



**Jr./Sr. High School Student Handbook**

**2019-20**

## Foreword

This Student Handbook comes to you through the courtesy of the Freeman School District Board of Education. In it you will find information regarding the regulations and the policies set up for a successful school. We hope that you and your parents will enjoy reading the contents and that you will then both know more definitely what is offered for you and what is expected of you as a student and as a citizen of Freeman Jr./Sr. High School.

# 2019-20 School Calendar

## July 2019

Su	M	Tu	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
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## August 2019

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## September 2019

Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
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## October 2019

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## November 2019

Su	M	Tu	W	Th	F	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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## December 2019

Su	M	Tu	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
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## Key

	Staff In-service
	Early Dismissals
	No School
	Midterm / Quarter Ends
	Flyer Friday
	Parent/Teacher Conferences

## August

- 13 No School - Staff In-service
- 14 No School - Staff In-service
- 19 No School - Staff In-service
- 19 Elem. & JH/HS Open Houses - 6:00 PM
- 21 1st Day w/Students - Dismiss at 1:00 PM

## September

- 2 No School - Labor Day
- 13 Flyer Friday
- 18 1st Quarter Mid-term

## October

- 4 Early Dismissal - 11:30 PM (No Buses PM)
- 10 P/T Conf. (2:30-8:00 PM) - Dismiss at 2:00 PM
- 11 Flyer Friday
- 14 No School - Native American Day
- 17 1st Quarter Ends
- 25 No School - P/T Comp. Day

## November

- 1 Flyer Friday
- 11 No School - Veteran's Day
- 19 2nd Quarter Mid-term
- 22 Flyer Friday
- 27 Early Dismissal - 12:00 PM
- 28 No School - Thanksgiving Break
- 29 No School - Thanksgiving Break

## December

- 13 Flyer Friday
- 18 Early Dismissal - 1:00 PM - Semester Tests
- 19 Early Dismissal - 1:00 PM - Semester Tests
- 20 Early Dismissal - 11:30 AM - Semester Tests
- 20 2nd Quarter Ends
- 23 No School - Christmas Break (Through Jan. 3rd)

January 2020						
Su	M	Tu	W	Th	F	Sa
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February 2020						
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March 2020						
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April 2020						
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May 2020						
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June 2020						
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### January

- 6 No School - Staff In-service
- 7 School Resumes
- 20 No School - Martin Luther King, Jr. Day
- 31 Flyer Friday

### February

- 3 No School - P/T Comp. Day
- 6 3rd Quarter Mid-term
- 10 P/T Conf. (2:30-8:0 PM) - Dismiss at 2:00 PM
- 14 Flyer Friday
- 17 No School - Presidents' Day
- 28 No School - State "B" Wrestling Tourney

### March

- 6 Flyer Friday
- 10 3rd Quarter Ends
- 13 No School - State "B" Girls Basketball Tourney
- 20 No School - State "B" Boys Basketball Tourney

### April

- 3 Flyer Friday
- 9 4th Quarter Mid-term
- 10 No School - Easter Break
- 13 No School - Easter Break
- 23 Early Dismissal - 12:00 PM - Flyer Invite
- 24 Flyer Friday

### May

- 4 Early Dismissal - 2:00 PM - Wizard Relays
- 5 Early Dismissal - 12:00 PM - Don Diede Invite
- 8 Flyer Friday
- 14 Early Dismissal - 1:00 PM - Semester Tests
- 15 Early Dismissal - 1:00 PM - Semester Tests
- 16 Graduation - 2:00 PM
- 18 Early Dismissal - 11:30 AM - Semester Tests

## 2019-20 SPECIAL EVENTS SCHEDULE

<b>August</b>	<b>21</b>	<b>School Begins</b>	<b>8:15 am</b>
<b>September</b>	<b>5</b>	<b>School Pictures</b>	<b>8:15 am</b>
<b>October</b>	<b>1</b>	<b>Coronation</b>	<b>7:00 pm</b>
	<b>4</b>	<b>Homecoming Parade</b>	<b>1:00 pm</b>
	<b>10</b>	<b>School Picture Retakes</b>	<b>8:15 am</b>
	<b>10</b>	<b>Parent/Teacher Conferences</b>	<b>2:30 pm</b>
	<b>17</b>	<b>9-12 Pops Concert</b>	<b>7:00 pm</b>
<b>November</b>	<b>1, 2</b>	<b>All-State Chorus and Orchestra</b>	<b>Sioux Falls</b>
	<b>5</b>	<b>District 3B Oral Interpretation</b>	<b>Mitchell</b>
	<b>19</b>	<b>Region 2B Oral Interpretation</b>	<b>Mitchell</b>
	<b>26</b>	<b>Region I Honor Band</b>	<b>Yankton</b>
<b>December</b>	<b>6, 7</b>	<b>State Oral Interpretation</b>	<b>Yankton</b>
	<b>9</b>	<b>7-12 Christmas Concert</b>	<b>7:00 pm</b>
	<b>10</b>	<b>Elementary Christmas Concert</b>	<b>7:00 pm</b>
<b>January</b>			
<b>February</b>	<b>1</b>	<b>All State Band Auditions</b>	<b>Sioux Falls</b>
	<b>10</b>	<b>Parent/Teacher Conferences</b>	<b>2:30-8:00 pm</b>
	<b>12</b>	<b>Region I Vocal Solo &amp; Ensemble Contest</b>	<b>Yankton</b>
<b>March</b>	<b>5</b>	<b>Cornbelt Conference JH Oral Interpretation</b>	<b>Emery</b>
	<b>11</b>	<b>Region I Instrumental Solo &amp; Ensemble Contest</b>	<b>Lennox</b>
	<b>16</b>	<b>Cornbelt Conference Quiz Bowl (7-12)</b>	<b>Hanson</b>
	<b>17</b>	<b>Elementary Spring Concert</b>	<b>7:00 pm</b>
	<b>24</b>	<b>7-8<sup>th</sup> Spring Concert</b>	<b>7:00 pm</b>
	<b>26-28</b>	<b>All-State Band</b>	<b>Mitchell</b>
<b>April</b>	<b>1</b>	<b>Region I Band &amp; Vocal Large Group Contest</b>	<b>Vermillion</b>
	<b>3</b>	<b>Prom Banquet 6:00 pm, Grand March 7:30 pm, Dance</b>	<b>8:30-11:00 pm</b>
	<b>6</b>	<b>9-12 Spring Concert</b>	<b>7:00 pm</b>
	<b>19-21</b>	<b>State FFA Convention &amp; Contest</b>	<b>Brookings</b>
<b>May</b>	<b>1</b>	<b>Freeman Music Contest Grades 5-8 (K-6 NO SCHOOL)</b>	<b>8:00 am</b>
	<b>12</b>	<b>Academic &amp; Activity Awards Program</b>	<b>10:00 am</b>
	<b>12</b>	<b>9-12 Music Variety Show</b>	<b>7:00 pm</b>
	<b>16</b>	<b>Graduation</b>	<b>2:00 pm</b>
	<b>18</b>	<b>School Ends</b>	<b>11:30 am</b>

# 2019-20 DAY ROTATION SCHEDULE

July 2019						
Su	M	Tu	W	Th	F	Sa
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August 2019						
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September 2019						
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29	30					

October 2019						
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27	28	29	30	31		

November 2019						
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December 2019						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Key	
	Staff In-service
	Alt. Class Schedule - Early Dismissals
	No School
	Alt. Class Schedule - All Classes/Periods
	Maroon Day
	White Day
	Flyer Friday

August - 3M / 3W / 1A	
13	No School - Staff In-service
14	No School - Staff In-service
19	No School - Staff In-service
19	Elem. & JH/HS Open Houses - 6:00 PM
21	1st Day w/Students - Dismiss at 1:00 PM

September - 8W / 8M / 3A	
2	No School - Labor Day
13	Flyer Friday
18	1st Quarter Mid-term

October - 8M / 9W / 2A	
4	Early Dismissal - 11:30 PM (No Buses PM)
10	P/T Conf. (2:30-8:00 PM) - Dismiss at 2:00 PM
11	Flyer Friday
14	No School - Native American Day
17	1st Quarter Ends
25	No School - P/T Comp. Day
	8M / 10W / 1A

November - 7M / 7W / 1A	
1	Flyer Friday
11	No School - Veteran's Day
19	2nd Quarter Mid-term
22	Flyer Friday
27	Early Dismissal - 12:00 PM
28	No School - Thanksgiving Break
29	No School - Thanksgiving Break

December - 5M / 5W / 1A	
13	Flyer Friday
18	Early Dismissal - 1:00 PM - Semester Tests
19	Early Dismissal - 1:00 PM - Semester Tests
20	Early Dismissal - 11:30 AM - Semester Tests
20	2nd Quarter Ends
23	No School - Christmas Break (Through Jan. 3rd)

January 2020						
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**January - 7M / 8W / 2A**

- 6 No School - Staff In-service
- 7 School Resumes
- 20 No School - Martin Luther King, Jr. Day
- 31 Flyer Friday

February 2020						
Su	M	Tu	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

**February - 6M / 8W / 2A**

- 3 No School - P/T Comp. Day
- 6 3rd Quarter Mid-term
- 10 P/T Conf. (2:30-8:0 PM) - Dismiss at 2:00 PM
- 14 Flyer Friday
- 17 No School - Presidents' Day
- 28 No School - State "B" Wrestling Tourney

March 2020						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**March - 9M / 9W / 1A**

- 6 Flyer Friday
- 10 3rd Quarter Ends
- 13 No School - State "B" Girls Basketball Tourney
- 20 No School - State "B" Boys Basketball Tourney

April 2020						
Su	M	Tu	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		

**April - 8M / 7W / 1A**

- 3 Flyer Friday
- 9 4th Quarter Mid-term
- 10 No School - Easter Break
- 13 No School - Easter Break
- 23 Early Dismissal - 12:00 PM - Flyer Invite
- 24 Flyer Friday

May 2020						
Su	M	Tu	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						

**May - 4M / 2W / 1A**

- 4 Early Dismissal - 2:00 PM - Wizard Relays
- 5 Early Dismissal - 12:00 PM - Don Diede Invite
- 8 Flyer Friday
- 14 Early Dismissal - 1:00 PM - Semester Tests
- 15 Early Dismissal - 1:00 PM - Semester Tests
- 16 Graduation - 2:00 PM
- 18 Early Dismissal - 11:30 AM - Semester Tests

June 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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## Freeman Public Schools Mission & Vision Statements

**Mission:** The mission of the Freeman School District is to prepare all students for success in an ever-changing global society.

**Vision:** The Freeman School District will provide a safe, positive, and active learning environment to ensure students strive for excellence while obtaining the knowledge and skills necessary to become lifelong learners. Achieving this vision must be done through developing a partnership among students, staff, families, businesses, and citizens.

## School Board Philosophies, Goals and Objectives

- I. We believe that the School Board is responsible to the public and therefore should attempt to reflect the opinion of the community; however, school board members must look to the future more clearly than is required of the average citizen. The results of many of the decisions and actions of the Board will not be realized at once, but will set the course of education for future years. The Freeman School Board should fearlessly support those educational philosophies and procedures needed to promote an adequate education for this community based upon the needs of the pupil population.
- II. The Board should reflect the policies of behavior and lifestyle as required by employees and community.
- III. The following goals and objectives stated as a philosophy of education have been adopted by the Freeman School Board as a guideline for the operation of the Freeman Schools. We encourage every effort to attain these goals and objectives.

### A. Children Are Important

1. Our schools exist for all the children of all the people.
2. We need to know each child as an individual—we need to know the strengths, weaknesses, interests, aspirations and needs of the children.
3. We need to make provisions for all children to participate as individuals and as members of groups in order to:
  - a. have a sense of belonging.
  - b. solve problems, plan, decide, act, and evaluate.
  - c. grow in creative powers.
  - d. appreciate other people.
  - e. accept responsibility.



## **B. To Develop Capable Citizens**

All pupils need to learn to be active, functioning citizens of a changing society by:

1. acquiring competence in the basic tools of learning arithmetic, reading, listening, spelling and writing.
2. growing in their knowledge and understanding of geography, history, science and government; in their selection and training for a suitable vocation.
3. living democratically in the schools to acquire a love of and appreciation for the American way of life.
4. enjoying the privileges and accepting the responsibilities of citizenship.

