

**WOLSEY-WESSINGTON
MIDDLE SCHOOL
HIGH SCHOOL**



**Warbird
Handbook
2016-17**

WOLSEY-WESSINGTON SCHOOL

Home of the Warbirds

375 Ash Street SE
Wolsey, SD 57384
Phone: 883-4221
Fax: 883-4720

PARENT/STUDENT HANDBOOK

2016-17

"The function of education is to teach one to think intensively and to think critically. Intelligence plus character—that is the goal of true education."

-- Dr. Martin Luther King, Jr.

Welcome to Warbird Country! At the Wolsey-Wessington School, we look forward to continuing a tradition of excellence that we have worked to establish. This excellence comes from the outstanding staff and students who call Wolsey-Wessington home and shows itself in the academic, artistic, and athletic successes that have become synonymous with Wolsey-Wessington.

At Wolsey-Wessington School, we take pride in maintaining the high standards we have set. Working together with students and parents, the staff at Wolsey-Wessington is committed to providing an outstanding educational experience for each student. We expect your commitment to excellence as well, and we will do whatever it takes to help you achieve the success you deserve.

The information included in this handbook will help you complete a successful experience at Wolsey-Wessington School. The policies and procedures that are outlined here are designed to make your journey more organized and productive. It is your responsibility to review the material in the student handbook. If you have questions on any portion of it, please contact one of the administrators. Have a great 2016-17 school year!

Administration

Superintendent.....James Cutshaw
Elementary-Middle School Principal Carol Rowen
High School Principal Jennifer Boomsma
Technology Coordinator Caroline McGillvrey
Business Manger.....Amy Langbehn

2016-17 School Board

Chair Ted Haeder
Vice-ChairJenna Miedema
Members Kris Brandt, Kevin Clarke, Suzanne Hamilton, Jim McGillvrey, Rod Liebnow

Middle School/High School Staff

Lindy Uttecht MS/HS Social Studies, PE
Caroline McGillvrey Tech Coordinator, Freshman Academy
Blaine Carey MS/HS Ag, FFA
Gordon Hooks Physical Education
Rob Ammerman MS/HS Arts, English
Jackie Fauth MS/HS Drama, English, Business
Karen Jensen HS English, Spanish
Jason Neuharth HS Math
Kim Borkowski HS/MS Science
Kayla Collins MS/HS Math, MS Tech
Russ Uttecht HS Special Education
Rachel Halsey HS Band/Choir
Kathy Stevens Counselor
Becky Dragt MS Science
Kerri Zomer PK-12 Secretary
Whitney Heupel MS Special Education
Brandee Grayson Administrative Assistant
LynnNett Wagner, Julie Clarke, Clover Herdman Para-Educators

School Hours

School hours are 8:15-3:50 (Monday-Thursday). Those pupils riding a school bus are to be on the bus by 3:53 P.M.

Regular Schedule

1 st Period:	8:15-9:13
2 nd Period:	9:17-10:15
3 rd Period:	10:19-11:17
4 th Period:	11:21-12:19
Lunch:	12:19-12:44
5 th Period:	12:48-1:46
6 th Period:	1:50-2:48
7 th Period:	2:52-3:50

LATE START/EARLY DISMISSAL

On days when school will begins late for weather or other circumstances, all classes will meet that day on a shortened schedule. Late start days will begin at either 9:15am (1 hour late) or 10:00am and dismiss at 3:50. On days in which school is dismissed early the time of dismissal will be sent out via the district's mass contact system (phone, email and text) and will be relayed to the media outlets listed below.

9:15 Schedule (busses 1 hour late)

1 st Period:	9:15-10:07
2 nd Period:	10:11-11:00
3 rd Period:	11:04-11:53
4 th Period:	11:57-12:46
Lunch:	12:46-1:11
5 th Period:	1:15-2:04
6 th Period:	2:08-2:57
7 th Period:	3:01-3:50

10:00 Schedule (busses 2 hours late)

1 st Period:	10:00-10:43
2 nd Period:	10:47-11:30
3 rd Period:	11:34-12:17
Lunch:	12:17-12:42
4 th Period:	12:44-1:22
5 th Period:	1:33-2:16
6 th Period:	2:20-3:03
7 th Period:	3:07-3:50

INCLEMENT WEATHER

Announcements pertaining to closing of school for any reason (weather, etc.) will be made via the district's mass contact system, Social Media and on the following media outlets KIJV (1340), KOKK (1210), KELO, KSFY, KDLT.

