



**SPEARFISH
HIGH SCHOOL
HANDBOOK
2023 – 2024**



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MESSAGE FROM THE PRINCIPAL

Welcome to the 2023–2024 school year at Spearfish High School. This handbook has been developed to inform students about their school. Guidelines are needed to help any school run in an efficient and organized manner. Spearfish High School is no different! This handbook is not meant to be an “all inclusive” manual. Common sense and “doing the right thing” always take precedence and are staples of everyday living. Please read the handbook and refer to it as needed.

There are seven major sections in the Spearfish High School Handbook. They are:

- Academics
- Attendance
- School Guidelines
- Consequences
- Student Activities
- General Information
- Emergency Procedures

If a student or parent desires to see a complete copy of a School Board Policy they may inquire in the Principal’s office or use the following web address:

https://www.spearfish.k12.sd.us/board_of_education/district_policies

Each student at Spearfish High School can achieve success. Hard work, determination, organization, preparation, treating all people fairly, respecting others, respecting yourself, setting personal goals and respecting rules will lead to each student’s success. This handbook sets the basic guidelines, regulations, rules and gives essential information to help each individual student attain and have a successful high school experience. Each student is responsible for what she/he does and does not do. Each student must learn from past experiences, both good ones and bad ones. Attitude is vital for success. Attitude is the filter that allows information to flow to the brain. *If you come to school each day with a good attitude – your learning experience and success will be greatly enhanced!* Only “YOU” can change your attitude! Keep in mind that we all make mistakes, the key is to learn from those mistakes and not make the same mistake twice.

**SPEARFISH HIGH SCHOOL is accredited by *Cognia*
the largest community of education professionals in the world.**

Copy of annual notice

The Spearfish School District does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, national origin, disability, sex, or age and provides equal access to designated youth groups. The following have been designated to handle inquiries regarding the non-discrimination policies:

Sarah Heilman
Title IX Coordinator
525 East Illinois
Spearfish, SD 57783
605-717-1229
keaston@spearfish.k12.sd.us

Sarah Heilman
504 Coordinator
525 East Illinois
Spearfish, SD 57783
605-717-1201
sheilman@spearfish.k12.sd.us

Office for Civil Rights:
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd Floor, Ste 320
Kansas City, MO 64106
Phone 816-268-0550 Fax 816-268-0599 TDD 800-877-8339
OCR.KansasCity@ed.gov
Notification of Parental Rights and No Child Left Behind Mandates

1. Parents may inspect and review the education records of each student.
2. Parents may request the amendment of the student's education records to insure they are not inaccurate, misleading or otherwise in violation of the privacy or other rights of student.
3. Parents must consent to disclose of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent.
4. Parents may file with the United States Department of Education any complaint concerning alleged failures by Spearfish Schools to comply with requirements of the law.
5. Parents have the right to obtain the school board policy of the school district relating to student records.
6. Parents may request assistance in or the District will provide you with the following information:
 - analyzing results from required assessments; identifying and addressing curriculum and instructional problems
 - addressing problems using parent involvement and professional development requirements
 - analyzing the school's budget and resources
 - identifying and implementing professional development and instructional strategies that have proven effective in improving students' math and reading achievement
 - notification if your child is attending a school that has been identified as a school in need of improvement

**Spearfish School District Public Notice
Career and Technical Education**

Spearfish High School Career and Technical Education Department offers a variety of career and technical programs to all students.

The program areas include the following:

- **Industrial Technology/Architecture and Construction Cluster**
 - **Career Planning**
 - **Computer Applications**
 - **Intro to Drafting & Design**
 - **Architectural Drafting CAD**
 - **Cabinetry**
 - **Intro to Building Trades**
 - **Intro to Tech Ed**
 - **Intro to Arch and Construction**
 - **Geometry**
 - **Trigonometry**
 - **Mentorship**
 - **Senior Experience**
- **Industrial Technology/Manufacturing Cluster**
 - **Career Planning**
 - **Computer Applications**
 - **Intro to Tech Ed**
 - **Intro to Drafting & Design**
 - **Electronics**
 - **Mechanical Drafting & Design**
 - **Welding Technology**
 - **Advanced Welding Technology**
 - **Geometry**
 - **Physics**
 - **Mentorship**
 - **Senior Experience**
- **Business/Business Management & Administration--Finance Cluster**
 - **Computer Applications**
 - **Career Planning**
 - **Accounting I**
 - **Accounting II**
 - **Personal Finance**
 - **Economics**
 - **Sociology**
 - **Psychology**
 - **Algebra I**
 - **Mentorship**
 - **Senior Experience**
- **15 STEM (Science, Technology, Engineering, Math) Cluster**
 - **Computer Applications**
 - **Career Planning**
 - **Intro to Tech Ed**
 - **Intro to Drafting & Design**
 - **Electronics**
 - **Architectural Drafting**
 - **Mechanical Drafting & Design (CAD)**
 - **Biology**
 - **Biology Advanced Studies**
 - **Calculus**
 - **Chemistry**
 - **Geometry**
 - **Trigonometry**
 - **Physical Science**
 - **Physics**
 - **Mentorship**

- Senior Experience
- 10 Human Services Cluster
 - Computer Applications
 - Career Planning
 - Personal Finance
 - Child Development 1- Prenatal through Toddler
 - Child Development 2-Preschool to School Age
 - Foods 1- Nutrition and Wellness
 - Foods 2 -Nutritional Sciences
 - Sociology
 - Psychology
 - Mentorship
 - Senior Experience
- 11 Information Technology Cluster
 - Career Planning
 - Computer Applications
 - Web Publishing and Design
 - Java Programming I & II
 - Computer Hardware & Beginning Programming
 - Physics
 - Calculus
 - Trigonometry
 - Mentorship
 - Senior Experience

For more information about Career and Technical Education, Call 605-717-1212

In accordance with Federal Regulations, no individuals will on the basis of race, color, national origin, sex, age, or disability be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under the guidelines of the Career and Technical Education Program.

SPEARFISH SCHOOL DISTRICT MISSION

Empowering all students to succeed in a changing world.

SPEARFISH HIGH SCHOOL MISSION

Spearfish High School promotes a community of lifelong learners through cooperative effort.

SPEARFISH HIGH SCHOOL BELIEF STATEMENTS

We believe all individuals can be successful lifelong learners.

We believe educational excellence is achieved through effective, diverse instruction and high expectations.

We believe the cornerstones of learning are integrity, empathy, responsibility, honesty, respect, and accountability.

We believe in success through healthy choice, civic responsibility, strong work ethic, and cultural awareness.

We believe learning requires a commitment from students, teachers, administrators, parents, and community.

We believe all people should be global citizens in a changing world.

We believe an educational environment should be physically and emotionally safe and supportive.

SPEARFISH HIGH SCHOOL SONG

Spearfish we honor you
And to the end we'll fight for you.
And keep your colors flying high, high, high
We'll do our best for you at every turn
We'll show you what it is to have a loyal,
Rough, and ready school. Fight team, fight!
Spearfish for you we stand maroon and white.
We've got the pep
Now listen to our great big Rah! Rah! Rah!
Roll out the score. Spearfish cheer for your team.
We'll show you what it is to have a loyal,
Rough, and ready school.

**MASCOT--SPARTAN
COLORS--MAROON AND WHITE**

**SPEARFISH HIGH SCHOOL
DAILY SCHEDULE 2023-2024**

1	8:15-9:48
2	9:54-11:24
	LUNCH 11:24-12:09
3	12:09-1:39
4	1:45-3:15*

***(Spartan Time is 4th Block Maroon Days)
9th-11th Grade Students will stay with Advisors from 1:45-2:05 daily**

Spartan Time

1. All Freshmen students will start the year in Spartan Time
2. All Sophomore, Junior and Senior students grades will be evaluated at all the mid- term, quarter and semester grade periods to determine Spartan time attendance.
3. At any grading period a Sophomore or Junior student that is passing all classes with a C- or better grade can be excused from Spartan Time at 2:05. Any Senior student that has a D+ or less in any class will be required to attend Spartan Time until the next grading period that shows he/she is passing all classes with a C- or better grade.
4. If a student receives an Incomplete (I) for any reporting period, he/she will be required to attend Spartan time until he/she is passing all classes with a C- or better grade.
5. A students' status can change at any of the grading periods; mid-term, quarter, semester.
6. Freshmen are exempt from this program. They must attend Spartan Time all year long.

SPARTAN TIME ADVISOR PROGRAM

All students will be assigned to a Spartan time teacher upon entering high school. The student will stay with that teacher throughout their 4 years in high school. Studies show that schools involved in an Advisory Program see increased student performance. A successful program ensures that each student has frequent and meaningful opportunities to plan and assess his or her academic and social progress with a faculty member. Beginning with incoming students, a transition program will be put into place that will get all students off to a good start. As the student progresses through his or her high school years, the teacher advisor will get to know the student well so that the teacher advisor can continually assess whether the academic and school activities programs are meeting the needs of the student. Opportunities and time to discuss items of importance in a small group setting will be given to the students. This will be done with various activities targeted to each specific grade level group. It is the goal of this program to become more than just another homeroom opportunity to take care of mundane responsibilities.

The program's main purposes can/will include:

- Create a one to one relationship that many students no longer have
- To advise students about academic decisions and monitor academic achievement
- To foster communication between the home and the school
- To encourage supportive peer relationships
- To prepare students for life transitions including career development and postsecondary opportunities

How the Spartan Time Advisor Program will work:

- Each teacher will serve as an advisor to 15-25 students, depending on the size of each class. All core areas will be represented within each group. SPED teachers will work with their caseload students. Alternative school students will be placed with their main instructor.
- Advisor time will take place during designated DEAR and Spartan times.
- Support will be given to Teacher Advisors on the program
- Student Council members will be consulted- helping to create and oversee the program as it develops
- Ideas will be discussed at each monthly faculty meeting.

The following dates will be set aside for full 90 minute activities (if needed):

Verification of appointments may be requested and required to be excused from mandatory Advisory days.