## **C. In Setting the Stage for Learning**

We believe that learning takes place best when:

1. The experiences planned are in keeping with the developmental growth of pupils.
2. Activities are vital and meaningful to those participating.
3. The experiences are cooperatively planned and carried out by teachers and pupils.
4. A safe and stimulating environment is provided.
5. There are a great variety of learning experiences.
6. Pupils set for themselves high quality standards in work habits and workmanship.
7. Pupils are aware of their own goals and of their progress toward these goals.

- IV. We believe that education is a life-long process of growth which, in addition to the accumulation of information, results in changes in behavior—thinking, feeling, proposing and doing; and schools have a responsibility, if possible, to help adults by offering instruction in vocations, vocational interest, home and family life problems and citizenship responsibilities.

## **Welcome to Freeman Jr./Sr. High School**

As a member of Freeman Jr./Sr. High School you are expected to follow the rules that are established for the benefit of the entire student body. This is your school, you should be proud of it, take good care of it, and be willing to make suggestions to improve it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school which will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

## **Academic and Activities Award Program**

Freeman Public High School believes that outstanding achievement and participation in all fields of school work, academic and activities are deserving of suitable awards. For this reason, there shall be an Academic and Activity Awards Program in the spring to recognize our students.

## **Acceptable Use Policy**

### **Freeman School District 33-1 Network and Technology Hardware**

The Freeman School District's network and technology hardware includes but is not limited to all computer hardware including peripherals (printers, scanners, projectors, etc.), operating system software, applications, and all data files. This includes e-mail, databases (local or externally accessed), CD/DVD-ROMs, optical media, clip art, digital images, digitized information, communication technologies, and new technologies as they become available. User accounts are considered property of the district. The district expressly reserves the right at any time to review the subject, content, and appropriateness of electronic communication or any other computer files and remove them if warranted.

Individuals using the Freeman School District's network should have no expectation of privacy or confidentiality in the content of electronic communication or other computer files sent and received on the network.

Use of the district's network and technology hardware is a privilege, not a right. The following guidelines are provided to make all students, staff, and guest users aware of the responsibilities associated with acceptable, ethical, and lawful educational use of all resources. Any violation of international, US, or state law or any guidelines in this policy may result in limitation or termination of privileges, disciplinary action, or legal action.

### **Guidelines for Use of Network and Technology Hardware for Students, Staff, and Guest Users:**

1. Users should not attempt to access other users' information. All users are responsible for all use of the network under their accounts, regardless of whether access is gained with or without the user's knowledge and/or consent. Therefore, it is important to keep all passwords private and workstations secure. If a user suspects unauthorized use of an account, he/she should report it immediately to the technology coordinator.

2. Users should not intentionally damage equipment, software, or any network data. This includes, but is not limited to hacking and uploading or the creation of computer viruses. The user causing damage or his/her parents/guardians will be responsible for the damages and any applicable costs of correcting the problem.
3. Users should not install any software or equipment, or make any modifications to the network without approval from the technology coordinator. All technology hardware and software purchases must be approved by the technology coordinator prior to purchasing in order to ensure compatibility.
4. Users should not play any type of games on school computers before, during, or after school. This is not an acceptable use of school hardware or the limited available bandwidth. The only exception will be for games approved by staff for educational enrichment or remediation. Students should not be playing games during free time in class or in study hall.
5. Users should not send, access, or retain any abusive, defamatory, obscene, profane, sexually explicit, pornographic, threatening, or illegal material.
6. Users should not transmit copyrighted material without the expressed consent or authorization of the owner of the copyrights. No person, student or employee, may place any material onto the District website, accessible to the public, without review of the material by the supervisor or designee of the superintendent. **Remember, mere acknowledgement of the source of copyrighted material is not a license or authorization to the material.**
7. Users may not utilize proxy sites or other means to circumvent the firewall and content filter provided by the state.
8. Users will refrain from engaging in any form of cyber bullying.
9. Users will refrain from sharing detailed personal information in electronic communication or online.
10. Users will not use the network or district technology hardware to advertise, solicit, or raise funds for any charitable or non-charitable organizations. Solicitations for school-sponsored activities can be approved on a case-by-case basis by the superintendent or designee.

**Limitations:** The Freeman School District 33-1 makes no guarantees of any kind, whether expressed or implied, that the network will be uninterrupted or error free. The district will not be responsible for any damages, including loss of data, resulting from delays, non-deliveries, mis-deliveries, or service interruptions of any kind, regardless of fault. Use of any information obtained from the Internet is at your own risk. The Freeman School District 33-1 specifically denies any responsibilities for the accuracy or quality of information obtained through its services. Although the district operates a content filter that blocks inappropriate materials, it shall not be liable for any content or viewing of any materials not prepared by the district.

**Security:** Security of all technology hardware and the network is a high priority for the district. Any user observing a security problem shall notify the technology coordinator immediately. Do not demonstrate the problem to other users. Do not use another user's account without written permission from that individual. Attempts to login as a 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 network and/or Internet.

**Ethical Use of Technology Resources:** Ethical behavior requires that users show consideration and respect whenever using computers or electronic communication/technology/devices/resources. When interacting with one another, users shall abide by the following guidelines.

1. Do not include in electronic communication between staff, students and/or parents/guardians, comments or content that would not be acceptable in a face-to-face communication.
2. Do not disclose, use, or disseminate unauthorized personal information of another person.
3. Evaluate all information for its accuracy, reliability, and authority.
4. Use of copyrighted material without appropriate license or permission is subject to discipline. Attribution of the source of quoted material is NOT permission.

**Parent/Teacher Involvement:** It is important that district staff and parents be involved in making students aware of the risks involved with the Internet and to understand the appropriate way to handle different situations they may encounter. A publication from the Federal Trade Commission (FTC) *entitled Net Cetera: Chatting With Kids About Being Online* is available to help advise parents and district staff about how to discuss these issues with students. The PDF of this publication can be downloaded from the following link.

<https://www.consumer.ftc.gov/articles/pdf-0001-netcetera.pdf>

## Acceptable Use Policy Agreement

I understand and will abide by the Acceptable Use Policy of the Freeman School District 33-1. I further understand that any failure on my part to comply with these guidelines shall constitute a breach of this policy and may also constitute a criminal offense which will be reported to law enforcement. Should I commit any violation of these guidelines, my access privileges may be revoked, school disciplinary action may be taken, and it may become subject to legal action.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Parent or Guardian

(If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

As a parent or guardian of this student, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes, and that the Freeman School District 33-1 has taken precautions to eliminate access to inappropriate material. However, I also recognize it is possible to restrict access to all controversial or inappropriate materials, and I will not hold the district responsible for materials acquired on the network.

I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Accidents**

All accidents occurring during the school day are to be reported to the principal's office immediately.

If there should be an accident during the school day or at a school activity, every effort will be made to see that the student receives proper medical care. Parents will be notified.

## **Accident-Dental-Health Insurance**

- A. The School District DOES NOT PROVIDE accident or health insurance for any students. Students may purchase insurance from Student Assurance Services, Inc. who administers a policy underwritten by Security Life Insurance Company of America. Information will be given to each child on the first day of school. Reference to this particular policy is a service and not an endorsement of either the policy or the company.
- B. The School District DOES NOT PROVIDE dental coverage for any students. Delta Dental of South Dakota insurance forms will be distributed to students on the first day of school for purchase at the option of the parent/guardian. These forms should be brought home to the parents for their decision. The dental plan is strictly optional and is not provided by the school. The forms are simply distributed by the school. Students and parents should make certain they understand what is and is not covered before subscribing for the insurance. Please read the Dental Accident Benefit Agreement which explains the effective date, eligibility, covered amount, payable benefits, limitations and exclusions, and general provisions. Reference to this particular policy is a service and not an endorsement of either the policy or the company.
- C. The SCHOOL DISTRICT DOES PROVIDE catastrophic trauma insurance for all student-athletes who are participating in interscholastic athletic activities only.

## **Activity Scheduling**

No formal school events will be scheduled by students or teachers on Wednesday nights. The local school is not responsible for conference, region, or state events sometimes scheduled on Wednesdays. ONLY upon the superintendent's permission may activities be scheduled on Sunday.

## **Activity Tickets**

All K-12 students who attend the Freeman Public Schools will receive a free athletic activity pass for the school term. When attending a home athletic event, all students must show their activity pass at the ticket both. STUDENTS WILL NOT BE ALLOWED TO ENTER THE EVENT WITHOUT THEIR ATHLETIC ACTIVITY PASS OR UNLESS THEY PAY ADMISSION. Adult activity passes will be \$55.00 for the school term. All tickets will be purchased through the Business Office at the High School.

## **Affectionate Relationships**

All relationships in and around school are expected to be kept at the highest social level. Handholding, embracing, kissing or other displays of affection in the halls or on school grounds are NOT in good taste and will not be allowed in school, on school property, or at school sponsored events. The administration is not trying to make this an issue; rather, it is a request for students to use sound judgments.

## Athletic Physicals

Any student who plans to participate in an athletic activity (including cheerleading), sponsored by the Freeman Public School District must have a physical prior to participation. Athletic physicals are arranged with the Freeman Medical Clinic during the summer. If a student chooses to obtain a physical elsewhere, stop at the high school and pick up a physical form. Cost of the physical is the responsibility of the student's family.

## Attendance

The state of South Dakota requires that all children attend school regularly until 18 years of age. It also requires that each local school board annually adopt a school calendar of a minimum of 962.5 hours.

The Freeman Board of Education believes that the entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and individual study to obtain a satisfactory level of student achievement. Therefore, in accordance with state law, the Freeman School District Board of Education requires daily attendance of all students and recognizes that irregularity in attendance may have serious effects on a student's progress. All absences, tardies, and trancies become part of a student's permanent record. Absences and tardies are recorded by class period in teachers' grade books and in the official attendance book. Unless they are participating in a pre-approved school activity, students are considered absent when they are not in attendance. It will be assumed that the student and parents have given careful consideration to the conditions causing an absence and have concluded that the reasons for the absence outweigh the value of school attendance.

### A. Excused Absence:

#### South Dakota Law

State law provides the reasons that a student can be excused from school attendance. It states further that all applications for an excused absence will be submitted in writing prior to the absence, except in the case of a medical emergency. In that case, the application will be delivered the next school day. The statutory reasons for excuse from school are as follows:

- The student is home schooled as provided in SDCL 13-27-3. (Applications for home schooling may be picked up from the superintendent's office.)
- The student is ill or there is serious illness in the immediate family, making a student's presence at home an actual necessity, or his presence at school a menace to the health of other pupils. The school board may require the submission of medical evidence as a condition of granting an excuse pursuant to this section.
- Attendance by the student at a state or national youth program of educational value. These absences are limited to not more than 5 days per school year and will not count against a student's perfect attendance record.

## Freeman School Policy

- Requests for students to be excused from school for more than 3 days due to illness require medical evidence to be provided to the district. The school reserves the right to request medical evidence from students/parents for any illness-related absence.
- Although excused, absences relating to illness will be deemed absences in the determination of perfect attendance.
- In cases related to illness as outlined in the state law (described above), the parent/guardian must phone the school and inform them that the student will not be present. **All calls should be made from 7:45 a.m. to 8:45 a.m. The number is 605-925-4214.**
- If a parent does not call the school or send a written note prior to his/her child's absence from school, the absence will be unexcused.

### **B. Unexcused Absences:**

An unexcused absence indicates that a student is absent from school, with or without the consent of the parent, but for a reason that is not acceptable to the school. Parents must verify all student absences within 24 hours of the absence. Absences not verified will be considered unexcused. Unexcused absences result in disciplinary consequences to be determined by district administration. Student truancy will be reported to the County State's Attorney.

### **C. Make-up Work:**

Students will be held responsible for work they have missed during an absence; the office will not issue make-up slips. Each teacher will establish procedures regarding the completion of make-up work in their classes. The policy established by the teacher shall be included as part of the teacher's course syllabus. Copies of the syllabus shall be reviewed by and on file in the principal's office. The policy established by the teacher will include action taken for failure to complete make-up work.

### **D. Other:**

Once a student has accumulated twelve (12) absences (per semester) in a specific class period (six (6) absences in a block period) that student will be required to make-up any additional time (minute for minute) absent from the classes in question. If the student does not complete the make-up time by the date dictated to them by the building principal, all credit for that semester will be withheld and the student will receive NO CREDIT (NC) or a FAILING (F) grade on their official school transcripts.

