

St. Mary Catholic Schools

812 N. STATE AVE.
DELL RAPIDS, SD 57022
605-428-5591

Parent-Student Handbook

2018 - 2019



MISSION STATEMENT

St. Mary Catholic School strives for a united community of academic excellence and stewardship by embracing the Gospel and carrying the light of Christ.

SCHOOL INFORMATION

Grade PK-6428-3459
Principal—Deb Kallhoff
Administrative Assistant—Denise Schmidt

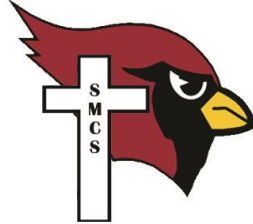
Grades 7-12428-5591
Principal—Casey Michel
Administrative Assistant—Kristine Fiegen

Church Rectory428-3990
Pastor—Fr. John Lantsberger
Business Manager—Debi Ripper
Secretary—Judy Fiegen

Website Information

School—<http://drstmary.org>
Church—<http://stmarydellrapids.org>

SCHOOL MASCOT: CARDINAL



SCHOOL SONG:

On St. Mary, On St. Mary
You're the school so grand
You're the one we love the best
In all this mighty land
RAH! RAH! RAH!

On St. Mary, On St. Mary
We will cheer for you
We're backing you so
FIGHT! FIGHT! FIGHT!
For St. Mary High!



ST. MARY CATHOLIC SCHOOL | 2018-2019 CALENDAR

St. Mary Catholic School strives for a united community of academic excellence and stewardship embracing the Gospel and carrying the Light of Christ.

AUGUST 2018						
SU	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

21 Staff In-service
Open House 6:30 pm

22 Staff In-Service

23 First Day of School

JANUARY 2019						
SU	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-2 No School-Christmas Break

11 End of Q2 (44 days)

14 No School-Staff In-Service

27-31 Catholic Schools Week

SEPTEMBER 2018						
SU	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 No School-Labor Day

17-21 HOMECOMING WEEK

26 1:30 pm Dismissal w/Buses
Teacher In-service

FEBRUARY 2019						
SU	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

1-2 Catholic Schools Week

14 No PM Busing

15 No School

18 No School-Presidents Day

OCTOBER 2018						
SU	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 12:30 pm Dismissal w/Busing
Conferences 1:00-7:00 pm

5 No School

8 No School
Native American Day

26 End of Q1 (44 days)

31 1:30 pm Dismissal w/Busing
Teacher In-Service

MARCH 2019						
SU	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

7 12:30 pm Dismissal-No Busing
In-Service 12:30-3:30 pm
Conferences 3:30-7:00 pm

8/15 No School-Spring Break

19 End of Q3 (42 days)

27 1:30 pm Dismissal w/Buses
Teacher In-service

31 Carnival

NOVEMBER 2018						
SU	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

21-23 No School-Thanksgiving break

APRIL 2019						
SU	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

6 PROM

18-22 No School-Easter Break
(Pub in session on the 18th)

DECEMBER 2018						
SU	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 1:30 pm Dismissal-No PM Busing

22-31 No School-Christmas Break

MAY 2019						
SU	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

17 Graduation 8:00 pm

21 Last Day of School (42 days)
11:30 am Dismissal-No PM Busing
Lunch Not Served

22 Teacher Workday

Student Days: 172

St. Mary Catholic Schools (hereafter referred to as SMCS) will offer a broad curriculum to fit the needs and levels in the intellectual range of all students by providing academic, religious, and activity programs which give each individual the opportunity to develop his/her potential.

We believe this can be attained through the joint efforts of students, parents, staff, and community.

The following information has been written to acquaint you with facts about SMCS operations, policies, and procedures.

The Parent-Student Handbook cannot include every situation that may possibly happen during the school year. Therefore the Pastor/Superintendent, Educational Advisory Committee, and Principal(s) will be given discretionary latitude with the policies contained in this Handbook in order to act fairly and quickly concerning all matters. The best interest of the student, school, and community will be greatly considered. Each situation is different and will be handled on an individual basis.

NOTE: The use of the term 'parent' throughout this handbook shall refer to parents and/or legal guardians of any student enrolled at SMCS.

NOTE: The use of the term 'Pastor' refers to the Pastor and/or Superintendent.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

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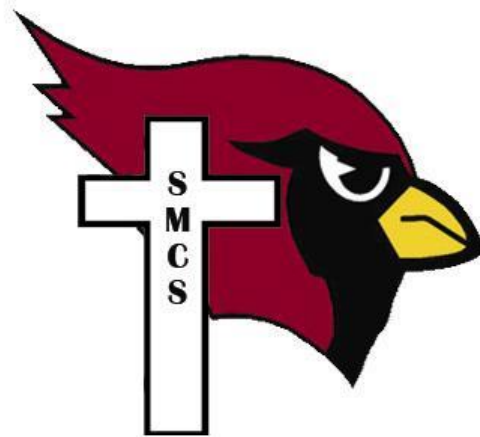
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General Information for all K-12 Students



St Mary Catholic Schools

VISITORS

We maintain an open-door policy for adult visitations. Any visitation and visitors should report to the office immediately to share their intent. There are no restrictions as to time, but we suggest that you do not visit the first two weeks of school or the last two weeks. The first weeks of school are for getting organized and review; the last few weeks of school, much time is devoted to testing, evaluating, and completing units.

Visiting children who live elsewhere should not be sent to school with enrolled children before you have contacted and cleared it with the principal and the classroom teacher. All visitors should check in at the office first.

Parents are encouraged to visit the school. We want you to be an active partner in your child's education.

SCHOOL INFORMATION COMMUNICATIONS

SMCS uses State of South Dakota DDN listservs as the primary form of mass communication to parents. All parents are strongly encouraged to sign-up for these mailing lists in order to receive information from SMCS such as weekly Info Notes, schedule changes, school dismissals/cancellations, etc.

INCLEMENT WEATHER & EMERGENCY DISMISSAL

In the event that bad weather causes school to be closed, start late, or dismiss early, SMCS will use multiple forms of communication to alert parents to these changes. E-mails will be sent to SMCS designated listservs, information will be posted on school social media sites, and the information will be shared with local news stations. Each student should know where to go if an emergency arises and school is dismissed early.

INCLEMENT WEATHER/ACTIVITIES SCHEDULE

In the event of an early dismissal due to inclement weather, all co-curricular activities for that evening will be postponed or cancelled. In the event that school is cancelled, prior to the start of the school day, all co-curricular activities for that day may or may not be postponed/cancelled at that time. Due to ever changing weather conditions, it will be left up to the discretion of the Activities Director, Principal, and opposing school's administration as to whether or not the contest will be played as scheduled.

It will be left up to the discretion of the coach as to whether or not practice will be held. All co-curricular practices must be approved through school administration. If a parent chooses not to send their child to this above mentioned practice, there will be no punishment taken on the student. It will not be a mandatory practice. If the varsity coach chooses not to have practice, but would like to open the gym for students who can make it, this also needs to be approved by high school administration. No punishment will be warranted for any student choosing not to attend. An open gym is never mandatory.

SAFETY DRILLS

Tornado drills will be conducted once per semester and fire drills twice per semester. Lock down drills will be conducted once per year. The stated numbers of drills are minimums and may be conducted more often. A drill is to test the ability of students and staff to act in the event of a real crisis situation. The plan for each classroom, along with escape routes, is posted in each room. Safe and orderly procedures are essential and will be practiced.

CARE OF SCHOOL PROPERTY AND RESPECT OF SCHOOL

SMCS students, appreciating the sacrifices and generosity of many people, are encouraged to develop pride in the school buildings and their grounds. They are asked to cooperate to keep the school neat, clean and attractive.

Any damage to school property should be reported to the administration immediately. Intentional damage done to school property will be charged to the student/parent and disciplinary action will be taken. No student shall be permitted to litter in the school building or on the school premises. Students are expected to walk in the halls and, at the same time, refrain from yelling or talking loudly. All school property shall be treated with care.

THEFT – VANDALISM

The acts of theft and vandalism are not congruent with the school mission or philosophy. Acts such as these demonstrate an overt disrespect for others and violate privacy and property rights. These actions are unacceptable and will bring serious consequences, which will include school-suspension with the possibility of permanent expulsion.

TUITION

Tuition amounts will be recommended by the Educational Advisory Committee to the parish Finance Committee prior to the formal adaptation of the annual school budget. Notice of tuition amounts will be given to parents at registration, which will be held the spring of each year or upon enrollment of their child/children in SMCS. Out-of-parish students will be assessed an additional tuition to help offset the parish support provided to the school.

Tuition payment plan options will be offered at the time of registration. Tuition is the minimum amount that must be paid toward the total cost of educating each student. If it is within your capability to contribute more toward the total cost, you are encouraged to do so.

Tuition payments are due as indicated on the returned payment plan selected by the parents. Alternatives to this payment plan can be made by requesting approval through the parish pastor. Tuition payments are due in full before the final report cards are distributed. No student shall begin a new school year at SMCS if a tuition balance remains from the previous year, unless arrangements for payment have been made with the parish finance office. Credits and diplomas are not issued until all financial obligations to the school are satisfied.

TUITION ASSISTANCE POLICY

Tuition assistance will be provided to eligible families, as funds are available, through special contributions intended for this purpose. Interested persons must complete the tuition assistance application form and submit it to the parish pastor before August 1st to be considered for tuition assistance during the upcoming school year.

In order to be eligible to receive tuition assistance, any applying family must also apply for the Presentation Sisters Scholarship for the year in which tuition assistance will be received.

ADMISSION POLICY

To maintain quality education at SMCS, class size may be restricted by the Principal, Pastor, and the Educational Advisory Committee. This also includes the number of foreign exchange students enrolled. It is advised that the number of foreign exchange student enrollments be kept to no more than 2 per academic year for grades 9-12.

CELL PHONES, MUSIC PLAYERS, & OTHER PERSONAL ITEMS

Students are urged not to leave money, jewelry, or anything of value in jacket pockets, desks, or lockers at any time. If they do so it is at their own risk, and the school will not be responsible if such items disappear.

A lost and found will be located in a designated area in each school. Any items found on school grounds will be placed there for the owner to claim. If a student loses an item at school, it is important that parents instruct them to check the lost and found Articles left in the lost and found that remain unclaimed will be donated to Padres on a regular basis.

The school is not responsible for personal toys/items that have been lost or broken at school. It is advised to leave personal toys/items and any items of personal value at home.

Students are not allowed to use cellular phones, portable entertainment or portable music devices during the school day. If needed to support educational objectives, principal approval is required. Cellular phones are not to be used during the school day. **Cell phones can be kept in lockers or bags but not on the student. Confiscation is as follows: 1st offense-held in office until the end of the day; 2nd offense-held in office until a parent or guardian picks it up; 3rd offense-held in office for 1 week. Punishment beyond third offense is at the discretion of the principal.** Cellular phone camera usage is strictly prohibited in locker rooms, dressing rooms, or bathrooms and consequences for its misuse can include both school and legal action.

TELEPHONE CALLS

School business may be conducted on the office telephone with the permission of the administrative office. Students will not be called from classes except in case of an emergency. Messages may be taken for students at the discretion of the administrative office.

MASS ATTENDANCE

Weekly Mass is celebrated on Wednesdays at St. Mary Catholic Church. All students in grades 1-12 are required to attend the scheduled Mass as a class. Kindergarten and PK classes will begin attending Mass no later than the first Wednesday in November. Confession and other religious activities will also be scheduled throughout the year. We invite parents and guests to celebrate these events with us.