- September 20
- October 17
- November 15 (NCRC test Seniors)
- December 14
- January 23 Senior & Junior January 25 Sophomore & January 29 Freshmen
- February 22
- March 21 (Career Fair)
- April 18 (Sophomore Pre ACT) (Junior State Assessments)
- May 10 (8th to 9th Grade Transition Day – Seniors not required to attend)

ALL 9 – 12 STUDENTS MUST STAY FOR MAROON 4 SPARTAN TIME ON ALL OF THE ABOVE DATES

Assessment Notification

Annually, all students in grades 3-8 and 11 shall participate in the South Dakota mandated assessment; currently known as Smarter Balance. Individual results for students will be provided to the child and family in hard copy, made available at the earliest reporting period following the completion of the assessment. School and District assessment results are made available annually via the South Dakota Department of Education Report Card. These results are shared with all family's Pre-K - 12 via email, newsletter, and on the District's website. Parents may also request this information from your child's school at any time.

Assessment Exemption

In accordance with ESSA 1111(b)(2), Spearfish School District hereby provides parent/guardian(s) information regarding requested exemption from State and local assessment(s). Any parent wishing to have their child opt-out of such assessment, where applicable, shall do so in writing a minimum of 5 school days in advance of said assessment(s). Students may not opt-out of assessments where mandated by State or Federal Law.

STUDENT COUNCIL 2023-2024

Student Body Officers

- President:
- V. President:
- Secretary:
- Treasurer:

Senior Class Officers

- President:
- V. President:
- Secretary:
- Treasurer:

Class Reps:

Junior Class Officers

- President:

V. President:

Secretary:

Treasurer:

Class Reps:

Sophomore Class Officers

President:

V. President:

Secretary:

Treasurer:

Class Reps:

Freshman Class Officers

President: TBA

V. President: TBA

Secretary: TBA (All positions will be elected in September 2023)

Treasurer: TBA

Class Reps: TBA

ACADEMICS

IDENTIFICATION CARDS

Each student must have a current student ID card. These are given to the student at the beginning of their Freshman year, are used for proof of identification, used for entrance into the building and must be carried by the student at all times every day. Upon entering the building for the school day, students are required to have ID badges. Those HIGH SCHOOL students who use school busing must have the ID available upon boarding and riding the bus. No temporary ID badges will be issued. Any student who is new to the district or who did not have their school picture in August, must stop by the main office to have an ID made. If a student should lose or deface their ID, there is a \$5 replacement fee charge to make another ID. The ID's are to be accessible by the student at all times and are used in the classrooms, commons, lunchroom, hallways, library, buses, etc. The ID is the property of Spearfish High School.

Students without an ID will be required to purchase a new ID and may serve a detention that day or the next day after school. Detentions will continue to be served until the new ID is purchased. All procedures for unexcused tardies, absences and un-served detentions will be adhered to.

Why have ID Cards?

- serve as a form of identification
- be used to gain entrance to the school building
- be used as the student library card
- be used for lunchroom purposes
- allow staff members to easily see who is a member of the SHS student body
- allow staff members to monitor visitors or intruders into our school
- allow for the general safety of our student body

Academic Letters

In order to receive the academic letter, a student must maintain a cumulative grade point average of 3.74 for the first three quarters of the school year.

Class Schedule Changes

As a rule, changes in class schedules will be limited to the first week of a new semester. Changes made during this time may be made only with the consent of the counseling department, administration, and parents. Due to class size limitations and student number equalization per teacher and class, specific parent or student placement requests for individual teachers cannot be honored.

Conferences

Parent-teacher conferences are held during the 1st and 3rd quarters. Parents are urged to attend and discuss their child's progress. Conferences will be held at the following times and places:

Wednesday, October 4, 2023	3:30 pm – 7:30 pm Classrooms
Thursday, February 29, 2024	3:30 pm – 7:30 pm Classrooms

Dual Credit

High school juniors and seniors attending a public high school within South Dakota may be eligible to participate in this program and receive both high school and college/technical school credit at a reduced rate (set by state). A new application must be submitted for each semester in which you wish to participate. As a public high school student within the state of South Dakota you have the opportunity to participate in dual credit courses in which you gain both secondary and post-secondary credit at a discounted rate. Please read the following Terms of Participation to understand the expectations and your role in enrolling in a dual credit course.

Terms of Participation:

1. Courses offered are at the college level and college pace and instructors will teach at the college level.
2. Students will be evaluated as college students and will receive the grade earned according to grading policies as outlined by the course syllabus.
3. Credit courses are college courses and will remain on the student's permanent record even with the secondary school using the coursework as high school credit. All coursework taken will appear on the student's transcript.
4. Students will need to disclose in college applications that they have taken college /dual credit coursework. It is the responsibility of the student to contact his/her prospective post-secondary school and provide the necessary information so the institution may determine if the dual enrollment credits that have been earned are transferable. The BOR institutions cannot guarantee transferability of credits.
5. Material used and presented may be for mature audiences.
6. Students will have access to university services such as library, e-mail, and WebAdvisor. Students do not pay student fees and will not be given access to wellness centers, sporting events, or other student activities.
7. Students must adhere to the advertised add/drop with refund and withdraw dates as determined by the university.

8. Students finding it necessary to withdraw from the course for college credit must consult with the high school counselor to determine the best plan possible. At which point the student must contact the identified University point-of-contact to complete this process. Students who discontinue enrollment without processing an official withdrawal will be reported as having failed the semester's work.
9. Students will be held accountable for academic dishonesty, plagiarism, and/or cheating as outlined by the University's Student Code.
10. Students are covered under the Family Educational Rights and Privacy Act (FERPA) which prohibits the University from disclosing information to anyone, including parents, without the student's written consent.
11. Students must act on their own behalf. Parents, guardians, relatives or friends of the student are not permitted to enroll, drop, or add classes on behalf of the student.
12. Students are responsible for tuition/fees and materials associated with dual credit courses.
13. Dual credit courses will not be allowed to substitute for courses required for graduation in the 2nd semester of the senior year.

Admission requirements:

- A high school junior or senior attending a public high school within SD
- Meet undergraduate admissions requirements (ACT or coursework); or
- If high school senior, rank in upper one-half of their class or score at or above 50th percentile on a nationally standardized, norm-referenced test, such as the ACT or SAT; or
- If high school junior, rank in upper one-third of their class or score at or above 70th percentile on a nationally standardized, norm-referenced test, such as the ACT or SAT

Students are responsible for registering for classes at the respective college or technical school and for all costs. Scheduling issues should be discussed with a guidance counselor to assure that all high school requirements can be met. Credit will be recorded on the student's transcript only after a copy of the official grade report from the respective college is provided to the guidance office. One-half credit will be recorded at SHS for 3, 4, and 5 semester hour courses completed at the college or technical school level. Letter grades will be computed into the student's grade point average using the 4.0 scale. Students who enroll for 1 or 2 classes at a college or university may not be required to take a full high school load. All school regulations regarding the withdrawal from a course during the semester apply and students can receive a "WF" on the official transcript as a result. All participants must sign a transcript release so the school can access grades as soon as the college has posted them.

Early Graduation

A student who is seeking permission from the administration to graduate early must have specific plans and written parental permission. Initial applications for early graduation should be submitted to the Guidance department and then to the Principal for approval. An exception may be made for fifth year seniors who will complete course work in less than a year. Students must complete seven semesters to attain early graduation. Students enrolled at the Black Hills Education Connection may graduate upon completion of their program, regardless of how many semesters they have completed.

Full-time Student Status

A student must be enrolled in and attending a minimum of seven classes to maintain his/her full-

time student status unless approved otherwise by the administration. Junior and Senior students who are not credit deficient may enroll in a minimum of six classes (five with an internship and verified work experience) and maintain their full-time status unless approved otherwise by the administration. Juniors must have at least 12 credits and a minimum 2.5 GPA to qualify for an open block. Students will be classified by credit as follows: Freshman 5.5 credits and below, Sophomore 5.5 to 10.0 credits, Junior 10.5 to 15 credits, Senior 15.5 and up credits.

Grading Scale

The following grading scale will be used by all departments and all instructors:

96-100	A
92-95	A-
89-91	B+
86-88	B
83-85	B-
79-82	C+
76-78	C
73-75	C-
69-72	D+
65-68	D
60-64	D-

Grade Rounding

- Teachers have the choice to round grades either up or down within their individual classroom. Examples: Grade values of .5 or higher will be rounded to the next whole number; No grade rounding will take place, absolute number must be achieved, etc.
- Teachers will include a statement on grade rounding on or attached to the class syllabus

WEIGHTED GRADES

The following grading scale will be used by all departments and all instructors:

Percentage	Grade	General	Advanced
96-100	A	4.00	5.00
92-95	A-	3.67	4.67
89-91	B+	3.33	4.33
86-88	B	3.00	4.00
83-85	B-	2.67	3.67
79-82	C+	2.33	3.33
76-78	C	2.00	3.00
73-75	C-	1.67	2.67
69-72	D+	1.33	2.33
65-68	D	1.00	2.00
60-64	D-	0.67	1.67
59-0	F	0.00	0.00

Advanced Classes included in core areas only:

- Language Arts: AP English, AP Literature & Rising Scholar English
- Science: Physics & Biology II
- Mathematics: Calculus & Trigonometry
- Social Studies: AP History & Constitutional Government
- Any additional approved AP or Honors classes

Spearfish High School Policy on Cheating

Students who attend Spearfish High School are expected to do their own work at all times, unless specifically instructed by the classroom teacher. A student, who elects to cheat from another student, as well as the willing student providing the information, will have consequences. Cheating on any school work, including a major test, will cause the student(s) to receive a "zero" for the work.

Cheating is the act of deception or fraud; claiming a dishonest gain. Altering marks, letter grades or percentages, and stealing another student's or authors work, without giving credit, are included. In all instances of cheating, no credit will be allowed. In all cases of cheating, the teacher will notify the student, the Assistant Principal or Principal and the parents.

The following guidelines will be used:

- First offense: Zero recorded for work. 2 Hours Saturday School
- Second offense same class: Student will be removed from the class, assigned to the cabin and receive a withdraw fail (WF) on his/her transcript
- Second offense different class: Zero recorded for work. 6 Hours Saturday School
- Third offense: 2 Day Out of School Suspension. Student will be removed from the class, assigned to the cabin and receive a withdraw fail (WF) on his/her transcript
- Fourth offense: 10 Day Out of School Suspension. Student will be removed from the class, assigned to the cabin and receive a withdraw fail (WF) on his/her transcript

GRADUATION REQUIREMENTS

Students will complete all prescribed requirements before being eligible for graduation from Spearfish High School.