Semester Exams

High School Students only need to be in school during times they have semester exams. ALL STUDENTS need to stay in the testing room for the entirety of the testing period; please be sure to bring a book to read. If a student rides the bus or chooses to stay on campus he/she may spend free time working in the library, lunch room or in a teacher's room with permission. The hallways need to be quiet and students will not be allowed to wander the building. Remember that you represent Wolsey-Wessington as you are in the community throughout the testing day.

(Seniors with a current grade 85% or greater are exempt from the spring semester exam in that class)

Fall

December 21st

8:15-9:35	Period 1
9:50-11:10	Period 4
11:25-12:45	Period 6
1:45-3:05	Period 7

December 22nd

8:15-9:35	Period 2
9:50-11:10	Period 3
11:25-12:45	Period 5

Spring

May 23rd

8:15-9:35	Period 1
9:50-11:10	Period 2
11:25-12:45	Period 3
1:45-3:05	Period 5

May 24th

8:15-9:35	Period 4
9:50-11:10	Period 6
11:25-12:45	Period 7

Office Hours

The school office will be open from 7:30 a.m. to 4:00 p.m. daily on days when school is in session.

Change of address, phone number or email

It is vitally important that you keep the office informed of any change in your address or telephone number. In case of emergency, the office needs an accurate address and telephone number so parents or guardians can be contacted.

ACADEMIC PROCEDURES

DDN Campus

DDN campus is a website that parents and students can use to track grades, attendance and behavior. Usernames and passwords can be obtained from the administration office.

Definition of Credit

A class that meets for a full period for a semester earns $\frac{1}{2}$ credit. Credits are accumulated and recorded on a semester basis.

Grade Classifications

Student's grade classification will be determined by the number of earned credits at the beginning of the school year. This classification will remain for the entire school year, except for those students who earn 16 credits by the beginning of the second semester. These students will be reclassified as seniors.

Freshman	Less than 5 credits
Sophomore	5, but less than 11 credits
Junior	11, but less than 16 credits
Senior	more than 16 credits

Graduation Requirements

The graduation requirement is 24 credits, including 4 English credits, 3 math credits, 3 science credits, 3 social studies credits, 0.5 personal finance credits, 1 fine arts credit, 0.5 physical education credits, 0.5 health credits, plus elective credits. Seniors must successfully complete all 24 credits by May 20, 2017 in order to receive a diploma at graduation, students who must take semester exams may be allowed to participate in graduation exercises with administrative approval, but will not receive a diploma until all coursework is complete and 24 credits have been earned.

Dual Credit Courses

Juniors will be allowed to take dual credit courses beginning their second semester after successful completion of Junior Composition Class (earning a B or higher). They must also have a GPA of 3.5 or higher. Seniors may take dual credit courses if they either earned an ACT composite score of 21 or have a cumulative GPA of 3.25 or higher.

Transcripts

Students must have written parent/guardian permission to drop a class. Any class that is dropped after the first 5 days of the start of each semester will result in an "F" grade.

Schedule Changes

Students are expected to follow their final registration schedule and attend all classes listed unless a schedule change has been made. Students have five days before the semester ends and five days into the new semester to make schedule changes (10 day total). Students should see the counselor if they feel their schedule contains an error.

Grading/Report Cards

Wolsey-Wessington School utilizes the A-F grading system.

A	100-97%	C	81-79%
A-	96-94%	C-	78-76%
B+	93-91%	D+	75-73%
B	90-88%	D	72-70%
B-	87-85%	D-	69-67%
C+	84-82%	F	66% and below

GPA

The cumulative GPA (computed at the end of each semester) is an average of all grades received by a student. Students receive quarter report cards at the end of each quarter.

Honor Roll

W-W High School publishes a quarterly Honor Roll. For a student to qualify for the Honor Roll a 3.0 or better GPA must be maintained. All grades are averaged except non-academic subjects. Recognition will be designated as Distinction (4.00), Honors (3.99-3.5), Merit (3.49 – 3.0).

Academic Dishonesty

Students will be expected to follow classroom instructions relating to academic integrity. When the teacher believes that a student or students have chosen to cheat and/or plagiarize, the teacher will conference with the student(s) to discuss the circumstances.