SCHOOL LUNCH AND MILK PROGRAM

SMCS sponsors a daily lunch program for all PK (full day) through 12th grade students. The cost of lunch is published at the beginning of the school year. The school lunch program is carefully planned to provide nutrition according to the highest standard of the government lunch program. Students who will not eat lunch at school should notify their classroom teacher during morning lunch count.

The school sponsors a milk program that is open to students in PK through grade 4. The cost is published at the beginning of each school year. This milk break program is not covered by government special assistance if you receive free or reduced lunch.

Free and reduced lunches are available through government special assistance. Forms for this program are available at the parish business office. Payments for lunch should be made in

advance and deficient lunch notices will be sent out periodically. Lunch account balances can be checked on-line through Infinite Campus.

Parents are invited to come and join their child for lunch. Parents should notify the kitchen before 9am each day they are eating at school.

BEVERAGES CONSUMED DURING THE SCHOOL DAY

School-vended drinks are allowed in school. No outside drinks, including coffee, sports drinks or soda will be allowed. Water bottles may be filled from school water fountains only. Outside drinks may be allowed for special events with prior principal approval.

SAFE ENVIRONMENT TRAINING

Any persons who work or volunteer on behalf of or in the name of SMCS or St. Mary Church must complete the Safe Environment Training. These educational programs are designed to help recognize and prevent abuse and are paramount in creating healthy and secure environments for students to grow in. Information for Safe Environment Training can be found on the school website.

Any persons who will drive as a volunteer for a field trip or other school function must complete Safe Environment Training and must have a signed Volunteer Driver form on file with either school office.

ILLNESS / COMMUNICABLE DISEASES

If your child has been diagnosed with a communicable disease, please contact the appropriate office immediately so that the health needs of all children can be protected. Please view the following page for South Dakota Department of Health recommendations for school exclusion.

If a child is absent because of illness, the school should be notified of the absence prior to the start of the school day.

Ill or injured children are not usually kept at school. Students who become ill during the school day should report to the office for assistance. The parents are contacted when this occurs so that they may take the child home where proper care can be given. First aid is administered to the students in the office. Students in grades 7-12 who are ill will be released only when parent contact has been made. In the event a parent cannot be contacted, an attempt will be made to contact the person(s) indicated on the Emergency Data form to make arrangements for the student's release. In case of an emergency, the student will be transported to the hospital and parents or emergency party will be contacted.

If a student misses several days for a single illness, it will only count as one absence provided verification of the illness is provided by a physician in writing.

RECOMMENDATIONS

for Temporary Exclusion from a

SCHOOL SETTING



Students and faculty should be excluded from school activities for the following conditions:

- ♦ **Chicken pox (Varicella):** exclude until all lesions have dried and crusted or, in immunized children without crusts, until no new lesions appear within a 24-hour period.
- ♦ **Diarrheal diseases:** exclude while symptomatic only if person is unable to practice independent hygiene.
- ♦ **Haemophilus influenzae type B, invasive (Hib):** exclude until after 24 hours of antibiotic treatment.
- ♦ **HIV, Hepatitis B, Hepatitis C, and other bloodborne diseases:** generally no exclusion; considerations may exist if there is potential for bloodborne exposure. Consult healthcare provider for guidance.
- ♦ **Hepatitis A:** exclude until one week after onset of illness.
- ♦ **Influenza and Influenza-like illness:** exclude as long as fever ≥ 100 degrees Fahrenheit is present in an unmedicated state. Additional exclusions may be necessary for documented novel strain or pandemic influenza based on state or federal guidance.
- ♦ **Measles:** exclude until four days after onset of rash.
- ♦ **Meningococcal disease (Neisseria meningitidis):** exclude until after 24 hours of antibiotic treatment.
- ♦ **Methicillin-resistant Staphylococcus aureus (MRSA):** exclude only if confirmed MRSA is present from a wound in which drainage is occurring and cannot be covered and contained.
- ♦ **Mumps:** exclude until five days after the onset of parotid gland swelling.
- ♦ **Pertussis (Whooping cough):** exclude until completion of five days of appropriate antibiotic treatment. If appropriate antibiotic treatment is not received, exclude until 21 days after onset of symptoms.
- ♦ **Pink eye, head lice, ringworm, herpes gladiatorum, molluscum contagiosum, and skin rashes without fever:** generally no exclusion; considerations may exist for certain sports, extracurricular activities or behaviors that might increase risk of transmission. Consult healthcare provider for guidance.
- ♦ **Rubella:** exclude until seven days after onset of rash.
- ♦ **Scabies:** exclude until after treatment has been completed.
- ♦ **Shingles (Herpes zoster):** generally no exclusion if lesions can be covered. If lesions cannot be covered, exclude until rash or lesions have crusted over.
- ♦ **Strep throat and Streptococcal skin infections:** exclude until after 24 hours of antibiotic treatment.
- ♦ **Tuberculosis:** exclude until physician and Department of Health determine person is not infectious.

2015 Red Book, American Academy of Pediatrics, 30th Edition; 2013 Managing Infectious Diseases in Child Care and Schools, A Quick Reference Guide, American Academy of Pediatrics, 3rd Edition; 2015 Control of Communicable Diseases Manual, American Public Health Association, 20th Edition.

If you have questions about infectious diseases or immunizations,
contact the Department of Health or your physician.

South Dakota Department of Health, Office of Disease Prevention Services: 605-773-3737 or 800-592-1861

Local Disease Intervention Specialist: _____ Phone: _____

Local Community Health Nurse: _____ Phone: _____

See also Department of Health disease fact sheet website: <https://doh.sd.gov/diseases/infectious/diseasefacts/>

April 2016

ACCEPTABLE AND ETHICAL USE OF TECHNOLOGY RESOURCES

Ethical behavior requires that SMCS staff and students show consideration and respect whenever using computers or electronic communication/technology/devices/resources. When interacting with each other, SMCS staff and students shall:

- Not include in electronic communication between staff, students and/or parents, comments or content that would not be acceptable in a face-to-face communication;
- Not disclose, use or disseminate unauthorized personal information of another person;
- Distinguish between personal social networking sites and professional social networking sites. Staff shall not invite or accept current SMCS students into any personal social networking sites, except for the staff person's relatives;
- Evaluate all information for its accuracy, reliability and authority.

INTERNET USE POLICY

SMCS offer Internet access for student and faculty use. This policy has been created to ensure all students/parents understand their rights and responsibilities as it pertains to the computer system and/or Internet. All students and parents will be required to sign an agreement with the school stating that they do, in fact, understand the terms of this policy before being allowed access to the computer system and/or Internet. This agreement is legally binding and your signatures indicate that you have read the terms and conditions carefully and understand their significance.

Terms and Conditions of Computer System and/or Internet Use

1. **Acceptable Use** – The purpose of the computer system and/or Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education. Transmission of any material in violation of any national or state regulation is prohibited. This includes but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
2. **Privileges** – The use of the computer system and/or Internet is a privilege, not a right, and inappropriate use will result in a loss of that privilege. Each student or teacher who receives an account will take part in a discussion with a school system administrator pertaining to the proper use of the network. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The principal, faculty, and staff of SMCS may request the system administrator to deny, revoke, or suspend specific user accounts.
3. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the computer system and/or Internet, you must notify the computer teacher or principal. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to log on the computer system and/or Internet as the computer teacher or system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computer system and/or Internet by staff or system administration.
4. **Vandalism** – Vandalism will result in loss of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, computer system/Internet, or other networks

that are connected to any part of the computer system and/or Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses.

5. Consequences for violating the Computer Use Policy – The consequences for violating computer use policy will be dependent of the severity of the situation as determined by the faculty and principal.

NOTE: Students are not allowed to utilize personal e-mail during school hours. It is the teacher's discretion if an e-mail account is to be set up to meet educational objectives.

STUDENT HARASSMENT/BULLYING

Policy – It is SMCS policy that bullying and/or harassment of any kind is unacceptable and shall not be tolerated. The bullying of students by other students, staff members, or third parties is strictly prohibited.

Definition – Bullying consists of repeated physical, verbal, non-verbal, written, electronic, or any conduct directed toward a student that is so pervasive, severe, and objectively offensive that it (1) Has the purpose of creating or resulting in an intimidating, hostile, or offensive academic environment or (2) Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

This policy is in effect while students are on property within the jurisdiction of SMCS; while students are traveling via a DRPS-operated bus or traveling to/from a school-sponsored event; and while students are attending or engaged in any school-sponsored activities.

Reporting – It is the responsibility and requirement of any St. Mary Catholic Schools employee to report any actions they perceive to be bullying to the responsible administrator. Any parent or student may file a formal or informal, verbal or written complaint to the responsible administrator or employee. All students are guaranteed anonymity when reporting bullying; however, formal disciplinary action will not be based solely on an anonymous report as this may impede a student's due process.

Discipline – All reported incidents will be investigated promptly and thoroughly. Any person(s) found in violation of this policy will be subject to disciplinary action, up to and including possible expulsion.

TOBACCO-FREE SCHOOLS

SMCS recognizes its duty to promote the health and safety of students, staff and citizens on district property and during school-sponsored activities. In accordance with this responsibility, it is the intent of the EAC to establish a tobacco-free school environment that demonstrates a commitment to helping students resist tobacco use and that emphasizes the importance of adult role modeling.

The use, possession, or promotion of tobacco on school property or during school-sponsored activities is prohibited. This policy shall be in effect at all times and shall apply to all students, employees and visitors. For the purposes of this policy:

1. "Tobacco" means any substance or item, in any form, containing nicotine; or any device that is used for inhaling or ingestion unless used for medicinal purposes with a prescription
2. "School property" means all district-owned, rented or leased buildings, grounds, and vehicles
3. "School-sponsored activity" means any planned, organized, endorsed, or supervised activity involving students or staff that occurs either before, during or after regular school hours
4. "Promotion" means the use or display of tobacco-related clothing, bags, lighters, or other material that is designed to encourage the acceptance or use of tobacco.

Students or school employees found in violation of this policy will be subject to appropriate consequences, which may involve a range of enforcement options including disciplinary action and educational alternatives to disciplinary action. Visitors in violation of this policy will result in appropriate sanctions as determined and imposed by the administration, which may include direction to leave school property.

The administration shall provide reasonable public notification of the school's policy, including, but not limited to, inclusion in student and staff handbooks. The administration may develop regulations as necessary to implement this policy.

WEAPONS

Weapons of any type are absolutely prohibited at school, on the school grounds, in vehicles and/or at any school sponsored activity. Students or faculty caught with any type of weapon on the school grounds will face possible suspension/expulsion. A weapon is defined as any firearm, knife, device, material or substance, whether animate or inanimate, which is calculated or designed to threaten, do bodily harm, or inflict death.

Exceptions: Weapons under the control of law-enforcement personnel, or unloaded weapons auctioned at the SMCS Carnival that have been checked by the Pastor.

COUNSELING/FAMILY SERVICES

The goal of the SMCS school counselor is to work together with the school, families, children and the community to assist with academic success. Family and child needs are identified through referrals. Appropriate referrals may include such things as arguing with family members, crisis situations such as divorce, discipline problems and concerns about a child's development or behavior, other concerns about family or financial challenges.

Services include:

- Family support
- Family counseling
- Individual counseling
- Group counseling
- Resource finding
- Referrals to needed services
- Parent education
- Referrals for outside services will be made based on diocesan guidelines and using counselor discretion.