Requirements include:

- I. Four years of attendance above the 8th grade level unless early graduation is requested.
 - Students in grade 9 must carry 8 classes
 - Students in grade 10 must carry 8 classes
 - Students in grade 11 must carry 8 classes; Exceptions may occur if a student is enrolled in a college or tech school, involved in an internship and verified work experience upon approval of the building administrator. Juniors with at least 12 credits and a minimum 2.5 GPA can opt for an open block.
 - Students in grade 12 must carry 7 classes, exceptions may occur if a student is enrolled in a college or tech school, involved in an internship and verified work experience upon approval of the building administrator.

- Spartan time is required for all students unless excused by building administration.

II. High school correspondence credit from an accredited institution will be accepted and will be allowed, upon the approval of the building administrator.

III. Students may take college or vocational courses for credit towards high school graduation, upon approval of the building administrator.

IV. Early graduation may be considered if a student has met the district's academic requirements. A conference between the student, parent, counselor and principal will be held in the spring of the junior year. Students must complete seven (7) semesters to attain early graduation. Students enrolled at the Black Hills Education Connection may graduate upon completion of their program, regardless of how many semesters they have completed.

V. Students will complete all graduation requirements before they can participate in the graduation exercise and/or receive a diploma.

Complete Graduation requirements are listed at:

https://drive.google.com/file/d/1Gxxn4fvO7oxIdnlL38KH8w_isdUTV2n/view

Honor Roll

Scholarship is recognized and encouraged through an academic honor roll and academic lettering. The honor roll is compiled at the close of each quarter. Honor roll designations are restricted to an “A” honor roll and a “B” honor roll. A grade point of 3.66 must be attained to make the “A” Honor roll and 2.66 for the “B” honor roll.

Incompletes

All grades reported as incomplete must be removed within two weeks following the end of a grading period unless special permission for an extension is granted by the building administration. An incomplete can be recorded as an “F” if it is not removed within two weeks. It is the student’s responsibility to complete the work and hand it in to the instructor.

Report Cards

Report cards will be issued following each nine-week and semester grading period. A School Reach message will be sent at the conclusion of each mid-term informing parents of such with report cards being mailed upon request only at each midterm reporting period.

Semester Test Schedule – 2023-2024

The 2023-2024 semester test schedule will be: (*2nd semester tests may be adjusted due to snow days*)
Tuesday, January 9, 2024 and Tuesday, May 21, 2024:

- 1st block: M1 test
- 2nd Block: M2 test
- 3rd Block: M3 test (Students would be released at 1:45)
- 4th Block (Teacher planning time)

Wednesday, January 10, 2024 and Wednesday, May 22, 2024:

- 1st Block: M4 test - this would be a small number of students as most are in Spartan time. Spartan Time would be optional for students. Teachers will be available in the classroom
- 2nd Block: W1 test
- 3rd Block: W2 test (Students would be released at 1:45)
- 4th Block: Make-up test (for absences, etc, and teacher planning time)

Thursday, January 11, 2024 and Thursday, May 23, 2024:

- 1st Block: W3 test
- 2nd Block: W4 test (Students would be released at 11:30)
- 3rd Block (This block would be for make-up tests)
- 4th Block (Teacher planning time)

If a student has an open period they do not come to school. If a student has three tests on the first day, he or she may choose to take one of them on a make-up day. The student would need to schedule a time during one of the makeup times with the instructor. Students who are absent on one of the first two days can make-up their tests on the following days. Students will not be burdened with taking three or four finals in one day and will have time to study for final exams, as they will not be attending class except for testing time.

Graduating with Honors, Valedictorian and Salutatorian

GPA and Class Rank following the senior year will determine Honors graduates, Valedictorian(s) and Salutatorian(s). Students should be aware that both the number of classes and grades received factor into the grade point average. A student must attend 4 semesters on campus at SHS to be eligible for valedictorian or salutatorian honors. Highest Honors 4.0 and above; High Honors 3.67-3.99; Honors 3.50-3.66

ATTENDANCE

The Spearfish School District School Board and Staff believe that regular attendance is necessary to achieve consistent educational progress. In addition, South Dakota state law requires all children between the ages of 6 and 18 to be in attendance every day school is in session, with exceptions for illness and certain other incapacities. The law also provides local school boards with the authority to establish standards for attendance. It is the responsibility of the school administration to monitor student attendance and to communicate with students and their parents when attendance patterns do not meet district standards. It is the parents'/guardians' responsibility to ensure that their children are in school unless a valid reason for absence exists and to notify the school when their child will be absent.

Should it be deemed necessary for a student to be absent from school due to a family vacation, arrangements should be made by the student to complete, in advance, the school work that would be missed. A student 18 years or older or a married student, upon request to the building principal, may assume responsibility for the verification of absence from school. Please call the attendance office between 7:30 am to 3:30 pm within twenty-four hours of the absence. If the school is not contacted within the twenty-four hours, the absences will be counted as unexcused.

Specific Absence Rules

High School students who are absent for more than five (5) days of a block class or ten (10) days of a non-block class during a school semester will not receive credit for the course work without special extenuating circumstances and the recommendation of exception from the principal.

The building Principal is granted the right to make exceptions to this minimum attendance standard in extra-ordinary cases. If a student reaches the absence limit and thus will potentially lose credit, he or she must continue in the course until the end of a semester unless approved by the building administration. Students who are permitted to withdraw with no credit will be assigned to the "CABIN" for the remainder of the semester.

Students may request an appeal to the loss of credit through a committee to be determined by the building principal.

The student is allowed (2) school calendar days for make-up work for each excused absence.

After the third day of absence from a block class or the fifth day from a non-block class during a semester, the school will attempt to notify the student and parent. The parent may request a conference at any time to improve the attendance pattern. If a student becomes ill during the school day, the student will need to report to the attendance office and sign the checkout sheet.

The student's guardian will need to call before the student leaves or call or send a written verification to confirm the absence upon the student's return to school. Students who exceed the absence limits must take and pass the semester exam in each class that the absence limits were exceeded in order to receive credit for the class. If the semester test is not passed – no appeal for loss of credit will be heard unless the Principal sees special extenuating circumstances thus giving a recommendation of exception.

A student will be considered absent if they come to class more than fifteen minutes late. Tardies may be excused per administrative approval after parent contact.

Truancy and/or Unexcused Absences

Truancy and/or an unexcused absence are defined as being absent from an assigned area at an assigned time without permission. This includes but is not limited to: skipping, missing the bus, oversleeping, car will not start, flat tire, getting stuck, car trouble, returning late or leaving early, leaving the school without checking out, presenting an unacceptable verification, failing to have parent/guardian authorization, failure to have the absence cleared within twenty-four hours, failure to properly display and wear student ID, or any combination of the above. Students who are deemed truant or unexcused will be held accountable by the school administration and the parents/guardians will be notified. Students with open class periods may lose them for being truant, may lose open campus lunch privileges, may be assigned to Spartan time, and may be assigned to the "CABIN". Students may also serve before or after school detention and/or Saturday school.

Open/Closed Campus

All Freshmen students will have closed campus. Freshmen will not be allowed to leave the building during regular school hours of 8:15 – 3:15 unless permission to leave is received from the Principal's office. This does include the scheduled lunch time from 11:24 – 12:09. Sophomore, Junior and Senior students will have open campus. Open Campus privileges may be revoked from any student at any time for violating school rules and/or poor academic performance.

Tardiness

Students will be allowed two reported tardies per class per quarter before being given a choice of assignment to before after-school detention or Saturday School. A student will be considered tardy if they are up to fifteen minutes late. Tardies may be excused per administrative approval after parent contact and receiving an official doctor notification. After fifteen minutes it will be considered an absence. Beginning with the third tardy per class per quarter, a student may choose to attend detention or Saturday school. Failure to report to detention and/or Saturday School will be dealt with as insubordination and appropriate further disciplinary action taken to include in and out of school suspension.

Leaving Class Early

Students who leave class and use the time away, for other than intended reasons will be considered truant and subject to corrective action. Parents may excuse students prior to class being over for acceptable reasons. (i.e. Dr. appointments) Excused early dismissals from class may count as an absence at the discretion of the Principal/Assistant Principal.

College Visits

Seniors will be allowed 4 total days during the school year for college visits that will be classified as absent exempt, additional days will be classified as absent excused per parent approval. Juniors will be allowed 2 total days during the school year for college visits that will be classified as absent exempt, additional days will be classified as absent excused per parent approval. Proper forms must be picked up from the office, filled out and returned for the days to be activity excused.

Hall Passes

Students are required to have a hall pass to be in the halls during scheduled class time. Teachers are requested to limit student movement outside the classroom during class time whenever possible. If it is deemed necessary for the student to leave the classroom, the student must sign out of the particular classroom and be issued a pass by the classroom teacher. All students must have their student ID with them at all times.

SCHOOL GUIDELINES

The authority of the school to set guidelines exists during school hours and extends beyond the building to school grounds and to all places where school-sponsored activities are held, including athletic contests and other activities. Violations will be dealt with on an individual basis and disciplinary measures applied after an investigation of the incident/referral.

Controlled Substance, Alcohol, and Other Drug Abuse Policy

Students are forbidden to possess, use, sell, barter or misuse controlled substances, alcohol, and/or other drugs in school, on school properties, at school activities, or in personal and/or school vehicles. Parents/legal guardians and appropriate legal authorities must be notified of incidents involving possession or use of controlled substances, alcohol, and/or other drugs. The first violation of this policy will result in ten days in or out-of-school suspension, reduced to four days or less in or out-of-school suspension if the student participates in a certified alcohol/drug diversion program. All costs are the responsibility of the student and family. Parent/guardian participation in the class is encouraged. A student may be allowed academic credit if all work is turned in the day the student returns to school. The second violation of this policy will result in long-term suspension. A third violation of this policy will result in an out-of-school suspension until the next regular school board meeting at which time the building administrator will make a recommendation for expulsion. **(Board Policy 5105)** Students who possess or use over-the-counter or prescription drugs in accordance with **Board Policy 5310** do not violate this policy.