All make-up time must be supervised by an administrator or teacher. It is the responsibility of the student to make arrangements with the principal or a teacher in order to make-up time missed. Students may not make-up time during the regular school day (8:15 a.m. - 3:22 p.m.). Students will be required to document the time they make-up and have a teacher or administrator sign-off that the time was appropriately made up.

It is impossible to cover all problems and questions that may occur. The school administration is empowered to use its discretion in the enforcement and application of this policy.



## **E. Tardiness:**

Being late is an undesirable and habit-forming trait. If a student is late for school or class, the student must obtain a signed pass from the office to be admitted into class.

1. Being delayed by a teacher or the office will be an excused tardy as long as the student is sent to class with a signed pass from the teacher/office. Tardiness due to slowness, oversleeping, unscheduled out-of-school activities, etc. are not excusable, regardless of whether a note is brought from home.
2. An unexcused tardy will result in disciplinary consequences to be determined by district administration. Should a trend of tardiness be detected, the principal will assign a stringent consequence, which may include but not be limited to detention time, in-school suspension, or out-of-school suspension.

This policy may be modified by specific reference in a student's IEP or 504 Plan if required in order for the student to receive an appropriate education.

## **Beverage Machines**

1. The sale of beverages in our machines funds various student activities throughout the school year. We ask that you support our efforts by NOT bringing in beverages from outside the school. Your cooperation in this matter is greatly appreciated.
2. Students who ride the buses home after school will need to check with their driver for permission to carry on and drink beverages. The driver will have final say on drinking beverages on a particular bus.
3. Beverages will be allowed in the Jr./Sr. High School cafeteria/commons and the tiled area in the library. Beverages (water excluded) are prohibited in all other areas of the Jr./Sr. High School. This includes classrooms, hallways, locker, etc.
4. Beverage cans and bottles must be disposed of using proper means. **Any spills that occur will be cleaned up by the person drinking the beverage.**
5. Students will not be allowed to drink beverages (water excluded) during a scheduled class period.
6. Students will be allowed bottled water in class, provided the water is in a school approved container.
7. **Students who violate these rules concerning beverages in the school will be subject to disciplinary consequences.**

## **Bullying Policy**

Freeman Public School District 33-1 provides this bullying policy as an element of its ongoing effort to maintain a school climate that is conducive to learning and which fosters an environment in which all people are treated with dignity and respect.

Freeman Public Schools defines bullying as: *Bullying is action by a person or group involving an intention to hurt, a hurtful action, a power imbalance, (typically but not always) repetition, an unjust use of power, and a justifiable sense of being oppressed on the part of the victim.*

Victims of bullying are sometimes targeted because they are perceived as being inadequate by the perpetrator in attributes which may include but are not limited to: *Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, culture, social origin or condition, political affiliation, mental, physical, or sensory disability, physical ability, physical development, and other attributes.*

School activities and school provided transportation to and from activities and school are considered an extension of the school day and fall within the authority of the administration of the building where the victim and perpetrator attend school. In addition, bullying activities outside of school grounds and hours may be viewed as extensions of school activities and on school premises.

Employees of Freeman Public Schools are required to report incidents of or suspicion of bullying to their direct supervisor. Students and parents are encouraged to report bullying to the Principal or Counselor in the building where the incidents took place. Copies of the Student Bullying Incident Reporting Form may be obtained from the Counselor or Principal in the building where the victim attends schools. Victims who report acts of bullying or suspected acts of bullying can be assured that Freeman Public Schools will respond firmly to acts of retribution by the perpetrator or accused perpetrator. Such acts of retribution would result in further sanctions against the perpetrator or accused perpetrator which may include; detention, suspension, expulsion, as well as reports to law enforcement.

Consequences for students who bully others depends upon the results of investigations and may include counseling, a parent conference, detention, suspension, up to and including expulsion. Depending on the severity of the incident, the administration may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising the students involved, providing staff support for students as necessary, reporting incidents to law enforcement if appropriate, and developing a supervision plan with parents.

Accusations of bullying are serious and taken seriously by school personnel. Knowingly, falsely accusing someone of being a bully is unacceptable and will result in action taken against the person making the false accusations. This action may include; detention, suspension, up to and including expulsion. Freeman Public School District policy regarding notice and due process will be followed.

### **Legal References:**

- SDCL 13-32-14 Adoption of bullying policy**
- SDCL 13-32-15 Bullying defined**
- SDCL 13-32-16 Bullying policy requirements**
- SDCL 13-32-19 Model bullying policy**



## Cellular Phone / Electronic Messaging Device Policy

Part of the Vision of the Freeman Public Schools asserts that the school will provide a safe learning environment. As such, Yondr© pouches will be utilized by the Freeman Jr./Sr. High School to ensure that student cell phone usage is restricted during school hours. District administration will determine daily protocol for the implementation of Yondr© pouches.

Because cell phone/electronic-messaging devices provide a potential for students to compromise a safe learning environment, the administration of Freeman Public Schools may check the contents of a cell phone/messaging device, if it is confiscated because of a violation of the cell phone/messaging device policy, to determine whether there has been cheating, plots against the school, defamation of character, threats, pornography, harassment, hazing, intimidation, violations of rights of others, or violations of school policy. When a student violates this policy, it is the position of Freeman Public Schools that the safety of other students and staff may be violated as well.

If a student removes the battery from a cell phone/electronic-messaging device while it is being confiscated by school personnel, parents/guardians will be notified. Parents/guardians will also be notified of concerns school personnel have regarding the use of the cell phone/electronic messaging device for cheating, plots against the school, defamation of character, threats, pornography, harassment, hazing, intimidation, violation of rights of others, or violation of school policy.

The school will not be responsible for recovering or replacing lost or stolen cell phones or messaging devices.

### Policy Violation Consequences:

First Offense: Cell phone/electronic-messaging device will be confiscated. The cell phone/electronic-messaging device must be picked up from the Jr./Sr. High School Office by the parents/guardians.

Second Offense: Cell phone/electronic-messaging device will be confiscated. The cell phone/electronic-messaging device must be picked up from the Jr./Sr. High School Office by the parents/guardians. The student will be responsible for providing two (2) hours of community service to the school district within one (1) week. If the community service is not completed in the appropriate time frame, the student will receive two (2) days of In-School Suspension (ISS).

Third Offense: Cell phone/electronic-messaging device will be confiscated. The cell phone/electronic-messaging device must be picked up from the Jr./Sr. High School Office by the parents/guardians. The student will be responsible for providing five (5) hours of community service to the school district within two (2) weeks. If the community service is not completed in the appropriate time frame, the student will receive two (3) days of In-School Suspension (ISS).

Fourth Offense: Cell phone/electronic-messaging device will be confiscated. The cell phone/electronic-messaging device must be picked up from the Jr./Sr. High School Office by the parents/guardians. The student will be responsible for providing ten (10) hours of community service to the school district within three (3) weeks. If the community service is not completed in the appropriate time frame, the student will receive two (5) days of In-School Suspension (ISS). The student will be responsible for checking their cell phone/electronic-messaging device into the building principal for the remainder of the school year.

Due to the sophistication of cell phones/electronic-messaging devices and their ability to take pictures and record video, Freeman Public Schools will not allow their use in school locker rooms. If a student is in a locker room at an extra-curricular event, either at Freeman or elsewhere, the cell phone/electronic-messaging device must be turned off and used only with permission of the activity's sponsor or school administrator in attendance. As it pertains to the above situation, students will be warned and directed to turn off their cell phones/electronic-messaging devices. If a student refuses to turn off a cell phone/electronic-messaging device or is involved in subsequent violations, the building principal reserves the right to administer consequences as he or she deems necessary. Additionally, the device may be turned over to law enforcement when it is reasonably believed to contain evidence of criminal activity.

This policy includes the use of any electronic-messaging devices students may possess on school property. No student shall be prohibited from possessing or using such a device that is determined by a licensed physician to be essential for the health of the student and which use is limited to purposes related to the health of the student. Similarly, use of such a device as directed under a student's IEP or 504 Plan does not constitute a violation of this policy. The device may be turned over to law enforcement when it is reasonably believed to contain evidence of criminal activity.

## **Cheating**

Students are encouraged to do their own work. Students who need assistance with school work should consult their teachers. Students who are caught cheating will automatically receive a zero percent (0%) on that particular academic obligation. The teacher will notify the student's parents/guardians of the infraction. A second incidence of cheating, regardless of the academic area in which the infraction occurs, will result in the student receiving a zero percent (0%) on that particular academic obligation, suspension from the class in question, and a zero percent (0%) in that class for the semester.

## **Classification**

Classification is determined by the number of semesters in attendance and the number of credits earned.

Sophomore	=	Two (2) semesters attended and five (5) credits earned.
Junior	=	Four (4) semesters attended and ten (10) credits earned.
Senior	=	Six (6) semesters attended and fifteen (15) credits earned.

## **Co-Curricular Activities Code of Conduct for Freeman Jr./Sr. High School**

A co-curricular activity is defined as a program or out-of-class activity, supervised and/or financed by the school. Co-curricular activities are voluntary, are not part of the regular school curriculum, are not graded, and do not earn credits.

### **Part I - Introduction**

This guide is comprised of the majority of policies and procedures that will affect the co-curricular activities program in the Freeman School District #33-1. It is not inclusive and it would be a unique situation if some changes were not necessary in the future. The primary purposes of this guide:

1. To add a degree of uniformity toward the successful fulfillment of the activity program.

2. To develop an appreciation on the part of each member of the departments for the position and responsibilities of others who are associated with the departments.
3. To provide a quality activity program for students.
4. To establish uniform procedures so that coaches and advisors will use the same procedure in dealing with the public, faculty, students, and participants.

## **Part II - Philosophy**

The co-curricular activities program in Freeman School District 33-1 provides opportunities and experiences that make a contribution to the general growth and development of each individual student and assists to create a healthy climate in the school system and its supporting community. Participation in sound activity programs contributes to health and happiness, physical skill, emotional maturity, social competence, and moral values.

The inter-school competition affords the superior students the opportunity to work toward a high level of achievement and compete with their peers from other schools. Emphasis is placed on teaching special skills and developing desirable habits and attitudes.

School activities are a potential, educative force of great power whose effectiveness can be greatly enhanced through proper leadership.

## **Part III - Goal**

The goal of the activities program is to involve as many students as possible in one or more co-curricular activities based on the available materials, equipment, facilities and monies available.

## **Part IV - Eligibility Rules**

Freeman High School is a member of the South Dakota High School Activities Association (SDHSAA) and the school abides by its regulations. In conjunction with the guidelines set forth by the SDHSAA, Freeman High School will administer additional guidelines for eligibility in co-curricular activities.

Eligibility for participation in SDHSAA co-curricular activities, as well as other school-sponsored activities, will be determined at 4 ½ week intervals (mid-term and quarter grade period dates). At the end of a nine-week grading period, only the current nine weeks grade will be used to determine eligibility. A student's eligibility status will be in effect for at least the duration of two (2) weeks. If a student does not gain back their eligibility at the end of two (2) weeks, then they will be ineligible until the next 4 ½ week interval. The student's academic achievement will be the determining factor in eligibility.

In order to maintain eligibility and participate (in any capacity) in SDHSAA sponsored co-curricular events, or other school-sponsored activities, a student must meet the following criteria:

1. The student may not be failing more than one (1) class.
2. If a student is failing one (1) class, the percentage in that class may not be below fifty percent (50%).

3. The student must maintain a cumulative GPA of 1.5 on a 4.0 scale.
4. Music and physical education grades will be excluded from the calculation of GPA for the purposes of this policy.

Any student that is ineligible according to the criteria above must abide by the following rules and regulations:

1. Ineligible students are required to participate in practices and attend events as members of the team/group; however, these students will not be allowed to leave school early on days in which their team/group is dismissed prior to the regular school dismissal time.
2. Any Open Campus privileges a student has earned will be suspended until the student reaches eligible status.
3. Ineligible students are expected to attend any tutoring session assigned by the principal or teacher during their ineligibility. These sessions may be assigned before or after school or on “Flyer Fridays”.

The building principal reserves the right to address any situation that is not specifically outlined in this policy using his or her best judgement.

Furthermore, all participating students must have a current SDHSAA physical on file with the athletic director before they are allowed to begin practice in any sport. A student must also be in school by 12:00 PM to be eligible to participate in a school activity that day, subject to administrative discretion.