GRIEVANCE POLICY

A grievance is defined as a complaint lodged by any employee, student or parent with a member of the staff or administration alleging an unfair practice. Persons who think that rights have been abridged at school should seek resolution to the situation in the following general manner:

- A. Contact the individual teacher for a personal meeting. During this meeting each person should state his or her views, desires, and what action would resolve the issue.
- B. If the teacher will not or cannot resolve the situation, contact the principal to visit with both parties together to determine what action could resolve this issue.
- C. If the principal will not or cannot resolve the situation, contact the pastor of the school and church to serve as a mediator between the parties involved to help arrive at an agreed upon resolution.
- D. If the pastor will not or cannot resolve the situation, contact the Educational Advisory Committee who will work cooperatively to find a resolution to the situation at hand. This decision is final within the school.

In order to protect the rights of those involved, judgment must be rendered within 30 days of the complaint. In order to protect the community from harmful effects of gossip, slander, and discord, no one should lay such matters before any third party or before the school without the knowledge of both parties.

Elementary Handbook



St Mary Catholic Schools

CONSEQUENCES FOR MAJOR OFFENSES

	1st Offense	2nd Offense (within 30 days of First Offense)	3rd Offense (within 30 days of Action Plan)	4th Offense (within 30 days of 3rd Offense)
Continual disruptive behavior in the Classroom, Lunchroom, Specials, and/or Recess	Visit to the Principal's Office or delegate to discuss appropriate behavior AND Parent notification	20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Development of Action Plan (this includes parent notification)	20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Review of Action Plan AND Parent Conference	Parent Conference AND One Day ISS AND Action Plan extended for 30 more days
	1st Offense	2nd Offense (within 30 days of First Offense)	3rd Offense (within 30 days of Action Plan)	4th Offense (within 30 days of 3rd Offense)
Inappropriate or Foul Language	Visit to the Principal's Office to discuss appropriate behavior AND Parent notification	20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Development of Action Plan (this includes parent notification)	20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Review of Action Plan AND Parent Conference	Parent Conference AND One Day ISS AND Action Plan extended for 30 more days
	1st Offense	2nd Offense	3rd Offense	4th Offense
Fighting and/or physical abuse of a student or teacher Verbal or physical threats	20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Development of Action Plan (this includes parent notification) AND Referral to School Counselor	20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Review of Action Plan AND Parent Conference	Parent Conference AND One Day of ISS AND Action Plan extended for 30 more days AND Referral to SRO	Parent Conference AND One to three Days of OSS
	1st Offense	2nd Offense	3rd Offense	4th Offense
Disrespectful of/destruction of property	20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Development of Action Plan (this includes parent notification)	20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Review of Action Plan AND Parent Conference	Parent Conference AND One Day of ISS AND Action Plan extended for 30 more days	Parent Conference AND One to three Days of OSS
	1st Offense	2nd Offense	3rd Offense	4th Offense
Harassment and bullying of students or teachers (verbal or physical)	20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Development of Action Plan (this includes parent notification)	20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Review of Action Plan AND Parent Conference AND Referral to School Counselor	Parent Conference AND One Day of ISS AND Action Plan extended for 30 more days AND Referral to SRO	Parent Conference AND One to three Days of OSS
	1st Offense	2nd Offense	3rd Offense	4th Offense
Cheating— Factual evidence must be given of cheating	"0" given on assignment / test AND 20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Development of Action Plan (this includes parent notification)	"0" given on assignment / test AND 20 minutes after school for grades K-3; 30 minutes after school for grades 4-6 AND Review of Action Plan AND Parent Conference AND Referral to School Counselor	"0" given on assignment / test AND Parent Conference AND One Day of ISS AND Action Plan extended for 30 more days AND Referral to SRO	"0" given on assignment / test AND Parent Conference AND One to three Days of OSS

Extenuating circumstances surrounding infractions may vary from incident to incident.
Administration may exercise discretionary latitude, as deemed necessary, when applying consequences.

DRESS CODE POLICY

PANTS, SHORTS, AND SKIRTS

Plain navy or black corduroy slacks, navy or black dress slacks or black denims may be worn. Blue or navy denim pants and nylon wind pants will not be allowed. Shorts, culottes and capri pants may be worn during the months of August, September, October, April, May and June. Shorts, culottes, and capri pants **MUST** be navy or black dress/walking shorts (no denims). The length of the shorts must be no shorter than mid-thigh. Girls may wear navy or black jumpers, skirts, or skorts (no denim). The length of the skirt or jumper must be to the top of the knee. The length of the skort must be no shorter than mid-thigh.

SHIRTS AND BLOUSES

Students must wear a plain white cotton or cotton blend, button front, collared shirt or blouse. This includes plain white polo shirts and plain white turtlenecks. No neck ties or scarves may be worn with the uniform shirt. A plain white t-shirt with no lettering or logos may be worn under the shirt or blouse. All shirts and blouses must be tucked in at all times.

SWEATERS / SWEATSHIRTS

Sweaters: Students may wear a plain (no logo) red sweater, either pullover or cardigan.

Sweatshirts: Students may wear any red, black, or white sweatshirt that has been sold by either the school, the SMCS Booster Club, or an athletic/activities program through an approved fundraiser. The sweatshirt may have a hood on it, but the hood is to be worn down at all times. No other sweatshirts are allowed, and any non-approved sweatshirts worn in the classroom will be taken by teachers and turned in to the principal where students can pick them up at the end of the school day.

A school uniform shirt or blouse **MUST** be worn underneath the sweater or sweatshirt.

FOOTWEAR

Casual, dress or tennis shoes may be worn. Shoes may not have a heel larger than 1 ½". Clogs and flipflops are not allowed for students in the elementary school. All shoes worn in the elementary school must have a back and all sandals must have strap. All students must wear socks that are above the shoe height approaching the ankle.

HAIRSTYLES

Hair must be neat and clean in appearance and not be distracting to others. Students are not allowed to have words, insignias, etc. shaved into any part of their hair. Boys may not have braided hair or ponytails. Rat-tails or similar styles are also not allowed. Boys must keep the length of their hair above the collar.

LABELING

All outside clothing, shoes, and tote bags should be labeled with your child's name. Please label your child's sweatshirts with their name!

If a student brings money to school for lunch or other purposes, please put it into an envelope and write on the envelope his/her name, teacher's name, and the purpose for which the money is being sent. Parents are encouraged to contact the classroom teacher to let them know a student will be bringing in money so the teacher can help the student locate the money. When

sending money to school with a student for lunch, tuition, or other large amounts, checks are strongly encouraged and SMCS is not responsible for any lost money.

SCHOOL INFORMATION

ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

The SMCS school day begins at 8:30 am and ends at 3:15 pm. Exceptions to these times may occur for extenuating circumstances. Students should NOT arrive at the school before 8:10 am or remain in the building after 3:15 pm unless they are under the supervision of a teacher. Students who arrive between 8:35am and 9:30 am will be counted tardy. If they arrive after 9:30 am, they will be counted absent for a half-day. Students leaving before 1:30 pm are counted absent for a half-day. If they leave after 1:30 pm, this is counted as an excused tardy.

If your child will be absent from school, please contact the office before 8:30 am. If your child is absent and we do not receive a call from you, we will attempt to contact you via the contacts listed on your 'emergency contacts' form on file in the school office to inquire about the whereabouts of your child.

If your child will need to leave school early or be gone from school for a trip or other family activity, we ask that you please call the school or send a note with your child for their teacher stating the reason and time the student should be excused. Makeup work should be completed in advance of the absence if at all possible. Sufficient time should be allowed for the teacher to prepare the lessons for the child that is to be absent. If a child is absent due to illness, he/she should not be brought to participate in or watch a school event that same day.

Parents or siblings delivering or picking up students at school should NOT park in front of the primary school during bus times. At dismissal, car riders should be picked up in the church parking lot. Students should NOT be picked up on 8th street (which divides the two buildings) or State Avenue (in front of the high school). By following this procedure, we will ensure the safety of all SMCS students.

REGULAR CLASSROOM INSTRUCTION

The SMCS Elementary School consists of Preschool through sixth grade. The classrooms are self-contained to the extent that each grade has an instructor who teaches core subjects in that room. Each teacher at SMCS Elementary School is qualified to teach in their assigned grade or subject area under the certification requirements of the state of South Dakota.

EXTRA CURRICULAR ACTIVITIES

SMCS does not sponsor any athletic teams in grades PK-6. Any SMCS teams will need to be organized and financed by the parents of the students in each grade. Students in 6th grade may be asked to play with the SMCS junior high teams in the sports of volleyball, girls/boys basketball, and girls/boys track. This will depend on junior high participant numbers and will be decided by the Activities Director each year. 6th grade students who participate in junior high athletics will follow the participation rules outlined in the Grades 7-12 Handbook.

PHYSICAL EDUCATION, MUSIC, AND ART

The subject areas of physical education, computer education, music (vocal and instrumental), and art are taught by qualified instructors who have specializations in these areas. These are important subject areas, and the instructors are required to evaluate and grade their students in the same manner as regular classroom teachers.

All students are required to participate in physical education classes unless they have a serious illness or injury. A written note from a doctor is required if a child is unable to participate for more than one class period.

In order to obtain full music credits as set forth by the South Dakota Department of Education, band is required at the fifth and sixth grade level. Musical instruments can be purchased or are also available for use through the school for a rental fee. Any repairs to these instruments will need to be paid by the rentee before the end of the school year.

Art is offered once a week to SMCS students. Any supplies needed for art are included on the classroom supply list published each summer.

ELEMENTARY GUIDANCE AND COUNSELING

Guidance and counseling is provided in the elementary school by the SMCS guidance counselor to each grade level class once a week. Individualized counseling is available for students if referred by a teacher or by a parent. Individualized testing is also provided through the counseling service. The nature of this is also through a referral process. Parents are invited to call or meet with the counselor concerning any problems they feel their children may have.

SPEECH, LANGUAGE AND SPECIAL EDUCATION PROGRAMS

Speech, Language and Special Education services are provided for students who have a specific speech, language or learning disability. Special educational testing determines what that disability is. Students may be referred for testing by their teacher and/or parents. Students who qualify for special education services will receive these services at the Dell Rapids Public School. The Special Education teacher from the Public School works with the student and with the classroom teacher to aid the student by modifying or adapting materials and instruction to fit the individual child's special needs.

RETENTION

Assessment of a child's ability to learn concepts and educational material needed to have success at the next grade level is a serious responsibility of the professional staff. Staff members base their decisions about student advancement and ability to learn, in the students' best interest.

Teachers of grades K through 6th will meet with parents of students to assess student progress and advise and recommend to parents the student's progress, ability and probability for success. Early intervention to assist students with learning is the SMCS goal. Parents are encouraged to consult with their child/children's teachers often in regard to the student's progress. Any student that is experiencing a serious lack of ability to learn or master educational concepts will be referred for evaluation to determine needs for special or prolonged assistance. Retention after grade one is not encouraged, but the use of "special services" personnel to help students be successful will be encouraged.

PLAYGROUND RULES

Use all playground equipment properly and follow these rules:

Swings

1. Swing only forward and backward on the swings. Do not go sideways.
2. One person to a swing.
3. Sit down in the swing.
4. Do not jump from a swing.
5. Do not crawl up swing bars.
6. No underdogs.
7. Do not walk or run too closely to those swinging so that you do not get hit.

Slides

1. Slide down the slide, feet first, on your bottom.
2. One person down the slide at a time. Do not bunch up together at the end.

