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**ETHAN SCHOOL DISTRICT STAFF  
2017-2018**

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		<u><b>School Board</b></u>	
Tim Neugebauer	President	Jeff Clending	Member
Amy Storm	Vice-President	Michelle Klumb	Member
		Brett Scott	Member

# ETHAN SCHOOL DISTRICT 17-1

## SCHOOL CALENDAR

### 2017-2018

August 7		SIVN Group Teachers Inservice @ Plankinton
August 10		Teachers Inservice /and Community Picnic @ 6:30 PM
August 16	(Dismiss @ 1:30 PM)	First Day of School
September 1	(No School)	Vacation Day
September 4	(No School)	Labor Day
September 15		Mid-Term – 1st Quarter
October 5	(Dismiss students @ 1:50 PM) (2:30 PM – 8:00 PM)	Parent/Teacher Conferences
October 6	(Dismiss students @ 12:30 PM)	SIVN Teachers Group Inservice (PM)
October 12	<u>(40 Days)</u>	End 1st Quarter
October 13	(No School)	Vacation Day
November 3	(No School)	Teachers Inservice (8:30 AM – 3:00 PM)
November 17		Mid-Term – 2nd Quarter
November 22	(Dismiss students @ 1:00 PM)	Thanksgiving Vacation begins
November 23-24	(No School)	Thanksgiving Vacation
December 20	(Full Day) <u>(45 Days)</u>	First Semester Ends
December 21		Christmas Vacation begins for students
December 21 – January 3, 2018	(No School)	Christmas Vacation
January 3		School Resumes – 2nd Semester begins
January 15	(No School)	Vacation Day
February 2		Mid-Term – 3rd Quarter
February 15	(Dismiss students @ 1:50 PM) (2:30 PM – 8:00 PM)	Parent/Teacher Conferences
February 16	(No School)	Vacation Day
February 19	(No School)	Presidents' Day
March 8	<u>(44 Days)</u>	End 3rd Quarter
March 9	(No School)	Spring Break
March 16	(No School)	Spring Break
March 30	(No School)	Good Friday
April 2	(No School)	Easter Monday
April 13		Mid-Term – 4th Quarter
May 12		Graduation – 2:00 PM
May 15	<u>(44 Days)</u>	Last Day of School – End of 2nd Sem.
May 16		Teachers' Work Day

(173 Days Taught + 2 Days Parent-Teacher Conferences + 2 Inservice Days)  
Total Calendar Days – 177

#### First Semester

August	12
September	19
October	21 +1 (P/T Conf.)
November	19
December	<u>14</u>

85 + 1 = 86

#### Second Semester

January	20
February	18 +1 (P/T Conf.)
March	19
April	20
May	<u>11</u>

88 + 1 = 89

## THE PHILOSOPHY OF ETHAN SCHOOL

The belief of the Ethan School District 17-1 is that the best possible education is the right and privilege of every student. The responsibility of the school is to educate students within the context of community values. The curriculum should be dynamic and progressive in order to meet the changing needs of both the individual and the entire student body. The school should strive to produce well-rounded American citizens through the total school program. The school will attempt to foster an atmosphere of excellence throughout its courses of studies and activities.

The school district recognizes the importance of striving toward achieving the following goals:

### **Intellectual Development:**

The school will foster critical thinking skills, creativity, love of learning, positive study habits, test taking skills, time management, organizational skills, the ability to follow directions, comprehension of ideas and facts through reading, viewing, and listening, and the ability to communicate ideas and facts through written language, oral language and other media.

### **Instructional Strategies:**

The teacher will use a variety of methods based on sound learning theories, encourage students to performance consistent with their abilities, use self-evaluation, and provide a classroom environment which promotes an atmosphere of respect.

### **Social Development:**

The school will foster mutual respect between students and staff, socially acceptable behavior, a well-developed set of personal values and goals, and positive peer relationships.

### **Emotional Development:**

The school will improve the emotional health of students through the curriculum and counseling program, and help students to develop a positive self-concept and a sense of self-worth.

### **Citizenship Development:**

The school will promote a patriotic attitude of respect for our country, an appreciation of our American heritage, an attitude of civic responsibility, and the ability to recognize the rights of all people without discrimination.

### **Vocational Development:**

The school will promote hands-on-work experiences through the vocational CTE programs, a strong work ethic, and a strong knowledge of career choices.

## ATTENDANCE

It is compulsory that all children from age seven regularly attend school until reaching the age of 18 years, unless excused because of a physical or mental condition. The role of the school in attendance matters is one of cooperation, counseling, and reporting to parents. Parental cooperation is expected.

Attendance is a part of each student's permanent record. It is the duty of the school officials to know the whereabouts of students during school hours. Other administrative personnel may excuse students for specific purposes only through the principal's office or in the principal's absence.

Absenteeism: Absence from school during regularly scheduled school hours.

- Generally, the only absences excused are:
  - Personal illness
  - Illness in immediate family
  - Death in immediate family
  - Weather conditions
  - Dental or medical appointments that cannot be made on Saturdays or after school hours.
  - School sponsored activities. (Students should notify teachers in advance of absence.)
  - Parental request: absence for the convenience of the family requested by the parent and approved by the Administration in advance. Lessons assigned and class discussions for the duration of the absence become the responsibility of the student and parents.
1. Parents are asked to call the school by 8:15 AM to report their child's absence. If no call is received, the school will attempt to call them. If telephone contact is impossible, parents should send a note with the child when he/she returns to school.
  2. A student shall not leave school during the school day without reporting to the principal's office. Failure to report the departure by the student shall result in being charged with an unexcused absence or truancy and other disciplinary actions.
  3. If a student becomes ill while in school, an attempt will be made to contact a parent before allowing the student to go home. All parents will be asked to list additional people whom the school may call if contact cannot be made with either parent.
  4. Perfect attendance recognition is awarded to those students who are not absent on a yearly basis. All attendance will be based on an eight period day. If a student is gone for any length of time during any period, the student will be considered absent from that period and will count as being gone 1/8 of a day. After 4/8 time has been missed, the student will be considered absent one-half of a day. The student will no longer be eligible for perfect attendance. Tardies will also count against perfect attendance, unless they are excused.
  5. To participate in extracurricular activities held after regular school hours, a student must attend school for a minimum of one-half a school day (4 periods) and the absence for the remainder of the day must be excused. This rule may be waived by the Administration.
  6. An absence from school without the authorization of the parents or the school shall be considered unexcused. Please either call the school or send a note with your child. If a note or phone call is not received before these absences, it will be considered an unexcused absence. The student will also receive disciplinary action from the administration.
  7. In the case of an excused absence, the student shall make up the work and receive full credit. It will be the sole responsibility of the student to make arrangements with the teacher for assignments and class activities missed during a parental request absence. If a grading period falls within the allowed time to make up the work due to an absence, an "incomplete" may be recorded. Incompletes become a "failure" if not made up within the time allowed. Two school days will be given for each day missed to complete schoolwork missed due to absence.

### **STUDENTS WILL LOSE CREDIT FOR THE SEMESTER IF THE FOLLOWING ATTENDANCE POLICY IS EXCEEDED.**

Following the sixth absence from a class during the semester, the teacher shall notify the principal, who will then notify the parents or guardian by telephone and by mail. The principal will also inform the parent or guardian of future actions in the event of future absences.

Following the eighth absence from a class during a semester, the student will not receive credit for the class missed. The student is to remain in class until the results of an appeal, if made, are known.

Absences on consecutive days due to illness, hospitalization, or bereavement will be counted as one occurrence. The principal shall have discretion to determine how sporadic absences due to chronic illness are counted.

Approved class trips, student activity trips, visits to guidance counselor, etc. will not be counted as absences as determined by the principal.

### PROCEDURE:

1. When a student has been absent from a class 8 times and the principal determines that the student shall lose credit, the principal shall notify the student and the parent of the fact that the student will lose credit. He will also notify the superintendent of schools.
2. The parent shall make arrangements for a conference with the principal to give any extenuating circumstances. If it is determined by the principal that the credit is to be withheld, the parent may appeal to the superintendent of schools.

3. The decision of the superintendent of schools may be appealed to the school board for their consideration at their next regular meeting.

In Middle School, once a student has reached their sixth absence from a class the parents will be notified. Upon the eighth absence from a class, a letter will be sent home as well as to the State's Attorney indicating a concern for the student's absences.

**Tardiness:** Failure to be at the assignment workstation prepared for class when the final bell rings or the class is scheduled to start. If they are tardy at the beginning of the school day, they will report to the principal's office for a pass for readmission to class. Teachers will mark students tardy when taking attendance and will mark in the student planner. Middle school and high school students upon receiving a third tardy in a given quarter will serve a detention. Six tardies will result in 3 days of detention; 8 tardies will result in an in-school suspension, and 10 or more tardies will result in 3 days of in-school suspension.

**Truancy:** Absence from school without permission.

#### Elementary (K-5):

When a student has been found to be truant or to have an unexcused absence, the truancy officer shall notify the parent expressing the school's concern. The parent's response shall be documented.

#### Middle School & High School (Unexcused Absence):

- **First violation:** A parent shall be notified of the unexcused absence by telephone, letter or personal contact by the appropriate school official. The student will serve one day of in-school suspension.
- **Second violation:** The student may be put in a two day in-school suspension and the parent will be notified of the truancy.
- **Third violation:** The student will be put in a three day in-school suspension. A student will not be re-admitted until a conference has been held with the parent, student, administration and/or counselor. The student will receive credit while on in-school suspension.
- **Fourth violation:** The student will be suspended from school a total of four days. No credit will be given for the four days absent and a conference with the parent will be held. A letter will be sent to the state's attorney informing him of the truancy.

**Detentions:** Detentions will be served on the day of the infraction after school, unless the administration states otherwise.

## **BUSING**

The bus driver is an official representative of the school and has authority to discipline students on the bus. The bus driver is authorized to assign seating on his/her bus. It is the duty of each student who rides the bus to do his/her part to keep the buses in good condition and to abide by the stated rules.

Violation of school bus rules can mean cancellation of bus riding privileges. If a student is removed from a bus, the student will have to obtain other means of transportation at no expense to the school district.

Insubordination, poor behavior, disruptive behavior, and inappropriate language could result in the student being removed from the bus.

- 1<sup>st</sup> Offense -- call to the parents and a detention.
- 2<sup>nd</sup> Offense -- call to the parents and 3 days suspended from the bus
- 3<sup>rd</sup> Offense -- call to the parents and 6 days suspended from the bus
- 4<sup>th</sup> Offense—meeting with parents, could result in expulsion from the bus for the remainder of the year.

Fighting on the bus will result in more severe consequences.

- 1<sup>st</sup> Offense—Detention and suspended from the bus for 1-5 days
- 2<sup>nd</sup> Offense—Detention and suspended from the bus for 5-10 days
- 3<sup>rd</sup> Offense—Detention and suspended from the bus for two weeks
- 4<sup>th</sup> Offense—Detention and expulsion from the bus for the remainder of the year

Your child will not be permitted to ride a bus to any destination other than home, unless he/she has a note signed by an administrator. State regulations forbid this practice. If you want your child to ride a bus to someone else's house, please send a note with your child. It should then be signed by an administrator and given to the bus driver

## **CHURCH NIGHT**

The school will make every effort to avoid scheduling activities on Wednesday evenings after 6:00 PM and no formal practices or rehearsals are to be scheduled on Sundays. Any deviation from this established procedure must be cleared through the superintendent's office.

## **MEDICATION POLICY**

The teacher will usually not be responsible for administering medication. If prescription medication is needed during school hours, the student may bring the dosage for that day with him/her in a properly labeled container (student's name, name of medication, and doctor's name). The student will be responsible for taking his/her medication; except that the classroom teacher will administer it to younger children. The school requires that parents sign a permission form to administer medication before school personnel can administer medication to students on a daily basis. The school will not supply aspirin or non-aspirin to students.

## SCREENING TESTS

The following screening programs are conducted yearly:

- Vision screening in grades Kindergarten, 1st, 3rd, 5th, 7th, 8th, and 10th.
- Hearing screening in grades Kindergarten, 1st, 3rd, and 11th.
- Scoliosis (curvature of the back) in grades 5th and 7th (Girls) and grade 8th (Boys).
- Physical Assessments in grades Kindergarten and 5th.
- Vision and hearing screening may be done at any time for any student upon recommendation of a teacher.

We encourage parents to inform the teachers of any health problems their child might have. If you have any questions, regarding the health program or policies, please call the school.

## NUISANCE ITEMS

Students should not bring pocketknives, cap guns, fireworks, lighters, water guns, water balloons, trading cards, skateboards or other dangerous or nuisance items to school. Electronic devices including, but not limited to, MP3, iPods, Nintendo DS, cell phone and any other music/video players should not be brought to school. Students in violation of this policy will be subject to disciplinary action. It should be noted that Ethan School does not take any responsibility for the loss of electronic devices brought to school.

Students are not allowed to bring toys to school and should not have toys at recess time. If elementary students bring a toy for 'show and tell,' the toy needs to remain in the classroom during recess.