The eligibility rules apply to all SDHSAA and/or Freeman Public School co-curricular activities. Co-curricular activities code of conduct governs all Freeman High School student eligibility.

#### **Guard Your Athletic Eligibility—You Are Eligible if:**

1. You are under the age of 20.
2. You have not attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester. Once a student enrolls as a ninth grader, all semesters must be consecutive unless verified in writing by a physician that withdrawal from school is necessary due to a serious illness or injury.
3. During the preceding semester you passed a minimum equivalent of four full time subjects for which you earned at least 2.0 units of high school credit that will be used in the issuance of a diploma.
4. During the current semester you are enrolled in and attend a minimum of 20 hours of high school work per work week for which you can earn at least 2.0 units of high school credit that will be used in the issuance of a diploma.
5. You have enrolled by the 16<sup>th</sup> school day of the current semester. Date of regular entry into classes is considered the date of enrollment.

6. You have on file in the principal's office a signed physical examination and parent's permit form.
7. You have not transferred from one high school to another without a corresponding change in the residence of your parents. (Exception made for students who transfer pursuant to the state's open-enrollment law.)
8. You have a copy of your transcript on file in the principal's office prior to competition.
9. You have not been absent from school more than 10 consecutive school days. (Illness of the student or death in the immediate family accepted.)
10. During high school sport season, you do not compete on an unattached basis as an individual or as a member of a non-school team.
11. You have not participated in an athletic contest under an assumed name.
12. You have not participated in athletics in any institution of learning of higher rank than a standard secondary school.
13. You have not violated your amateur standing.
14. You have not graduated from a regular four-year high school or institution of equivalent rank. Consult your coach or principal for additional information.

### **Guard Your Fine Arts Eligibility**

The following are the eligibility requirements for students participating in any contest or festival involving music, journalism, speech, or drama activities.

#### **You Are Eligible if:**

1. You are under the age of 20.
2. You have not attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester. Once a student enrolls as a ninth grader, all semesters must be consecutive unless verified in writing by a physician that withdrawal from school is necessary due to a serious illness or injury.
3. During the preceding semester you passed a minimum equivalent of four full time subjects for which you earned at least 2.0 units of high school credit that will be used in the issuance of a diploma.
4. During the current semester you are enrolled in and attend a minimum of 20 hours of high school work per week for which you can earn at least 2.0 units of high school credit that will be used in the issuance of a diploma.
5. You have enrolled by the 16th school day of the current semester. Date of regular entry into classes is considered the date of enrollment.



6. If you have transferred schools, you shall have a copy of your transcript on file in the principal's office prior to any competition.
7. You have not been absent from school more than 10 consecutive school days. (Illness of the student or death in the immediate family accepted.)
8. You have not participated in a fine arts competition under an assumed name.
9. You have not graduated from a regular four-year high school or institution of equivalent rank. Consult your principal or fine arts coach/director for additional information.

If a student causes Freeman Public High School to be disciplined by the South Dakota High School Activities Association (SDHSAA) for any reason, the student will be automatically suspended from all SDHSAA sanctioned activities for a period to be determined by the SDHSAA Board of Directors and/or the Freeman Public School administration. Furthermore, students whose violations cause monetary fines from the SDHSAA will be responsible for payment of the fine in its entirety. The student in question will remain suspended by the Freeman Public School administration at least until the fine has been paid in full.

## **Part V - Training Rules**

### **I. Philosophy and Purpose**

#### **A. Philosophy of the Freeman School District #33-1 relating to the use of mood-altering chemicals, i.e., alcohol, tobacco, drugs, and marijuana:**

1. Freeman School District recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The use of mood-altering chemicals for some adolescents affects extra-curricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members, or other significant persons in their lives.
2. The close contact in Freeman School District activities of advisors and coaches provides them with a unique opportunity to observe, confront, and assist young people. Freeman School District supports education and awareness training in adolescent chemical use problems including the symptomology of chemical dependency and special issues affecting Freeman School District activities for administrators, athletic directors, coaches, advisors, participants and their families.

#### **B. Statement of Purpose**

1. To provide consistency with the Freeman School District 33-1 co-curricular activities program philosophy "that provides opportunities and experience that make a contribution to the general growth and development of each individual student and assists to create a healthy climate in the school system and its supporting community."
2. To emphasize the school's concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.

3. To promote equity and a sense of order and discipline among students.
4. To conform to and support existing state laws which restrict the use of such mood-altering chemicals.
5. To establish standards of conduct for those students who are leaders and standard-bearers among their peers.
6. To assist students who desire to resist peer pressure which directs them toward the use of mood-altering chemicals.

## II. The Training Rule

- A. During the school year and the season of practice, play or rehearsal, regardless of the quantity, a student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver nor be under the influence of narcotics, tobacco products, drugs, or alcohol, materials/substance represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals. Established school policy and state law are violated, regardless of parental attitudes, if the student disregards these guidelines.

Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies. This policy is in effect outside of school and on property owned, leased or maintained by the school district, at all school sanctioned activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. Any student who violates this policy will be dealt with by the proper law enforcement authorities and/or the school board and/or the school administration.

- B. The policies set forth are for all co-curricular activities during the school year.
  1. The school year for activities starts the first day of football, cross country, and volleyball practice in the fall until and including the last day of the State track meet or graduation, whichever is later, in the spring.
  2. The training rules will apply at all times, not just at school activities.
  3. Violations occurring while on or at a school or state-sponsored activity will be subject to the Jr./Sr. High School Discipline Plan.
  4. A student of legal drinking age must still conform to the policies set forth.
  5. If a student is charged with an alcohol or drug related offense, the student will be suspended from activities until the case is adjudicated or according to the penalties and recommendations listed in Part V, Section III. Exception: If the student admits guilt to offense, his/her suspension would start immediately—no matter when they go to court.
  6. Violations will be accumulative for the present school year.

7. Guilt by association is not a violation, but if incidents are frequent, a conference with the student and parent/guardian will be held.
8. If a student is not involved in any co-curricular activities at the time of a violation, his/her ineligibility will start at the time of admission of the individual's violation or when beginning their next activity.

### III. Penalties and Recommendations

- A. First Violation: After confirmation by the administration of a first violation, the student may be suspended (1-10 school days) and the student shall lose eligibility for the next two consecutive events in each activity. It is up to the discretion of the coach, advisor, or director whether the individual would continue to practice during the suspension.
- B. Second Violation: After confirmation by the administration of a second violation, the student may be suspended (1-10 school days) and the student shall lose eligibility for the next five consecutive events in each activity. It is up to the discretion of the coach, advisor, or director whether the individual would continue to practice during the suspension.
- C. Third Violation: After confirmation by the administration of a third violation, the student may be recommended for expulsion and shall lose eligibility for all activities the remainder of the school year.
- D. **SOUTH DAKOTA CODIFIED LAW 13-32-9. {As amended effective July 1, 2014}**13-32-9. Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to thirty calendar days if the person participates in an assessment with a certified or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Upon a second adjudication, conviction, diversion, or suspended imposition of a sentence for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to sixty calendar days if the person completes an accredited intensive prevention or treatment program. Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court preceding the Unified Judicial System shall give notice of that determination to the South Dakota High School

Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

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

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association. Students are ineligible to participate in activity events, competitions, and performances, but a local school district may allow a student to participate in practices.

No local school board may impose a lesser consequence than those established in § 13-32-9, but a local school district may adopt a policy, by local school board action, with more strict consequences to meet the needs of the district.

If a suspension is reduced pursuant to § 13-32-9, a suspension for a first offense shall make the student ineligible for a minimum of two South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. If a suspension is reduced pursuant to § 13-32-9, a suspension for a second offense shall make the student ineligible for a minimum of six South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. To count toward the minimum number of events the student must participate in the entire activity season and may not drop out or quit the activity to avoid suspension and the failure of a student to complete the entire activity season shall result in the student being ineligible for one year from the date of adjudication, conviction, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one activity season shall carry over to the next activity season in which the student participates.

A suspension begins on the day following the notification to a school administrator by the Unified Judicial System that a student has been adjudicated, convicted, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of a sentence or a suspended adjudication of delinquency for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance prohibited by § 22-42-15 and the school administrator gives notice to the South Dakota High School Activities Association and the students.

## **Concealed / Dangerous Weapons in the School**

Schools are an example of what is required regarding the observance and respect for law in society at large. Schools are highly conscious of the health, safety, and welfare of students, staff and the public.

State and federal laws as well as board policy forbids the bringing of concealed/dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary or legal action or both shall be pursued by the building principal.

A dangerous weapon is defined as any firearm, air-gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, authorized military personnel, and authorized supervised school training sessions for the use of firearms.

Any student bringing a concealed/dangerous weapon to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The Superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. Dangerous weapons other than firearms brought onto school grounds will result in discipline which may include expulsion. This policy shall be implemented in a manner consistent with IDEA and Section 504.

### **LEGAL REFERENCES:**

- SDCL 13-32-4.2
- 13-32-7; 22-1-2,
- Improving America's Schools Act of 1994,
- P.L. 103-382.

## **Counseling Services**

### **Counseling Services Mission**

The mission of the Freeman School Counseling Department is to provide a comprehensive, developmental counseling program that will empower and assist all students in acquiring the skills, knowledge, and attitudes needed to become learners and leaders in a diverse and dynamic world. Freeman's school counseling program is an integral part of the school's total program with a commitment to individual uniqueness and the maximum development of human potential.

### **Counseling Services**

The program offers many valuable services to students, parents, and the Freeman Public School community, including classroom guidance, career and academic individual student planning, responsive services, and system support. It also addresses the personal/social, academic, and career needs and desires of all Freeman students through individual and small group counseling;

psychoeducation; consultation and collaboration; referrals to community and student support services; and individual, family, and school crisis interventions. The counseling department's ultimate goal is to help students pursue their education and graduate with self-confidence and the ability to make self-directed, realistic, and mature decisions that are right for them. (These guidelines were adapted from the American School Counseling Association's National Model)

## **Defacement of School Property**

State law makes the student and his/her parents responsible for damages and defacement of school property. Each student is expected to assume responsibility for the care of all school property. Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced at the expense of the student at fault. State law allows actual damages times three (3) for restitution. Students will pay the replacement cost for damaged books and materials. Vandalism will be immediately reported to the appropriate law enforcement agency for investigation and prosecution.

## **Disaster / Fire Drills**

By law, the District is required to conduct two (2) fire drills during the school year. Proceed quickly but orderly to the assigned exit or area in the building. There should be no talking and no running. Students should remain in the designated area until being called back to the classroom.

## **Disorderly Conduct, Harassment, Hazing and Intimidation**

Freeman Jr./Sr. High School prohibits students from engaging in offensive, obscene or abusive language, or boisterous and noisy conduct intending to arouse alarm, anger or resentment in others. Participating in, or conspiring with others to engage in harassing acts, hazing or intimidation that injure, degrade or disgrace other individuals is unacceptable, inappropriate, and considered a violation of school policy.

## **Discipline**

Discipline must be based on judgment if it is to be effective. The purpose of school discipline is not to have the offender pay a debt to society. Discipline should be designed to help the student. This does not mean that discipline need be soft. Discipline will be administered as determined by the situation.

## **Disciplinary Action**

A teacher, at his or her discretion, may remove any student from class who is disrespectful, discourteous and/or a discipline problem. A student dismissed from class must go immediately to the office for a conference with the principal. Any student who does not immediately go to the office after removal from class will automatically be suspended (1 to 10 school days). The parents or guardian will be contacted immediately and informed of the incident and action taken. A student who verbally or physically abuses any school personnel will be recommended for expulsion.

Any disciplinary action involving students will be handled on an individual basis, which could result in permanent dismissal from class, in-school suspension (ISS), out of school suspension (OSS) by the administration or permanent expulsion by the Board of Education.

1. Students will be treated as young adults.
2. Students are expected to show proper respect for teachers, substitute teachers, administrators, counselors, other school personnel, and fellow students.
3. Students who use profane, obscene or otherwise offensive language will immediately be sent to the office of the principal.