Sledding

1. Sledding contracts will be issued to grade 3rd through 6th.
2. Sledding contracts must be signed and returned before a student may sled.
3. There are enough sleds at SMCS for every student, yet sleds may be brought from home. Please make sure they are labeled. No snowboards or inner-tubes allowed.

General rules for playground and for coming in from the playground

1. Play cooperatively.
2. Stay on the playground.
3. Do not throw ice, snow, stones, dirt, sticks, or sand.
4. Talk to others only with words of respect. No foul or profane language.
5. No wrestling, tackling, fighting, or pushing.
6. Sticks and hands will not be used to represent guns, knives or other weapons.
7. When the whistle is blown to go inside, each class has two minutes to get lined up. Any additional time taken will be deducted from that class's next free time or recess.
8. Line up according to grade behind the leader, if there is one.
9. No pushing, shoving, or cutting in line.
10. Hold all balls, jump ropes, and equipment in your hands.
11. If you take out equipment, you are responsible for bringing it in.
12. Keep hands, feet, and objects to yourself while walking into the school.

DISCIPLINE PLAN

In all attempt to establish general discipline guidelines for students, the following violations will be considered major school offenses:

1. Fighting and/or physical abuse of a student.
2. Defiance of authority.
3. Disrespectful/destruction of property.
4. Harassment of student or teachers (verbal or physical).
5. Inappropriate/foul language.
6. Continual disruptive behavior.
7. Cheating

When a student commits a major offense, an action plan will focus the student's attention on the following areas:

1. Define the problem.
2. Solve the problem.
3. Assume responsibility for his/her own actions.

The plan encourages the use of logical and natural consequences for inappropriate behavior at school. The action plan approach attempts to help the student maintain his/her dignity while teaching him/her lifelong behavior skills. Minor offenses will be handled on the spot.

The children are encouraged to remember:

1. I cause my own outcomes.
2. I have more than one choice.
3. I have the power to pick the best one.

SUSPENSION

Suspensions from school are given by the principal for infractions of school rules and policy. Suspensions cannot be given by teachers. If a student is suspended, parents are required to meet with the principal before reinstatement can take place. Suspensions are given only as a last resort. It signifies that the child's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the child from the school environment. Reinstatement will not be granted until the principal and student's teacher are satisfied that the reason for misconduct has been effectively eliminated.

BEHAVIOR AT SCHOOL EVENTS

Athletic games, school plays, and musical activities often attract many elementary students outside of school hours. If a child does not plan to watch an event, he/she should stay home. **Parents** are responsible for their children at these events. However, if a parent is not taking that responsibility, the principal, faculty, or event supervisor may remove the child from the event, if his/her behavior is unacceptable. Misconduct at such events reflects on parents, students, and the school.

BUS CONDUCT

Students who ride the bus are subject to rules and regulations designed to provide safe transportation to and from school. Rules are posted in the front of all buses. Any misbehavior, which distracts the driver, is a serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers.

Students who violate the posted rules will be forbidden to ride on the bus. Bus drivers will have the full authority to quell any disturbances that may arise while the bus is en route. Violation of school bus rules could mean cancellation of bus privileges on all buses. If a student is removed from a bus, that student will have to obtain other means of transportation at no expense to the school district.

MEDICATIONS

No medication will be administered without a written request from the parents or guardian. State guidelines require that any medication sent to school for students must be in the original container and accompanied by a "Medication Authorization" form. Over-the-counter medicine that is not a labeled pharmacy container will not be administered. All medications will be administered by office staff. A copy of the form is available on the SMCS website.

If your child must bring medication to school, the following requirements must be met:

PRESCRIPTION MEDICATIONS

1. Must be clearly identified as to the name and type of medication.
2. Must be in the original container.
3. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
4. The prescription must be current.
5. A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary.
6. Refrigeration is available.
7. Medication will be given by school personnel who have received the appropriate training.

NON-PRESCRIPTION MEDICATIONS

1. Must be in the original container.
2. Must be clearly identified as to the name and type of medication and dosage instructions.
3. A note signed and dated by the parent giving the child's name, medication name, dosage instructions, specific dosage times, and other necessary instructions must accompany the medication.
4. Refrigeration is available.
5. Medication will be given by school personnel who have received the appropriate training.

FIELD TRIPS

Field trips that highlight nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the area. Parents will receive notices of field trips well in advance of the scheduled trip date and will be required to sign field trip permission forms. Sometimes a small amount of money may be requested from each student to help defray transportation or facility use costs. If you do not wish to have your child participate, please return the form and arrangements will be made for the child to maintain a work schedule at school.

SCHOOL PARTIES

Birthday treats are allowed if sent for the entire class. A treat that is easy to serve is best. Please talk to your child's teacher about any foods that may need to be avoided due to food allergies. **No invitations to private parties should be given out at school unless the entire class is invited.** Parents will be in charge of classroom parties as determined by the classroom teacher. Parents may be contacted about furnishing items for these specific parties.

GRADING POLICIES AND GRADING SCALES

Parents of students in grades 3-6 are encouraged to monitor their child's grades via Infinite Campus. Teachers will update grades on Infinite Campus weekly. If a parent has questions about their child's grades, questions should first be addressed to the teacher, then the principal. Report cards will be sent home quarterly, as well as midterm progress reports.

The grading scale for Kindergarten is based on a developmental scale.

The grading scale for work habits, Christian/personal development and subject area tasks for

1st through 6th grade will be as follows:

<u>Mark</u>	<u>Meaning</u>
X	Exceeds Expectations
O	On Target
I	Improving
N	Needs Attention
NA	Not Applicable

The grading scale for 1st and 2nd grades will be as follows:

<u>Percent</u>	<u>Grade</u>
94-100	E Excellent
86-93	S+ Above Average
77-85	S Average
68-76	S- Below Average
67 – below	U Unsatisfactory

The grading scale for 3rd through 6th grade will be as follows:

<u>Percent</u>	<u>Grade</u>
100	A+
96-99	A
94-95	A-
91-93	B+
88-90	B
86-87	B-
83-85	C+
80-82	C
77-79	C-
74-76	D+
71-73	D
68-70	D-
67 – below	F

Grades 7-12 Handbook



St Mary Catholic Schools

CONSEQUENCES CHART

MISBEHAVIOR	CONSEQUENCES			
	1st Offense	2nd Offense	3rd Offense	Habitual Disobedience
CLASS ONE (Per Semester)				
Tardy to Class	Record	Record	Parent Contact	4 th – Detention 5 th or more – two detentions per violation Parental Conference
Dress Code Violation	Record	Record	3-5 Dress Code violations-detention for each occurrence ----- Detention, parent contact	6 or more – two detentions per violation Parental Conference
CLASS TWO (Per Semester)				
Classroom, library, lunchroom, hallway, or study hall disruption	Record	Detention, parent contact	Detention, parent contact, Counselor referral when appropriate	ISS (1-3 Days) parent conference, Counselor referral
Unexcused Absence	Two periods of detention for each block of school missed, parent contact	One day ISS	3-day OSS from school Recommendation to Diocesan Supt. And EAC on the possible long-term suspension or expulsion from school	Same as 3 rd Offense
CLASS THREE (Per Semester)				
Insubordination, pornographic materials, disrespectful/obscene language or actions, physical aggression	Two periods of detention, parent contact	ISS (1-3 Days), parent contact	ISS (3-5 Days), parent contact, counselor referral	OSS, parent conference, counselor referral, Administrative discretion
CLASS FOUR – ILLEGAL (Per Year)				
Alcohol, Tobacco Use and/or being in presence of alcohol, tobacco, or the use, possession, purchase, or distribution of any illegal substance	Ten hrs of duties to SMCS, Substance abuse counseling at family's expense, Suspended from activity for a minimum of 7 consecutive calendar days and the first activity following the infraction	30 hrs of duties to SMCS, Substance abuse counseling at family's expense, Suspended from activity for three weeks an any subsequent contest	Suspended w/readmission upon completion of an appropriate treatment program at parent expense, Terminated from all activities for a calendar year	After 3 rd occurrence— turned over to EAC & Parish Priest for possible expulsion
CLASS FIVE – ILLEGAL (Lifetime)				
Physical injury, fighting, theft, secret societies, intimidation, destruction of property, threat, harassment/physical contact of staff member	OSS (1-3 Days), parent contact, counselor referral, OSS (1 day) if student participates in conflict resolution, restitution and police referral when appropriate	OSS (3-5 Days), parent contact, counselor referral, OSS (3 days) if student participates in conflict resolution, restitution and police referral when appropriate	OSS (5-10 Days), parent contact, counselor referral, OSS (5 days) if student participates in conflict resolution, restitution and police referral when appropriate	Long term suspension or expulsion, police referral when appropriate, Administration discretion. Student and parent must participate in conflict resolution training before returning to school
CLASS SIX (Lifetime)				
Weapons of any type are absolutely prohibited at school, school grounds, in vehicles and/or at any school sponsored activity	Possible suspension and expulsion Administration has the authority to recommend a modified period of expulsion if it is deemed that extenuating circumstances are involved, parent conference. Referral to authorities	Same as 1 st Offense	Same as 1 st Offense	Same as 1 st Offense
Extenuating circumstances surrounding infractions may vary from incident to incident. Administration may exercise discretionary latitude, as deemed necessary, when applying consequences.				

DRESS CODE POLICY

PANTS/WALKING SHORTS/SKIRTS

Plain khaki/black corduroy slacks, khaki/black dress slacks or black denims may be worn. Blue or navy denims or nylon wind pants will not be allowed. Leggings of any kind may not be worn in place of school uniform pants.

During the months of August, September, October, April, May, and June, shorts, culottes, and capri pants may be worn (no denims). The length of the shorts must be no shorter than mid-thigh.

Females may wear a khaki/black skirt (no denims). The length of the skirt must be to the top of the knee.

SHIRTS AND BLOUSES

Students must wear a plain white cotton or cotton blend, button front, collared shirt or blouse. This includes plain white polo shirts and plain white turtlenecks/mock turtlenecks. No neck ties or scarves may be worn with the uniform shirt. A plain white t-shirt with no lettering or logos may be worn under the shirt or blouse. All shirts and blouses must be tucked in at all times.

SWEATERS / SWEATSHIRTS

Sweaters: Students may wear a plain (no logo) red sweater, either pullover or cardigan.

Sweatshirts: Students may wear any red, black, or white sweatshirt that has been sold by either the school, the SMCS Booster Club, or an athletic/activities program through an approved fundraiser. The sweatshirt may have a hood on it, but the hood is to be worn down at all times. No other sweatshirts are allowed, and any non-approved sweatshirts worn in the classroom will be taken by teachers and turned in to the principal where students can pick them up at the end of the school day.

A school uniform shirt or blouse **MUST** be worn underneath the sweater or sweatshirt.

FOOTWEAR

Casual, dress, or tennis shoes may be worn. Students in grades 7-12 may wear clogs and sandals without backs that have a heel no higher than 1 1/2". Students may not wear flip flops and do not have to wear socks unless they are wearing an open-toed shoe. Shoes must be fully laced and tied at all times. Females may wear nylons. Students in grades 7-8 will need an extra pair of tennis shoes for P.E.

HAIRSTYLES

Hair must be neat and clean in appearance and not be distracting to others. Students are not allowed to have words, insignias, etc. shaved in any part of their hair. Boys may not have braided hair or ponytails. Rat-tails or similar styles are also not allowed. Boys must keep hair length above the shoulder. Hair color must be appropriate. Boys must be clean-shaven.