Staff members and administrators may confiscate any controlled substance, alcohol, and other drugs on the school grounds or building. Any damage to school property through the use of such products will be assessed to the student. Any student who resists or becomes abusive upon being given a request by a staff member to turn in these products will be treated as having a second violation of this regulation. Spearfish High School promotes an alcohol free environment both during the school day and at school events. To assist in that effort Passive Alcohol Sensors that detect the presence of alcohol on a student's breath or from open containers will be utilized anytime reasonable suspicion is present such as, but not limited to, staff referral, information gathered during an investigation or observing suspicious behavior.

East Doors

Students may use the East Doors on a limited basis. The doors will be locked at all times unless special circumstances dictate otherwise.

Fighting

Fighting or causing others to fight is specifically prohibited on school property and at all school functions. For the purposes of this regulation, fighting is defined as taking part in a physical struggle, with or without the use of fists or weapons. Fighting is not an acceptable alternative to dealing with disagreements among students. Students are encouraged to seek help from a counselor, teacher or administrator when problems arise. Fighting endangers the health and safety of students and interrupts the proper order of the school. The Spearfish School District has in effect a no-fight regulation. Violations of this regulation will result in a request for suspension.

Food and Drink

No food or drink other than water is allowed in the classrooms, Library, the CABIN, or Auditorium without special permission from the classroom teacher and principal. Board Policy 6700 Wellness will dictate the guidelines the school will follow in relation to food and drink availability.

Harassment

Harassment by any employee or student of any other employee or student on the basis of race, color, sex, religion, national origin, or any other reason is strictly prohibited. Any employee or student violating this policy will be subject to disciplinary action as provided in **Board Policy 5130/4101**.

Hazing

Hazing is a term that refers to ritual activities that range from causing mild embarrassment to bodily injury. It can include harassment, threats, intimidation, and physical harm. It is often an act directed at fellow students for the purpose of initiation, affiliation, or belonging to a

particular group. Soliciting, aiding, participating in or encouraging this type of conduct is prohibited **Board Policy 5135**.

Insubordination

Students who continually refuse to respond to school guidelines and/or reasonable requests are insubordinate. This conduct is disruptive to the learning process and will be dealt with accordingly.

Bullying

Bullying is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic. Bullying among children can be defined as intentional, repeated hurtful acts, words or other behavior, such as name-calling, threatening and/or shunning committed by one or more children against another. These negative acts are not intentionally provoked by the victim, and for such acts to be defined as bullying, an imbalance in real or perceived power must exist between the bully and the victim. A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle. Bullying will not be tolerated at SHS

Language Problems

The definition of a language problem is a student's use of profanity, obscenity, or abusive language. This will not be tolerated whether the communication is written, spoken, or a gesture. Language problems are not acceptable in the hallways, classrooms, on school grounds, or at any school sponsored event and may result in a request for detention and/or suspension.

Lunch

All students who remain on campus during the scheduled lunch time must eat lunch in the commons. This includes both school and brought in lunches. Students may not eat in the hallways or classrooms throughout the building. Students may eat in classrooms during scheduled and sponsored meetings only.

Cell Phones

Cell phones can be a disruption to the classroom learning environment. Cell phones are not to be used in the classroom at any time unless the instructor specifically outlines such use and only so in an education related activity. Cell phone use is allowed in the school building prior to school beginning in the morning, during passing times, during the designated lunch time, after school is dismissed and in the commons during a student's non-instructional time.

Abuse of the cell phone rules and regulations will be handled as follows: 1st offense = cell phone taken for the rest of the school day. 2nd offense = cell phone taken for a week unless the student's parent/guardian comes to pick it up. 3rd offense = Saturday school assigned. 4th offense and on = ISS. Any severe misuse of cell phones, to include but not limited to, taking inappropriate photographs, sending threatening messages, etc - will result in ISS or OSS.

Public Displays of Affection/Inappropriate Touching

Students are reminded to show respect for fellow students by avoiding inappropriate displays of affection including hugging or kissing in the building or on the school grounds before, after or during school hours. Holding hands is permissible but other demonstrations of affection are not.

School Lockers

Security of personal property is the individual responsibility of each student. A locker with a combination lock is provided for each student. Seniors must request a locker assignment. The administration urges all students to keep their hall and PE lockers locked at all times. Generally speaking, large sums of money and articles of considerable value should not be brought to school. The school is not responsible for stolen and or lost articles. Be sure locker doors are closed and all books and papers are inside before leaving your locker. The lockers belong to the school and thus the school has the right to search them at any time.

School Property

Should any school property be damaged, the student will be contacted to make adequate repair, pay for the damaged item or pay the cost by working for the school district. Appropriate disciplinary action will be used and a court complaint may be signed.

Student Appearance

Students are reminded that attire or appearance that is disruptive to the normal operation of the school is not acceptable. Dress should be acceptable in style and taste and non-disruptive. Students are not permitted to wear hats, scarves, headbands, hoods or bandanas in school. Clothing that displays lewd, obscene or profane words or pictures or displays items related to tobacco, drugs, alcohol, gangs, or sexual innuendo are not allowed. Shoes must be worn at all times. Undergarments (bra straps, boxers, etc.) should not be visible. Clothing that reveals midsections, shoulders, legs and other body parts may also be offensive to fellow students and school employees. If a student's dress is offensive to someone else then it may be disruptive to the learning and/or working environment. **Board Policy 5130** states that hostile environment sexual harassment is conduct that is sufficiently severe, persistent, or pervasive to limit or reasonably interfere with an employee's work performance or a student's ability to participate in or benefit from an educational program or activity. If the way you dress offends someone else to the point where they inform you that it is offensive, find something different to wear. Students who fail to remove hats, scarves, headbands, bandanas, hoods, etc. once they enter the school building between the hours of 7:30 am to 3:30 pm may serve an automatic detention that afternoon or the next scheduled detention afternoon. Any school staff member can enforce this regulation.

Student Parking and Driving

Students are required to park in the west parking lot of the high school. Parking lots to the east and north of the school building are reserved for staff. The Middle School Parking Lot is also off limits for high school student parking. All towing expenses will be the responsibility of the vehicle owner, not the school. Spearfish High School assumes no liability for damage to student vehicles or for any loss while these vehicles are operated or parked on the campus. Please keep vehicles locked at all times. Do not park on posted “No Parking”, “Fire Lanes”, or areas for people with disabilities. Any violation of the above regulations can result in the loss of parking privileges, disciplinary action, and/or the vehicle being towed at the expense of the owner. Any student parking in the areas marked as “Fire Zone or Handicapped Zone” - will be subject to fines and tickets issued by the Spearfish Police Department. Automobiles or other vehicles parked in parking lots owned by or under the control of the school district may be subject to search. Any violation of the above regulations can result in the loss of parking privileges, disciplinary action, issuance of a school parking fine, and/or the vehicle being towed at the expense of the owner. If a student fails to obey stop signs, designated parking signs or other traffic control rules on district property, the student can be disciplined, which may include loss of parking privileges.

Tobacco

Students are forbidden to possess, use, sell, barter or misuse tobacco in school, on school properties, at school activities, or in personal and/or school vehicles. Parents/legal guardians and appropriate legal authorities must be notified in incidents involving possession or use of tobacco. The first violation of this policy will result in four days or less in or out-of-school suspension, reduced to one-day in or out-of-school suspension if the student participates in a tobacco class. All costs are the responsibility of the student and family. Parent participation in the class is encouraged. A student may be allowed academic credit if all work is turned in the day the student returns to school. The second violation of this policy will result in four days or less in or out-of-school suspension with no academic credit available. Third and subsequent violations of this policy will result in long-term suspension (**Board Policy 5105**).

E-cigarettes, vaping devices, juuls, or any simulated smoking devices of any form, (even should they not contain nicotine or drug related products) are not permitted on school property or at school sponsored events and functions. At a minimum consequences for possessing these devices will be a tobacco violation.

Staff members and administrators may confiscate any cigarettes, smoking materials, or chewing tobacco brought on the school grounds or building. Any damage to school property through the use of tobacco products will be assessed to the student. Any student who resists or becomes abusive upon being given a request by a staff member to turn in tobacco products will be treated as having a second violation of this regulation.

Weapons

Board policy forbids the bringing of dangerous and/or illegal weapons on school property or to school-related activities. Weapons shall be taken from pupils and shall be reported to

the pupil's parents. Confiscation of weapons will also be reported to the police. Appropriate disciplinary and legal action shall be pursued by the building principal. An "illegal weapon" is any firearm, or air gun (including pellet guns and BB guns), whether or not the firearm or air gun is designed, adapted, used, or intended primarily for imitative or noisemaking purposes (include facsimiles and homemade guns), or any dangerous weapon. A "dangerous weapon" or "deadly weapon" is defined as any firearm, stun gun, knife (including pocket knives) or device, instrument, material, or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm or in by the manner by which it is used is likely to inflict death or serious bodily harm. Any person who carries, has possession of, stores, keeps, leaves, places or puts into the possession of another person, any dangerous or illegal weapon, on or in school premises, vehicle or building used or leased for school functions, whether or not any person is endangered by such actions, shall be in violation of this policy. This would exempt law enforcement officers, employees or students who utilize an instrument, i.e. knife, scissors, staple, etc., for educational use or for maintenance purposes. This section does not apply to authorized weapons in use at school related events, starting guns used at athletic events, or ceremonial presence of unloaded weapons at color guard ceremonies.

Violation of this policy for intentionally bringing a firearm to school will, except as modified herein, result in the mandatory disciplinary sanction of expulsion from school for a period of not less than twelve months of any student who is determined to have violated this policy.

The expulsion requirement may be modified by the superintendent on a case-by-case basis. For the purpose of this section of this policy, the term "firearm" includes any weapon (including a starter gun, except when authorized above) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine or similar devise). This policy will be implemented in a manner consistent with the Individuals with Disabilities Education Act and Sec. 504. Expulsion means removal from the regular school district at the location where the violation occurred. All expulsion recommendations will be taken to the school board for action.

Board Policy 5115

Consequences

The principal or his/her designee has complete authority to deal with disciplinary problems in the school, and the district administration shall be called into a disciplinary action only when requested by the principal or upon written request of the student involved, or their parents. Consequences for poor choices include but are not limited to the following interventions: Detention; Saturday School; Suspension (Short-term—ten days or less, Long-term—11-90 days, In-School, Out-of-School) or Expulsion (a period of time up to but not exceeding one year); and the "CABIN."