If it is determined the academic dishonesty has occurred,

- The teacher will contact the administration and the parent/guardian.
- The student(s) will receive a "0" on the specific assignment, e.g. homework, quiz test, paper or project
- The second violation will result in OSS and a zero on the assigned task.

If it is determined that a student(s) contributed towards the actions of Academic Dishonesty for the benefit of another student(s), they will be given disciplinary action per the school discipline plan.

Any student guilty of plagiarism or other academic dishonesty after grade nine may be disqualified from any academic awards, graduation awards and honor societies.

Incomplete Grades

The deadline for students to clear up an incomplete grade will be two weeks after the end of the grading period. If this is not done, the grade becomes an F. If an incomplete becomes an F, there is still an opportunity for the student to get a passing grade if arrangements are made with the teacher to satisfy the course requirements.

Failing Grades

Students who are not doing well in their classes should take advantage of opportunities to receive extra assistance at WWS. Some options include:

1. Make arrangements with the **teacher** of the class to come in before or after school to get extra help.
2. Make arrangements to come in for Friday school.

If a problem exists, it is much easier to tackle it in the early stages. We want students to be successful and will do whatever is necessary to make sure they are.

ATTENDANCE PROCEDURES

Absences

Parent(s)/guardian(s) are expected to notify the school regarding a student's absence on the day of the absence. An absence must be reported either by note, email, or phone call to the office (883-4221) before 9:20 AM.

If requested, students who were absent from school for any reason shall submit in written form the specific reasons for their absence, the specific days or times they were absent and a signature of the parent/guardian. The district may require verification of absence from a doctor, dentist or other professional as deemed necessary by the principal.

Seven (7) or more absences in a semester is considered to be excessive by the School District.

After attendance is collected each morning, the district's automated calling system will contact parents/guardians who have not notified the school regarding a student's absence. Student safety is the main concern and this procedure provides another check on a student's absence.

Absences that do not count toward that limit are those for which the student has documentation from a medical provider (this includes dentists and orthodontists). This documentation must be turned in to the office. It is recommended that each time your child has a medical/dental appointment, he/she gets a note from the provider to turn in at the school. The second exception falls under Administrative Approval. An example would be when a student is sent home by the office due to illness. The third exception is when students are absent due to attending a school activity (sports, FFA, fine arts, etc.)

Making up time after absences reach seven within a Semester

After a student has been absent from a class for seven periods, the student must make up the time missed. Time can be made up before school, after school, or on Fridays. Each hour of time made up will be entered in DDN Campus as Absent Time Recovered. Students will receive verbal warnings once they have been absent five times from a class period.

Make-up Work

District policy provides students with two days (up to a maximum of six days) to make up any work missed due to excused absence. It is the student's responsibility to determine make-up work with their individual teachers.

W-WS follows a general policy for students who have been or will be absent for three or more days:

1. Parents must call the office to request assignments that students have missed.
2. Teachers require one-day notice in order to compile assignments.

If a student does not have work made up within the time constraint, he/she will attend school on Friday or make other arrangements with the instructors to stay after school or come in before school.

Tardiness

Tardiness is defined as a student's initial appearance in an assigned area at any time after the designated starting time. If a student is more than 10 minutes late to class he/she will be counted absent. A student who arrives late to school should report to the office.

Excessive tardiness will be dealt with according to Policy/Regulation JK – Student Discipline.

Truancy

South Dakota has a mandatory attendance law that requires students less than 18 years of age to have regular attendance in school. We know that poor attendance leads to other problems in school. The W-WS attendance committee meets monthly to monitor attendance concerns. Interventions for poor attendance may include letters sent home, meetings with counselor or principal, being put on an attendance contract, or having a truancy petition filed with the court system.

Permission to Leave School

Wolsey-Wessington is a closed-campus school. If a student becomes ill or must leave, they must first check out at the office and permission/notification from a parent/guardian must be made. Students returning to school during the school day must report to the office before returning to class. **Students leaving school without checking out will be considered unexcused and skipping.** Unexcused absences result in zero grades. Efforts should be made to schedule all appointments before or after the school day or Friday.

Open Campus for Seniors

Seniors will be allowed to have open campus as long as all grades are passing, there is no missing work, and no behavioral issues. Seniors will lose privileges if grades are failing, student has missing work or has discipline referrals. Open campus will be re-instated at the discretion of administration.