A variety of corrective measures are authorized for the breach of rules or obligation applicable to students. The corrective measure to be employed shall be determined in each case by the administration, the classroom teacher, or other appropriate educational staff member, except where a hearing board is required. Repeated minor infractions may justify the use of more severe measures:

1. **Admonition and Counseling:** Admonition and counseling should be used when appropriate to assist a student to understand when his or her conduct interferes with his or her educational progress, threatens the academic or social progress and rights of others, or is contrary to school policy.
2. **Extension of Schedule (Detention):** Detention is time spent after school (3:25-4:30 PM). Detention is assigned as disciplinary action for improper behavior displayed by a student. Detention sessions will take place on Tuesdays from 3:25-4:30 PM. Students are responsible for attending their scheduled detentions on time at the scheduled site. It is the responsibility of the student to see an administrator to inquire about a detention change if there is an emergency or a legitimate reason that warrants a detention change. Students will not be excused from detention because of employment or a job reason. Having to work after school is not a legitimate reason for a detention. Detention periods that are not attended by students will result in the student serving In-School Suspension (ISS).
3. **Suspension:** A form of discipline in which the student is temporarily denied the right to attend class or school or school sponsored activities. Suspension is used in cases of misconduct, nonconformity to school regulations, destruction of school property or actions endangering the welfare of others. Suspended students will not attend any school-related functions as a participant or observer and will not be in contact with school property. A copy of the standards for hearing procedures for suspension can be obtained from the administrative offices.

Reinstatement after a suspension is granted when the superintendent or his/her representative is convinced that the conduct of the student will be consistent with that which is expected of good school citizens. Usually reinstatement will occur only after a parent conference, which may include school personnel involved. Continuation of those acts which led to the suspension of the student is just cause for recommendation to expel the student by the School Board.

**In-School Suspension (ISS)** is the temporary isolation of a student from classes for the day while under proper supervision. During ISS students will receive normal grades and attendance.

**Out-of-School Suspension (OSS)** is that period of time not to exceed ten (10) school days that a student is sent home from school for any breach of discipline as outlined in this plan. A suspended student shall be given the opportunity to make up work although they will receive a 0% for all daily grades given during their OSS.

4. **Expulsion:** A type of discipline in which the student is removed from the school by the School Board after recommendation from the principal and superintendent. A copy of the standards for hearing procedures for expulsion can be obtained from the administrative office.

Reinstatement after expulsion is action taken only by the School Board after its representatives are satisfied that the student intends to correct the behavior which led to expulsion. Student Due Process is covered under SDCL Article 24:07.

A copy of the standards for hearing procedures for expulsion can be obtained from the administrative office. Reinstatement after expulsion is action taken only by the School Board after its representatives are satisfied that the student intends to correct the behavior which led to expulsion. Student Due Process is covered under SDCL Article 24:07.

## **Clothing and Hair**

The clothes students wear relate to this conduct, as does the length of hair. Reasonable care and neatness in regard to dress and appearance is required of all students. A student's appearance is not only a reflection of self, but also of their parents and of their school. The dress code is as follows:

1. Shoes should be worn at all times other than when showering.
2. The length and style of hair should be such that it does not present a safety concern in any school activity.
3. Students who wear clothing containing markings, pictures or lettering that convey profane or suggestive messages will be sent to the office. The student will be required to change his or her clothing. If the student does not have suitable clothes to change in to, the office will provide them to the student for the remainder of the school day. The District is especially sensitive to words, abbreviations or pictures that relate to sex, alcohol, tobacco, drugs, race and religion as these are particularly offensive to our students and staff.
4. Students and parents need to be concerned about the type of clothing worn by students throughout the school year, especially in the summer and spring, being particularly sensitive to revealing clothing, including short length, spaghetti straps, tank tops, etc. If a student is wearing clothing considered to be in poor taste, the student will be required to change his or her clothing.
5. Head coverings (hats, hoods, etc.) are not to be worn in the building without permission from the administration.
6. Sanitation and safety requirements are also criteria upon which school officials may limit student participation while in school or in activities.

## **Dress Code for Students Representing the Freeman School District**

From time to time, students are selected to represent our District to the public. Such selection is an honor and privilege, not a right. Of course, all enrolled students represent this District; however, as a formal representative of the District, higher standards of behavior are expected of the student selected for these honors. If you are unwilling to abide by these standards you should decline to accept the appointment or selection and allow another student the opportunity to serve. Students who decline to abide by these standards will forfeit their participation in the activity. You are reminded that such honors can impact your success in being accepted into the college of your choice and in being awarded valuable scholarships and grants in the future.



## Who Is Formal Representative?

All students named to District teams such as volleyball, cross country, football, basketball, wrestling, golf, track, cheerleading, and any other extra or co-curricular activities such as oral interpretation, quiz bowl, band, chorus, and groups participating in class trips and career days are subject to this policy while representing the Freeman Public Schools at all locations. Members of student groups such as student government, National Honor Society, and FFA, when traveling under District supervision, are also formal representatives of the District.

Internal organizations and functions also involve formal representation of this District. Class officers, honor society, homecoming royalty and similar groups also partake of this representational aspect of our school community. These examples are not exhaustive, and they do not occupy one-hundred percent (100%) of such student's attendance at our school. When these students are acting in their representative capacity, the behavior standards outlined here will be followed.

**Behavior:** Your behavior in public when representing the school reflects on you, your family, our student body and the community as a whole. Illegal actions such as smoking, drinking intoxicating beverages and consuming any illicit drugs will not be tolerated. **Proof of such violations will result in revocation of the title or position for which you have been chosen in addition to imposition of discipline as set forth in the student handbook and board policy.** Illegal actions will be reported to law enforcement as required by law.

Other actions such as fighting, inappropriate language, and inappropriate boisterous conduct can result in revocation of the title or position and meetings with school officials and parents.

**Appearance:** Personal hygiene standards are expected of all students. An even higher standard is expected of students representing our school. Neatly trimmed hair, clean hands and fingernails are required.

Attire depends upon the time, place, and function of the activity. Sports teams and other extracurricular teams, on travel status, will follow instruction of the Athletic Director and coaches. Generally speaking, slacks, not shorts or jeans will be worn. T-shirts are not acceptable. Male students will wear collared shirts and may be required to wear ties and jackets. Student government members will refrain from wearing jeans or cutoffs on days when performing student government activities. Homecoming royalty will wear more formal attire when performing assigned duties. This means shirts, ties, and jackets for males, semi-formal attire for females. Appropriate footwear means dress shoes only. In order to participate in commencement exercises, graduation students, escorts, and music performers will also be held to this standard of dress.

It is expected that conforming to these minimal standards of behavior and attire will improve school spirit and exhibit the respect due your classmates, parents, alumni, school and community.

## Flower / Balloon Arrangements and / or Gift Deliveries

Freeman Public will allow flower/balloon arrangements and/or gift deliveries for students and staff. All such deliveries will be brought to the school after 3:00 p.m. and will be distributed by local businesses. If you are to receive a delivery, an alphabetical list of deliveries will be placed on the office window and your flower, balloons, or gifts will be given to you or picked up by you after school in the lunchroom area.

## **Flyer Approach Correction Program**

The Flyer Approach Correction Program is designed to provide students that are struggling to maintain adequate progress toward graduation an opportunity to gain more credits than could be accomplished in a normal classroom environment. Students will receive more focused supervision and assistance from a paraprofessional assigned to oversee the implementation of their personalized plan of study.

If a student falls a semester or more behind, the administration will work with parents/student to determine if placement in the alternative program is recommended or required. Once a determination is reached, students will be given a personalized plan of study and a credit benchmark that will need to be met before they can rejoin the grade level cohort.

Students will be assigned to online classes using the Edgenuity© system.

Students will be enrolled in the first tier of their personalized plan of study. Once they have completed one tier they will be enrolled in the next tier until they have completed all required courses.

To maintain adequate progress, the number of credits earned each quarter in this program should be roughly equivalent to one semester worth of credits in the traditional classroom setting. Adequate progress, for the purpose of rejoining grade-level cohort, will be determined by district administration.

Students in this program will not be eligible to participate in school-sponsored or class activities until they have completed the assigned plan of study.

\* The resources associated with this program will also be used to aid in the supervision of students enrolled in online, dual-credit, or AP classes. Students enrolled in these types of courses will report to room H21 during the appropriate scheduled time, and work under the supervision of district personnel.

### **Daily Schedule**

Required Attendance Hours: 9:00 a.m. - 2:30 p.m.

Lunch: 11:17 a.m. - 11:39 a.m.

The supervising instructor will implement additional breaks as needed.

## **Freeman National Honor Society**

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. The NHS has worked to bring the accomplishments of outstanding students to the attention of parents, teachers, peers, and community. Chapters in more than 22,000 high schools across the nation strive to give practical meaning to the society's goals of character, scholarship, leadership, and service.

These four ideals have been considered as a basis for selection. No student is inducted simply because of a high academic average. The National Honor Society strives to recognize the total student, one who excels in all these areas.

Membership into the Freeman National Honor Society Chapter is based on a 3.0 “B” average, as well as the qualities of character, leadership, and service.

**CHARACTER:**

- A. Industriousness
- B. Emotional stability and self-control
- C. Cooperates by complying with school regulations
- D. Honesty, courtesy, concern, and respect for others
- E. Accepts criticism willingly and advice graciously

**LEADERSHIP:**

- A. Demonstrates leadership in class, work, and in school or community activities
- B. Exemplifies positive attitudes and inspires positive behavior in others
- C. Exercises influence on peers in upholding school ideals
- D. Successfully holds school offices or positions of responsibility and delegates responsibility
- E. Dependable in any responsibility accepted

**SERVICE:**

- A. Participates in activities outside of school
- B. Renders service to school during school time
- C. Provides service to school outside of class
- D. Volunteers dependable and well organized assistance
- E. Does committee and staff work uncomplainingly

A five (5) member faculty committee selects students for induction using the following point scale for each subdivision:

- 5 points .....Always
- 4 points .....Usually
- 3 points .....Sometimes
- 2 points.....Seldom
- 1 point .....Never

The maximum score for each of the subdivisions is five (5) points, with a possible total score of 75 points. A student must have an average of 65 out of the total of the five teachers’ evaluations in order to be accepted as a member of the Freeman National Honor Society.

**Government Notices**

**Non-discrimination Policy Freeman Public School**

The Freeman Public School District does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, disability, national origin, or ancestry.

Inquiries concerning the application of Title VI, Title IX, or Section 504 may be referred to Tim Hansen Junior/Senior High School Principal at Box 220, 1001 S. Wipf Street, Freeman, South Dakota 57029, 1-605-925-4214 or to the Regional Director, US Dept. of Education, Office of Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, MO 64104. Phone: (816) 268-0550; Fax: (816) 268-0599; TDD #800-877-8339; E-mail: OCR.KansasCity@ed.gov.

**Non-discrimination Statement:** This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 or call (202) 720-6382 (voice and TDD). USDA is an equal opportunity provider and employer.

### **Section 504 of the Rehabilitation Act of 1973**

#### Annual Internal Notice to Students/Parents and Employees

Section 504 is an Act which prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. *has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);*
2. *has a record of such impairment; or*
3. *is regarded as having such an impairment.*

In order to fulfill obligations under Section 504, the Freeman Public School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specify rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact Mr. Kevin Kunz, Section 504 Coordinator for the school district, at phone number 605-925-4214.

## Grading Scale / Incomplete Policy

For all classes the following grading system will be used: 94-100—A; 86-93—B; 77-85—C; and 70-76—D. All teachers will distribute to their students a copy of their grading procedures and specific standards for passing their course. Work not completed will result in the recording of an Incomplete for the grade.

Quarter or semester incomplete work must be made up within two weeks following completion of the 9 weeks or semester grading period. Failure to complete work within the time frame previously outlined will result in the incomplete being changed to “0” credit. Instructors, at their discretion, with approval from the principal, may grant additional time for work to be completed.

## Graduation and Issuance of Diplomas

The Freeman School District understands that participation in Commencement exercises is a privilege. Therefore, any student who has completed four years of high school but has not acquired the necessary credits for graduation will not be eligible to participate in Commencement exercises.

The following requirements are necessary for a student to participate in Commencement exercises:

1. At the beginning of the second semester of his/her senior year, a student must have filed a plan of study with the counselor. The plan of study must include the number and type of courses required for the student to acquire the necessary credits for graduation.
2. The plan of study must be approved by the counselor and building principal.
3. The student must enroll/register in the courses dictated by the plan of study. Proof of enrollment/registration must be provided to the counselor and building principal.
4. The student must provide the administration with proof of attainment of credit no later than the Friday before Commencement exercises.

If an otherwise eligible student does not meet the requirements, he or she will be issued a certificate of attendance only. A diploma will be issued upon the student's completion of the necessary requirements.