Detention

Detention will be used to hold students accountable for being habitually tardy and other minor behavioral problems. A schedule will be developed prior each semester beginning, but may be altered as needed. No detentions will be held on days when no school is scheduled the following day due to vacations. Students are expected to use the time as a study hall. Teachers, administrators, or other school personnel assign students to detention. Detention time will

accumulate and be served consecutively. Failure to attend detention will be dealt with as insubordination.

Saturday School

Saturday school starts promptly at 8:00 a.m. in the “CABIN” (Mod 3) and ends at 2:00 PM. Failure to appear by exactly 8:00 a.m. results in your not being allowed into the group. Students should bring schoolwork and those who elect to may bring a lunch. If a student chooses not to attend Saturday school as assigned or leaves early, he or she will be out-of-school suspended for the time assigned to Saturday School the following school week. If a student chooses not to attend Saturday school as assigned or leaves early and no prior parent contact with the Principal or Vice Principal has taken place within the prior week to release such student, he or she will serve an out of school suspension the following school day.

Suspension

The principal or his/her designee may suspend a student for up to ten (10) days or recommend a longer suspension or expulsion. Suspension is only used under the guidelines of due process described in **Board Policy 5210**. The following conduct exhibited while on school grounds, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion: Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value; Causing or attempting to cause damage to private property or stealing or attempting to steal private property; Fighting; Possessing or transmitting any firearms, knives, explosives, or other dangerous objects; Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind; Use or possession of tobacco products; Behavior which is detrimental to the welfare, safety, or morals of other students; and insubordination--continued disobedience or persistent defiance of proper authority. Students are not allowed to attend school activities or practice during the suspension.

In-School Suspension

Students who are assigned in-school suspension will work in the “CABIN.” The student’s parents/guardians will be contacted as soon as possible of this action. Teachers will be notified when a student is in-school suspended and asked to supply the student with schoolwork for the length of suspension. Students will have the opportunity to complete their class work and to earn credit providing they have their assignments done by the end of the suspension period. Students in ISS have closed lunch and are required to eat on campus. Inappropriate behavior in ISS might result in an extension of the ISS time or OSS. A student’s time in ISS will not count toward a student’s five absences pertaining to loss of credit. Only a parent may sign a student out of ISS. Students may not sign themselves out.

Out-of-School Suspension

Students who are assigned out-of-school suspension will not be allowed to attend school during the duration of their suspension. The student’s parents/guardians will be contacted as soon as possible of this action. The students’ teachers will be notified when a student is out-of-school

suspended and will supply the student with schoolwork. Students will receive partial credit (scored to a maximum grade of 70%) for work they do during the suspension. A student's time in OSS will count toward a student's five absences pertaining to loss of credit unless otherwise stated in board policy. When a student is out-of-school suspended, a conference between a building administrator, the student, and a parent/guardian is required.

Long-Term Suspension and Expulsion

Long-term Suspension and expulsion must be recommended to the School Board by the principal or the superintendent. These actions will be conducted under the guidelines of due process. Students who are long-term suspended or expelled will not be permitted on school property other than by appointment with administrators (**Board Policy 5210**).

Suspension of Students with Disabilities

The suspension or expulsion of students on IEP's or 504 plans shall include the general due process procedures used for all students. Additional considerations and procedural safeguards as outlined in I.D.E.A. and Section 504 must be addressed when the suspension exceeds 10 days. Before a long-term suspension or expulsion can occur, a manifestation determination of the relationship between the action, behavior, or activity, and the student's disability must be completed.

Spearfish High School Discipline Matrix

Inappropriate Behaviors	1st Offense	2nd Offense	3rd Offense	Habitual Offense
Attendance				
Tardies: First 15 min.			After School Detention or Sat. School to equal 45 min. (Tardies reset after 3 rd . Offense)	Minimum – Student / Parent Conference Maximum – Sat. School
Truancy: Un-Excused Absence (Student Reports to class after 15 min.)	Each block truant will equate to 90 min. of Scheduled Sat. School.			Minimum – 90 min. Sat. School Maximum - Suspension
Minor Behavior				
Dress Code Violation	Parent phone call - Student issued Spartan clothing if the student does not have alternative clothing with them. (Warning Issued)	1 st . offense procedures to include then a 45 min. Detention	1 st . and 2 nd . Offense procedures to include then a 90 min. scheduled date for Sat. School.	Minimum – 1 st . offense procedures. Maximum – Suspension (ISS / OSS)
Cell Phone & Electronic Devices	Turned over to front office / Principal. Student can retrieve the phone at the end of the day.	Turned over to front office / Principal. Parent called to retrieve phone.	2 nd . Offense procedures to include a 90 min. scheduled date for Sat. School.	Minimum – 1 st . offense procedure. Maximum – Suspension (ISS)
9 th . Grade Closed Campus Violation	90 min. Scheduled Sat. School	3 hrs. Scheduled Sat. School.	4.5 hrs. Scheduled Sat. School.	Maximum – Suspension (ISS)
Insubordination Class Room or Hallway Disruption Disrespectful Conduct: Classroom Teacher or Student (s) Abusive Language / Profanity	Warning (Classroom Teacher Intervention)	Student will be asked to leave class and report to Principal. Scheduled Detention (s)	Student will be asked to leave class and report to Principal. Scheduled Sat. School	Student will be asked to leave class and report to Principal Parent call or conference Maximum – Suspension (ISS / OSS)
Major Behavior				
Academic Dishonesty	0 % Recorded Grade 2 Hour Scheduled Sat. School	(Any Scheduled Class) Removed from the class Transcript With-drawl / Fail	(Any Scheduled Class) Removed from the class Transcript With-drawl / Fail 2 Days OSS	(Any Scheduled Class) Removed from the class Transcript With-drawl / Fail 10 Days OSS
Littering	6 hrs. of scheduled Saturday school and 5 hrs. campus clean – up taking place after school.	\$50 Fine and 10 hrs. of campus clean – up taking place after school.	Maximum – 2 Days (OSS) Suspension	Habitual violation of discarded trash on the High School campus by the student body will be subject to Superintendent or Board

				action temporarily suspending for ALL students those privileges associated with M4. All students will have a closed campus.
Defiance / Insubordination Class Room or Hallway Disruption				Maximum – Suspension (ISS / OSS)
Abusive Language / Profanity Aggression or Violent Conduct Cyber Bullying Intentional Damage to Computer (s) Fighting Vandalism / Property Damage	Minimum – 1 st . Offense: Student / Parent conference with Principal and SRO			Maximum – Suspension (ISS - OSS)
Matters of the Law				
- Alcohol/Drug - Tobacco/Vaping - Arson/Explosives - Extortion - Threats to/Assaults of School - False Alarms/Tampering - Bomb Threat - Major Vandalism/Theft - Weapons - Other	ISS/OSS, Threat Assessment, School Board Policy, Superintendent Referral, Parent & Parent/Authorities Notified	ISS/OSS, Threat Assessment, School Board Policy, Superintendent Referral, Parent & Parent/Authorities Notified	ISS/OSS, Threat Assessment, School Board Policy, Superintendent Referral, Parent & Parent/Authorities Notified	ISS/OSS, Threat Assessment, School Board Policy, Superintendent Referral, Parent & Parent/Authorities Notified

The proceeding Matrix does not require that a “step-by-step” progression of increasing severity be employed by an administrator in dealing with a violation. There shall be a logical relationship between the severity of the offense and the administrative action.

Administrators have broad discretion to impose penalties more severe than the minimum actions listed. In unusual situations, administrators may also impose discipline less severe than the minimum consequences listed.

School administration may respond to student misbehavior in a variety of ways in accordance to our student handbook. Consequences may include student conference, parental contact, detention, Saturday school or suspension. Administrators may involve the SRO (Student Resource Officer) and or other law enforcement authorities as necessary. If a student violates a district rule, which is also a violation of a law, the student will be referred to the police in addition to being dealt with as described in this matrix.

Definitions:

Abusive Language / Profanity – Using abusive, threatening, profane, or obscene language either oral, written or a gesture, by a student toward a staff member or another student, including conduct which degrades people because of their gender, race, religion, ethnic background, sexual orientation (perceived or real), physical or mental handicaps will not be tolerated. Language problems are not acceptable in the hallways, classrooms, on school grounds, or at any school sponsored event and may result in a request for detention and/or suspension.

Academic Dishonesty - Students who attend Spearfish High School are expected to do their own work at all times, unless specifically instructed by the classroom teacher. A student, who elects to cheat from another student, as well as the willing student providing the information, will have consequences. Cheating on any school work, including a major test, will cause the student(s) to receive a "zero" for the work.

Assault - A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way, as could reasonably cause physical injury to any school employee, student, or other person.

On school property during and immediately before or after school hours.

On school property at any other time when the school is being used by a school group.

Off school property at any school activity, function or event.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

Bullying – Bullying is a pattern of repeated conduct toward another person that is sufficiently severe and offensive to a reasonable person, and

1. has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, parents, employees, guests, visitors, volunteers or vendors, and/or
2. has the purpose or effect of substantially or unreasonably interfering with a student's educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment), employee's and volunteer's work environment or performance, or access by parents, guests, visitors or vendors, and/or
3. places a person in reasonable fear of harm to his or her person or damage to his or her property, and/or
4. causes physical hurt or psychological distress to a person, and/or
5. constitutes retaliation against any person for asserting or alleging an act of bullying, and/or
6. disrupts the orderly operation of a school.

Cyber Bullying - is the use of technology/e-mail, instant messaging, sexting, text messaging, personal Web pages or any form of Social Media-to bully, intimidate and harass a person or group of people.

Cell Phones - Cell phones can be a disruption to the classroom learning environment. Cell phones are not to be used in the classroom at any time unless the instructor specifically outlines such use and only so in an education related activity. Cell phone use is allowed in the school building prior to school beginning in the morning, during passing times, during the designated lunch time, after school is dismissed and in the commons during a student's non-instructional time.