MISCELLANEOUS

Jackets of any sort are not part of the uniform and may not be worn in school. Organizational jackets such as FFA, cheerleaders, etc. will be recognized on special occasions.

All clothes are to be in good condition and clean. Clothes are not to be worn inside out.

Pierced jewelry must be confined to the ears.

Special no uniform days will be considered by the administration.

DRESS CODE POLICY INTENT

The intent of the Dress Code Policy is to create a uniform and modest appearance for SMCS students. Since we are unable to list all exceptions to the dress code, we ask for student and parent cooperation by wearing clothing styles congruent with the intended dress code policy.

SCHOOL INFORMATION

VEHICLES AND PARKING

Students who drive cars to school are to park them in the designated parking areas when they arrive at school. The cars are not to be moved until the students leave school for the day. A student may use his/her car during school hours only with special permission from the principal or if senior privileges are invoked. Students should not park in the St. Mary Church parking lot.

ANNOUNCEMENTS

Official notices will be shown daily on the TV in the main hallway.

LOCKERS

Lockers are provided for students in grades 7-12. Lockers are school property and must be kept clean and free of stickers or glues on the inside and outside. Inappropriate pictures, banners, or drawings will not be displayed on or in a locker. The school does not assume responsibility for the safekeeping of its contents. As school property, lockers are accessible by school personnel to protect health, welfare, and safety of the students. By using the locker, the student automatically agrees and consents to inspection and search of their locker without prior notice. No locking devices are allowed on any high school or middle school lockers excluding the athletic locker rooms. At the end of the school year, students are responsible for cleaning their lockers to their original state.

STUDENT MEDICATION POLICY

The health, safety, and education of the students are the greatest concerns of SMCS. Medical diagnosis and treatment of illness are not the responsibility of the school and shall not be practiced by school personnel.

If a student is going to take non-prescription medication, the student will be responsible for storage and disbursement of the drug. The medication must be kept with the student at all times in the manufacturer's labeled packaging. It cannot be in lockers, desks, etc. All prescription medications should be brought to the school office at the beginning of the day. When the principal deems it appropriate, prescription medications will be administered at school as follows:

1. Medication will be kept in a locked location provided for medication storage.
2. Students who require medication at school will be identified by the parents to authorized school personnel.
 - a. A completed "Request and Authorization for Medication" form will be submitted to the high school office.

- b. Medications will be brought to the school by the parent in a bottle that is labeled by the pharmacy with the student's name, medication name, dosage to be administered, and the physician's name. Medication that comes to school in a container that is not a labeled pharmacy container will not be administered by office staff.
 - c. The medication will be supervised and recorded immediately after administering by authorized school personnel as delegated and supervised by the school nurse.
 - d. In some situations, the student may be responsible for their own medications and self-administration. Parents shall send only the medication needed for the specific day with the student.
3. The need for other physician prescribed services shall be reported to the principal and the school nurse.

STUDENT COUNCIL

The Student Council is a body of representatives elected by the various classes which will function to coordinate activities and to sponsor and seek the welfare of the entire SMCS community. They serve as a liaison between teachers and students and between students and administration. Council members are expected to be a positive influence at SMCS – sensitive to the needs of the students and deeply committed to the philosophy and goals of the school.

The representatives have the duty of attending all meetings, reporting to their classes and advisors, speaking for their classmates at the meetings, and reflecting student thought so that cooperation and coordination can be achieved.

The council is seen as an advisory group. Decisions of the council are subject to the approval of the administration. Students may meet with the parish Educational Advisory Committee concerning special matters if they make the request in writing a week in advance of the EAC meeting.

The agenda for the student council meeting should be drawn up a week in advance. After the meeting, the president shall confer with the administration on matters requiring official permission.

Each spring, an election run by the student council will be held to choose the president and vice president for the following school year. Co-Presidents may serve in place of a president and vice president when necessary. Those interested in running for either position must be a member of the then-existing junior class and must file his/her name with the student council advisors. Current sophomores may fill these positions if current juniors do not have candidates. The rest of the student council will consist of the president and a representative from each class, elected within their own classes, in the spring. Those who do not win their election for representative may petition to the advisors for a spot on the student council. The student council secretary is elected by the student council members, from among those on the council.

SENIOR PRIVILEGES

Senior privileges are granted at the discretion of the administration and will begin no sooner than the 2nd semester unless college coursework dictates otherwise. Senior privileges are one way that the seniors can demonstrate their ability to handle responsibility. Privileges are as follows:

- a. Students need to be present only for their classes.
- b. Students may drive their cars during senior privilege periods and to off-campus lunch.

To keep these privileges, the student must maintain a “C” or higher in each subject, must not be late for classes, must be out of the building or in a supervised area during free time (not in the halls, gym, etc.), must comply with all rules in the “Student Conduct” section of this handbook, and must not be behind in credits for graduation. Grade checks will be assessed weekly beginning with the third week of each quarter. Any senior with a “C” or lower will lose privileges until the teacher(s) notify the administration that grades have improved to a “C” or above. Administration will revoke privileges if necessary. All students and parents must sign an agreement with the school before privileges will be granted.

SCHOOL FEES

Graduation fees are charged to the senior class members to cover the cost of the speaker, caps and gowns, diplomas, and other expenses of the school ceremony. Graduation announcements, booklets, class rings, etc. are optional and are to be paid by the student/parent.

Field trip costs are charged to each student to cover the cost of the bus and any admission fee. Field trip fees are collected by the classroom teacher.

Each student will be issued the books necessary for his/her class and is responsible to return them in good condition at the end of the course. Any damage to or loss of these books or any equipment, facility damage, etc. will be charged to the student and parent.

CLASS FEES

Each high school student will be assessed a student fee of \$50.00 per year in order to raise funds for 3 class events. Each class will be responsible for the costs of their junior year prom, senior year coronation, and senior graduation. The class fee may be supplemented by fundraising based upon administrative approval.

Class fees can be used accordingly:

- Junior Prom: entertainment and materials for prom, including dinner and dance (Limit of \$2500.00)
- Coronation: materials (Limit of \$100.00)
- Senior Graduation: cost of materials, speakers, cap & gown fee, diplomas class composite and other miscellaneous expenses.

Any remaining funds will be dedicated to a class designated, pastor-approved donation or charity.

ATTENDANCE

SCHOOL HOURS

The school day begins at 8:30 a.m. and ends at 3:15 p.m. Exceptions to these times may occur for such things as inclement weather. Students should not arrive at the school before 8:10 a.m. or remain in the building after 3:15 pm unless involved in an activity that requires them to be there or they are under their teachers’ supervision.

ATTENDANCE AND ABSENCES

All students are expected to attend class when in session. Parents are to notify the school each day that the student will be absent. Absences will be considered excused for reasons of illness, injury, medical or dental appointments that cannot be scheduled outside of school hours, family situations, authorized school activities, and when students are official representatives of the school at school sponsored activities.

Anyone leaving the school during class hours must have a note from a parent and will need to check out at the office and check back in upon return to school. No student is to check out without prior approval of the principal or designee. Upon returning after an absence, the student must present a written excuse from his/her parent for his/her absence and secure a Make-up slip from the office. The student should come to the office for this permit before school or at homeroom period, if possible. The student must present this Make-up slip to each teacher on the first day the student is back in school or the day before an excused, known absence and obtain make-up assignments. It is the responsibility of the student to complete the assignments within the allotted time mentioned below.

Make-up work for short-term absences will be due by the end of the second day for every day absent. (Absences for extended times will be dealt with on an individual basis.) Whenever possible, assignments for absences should be acquired ahead of time so that the student can submit the work before the absence.

When it is necessary for a student to be excused during the school day for appointments, etc., the parent should call or send a note with the student prior to this absence stating the reason and time for early dismissal. Parents are requested to schedule all student appointments outside of the school day when possible. Students who fail to sign out may receive detention.

Juniors and Seniors are allowed three school days per year to do college visits and/or job shadowing. Additional days may be granted with administrative approval. These days will be limited if the student has exhibited patterns of absenteeism, tardiness or academic deficiencies. Students must pick up a College Visitation/Job Shadowing Form from the Guidance Office prior to the visit and secure appropriate signatures from parents and college officials. These visits and/or job shadowing will be noted on a student's transcript as excused absences.

ABSENCES PER SEMESTER

A student's non-school related absences per class will be limited to no more than 6 per semester for block classes and twelve for skinny classes when following the current block schedule in the Jr. High and Sr. High. This policy will be left to the discretion of the administration to make determinations for individual circumstances. Exceeding the number of no-school related absences per class may impact the credit a student receives for that class.

UNEXCUSED ABSENCES

A student's absence will be considered unexcused if for any other reason than those listed in the Attendance and Absences section of this policy handbook. Parents will be notified of each unexcused absence. Actions to be taken for unexcused absences are as follows:

- a. **First violation:** Two periods of detention for each block of school missed. In the event a student fails to attend a period of detention, the detention time missed will be doubled. A second detention period missed will be treated the same as a second unexcused absence.
- b. **Second violation:** The student will be assigned one day of in-school suspension.
- c. **Third and any future violations:** The student will receive a three-day out-of-school suspension, and a recommendation will be made to the Pastor and the Educational Advisory Committee to take action on the possible long-term suspension or expulsion from school.

TARDINESS

Students are expected to be on time for school and all classes. Students who come unprepared for class will be given a tardy. A three-minute break is allowed between classes, after which tardiness begins. Teachers will report tardies to the office each period during the school day through Infinite Campus.

ACADEMICS

GRADUATION REQUIREMENTS

All high school students who complete the prescribed curriculum satisfactorily will participate in graduation exercises and be issued a diploma, provided all financial obligations to the school are satisfied. Required classes need to be taken here at SMCS. No unsigned diplomas will be given. High school **Classes of 2014 and beyond** must satisfactorily complete 26 credits as prescribed by the South Dakota Department of Education and the SMCS Educational Advisory Committee per the following guide:

1. Four credits in Religion
 - c. One credit for each year in attendance

2. Four credits in English
 - a. One credit of Freshmen English
 - i. One-half credit of Composition I
 - ii. One-half credit of English/Literature I
 - b. One credit of Sophomore English
 - i. One-half credit of World Literature
 - ii. One-half credit of Speech I
 - c. One credit of Junior English
 - i. One-half credit of American Literature
 - ii. One-half credit of Composition III
 - d. One credit of Senior English
 - i. One-half credit of British Literature
 - ii. One-half credit of Creative Writing

3. Three credits in Social Studies
 - a. One-half credit of Geography
 - b. One-half credit of World History
 - c. One credit of US History
 - d. One credit of US Government

4. Three credits in Mathematics
 - a. One credit of Algebra I
 - b. One credit of Geometry
 - c. One credit of Algebra II or higher class

5. Three credits in Laboratory Science
 - a. One credit of Physical Science
 - b. One credit of Biology
 - c. One credit of Chemistry or Physics

6. One-half credit in Physical Education (Recreational Education)
7. One-half credit in Health (taken during 7th/8th grade years)
8. One-half credit in Personal Finance or Economics
9. One credit in Fine Arts:
 - a. Band/Vocal are each worth one-half credit per semester
 - b. Art is worth one-half credit per semester
 - c. Play participation is worth one-fourth credit per performance
10. Two credits of any combination of:
 - a. World Language
 - b. Approved Career & Technical Education courses
 - i. SMCS students are required to take one-half credit in Computer Science (Computers Applications)

If any parents wishes to waive this course of study and pursue an alternative plan of study (as defined by the DOE), a parental agreement must be signed and submitted by the parent. This alternative plan of study is up to the approval of the high school administration.