## DANGEROUS ITEMS

Guns, knives and other items of a dangerous nature shall be immediately confiscated and the School District Administration shall take any action necessary according to the laws and regulations of the State of South Dakota and the Federal Government. (Expulsion of one-year minimum may result for each infraction).

## DRESS POLICY

Generally it is the discretion of parents to determine which is appropriate dress and grooming for their children. Decisions made by parents and students in these matters will reflect upon the individual student, the school and the community.

Out of concern for safety and health, footwear is to be worn in the building at all times. Also, parents should require their children to dress appropriately for weather conditions. Winter coats, book bags, and gym bags must be left in lockers, not worn or taken into classrooms.

Students have the responsibility of refraining from hair or dress which will disrupt the school or which are a negative health or safety factor. No caps will be allowed in the school during the school day. We expect the students to use good judgment in choosing school apparel. Personal grooming not considered in good taste or considered disruptive, and not in the interests of cleanliness, decency and decorum in school will be reason for disciplinary measures.

Shirts (and other clothing) with writing or pictures related to drugs, alcohol, tobacco or in any way offensive in nature may not be worn.

- Dress and grooming on a school location in the following manner is prohibited:
- Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory, or which promote or advertise alcohol, chemicals, tobacco, or any product that is illegal for use by minors.
- Wearing clothing and other items or grooming in a manner that represents and or promotes threat/hate groups including gangs or supremacist groups.
- Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo, or that may be reasonably construed as sexual. (Examples: Spaghetti straps or showing of undergarments).
- Wearing any headgear in the building during the school day without permission from the school administration.
- Wearing of clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.

Any other items or how an article of clothing is worn will or will not be permitted if deemed inappropriate by the administration.

**NOTE:** The dress policy applies to school activities - both home and away.

## DRINKING OR DRUGS

No student shall possess, use, sell or dispense any controlled or mind-altering substance including (but not limited to) glue for inhaling, drugs, alcoholic liquor, wine, beer, etc., at a school activity or on school property (which includes building, grounds, parking lots and school buses). Any student who reports to school or an activity with evidence of having used the above substances shall be subject to disciplinary action. Violations will result in referral to a law enforcement agency.

- **First violation:** Parental meeting, contact law enforcement, 3 day suspension
- **Second violation:** Parental Meeting, contact law enforcement, 10 day suspension
- **Third violation:** Expulsion, up to 1 year

All students in violation of these rules will be referred to the counselor. The counselor will arrange for appropriate help for the student.

## **EXPULSION:**

Flagrant or serious violations of school policy may be dealt with on a case-by-case basis, and if deemed appropriate by the board of education, will result in expulsion. Expulsion shall mean denial of a student to participate in any instructional and/or school activity for a period of time as determined by the school board, but in no instance shall expulsion extend beyond the end of the current school year.

## **STEALING, VIOLENCE, FIGHTING, INTIMIDATION, DESTRUCTION OF PROPERTY, HARASSMENT, GROSS INSUBORDINATION, GANG SIGNS OR SYMBOLS, BULLYING:**

**Stealing:** the unauthorized taking, using, transferring, hiding, or possessing of the property of another person without the consent of the owner, or the receiving of such property

Referral may be made to law enforcement officials and restitution will have to be made by the student or parents of the student.

Students are encouraged to do the following:

- Use common sense and do not leave purses and other personal belongings in classrooms and gym. Do not bring unnecessary amounts of money to school.
- Check valuable items with the teacher if they must bring them to school.
- Mark gym clothing, tennis shoes and all other personal equipment or items brought to school.

**Violence:** Rough or injurious physical force, action, or treatment.

**Fighting:** Physical violence in an angry or quarrelsome manner with intent to harm another person or to disrupt the process of education while on school property, including parking lot and school buses.

**Intimidation:** Behavior that threatens to do physical violence or other inappropriate activities to a person or their property.

**Destruction of Property/Vandalism:** Intentional damage to the school, property, or property belonging to another person. The total financial responsibility for the vandalism will rest with the student and/or parents. Parents will be informed of their child's action and the case may be referred to law enforcement personnel.

**Harassment:** Harassment, including teasing, coercive behavior, and other offensive or mean-spirited conduct.

**Gross Insubordination:** May include but is not limited to, refusing to follow directions, vulgar language, causing the disruption of the educational process, and endangering others.

**Gang Signs/Symbols:** Any clothing, symbols, gestures related to gang activity.

**Bullying:** Habitually badgering and intimidating another person.

Penalties for breaches of discipline defined above:

- **First violation:** Parental Contact, 1-3 days in school suspension
- **Second violation:** Meeting with parents and administration, 3-5 days out of school suspension
- **Third violation:** Meeting with parents and administration, 10 days out of school suspension
- **Fourth + violations:** Parental meeting, referral to the school board, possible long term expulsion—up to 1 year

## **FORGERY, PLAGIARISM and CHEATING**

Forgery is an act of fabricating or producing a fraudulent document or signature. Students committing forgery involving all types of passes and/or parental excuse notes will be subject to having a written report placed in their cumulative file and a penalty as stated above. Parents will be notified in all instances and disciplinary action may take place.

Plagiarism is an act of unauthorized use or close imitation of the language or thoughts of another's and the use of them as one's own original work. Students need to site sources correctly and get permission to use others information. Students who plagiarize may loss credit for that assignment or the course and other disciplinary actions may take place.

Cheating is an act of dishonesty to gain an advantage which include but is not limited to having someone else do your work, using other's answer or work, stealing answer keys. Students who cheat may loss credit for that assignment or the course and other disciplinary actions may take place. Consequences are left to the discrimination of the teacher and/or administration.



## SMOKING and OTHER TOBACCO PRODUCTS

Use and/or possession of tobacco product (including the new electronic smoking devices), using tobacco products by a student on or in any school property, including building, grounds, parking lot and buses are prohibited, at or **during school sponsored activities**.

**First violation:** Parental contact, 1 day of in school suspension

**Second violation:** Meeting with parents, 2 days of in school suspension

**Third violation:** Meeting with parents, 3 days of in school suspension

**Fourth violation:** Meeting with parents, 4 days of OUT of school suspension

## GRADES

Students in kindergarten and first grade will receive the following marks on their work and report card:

**S**-satisfactory, **N**-needs improvement, **U**-unsatisfactory

The above scale may be used for grading non-core subjects, and conduct and work habits in 2<sup>nd</sup> grade and 3<sup>rd</sup> grade.

Students in grades 2-12 will receive the following marks or grades:

<b>A</b> - Excellent ----94-100%		A = 97-100	A- = 94-96
<b>B</b> - Above average 85-93%	B+ = 91-93	B = 88-90	B- = 85-87
<b>C</b> - Average -----75-84%	C+ = 82-84	C = 78-81	C- = 75-77
<b>D</b> - Below average 70-74%	D+ = 74	D = 71-73	D- = 70
<b>F</b> - Failing ----- 0-69%	F = 0-69		
<b>I</b> - Incomplete			

## Homework Policy

It is believed that homework contributes to the academic growth of a student and develops responsibility for completing independent work. Therefore, homework should be an integral part of the individual teacher's lesson plans. It is expected that each teacher require students to complete all assignments prior to issuing a final grade.

Homework should be assigned at the discretion of the teacher to promote mastery of the material. Teachers should consider the students' involvement in other educational and extracurricular activities to insure that the amount of homework is reasonable for the time frame for which it is assigned.

### Definitions:

Homework may include but is not limited to:

- An assignment, which is assigned on one school day and is due the next regular school day (or more than one regular school day) after it has been assigned.
- Review that is expected to prepare a student to pass an examination.
- An assignment that covers work or experiences missed by a student due to absence or non-participation.
- An assignment that is supplementary to regular classroom assignments but is primarily intended to teach responsibility.

## Middle School/High School Academic Infraction Policy

Assignments need to be handed in on time. If the assignment is not completed on time, an academic infraction will be recorded in the student planner. With the 1<sup>st</sup> and 2<sup>nd</sup> infractions, students will be allowed to turn in the assignment with no loss of credit. On the 3<sup>rd</sup>-5<sup>th</sup> infractions, the student will serve a ½ hour detention immediately after school. The assignment can be turned in for 50% credit. On the 6<sup>th</sup> academic infraction and all subsequent infractions, the student will serve a ½ hour detention and receive no credit on the assignment. Academic infractions are recorded quarterly.

Since everyone is important for the success of a group activity such as band and chorus, attendance at concerts and performances cannot be overemphasized. When a participant is absent or late for a performance and permission was not given in advance, the nine-week grade will be dropped one letter grade. The principal may waive this provision, if he believes that the absence or tardiness is unavoidable. Obviously attendance is mandatory for band and chorus members at these events, so that the group can present a respectable performance.

## PUPIL PROGRESS REPORTS

Pupil progress reports may be sent home to parents/guardians anytime during a nine-week period and/or school year. The purpose of the progress report is to keep parents informed of their child's school performance.

Reports may include positive information and/or cite areas that need improvement. Parents will be expected to work closely with the teachers and the school so that the child's deficient area(s) improve.

The parent portal is available on line through the school web site. Parents may sign up for the portal to view their students' grades at any time. Teachers will make their best efforts to keep the grades in the portal updated in a timely fashion.

## **REPORT CARDS**

Report cards will be prepared for all students at the end of each quarter. Report cards will be sent home with students at the end of each quarter, but will be mailed out to parents for the last reporting period.

## **IMMUNIZATIONS**

South Dakota State Law (SDCL 13-28-7-) requires that any pupil entering school in this State, shall prior to admission be required to present to school authorities certification from a licensed physician that he/she has received adequate immunization according to the recommendations of the State Department of Health.

## **INJURIES**

Students are encouraged to play safe and avoid injuries, but if injured the student should report injuries, no matter how small, to the teacher in charge of the class or group or to the activity director if injured during an activity. All major injuries will need to be documented. The supervising teacher or coach will need to fill out an Injury Form and contact the student's parent.

## **INSURANCE**

Student accident insurance is available to all students. This is a service to the students but is not school sponsored. Application forms are sent home with students at the start of the school year.

## **LOST AND FOUND**

A lost and found box will be maintained within the school and all items of value will be in the principal's office. Lost articles should be reported and found articles turned in to the office.

## **LUNCH AND LUNCHROOM POLICIES**

A National School Lunch Program is offered for all Ethan students. Students in grades K-8 will be required to stay at school for lunch. Prices are set at the start of each school year. Lunch prices will be \$3.90 per meal for adults and \$2.80 (PK-6) and \$3.00 (7-12) per meal for students on full price. Breakfast prices will be \$2.25 per meal for adults and \$1.85 (PK-6) and \$2.00 (7-12) for students per meal on full price. Additional milk will be \$.40 cents and an additional entrée will be \$1.25. No child will be discriminated against because of race, color, handicap, national origin, sex, or age.

If the student stays at school for lunch, the student may choose from one of these three alternatives:

1. Eat school lunch
2. Eat a sack lunch from home in the lunchroom
3. Do not eat (however a signed note from the parent must be presented to the child's teacher).

Good behavior will be expected of students in the lunchroom at all times. Students may visit with fellow students; however, the noise level of the lunchroom must be kept at reasonable level. All students must follow the directions and directives of all lunchroom supervisors.

## **PARENT CONFERENCES**

Parents may make appointments for conferences with teachers, counselors or the principal by telephoning the school office. There will be two regular conferences during the school year.

## **PARTIES**

Students in grades K-6 may have two parties in their rooms each year. These parties may include the following: Christmas and Valentine's Day. The child's teacher for the Christmas party may arrange a gift exchange. Teachers may ask parents to volunteer to help with school parties. Parents are welcome to visit the school during parties. A call to the school or teacher would be appreciated.

## **PLAYGROUND RULES**

(Grades K-5)

Park bicycles in the bike racks that are located on the school grounds. Bikes should be walked to the bike racks once the student reaches school grounds. Students will be expected to follow the instruction of the playground supervisors at all times. The following behaviors are unacceptable on the playground at all times and will result in a discipline action:

- Throwing of objects such as snowballs, stones, dirt, etc.
- Profane and foul language.
- More than one student on a swing or slide at a time.
- Standing on top of the horizontal ladder or "Jungle Gym".

- Severe body contact play-tackle football, etc.
- Playing on or close to a road.
- Climbing trees or fence or on the roof of any building.
- Kicking objects against the building.
- Entering the road to get balls, etc. without teacher approval.
- Boots should be worn on the playground when there is snow.
- Toys and trading cards are not allowed at school or on the playground at recess time.
- Students should stay outside for the entire recess or noon break unless the playground supervisor's give the child permission to go into the building.

## SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. Closing, late starts, and early dismissals will be announced over TV stations KELO, KSFY, and KDLT, and the Mitchell radio stations, and the School Messenger telephone broadcast service as soon as the decision is made. Reports in the morning will be between 6:00 AM and 7:00 AM. If no report is heard it can be assumed that school will be in session. Please do not call the school if no report is heard.