GENERAL SCHOOL PROCEDURES

Student Identification Cards

Each student will be provided an ID card at the beginning of the school year.

1. Students are required to wear their ID at all times.
2. ID cards may not be altered or defaced in any way. (i.e. stickers, written markings, photo alterations, mutilation, etc.) Students with an altered ID are required to purchase a new ID badge and may be subject to further disciplinary measures.
3. Students need their ID badge to eat lunch, check materials out of the library, access the copy machines, and gain access to buildings on the school campus. Students without an ID will go to the end of the lunch line.
4. Students are to notify the office immediately if they lose their ID so it can be deactivated.
Replacement ID's are provided for a \$10.00 fee. The office will notify the cafeteria of lost ID's.

Do not leave your ID card lying unattended. Avoid putting the card in your pocket, wallet or purse as bending the card can result in the breaking of the electronic wires and components embedded in the card.

Personal Property

- You must assume sole responsibility for loss or damage to any property belonging to you, such as garments, electronic equipment or musical instruments. Wolsey-Wessington School District is not responsible for any lost, stolen, damaged or missing items. **Authorized school personnel may search personal property with reasonable suspicion.**

Cell Phone & Personally Owned Technology

Students shall not possess or use personal computers, tablets, etc. while on school property from 8:15AM through 3:50PM. Special circumstances require the permission of the technology coordinator and an administrator. This policy continues during the after school program.

Students may have cell phones at school, but they must be turned off and put away. There are times when students may be allowed to use their phones with permission for educational purposes. It is expected that students will not abuse this privilege. If a student uses his/her cell phone without permission or specified educational purpose, the phone will be confiscated and given to administration. Confiscated personal technologies are subject to search.

Students may be given permission by administration to use cell phones during lunch on a limited basis.

Consequences for infractions of the Cell Phone Policy:

- 1st Offense: returned to the student at the end of the day*
- 2nd Offense: returned to a parent (in person only)*
- 3rd Offense: returned to a parent after 1 week and office referral.*

Harassment

The Wolsey-Wessington School District will not tolerate harassment by staff or students. All persons are to be treated with respect and dignity.

- Students should report complaints of harassment to the principal.
- If a student prefers, the complaint may be addressed with the school counselor first. The counselor will then refer the complaint to a principal.
- Parents/guardians are encouraged to call the principal if they are concerned about harassment or intimidation issues.
- A principal will investigate all complaints and determine an appropriate course of action.
- Anyone who retaliates against a student who reports alleged harassment will be disciplined.

- Charges found to be intentionally dishonest or made with malicious intent are subject to discipline.
- Infractions will be dealt with according to policy JICK and by using the progressive discipline policy.

Pass/Transfer Policy

A lanyard with the instructor/staff member's name will be worn by a student when moving in the buildings and will serve as a pass. Students will be expected to return to the classroom within a reasonable time.

Restricted List

At the beginning of each week, the office will provide the staff with a list of students who are restricted from the use of passes. These students are identified based on grades, attendance, and/or office referrals and may not leave a classroom or study hall except to use a restroom and accompanied by a designated escort.

Textbooks

Most textbooks for high school students are available on the student laptop. Students and parent may request paper copies of books if they are preferred. Students are responsible for covering all paper textbooks with either a paper or fabric cover. Students will return texts immediately when courses are completed or dropped and are also responsible for replacement costs of lost books and repair costs of damaged books.

Lockers

Lockers are the property of the school and are provided for student use. All lockers are subject to inspection for cleanliness, and may be entered by a principal or his/her representative any time it might be suspected of containing alcohol, drugs, explosives, firearms or any item considered potentially harmful to the building or persons in the building. Locker combinations should not be given to peers nor should lockers be shared with others unless special arrangements are made through the office. Students are expected to keep their lockers locked; this includes PE and athletic lockers.

PUBLIC DISPLAYS OF AFFECTION

Students will display school appropriate behavior while in the hallways and classrooms.

Pop and snack Policy

Pop and snacks are not to be present in classrooms during instructional time. Water bottles are permitted in class (at the teacher's discretion).

Vending Machines

Vending machines are located in the high school commons area and are open all day except during lunch. Water and healthy snacks are available.

Parking / Driving

In order to provide safety for our students, we ask that students drive safely in the parking lot and wait when the busses are entering and leaving the drop-off area.