Any student on an Individualized Education Plan (IEP) must meet the terms and conditions of that plan in order to be eligible to participate in Commencement exercises.

## Graduation Requirements

Students graduating from Freeman High School must have a minimum of twenty-two (22) units of credit to graduate.

Graduation requirements are available upon request from the principal's office. **Freeman High School adheres to the graduation requirements established by the South Dakota Board of Education.**

The purpose of a high school education is to aid you in developing your interests, abilities, skills, personality, habits, attitudes, thought processes, your health and your knowledge of our democratic form of government and its operation so that you will be able to take your place in any community as a happy, well-adjusted, and useful citizen. **Students must be enrolled in a minimum of 6 class periods per day. Special circumstances may alter this policy with administrative permission.**

**DROP-ADDS**—Students will be allowed to drop or add a class through the fifth (5<sup>th</sup>) school day of the semester. Any class dropped after the fifth (5<sup>th</sup>) day will be recorded on the report card and the transcript as a failing grade (F). Students removed from classes for disciplinary reasons will receive a failing grade (F). Any exceptions to this policy are subject to the discretion of district administration.

## **Graduation Scholarships**

Seniors will be awarded their scholarships at the Commencement Ceremony. The following five scholarships are awarded on an annual basis to Freeman High School seniors at graduation. The scholarships are listed along with selection criteria.

### **Aanenson Science Scholarship**

This \$500 scholarship is sponsored by Dr. Jason Aanenson and his wife Jill. This scholarship will be paid at the conclusion of the first semester of post high school education. The scholarship is based upon an application completed by the student.

The application is due to the high school counselor by April 1 of the spring semester of the senior year.

### **Don Diede Memorial Scholarship**

This is a \$200 scholarship awarded to a graduating senior boy who has contributed the most to athletics in his four years at Freeman High School. The scholarship is awarded after one successful semester of school. Selection is made by the senior lettermen and coaches who work with the male athletes. The following criteria is used for selection:

1. A boy who has been involved in athletics for four years;
2. A boy who is in good academic standing;
3. An athlete who plans to attend a 4-year college;
4. Who has high moral values;
5. Has leadership qualities;
6. Is respected by fellow athletes.

### **FHS National Honor Society Scholarship**

A number of years ago, the Harris Hofer family established a scholarship fund in memory of their daughter Patty. The scholarship is for a graduating senior member of the Freeman High School National Honor Society. Merchants State Bank is funding this \$500 scholarship on an annual basis. The Scholarship selection is based on an application filed by the senior student, which is then reviewed by the National Honor Society Selection Committee, who determines the recipient.

## **Golden West Scholarship**

The Golden West Companies will award a \$1000 scholarship to a graduating member of the senior class. The scholarship recipient is selected by the superintendent / high school principal based upon the following criteria:

1. SAT and ACT scores;
2. Transcript of high school credits;
3. Quality of scholarship award application;
4. Dedication and achievement in academic, civic participation.

## **Wade Lang Memorial Scholarship**

This is a \$150 scholarship awarded to a graduating senior who has contributed considerably to Freeman High School. This scholarship will be awarded to the recipient after one successful semester of school. The selection is made by the Freeman High School teachers based upon the following criteria:

1. Any boy or girl who has been actively involved in a minimum of two extra-curricular activities for a minimum of two years.
2. A boy or girl who plans to further his/her education with a post high school program (1, 2, or 4 yrs.);
3. A boy or girl who is in good academic standing (a cumulative grade point average of C or above);
4. A boy or girl who has high moral values, respect for others, and a positive and encouraging attitude;
5. A boy or girl who has leadership qualities in extracurricular activities and/or in the classroom;
6. A boy or girl who has been a positive influence in school and the community.

## **Health Services / Immunization**

All students entering a South Dakota school for the first time must have an immunization update according with the state law. The building principal may require proof of age by requesting a birth certificate. Students must be up to date on their immunizations. The following measures will be taken if students are not in compliance with state immunization laws:

1. Exclusion of unvaccinated child until such time that proof of immunization of immunity exists;
2. Provisional enrollment for those students who are in the process of being immunized.

## **Homecoming**

The senior class will select three (3) male and three (3) female royalty candidates for Coronation. The student body in grades 9-12 shall vote and select a Homecoming King and Queen from the royalty candidates. The King and Queen will reign over the Homecoming week festivities. If there should be a tie in the voting, the individual who received the most votes from the original senior ballots will be crowned the winner.

## **Honor Roll**

An honor roll of students will be posted and published for each of the four nine-week periods and for each of the semesters. The "A" honor roll will consist of those students who have a 3.4-4.0 grade point average. The "B" honor roll will consist of those students who have a grade point average of 2.8-3.39. Parents or eligible students may opt out of the honor roll publication as provided in FERPA.

## **Illegal Substances**

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver nor be under the influence of narcotics, tobacco products, drugs, or alcohol, materials/substance represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals. Established school policy and state law are violated, regardless of parental attitudes, if the student disregards these guidelines.

Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

This policy is in effect on property owned, leased or maintained by the school district, at all school sanctioned activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property.

Any student who violates this policy will be dealt with by the proper law enforcement authorities and/or the school board, the school administration or any combination of the foregoing.

Please see the Co-Curricular Activities Code of Conduct for further clarifications if a student is involved in co-curricular activities.

## **Independent Study**

From time to time, there are students who are interested in taking courses from staff members independently. The main reasons for enrolling in these courses independently are scheduling conflicts. Therefore, the following criteria have been established for students desiring to take courses by independent study.

1. Permission to enroll must be granted by the instructor and the administration.
2. The student must be enrolled in the junior or senior class.
3. First year instructors will not be permitted to offer independent courses.
4. A course of study must be approved by the administration.



5. Only junior or senior level courses will be offered independently.
6. Elective courses only. NO required courses will be offered independently.
7. Students must have a “B” average in that field of study.
8. Course can be taken only as a 6<sup>th</sup> subject.
9. The student must be enrolled in another course or activity during the time the course is being offered.
10. Only those courses listed on the Spring Registration sheet may be offered.
11. Special circumstances may alter this policy with administrative permission.

## **Internet Safety Policy**

Adopted to Comply with the Children’s Internet Protection Act and South Dakota Consolidated Statutes Section 22-24-55

### **I. Introduction**

The children’s Internet Protection Act (CIPA), 47 U.S.C.S 254(h)(5), and South Dakota Codified Law 22-24-55 require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This policy is designed to implement these state and federal policy requirements.

### **II. Internet Safety**

It is the policy of the Freeman School District 33-1 to protect computer users from harassment and unwanted or unsolicited and electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator.

- A. The organization has implemented a technology protection measure that blocks access to inappropriate matter such as child pornography, obscene material, and material that is harmful to minors.
- B. In order to protect the safety and security of students, network users are prohibited from revealing personal information to other users when engaging in online activities including but not limited to chat rooms, email, and social networking web sites.
- C. All network users are prohibited from hacking and engaging in any unlawful online activity.
- D. All network users are prohibited from disclosing or disseminating personal information without proper authorization regarding minors.
- E. All network users are prohibited from accessing sites or online materials that are blocked by the technology protection measure.

### III. Implementation of Technology Protection Measure

- A. All school owned computers (used on campus) must be equipped with a technology protection measure.
- B. Adult users may request the Technology Protection Measure to be temporarily disabled in order to conduct bona fide research or for another lawful purpose. The Technology Protection Measure must be re-activated as soon as the adult finishes using the computer for the authorized bona fide research or other lawful purpose.

### IV. Acceptable Use Policy

Each network user shall be required to sign an Acceptable Use Policy annually in the form approved by the school board. The Acceptable Use Policy shall implement this Internet Safety Policy. Violation of this policy and/or the Acceptable Use Policy shall be subject to appropriate discipline and sanctions.

### V. Monitoring of Online Activities

It shall be the responsibility of all personnel of the Freeman School District 33-1 to monitor students' online activities and use of the network to ensure that their use is in compliance with CIPA and this Internet Safety Policy.

### VI. Cyber Bullying and Appropriate Online Education

Students will be educated annually about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response. The implementation of this provision is delegated to the superintendent who shall report annually to the Board on the educational activities undertaken to comply with this subsection.

### VII. Definitions Used in this Policy

- A. *Minor*: The term "minor" means any individual who has not attained the age of 18 years.
- B. *Obscene*: The term "obscene" is defined as material 1) the dominant theme of which, taken as a whole, appeals to the prurient interest; 2) which is patently offensive because it affronts contemporary community standards relating to the description or representation of sadomasochistic abuse or sexual conduct; and 3) lacks serious literary, artistic, political, or scientific value.
- C. *Child pornography*: The term "child pornography" is a visual depiction, including any photograph, film, video, picture, or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

- D. *Harmful to minors*: The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that 1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; 2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and, 3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- E. *Technology protection measure*: The term “technology protection measure” means a specific technology that blocks or filters internet access to the material that is obscene, contains child pornography and/or is harmful to minors.
- F. *Computer*: Any electronic device that has the ability to connect to the internet including but not limited to desktop computers, laptop computers, tablet computers, smart phones and electronic book readers.

## Leaving School During School Hours

When a student finds it necessary to leave the school during school hours for work, illness, doctor, or dentist appointments, etc., permission must be obtained from the principal. No student is to leave the school without first notifying the office.

Students will not be permitted to go to their vehicles during the school day.

## Library Service

The library is the very core of the high school. It is the place where students do research for assigned reports, do reference work, look for materials not found in their regular texts. The use of the library is a privilege permitted to all students until the privilege is abused; it can be revoked. The following should be observed when using the library:

- A. QUIETNESS—The library is the center for quiet study in the school. Casual visiting and gossiping forfeit the privilege of library use for that student.
- B. LIBRARY ASSISTANTS—Assistants will be authorized to charge books in and out and to assist in keeping order.
- C. MAGAZINES AND NEWSPAPERS—These are for information and recreational purposes. These must receive the utmost care so that our current reference section can be maintained.
- D. REFERENCE WORK—Most reference books must be used in the library; some may be charged out for overnight, some for three days. Students should feel free at any time to ask for help in locating this material.
- E. BOOK CHECKOUT AND RETURN
  - 1. The library monitor will check out books using the Destiny library management software. No student may check out books for another student.

2. Books may be kept for a period of two weeks or until you have finished with them, provided you are reasonable and considerate. Remember someone else may be waiting for that book.
3. The student who signs for a book assumes full responsibility for the care of that book. Do not pass a book on to others; they may keep it overdue, damage it or lose it. You will be required to pay for the replacement of lost or damaged books. Open books carefully.
4. Each student is directly and personally responsible for the return of books charged out in their name.

#### F. LOST AND DAMAGED BOOKS

1. Lost Books: The replacement price of the book will be charged to anyone losing a book.
2. Damaged Books: These require rebinding. Student's charge will be according to cost.

G. MUSIC LISTENING DEVICES (including their use with ear pieces/headphones) are prohibited in class, study halls, and in the library. Because of their value, it is recommended that students leave these devices at home.

### Lockers

Lockers will be assigned. Lockers are to be kept neat and clean. Locker cleaning shall be done before 8:15 a.m. and after 3:22 p.m. Periodic, unannounced locker inspections will be held. **Students shall not possess or store in their lockers any item that is expressly prohibited, or violates safety, health or standard morality.** Examples are: weapons (including but not limited to knives, razors, guns, ammunition, shell casings, black powder, chains, clubs, explosives of various types), drugs, alcohol, pornographic materials, and incendiary items, or items that may jeopardize the welfare or safety of other students. Students are not to enter, or attempt to enter, another student's locker without permission. **Only items that support school sponsored activities may be posted on lockers. Other items will be removed.** Students who violate locker privacy will be subject to disciplinary consequences.

### Lost and Found

A Lost and Found department is maintained in the Jr./Sr. High School Office. Students finding unclaimed articles about the building are asked to turn them in to the office. Gym clothes and shoes which have been lost may be located in the locker room area Lost and Found.

## Parenting and Married Student Policy

### I. Policy Statement

The Board recognizes its responsibility to provide educational programs for all students, including pregnant students in accordance with Title IX requirements. The District does not discriminate on the basis of marital status or pregnancy. The Board further intends to support parenting students and encourage them to continue their education and will make reasonable accommodations to address any pregnancy issues that may arise. The District may make a request for medical certification that a pregnant student is physically and emotionally able to participate in school activities only to the extent that such certification is required of all students for other physical or emotional conditions

requiring the determined medically-necessary documentation by the student's physician. At the conclusion of the leave, the student is permitted to return to the same academic and extracurricular program the student was participating in when the leave began.