The Ethan School subscribes to the School Messenger system. This system will send pre-recorded announcements regarding school closings and late starts. In order to receive the notices, parents must sign up for the service. Please contact the office if you are interested in subscribing to this service. All phone numbers that were subscribed last year will also be subscribed for the following year unless otherwise directed. Please notify the school of any contact changes.

## TELEPHONES

The office telephones are for school business. Students shall consult the offices or teachers for permission to use the school phones. Students will not be called to the phone for personal calls unless they are urgent.

## CELL PHONES

Cell phones are not allowed in the classroom. If a student brings a cell phone to school, it must be turned off and in their locker during school time. Students are allowed to use cell phones during lunch break but not between classes. If a cell phone is found on a student, during the school day, the following consequences will apply:

- 1<sup>st</sup> offense: cell phone will be taken by the principal and returned after school
- 2<sup>nd</sup> offense: cell phone will be taken by the principal and returned only to the parents
- 3<sup>rd</sup> offense: cell phone will be taken by the principal and returned only to the parents, 1 day in-school suspension and the phone must then be checked in to the office each morning before school
- 4<sup>th</sup> offense: cell phone will be taken by the principal and returned to the parents. The phone may be kept for an extended period of time, 3 days of in-school suspension, and the phone must be checked in to the office each morning before school.

## USE OF CAMERAS

Students will not use cameras (digital, video, or cell phones cameras) to capture images or videos of any part of the school, its teachers, staff or students without permission during school hours. Students must never post unauthorized videos or images on the Internet of the school, its staff, teachers or students. Failure to follow this policy shall, at a minimum, have his/her access to the computer network terminated, which the school may refuse to reinstate for the remainder of the students enrollment at Ethan School.

## TRANSFERRING OUT OF DISTRICT

Every student, whom changes school or withdraws for any purpose, should notify the office as soon as possible of any move.

The parent/guardian is asked to fill out a release form. Transfer will be given and records will be mailed to the school district requested by the parent/guardian.

No records will be released until all financial obligations to the Ethan District have been satisfied.

## VISITORS

The Board encourages parents to visit the school. The Board believes that open communication between school and parents has a positive effect on the educational process. However, the Board is also committed to a non-violent, non-threatening environment. No person may assault, threaten, or in any way use physical force (or threat of physical force) against our staff or students. The Board will seek any and all legal remedies against anyone who enters the school building to assault or threaten its occupants. Anyone who behaves in such a manner shall be barred from entering the school building in the future.

Legal Ref: SDCL 22-18-1, 22-19A-1, 13-32-6

Students who wish to bring any visitors to school with them should check in advance with their teachers and the principal. These visitors will be subject to the same rules as all Ethan students. No students from other schools in the area will be allowed as visitors if their school is in session.

**ALL VISITORS TO THE SCHOOL MUST REPORT TO THE ADMINISTRATIVE OFFICE BEFORE PROCEEDING TO ANY OTHER POINT IN THE SCHOOL BUILDINGS!!**

## **PETS**

Students are asked not to bring pets to school. Exceptions may be made for "show and tell" times, but the elementary principal must approve this.

## **SCHOOL ACTIVITY ADMISSION**

The cost for admission to home school events is \$3.00 for students (Grades 1 -12) and \$5.00 for adults. In the event of a doubleheader, the cost is \$4.00 for students (Grades 1-12) and \$6.00 for adults. Preschoolers are free.

Season passes will admit the bearer to the home sporting events and the Fine Arts concerts.

Passes may be purchased at the school office during school hours or a check may be sent for the amount of the passes requested. Passes will be immediately mailed to you. There will be no reduction in price for passes purchased after the sports season begins.

**\*\*\*NO PASSES WILL BE SOLD AT THE GAMES THIS YEAR. PLEASE PURCHASE THEM IN ADVANCE.\*\*\***

Cost is as follows:	Student	\$45.00
	Adult	\$75.00
	Family	\$100.00
	Senior Citizen (Adult) 65 & over	\$37.50
	Senior Citizen (Married Couple)	\$50.00

## **COUNSELING PROGRAM**

A student who feels in need of assistance with any problem has the privilege to see the counselor (or the principal, if the student chooses). The student may ask his teacher to be excused from class, or go to the chosen office on his free time.

## **TITLE I PROGRAM**

The Title I Program is federally funded. It is designed to help students who are experiencing difficulty in reading or math. Parents who would like more information on this program should contact the school principal.

## **SPECIAL EDUCATION**

The Special Education Department is designed to help students with special needs that cannot be met in the regular classroom. Parents or teachers may make referrals. For further information, contact the superintendent or a special education teacher.

## **NON-DISCRIMINATION**

The Ethan School District 17-1 does not discriminate against anyone. Educational opportunities, activities, and employment opportunities will be offered equally without regard to sex, race, color, national origin or disabilities. If you feel that you have been discriminated against contact: Terry Eckstaine, Supt, Ethan School, Box 169, Ethan, SD 57334 or The Regional Director, U.S. Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153-1367.

## **DIRECTORY INFORMATION**

To be in compliance with the Family Educational Rights and Privacy Act of 1974, as amended, enacted as Section 438 of the General Education Provisions Act as in effect April 11, 1988 the Ethan Board of Education hereby makes the following annual public notification of its intent to disclose to the press, media and others authorized by school officials personally identifiable data designated as Directory Information. The parent of a student or an eligible student may refuse to be personally identified in any or all of the information categories. Such refusal must be made in writing submitted to the student's principal with 15 days after publication of this notice.

The following information will be entitled Directory Information:

- Student's name, address, and telephone listing.
- Student's date and place of birth.
- Student's major field of study.
- Student's participation in officially recognized school activities and sports.
- Weight and height of students who are members of athletic teams.
- Dates of student attendance.
- Degrees, honors, and awards a student receives.
- Any other form of information which denotes accomplishments, achievements, or special recognition given to a student.
- Most recent previous educational agency or institution attended by a student.
- Individual and group photographs pertaining to any of the above activities.

## **PROMOTION AND RETENTION OF STUDENTS**

The administration and teaching staff must strive to create plans of instruction and instructional organization that will permit students to progress through school according to their needs and abilities. Students will normally progress annually from grade to grade. However, exceptions to this general policy may be made when it becomes evident that a student should proceed more slowly. Retention will not be used until other possibilities have been exhausted, including special help and remedial work.

In all cases of retention, parents must be informed of such possibility well in advance (usually by the third reporting period) and a conference with them sought. In all instances, teachers will use the advice and help of guidance and other special personnel.

Although teachers may recommend retention, all retentions (as well as promotions) will be assigned by the school principals. Teachers, in recommending retention and principals in assigning them, will give the reasons why they feel the student should repeat. The principal will take particular care in assigning no more than one retention during a child's elementary school life. The superintendent must approve a second retention assigned any student.

If a student in middle school receives a failing grade in a given subject, the student will be retained unless he or she makes up work during the summer months with a tutor who has been approved by the school district. The parent or guardian will be responsible for the payment of the tutor.

If a parent of a child in kindergarten refuses retention, a statement to this effect, signed by the parent, will be placed in the student's permanent file. The teacher or teachers and principal will make final determination of students in grades 1-8.

## **STUDENT COMMUNICABLE DISEASES POLICY**

Students who are afflicted with a communicable contagious, and/or infectious disease and who are infected with communicable parasites or who are liable to transmit such a disease or parasite may be excluded from school attendance. The board recognizes the need and right of all children to receive free and appropriate education. The board further recognizes its responsibility to provide a healthy environment for all student and school employees.

A determination of whether an infected student be excluded from the classroom or school activities shall be made on a case-by-case basis, under the direction of the principal/ building administrator or designee.

In situations where the decision requires additional expertise and knowledge, the building administrator will refer the case to an advisory committee for assistance in the decision-making.

The advisory committee may be composed of:

1. a representative from the State Health Department;
2. the student's physician;
3. the student's parents or guardians;
4. the school principal or designee;
5. the school health, service's supervisor;
6. the superintendent or designee; and primary teacher(s)

In making the determination, the advisory committee shall consider:

1. the behavior, developmental level, and medical condition of the student;
2. the expected type(s) of interaction with others in the school setting;
3. the impact of both the infected student and others in that setting;
4. the South Dakota Department of Health guidelines and policies; and
5. the recommendation of the County Health officer, which may be controlling.

The advisory committee may officially request assistance from the State Department of Health.

If it is determined that the student will not be permitted to attend classes and/or participate in school activities, arrangements will be made to provide an alternate educational program. If that requires personal contact between student and school employees, only trained volunteer employees shall be utilized.

Public information will not be revealed about the student who may be infected. If the student is permitted to remain in the school setting, the following procedure will be followed by the superintendent/principal:

Information will be provided, as appropriate, to school employees who have regular contact with the student, as to the student's medical condition and other factors needed for consideration in carrying out job responsibilities.

Health guidelines for school attendance are established and interpreted within the context of the case. The guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

Instruction in appropriate handling of blood and body fluids will be provided. Hand washing after contamination, food preparation and health/hygiene care performed in different sick and work areas, maintenance cleaning and other personal hygiene measures are part of creating a healthy environment.

## **AIDS POLICY FOR STUDENTS**

1. The policy applies to all school-age children who are human T-lymph tropic virus type III antibody positive (HTLV-III) or who meet the clinical definition of AIDS Related Complex (ARC) or the AIDS syndrome (AIDS).
2. "School-age" is defined in this policy to mean children and adolescents placed in legally required educational settings and programs.
3. School-age children with AIDS/ARC or HTLV-III antibody will be allowed to attend the Ethan School District 17-1 Schools, with the written approval of the child's physician, in an unrestricted manner unless the school board documents reasons to exclude the child.
4. One or more of the following conditions may require a more restricted environment or exclusion from school for the infected school-age child:
  - a. The child is not toilet-trained or is incontinent, or otherwise is unable to control drooling;
  - b. The child is unusually physically aggressive, with a documented history of biting or harming others;
  - c. The child has other medical conditions, such as non-coverable oozing sores.
5. Teachers or other employees shall notify the superintendent of schools when an AIDS infected school-age child exhibits questionable behavior or other medical conditions requiring possible restricted school setting.
6. The South Dakota Secretary of Health has designated an expert Advisory Committee to evaluate each infected child on an on-going basis. The Committee consists of five permanent members, including:
  - a. the State Epidemiologist,
  - b. the Medical Officer for the South Dakota Department of Health,
  - c. a representative from the South Dakota Department of Education and Cultural Affairs,
  - d. a physician with expertise in infectious diseases,
  - e. a physician with expertise in the care of AIDS patients.
  - f. Other members of the Committee will be specifically assigned by the State Epidemiologist for each child and may include the child's parent or guardian, personal physician, and relevant employees from the school in which the child is to be enrolled.
7. The superintendent of schools may request an evaluation by the Advisory Committee to evaluate an AIDS/ARC or HTLV-III antibody positive child who exhibits any of the exceptional conditions described above. Between the time of referral and the rendering of the evaluation by the committee, the superintendent of schools may exclude the child from school.

## **FINANCIAL OBLIGATIONS**

Students are responsible for shop bills, damaged or missing equipment, repairs, books and other financial obligations incurred during the school year. Materials purchased by students are to be paid for before they are ordered, whenever possible. All obligations need to be met before the students are permitted to take final examinations or check out at end of the year.

## **SCHOOL INSTRUMENT RENTAL**

Instruments shall be rented to the students (Grades 5-12) under the following conditions.

1. A written contract between the parents and the school (through the band instructor) will be signed stating the following information:
  - Instrument to be rented.
  - Amount of the rental is \$50.00 per year (\$25.00 for percussion)
  - Care and cost of repair work, due to negligence to the instrument will be borne by the family signing the agreement.
2. The rental payment shall cover the entire year with no refund for early turn in of equipment.

## **K-12 INTERNET ACCESS ACCEPTABLE USE POLICY**

Ethan School District believes accessing data on the Internet is a useful skill for lifelong learning. The goal in providing Internet access to staff and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. The Internet is an electronic information network connecting millions of computers around the world. With access to computers also comes material not available in the Ethan School District curriculum.

The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The Ethan School District reserves the right to read, print, delete, store, or use any transmission on this system at its discretion. The Ethan School District grants permission to use this system for EDUCATIONAL PURPOSES only. Users hereby waive any right of privacy regarding information /messages sent or received by them on this system. The administration, faculty, and staff of Ethan School, District may deny, revoke, or suspend specific user access.

### **The Internet provides students and staff access to:**

Electronic communications with people around the world, university libraries, and other information data bases, Library of Congress, information government news agencies, and research institutions discussion groups on a variety of topics.

### **Student Procedures for gaining access privileges to the Internet:**

1. Students will receive access after they turn in an Agreement Form that has been signed by both the student and parent/guardian consenting to abide by the Internet Access Acceptable Use Policy.