Dress and Grooming – Students are reminded that attire or appearance that is disruptive to the normal operation of the school is not acceptable. Students are not permitted to wear hats, scarves, headbands, hoods or bandanas in school. Clothing that displays lewd, obscene or profane words or pictures or displays items related to tobacco, drugs, alcohol, gangs, or sexual innuendo are not allowed. Shoes must be worn at all times. Undergarments (bra straps, boxers, etc.) should not be visible. Clothing that reveals midsections, shoulders, legs and other body parts may also be offensive to fellow students

Fighting - Fighting or causing others to fight is specifically prohibited on school property and at all school functions. For the purposes of this regulation, fighting is defined as taking part in a physical struggle, with or without the use of fists or weapons. Fighting is not an acceptable alternative to dealing with disagreements among students. Students are encouraged to seek help from a counselor, teacher or administrator when problems arise. Fighting endangers the health and safety of students and interrupts the proper order of the school. The Spearfish School District has in effect a no-fight regulation. Violations of this regulation will result in a request for suspension.

Harassment, Including Sexual - Participating in or conspiring with others to engage in acts that injure, degrade, intimidate or disgrace other individuals, including indecent exposure, and words or actions that negatively impact an individual or group based on their racial, cultural or religious background, their sex orientation (perceived or real), gender or any disabilities they may have.

Insubordination - Students who continually refuse to respond to school guidelines and/or reasonable requests are insubordinate. This conduct is disruptive to the learning process and will be dealt with accordingly.

Littering - In order to maintain the aesthetic quality of our campus. No student shall deposit, dump, litter or otherwise dispose of any refuse on school property, except in designated refuse depositories. Violators will be subject to consequences outlined in the Behavior Matrix.

Open/Closed Campus - Freshmen will not be allowed to leave the building during regular school hours of 8:15 – 3:15 unless permission to leave is received from the Principal's office. This does include the scheduled lunch time from 11:24 – 12:09.

Tardiness - Reporting late for school, classes or any other required activities without approval of the school personnel would be counted as an unexcused absence.

For purposes of definition: a tardy is reporting to class/school 15 minutes or less after the beginning of the class period.

Theft, or Knowingly Receiving or Possessing Stolen Property - Unauthorized taking of the property of another person, or receiving or possessing such property.

Threatening Behavior – Threatening directly or indirectly to commit any act of violence against another person.

Truant - All absences not otherwise excused are unexcused. Examples of unexcused absences may include but are not limited to oversleeping, car trouble, ride did not come, baby-sitting, missed bus, skipping class, shopping, personal, or any other absence the administration judges as unexcused.

Willful Damage of Property (Vandalism) - Littering, defacing, or otherwise damaging property that belongs to the school (to include student issued computer), to other students, or staff members.

The “CABIN”

The “CABIN” is located in Mod 3. It is basically a supervised study hall. A student may be assigned to the “CABIN” for a number of reasons, including: in-school-suspension; removal from a course by the administration for the duration of the semester; the duration of a block; loss of open campus status; parental request; and after school detention. If a student is in the “CABIN” for ISS or for disciplinary action, he or she may not leave the room except in an emergency. Students assigned to the “CABIN” for other reasons may check out to get help on schoolwork if a teacher gives him or her a pass to do so. Truant students will lose their open campus status for a period of time based on how many times they have been truant. For the first truancy two weeks, for the second four weeks, for the third six weeks, for the fourth-eight weeks, (etc.). These times will be served consecutively. Students who do not have an open period will still receive Saturday School for truancy. Parents/guardians who believe that their student could benefit from having his or her opens closed may request that this is done. The guidelines in the “CABIN are no food or drink, no sleeping, bring materials necessary to work on school related activity and no music.

STUDENT ACTIVITIES

Activities Attendance Policy

Extra-curricular activities are considered an integral part of the Spearfish School District 40-2 total educational program and shall be administered and conducted in a professional, educational manner. These activities, which are not considered formal education, offer participation and experience in some of those areas that are recognized as being of significant importance in

preparing the student as a self-supporting, well-rounded participant for the business and social aspects of his future.

The objectives of the extra-curricular program include the development of good sportsmanship in victory or defeat, consideration of others, self-discipline, poise, teamwork and responsibility in order to enhance the character and positive self-esteem of all participants.

The commitment to athletic, creative, intellectual and service activities will reflect suitable support by the Spearfish School District within its budgetary constraints.

Students who participate in extra-curricular activities at Spearfish High School are expected to be students first. Therefore, there is an expectation that students who wish to participate in activities need to be in school to do so. The building administration realizes that at times situations arise that dictate students missing class. Therefore, the following guidelines will be used:

- Students who miss class on the day of an activity due to an appointment must provide notification to the school in order to participate in the activity. Such notification must be received prior to the appointment.
- For students who are ill or are gone for personal reasons on the day of an activity, they must be in attendance for at least one full block prior to departing on a road event or in attendance for at least the last two blocks for a home event in order to participate or practice.
- Students going on school-sponsored trips will be granted an excused absence.

Clubs

Students are encouraged to participate in any school sponsored club activities. Membership in student organizations shall be open to all students. Some organizations may establish qualifications for membership. Questions about these organizations should be directed to the sponsor or building administration.

Eligibility

To be eligible to participate in extra-curricular activities at Spearfish High School a student must be passing all classes (D- or better). Grades will be evaluated at each grade reporting period, midterm, quarter and semester. A student who does not have the required grades at the reporting period (semester, quarter, midterm) will be ineligible for the next grading period. The 2nd semester grade will determine eligibility for the beginning of the next school year. Teachers typically post grades two full days (1 maroon & 1 white day) after the end of the reporting period. Teachers are not required to post grades prior to that day and time. The ineligible period typically begins the Monday following the required grade posting day. Students ineligible from a prior posting period can become eligible once all grades are posted for the current reporting period. These standards cover all extra-curricular activities. Band and choir concerts, not associated with the SDHSAA, constitute a classroom activity, thus students will be allowed to participate in those events.

Fundraising

School sponsored organizations may raise funds for their own organization only with prior administrative approval. The first step in all fundraising activities must be to fill out an approval form (regardless if the activity has taken place in the past or is new). School sponsored organizations may raise funds for an outside organization or cause with prior administrative approval. Individual students not connected with a particular school sponsored organization wishing to raise funds at, through, or under the auspices of the school for themselves or an outside organization or cause must seek and gain administrative approval prior to the event. Fundraising at school or school events by any organization, group, agency, or individual not part of, connected with or related to the Spearfish Public Schools is prohibited unless other arrangements are made. Students will not be let out of class to fundraise. Flyers distributed or displayed for the purposes of soliciting funds must indicate who is trying to raise funds and for what the money is going to be used. Requests and descriptions of fundraising activities should be submitted at the beginning of the school year to reduce repetition and conflicts in scheduling. It is understood that this will not be possible in all cases.

Poster/Flyer Display

Posters, signs and information concerning school-sponsored events may be posted in the building with the approval of the activity sponsor. All signs, posters, flyers, and materials not directly sponsored by the school or its organizations must be approved by the building administration.

School Board Policy 4910 requires the following statement to appear on any item to be distributed to students that is not sponsored by the school: The Spearfish School District neither endorses nor sponsors the organization or activity represented in this document. The distribution of this material is provided as a community service.

Social Events/Dances

All high school dances are for high school students and their guests. No middle school students are permitted. Students may invite one guest to attend the social event. Guests must have proper forms filled out prior to each dance and must be approved in advance by the principal's office. No one over the age of 20 may attend a high school dance. In order for guests to attend, they must be pre-registered and show identification. Students are required to bring a Spearfish High School identification card to gain admittance to these events. Students will not be allowed to bring back packs or open containers to school dances. Students who have been suspended or expelled from school may not attend these social events if the suspension or expulsion occurs at the same time of these social events.

Training Rule Violations (Board Policy 6315)

ALCOHOL / TOBACCO / DRUG POLICY

At the beginning of each sport season, an informational meeting for participants, parents/guardians, coaches, advisors and the activities director will be held to go over activities information and the eligibility rules of the Spearfish School District. Attendance will be encouraged before a student is allowed to practice with the team or group activity.

The use and/or possession of mood-altering chemicals such as tobacco, alcohol, drugs or drug paraphernalia by participants of high school extra-curricular activities is prohibited. This prohibition will be in force all year, including the summer months, weekends and holidays. Out-

of-school suspension supersedes all training rules. Violations are cumulative throughout the student's high school career.

This policy pertains to all SDHSAA activities sponsored by Spearfish School District. These activities will be recognized as such in regards to suspensions outlined in this policy. No other non-SDHSAA activity within the Spearfish School District can count towards a student's suspension. The SDHSAA Spearfish School District sanctioned activities are as follows: Boys Basketball, Girls Basketball, Cheerleading, Competitive Dance, Boys Cross Country, Girls Cross Country, Football, Boys Golf, Girls Golf, Boys Soccer, Girls Soccer, Boys Tennis, Girls Tennis, Boys Track, Girls Track, Volleyball, Wrestling, All-State Band, All-State Choir, All-State Jazz Band, All-State Orchestra, One-Act Play, Speech & Debate, Visual Arts.

Consequences for Violations of this Policy

First Violation: First Violation: The participant will be suspended for 20 percent of the scheduled extra-curricular games/activities of the activity in session. If the full number of games/activities is not met, the suspension will be extended to the next activity the student participates in, even if that activity is the next school year. To count toward the minimum number of events, the student must participate in the entire activity season, beginning with the first day of practice and may not drop out or quit the activity to avoid suspension. The failure of a student completing the entire activity season shall result in the student being required to again serve the same suspension in the next activity they participate in. In addition, a suspension is only in effect during the South Dakota High School Activities Association's activity year, which begins on the first day of its first sanctioned event and concludes on the last day of its last sanctioned event.

The percentage will be divided by the number of regular season games/activities scheduled for the activity. All percentage points will be rounded up. (i.e. 1.1 games will equal 2 games) The suspension will occur when competition begins, not when practice begins. The attendance at practice will be at the discretion of the coach or advisor. Parent/guardians and the students will be notified and a record will be kept of pertinent facts, actions and contracts. Conferences with the participant, his/her parent/guardian, coach or advisor and the activities director will be required before any future participation by the individual.

For the first offense, the student will enroll, show a record of participation and complete an alcohol/drug diversion program by an approved, certified chemical dependency counselor or licensed health professional trained in chemical dependency. All costs of the diversion program are the responsibility of the student and family.