## II. Definitions

- A. Educational Program: For purposes of this policy, educational program includes instruction, counseling, social services, extracurricular activities, and psychological services as needed.
- B. Parenting Student: A student who is either the father or mother of a child.

## III. Standards

- A. In accordance with Title IX, Freeman School does not discriminate against an enrolled student in academic or non-academic activities because of marital status, pregnancy, birth of a child, false pregnancy, miscarriage, or termination of pregnancy.
- B. A student who is pregnant and who has not completed a high school education may elect to remain in the regular school program and may not be involuntarily excluded from any part of this program. If the student is under compulsory school age, the student may voluntarily withdraw from the regular school program provided that she enrolls in an appropriate educational program. Decisions regarding modifying the regular school program providing an appropriate alternative education program as outlined in Standard C will be reached in joint consultation with the student; parent, or spouse; and appropriate educational, medical, and paramedical personnel.
- C. Appropriate educational programs offered through the school system include, but are not limited to:
  - 1. Continuation of the regular school program (modified based on individual health-related needs)
  - 2. Enrollment in a special school or special class for pregnant students, e.g., the system's regional program for pregnant and parenting students, if any
  - 3. Home and hospital teaching
  - 4. Alternative education programs.
- D. It is the responsibility of the school system working with the home to cooperate with other state and local agencies, such as health, welfare, and juvenile services and with private physicians or agencies to ensure that the school does not interfere with the pregnant student receiving proper medical, psychological, and social services during and following the pregnancy.
- E. Parenting students may elect to remain in the regular school program and may not be involuntarily excluded from any part of this program.
- F. Married students are considered emancipated minors under the laws of this state.

## Parent-Teacher Conferences

Parent-teacher conferences will be held in the fall and spring following the first quarter and mid-term of the third nine weeks grading period.

## Pass Slips

Students are required to obtain a written pink pass slip if they would like to leave their assigned work area during the school day. Passes will be signed by office personnel, teachers, the school counselor and administration only.

## Passing Time

Passing time between classes at the Jr./Sr. High School is five (3) minutes. This provides more than enough time for students to visit their lockers, get a drink from the water fountain, or use the restroom facilities. Students will not be permitted to leave during class time for any of the aforementioned reasons, except in event of an emergency. Arrangements for restroom breaks during block class periods will be arranged by the individual classroom teacher.

## Post-Secondary Visitations

Seniors will be allowed to visit a college or vocational-technical school two (2) days without being counted absent. Beginning with the third and all subsequent such visits, the students will be counted absent from school.

*All post secondary visitations **must** be arranged by the school counselor who will then notify the office of the student's upcoming absence. The student must get a make-up slip in advance of the absence. Any student who does not follow this procedure will automatically be charged with an unexcused absence.*

Many post-secondary and military recruiters visit our school each year. These visits will be announced in advance and those students who choose to attend must sign up with the school counselor and receive permission from their classroom teacher.

## Prom

1. Formal dress is required to attend the prom. The administration and prom advisors reserve the right to determine what is, and is not, formal dress. Formal dress shall be worn at prom until the dance is completed.
2. All juniors and seniors will be required to register their dates by the Wednesday prior to prom. All dates must be approved by the administration. All dates to the prom must be freshmen or older. However, if the dates are out of high school, they are required to follow the same rules set up for the students. Dates outside the Freeman High School junior and senior class will be allowed to attend the banquet provided their meal is paid for.
3. Except in a bona fide emergency verified by a parent or guardian, students will NOT be allowed to leave the school grounds in-between the banquet, grand march or the dance. Post-prom

will be held at the Freeman Jr./Sr. High School. All students that wish to participate in after-prom activities must attend all other prom activities.

4. If at any time a student chooses to leave the banquet, prom, or procedures leading up to the post-prom activities, they will not be re-admitted. Students are encouraged to attend each segment of the prom activities in their entirety. School personnel and law enforcement will check bags or other materials brought into the school by the students before the initial entrance to the prom.
5. No beverages, regardless of the type, may be taken to any prom activity. If a student takes a beverage into the school facility, it will be confiscated, that student will be required to leave, and that student will not be re-admitted.
6. The Freeman High School policy regarding alcohol, tobacco, and drugs (illegal substances) will be strictly enforced. Any student who violates this policy will be dealt with by school administration, law enforcement authorities and/or the Freeman School District Board of Education.
7. Only juniors and seniors from Freeman High School, along with their dates, will be allowed in the grand march.
8. Freeman High School freshmen and sophomores will be allowed to attend the prom dance provided they wear formal dress and attend at the required time. These students will also be allowed to take part in the post-prom activities.
9. The prom banquet will begin at 6:30 PM. The grand march begins at 8:00 PM. The doors will close at 8:30 PM when the prom dance begins. The dance will conclude at 11:30 PM. Post-prom activities will begin at 12:00 AM. Again, if a student leaves any of the events associated with prom, that student will not be re-admitted or allowed to take part in any of the remaining prom activities.
10. **A law enforcement officer will be present during prom activities, including the banquet, grand march, and prom dance.**

## **Registered Sex Offender Visitation Policy**

**“Circumstances constituting ‘Loitering’”** as that term is used in SDCL ch. 22-24B, as it relates to the Freeman School District, means that any time a registered sex offender is present on or within 500 feet of any school building, property or school activity without notification to the administrative office within 5 minutes of entering the school safety zone, the person is presumed to be loitering. Whenever a registered sex offender reports to the administrative office he or she shall state the reason for being present on school grounds and shall be accompanied by a District employee while on the premises. Upon completion of the stated reason for being present at school, the registered sex offender shall immediately depart the school safety zone; failure to do so also constitutes loitering. The administration is authorized to report any instance of loitering as set forth in this policy to law enforcement.

## **Report Cards**

Official report cards will be issued after completion of each grading period -1st & 2nd quarters (1st semester), 3rd & 4th quarters (2nd semester).

Report cards will contain the student's attendance record, scholastic grade, and in some instances, specific comments concerning student work ethic and/or conduct.

## **School Closings**

The Freeman Public High School will use a phone messaging system in conjunction with TV stations (KELO, KSFY, KDLT, and FOX) to notify the public in case of school closings or early dismissals.

## **School Dances**

All rules governing student behavior will be followed. Parents will be called for students suspected of being in violation of illegal substance regulations. In the event the parents cannot be contacted, referral will be made to law enforcement. Exceptions require school board approval. Any student leaving the building will not be allowed to re-enter.

Junior high students are not allowed to attend high school dances, including Homecoming and Prom.

## **School Lunch Service**

Freeman High School is proud of its facilities for providing hot lunches. Students are expected to observe good dining room habits, pass to lunch in an orderly manner (no running, shoving, or cutting in line) and leave the dining table and surrounding area clean and orderly. No food is to be taken from the dining area.

## **School Lunch Policy (Grades 7-12)**

1. The school lunch/breakfast program is not a compulsory program for students. Breakfast and lunch periods for students will be approximately 25 minutes in length. During lunch period all students will be required to stay at the school and remain in the lunchroom. Students may eat a hot lunch, bring a sack lunch or go without. The purpose of this policy is to assure accountability of all students.
2. The price per meal for breakfast is \$2.00. The price per meal for lunch is \$3.44 for grades 7-12. Teachers and adults will pay \$3.99 per meal. Ala Carte (seconds) are \$1.30 per item. (Prices are subject to change at the discretion of the school board.)
3. Families will be notified of account balances on a regular basis.
4. There are no provisions for charging school breakfast/lunch.
5. If a family account does not have sufficient balance to cover the cost of the students' meals, the student will be served a cheese sandwich and a carton of milk. The cost of this meal is \$.40 and will be subtracted from the family account balance.



6. Students who are served a cheese sandwich and who eat from the plate of another student will be charged for a regular priced meal.

The intent of the Board is to provide a meal for each student who desires to eat at school. No child will be denied an opportunity to eat lunch. We ask for your support and cooperation in this effort.

## Senior Privileges

The goal of senior privileges is to encourage seniors to perform well in their classes, while challenging them with the responsibility to continue to keep up with their schoolwork. It is the belief of the Freeman School District that seniors can be treated as young adults, and that these types of privileges will better prepare students for life after high school. The opportunity to exercise senior privileges will provide students with a better understanding of what it is like to use free time wisely, and also give them a responsibility as young adults.

Essentially, senior privileges is a form of free study / open campus in which seniors will have the freedom to attend a study hall that is not under the direct supervision of a staff member, or, students will have the opportunity to leave school during their study hall time if they so choose.

Seniors privileges will begin at the discretion of the administration. Seniors who are exercising their privileges will be expected to abide by all rules and regulations set forth in the Freeman Jr./Sr. High School Student Handbook. Furthermore, the administration reserves the right to suspend seniors from these privileges if they are failing classes or displaying attendance issues.

In order to receive senior privileges, students and parents/guardians must sign the following:

By my signature below, I give permission for my son/daughter to receive "senior privileges" at Freeman High School. I release the school of any obligations or responsibility while my son/daughter is away from the school during "senior privileges." I accept that my son/daughter will not be under the direct supervision of school personnel during their assigned study hall periods. I understand that my child may drive his or her personal vehicle while out of the building on senior privileges. The Freeman School District is not responsible for any damages that may arise as the result of such activity.

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

I agree to abide by the rules set forth for "senior privileges" at Freeman High School. I will also adhere to the Freeman Jr./Sr. High School Handbook regulations while exercising my "senior privileges."

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Sexual Harassment Policy

It is the district's policy that sexual harassment is illegal, unacceptable, and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination or expulsion for violation of this policy.

**DEFINITION:** Sexual harassment is any unwanted or unwelcome verbal, written, or physical conduct of a sexual nature that interferes with a student's right to learn, study, work, achieve, or participate in a comfortable and supportive atmosphere. Sexual harassment may include, but is not limited to, the following:

- Leering at someone else's body
- Making comments, gestures, or jokes of a sexual nature
- Manipulating clothing in a sexual manner
- Displaying sexual pictures or objects
- Spreading sexual rumors or commenting about sexual behavior
- Repeatedly pressuring for dates or unwanted sexual activity
- Touching, grabbing, and/or pinching
- Teasing and/or bullying in sexual terms
- Asking for sexual favors in exchange for grades, promotions, or participation in school activities
- Inflicting physical sexual assault or abuse

**RESPONSIBILITY:** School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities will be provided by the school district to explain the policy and laws. An investigation will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

**COMPLAINTS:** Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the guidance counselor or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained. If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

Any retaliatory action taken against a student or employee regarding a sexual harassment complaint will be dealt with promptly and may result in severe sanctions against the retaliator.

# Student Government

## Freeman High School Student Council Constitution

### PREAMBLE.

We, the student body of Freeman High School, in order to provide for student participation in school government, to promote school activities, and to provide for closer relationship between the faculty and students, do adopt this constitution for the Freeman High School Student Council.

### ARTICLE I—Name.

The name of this organization shall be the Freeman High School Student Council, abbreviated FHSSC.

### ARTICLE II—Membership.

*Section 1.* The Membership of the Freeman High School Student Council shall consist of all the bonafide pupils of the high school.

*Section 2.* When any student signs the enrollment blank of Freeman High School, on enrolling, therein, he/she agrees to the conditions of the Constitution and By-Laws of this association.

### ARTICLE III—Student Council.

*Section 1.* The executive power of this association shall be vested in a Student Council composed of the student body president who is a non-office-holding member of the senior class and the vice-president who is a non-office-holding member of the junior class. The remaining members of the Student Council will consist of class presidents, one Student Council representative from each class and the Boys and Girls State representatives from the previous school year. The maximum number of students in the Student Council will be 13.

*Section 2.* The presidential and vice-presidential running mates shall have a petition circulated and signed by no fewer than twelve FHS students to qualify as candidates and have their team placed on the ballot. Each student may sign only one petition.

*Section 3.* The term of office shall be for one school year. The date of the election shall not be earlier than the first week in May, no later than the third week in May. These officers shall assume their duties upon the opening of the following school year.

*Section 4.* The secretary of the Student Council will be selected from within the Student Council by the current members. This position will be filled at the first regular meeting of the Student Council at the beginning of each school year.