This course of study contains all courses considered necessary for acceptance into a State accredited university.

DROP/ADD CLASS PROCEDURE

Students will have two school days at the start of each semester in which to add or drop classes provided by SMCS, Dell Rapids Public School, and/or any non-dual credit enrollment college courses. Changes must be made and verified by the guidance counselor. Dropping a class outside the allotted time shall result in a grade of “F” on the permanent record unless specific permission is obtained by administration.

For Dual Credit Enrollment College Courses, the student will follow the higher learning institution’s drop/add procedure. Changes must be made and verified by the guidance counselor.

WITHDRAWAL PROCEDURE

For Dual Credit Enrollment College Courses, the student will follow the higher learning institution’s withdrawal policy. The student shall receive a “W” on their high school transcript for the course. Any student who withdraws from a dual credit course will only be eligible to enroll in a lesser number of dual credit courses for the next semester. Changes must be made and verified by the guidance counselor.

A student has the opportunity to present an appeal in writing to the guidance counselor and high school principal requesting permission to enroll in the same number of dual credit classes the following semester.

BLOCK / SKINNY CLASSES

A skinny class is the traditional one period class. If it is a core class, it is typically a year long. If it is an elective, it is typically a semester long.

A block class is two periods in length. A block class allows completion of a traditional semester class in a quarter or a traditional year long course in a semester.

WORK-EXPERIENCE CLASSES

A work-experience class (WEC) at SMHS is an elective course offered to juniors and seniors upon approval from the administration. It is intended to introduce the student to the experiences of employment while still enrolled in high school. It is not meant as an early release from the school day. WEC classes can only be taken for a maximum of 2 credits during the student's high school career.

The WEC is intended to expand the school into the vocational arena without causing undue financial burden through staffing and curriculum modifications. The student in the WEC will be observed twice each quarter by school personnel and written documentation provided. The WEC supervisor will also rate the student once each quarter and provide the school with written documentation.

The student may be required to complete a journal of their experiences, which will be received and reviewed by the counselor on a bi-weekly basis, while enrolled in the WEC. Students will receive a Pass/Fail grade and it will not be used when figuring GPA, honor roll, or advanced class rankings. Poor academic performance in any core-subject area, weak quarterly observation, poor job performance in the WEC, or school or work attendance problems will result in removal from the class and re-entry into a traditional classroom subject.

The Contract/Release of Liability form must be on file with the school before this class begins. The student is responsible for finding his/her own job and the guidance counselor and principal are then responsible for employment contacts and supervisory evaluations for grading.

INDEPENDENT STUDIES

An Independent Study course is used only when all other means of offering a course have been exhausted or is seen as the only opportunity for successfully completing a required course. Students taking an IS class must have approval from the administrator and instructor. An IS class will require a certified teacher to coordinate school work with the student during an agreed upon contract signed by the administration, teacher, student, and parent. The grading and the curriculum taught for the IS must be the same as for the class in a regular classroom setting.

TA CLASSES

TA classes at SMHS are an elective course offered to juniors and seniors upon approval from the counselor and administration. It is intended to be an avenue for upper class students to assist in education of other SMCS Students. TA classes can only be taken for a maximum of 2 credits during the student's high school career. Students will receive a Pass/Fail grade and it will not be used when figuring GPA, honor roll, or advanced class rankings.

GRADING SCALE

Grading emphasis and procedures may differ with individual teachers in computing final percentages. Teachers shall explain their grading practices to their students the first week of school.

Class grades and grade points are issued based on percentage ranges. Grading scale for classes of 2005 and beyond are as follows:

<u>Percent</u>	<u>Grade</u>	<u>Grade Points</u>
100+	A+	4.00
96-99	A	4.00
94-95	A-	3.66
91-93	B+	3.33
88-90	B	3.00
86-87	B-	2.66
83-85	C+	2.33
80-82	C	2.00
77-79	C-	1.66
74-76	D+	1.33
71-73	D	1.00
68-70	D-	0.66
67 – below	F	0.00

WEIGHTED AVERAGES

Under the weighted average system, grade categories are assigned a weight as a percentage of the final grade. Different types of work performed by the student will be assigned a value that will help determine the final grade earned for the course. This concept of proportional relevance means that the tests carry more importance in making a good grade for the course, although the successful completion of other components will ensure earning the highest grade.

Semester Tests for high school students will carry a weighted average of 14.28%. Tests and quizzes will carry a combined weighted average of no more than 50%. Remaining grade categories and weights are left to the discretion of the individual teachers.

Special classes for junior high students (Music, Art, PE/Health, Computers and Guidance) will not have weighted averages.

WEIGHTED CLASSES

In an effort to encourage students to challenge themselves academically, the following classes will be weighted by adding one grade point above the normal grade point: Physics, Anatomy, Pre-Calculus, approved dual credit classes (credit for college), and Advanced Placement classes, or other advanced courses approved by Administration.

HONOR ROLL

Scholastics are an important part of academics and the Honor Roll is one way we can recognize students who are doing outstanding work. Using the grading scale listed previously, students in grades 7-12 will qualify for the “A” Honor Roll if they average at least a 3.66 GPA. Students will qualify for the “B” Honor Roll if they average at least a 3.0 GPA. A “D” on the report card will automatically disqualify a student from the Honor Roll. The Honor Roll will be posted at the end of each semester.

The Honor Roll will be a combination of all the accomplishments throughout the quarter and throughout the semester – including tests, quizzes, term papers, and daily contribution and attitudes in the class. The administration and staff will review final selection prior to being posted.

ACADEMIC LETTERING

All high school students are eligible to obtain an Academic Letter. Letters for seniors will be issued at graduation exercises. Grades 9, 10 and 11 will receive their letter at the first assembly of the following school year. First-year recipients will receive a cloth letter and each succeeding year will receive a bar for the cloth letter. The following criteria must be met to earn an Academic Letter:

1. Student must maintain a cumulative grade point average of 3.8 or better, which will be calculated at the end of the second semester of each year.
2. No letter will be awarded to anyone who has violated any of the rules involving cheating, alcohol, tobacco or drugs.

VALEDICTORIAN–SALUTATORIAN–HONOR GRADUATE

Each year a valedictorian and salutatorian will be chosen from the senior class. The valedictorian will be the graduate who had the highest grade point average at the conclusion of the first semester of the senior year. The salutatorian will be the graduate who has the second highest grade point average at the conclusion of the first semester of the senior year. In the event that two or more students have taken all of the same core courses and there is a tie, the student with the most cumulative credits will receive the next consideration. If there is still a tie, the GPA of all English, Math and Science classes will break the tie.

In case of a statistical tie for valedictorian that cannot be broken, there will be co-valedictorians along with the single named salutatorian. In case of a statistical tie for salutatorian that cannot be broken, there will be co-salutatorians along with the single named valedictorian. The salutatorian will give the welcome address at graduation exercises and the valedictorian will give the farewell address. Seniors will need a 3.5 GPA average over the past seven semesters to be considered an honor graduate.

NATIONAL HONOR SOCIETY

New members of the SMCS Chapter of the National Honor Society will be selected according to rules established by the local chapter in accordance with the national constitution of NHS. Membership selection is based on four areas – scholarship, leadership, service, and character. All four areas are given equal weight in the selection process. Applications and detailed criteria may be obtained through the high school guidance office.

Any sophomore, junior, or senior with a minimum cumulative GPA of 3.25 will be evaluated on the three other characteristics by current staff. If a student has concerns raised about them by a staff member, the student may be asked to interview to address those concerns. The final decision will be made by the NHS Advisor in conjunction with SMCS faculty. Students not chosen will meet with the NHS advisor and principal to learn the reasons and any corrections they need to make for the next year.

Loss of Membership – Any current NHS member caught cheating will be automatically dismissed from membership. They will not be reconsidered for membership. Any member whose cumulative GPA drops below 3.25 will be on probation for one semester. If, in that one semester, the student does not bring their cumulative GPA back up to 3.25 they will be dismissed from membership and not considered again.

SEMESTER TESTS

Due to block scheduling, semester tests will be scheduled at the end of each quarter. All block classes will test at the end of each quarter and all skinny classes will test at the end of each semester. All teachers will give a semester test in each class taught. Test scores will constitute one-seventh (~14%) of the semester grade. All students must take the first semester test in each course. All students who have achieved an “A-” grade or above for each grading period of a respective class will be exempt from the last semester test in that class.

Semester test exemption status will be available one week before testing begins so that students will have time to adequately prepare for their tests. All students are encouraged to take second semester tests as grades may change after exemptions have been posted. Students who take a test they are exempt from will not have it negatively impact their final grade.

COLLEGE ADMISSION POLICY

The American College Test (ACT) and the College Board Scholastic Aptitude Tests (SATI and SATII) are most often used for college admissions. Both are tests of general achievement and scholastic aptitude. They measure acquired knowledge in various subject areas and general ability to do academic work. The results are also used to aid in placing the student in various courses or in varying levels of a course. College entrance tests are administered five or six times during the year. It is generally recommended that they be taken at the end of the junior year or early in the senior year. Registration materials and information about the tests can be obtained from the Guidance Office. St. Mary does not offer the Pre-SAT.

SOUTH DAKOTA REGENTS’ SCHOLARS

The Regents’ Scholar Diploma program recognizes graduating seniors who demonstrate academic excellence through the completion of rigorous coursework while maintaining high grades throughout high school. Regents’ Scholar graduates will be automatically admitted into all six public universities. Information on the Regents’ Scholar criteria can be found on the South Dakota Board of Regents website.

JUNIOR HIGH REQUIREMENTS

The local SMCS EAC has adopted a curriculum of requirement for all 7th and 8th grade students. They have looked at state standards and recommendations on the classes that make a well-rounded student. Those classes they have deemed necessary to meet all the standards and requirements are: Math, Social Studies, Science, English, Religion, Health, Guidance/Careers, PE, Art, and Music.

CLASSROOM RULES

Teachers are given the authority to make rules that best fit the learning environment in their classroom, provided those rules do not conflict with other policies in this handbook.

Study halls are supervised periods where studying, working, and learning should take place. The supervisor should set rules to allow for effective use of this time, and students are expected to bring adequate classroom materials and work to cover the period. Passes to other classrooms or building areas are allowed, provided they do not interrupt a class being taught.

HOMEWORK

Education is a lifelong process, which extends beyond school. It is important that students recognize that learning occurs in the home and community as well as at school. Homework is

recognized as an effective practice and is one means of teaching the necessary skills of independent study and learning. Teachers will communicate the homework policy to students at the beginning of the semester.

Unless prior arrangements have been made with the teacher, work that is not turned in on time will be penalized according to the teacher's classroom rules. Assignments turned in more than three days after the due date may receive no credit at the discretion of the classroom teacher. All students are required to successfully complete all assignments regardless of whether or not credit can still be earned.

INCOMPLETE GRADES

When necessary, incomplete grades may be issued at the conclusion of a term. An incomplete grade in any subject must be completed within two weeks of the end of the term or the incomplete grade becomes an F and no credit is earned. The teacher—with permission of the principal—may extend this time, but the allowed time cannot exceed nine weeks. Students with incomplete grades immediately lose eligibility until their final letter grade is determined.

RETENTION

Assessment of a child's ability to learn concepts and educational material needed to have success at the next grade level is a serious responsibility of the professional staff. Staff members base their decisions about student advancement and ability to learn in the student's best interest.