Second Violation: The participant will be suspended for 40 percent of the scheduled extra-curricular games/activities of the activity in session. If the full number of games/activities is not met, the suspension will be extended to the next activity the student participates in, even if that activity is the next school year. To count toward the minimum number of events, the student must participate in the entire activity season, beginning with the first day of practice and may not drop out or quit the activity to avoid suspension. The failure of a student completing the entire activity season shall result in the student being required to again serve the same suspension in the next activity they participate in. In addition, a suspension is only in effect during the South Dakota High School Activities Association's activity year, which begins on the first day of its first sanctioned event and concludes on the last day of its last sanctioned event.

The percentage will be divided by the number of regular season games/activities scheduled for the activity. All percentage points will be rounded up. (i.e. 1.1 games will equal 2 games) The suspension will occur when competition begins, not when practice begins. The attendance at practice will be at the discretion of the coach or advisor. Parent/guardians and the students will be notified and a record will be kept of pertinent facts, actions and contracts. Conferences with the participant, his/her parent/guardian, coach or advisor and the activities director will be required before any future participation by the individual.

For the second offense, the student will enroll, show a record of participation and complete an alcohol/drug diversion program by an approved, certified chemical dependency counselor or licensed health professional trained in chemical dependency. All costs of the diversion program are the responsibility of the student and family.

Third Violation: The participant will not be allowed to participate in any school extra-curricular activity, including athletics or fine arts, for the remainder of his/her high school career.

When a participant is accused of violating a training rule, the allegation will be directed to the coach and the activities director. The allegation may also be reported to any building administrator who will forward it to the activities director. The individual making the allegation must sign an accusation form, complete with details of when, where and witnesses. The accuser will be informed that the accuser's name and written statement will be kept in confidence to the greatest extent possible, but may be released to the participant in case of an appeal. The activities director and the principal and/or asst. principal will discuss the allegation with the participant in question to determine the nature of the violation. After a proper investigation, a decision to suspend or not to suspend will be decided by the activities director and/or the principal.

Upon suspension for a First or Second violation, the participant may appeal the decision to the Superintendent by submitting an appeal in writing within 10 calendar days after the issuance of the suspension. The written request for a Superintendent appeal shall be directed to the Superintendent. Failure by the participant to request a Superintendent appeal within the 10 calendar days will be a waiver of any appeal right, and the suspension will be final. The Superintendent will conduct an investigation and issue a written decision as soon as possible and this decision will be final. The suspension will not begin until the Superintendent issues a decision affirming the suspension.

Upon suspension for a Third Violation, the participant may first appeal the decision to the Superintendent. If the participant is not satisfied with the Superintendent's decision, a written appeal may be made to the Board of Education within 10 calendar days from the date the Superintendent issues a decision. Failure by the participant to request a Board hearing within the 10 calendar days will be a waiver of any appeal right and the Superintendent's decision will be final. If the Superintendent affirms the suspension and the participant appeals to the Board of Education, the participant will be temporarily suspended during the period of appeal to the Board.

Consequences for Violations Involving Controlled Substances or Marijuana

In accordance with SDCL 13-32-9 the following consequences will occur with any violation of possession, use or distribution of a controlled substance or marijuana:

13-32-9. Suspension from extracurricular activities for controlled substances violation--Unified Judicial System to give certain notices. 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 proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

Upon placement of the person in an informal adjustment or court-approved 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.

Source: SL 1997, ch 102, §§ 1, 4; SL 2003, ch 272 (Ex. Ord. 03-1), § 63; SL 2006, ch 82, § 1; SL 2010, ch 92, § 1; SL 2014, ch 88, § 1.

13-32-9.2. 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. If two sanctioned events for which the student is ineligible do not take place within the reduced suspension period, the student's suspension remains in effect until two sanctioned events for which the student is ineligible have taken place. 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. If six sanctioned events for which the student is ineligible do not take place within the reduced suspension period, the student's suspension remains in effect until six sanctioned events for which the student is ineligible have taken place. 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 internal 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. In addition, a suspension that is reduced pursuant to § 13-32-9 is only in effect during the South Dakota High School Activities Association's activity year, which begins on the first day of its first sanctioned event and concludes on the last day of its last sanctioned event. A reduced suspension that is not completed by the end of one activity year shall carry over to the next activity year.

A suspension begins on:

- (1) 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; or
- (2) The day following the student's admission to a school administrator that the student committed an offense enumerated in subdivision (1), which shall be made with the student's parent or guardian present if the student is an unemancipated minor, and the school administrator gives notice to the South Dakota High School Activities Association.

Wednesday Evening-Non-school Activities

There are no scheduled school activities after 6:15 p.m. on Wednesday night that involve students. This allows the students to participate in the youth activity programs of their choice.

GENERAL INFORMATION

Activity Tickets

An activity card is a student's identification as member of the student body. It entitles the holder to admission to all home athletic events, band concerts, choir concerts, and school musicals/plays at no further charge. Set activity rates for 2023-2024 are:

Student single (Grades K -12) - \$3

Adult single - \$5

Student activity ticket - \$25

Senior citizen activity ticket - \$5

Adult activity pass - \$75

Two adult activity tickets - \$125

Family Pass (2 adults with 2 or more students) - \$175

Emergency Closing/Delay for Inclement Weather

Should it become necessary to call off school for reasons such as weather or a building emergency, announcements will be made on the local TV and/or radio stations, as well as delivering a School Reach message to all high school families.

On some occasions, weather conditions develop during the day that present a need to dismiss school early to allow buses additional time and better road conditions. Heavy snow, ice, or drifting snow may make early dismissals necessary. Please take necessary precautions during the winter season for early dismissal.

A School Reach phone message will be sent to all parents should it become necessary to call off school for any reason.

Student Teacher/Interns

Throughout the school year, we have the opportunity to utilize student teachers/interns in the Spearfish School District. The majority of these prospective teachers are current students at Black Hills State University here in Spearfish.

The purpose of the student teaching/internship experience is to provide authentic classroom teaching experience to these students who are required, as part of earning a teaching degree, to work alongside a certified, supervising teacher for a specific number of weeks.

Immunizations of students/physical examinations

State law requires that prior to admission all students have received or are in the process of receiving the required immunizations against diphtheria, tetanus, pertussis, polio, rubeola, rubella, mumps, and varicella (chicken pox). Prior to entering 6th grade students are required to receive the Tdap and meningococcal immunization as well.

As an alternative to the requirement for a physician's certification, the pupil may present certifications or written statements as provided for under SDCL 13-28-7.1, as from time to amended.

The Spearfish Board of Education encourages parents and students to preserve and protect the general health of each student. The Board will, therefore, recommend that each child should have a complete physical examination by a licensed physician upon entrance to kindergarten or first grade and upon entering fourth, eighth and twelfth grades. All new entrants to the school system will also receive a recommendation for a physical examination.

Physical examinations will be required annually for all students who participate in interscholastic athletics and other school activities. The examinations will be administered by a medical practitioner and the cost will be borne by the student.

Selected grades of students have annual health screenings for visual acuity. Other students are screened for visual acuity, dental problems, hearing and scoliosis at parent/guardian or teacher request.

Lunch

Cost of breakfast and lunch will be set at the School Board's annual meeting in July. The lunch system is computer operated and students are issued an ID card that will allow them to access their account. Applications for free or reduced lunches are available in the principal's office. There will be no cash purchases in the lunch line. Students are encouraged to keep a running balance in their account.

Medication Policy

Parents/guardians may decide whether they want the school to administer over-the-counter and/or prescription drugs to the student or if they want to allow the student to practice self-administration.

Students may possess and self-administer over-the-counter and/or prescription drugs if they are in accordance with **Board Policy 5310**. In order to have the student self-medicate, parents/guardians need to obtain form 5310.2FM, the Physician's Consent/Order Form from the school office. After the forms have been properly filled out and returned to the office, a student is permitted to possess a single dosage of the medication and administer it to him or herself. If students possess or use medications without the appropriate forms and paperwork as required by Board Policy 5310, the school office will contact the student's parents/guardians and explain procedures and request the correct procedures be followed. The school does have the right to take disciplinary action if proper procedures are not followed.

If a parent/guardian chooses to have the school administer the medication, the parent/guardian must have form 5310.1FM, Request to Administer Medication and Release Agreement, filled out and on file in the office. After the paperwork is on record with the school, the student needs to bring his/her medication in to the office. The medication will be kept in a secure location. It will be the responsibility of each student to come to the office to take medication as needed and/or prescribed. At the end of each school year any remaining medications will be disposed of if not claimed.

Telephone Calls

Except in an emergency, students will not be allowed to use the telephones in the main office. A student telephone is provided on the shelf in the school office. Students will not be called out of class for telephone calls except in extreme emergencies. Messages will be taken and posted outside the activities office by grade level. Students are encouraged to check the message board often during the school day. Students may also be notified via school e-mail.

Visitors

Students are not allowed to bring visitors to school unless approved by the Principal. Only those people with school related business should be on campus. Those non-students providing rides for Spearfish High School are not to be in the building and should wait in their cars in the student parking area west of the building. There should be no visitors during the lunch hours. Those with school related business should report to the high school office and receive a visitor's badge.

Concussion Procedures

CONCUSSION PROCEDURES

When Spearfish High School becomes aware of a student's concussion, the staff at SHS wants to accommodate the safety and academic success of the student during the recovery process.

Trained healthcare providers are the only ones who can diagnose and treat concussions. Possible signs and symptoms of a concussion include, but are not limited to, the following:

concentration/memory problems, dizziness or lightheadedness, sensitivity to light or noise, changes in sleep patterns, double or fuzzy vision, feeling "foggy", headache, nausea, dazed or stunned appearance, forgetfulness of events either prior to or after the injury, answering questions slowly, and moving clumsily. In most cases, students should not participate in PE, band or choir classes immediately following a concussion.