Student Dress Code

Students in Wolsey-Wessington School should be suitably dressed at school and at any school related activities. The general appearance of all students should be clean and neatly dressed. Students should not wear clothing or hairstyles that does interfere with the educational process or can be hazardous to them in their school activities such as shop, lab work and physical education. Dress shall be considered inappropriate, anytime it causes a distraction from the primary purposes of education.

1. Clothing that displays derogatory, obscene, suggestive or off colored messages or advertises-promotes alcohol, tobacco, or drug use.
2. Clothing that is unnecessarily distracting in the school and learning environment.
3. Low riding jeans, pants, or shorts that permit undergarments or skin to show. Even when a shirt is used to cover the top of jeans, it is unacceptable to wear jeans with the waist below bottom of the tailbone.
4. Clothing that is cut up, shredded, or full of holes.
5. Undergarments that are worn as outer garments.
6. Tops or shirts that do not touch the top of the jeans or skirt.
7. Tops, such as mesh tops that permit undergarments to be seen.
8. Tops that are excessively revealing or permit excessive exposure. Tanks tops must have

high back and high necklines, small arm holes and cover all undergarments and straps.

9. Hats-caps-bandanas in the building from 8:00 a.m. until the end of the academic day.

Students wearing inappropriate clothing to school will be subject to the school district's progressive discipline policy. In all cases students at a minimum will be asked to change, or turn their t-shirt inside out if appropriate.

PARENTS/GUARDIANS SET EXAMPLES – PLEASE AID THE SCHOOL IN THIS ENDEAVOR

Backpacks

Backpacks must be placed in lockers at the beginning of the school day. ***Students WILL NOT be allowed to carry backpacks from class to class.***

Visitors

Any student wishing to bring a visitor to the Wolsey-Wessington School District #2-6 School must notify the administrator in writing 24 hours before the visitor comes to the school. Student visitors are limited to a half-day visitation. Full day visitations are deemed too distracting to the learning environment.

All visitors and parents are requested to report to the office upon entering the building. Please use the visitor parking by the southwest corner of the elementary building and the south door by the office.

It is not advisable to visit at these times:

- when the regular teacher is absent,
- when a student teacher is teaching the class,
- the day before or after a vacation period,
- the first and last weeks of school.

Drug and Alcohol Free Environment

The Wolsey-Wessington School District is a DRUG FREE district (this includes alcohol and tobacco/e-cigarette/e-vapor products). By working cooperatively on the problem, we believe it will make a better environment in and about our school.

Using or possessing or being under the influence of any drug, alcohol, or tobacco/e-cigarette/e-vapor product in the school building, on the school grounds, or at school activities (home or away) is prohibited. Students violating this rule will be disciplined according to the progressive discipline policy. Staff will also abide by the drug-free policy or be subject to disciplinary actions.

Zero Tolerance for Weapons

The Wolsey-Wessington School District has a zero tolerance policy concerning weapons. A student shall be suspended or expelled for violating this policy;

Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon on school grounds or at a school function. If a student intentionally brings a firearm onto school premises, the expulsion may not be for less than twelve months. However, the Superintendent may increase or decrease the length of a firearm suspension on a case-by-case basis.

Substitute Teachers/Para-Professionals

Students should be aware that a substitute teacher or para-professional has the same responsibility for control as regular teaching faculty members. The same level of respect and cooperation is expected toward substitute teachers and para-professionals as is expected toward the regular classroom teacher. Discipline referrals made by substitute teachers or para-professional will carry the same disciplinary consequences as those made by the regular teaching staff.

STUDENT SERVICES

Medical Prescriptions and Over the Counter Drugs

Services such as distribution of medication will be provided at school when the administration has determined that it is a necessary and appropriate service for the School District to provide. The following rules shall apply:

1. Medical diagnosis and treatment of illness are not the responsibilities of the District and

shall not be practiced by school personnel.

2. "Over the counter drugs" shall not be supervised or kept in the office unless directed in writing by a parent or physician.
3. Medications shall be stored in a locked location provided for medication storage.
4. Students requiring medications at school shall be identified by the parent/guardian to authorized school personnel.
 - a. Medication shall be brought to school by the parent/guardian in a bottle, labeled by the pharmacy, including the student's name, medication name, physician and dosage of the drug to be taken.
 - b. The medication shall be supervised and recorded immediately after being administered by trained school personnel.
 - c. In specific situations students may be responsible for their own medication and self-administration (i.e. inhalers for asthma). Parents/guardians shall send only the medication needed for the day with the student. High school students may bring a limited supply of over the counter medications to school, but are not allowed to give them to any other student.
5. The need for other physician prescribed services shall be reported to the principal and school office.