Retention in grades 7 -12 is considered if a student has failed a majority of the scheduled subjects in a given school year. The retention of a student at these grade levels can be very damaging to a students' educational experience. Exhaustive efforts will be used to attempt to meet the students' needs before retention is considered. Parents, teachers, counselor, and the administrator will work as a team to determine the most appropriate action for the students' academic success.

Students in grades 7-8 must pass 7 of their 10 semester core areas (Religion, Math, Science, Social Studies, and Language Arts). All students will be promoted to the next grade level if he/she passes 70 % of his/her core subject areas.

Should a student not pass the required number of semester core classes, she/he would become a candidate for academic retention. These candidates would be responsible for passing the basic requirements, as determined by administration of the necessary number of failed subject area(s) needed for promotion. A certified educator holding the proper endorsement(s) issued by the Department of Education shall teach the subject(s). The student's parents shall be responsible for arranging the instruction and the cost of instruction. The teacher must certify in writing to the Principal by August 1st that the student has passed the basic requirements for passing the subject area. Candidates for retention who do not satisfy these requirements by August 1st will be retained in the same grade as the previous year during the ensuing school year.

LOSS OF CREDIT

Any student in grades 9-12 who receives an F for a final grade will receive no credit for that class in that semester. Loss of credit in a course required for graduation necessitates that the course to be taken again and directly impacts a student's ability to graduate.

PARENT-TEACHER CONFERENCES

Parent teacher conferences are held in the fall and spring of each year. Teachers and parents can schedule a conference any time they feel a need exists.

EARLY GRADUATION

SMCS High School students who have completed all graduation requirements of the State of South Dakota and those of SMCS before the start of their 8th semester may be considered for early graduation. If the student chooses to graduate early they must petition in writing to the principal and EAC. The student and parent must agree that this is in the best interest of the student.

Students choosing to graduate early would be encouraged to participate in the activities of the graduating class, such as prom, baccalaureate, graduation, etc., but would not be allowed to participate in any school extra-curricular activities after they have graduated.

DUAL CREDIT ENROLLMENT IN COLLEGE PREP COURSES

There are a number of classes offered to students from institutions of higher learning. Those courses can be taken off campus, through the distance learning system, or over the Internet. SMCS recognizes that this can be very beneficial for students and has adopted a policy to allow students to be concurrently enrolled. Dual Credit Enrollment allows students to receive high school credit along with college credit when taking the course. Students interested in dual credit should visit with the guidance office for a list of options.

Dual credit course registration must be done through the guidance office. Student eligibility for these includes, but is not limited to the following criteria:

1. Graduation credits would have to be progressing satisfactorily.
2. The method of dual enrollment must meet the SD Department of Education requirements.

Administration and guidance office will approve or deny dual credit enrollment on a case by case basis.

Some dual credit enrollment courses may require a student traveling to an off-campus site. Students may be granted off-campus driving privileges, provided they and their parent agree to meet conditions set forth by SMCS. SMCS will not be responsible for travel costs or providing transportation for the student. In addition, the school will not be held liable for any injuries incurred while the student is en-route to or while in attendance at the site.

The South Dakota Board of Regents agrees to award transfer credit when the high school student enrolls in a state university if the college credit is granted by a university with which the Board has a dual credit agreement.

Drop/Add and Withdrawal Procedures are explained in correlating sections of this handbook.

ADVANCED PLACEMENT COURSES

Students may also be afforded the opportunity to enroll in Advance Placement courses. Administration and guidance office will approve or deny student enrollment in these courses on a case by case basis.

Drop/Add and Withdrawal Procedures are explained in correlating sections of this handbook.

DUAL ENROLLMENT WITH DELL RAPIDS PUBLIC SCHOOL

Dual enrollment with the Dell Rapids Public School can be arranged in specific subjects with the approval of both schools. Conditional driving privileges may be granted to students. Prior to receiving these privileges, a student and their parent must sign a waiver agreeing to the established expectations set forth by SMCS. Full time students of Dell Rapids Public School are invited to enroll in classes at SMCS.

CHEATING POLICY – GRADES 7-12

SMCS does not believe that there are different degrees of cheating. All cases will be handled in the same manner. The SMCS definition of cheating is the soliciting, acquiring, or supplying of answers on tests, quizzes, study guides and other assignments. Teacher observation is essential in identifying cases of cheating. The following punishments will be used:

Students caught cheating will not receive an academic letter for the school year in which the cheating event occurred.

Cheating offenses will be punished according to the following consequences. Cheating offenses accumulate over the two years of Middle School and the four years of High School. Consequences with an asterisk (*) apply to High School students only.

First Offense

- a. Inform parents
- b. Given "0" for assignment, quiz or test
- c. Detention
- d. Ineligible for Honor Roll for quarter in which offense occurred
- e. *Removal from National Honor Society/considered in selection of new NHS member
- f. *Must take semester tests for one semester

Second Offense

- a. Conference with student, parents, teacher, principal and counselor
- b. Given "0" for assignment, quiz, or test
- c. Two detentions
- d. Ineligible for Honor Roll for year in which offense occurred
- e. Conversation with Pastor
- f. *Permanently ineligible for NHS membership
- g. *Must take semester tests for next two semesters

Third Offense

- a. Conference with student, parents, teacher, principal and counselor
- b. Given "0" for assignment, quiz, or test
- c. One day in-school suspension
- d. Conversation with Pastor
- e. *Permanently ineligible for Honor Roll
- f. *Must take semester tests for entire High School career.

Any further offenses will result in a meeting with parents, principal, priest and student to develop a plan of consequence up to but not limited to removal of student from the school.

ACTIVITIES

SCHOOL DANCES

School dances must be approved by administration and scheduled so as not to interfere with other activities. Once a student leaves the dance, they will not be re-admitted.

Appropriate dress is required and must be consistent with the mission of SMCS. Established guidelines will be set by advisors with administration approval.

Students are not required to have dates for any school function. SMCS students may request that students from another school be admitted into the dance. SMCS student must provide the principal with the name and home phone number of the guest student scheduled to attend. This information must be provided to the principal or designee by the end of the school day prior to the day of the dance.

Parents and/or volunteer staff members will chaperone all dances/school-sponsored parties.

JUNIOR-SENIOR PROM

The Junior-Senior Prom is sponsored by the junior class with a prom committee, comprised of junior-class officers and a Prom Advisor. It is financed by class fees from the first three years of high school and expenses shall not exceed \$2500. This may require additional funding if the junior class accounts funds are lower than the maximum amount. A list of guidelines to be followed will be kept in the Administrative Office and will be given to the prom committee and to all juniors when planning begins.

POST PROM ACTIVITIES

A supervised post-prom activity for students is in the best interest of students, ensuring their chance to participate in an adult supervised activity following prom. A post-prom event will not be a school-sanctioned event, and is dependent upon parent coordination and implementation. Though this is not a school-sanctioned event, senior class funds may be used to pay for any post-prom activity as long as the event is chaperoned by parents.

ALL STATE BAND AND CHORUS

Prospective All-State Band participants should contact the Music Director for information on how to tryout for a position.

The All-State quartet and alternates are chosen by a judge from the school or an outside music instructor. The director has the choice of being in the room or not. There will be spot-checks at least one week before the All-State weekend to check that all music is memorized. If the All-Stater is not prepared with memorized music and the alternate is prepared, the alternate will be chosen to participate and will become one of the All-State Quartet members.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

SMCS provide such co-curricular and extra-curricular activities as deemed practical and possible. Students participating in these activities will be expected to follow all guidelines established by the Administration, the Educational Advisory Committee, the South Dakota High School Activities Association and the individual activity leader.

The schedule of sporting events for grades 7-12 must be created with the head coach of the activity and the activities director working together. Input from the coaches is critical for effective programs that are consistent and representative of SMCS teams. The activities director and the coach have valuable knowledge of the methods and requirements of the conference, region, and state athletic organizations that are very important to the effectiveness of SMCS programs.

The activity season, regardless of high school or grade school, cannot exceed the seasonal limits created by the SDHSAA. The only exception to this rule would be because of inclement weather or starting time difficulties and would be on a case-by-case basis, approved by the activities director.

When SMCS students are part of a co-operative with Dell Rapids Public Schools for extra-curricular activities, the SMCS student shall follow the DRPS rules and regulations relating to the activity and co-/extra-curricular participation.

ACTIVITY LEADER/HEAD COACH RESPONSIBILITIES

The activity leader or head coach has responsibility for all students involved in the activity. Activity leaders/Head Coaches will conduct a pre-season meeting or share information electronically with participating students and their parents to address program expectations, special situations, care of uniforms and equipment, etc. A complete list of activity participants will be provided to the activities director and must be notified when a student quits the activity.

In most activities, students will have equipment or uniforms checked out to them. It is their responsibility to take proper care of such items throughout the duration of the activity and return them in satisfactory condition at its conclusion. Replacement costs for any lost or damaged items will be assessed to the student.

FACILITY USAGE

The athletic facilities are to be shared by all; however, the high school activities that are in session take precedence over all others. The activities director shall be in charge of setting the schedule for facility usage for all activities. A calendar of events concerning the use of the gym is kept by the Activities Director. A SMCS Facility Usage Request Form must be submitted to the parish rectory office for the use of any of the parish facilities.

Sunday should be a day for the family to gather and enjoy. Sunday use of school facilities for any reason must be scheduled with the activities director.

The athletic facilities may be scheduled when school is not in session as long as no scheduled activity is taking place. Responsibility for the activities in the facility rests with the responsible adult in charge. The facility must be cleaned and secured per the handbook guidelines listed hereafter when the activity is finished.

Once opened for use for a non-St. Mary co- or extra-curricular activity, the facility should be available to any St. Mary parish member who wishes to use it as long as the adult in charge is able to adequately supervise them.

FACILITY SUPERVISION AND CLEAN-UP

When the facility is used for a non-St. Mary co- or extra-curricular activity, the following guidelines should be observed:

1. Parents should make sure no one goes on the stage or is using other areas of the school without supervision.
2. Parents should keep playing areas clear of obstruction or objects to ensure the safety of those using the gym.
3. Parents should restore the gym to the state it was before the activity.

When cleaning up the facilities after hosting a contest, the following guidelines should be observed:

1. Use blowers to remove all loose trash from bleachers. If anything has been spilled or tracked in, wet mop these areas.
2. Move score table to southeast corner of gym. Make sure it has the front or plastic side to the wall and positioned so bleachers will not catch it when they are rolled in. Also check that nothing else will obstruct bleachers such as trash cans or articles that have slipped under them.
3. Use the bleacher control to retract both sets of bleachers to the walls. Only adults should move bleachers!
4. Empty all garbage, including the one in the entrance hall. If liners have leaked and cans are dirty, wash them out before installing new liners.
5. Dust mop floor and pick up dirt with broom and dust pan.
6. Vacuum front hall and check the bathrooms.
7. If something is missing or wrong, please contact maintenance.

BUS/VEHICLE POLICY FOR ACTIVITIES

All students participating in an activity must use the transportation made available (bus or cars), unless a note, signed by the parent is brought beforehand. If a student wants to ride home with his or her parents, the parents must tell one of the activity leaders and sign a release form provided by the coach/advisor, so they know he or she will not be on the bus. All students using school transportation will comply with the instructions of the adult in charge of the vehicle and the policies of the Dell Rapids Public School will apply at all times when using their busses. The activities leader or chaperone will establish gender assigned seating areas on activities buses and/or other modes of transportation.