*Section 5.* The treasurer shall be selected from within the Student Council by the current members. This position will be filled at the first regular meeting of the Student Council at the beginning of each school year.

*Section 6.* Seven (7) members of the council will constitute a quorum to do business. Two-thirds of the student body shall constitute a quorum for the Student Council.

*Section 7.* All members of the council must be willing to take an oath upon accepting their appointment.

*Section 8.* Student Council meeting shall be designed to meet the students' needs and the principal shall be informed of such meetings.

#### **ARTICLE IV—Powers and Duties of Council Officials.**

*Section 1. President.* The president will preside over the Student Council and executive meetings. The president will perform any of the duties delegated him/her by the Student Council or advisors. The president has the power to appoint committees and a committee chairman and may serve on a committee him/herself. The president, working in cooperation with the advisor, has the authority to call special meetings.

*Section 2. Vice-president.* The vice-president shall preside over meetings and have the full power of the president in the president's absence.

*Section 3. Secretary.* The secretary shall keep the records of the Student Council, read the minutes of the preceding meeting, write correspondence for the council, and take attendance.

*Section 4. Treasurer.* The treasurer shall keep an itemized record of all financial transactions of the council and make financial reports when called upon.

#### **ARTICLE V—Powers of Related Organizations and Individuals.**

*Section 1. Powers of Student Body Relating to Student Council.* The student body may introduce legislation through his/her class representative. Members of the Student body may attend a Student Council meeting providing they have prior approval of a business item for the council. This approval must be granted by the advisor.

*Section 2. Faculty Powers and Duties Relating to Student Council.* The Student Council advisors shall have no voting power. The advisor does have the authority to call any special meetings of the council. The principal/advisor has the right to veto any act of the Student Council. However, the Student Council has the right to appeal any act to the superintendent or to the School Board.

*Section 3. Powers of a Student Council Member Relating to the Council.* Each council member shall have equal representation in all council activities. Any member may introduce legislation to the council for consideration. Each council member shall have one vote on each decision. Each Student Council member shall consider it his or her duty to represent their class, at the same time keeping in mind the welfare of the entire student body.

*Section 4. Committee Duties and Power.* It shall be the purpose of committees to examine and report back to the council with their recommendations, findings, and suggestions. The committees shall have any power designated it by the council. All committees shall be required to submit a written report of all committee activities and expenditures to the Student Council after the termination of their duties.

*Section 5. Powers of Student Council.* The council has the right to represent the student body before the administration and/or the Board of Education and to provide leadership for their respective classes.

**ARTICLE VI—Standing Committee.**

There will be an election committee organized by the Student Council membership to execute proper election procedures.

**ARTICLE VII—Official Oath.**

*Section 1.* The official oath will be administered by the presiding Student Council president at the last meeting of the school year.

*Section 2.* The Official Oath: I, \_\_\_\_\_, do promise to faithfully execute all responsibilities and obligations associated with the office of \_\_\_\_\_. I further pledge that I will uphold all aspects of the Freeman High School Student Council Constitution, work to preserve the democratic representative form of government, foster better relations between the faculty and Student Council, maintain good character and set an example for others, and be willing to devote the necessary time and effort in order to carry out the foregoing statements.

Signed: \_\_\_\_\_

**ARTICLE VIII—Ratification.**

*Section 1.* This constitution will be ratified by a two-thirds vote of the Student Council assembled.

*Section 2.* Consent must be granted by the administration.

**ARTICLE IX—Amendments.**

*Section 1.* Proposed amendments must be introduced through the Student Council.

*Section 2.* Proposed amendments must receive two-thirds vote of the council members assembled.

*Section 3.* Proposed amendments must have the consent of the administration.

**ARTICLE X—Impeachment.**

*Section 1. Method of Removal:* Any officer or class representative may be removed from office for repeated failure to attend meetings; failure to represent his/her properly and fairly; failure to carry out his/her duties as an officer or representative; or for any other actions which are detrimental to the welfare and best interest of the school. Administrative decision or a two-thirds vote of the Student Council shall be necessary to remove anyone from office.

*Section 2. Method for Filling Vacancies:* If a class representative resigns or is removed from office, his/her class shall elect another representative. If an officer resigns or is removed from office, the vacancy will be filled from within the Student Council by its current members. If the student body president resigns or is removed from office, the vice-president becomes the president.

## **ARTICLE XI—By-Laws.**

The order of business at a FHSSC meeting is as follows:

1. The meeting is called to order by the president and is conducted according to Roberts Rules of Order.
2. Attendance shall be taken by the secretary.
3. Minutes of the last meeting shall be read by the secretary.
4. Reports from committee chairpersons.
5. Other old business.
6. New business.
7. Adjournment by a motion from the floor.

\*During Student Council election week, all campaign posters, slogans, buttons, speeches, etc. must be approved by the Student Council advisor prior to posting and distributing.

## **Student Grievance**

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices: 1) that a school rule is unfair, 2) that a school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin, or against or between a student(s) with a disability.

Grievances are processed through four steps: 1) to the counselor, 2) to the principal, 3) to the superintendent. Complaints that remain unresolved following any action of the superintendent may be referred in writing to the School Board for review. The Board's decision will be final unless an appeal is requested. On all four levels an informal conference is to be held within five days of the date of filing of the complaint so that no student's complaint shall consume more than twenty (20) days time in all. The burden of proof is upon the student to show that a rule is unfair and/or is discriminatory. The final resolution of the grievance is to be in writing principalship level and designed to provide the student with a basis for resolution of the grievance as originally stated in the complaint.

**Student Grievance Procedure:** If a student has a grievance, he/she should present it in writing to:

**LEVEL 1:** The school counselor should be scheduled for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The counselor must hold a conference within five (5) days time of the date of filing.

**LEVEL 2:** If a student is not satisfied with the resolution made at level one, he/she may appeal in writing to the principal for an informal conference and discussion of said grievance. The principal must hold a conference within five (5) days time of the date of filing.

**Student Rights and Responsibilities:** A prized birthright of state citizens is that of an education at public expense for those citizens between the ages of five and twenty-one unless they graduate from high school before the age of twenty-one. The birthright carries with it correlative responsibilities, as follows:

**It is the Student's Right to:**

- Attend school in the district in which the student's parent or legal guardian resides.
- Attend school until graduation from high school at public expense.
- Obtain free textbooks needed in the course of study.
- Attend school at no expense even though married.
- Assist in the making of decisions affecting life in school.
- Express opinions verbally or in writing.
- Expect that the school will be a safe place for all students to gain an education.
- Dress in such a way as to express the student's personality.
- File a grievance with the appropriate school official.
- Be afforded a fair hearing with the opportunity to call witnesses in his/her own behalf, and to appeal his/her case in event of disciplinary action.
- Be represented by an active student government selected by free school elections.
- Assist in making the school rules.

**It is the Student's Responsibility to:**

- Attend school daily, except when ill, and to be on time at all classes.
- Attend school until age eighteen.
- Pursue and attempt to complete the course of study prescribed by the state and local authorities.
- Express opinions and ideas in a respectful manner so as not to offend or slander others.
- Be aware of all rules and regulations for student behavior and conduct oneself in accordance with them.
- Dress and appear so as to meet fair standards of propriety, safety, health and good taste.
- Be willing to volunteer information in disciplinary cases should the student have knowledge of importance.



- Be willing to volunteer information and cooperate with school staff in disciplinary cases.
- Assist the school staff in running a safe school for all students enrolled therein.
- Take an active part in student government by running for office or voting for the best candidates; making problems known to the staff through student representatives.
- Assume that until a rule is waived, altered, or repealed that it is in full effect.

## **Student Parking**

Students driving cars or motorized vehicles to school are to park them on arrival in the EAST PARKING LOT ONLY, away from both the west and south curbs. Curb parking is reserved for school district employees, school buses, handicapped persons and visitors. Students are not to drive vehicles during school or noon hours. Vehicles are to be left in the PARKING LOT until dismissal. At times there are valid reasons to drive or ride with someone. On these days specific permission should be received from the principal.

## **Study Hall**

The purpose of the study hall is to provide a student with the opportunity to do class assignments. If it appears that students have nothing to do in study halls, teachers will be asked to give more outside assignments. Students should check with each study hall teacher for specific policies for that hour.

1. Students will not be permitted to have more than three (3) study halls (Only one (1) of these study halls may fall within the first three (3) periods of any given day).
2. Students are to use time in study hall to study and complete assignments. Students are to come to study hall prepared to work for the entire period. Students are to have all materials they need when they arrive at study hall. It is not anticipated that students will be allowed to go to their lockers on a routine basis to get work.
3. Students are to have passes signed before they arrive at the study hall.
4. All guidelines as outlined in the school Acceptable Use Policy - Computer, Internet and Electronic Mail policy will be adhered to.

Students who violate study hall procedures will be referred to the principal's office.

## **Telephone Calls**

Phone calls to students during class are discouraged. Students will be called from class to answer phone calls only in the case of an emergency. If it is not deemed an extreme emergency, telephone messages will be held and posted at the principal's office. A telephone is located in front of the administration offices and should be used by the students making local calls. Student placed calls will not be permitted during class time, except in emergencies.

## Terroristic Threats / Hoaxes

### **SDCL 22-14A-24. Use of substance or device to communicate terroristic threat as felony.**

Any person who intentionally communicates a threat by leaving a substance or device, thereby causing either serious public inconvenience, or the evacuation or serious disruption of a building, place of assembly, facility of public or school transport, or a school related event, is guilty of communicating a terroristic threat. For the purposes of this section, a substance or device includes, but is not limited to, an actual or apparent dangerous weapon, destructive device, dangerous chemical, biological agent, poison, harmful radioactive substance. A violation of this section is a Class 4 felony.

### **SDCL 22-14A-25. Use of hoax substance or device to cause fear as felony.**

Any person who intentionally possesses, transports, uses, or places any hoax substance or hoax destructive device with the intent of causing anxiety, unrest, fear, or personal discomfort is guilty of a Class 5 felony. A hoax substance is any substance that would cause a person to reasonably believe that it is a dangerous chemical or biological agent, a poison, a harmful radioactive substance, or a similar substance. A hoax destructive device is any device that would cause a person to reasonably believe that it is a dangerous explosive or incendiary device or a similar destructive device.

### **SDCL 22-14A-26. Persons convicted of certain crimes may be ordered to make restitution.**

The court may, after conviction or adjudication of any violation of § § 22-14A-22 and 22-14A-24 to 22-14A-27, inclusive, conduct a hearing to ascertain the extent of costs incurred, damages and financial loss suffered by local, county, or state public safety agencies, and the amount of property damage caused as a result of the crime. A person found guilty of violating § 22-14A-22 and 22-14A-24 to 22-14A-27, inclusive may upon conviction, be ordered to make restitution to the local, county, or state public service agency for any cost incurred, damages and financial loss or property damage sustained as a result of the commission of the crime.

### **SDCL 22-14A-27. No cause of action against good faith response to terrorist act.**

The provisions of § 22-14A-22 and 22-14A-24 to 22-14A-27, inclusive, may not be construed to create any cause of action against any person based upon or arising out of any act or omission relating to any good faith response to a terrorist act or an attempted terrorist act.

### **SDCL 22-14A-22. Falsely reporting a threat as felony --Restitution --Minor to perform public service.**

Any person who makes a false report, with intent to deceive, mislead, otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, explosive, destructive device, dangerous chemical, biological agent, poison harmful radioactive substance, is guilty of falsely reporting a threat. Falsely reporting a threat is a Class 6 felony. Any person found guilty of falsely reporting a threat shall pay restitution for any expense incurred as a result of the crime. The person is also civilly liable for any injury to person or property from the false report and any costs related to responding to the false report. If the person making the false report prohibited by this section is a minor, the court, in addition to such other disposition as the court may impose, shall require the minor to perform at least fifty hours of public service unless tried as an adult.

## **Valedictorian and Salutatorian**

The two students who have the highest academic average (GPA) after seven semesters from an accredited school shall be designated as the senior class Valedictorian and Salutatorian.

## **Visitor Policy**

All salespersons or visitors (including all family members) must stop at the principal's office before going on to do business with/or visit with a staff member or a student. Visitors must be cleared in advance with the principal. All visitors must follow all school guidelines and policies.

## **Elastic Clause**

The student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. 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. We sincerely hope that each one of you will have a successful and enjoyable school year. Take the time to know the rules and regulations you are expected to follow and many of the little problems can be avoided. If you have questions or problems, please see the principal.