2. Students may use the Internet only if cleared with Ethan School District personnel.
3. Students must inform an instructor in the room that they are going to be using the Internet before beginning work. The student must also fill in the Internet log sheet documenting specific time of use.
4. Any financial charges incurred by the student while using the Internet are the students' full responsibility and he/she will be held accountable for payment.
5. Ethan School District personnel will monitor the information collection when district hardware and/or software are used.
6. Inappropriate use of access privileges will result in school disciplinary action and may result in access restrictions or cancellation of privileges. Chat lines will only be used and approved by and when under the direct supervision of Ethan staff.
7. Parents/guardians may request cancellation of access privileges by contacting the school.
8. No personal e-mail usage for students. E-mailing will be allowed only as part of educational curriculum.

### **Staff Procedures for gaining access privileges to the Internet:**

1. Staff will receive access after they turn in a signed Agreement Form consenting to abide by the Acceptable Use Policy.
2. The staff member must fill in the Internet log sheet documenting specific time of use.
3. Any financial charges incurred by the staff member while using the Internet are the staff member's full responsibility and he/she will be held accountable for payment.
4. Inappropriate use of access privileges will result in disciplinary action and may result in access restrictions or cancellation of privileges.

### **Internet User Terms and Conditions Agreement Form:**

1. The use of the Internet accessed from an Ethan School District site must be in support of education and research and consistent with the educational objectives of the Ethan School District. Transmission of any material in violation of any Federal or state regulation is prohibited, including, but not limited to copyrighted material, threatening or obscene material or material protected by trademark. Use of the Internet for commercial activities is not acceptable. Use for product advertisement or political lobbying is prohibited.
2. The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of those privileges.
3. Internet users are to abide by the rules of network etiquette, including, but not limited, to:
  - Be polite. Your messages to others are to contain no abusive or threatening language.
  - Cursing, vulgarity, or other inappropriate language is unacceptable.
  - Promotion of, or solicitation for, illegal activities is strictly forbidden.
  - Do not reveal your address or phone number or that of fellow students or colleagues.
  - Note that e-mail is not guaranteed to be private.
  - Do not use the network in a way that would disrupt network services for other users.
4. Ethan School District makes no warranties of any kind, whether expressed or implied, for the Internet service nor is it responsible for any damages you suffer from Internet use, including loss of data resulting from delay, non-deliveries, miss-deliveries, or service interruptions cause by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at our own risk. Ethan School District denies any responsibility for the accuracy or quality of information obtained through Internet.
5. Security on any computer system is a high priority, especially when the system involves many users. If you identify a security problem on the Internet, you must notify a district staff member or notify a system administrator.
6. Vandalism of hardware, software, or stored information will result in cancellation of Internet access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user of the Internet, including, but not limited, to the uploading or creation of computer virus on networks that are connected to the Internet.

## **LIBRARY REGULATIONS**

1. After a book has been overdue for two weeks, there will be a .10 cents per week fine until the book is returned.
2. After a month's time, the book will have to be paid for if it is not returned. The money will be refunded if the book is found and returned to the library.
3. All books that need to be renewed should be brought back to the library to be stamped with a new renewal date. If you have a very good reason for needing to renew the book for a longer length of time, explain your reason to the librarian. (Example: Needing to use the book for class work, etc.)
4. Encyclopedias should be checked out for only three days. You may make copies instead of checking out the books.
5. Magazines may be checked out for three days. They are to be returned to the library. Do not leave them in the classrooms.

## **BOOK FINES**

Textbooks/library books are furnished by the school district. Book fines will be levied against those students who purposely mutilate their books. Lost books will be paid for based on the actual replacement book cost. Records will not be able to be complete until all fines and charges are paid. Students that have overdue fines may have computer privileges withheld.

## **MIDDLE SCHOOL RULES ONLY**

### **HONOR ROLL**

A student honor roll is compiled for grades 6, 7 and 8 in the middle school. The honor roll is a listing of all students who have achieved a superior grade status and are deserving of recognition. The honor roll will be prepared at the end of each nine weeks. Students will have an opportunity to attain one of three honor rolls. These honor rolls follow:

Gold - All A's or All A's and 1 B

Silver - All A's and B's

Bronze - A's, B's and no more than 1 C

\*No student will be eligible for the Honor Roll who has any grade below a "C" regardless of his/her point average.

## **ETHAN MIDDLE SCHOOL SUPPLIES**

### **6th, 7th, & 8th GRADES**

**6<sup>th</sup> Grades** = (6) Blue pens; (6) Red or pink pens; (12) Colored pencils; Many #2 pencils or disposable mechanical pencils; (1) Box of 24 Crayola crayons; (1) Big eraser or pencil top erasers; Crayola classic markers – box of 10; (1) Flash/jump drive; (7) Colored folders – 2-pocket; (1) Scissor; (2) Glue sticks or (1) Rubber cement glue (**NO** Elmer's school glue); (1) Black Sharpie marker; (3) boxes of Kleenex; (1) Large pencil bag (no boxes); 1 pair gym shoes; (1) 3 pk. highlighters (any color); Deodorant for PE class; (2) Large containers Clorox wipes per family; (1) Scientific calculator (Texas Instruments-30); (2) 3-subject notebooks (college or narrow ruled); (3) Dry erase markers; (1) Locker shelf; Headphones for computer class – may use last years; (Please Note: Binders or Trapper Keepers do **NOT** fit in lockers.)

**7<sup>th</sup> & 8<sup>th</sup> Grades** = (6) Red pens; (6) Blue pens; (10) #2 pencils; (1 pkg.) Pencil top erasers; Crayola markers – box of 10; (1) Glue stick; Rubber Cement; (1) Pointed scissors; (3) boxes of Kleenex; (1) Colored pencils – 8 pack; 12" ruler; Note cards (3"x 5"); (3) Disposable mechanical pencils; (1) Highlighter – any color; (6) Plain folders – 2-pocket w/3 ring holes; (1) Locker shelf; Scientific calculator (Texas Instruments-30); (1) 5-subject notebook w/pocket folders or (2) 3-subject notebooks (college or narrow rule) w/3 ring holes; (2) pkgs. loose leaf paper w/3 ring holes (college or narrow ruled); (2) 1" view binders; Deodorant for PE class; (2) Large containers Clorox wipes per family; 1 pair gym shoes; Headphones for computer class



## HIGH SCHOOL RULES ONLY

### **HONOR ROLL**

A student honor roll is compiled for grades 9 through 12 in the high school. The honor roll is a listing of all students who have achieved a superior grade status and deserve recognition.

The honor roll will be prepared at the end of each nine weeks. Students will have an opportunity to attain one of three honor rolls. These honor rolls follow:

Gold - All A's, or All A's and 1 B

Silver - All A's and B's

Bronze - A's, B's and no more than 1 C

\* No student will be eligible for the honor roll that has any grade below a "C" regardless of his/her grade point average.

### **FOOD, BEVERAGES AND CANDY**

Students will not be allowed to eat or drink any food, candy or beverages in any class or study hall, with the exception of that required by the curriculum in Family and Consumer Science classes or upon the approval of the principal. If students use these items during the noon break, they must properly dispose of wrappers or containers and thoroughly clean up any spillage immediately.

Students are not allowed to have any food or drinks, other than water, in their lockers without permission. If food is found in the lockers, it will be confiscated. Water bottles can be kept in lockers but **MUST be clear white (not a tinted color)** so staff can see the contents of the bottle.

### **STUDY HALL REGULATIONS**

1. Study halls are set up for the purpose of studying. Unnecessary noise is distracting to those who wish to study.
2. Rules of attendance and tardiness apply to study hall as well as classes.
3. The study hall instructor has the right to grant or deny privileges.
4. Students may check out from class using their student planner. When all hall passes have been used up for the quarter, the student may not leave class until the next quarter when more passes are available.

### **CLASS MEETINGS**

Class and club meetings are to be held if permission is obtained from the sponsor. The sponsor will be in attendance. The secretary of the class or club shall maintain minutes of each meeting.

### **DRIVING VEHICLES TO SCHOOL**

Parents often want their child to drive to school. The school district provides a parking lot for students west of the school complex. Students **MUST USE** this parking lot unless arrangements have been made with the administration beforehand. The high school principal will explain parking regulations on the first day of school.

The school district is, of course, concerned about the safety of our pupils. Students who drive to school are expected not to endanger students on school buses or students walking on or by the school grounds.

When student drivers endanger our pupils, we will notify parents and law enforcement agencies. The school district always prosecutes any driver who passes a bus when the bus is displaying flashing red stoplights.

Cars are not to be moved and students are not to be passengers in cars with anyone not employed by the school between arrival in the morning and dismissal in the afternoon without a permit from the superintendent or principal. Students are not to be in cars during school hours without permission from a staff member or the administration. Students who need to work on a car in a Tech Ed class must make arrangements with the teacher one day in advance and park the car at the shop in the morning and leave it there until dismissal in the afternoon.

### **PEP MEETINGS**

Pep meetings will be held periodically. They should be scheduled with the principal's office.

### **CLASS FUNDS**

All school funds are public monies and must be administered as such. A class or individual class member shall not canvass merchants or patrons for donations to support class functions such as dances, plays or other activities. All projects which involve the selling of merchandise or services by students and/or teachers shall be approved by the principal and superintendent. A violation of this policy could result in the cancellation of the project or activity.

The expenditure of class funds must be approved by the superintendent and/or business manager.

## DANCES

Dances are for present Ethan students and their dates. Any Ethan student bringing a date, who is not a present Ethan student, must inform the principal before school is dismissed on the day of the dance or the day before, if on a Saturday. Under no circumstances, may a student bring a date that is over the age of 21. School officials have the right to demand proof of age. If the person refuses to show proof of age, they will not be admitted.

The school is responsible only for dances to be held in the school gym or other locations and sponsored by the school. The school board must approve dances sponsored in other locations.

The school is not responsible for damage to any sound equipment supplied by others for school dances, unless it is harmed by the direct action of the faculty or staff.

## EDUCATIONAL TRIPS

Educational trips may be arranged and approved events as requested by individual teachers. If a student is absent or does not go on a field trip for other reasons, they may be assigned additional class work to compensate for experiences that the field trip would have provided. These trips are arranged for the benefit of the students and should be used to the best advantages. All school policies apply during educational trips.

## TRANSPORTATION

Students participating in school activities will use transportation provided by the school. Bus drivers have the authority to set rules as needed to provide for the safety of all students.

## SENIOR PRIVILEGES

Seniors who meet **all** of the following criteria will be eligible for open campus privileges during the second semester of their senior year of school, if approved by the parents:

1. No failing grades during their junior and senior years.
2. Have at least a 3.0 cumulative GPA to obtain senior privileges at the beginning of the second semester.
3. Have at least a 2.5 cumulative GPA to obtain senior privileges at the end of the 3<sup>rd</sup> nine weeks.
4. No more than 35 absences or 10 tardies from the ninth grade through the second quarter of the twelfth grade; 40 absences or 12 tardies from the ninth grade through the third quarter of the twelfth grade.
5. All financial obligations to the school are met.
6. Additionally, seniors **MAY** be given senior privileges at the beginning of the school year if they receive a score of 3 or 4 on their Smarter Balance Test given at the end of their junior year, **and** meet the requirements above.

Senior privileges may be granted or revoked at the discretion of the administration.

## COLLEGE VISITS

Each high school junior or senior will be granted **TWO** college visits per year. These visits will be considered **excused** if each student completes the following:

1. Brings a signed note from home, one week in advanced, excusing the student.
2. Obtains a white slip from the school counselor to have completed before the day of the visit.
3. Has their school planner signed by the office before the day of the visit.
4. Turn their visitation schedule with the college representative's signature into the counselor upon returning back to school.

Failure to do any of these will result in an **unexcused** absence for that day and all credit will be lost for that day.

A student may be allowed additional visits, if and only if, it has been approved with the administration. If a student chooses to use additional college visits without the permission of the administration, all credit will be lost for that day and an unexcused absence will be noted.

## GRADUATION REQUIREMENTS

Students are required to attend high school and take, at least, six (6) solid credits each semester and have twenty two (22) credits for graduation.

Graduation requirements (include the following):

- (1.) Four units of Language Arts – must include:
  - a. Writing – 1.5 units
  - b. Literature – 1.5 units (must include .5 unit of American Literature)
  - c. Speech or Debate – .5 unit
  - d. Language Arts elective – .5 unit
- (2.) Three units of Mathematics – must include:
  - a. Algebra I – 1 unit
  - b. \*Algebra II – 1 unit

- c. \*Geometry – 1 unit
- (3.) Three units of Lab Science – must include:
  - a. Biology – 1 unit
  - b. Any Physical Science – 1 unit
  - c. \*Chemistry or Physics – 1 unit
- (4.) Three units of Social Studies – must include:
  - a. U.S. History – 1 unit
  - b. U.S. Government – .5 unit
  - c. World History – .5 unit
  - d. Geography – .5 unit
- (5.) One unit of the following-any combination:
  - a. Approved Career & Technical Education
  - b. Capstone Experience or Service Learning
  - c. World Language
- (6.) One unit of Fine Arts
- (7.) One-half unit of Personal Finance or Economics
- (8.) One-half unit of Physical Education
- (9.) One-half unit of Health or Health Integration

## GRADUATION PARTICIPATION POLICY

Students not meeting the graduation requirements set up by the State Department of Education and the Ethan School Board of Education will not receive a diploma. They may not take part in any graduation exercises unless there are extenuating circumstances (a long-term illness or injury, untimely illness or injury, family emergencies, etc.).