School Records

The school has on file student grades, attendance, and standardized test scores. Students and/or parents/guardians may see the contents of these records by making an appointment with the principal, counselor, or superintendent. Students and parents may have copies made of school records.

Student records cannot be transferred, in writing or orally, to any other place (college, university vocational school, prospective employer, etc.) without student or parent/guardian written consent.

FIELD TRIPS

Field trips constitute an educational experience that requires transportation from the school. Field trips would include contests and/or visitations to sites that would provide enrichment experiences for the student.

Field trips shall be approved by administration.

No field trip shall supersede an already approved field trip on a scheduled day.

Breakfast/Lunch Program

The federal government subsidizes the school lunch program. Free and reduced meals are given on basis of need. Applications may be made through the business manager's office. Lunch balance may be tracked through Infinite Campus, and deposits may be made at lunch checkout or in the office.

Charged breakfast/lunches: Occasionally a child forgets to bring money for his/her lunch. A child will be granted a limit of 5 charged meals.

Children who bring their own lunches:

All children will eat in the all-purpose room. If they want milk, they purchase a milk ala cart. Pop and food from outside restaurants are not allowed during lunch-time.

Use of School Telephone

All students must have permission from their teacher to use the school telephone. Student transportation after school should be arranged before the child leaves for school in the morning. Requests to call for PE clothes will not be granted. Children are encouraged to be responsible and remember their belongings.

Bus Rules & Regulations

In order to maintain a safe, orderly environment on the bus and at the bus stop, students are expected to observe the following School Bus Safety Rules:

1. Follow the driver's instructions
2. Stay out of the danger zone
3. Remain seated, facing forward
4. Keep hands, feet and objects to yourself
5. Be polite and talk quietly
6. No eating, drinking, or gum unless allowed by the driver

Riding Bus Other Than Assigned Bus

Children desiring to ride a bus other than their own bus should present a note driver and the driver of the bus on which they wish to ride. We like to know where pupils are and that they are safe. In the past we have had some problems when students go to visit a friend. We ask your assistance in letting the bus driver know where your child is going.

Fire and Disaster Drills

Fire and disaster drills are held in compliance with state regulations in order that all students and faculty members will know what to do in the event of an actual fire or emergency. The aim is to vacate the building or report to emergency locations safely and orderly in the least possible time. Order is essential as is speed.

Student Council

Wolsey-Wessington School District has an active student council. The purpose of student council is to promote scholarship, citizenship, human relations, leadership, culture, and school values. Any student who has maintained a "C" average in all classes is eligible for membership.

NATIONAL HONOR SOCIETY

NHS is an organization for the purpose of giving recognition to students who excel academically, demonstrate high moral character, are highly involved in community service, and demonstrate positive leadership.

Successful appointment to membership in the NHS is dependent upon the following things:

1. Grade point average (must equal or exceed 3.25).
2. Recommendation for membership by one or more of the Wolsey-Wessington teaching staff.
3. Expression of interest on the part of the student in membership in the NHS.
4. Completion of all parts of the National Honor Society Application
5. Favorable recommendation for membership as determined by majority vote of the faculty.

The National Honor Society was founded "as a concrete way to promote high school academic standards, a means of ensuring the continuation of democracy, and an instrument for the betterment of the individual and the school" (NHS Handbook, 1992). The NHS promotes the development and exhibition of positive leadership qualities, encourages service involvement in the community, and promotes the development and manifestation of character.

Student Clubs/Organizations & Advisors

FFA- Blaine Carey
HOSA – Kim Borkowski
Student Council – Jennifer Boomsma
NHS – Kathy Stevens
Newspaper – Karen Jensen
Yearbook – Rob Ammerman
One-Act Play – Jackie Fauth
Oral Interp – Jackie Fauth
Interact – James Cutshaw

Extra-Curricular Eligibility Policy

This is abridged, the full policy is JJI.

Current Semester. The student shall attend a minimum of twenty hours of high school work per week during the current semester and be passing all classes for which academic units of credits earned are used in the issuance of a diploma. Online or dual credit courses approved in advance by the high school principal for which units of credit earned are used in the issuance of a high school diploma may count towards the twenty hour academic eligibility requirement. Seventh and eighth grade students participating at the high school level must be full-time students.