Not reporting a concussion puts your student at risk for lasting damage, so it is imperative to be seen by a healthcare provider. The certified athletic trainer (ATC) at the high school is a good resource for all student-athletes, and can assist in the diagnosis, care, and return-to-play protocols that are in place via SHS and the SDHSAA. In addition, **YOU ARE ENCOURAGED** to have your student seen by a medical doctor when you are concerned your student has suffered a concussion, or the school's ATC recommends you see a medical doctor, especially in cases where your student has symptoms that interfere with daily activities/school. In some cases, your student may need academic modifications to assist them during their recovery process. It is important to note that **ONLY MEDICAL DOCTORS ARE ABLE TO PROVIDE ACADEMIC ACCOMMODATIONS**. Neither the ATC nor any other school staff is able to provide academic accommodations should those be necessary. Please discuss with your physician how this information will be received by the guidance counselors at the high school, as **IT IS THE PARENTS' RESPONSIBILITY TO PROVIDE SPEARFISH HIGH SCHOOL WITH ANY AND ALL MEDICAL DOCTOR'S RECOMMENDATIONS**. The guidance counselors at school will relay this information to teachers who may need it. Subsequent changes in those recommendations must also be sent to the school so appropriate adjustments in services may be made. Parents are encouraged to discuss physical and academic modifications with our guidance counselors (call 717-1212, or FAX 717-1234).

Spearfish School District utilizes ImPACT Applications for baseline and post-injury testing for all student-athletes in Contact and Collision Sports. For more information about this, you may visit their website at <http://impacttest.com> or contact the high school's certified athletic trainer.

SPEARFISH HIGH SCHOOL RETURN TO PLAY CONCUSSION PROTOCOL

The return to play protocol aligns with the most current consensus statements on concussion in sport, as well as the SDHSAA requirements. Each step should be completed with no concussion symptoms (for at least 24 hours) before proceeding to the next step. An initial period of 24-48 hours of both relative physical rest and cognitive rest is recommended before beginning the RTS progression.

- 1) Symptom-limited activity, daily activities that do not provoke symptoms
- 2) Light aerobic exercises: walking or stationary cycling at slow to medium pace with no symptoms
- 3) Take and Pass ImPACT test; Exertional testing-Sport specific activity without body contact and no symptoms
- 4) Practice without body contact and no symptoms. (Non-contact practice)
- 5) Practice with body contact and no symptoms (full contact practice)
- 6) Return to play with no symptoms

If symptoms return during any step you must wait until asymptomatic for a full 24 hours and re-start the previous step.

Procedures for re-taking courses

All attempted courses and grades by a student will be recorded on their transcripts. The official transcript is meant to be a complete and thorough record of scholarship. The Department of Education maintains that if a student retakes a course, the letter grades for both the initial course and the retaken course must be recorded on the transcript, but districts may use local discretion as to how the retaken course is calculated into the students' overall GPA.

Guidelines for retaking of courses that were not failed

- Only those courses with a C- or below can be retaken
- Course must be taken in the same format as the original course
- Cannot be taken during the same academic school year (recommended to take the following academic school year)
- Original course grade remains on the transcript and counts toward the cumulative GPA, 2nd course grade will be included on the transcript and will not affect GPA
- Placement in course dependent on availability of space and class numbers, class size will not exceed 25 students

EMERGENCY PROCEDURES

Bomb Threat/Crisis Procedures

Bomb threats and other crises are very disruptive to students, staff, parents, the community and the instructional program. In order to ensure safety and to minimize disruption and confusion, the following procedures will be used.

In the event of a threat to safety, immediate arrangements will be made to evacuate the high school. The Principal will officially notify the teachers, custodians and office staff within the building. All personnel will be required to take the students to the designated area immediately, where roll will be taken. Students are to remain with their teacher. The superintendent and Police Department will subsequently be notified.

Students and staff will walk to the Young Center on the campus of Black Hills State University. Students will not be allowed to use motor vehicles during this period of time.

At the Young Center, students will assemble with their teachers in a designated study area. Instruction will resume at the Young Center according to the regular schedule. Classes will rotate as usual and attendance will be taken.

No food or drink may be brought to students by parents or others. If students are at Young Center over the lunch period, lunch will be served. Student phone calls will be allowed only in emergency situations with permission from the building administration. Parents are discouraged from picking up their children. Requests to remove students for medical or dental appointments, work, etc., will be handled on an individual basis by the building administration.

Building administrators, in conjunction with the Activities Director and Superintendent will decide whether after school activities will take place. The decision will be communicated to students and to the public. As soon as specific information is known, the students and teachers will be notified so that they can return to the building or go home. Any student caught making a bomb threat will be charged with a felony and face severe disciplinary action.

Response to an Intrusion

After notifying the building administration, the following steps should be taken in the event an intruder/suspicious person is on the premises:

1. Make sure the hallways are clear of students and staff.
2. Be prepared to seek protection in a nearby room if the intruder/suspicious person approaches and is visibly armed with a weapon.
3. Monitor the location of the intruder/suspicious person, if it can be done safely, and report his location to the administration.
4. Bring into the classroom any student found in the hallway, and lock the door.
5. Allow no one to leave the room.
6. Close all windows and blinds.
7. Keep the students calm and quiet.
8. Do not allow students to leave the classroom unless authorization is obtained from the main office.
9. Do not open classroom doors unless clearance is obtained from the main office.

Run, hide, fight" is standard protocol for active shooter situations. It means: Run, evacuate if possible; hide, get silently out of view; or fight, as a last resort, take action to disrupt or incapacitate the shooter if your life is in imminent danger.

Fire Drill

When the fire alarm rings in the school the students should file out of the classroom through the exterior exit pre-assigned for that room. The teacher will be the last one out of the classroom making sure all windows and doors are closed for the room. The teacher should also take their grade book, class list, and keys. This should be done very quickly so the teacher can follow their students outside to supervise them. Students and staff should move at least 100 feet from the building.

Tornado Drill Procedures

In case of tornado drill, the announcement will occur by the intercom and by e-mail. Students and staff should immediately pass to their designated area and get away from the glass. Those students in physical education classes should go to the locker rooms. Students and staff should lie face down, draw knees up under themselves, and cover the back of the head with their hands. Go to an interior wall at the lowest level of the building if possible and get under something sturdy.

Late Start Schedule

In the event that school starts late due to inclement weather, the following schedule will be used:

White Days

Block 1	10:15-11:24
Lunch	11:24-12:09
Block 2	12:09-1:05
Block 3	1:10-2:10
Block 4	2:15-3:15

Maroon Days

Block One	10:15 – 11:24
Lunch	11:24 – 12:09
Block Two	12:09- 1:39
Block Three	1:45 – 3:15
No Spartan Time	

Parent Portal

The Spearfish School District Parent Portal program allows parents instant, online, timely, secure and low cost access to school information about children who attend the Spearfish School District. Specifically, there is access to attendance, tardy, discipline and transcript data. Access to grading data for each class is also available.

An application can be obtained from any school building office, downloaded as a PDF file from the district website, by contacting the District Technology Office at 605-717-1208, or via email at anorton@spearfish.k12.sd.us

Interquest Detection Canines Policy & Statement

Spearfish High School has a contract with Interquest Detection Canines to conduct periodic inspection of our campus. These inspections will be carried out by a nationally certified canine and handler. Interquest is licensed and registered by the U.S. Department of Justice, Drug Enforcement Administration and regional regulatory agencies as required. These units are

specially trained to find contraband items that include illegal drugs, gunpowder related items, alcoholic beverages and over the counter and prescription medications. Student lockers, classrooms, locker rooms, athletic facilities, commons areas, vehicles, desks, backpacks, parking lots, gym areas, grounds and any other articles on school property are subject to inspection. All inspections will be conducted within the scope of law and with the knowledge of the student. Such inspections may be conducted on an unannounced basis under the auspices and direction of the district administration with Interquest acting as an agent of the district conduction such inspections.

DISTRICT POLICIES

All school board policies are located on the district website at:

https://spearfish.ss20.sharpschool.com/board_of_education/district_policies

SPEARFISH HIGH SCHOOL DIRECTORY

https://spearfishshs.ss20.sharpschool.com/staff_directory

SCHOOL CALENDARS

<https://spearfishshs.ss20.sharpschool.com/calendar>

SCHEDULES

https://spearfishshs.ss20.sharpschool.com/parents_and_students/schedules

SEXUAL HARASSMENT POLICY

CODE: 5130/4101

The Spearfish School District (“District”) does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District’s Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District’s Title IX Coordinator:

Sarah Heilman, Title IX Coordinator
525 E. Illinois, Spearfish, SD 57783
605-717-1201
sheilman@spearfish.k12.sd.us

The District will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the Title IX grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v),
4. "Sexual offenses" as defined in 20 USC 1092(f)(6)(A)(v), including offenses classified as a forcible or nonforcible sex offenses under the uniform crime reporting system of the Federal Bureau of Investigation, such as rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.
5. "Dating violence" as defined in 34 USC 12291(a)(10),
6. "Domestic violence" as defined in 34 USC 12291(a)(8) or
7. "Stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

Retaliation Prohibited

The District prohibits intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or

complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

Confidentiality

The District must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

Notice Requirements

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment, and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

Training Requirements

The District ensures that the Title IX Coordinator, Investigator(s), Decision-Makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, when applicable, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The District also ensures that Decision-Makers and Investigator(s) receive training on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All

materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment and are made publicly available on the District's website.

Conflict of Interest and Bias

The District ensures that Title IX Coordinators, Investigators, Decision-Makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

Determination of Responsibility

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for the alleged conduct. A determination regarding responsibility will be made by the Decision-Maker at the conclusion of the investigation in accordance with the process outlined in the accompanying sexual harassment procedure and federal regulations. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

Extent of Policy

This Sexual Harassment Policy is intended to comply with Title IX of the Education Amendments of 1972 and federal regulations related thereto. Therefore, nothing in this policy or the related Sexual Harassment Grievance Process shall be construed to be more demanding or more constraining upon the District than the requirements of those federal statutes and corresponding federal regulations. Any complaint or report received that may constitute sexual harassment under Title IX will be addressed pursuant to District policy and procedures, as well as federal law and regulations.

LEGAL REFS.:

Civil Rights Act, Title VI; 42 USC 2000d et seq.
Civil Rights Act, Title VII; 42 USC 2000e et seq.
Education Amendments of 1972, Title IX; 20 USC 1681 et seq.
Executive Order 11246, as amended by Executive Order 11375
Equal Pay Act; 29 USC 206
34 CFR part 106
District Sexual Harassment Grievance Procedure
District Nondiscrimination on the Basis of Sex Policy

Adopted January 10, 2023