If there are extenuating circumstances, a committee shall meet and decide if the student will be allowed to participate in graduation exercises.

The committee shall consist of the high school principal, president of the student council and all teachers who have the student in their class during his/her final semester. A student may appeal the committee's decision first to the superintendent and then to the school board.

## HIGH SCHOOL GRADE LEVEL CLASSIFICATIONS

On the first day of each school year, students will be classified as follows:

- A student with less than four (4) credits will be classified as a freshman.
- A student with at least four (4), but less than nine (9) credits will be classified as a sophomore.
- A student with at least nine (9), but less than fourteen (14) credits will be classified as a junior.
- A student with fourteen (14) or more credits will be classified as a senior.

## SEMESTER TEST

Semester test will be given in all 9-12 classes. Teachers may choose a semester project in lieu to a comprehensive test. Any test that is given as a semester test should be comprehensive. Senior semester tests **MUST** be taken during the last semester in any class if the student has a "D" average or below in any class he/she is taking.

## ON-LINE COURSE POLICY

It is the belief of the Ethan School District that a free public education shall be provided to all of its students. It is also the school's belief that a student be provided a well-rounded education, one that includes a variety of choices of academic areas to pursue and choices of classes within those areas. With the vast amount of educational opportunities being offered on-line in today's society, it is becoming much easier to provide those opportunities for our students. The Ethan School District will provide students the opportunity to take classes on-line through the South Dakota Virtual School, APEX Learning, and Odyssey Ware. While the school district will pick-up the cost of these classes in most cases, there are times when students will be responsible for the cost of these classes. The following policies will be followed when students enroll in on-line courses while attending school in the Ethan School District:

- A. If a student enrolls in an on-line course which is not provided at the Ethan School District or an Advanced Placement (AP) course, the Ethan School District will pay for the cost of this course. The student will provide the school district with a personal check for the cost of the course. This check will not be cashed but will be held as insurance that the student will finish and pass the course. In the event that a student drops the course, fails to finish the course, or doesn't pass the course, the school will then cash the student's personal check to cover the cost of the class.
- B. If a student wishes to enroll in an on-line course, and that course is also provided by the Ethan School District, the student may enroll in that on-line course at their expense. The school district will not pay for an on-line course that is currently being provided by the district.
- C. If a student enrolls in a dual credit course (a class whose credits count towards high school graduation AND college credit), the school district and student will split the cost of the course.
- D. If a student enrolls in a credit recovery course, they will do so at their expense.

- E. Ethan's grading scale will be used for all on-line classes except Dual Credit courses.
- F. Dual Credit courses will be assigned a letter grade only.

We have read the above policies and understand our responsibilities when enrolling in on-line courses provided through the Ethan School District. We agree with those policies and will accept responsibility for payment as outlined in the above stated policies.

Signed: \_\_\_\_\_  
Parent/Guardian Signature

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

Signed: \_\_\_\_\_  
Student Signature

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

## Ethan High School Class Offerings

### Seniors

- \* English IV
- \* American Government 1/2
- \* Chemistry/Physics
- Multi-Media
- Senior Math
- Social Issues 1/2
- Anatomy
- Sociology 1/2
- Psychology 1/2
- Technical Education
- (Architectural Drafting) 1/2
- (Mechanical Drafting) 1/2
- (Cabinet Making) 1/2
- (Intro. To Business) 1/2
- Family and Consumer Science
- (Career Connections) 1/2
- (Nutrition and Wellness) 1/2
- (Prep. For Parenting) 1/2
- (Personal Finance) 1/2
- (Employability) 1/2
- Web Development
- Instrumental Music
- Vocal Music

### Freshmen

- \* English I
- \* Physical Science
- \* Algebra I
- \* World Geography
- \* Computer Applications
- \* 9<sup>th</sup> Gr. Physical Education
- Technical Education
- (Intro. To Tech. Ed.) 1/2
- Family and Consumer Science
- (Intro. To FACS) 1/2
- Instrumental Music
- Vocal Music

### \* Required Subjects

### Sophomores

- \* English II
- \* Biology
- \* World Geography 1/2
- \* World History 1/2
- Geometry
- Technical Education
- (Architectural Drafting) 1/2
- (Mechanical Drafting) 1/2
- (Cabinet Making) 1/2
- (Intro. To Business) 1/2
- Family and Consumer Science
- (Career Connections) 1/2
- (Nutrition and Wellness) 1/2
- (Prep. For Parenting) 1/2
- (Personal Finance) 1/2
- (Employability) 1/2
- Web Development
- Instrumental Music
- Vocal Music

### Juniors

- \* English III
- \* American History
- \* Chemistry/Physics
- \* Algebra II
- Multi-Media
- Anatomy
- Psychology 1/2
- Sociology 1/2
- Technical Education
- (Architectural Drafting) 1/2
- (Mechanical Drafting) 1/2
- (Cabinet Making) 1/2
- (Intro. To Business) 1/2
- Family and Consumer Science
- (Career Connections) 1/2
- (Nutrition and Wellness) 1/2
- (Prep. For Parenting) 1/2
- (Personal Finance) 1/2
- (Employability) 1/2
- Web Development
- Instrumental Music
- Vocal Music

**On-line and Dual Credit Courses are available.**

**Classes are offered through MCTEA for Seniors and Juniors.**

**Sophomores can also attend MCTEA with Administration approval.**

## High School Dual Credit Program – Fall 2017

### South Dakota Board of Regents

Black Hills State University – Dakota State University – Northern State University

South Dakota School of Mines & Technology – South Dakota State University – University of South Dakota

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Thank you for your interest in the High School Dual Credit Program through the South Dakota Board of Regents (SD BOR) in partnership with the SD Department of Education. Each of the six South Dakota Institutions of Higher Education offers a variety of courses meeting the SD BOR system general education requirements. 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 credit at a reduced rate of **\$48.33** per credit. A new application must be submitted for each semester in which you wish to participate.

#### Admission Requirements (Applicants must Meet **One** of the Four Requirements Below):

1. **High school junior eligible to enroll in a high school in South Dakota who meets one of the following requirements:**
  - a. earn an ACT composite score of 24 reflective of the 70% percentile; or
  - b. rank in upper one-third of their graduation class; or
  - c. earn a cumulative GPA of at least 3.50 on a 4.0 scale;
2. **High school senior eligible to enroll in a high school in South Dakota who meets one of the following requirements:**
  - a. earn an ACT composite score of 21 reflective of the 50% percentile; or
  - b. rank in upper one-half of their graduation class; or
  - c. earn a cumulative GPA of at least 3.25 on a 4.0 scale;
3. **High School junior or senior eligible to enroll in a high school in South Dakota who meets all of the following Undergraduate admissions requirements:**
  - a. ACT score of 18 (or 21 for USD & SDSM&T); and
  - b. Successful completion of coursework requirements
    - \* Four years of English
    - \* Three years of advanced mathematics
    - \* Three years of laboratory science
    - \* Three years of social studies
    - \* One year of fine arts
4. **Take one of the assessments below and meet the required score(s):**
  - a. 10<sup>th</sup> Grade ACT Aspire Summative Assessment – (Score 434 or higher)
  - b. Accuplacer (Sentence Skills – Score 86 or higher **AND** Elementary Algebra – Scorer 76 or higher)

The following items must be submitted by email, fax, or mail to the appropriate Campus Point of Contact, which are provided on Page 4 of the application form.

High School Dual Credit Program Application (p. 2 & 3)

High School Transcript

ACT/SAT Score Report (if taken)\*

\* Registration for Math will require placement via Math Index Score, Accuplacer, or Smarter Balanced. Registration for English will require placement via ACT/SAT Subscore, Accuplacer, or Smarter Balanced. See BOR AAC Guideline 7.6.

#### Application Period and Deadline:

Applications for Fall 2017 will start being accepted on April 17, 2016.

Applications must be **received on campus BEFORE the Close of Business on the first day of the semester in which you are enrolling.** (Fall 2017 Semester: August 21, 2017\*). Applications received on campus after this date will not be considered. Please note that students registering near the deadline may encounter some difficulties related to class availability, course materials, etc. It is in the best interest of students to apply early, as an indication of interest does not guarantee future enrollment.

\* The BOR System Academic Calendar specifying this date can be found at the following link:

<https://www.sdbor.edu/administrative-offices/academics/academic-calendar/Pages/default.aspx>

## **ETHAN ELEMENTARY SCHOOL SUPPLIES**

**Preschool /Jr. Kindergarten** = (3) Boxes of 24 Crayola crayons; (2) Boxes of 10 Crayola classic markers (includes pink and gray); Fiskar Scissors; Paint Set of 16 Crayola washable watercolors; **Girls**-(1) Box each Ziploc **SLIDER** closure bags (quart and gallon size); **Boys**-(1) Box Dixie cups & (1) Disposable soft pack baby wipes; (1) Small bottle Elmer's school glue; (1) large box of Kleenex; (5) sharpened pencils; (1) Jumbo glue stick; Wipeable mat for napping (**please label**); School bag (must be able to fit a 9 x 13 pan); 1 pair gym shoes (**Must be Velcro**); (2) skinny dry erase markers; (1) container Clorox wipes; Small school box; Headphones for computer class (**NO EAR BUDS**); (1) box of cereal, crackers, or fruit snacks (for morning snack)

**Kindergarten** = (2) Boxes of 24 Crayola crayons – **NO jumbo please**; Pointed scissors; (2) Elmer's school glue; (2) Boxes of Kleenex; Several #2 pencils; (2) Big erasers; (4) Elmer's glue sticks; A mat for napping (**please label**); School bag; Crayola classic markers – box of 10; (1) large container of Clorox wipes; (2) dry erase markers; (1) Wide-lined notebook; (1) Folder; Paint Set of 16 Crayola washable watercolors; **Boys** – (1) Box of **Zipper** (gallon) bags; **Girls** – (1) Box of **Zipper** (quart) bags; Last names (A-K) – (1) Baby wipes refill pack; Last Names (L-Z) – (1) Box snack size baggies; School box for supplies; Headphones for computer class – **NO EAR BUDS**; 1 pair gym shoes

**1<sup>st</sup> Grade** = (2) Boxes of 24 Crayola crayons – **NO jumbo please**; (1) Box each Ziploc bags (sandwich & snack size); Erasers/pencil top erasers; Pointed scissors; (8) Elmer's glue sticks; Crayola classic markers – box of 10; Many #2 pencils (No lead pencils please); 3-4 colored highlighters; (3) boxes of Kleenex; (2) large containers of Clorox wipes; (5) Thin dry erase markers; (1) Wide-lined notebook; (3) Plain colored folders – 2 pocket; (1) 1" 3-ring binder; Headphones for computer class; (1) pack each Addition and Subtraction flashcards; 1 pair gym shoes (**NO school box for supplies is needed.**)

**2<sup>nd</sup> Grade** = (1) Box of 24 Crayola crayons; (6) Dry erase markers; Pointed scissors; (4) Elmer's glue sticks; Elmer's liquid school glue; (1) big eraser or pencil top erasers; Crayola classic markers - box of 10; (4) Highlighters (any color); (1) pack of colored pencils; Many #2 pencils or disposable mechanical pencils; (2) Red pens; **Boys** – (1) box of Ziploc (sandwich) bags; **Girls** – (1) box of Ziploc (gallon) bags; (1) pack each Addition and Subtraction flashcards; (2) Wide-lined notebooks; (5) Plain colored folders – 2 pocket; (1) 3-ring binder; (1) large container of Clorox wipes; (2) boxes of Kleenex; School box for supplies; (1) Deck of playing cards; Paint shirt; Headphones for computer class; 1 pair gym shoes

**3<sup>rd</sup> Grade** = (1) Box of 24 Crayola crayons; (4) Colored folders – 2 pocket; Pointed scissors; Elmer's school glue or glue sticks; (2) Red pens; Crayola classic markers – box of 10; (12) #2 pencils; (2) Pink erasers or pencil top erasers; (4) Wide-lined notebooks; (2) Boxes of Kleenex; (1) Large container Clorox wipes; (4) Dry erase markers; Pencil sharpener; School box for supplies; (1) Deck of playing cards; Headphones for computer class; 1 pair gym shoes

**4<sup>th</sup> Grade** = (1) 1-subject notebooks (college or narrow ruled); (3) pkg. loose leaf paper w/3 ring holes (college or narrow ruled); (1) 1" binder; (2) Pink erasers or pencil top erasers; (2) Colored folders – 2 pocket w/holes for binder; Fiskar scissors; (1) box of 24 Crayola crayons; Many #2 pencils or disposable mechanical pencils; (2) Elmer's school glue; (2) Elmer's glue sticks; Crayola classic markers – box of 10; (1) container baby wipes; (4) Dry erase markers; (2) boxes of Kleenex; (1) Highlighter (any color); Sharpie; (1) Old sock or board eraser; (1) box Ziploc (quart) bags; Pencil sharpener; Headphones for computer class; 1 pair gym shoes; Deodorant or body spray for PE class

**5<sup>th</sup> Grade** = (6) Blue pens; (6) Red or pink pens; (12) Colored pencils; Many #2 pencils or disposable mechanical pencils; (1) Box of 24 Crayola crayons; (1) Big eraser or pencil top erasers; Crayola classic markers – box of 10; (1) Flash/jump drive; (7) Colored folders – 2-pocket; (1) Scissor; (2) Glue sticks or (1) Rubber cement glue (**NO** Elmer's school glue); (1) Black Sharpie marker; (3) boxes of Kleenex; (1) Large pencil bag (**no boxes**); 1 pair gym shoes; (1) 3 pk. highlighters (any color); Deodorant for PE class; (2) Large containers Clorox wipes per family; (1) Scientific calculator (Texas Instruments-30); (2) 3-subject notebooks (college or narrow ruled); (3) Dry erase markers; (1) Locker shelf; Headphones for computer class – may use last years; (**Please Note**: Binders or Trapper Keepers do **NOT** fit in lockers.)