ACTIVITY DRESS CODE

Co-curricular and extra-curricular uniforms must be consistent with the mission of SMCS. All uniforms must receive administration approval prior to purchase.

Students participating in high school co-curricular and extra-curricular activities must wear appropriate, dress-up type clothes or the school uniform to the activity. No blue jeans or T-shirts will be allowed unless approved by administration. For extra-curricular activities, appropriate team uniforms, sweats, etc. may be worn. If anyone violates this rule, everyone will have to be in school uniform. The leader of the activity may strengthen dress codes.

Students are allowed to wear special organizational jackets, shirts, or other team apparel on the day of the activity.

SENIOR EVENTS DRESS CODE

Coronation dress code: No blue jeans, t-shirts, shorts, or tennis shoes are to be worn for the senior class and ushers. Female students who are nominated for royalty must wear formals, and male students must wear suits or sport jackets with a tie.

Graduation dress code: Graduating class and ushers cannot wear blue jeans, t-shirts, shorts, flip-flops, or tennis shoes.

EXTRA-CURRICULAR TRAINING RULES

The extra-curricular training rules stated herein are a combination of rules set up by SMCS and the SDHSAA. These rules are the minimum that will be expected of each participant. Coaches may strengthen the rules and penalties as they see fit for their individual sport.

EXTRA-CURRICULAR ELIGIBILITY

Students will not be allowed to participate in any extra-curricular activities if they interfere with scholastic progress.

Deficiency and progress reports will be completed weekly beginning with the third week of each quarter. These reports will be compiled and communicated on the first school day of the week. Any student with a D+ or lower grade in any class will be notified of their status on the deficiency report and the risk of losing their extra-curricular eligibility.

Students competing in Junior High or High School extra-curricular activities must be passing all of their classes at the weekly grade checks in order to remain eligible to participate in their activities. Students who are failing one or more courses at a weekly grade check will have until Wednesday of the current week to raise all their grades to passing status. A student who does not comply with this shall lose their eligibility for the remainder of the week and will not be eligible to participate in extra-curricular activities until they have regained passing status in all of his/her classes. During an ineligible period students will be allowed to practice but will not be able to participate in any contests.

Any student who fails one or more courses at the end of a quarter will not be eligible to participate in extra-curricular activities until the third week of the following quarter. At that point they will be subject to weekly grade checks. Students who fail a final quarter course may have their eligibility re-instated for the following year if they attend and successfully complete an approved summer academic program.

Administration and coaches will hold final decision-making regarding eligibility in order to act fairly and appropriately when circumstances dictate.

CURFEW

SMCS participants in extra-curricular activities will follow an 11:00 pm curfew or a curfew as established by the city of Dell Rapids, whichever is earlier. Students who work past 11:00 pm should head home immediately after their shift ends. Students who ride the bus home from an away event when the bus returns to SMCS after 11:00 pm should head home immediately after the bus arrives. Students who are with parents shall not be subject to these curfew rules provided they remain with parents. Students who are 18-years-old or older must follow the 11:00 pm curfew rule while in season.

Penalties for violating the curfew will be as follows:

- a. First violation: Warning, put on probation period for rest of season.
- b. Second violation: Miss next extra-curricular event.
- c. Third violation: Miss next two extra-curricular events.

- d. Fourth violation: Meeting with principal, coach, parents, student to determine future eligibility.

A curfew violation may be reported to the school through any law enforcement officer, a staff member who witnesses the violation, or by the parent and/or student themselves.

SUSPENSION FROM ACTIVITIES FOR CONTROLLED SUBSTANCES

As a secondary school, accredited by the South Dakota Department of Education, we also adhere to South Dakota Codified Law and SDHSAA Activities Policy, which does outline additional penalties for illegal drug use. In accordance with SDCL 13-32-9, the following penalties will be enforced for violation of this law:

- a. First Offense: Suspension from activities for one calendar year (reduced to 30 days including two events with approved evaluation).
- b. Second Offense: Suspension from activities for one calendar year (reduced to 60 days including six events with approved evaluation).
- c. Third Offense: Suspension from activities for high school career with no possibility for reduction.

For more information, please reference SDCL 13-32-9.

SUB-HIGH SCHOOL EXTRA-CURRICULAR ACTIVITIES

Activities in grades 7 and 8 are geared toward preparing the athlete for more competitive play. Athletes will receive quality participation time during regularly scheduled season games, provided they attend practices on a consistent basis. The coach has discretion during tournament games to play the team as he/she sees fit. If students in these grades are participating in an activity away from home before a high school event, they may leave school early to participate.

If a student in grades 7 and 8 is participating in a high school activity, all extra-curricular training rules apply.

LETTERING

LETTERING CRITERIA

Students who participate in any of the high school activities offered at SMCS have the opportunity to earn a letter. The first time a student letters in any activity they will receive a cloth letter. First time letter winners in each activity will receive a pin for the designated activity, and repeat letter winners will receive a bar for each additional letter after the first one in each activity.

Participants must successfully complete the season of the activity they are in. Regular varsity players who are unable to complete the season because of injury may still be awarded a letter. Any participant who misses one or more contests due to academic deficiencies or code of conduct violations will not earn a letter for the activity. Students who have a second violation of the code of conduct policy will lose the ability to letter for the remainder of the school year.

Any junior or senior who has been part of a varsity level activity for a minimum of three years shall earn a letter for the activity, as well as any senior who has been part of an activity all four

years of high school shall earn a letter. Additionally, a participant shall earn a letter if they meet the following criteria for each activity:

- **FOOTBALL:** Participants who play in at least 40% of the available varsity quarters shall earn a letter.
- **VOLLEYBALL:** Participants who play in at least 10 varsity matches shall earn a letter.
- **CROSS COUNTRY:** Participants who medal in at least half of the scheduled season meets or who qualify for the state meet shall earn a letter.
- **COMPETITIVE CHEERLEADING:** Participants on the varsity squad who participate in all competitive cheer meets shall earn a letter.
- **BASKETBALL:** Participants who play in at least 12 varsity quarters shall earn a letter.
- **TRACK AND FIELD:** Participants who score 20 points over the course of the season or who place in an individual event at the conference or region meet shall earn a letter.
- **GOLF:** Participants who place in the top 10 at any varsity meet or who earn a medal at the conference or region meet shall earn a letter. Additionally, males who shoot a 92 or females who shoot a 98 during any regular season meet shall earn a letter.
- **SIDELINE CHEERLEADING:** Participants on a varsity squad who attends all games within the designated season (unless excused for illness, family emergency, or other athletic participation) shall earn a letter.
- **STUDENT MANAGERS:** Participants who attend all games within the designated season (unless excused for illness, family emergency, or other athletic participation) shall earn a letter.
- **MUSIC:** Participants who perform with the high school band/choir and who attend all musical performances (unless excused for illness, family emergency, or other athletic participation) shall earn a letter. Additionally, any participant who is selected as an All-State Band or All-State Choir member shall earn a letter
- **DRAMA:** Participants who qualify for a state competition, who are involved in all three activities in a single year, or who are involved in two activities for two consecutive years shall earn a letter.
 - Activities offered: Oral Interpretation, One-Act Play Competition, Full-Length Play

STUDENT CONDUCT

CODE OF CONDUCT

To foster growth and development consistent with SMCS philosophy and to promote the general welfare of the SMCS faith community, the following Code of Conduct shall be considered binding for all 7-12 students who choose attendance at SMCS. Students and parents should be familiar with this policy before signing the required Code of Conduct Agreement. A signed copy of this agreement will be placed on file for each academic year, and will serve as a prerequisite for participation/attendance.

It is understood and agreed that the use and/or being in the presence of alcohol, tobacco, or the use, possession, purchase or distribution of any illegal substance is prohibited by age as well as law. This includes any device or product that contains nicotine, or a device used for inhaling or ingestion unless used for medical purposes with a prescription. It is the position of SMCS that any student found in violation of law is also considered in violation of system policy concerning alcohol, tobacco, illegal drugs, and/or other products not used for their intended purpose. In

addition to criminal prosecution, SMCS reserve the right to discipline those students violating this agreement for illegal use in the following manner:

- a. **First violation:** Student will be assigned two days of in-school suspension and comply with school policy which requires appropriate substance abuse counseling at family's expense.
- b. **Second violation:** Student will be assigned four days of in-school suspension and comply with school policy which requires appropriate substance abuse counseling at family's expense.
- c. **Third violation:** Students will be suspended with re-admission upon completion of an appropriate treatment program at family's expense.

NOTE: The student must complete the appropriate substance abuse counseling within the agreed-upon time limit in order not to jeopardize participation in extra-curricular activities.

Any SMCS student participating in athletics, activities, or leadership position will also be suspended from that activity in the following manner:

- a. **First violation:** Violator will be suspended from the activity for the next two contests. The student will practice during this time.
- b. **Second violation:** Violator will be suspended from the activity for the next four contests and are required to attend substance abuse counseling at family's expense. The student will practice during this time.
- c. **Third violation:** Violator will be terminated from all activities for a calendar year. Apply for re-admission upon completion of an appropriate treatment program at family's expense.

Only third violations will carry over to the following school year.

"Evidence" of a violation may be the result of:

1. Information received from law enforcement or court services personnel which provides reasonable cause to believe that an infraction has occurred.
2. A student found guilty, pled guilty, or enters a no contest plea in either juvenile court or adult criminal court.
3. A self-reporting by either the parent and/or student.
4. An observed violation reported by a staff member.

Self-reporting for the purpose of intervention may reduce consequences.

The following steps must be taken prior to terminating a student from activities:

1. The coach/advisor must meet with the student to discuss the specific problem.
2. The intended termination must be reviewed with the activity director and the principal.
3. The coach, activity director, and/or principal will meet with the parents to discuss the specific problem.

It should be noted that further consequences, as outlined in the SMCS policy shall also be in effect. Administration reserves the right to use their best judgment to modify consequences and make changes without prior notice. Additionally, the administration will have the authority to enforce other reasonable disciplinary action found warranted by the situation.

CONSEQUENCES-INTERVENTIONS

DETENTION

A detention may be recommended as a disciplinary consequence for inappropriate behavior. Detention periods are ½ hour long and all detentions will be served before or after school during the week. Failure to attend detention will result in greater discipline measures. All detentions will be dealt with by contacting the parents and continued detentions will be dealt with by suspension as deemed necessary by the principal. Punishment will always be administered with the welfare of the students, faculty and whole school community in mind.

IN-SCHOOL SUSPENSION

Student will be assigned to a designated supervised area. Student will be allowed to attend but not to participate in any school-sponsored activity. Make-up work must be completed and is the responsibility of the student. Students will incur a 2% loss of daily grades.

OUT-OF-SCHOOL SUSPENSION

Student is not to be in the school building or on school property during the suspension, including attendance/participation at school-sponsored activities. Make-up work must be completed and is the responsibility of the student. The student will incur a 2% loss of grades.

EXPULSION

Expulsion is an extreme, but sometimes, necessary disciplinary measure for the common good. Any student will be subject to expulsion for any conduct which is of such a nature as to jeopardize the good name of the school community or which is detrimental or harmful to any member of SMCS. Defiance of authority, violent or threatening behavior, verbal or non-verbal harassment of any kind, vandalism, theft, or possession or use of weapons may demand permanent expulsion. Any student found in the possession of, dealing with, or under the influence of drugs or alcohol on school property, or at any school-sponsored activity off campus may demand permanent expulsion. Administration holds discretionary power in regard to expelling a student.

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