- For students in grades 7-12: Grades will be compiled on a weekly basis by the athletic director and the eligibility of students will be determined on the first school day of the week. Student will be deemed ineligible if he/she is failing one class for three consecutive weeks, and/or a student will be deemed ineligible if he/she is failing two or more classes. Students who are ineligible at this time will not be eligible beginning the second day of the school week for 6 calendar days or until the next eligibility report is processed.

Students who are academically ineligible based upon semester grades at the end of the semester will not be eligible for 7 calendar days following the end of the semester.

If a student is in ISS or OSS, they will not be allowed to practice or compete on the day(s) of suspension. All ISS and OSS obligations must be completed prior to participation in any practice, competition, performance, or activity.

In order to practice or compete on a given day, participants must be present in school by 12:00 pm or at the discretion of the principal.

Students on I.E.P's (Individual Education Plans) may be considered on an individual basis as regards the eligibility policy.

Co-Curricular Transportation

All students riding the bus on school-sponsored activities may ride home only with their parents with written request given to the coach. The only exception to this rule will be if prior arrangements have been made with the administration. Prior arrangements must be made prior to the event. Arrangements must be requested in writing by the student's parent/guardian. If prior arrangements have been made, the principal will inform the person in charge of the activity bus what arrangements have been made. The coaches will be notified of other arrangements by the administration. If a parent takes his/her child home, that parent must sign a document provided by a coach before leaving the facility.

Discrimination

The Wolsey-Wessington School District does not discriminate in its policies and programs on the basis of race, color, national origin, age, gender, disability, creed, or religion. The superintendent has been designated to handle inquiries regarding the nondiscrimination policies:

Title II (discrimination based on disability), Title VI (discrimination based on national origin or race), Title IX (discrimination based on gender), or Title X, Part C (McKinney-Vento Homeless Education Assistance Improvements Act of 2001), and Section 504 (discrimination based on disability).

Protection of Pupil Rights Amendment Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 123h, requires school districts to notify parents/guardians and obtain consent or allow parents/guardians to opt their children out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privilege relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

When a protected information activity is scheduled during the school year, the district will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

Notice of Non-Discrimination

In an effort to provide a safe, respectful educational environment, the District prohibits discrimination in its policies, employment practices and programs on the basis of race, color, creed, religion, age, gender, sexual orientation, disability, national origin or ancestry. In addition, the District shall not discriminate in the opportunities for students on the basis of parental status, marital status, or pregnancy, nor shall such students be excluded from any program or activity. Prohibited acts of discrimination include racial, sexual, ethnic or other types of slurs, insults, intimidation, harassment and other conduct directed toward another person in accordance with Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 (discrimination based on disability); Title VI of the Civil Rights Act of 1964 (discrimination based on national origin or race);

Title IX of the Education Amendments of 1972 (discrimination based on gender); and the Age Discrimination Act of 1975 (discrimination based on age.)

Individuals with concerns or inquiries about discrimination are encouraged to attempt to resolve the grievance informally by working with the administrator most directly involved in the situation. If resolution is not achieved, the following persons have been designated to handle inquires and formal complaints regarding the application of non-discrimination policies: Superintendent, 375 Ash Street SE, Wolsey, SD 57384, 605-883-4221

In the event resolution of discrimination issues has not been addressed by the District, inquiries may be referred to the Kansas City Office, Office of Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302. (816) 268-0550; FAX# (816) 823-1404, email OCR.KansasCity@ed.gov

SECTION 504 OF THE REHABILITATION ACT 1973

Section 504 of the Rehabilitation Act of 1973 is designed to eliminate discrimination on the basis of disability in any program or activity receiving Federal financial assistance so the student can be afforded access for appropriate education services. The Wolsey-Wessington School District must identify and evaluate students who may be eligible due to the following conditions:

1. A physical or mental impairment that substantially limits one or more major life activities (i.e. caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working) or
2. A record or having an impairment that substantially limits one or more major life activities, or
3. An impairment that substantially limits one or more major life activities.

If you think your child might be eligible for a Section 504 plan and in need of accommodations to access education services, please contact the principal.

If parents/guardians disagree with the Section 504 services for their child, contact the principal and if not resolved, contact the superintendent

Policy and Regulations AC, ACA, and ACA-R outline specific policy and grievance procedures.