**(Your child can use their headphones one year to the next if not broken. They will be stored in a labeled Ziploc bag for your elementary child.)**

## STUDENT GRIEVANCE PROCEDURE

**Definition:** A "Grievance" shall mean a complaint which has been filed by a student or by a student's parent, on behalf of the student, dealing with any alleged discrimination based on sex, age, race, color, national origin, or handicap. This grievance is not applicable to situations for which other appeal and adjudication procedures are provided in state laws or in which the Board is without authority to act. Normal channels of communication, from student to teacher to administrator to Board of Education, shall be used whenever feasible in making clarification of questions of concern to the student, before the grievance procedure is utilized. "Principal" shall be used to indicate building principal, director, or designee.

**Purpose:** The primary purpose of this procedure is to secure, at the earliest level possible, equitable solutions to a claim of a complaint, if the claim is justifiable. The proceedings shall be kept confidential at each level of this procedure.

**Time:** The number of days indicated at each level shall be regarded as a maximum, and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the administration. In the event a complaint is filed on or after May 1, the time limits stated hereafter should include all calendar days so that the matter may be resolved before the close of the school term or as soon as possible thereafter.

**Level One:** A student with a complaint shall first present it orally and informally to their teacher. If a decision cannot be resolved informally, then the complaint and the decision must be put in writing within five (5) school days and referred to Level Two.

**Level Two:** Within five school days after receiving the decision at Level One, the complainant may appeal the decision to the Principal of the school. This appeal shall be in writing and shall be accompanied by the original complaint and copies of all previous supporting statements, evidence, and decisions. The Principal shall evaluate the evidence and render a decision within ten (10) school days after receiving the appeal.

**Level Three:** If the complainant deems it desirable to carry the complaint beyond the decision reached in Level Two, they may within ten (10) school days file a complaint with the Superintendent or his designee. The Superintendent shall evaluate the evidence and render a decision within ten school days after receiving the appeal.

**Level Four:** If the complainant deems it desirable to carry the complaint beyond the decision reached in Level Three, they may within ten (10) school days file a complaint with the Board of Education. Upon receiving the complaint, the matter shall be placed upon the agenda of the Board of Education for consideration at the next regular meeting of the Board of Education, and a final determination shall be made within thirty (30) calendar days from said meeting. To be included in a regular Board meeting, the complaint must have been received at least seven (7) days before scheduled meetings.

**Withdrawal:** A complaint may be withdrawn by the complainant at any level without prejudice or record.

**Hearings and Decisions:** At each of the above four levels, the complainant shall be given the opportunity to be present and to be heard. All decisions at each level shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.

**Reprisals:** No reprisal of any kind shall be taken by or against any party of legitimate interest or any legitimate participant in the grievance procedures by reason of such participation.

**Preservation of Records:** All proceedings external to the decision of the Board of Education shall be destroyed. However, any complainant who wishes the proceedings (relative to the complaint) to be placed in their school records may achieve such action by filing a written request therefore.

**Disclaimer:** In the adoption and implementation of this grievance procedure, it shall be understood the Board of Education is not a court of law and that rules of jurisprudence shall not apply.

## CIVIL DEFENSE AND DISASTER PREPAREDNESS PLANS

### 1. ACTION STAND-BY:

- A. The **WARNING** at the school shall be disseminated by messenger.
- B. Action **STAND-BY** consists of bringing students into the regular classroom or holding them in the classroom pending receipts of further instructions. The recess bell will be used if the students are outside to bring them into the classroom.

### 2. ACTION GO HOME:

- A. The **WARNING** at the school shall be disseminated by messenger.
- B. Action **GO HOME** should be considered by the superintendent only if there is time to return students safely to their homes. Notification of parents, by regular radio broadcast or other means, about the early dismissal will be the responsibility of the dismissing authority.
- C. Action **GO HOME** consists of: Dismissal of all classes. (Blizzard conditions may call for partial dismissal).
- D. Action **GO HOME** is appropriate for, but not limited to the following:
  - 1. Flood threat
  - 2. Severe weather threat
  - 3. Fire
  - 4. Strategic alert

E. It shall be the responsibility of the principal, with the aid of the classroom teachers, to insure the orderly dismissal and knowledge of where and how students are transported home in severe weather when both parents are working away from the home or other similar situations.

### 3. ACTION LEAVE BUILDING:

- A. **WARNING:** The warning signal at the school for action **LEAVE BUILDING** shall be FIRE ALARM SYSTEM.
- B. Action **LEAVE BUILDING** consists of orderly movement of students and staff from inside the building to an outside area of safety.
- C. Action **LEAVE BUILDING** is considered appropriate for, but not limited to the following:
  - 1. Fire
  - 2. Bomb threat (peacetime)
  - 3. Chemical accident
  - 4. Explosion or threat of explosion
  - 5. Other similar occurrences making the school building uninhabitable.

### 4. ACTION TAKE-COVER:

#### A. WARNING:

- 1. Enemy attack: The warning at the school shall be disseminated by messenger.
- 2. Other disasters: The warning at the school shall be disseminated by the messenger.

#### B. ACTION TAKE COVER CONSISTS OF:

Taking shelter in shielded areas within the school building. Every precaution will be taken to minimize the possibility of flying objects such as shattered glass or venetian blinds.

### 5. ACTION DROP:

#### A. WARNING: The warning for this type of emergency is the beginning of the disaster itself.

- 1. Earthquake: Shaking the earth.
- 2. Surprise nuclear attack: Tremendous sound and/or intense light.

#### B. ACTION DROP consists of:

##### 1. INSIDE SCHOOL BUILDING:

- a. Command "DROP" is given. Teachers should instruct students to react in the same manner in case the catastrophe occurs while the students are not at school or the teacher is not present.
- b. Students and staff immediately take the Civil Defense Protective Position under desks or furniture with backs to windows.
- c. Civil Defense Protective Position means to drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.

##### 2. OUTSIDE:

- a. Earthquake:
  - 1. Command "DROP" is given (reaction already qualified above).
  - 2. If within a few steps of any object furnishing protection, (tree, ditch, etc.)

#### C. ACTION "DROP" is considered appropriate for, but not limited to the following:

- 1. Earthquake
- 2. Explosion
- 3. Surprise attack
- 4. Windstorm (Tornado)



## **Direction For Vacating The Building In Case of Fire or Fire Drills:**

### **Elementary Building**

**Northwest Doors:** Music Room, Elem. Sp. Ed., H.S. Sp. Ed., Title I, Grade 4, Grade 3, and Superintendent and Outer Offices

**East Doors:** Grades Pre-K, Jr. K, K, 1, 2, Library, Business Office, and Elementary Restrooms

### **Middle School Building**

**East Doors (by the kitchen):** Multi-Purpose Room, Speech Room, Counselor's Office, and 6<sup>th</sup> Grade Room

**Southeast Door** (in 5<sup>th</sup> Grade Room): 5<sup>th</sup> Grade Room and Staff Workroom

### **High School Building**

**Southwest Doors:** Restrooms, Offices, English, H.S. Computer Lab, DDN, and Social Science Rooms

**Northeast Door:** Math, Science, and Family and Consumer Science Rooms

**Gym:** Leave via nearest exit

### **Shop Building**

**East Door** of Building. Alternate door would be the west door.

### **General Direction for Fire Drills**

As soon as the fire siren rings in the building, students will immediately start to leave the school building. Leave all books and personal material on your desk and leave the building in an orderly fashion.

Elementary teachers are to supervise their own pupils. High school teachers will meet their home room students at the pre-designated area of the west side of the building. Teachers need to have a roster with pictures with them to ensure all students are accounted for. Rosters with photos will be available for substitute teachers and emergency personnel.

- When alarm is given, students will file out of their respective rooms immediately. Shut all windows; turn off lights and close doors before leaving the room. Do not stop for books, coats or other property.
- Walk fast, but do not run! If the person in front of you should fall, help him rise quickly without confusion.
- The first two students out of each door of the building will open the doors and hold them open until all students are out of the building. Move completely away from the building.
- When given the signal, return immediately to the room in which you are supposed to be in at the time.

## **NATURAL DISASTERS (TORNADOES)**

### **Definition of Terms:**

- **Tornado Watch:** (Forecast) is announced. This means that tornadoes are expected in or near our area.
- **Tornado Warning:** This means that a tornado has actually been sighted and may strike our area. (TAKE SHELTER IMMEDIATELY)

### **Procedures:**

- **Tornado Watch:** If a tornado watch is announced by the Weather Bureau, the Davison County Civil Defense Director will notify the Superintendent or Principal immediately.
- The school official so informed will then immediately contact all building principals.
- **Tornado Warning:** (Signal-steady blast of the siren from 3 to 5 minutes) **WHEN A TORNADO WARNING IS ISSUED, TAKE SHELTER IMMEDIATELY.** You must take action to protect yourself and those under your supervision, from being blown away, struck by falling objects or injured from flying debris.

## **WHERE CAN TEACHERS AND STUDENTS GO FOR THE MOST PROTECTION FROM INJURY INSIDE THE SCHOOL BUILDING?**

For the most protection inside a building you should go to the basement or to the inner hallways on the lower floor.

Tornadoes usually come from the southwesterly direction in our area: therefore it would be wise to stay near the south and west walls, especially if you are in a basement. You may receive additional protection by taking cover under heavily constructed furniture on the ground floor in the center part of the building. If a tornado or high winds develop during school hours with little or no warning, the following emergency actions will be accomplished.

- Implement Action **TAKE COVER.**
- Stay away from windows and doors.
- Elementary students should move to the elementary hallway, drop and cover; middle school students should go to the hallway by the teachers' workroom, drop and cover; high school students should move to the high school hallway, drop and cover. If students are in the shop building should go to the designated area.
- Avoid auditoriums, gymnasiums, or other structures with large roof spans.
- Take roll.

### **Blizzard:**

If severe blizzard conditions develop during school hours with little or no warning we will use the following procedure:

1. We will keep parents informed by radio if at all possible.
2. Teachers should call parents to determine if they might be able to pick up their children.
3. If teachers and students are not able to leave the building because of severity of the blizzard they will have to conserve fuel and food as much as possible.
4. Use your telephone to keep in touch with parents and officials.

### Explosion:

1. Initiate **ACTION LEAVE** Building.
2. Determine safety of students and investigate injuries.
3. Call 911.
4. If fire exists, try to contain it without endangering life.

### Fire:

1. Have students leave the building in an orderly fashion.
2. Call 911

## **SCHOOL DISCONTINUANCE DUE TO WEATHER**

Two most common situations regarding winter storm emergencies.

1. School will be closed because of storm and buses will not go out on routes. No classes will be held.
2. Storms that occur after school is in session.

Procedures will be as follows:

1. Schools will close: No classes will be held.
  - a. Announcements will be made on School Reach parent notification system and TV station KELO for late starts no later than 6:00 AM. Changes in late starts/no school will be announced by 7:00 AM.
  - b. Students shall not report to school.

## **PLAN FOR TRANSPORTING BUS STUDENTS HOME PRIOR TO A BLIZZARD**

This plan will be implemented when it has been determined that a major snowstorm or high winds are heading in our direction that could close roads or cut visibility severely. It will be our policy to be in constant contact with the weather bureau, highway patrol, county sheriff, and other responsible agencies about the conditions of the storm front. We will use this information to determine what should be done if severe weather is approaching.

Our policy will be to do the following:

- a. The superintendent of schools and principals will determine when it is time to dismiss rural students.
- b. School Reach parent notification system will be activated.
- c. The TV station KELO will be called and asked to announce that the buses will be leaving at a certain time. Parents will be asked to watch for the bus on their route.
- d. Students driving cars to school will not be dismissed unless they have contacted their parent.
- e. Drivers will be asked to call the superintendent if a problem should exist while making his/her run. the information given by the driver, a decision can be made to help him in his/her problem. If road conditions or visibility become so severe that the driver must return with his/her load, the emergency housing plan will be used.
- f. If weather conditions are such that it is inadvisable to send buses out students will remain in Ethan. Announcement will be made over School Reach parent notification system.

