiles, pipe insulation, cement containing asbestos called transite; and floor tile and mastic, linoleum and backing. Most buildings constructed from 1950 to 1970 contain some of these asbestos containing materials. It is important to realize that not all buildings contain asbestos and the Asbestos Management Plan identifies these materials and their locations within our buildings.

We are continually working to maintain the asbestos containing materials in good condition through our Operations and Maintenance Program. When any material cannot be repaired or encapsulated safely, it is then removed. All remediation is performed in strict compliance with State of South Dakota and federal regulations. Activity involving asbestos within the district during the FY 2015-2016 was the removal of tile and mastic at SBHS in conjunction with the office remodel project. All removal was conducted by a profession contractor in compliance with state and federal regulations. The removal was updated in the district plan.

District personnel completed the Asbestos supervisor/contractor training in April 2016.

Should you have any questions or comments, or if you would like to review the AMP, please contact me by phone at 605-347-2523 or stop by the Williams Administrative Building at 1230 Douglas St., Sturgis, SD 57785.

Sincerely, Brett Burditt
Business Manager



“To Build Knowledge and Skills for Success Today and Tomorrow”

File: EFC/JNB

Child Nutrition Program Financial Rights & Responsibilities

PURPOSE: To explain how the District and its schools will notify parents regarding; payment methods, money owed for student meals and procedures for providing meals if student accounts are delinquent.

POLICY

- The District and its schools follow federal and state laws and guidelines for the Child Nutrition Program.
- The District shall annually send information to parents providing qualification requirements for free/reduced price meals, payment options, and delinquent meal account procedures.

PROCEDURES

- The District annually sends information about qualifying for free/reduced price meals, payment options, and delinquent meal accounts.
- The Board of Education sets student meal prices annually.
- District and/or Schools shall provide applications and/or links to online applications for free/reduced-price meals to parents.
- Students/families qualifying for free meals have no payment due from date of approved application.
- Students may qualify for reduced price meals and will be charged the federal amount from date of approved application.
- Schools provide parents with several payment options including:
 1. Online payments using debit or credit cards for one or all of their students, allocating funds to individual student accounts.
 2. Mail or hand delivery of checks, money orders, or cash to the school.
 3. All schools will apply payments to the purchase of the current day's meal first and the payment of past due accounts second.

Delinquent Accounts

- Parents are responsible to fund student meal accounts.
- Schools will contact parents, on an automated system, by phone, text, email, letter or schools may ask students to take home notifications addressed to parents.
- Schools may use any of the following options or other reasonable options for student meals if a student's meal account is delinquent:
 1. **Elementary students:**
 - a. Overdue slips will be attached to the student's ID card and sent to the student's classroom to be handed out to the student by the teacher.
 - b. Calls on delinquent accounts are continuously made to try to collect payment.
 - c. Letters will be sent out informing parents of delinquent accounts.
 - Ten unpaid meals, a letter will be sent to parent/guardian.
 - Twenty unpaid meals, a certified letter will be sent to parent/guardian.
 - Thirty unpaid meals, the account may be sent to collections.
 - d. All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment.

2. Middle School students:

- a. Overdue slips will be sent home with students whose accounts are a low or negative balance.
- b. Calls on delinquent accounts are continuously made to try to collect payment.
- c. Letters will be sent out informing parent/guardian of delinquent accounts.
 - Ten unpaid meals, a letter will be sent to parent/guardian.
 - Twenty unpaid meals, a certified letter will be sent to parent/guardian.
 - Thirty unpaid meals, the account may be sent to collections.
- d. No charges allowed for extras or ala carte foods on any negative accounts or accounts with a zero balance.
- e. No charges allowed for any middle school student beginning April until the end of the year.
- f. All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment.
- g. Forty-five unpaid meals may result in the student not being eligible to participate in the school lunch program.

3. High school students:

- a. Food service workers will inform students of delinquent accounts.
- b. Calls on delinquent accounts are continuously made to try to collect payment.
- c. Letters will be sent out informing parent/guardian of delinquent accounts.
 - Ten unpaid meals, a letter will be sent to parent/guardian.
 - Twenty unpaid meals, a certified letter will be sent to parent/guardian.
 - Thirty unpaid meals, the account may be sent to collections.
- d. No charges allowed for extras or ala carte food on any negative account or accounts with a zero balance.
- e. No charging allowed for any high school student beginning April until the end of the year.
- f. All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment.
- g. Forty-five unpaid meals may result in the student not being eligible to participate in the school lunch program.

4. **Long-Term Payment Plans:** Long-term payment plans for households struggling to pay back a negative balance will be established between school food administration and parent/guardian. Unpaid meal charges may be carried over at the end of the school year (i.e., beyond June 30) as a delinquent debt and collection efforts may continue into the new school year. This allows the school food administration to work with individual families to establish longer repayment plans and to continue pursuing collection efforts when children change schools within the district or move to a new school outside the district. When local officials determine further collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as “bad debt.”