## **A PLAN FOR TRANSPORTING STUDENTS HOME PRIOR TO A NUCLEAR ATTACK**

This plan will be implemented when word has been received that a nuclear attack is coming.

Our policy will be to do the following:

1. The superintendent of schools and principals will determine when it is time to dismiss rural students.
2. Bus drivers will be contacted and will be given instructions as to departure time, etc.
3. The TV station KELO will be called and asked to announce that the buses will be leaving at a certain time. Parents will be asked to watch for the bus on their route.
4. Drivers will be asked to call the superintendent of schools if a problem should exist while making his/her run. From the information given by the driver, a decision can be made to help him in his/her problem. If road conditions or visibility become so severe that the driver must return with his/her load, the emergency housing plan will be used.

## **CIVIL DEFENSE AND DISASTER PREPAREDNESS PLANS**

### **FLOOD:**

1. Execute Action **GO HOME**--Call parents and give dismissal time.
2. School Reach parent notification system will be used as well as notifying television station KELO.

**BOMB THREAT:**

1. The school buildings will be evacuated if a bomb threat is received.
2. All staff members except the superintendent will accompany the students to aid the teachers in supervision.
3. The superintendent will remain in the school to notify law enforcement agencies and the fire department.
4. Students who live in town are not to be dismissed unless there is a dismissal of all students.
5. Personnel receiving bomb threats should attempt to keep the caller on the line as long as possible. When the caller hangs up, the phone should be left off the receiver. The exact time of the call should be written down.

**FALLEN AIRCRAFT:**

1. When necessary, teachers will take immediate action for the safety of students without waiting for directions from a principal.
2. Keep all students at a safe distance.
3. Call 911.

**TORNADO:**

1. If a tornado or high winds develop during school hours with little or no warning, take cover inside the building at once.
2. Close windows and remain close to inside wall on lowest floor possible.
3. Take roll.
4. Follow specific suggestions as given in Civil Defense Booklet.

**LOCKDOWN:**

A lockdown is a protective action employed to safeguard students, faculty, staff and visitors when there is an imminent threat approaching the school.

**CODE RED...** Students and staff, we are in a lockdown now.

1. Move all students and staff into the nearest classroom, office or secure room.
2. Lock all interior and exterior doors.
3. Turn off all lights.
4. Move students away from windows and doors.
5. Have students crouch down and remain quiet.
6. Staff members who are working with students outside the usual classroom should remain in or go to the closest safe location.
7. Utilize Red and Green card procedures. Green card in window and under door signals everything is all clear. Red card in window and under door signals need help or assistance.
8. If a card is not displayed, it will be assumed that the assailant is present in that room and a police emergency response team will enter.
9. Outside doors to the building will remain locked until an all clear is given.

**CODE GREEN...** Students and staff, we are now back to code green. Please return to your normal activities.

1. The lockdown is over and normal school activities are resumed. A staff meeting may be held after school at the principal's discretion.

**NON-RESIDENT STUDENTS**

The ensuing policy pertains to students who are living with person(s) who are not their parents or legal guardians, this includes foreign exchange students. It does not apply to students who are wards of the state in foster care, nor does it apply to students who are 18 years of age.

Policy Statement:

Occasionally children reside with relatives or friends who are not their legal guardians. When a child is living with non-guardian care provider(s) an application must be filed for the child to attend the Ethan Schools. Such application must be filed by August 1 each year. Sometimes students in this category move into the district after August 1. These students must make application and have Board approval before they begin school.

The Board of Education will consider only two factors when acting on the applications:

- The best interest of all the students in the school district.
- The best interest of the student who is applying.

If the Board feels that it is not in the best interest of the child and/or the other children of the school district, the application will be denied.

**ADMISSION OF NON-RESIDENT STUDENTS/ASSIGNMENT OF RESIDENT STUDENTS**

The Ethan School District will accept students from other districts wishing to enroll provided the Ethan School District can provide a quality educational program based upon factors/criteria/standards adopted by the Board (see Section B below) and subject to the following general principles: [For the purposes

of this policy, the term "resident district" means the district in which a student has legal residence as determined by SDCL 13-28-9. The term "nonresident district" means the school district in which a nonresident student seeks to enroll. An "emancipated student" is a student under the age of 18 whom

- has entered into a valid marriage
- is on active military duty
- who has obtained a court order declaring the child emancipated.]

**GENERAL PRINCIPLES:**

- A. A student who is a legal resident of another South Dakota district seeking to transfer into the Ethan School district must apply to both the Ethan School District and the resident district. The application must be on triplicate forms provided by the Department of Education and Cultural Affairs and available in the superintendent's office. The application must be made by the students' parent or guardian (if the student is under age 18) or by an emancipated student.
- B. For non-resident student transfers, parent/guardian or the emancipated student shall authorize the resident district to provide copies of the student's educational, attendance and discipline records to the Ethan School District sufficiently in advance in order that the district may receive the copies in a timely fashion.
- C. The applications for non-resident students will be approved or disapproved by the Ethan School board at the next regularly scheduled school board meeting. The applicant and resident district will be notified of the decision within five days of the decision. Applications for enrolling non-resident students will be acted upon in the order received.
- D. In-district transfer application for a resident student to transfer next school year to an attendance center other than that to which the student has been assigned must be submitted on or before January 5 of the current school year. Applications will be acted on by the Ethan School board at the regular January board meeting.
- E. Decisions regarding transfers among attendance centers within a district will be based upon the factors/criteria/standards set forth in Section B. Applications of resident students will be acted upon in the order received.
- F. If student school residency pursuant to SDCL 13-28-9 changes into a new school district, the parents, guardian, or emancipated student may submit an application pursuant to this policy within thirty (30) days of the change in residence. The Ethan School Board will act on the application at the next regularly scheduled board meeting (or sooner if a special board meeting is held) and give notice to the applicant and the other school district involved, if any, within five days of the board's decision.
- G. Once approved by the Ethan School District, the student must attend school in the Ethan School District or new attendance center for the next school year (subject to A.2 above) unless:
  1. if a non-resident student, the school boards of both districts agree in writing to allow the student to return to the original district,
  2. if a resident student, the Ethan School District Board of Education agrees to reassign the resident student back to the original attendance center,
  3. if the parent, guardian, or student moves and establishes residence in another school district.
- H. Once a non-resident student is enrolled in the Ethan School District or a resident student enrolls in a different attendance center the enrollment will be continuous from one school year to the next unless:
  1. the parents/guardians or emancipated student changes residence into another school district.
  2. until a subsequent transfer application is received and approved.
- I. The Ethan School District will accept credits granted for any course successfully completed in another state-accredited school. The Ethan School District will award a diploma to a non-resident only if the student satisfactorily meets the Ethan School District's graduation requirements.
- J. Transportation to and from school for a non-resident student attending school in the Ethan School District or a resident student transferring to a different attendance center within the Ethan School District is the responsibility of the applicant unless other arrangements have been made.
- K. Federal and state laws require that the resident district be responsible for providing a free and appropriate public education for students receiving special education or special education and related services. All transfer applications for non-resident special education students into the Ethan School District must be considered by a special education placement committee, and the placement committee must include representatives of both the Ethan School District and the resident district. In order to provide sufficient time for a placement committee meeting to be convened, parents/guardians are asked to submit the application by January 15 of the current school year.
  1. The placement committee will determine whether the Ethan School District can provide an appropriate educational program to meet the student's needs, and that the appropriate educational program can be provided with existing staff, services and programs within the Ethan School District.
  2. The resident district shall reimburse the Ethan School District for the "actual costs incurred in providing an appropriate special education" for the nonresident student. Actual costs will include (but it's not limited to) such things as instructional staff costs (based upon the per pupil cost

in relation to special education instructor(s), related service costs associated with the student (cost for therapy, an aide, etc.), and assistive technology costs.

3. The placement committee will determine whether the student requires transportation as a related service. If transportation is required as a related service, the resident district is required to provide transportation or pay for the service.
4. Actual costs associated with a nonresident student enrolling in the Ethan School District will, to the maximum extent possible, be identified on the IEP in order that a resident district is aware of the anticipated cost to the district as a result of the student enrolling in the Ethan School District. The IEP will also identify the time frame when reimbursement is to be paid by the resident district.
5. Any change in the placement (i.e. back to the resident district or out of district placement) or program of a special education student is also subject to the approval of the placement committee.

#### **FACTORS/CRITERIA/STANDARDS FOR BOARD DECISIONS ON TRANSFER APPLICATIONS:**

Discrimination based upon race, gender, religious affiliation, or disability is prohibited. The Ethan School District will not deny any application for a non-resident student to enroll in the district if doing so would result in students from the same family attending school in different school districts. **EXCEPTION:** Special education is governed by federal and state laws and therefore decisions affecting students in special education will be made for each student based solely on the needs of the student as determined by the placement committee.

The following factors/criteria/standards will be considered by the board with respect to each application, and the acceptance or rejection of the application, for students wishing to enroll in the Ethan School District or resident student transfer request to a different attendance center with the district:

- a) Written statement of reason(s) from the parent/guardians or emancipated student to be submitted with the application and stating why the parent(s)/guardians/emancipated student wishes the student to enroll in the Ethan School District or change attendance centers;
- b) Student's educational and discipline history in the resident district and any other previous school districts attended
- c) Financial impact on the Ethan School District, if any.
- d) Educational impact on the Ethan School District, if any, including impact on existing and projected class sizes and student/teacher ratios, current staffing and projected staffing needs, and facilities;
- e) Rules and regulations promulgated by the Department of Education and Cultural Affairs relating to the open enrollment program.

Each application will be considered individually and in the order received. The board may deny application for any of the following reasons:

- a) The application was not timely;
- b) If after consideration of the criteria/ factors/standards established in paragraph B.1 above, the board determines the district would not be able to provide a quality educational program to the student;
- c) If the applicant has been convicted of possession, use, or distribution of any controlled substances, including marijuana;
- d) If the applicant has been convicted of a weapons charge relating to schools

#### **MISCELLANEOUS PROVISIONS:**

- a) This policy shall be published annually and a copy of this policy shall be given to each nonresident student and/or the students, parents/guardians, and to each resident student and/or the student's parents/guardians if wishing to transfer to another attendance center within the district. A copy of the school policy will be given to any other person upon request.
- b) If a nonresident student applicant is under suspension or expulsion in the resident district at the beginning of the school year in which the student would otherwise enroll, state law prohibits the student from enrolling in the Ethan School District during the period of suspension or expulsion. However, the board may approve an application from a nonresident student with enrollment to begin following the suspension or expulsion.
- c) Appeals of a board decision to deny an application submitted under this policy are to be made to Circuit Court pursuant to SDCL ch.13-46.

## **ACTIVITY POLICY**

#### **Philosophy of Activities:**

It is the philosophy of the Ethan Schools that participation in extracurricular activities is a privilege that is to be extended to all students. In return for this privilege the students/athletes are expected to act in a manner that is respectful of the activity, the school, the community and themselves.

In elementary athletics (grades 5-7), participation will be as equal as possible for all team members.

It is the consensus of the coaching staff that participation in extracurricular activities provides the students an opportunity to become better adults through sportsmanship, discipline, teamwork, goal setting, and as a staff, is dedicated to providing a suitable environment for this to happen.

#### **Physicals:**

- Athletic physicals are required for students to participate in athletics. A student athlete must have a physical every year.

#### **Effective Dates:**

- The effective date of this policy will be as follows: Beginning date will be either on the first day of organized practice or on the first day of school, whichever occurs first.

### **Absences and Extracurricular Activities:**

- To participate in extracurricular activities held after regular school hours, a student must attend school for a minimum of one-half a school day (4 periods) and the absence for the remainder of the day must be excused. This rule may be waived by the Administration.

### **Transportation:**

- Students are to use the transportation provided by the school for all participants in extracurricular activities. Exceptions: A student may ride to and from an extracurricular event with his/her parents if the parents make previous arrangements with the administration.
- A student may ride to the event with his/her parents and ride back with the group if the parents make arrangements with the administration.
- A student may ride to the event with the given group and ride home with his/her parents. The director of the event is not to release a student to anyone but a parent, another parent who has a child in the activity, or an adult relative of the child. These arrangements will be made in advance in the form of a signed note by a parent or guardian. If advance arrangements, agreed upon by a school official and the parent(s)/guardian are not complied with by the student, the student will ride the school bus to and from all events remaining until the end of the extracurricular activity in which the violation occurred.

### **Academic Eligibility:**

Students must be passing **all** classes in order to be eligible for extra-curricular activities. Eligibility will be determined every two weeks or end of the quarter. If a student is not eligible, it will be for all activities taking place in those two weeks.

### **Ineligibility Exceptions:**

If a student is declared ineligible for any reason, there is an exception. Certain extracurricular activities require participation and the students are graded on that participation. The school will not penalize a student's grades due to this extracurricular policy. In other words, students who are declared ineligible may perform in only those events that will affect their grades.

### **Dropping an Activity:**

Once a student begins any activity, he/she may not "dropout", unless parental contact is made between the student, the student's parent or guardian, the director of the activity, and the appropriate principal by meeting or, at the least, a phone call.

### **School Activities - Misconduct:**

If any person assaults, uses physical force (or the threat of physical force) against a coach, athlete, game official, teacher, administrator, or spectator; the consequences will be as follows:

1. They will be immediately removed from the activity
2. They will be barred from attending all school activities for one calendar year
3. The Board will encourage the person assaulted to press charges.
4. Legal Ref: SDCL 22-18-1, 29-19A-1, 13-32-6

### **TRAINING RULE POLICY:**

The Board recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the district's school. Alcohol and drug dependency is an illness and a hazard that can interfere with a student's ability to learn and function responsibly in the school setting and community. Anything that can interfere with the development of an adolescent, therefore, must be evaluated as to its impact to both the young person and the community. Psychoactive and mood altering drugs can destroy the health and well-being of an individual. The school community defines drug use as serious health problem and is committed to discouraging this behavior and to encouraging young people to seek help should a problem arise.

The following training rules are in effect beginning with the 2013-2014 school year and will take place all calendar year. (This policy is in effect for ALL 12 months and is accumulative through a student's participation in activities during grades 7-12.)

1. No smoking, drinking or alcoholic beverages, chewing tobacco, or use of drugs is allowed.  
Any incident resulting in a definite abuse of these rules will call for the following:
  - A. The first offense will result in the loss of participation time for 8 contests. It is to be noted that the student must attend all practices while on suspension or the penalty does not apply. Students in violation of this policy are not allowed to dress for an event. If a student/parent self-reports, the suspension will be reduced to 4 contests.
  - B. A second offense in a player's extra-curricular career will result in a suspension of 16 contests, 8 if the student/parent self-reports.
  - C. A third offense will result in the forfeiture of all participation privileges throughout high school years (7-12).

It should be noted that these suspensions will carry over to the next extra-curricular activity that the student participates in.

2. TRAINING HOURS are as follows:

- Nights before games or meets ---- 10:30 PM
- Sunday through Thursday ----- 10:30 PM
- Friday and Saturday ----- 12:30 AM
- Or at the coach's discretion

Any violation of the above training hours will result in the loss of participation for two contests.

3. ASSOCIATION WITH DRUGS AND ALCOHOL:

The coaching staff determines the concept of association. A COMMON SENSE approach will be used. (Examples)

- A. Being present in a vehicle with minors involved in such activity.
- B. Attending a house or other party that involves minors engaging in these activities.
- C. Public eating-places are exempt from the concept of association.

Anyone guilty of association will serve a suspension according to the following procedure:

- 1<sup>st</sup> offense – 4 contests, 2 if a student/parent self-reports
- 2<sup>nd</sup> offense – 8 contests, 4 if a student/parent self-reports
- 3<sup>rd</sup> offense – 20 contests, 12 if a student/parent self-reports
- 4<sup>th</sup> offense – forfeit all participation privileges

**Academic Eligibility:**

Students must be passing all classes in order to be eligible for extra-curricular activities. Eligibility will be determined every two weeks or end of the quarter. If a student is not eligible, it will be for all activities taking place during that time period.

Student's Printed Name \_\_\_\_\_ Parent's Printed Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**TITLE I PARENT POLICY**

1. At the beginning of each year parents shall be notified of their child's participation in Title I and the reasons for his/her selection. A copy of the Parent Policies shall be included with this notification.
2. Conferences will be held with Title I parents at the same time as regular school-wide conferences. Other conferences will be scheduled as necessary.
3. Throughout the year the Title I staff shall provide information and materials for helping parents promote education at home. A monthly newsletter will be sent out with helps and suggestions for parents. Included in this mailing will be any Title I news and updates.
4. Parents will be welcomed and encouraged to visit the Title I room at any time.
5. Once a year parents will be asked for their input in the areas of planning, development, implementation, and operation of the program in order to determine its effectiveness and identify any needed changes.
6. Parents and teachers will be expected to work closely to ensure a child's success. A parent-school compact shall be utilized for this purpose.
7. An annual meeting will be conducted to which all parents of participating children shall be invited. The program, funding, and goals of Title I will be addressed and explained.
8. Any meeting will be scheduled upon request.
9. Title I is committed to building a partnership between home and school.
10. A Parent Advisory Council (PAC) will meet several times during the year to help Title I staff and parents as needed. Any parent (parents of both Title and non-Title students) may join the PAC or come to the meetings.

**STUDENTS + PARENTS + TEACHERS = SUCCESS**

## Ethan Elementary Discipline Policy

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>Habitual Offense</b>
<b>Level 1 Minor Offenses</b>				
Tardiness	3 Unexcused tardy/quarter Parental Contact Detention	6 Unexcused tardy/quarter Parental Contact Saturday Detention	8 Unexcused tardy/quarter Parental Contact ISS-1 Day	10 Unexcused tardy/quarter Parental Meeting ISS-3 Days
Insubordination, Poor behavior, Disruptive Behavior, Inappropriate Language, Cheating	Call/letter to Parent  Recess time taken away.	Call/letter to Parent  Recess time taken away and/or Detention 1 Day	Call/letter to Parent  Recess time taken away and/or Detention up to discretion of administration	Meeting with parent  ISS-Up to discretion of administration
On the bus—	Call/letter to Parent Detention	Call/letter to Parent 3 Days off the bus	Call/letter to Parent 6 Days off the bus	Call/letter to Parent 10 Days off the bus – additional offenses could result in expulsion from the bus for the remainder of the year
Cell Phones-may be used before and after school and during lunch break—during school time they will be shut off and kept in lockers	Cell phone will be taken by the principal and returned after school  Call to Parents	Cell phone will be taken by the principal and returned to the parents.  Loss of recess time.	Cell phone will be taken by the principal and returned to the parents.  Detention  Phone must be checked into office each morning before school.	Cell phone will be taken by the principal and returned to the parents. Phone may be kept for an extended period of time.  ISS—3 Days Phone must be checked into office each morning before school.
<b>Level 2 Moderate Offenses</b>				
Skippping class, Tobacco Use or Possession, Matches/lighter	Parental Contact Detention	Parental Contact ISS-1 Day	Parental Contact ISS-3 Days	Parental Contact OSS-4 Days
Stealing, Violence, Fighting, Intimidation, Destruction of Property, Harassment, Gross Insubordination, Gang Signs or Symbols, Bullying	Call/letter to parents  Detention – 1 Day  Referral to counselor	Call/letter to parents  Detention 2-5 Days  Referral to counselor	Meeting with parents  ISS – 1-3 Days  Referral to counselor	Parental Meeting  OSS – 1-5 Days  Referral to counselor
<b>Level 3 Severe Offenses—Law Enforcement will be contacted</b>				
Alcohol/Drug use or possession	Parental Meeting Contact Law Enforcement OSS—3 Days	Parental Meeting Contact Law Enforcement OSS—10 Days Referral to the School Board, possible long term expulsion—up to 1 year.		
Selling or distribution of drugs, bomb threat, endangering the lives of others, possession of weapons, assaulting staff	OSS 10 Days, parent meeting, contact law enforcement, referral for expulsion			

I have read and understand the policy as stated.

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

Parent Signature \_\_\_\_\_

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



## Ethan School Discipline Policy (Grades 6-12)

	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>Habitual Offense</b>
<b>Level 1 Minor Offenses—Per Quarter</b>				
Tardiness	3 Unexcused tardy/quarter Parental Contact Detention—1 day	6 Unexcused tardy/quarter Parental Contact Saturday Detention	8 Unexcused tardy/quarter Parental Contact ISS –1 Day	10 Unexcused tardy/quarter Parental Meeting ISS – 3 Days
Insubordination, Poor behavior, Disruptive Behavior, Inappropriate Language, Cheating	Call/letter to Parent Detention—1 Day	Call/letter to Parent Saturday Detention—1 Day	Call/letter to Parent ISS – 1 Day	Meeting with parent OSS – 1 Day
On the bus—insubordination, poor behavior, disruptive behavior, Inappropriate Language	Call/letter to Parent Detention—1 Day	Call/letter to Parent 3 Days off the bus	Call/letter to Parent 6 Days off the bus	Call/letter to Parent 10 Days off the bus –additional offenses could result in expulsion from the bus for the remainder of the year
Fighting on the bus	Detention off the bus 1-5 days	Detention—off the bus 5-10 days	Detention—up to 2 weeks off the bus	
Cell Phones-may be used before and after school and during lunch break—during school time they will be shut off and kept in lockers	Cell phone will be taken by the principal and returned after school  Call to Parents	Cell phone will be taken by the principal and returned to the parents.  Detention—1 Day	Cell phone will be taken by the principal and returned to the parents.  ISS –1 Day  Phone must be checked into office each morning before school.	Cell phone will be taken by the principal and returned to the parents. Phone may be kept for an extended period of time.  ISS—3 Days Phone must be checked into office each morning before school.
<b>Level 2 Moderate Offenses—Per Semester</b>				
Skipping class, Tobacco Use or Possession, Matches/lighter	Parental Contact Saturday Detention	Parental Contact ISS – 2 Days	Parental Contact ISS – 3 Days	Parental Contact OSS – 4 Days
Stealing, Violence, Fighting, Intimidation, Destruction of Property, Harassment, Gross Insubordination, Gang Signs or Symbols, Bullying	Call/letter to parents  ISS – 1-3 Days	Call/letter to parents  OSS – 3-5 Days	Call/letter to parents  OSS – 10 Days	Parental Meeting Referral to the School Board Possible long term expulsion—up to 1 year.
<b>Level 3-Severe Offenses—Law Enforcement will be contacted—per year</b>				
Alcohol/Drug use or possession	Parental Meeting Contact Law Enforcement OSS—3 Days	Parental Meeting Contact Law Enforcement OSS—10 Days Referral to the School Board, possible long term expulsion—up to 1 year.		
Selling or distribution of drugs, bomb threat, endangering the lives of others, possession of weapons, assaulting staff	OSS 10 Days, parent meeting, contact law enforcement, referral for expulsion			
<b>The administration reserves the right to evaluate the policy on a case by case basis.</b>				

I have read and understand the policy as stated. \_ Date : \_\_\_\_\_

Parent Signature \_\_\_\_\_

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

## SATURDAY DETENTION

1. All detentions are assigned by the Principal and will be served on Saturday morning.
2. Saturday morning detention supersedes any school sponsored activities that might take place on Saturday.
3. Students assigned detention must be there for the entire amount of time assigned.
4. Detention hours are from 8:00 AM to 11:30 AM. Students who are tardy for detention will be sent home and the detention time will double.
5. Parents will always be notified when the student is assigned Saturday detention or is in violation of Saturday detention rules.
6. Students have the option to serve their time over a two week time period, the week the detention is assigned or the following week. This will allow for plans that were made by the student or his/her parents prior to the detention being assigned. No exceptions.
7. Short or long term, in or out of school suspension may be used in conjunction with Saturday detention.
8. Saturday detention will be assigned for the following reasons, but are not limited to these specific situations. Administrative discretion will apply.
  - a. After the third tardy in a quarter, 15 minutes per tardy will be assigned.
  - b. For each unexcused absence from school.
  - c. Talking back to teachers, support staff, or administrators.
  - d. Being disruptive after being asked to discontinue the disruptive behavior. This includes study hall and library time.
  - e. Speaking in a vulgar or obscene manner or using words that a teacher has deemed unacceptable in his/her classroom or presence, be that in or out of school.
  - f. Failure to obey an instructor, support staff or administrator making a reasonable request.
  - g. Destruction of school property. Students (parent) are responsible for repair or replacement.
  - h. Stealing, regardless of what, where, or why.
  - i. Fighting.
  - j. Discipline problem on the bus.
  - k. Repeatedly not having assigned class work completed.
9. Saturday Detention specifics:
  - a. Students will be required to read an appropriate book or work on school assignments only. Magazines/newspapers will not be read during Saturday detention unless they are required by an assignment. Number "4" will be invoked if the student shows up to detention without a book or school work.
  - b. Students will not be allowed to go to their lockers, chew gum, eat candy or food, drink pop or juice, talk (unless to instructor), sleep, lay head down, listen to radio or tapes (Walkman's), leave the study hall unless there is an emergency, play cards or games, watch TV, video tapes or movies unless assigned as class work.
  - c. A restroom break of ten minutes will be allowed from 9:30 AM to 9:40 AM.
  - d. Failure to comply with any of these rules will result in dismissal from detention for that day, and the detention will be doubled.
10. Skipping an assigned Saturday detention:
  - a. The student will be given one day out of school suspension and the second Saturday detention for the first skip.
  - b. The student and his/her parents will be required to attend the next regularly scheduled Board meeting to discuss student noncompliance for the second skip.
11. When a student has been assigned a third Saturday detention, the student, along with his/her parents or guardians will be required to appear at the next regularly scheduled Board meeting to discuss the behavior(s) causing Saturday detentions.

Adopted by School Board - 12/11/06