In the event resolution of discrimination issues has not been addressed by the District, inquiries may be referred to the Kansas City Office, Office of Civil Rights, and US Dept. Of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302. (816 268-0550; FAX (816 823-1404, email OCR.KansasCity@ed.gov

Notification of Rights under Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1)The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2)The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3)The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official

is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4)The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Family Educational Rights and Privacy Act (FERPA)

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Wolsey-Wessington School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Wolsey-Wessington School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Wolsey-Wessington School District to include this type of information

from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, football, basketball showing weight and/or height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Wolsey-Wessington School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1, 2016, the Wolsey-Wessington School District has designated the following information as directory information:

- Student's name
- Dates of attendance
- Address
- Grade level
- Telephone listing
- Participation in officially recognized activities and sports
- Electronic mail address
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- The most recent educational agency or institution attended

Complaint Policy for Federal Programs (District Policy AFF)

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

- The Superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- The Superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district Superintendent.
- If the issue is not resolved with the Superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.
- Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure)

1 These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal*

Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

STUDENT DISCIPLINE

Rules of Student Conduct and Discipline

Character, citizenship and integrity are an integral part of life at Wolsey-Wessington. Students are expected to be responsible citizens who exhibit these qualities and respect the rules that govern our community. When students fail to follow the rules, they are held accountable for their actions. Students who violate school rules are subject to the penalties outlined in the progressive discipline plan as well as the minor infraction system.

Inappropriate student behavior is that which interferes with the learning environment, safety of others, and the orderly functioning of the school. Any employee has the right to correct and/or write a referral on any student who is not exhibiting proper behavior in school. Students should be aware that substitute teachers and paraprofessionals have the same responsibility for control, or referral to administration, as regular teaching faculty members. Discipline referrals made by substitute teachers or paraprofessionals will carry the same disciplinary consequences as those made by the regular teaching staff.

All of the potential violations apply to any time that school is in session and pertain to incidents occurring in school or on school grounds. Additionally, the same rules apply at any activity after school or away from school under the sponsorship of the school district.

When a school employee acts to assist a student in proper conduct, the emphasis shall be toward student growth in self-discipline.

Applying the District Rules

The consequences for misbehavior described in this regulation are for misbehavior resulting in a referral to the principal's office. Consequences are designed to be fair, firm, and consistent for all students in Wolsey-Wessington School District 02-6.

Because it is not possible to list every misbehavior that occurs, the administration and staff reserve the right to respond to misbehaviors not included in this regulation. This regulation is based on the assumption that misbehaviors are dealt with by bus

drivers, chaperones, classroom teachers, counselors, administrators, and other appropriate District staff. The administration has the latitude to enforce other reasonable disciplinary action found to be warranted by the situation.

Minor Infraction System

An objective method of monitoring the behavior and citizenship of students while providing valuable lessons in responsibility, accountability and social development. Minor Infractions are assessed for small infractions that fall short of severity for an office referral on the progressive discipline plan. Minor Infractions may be issued for but not limited to the following: no book/pencil/paper (prepared for class), not listening, minor disruption of the classroom or hallway, etc.

Minor Infractions are recorded in the office and do not become a part of the students' permanent record or transcript.

Minor Infractions are cumulative and remain a part of the student's active disciplinary record for the duration of the semester. At the beginning of each quarter the student will start at zero

5 Minor Infractions = Office referral (O.R.) and detention

10 Minor Infractions = (O.R.) and detention

15+ Minor Infractions = (O.R.), suspension, restricted list

Character Awards are awarded to students who do something beyond the basics requirements of the school day. This could be an act of citizenship, high character, integrity or academic excellence. Character Awards do not cancel out Minor Infractions but can be used for positive rewards and privileges.

Student with no Minor Infractions at the end of a semester will be placed on the Distinguished Dean's List

Progressive Discipline Plan

The progressive discipline plan will be used in conjunction with existing district policy and the Minor Infractions system. Complete copies of the District suspension and expulsion policy JKD are available from the office. Rights and responsibilities of District personnel, parents or guardians, and students are described in this policy.

Actions which may be used by District staff to discipline students and/or encourage them to modify their behavior include but are not limited to: minor infraction, student conference, parent/guardian notification, parent/guardian conference, fine, restitution, detention, removal from class, in-school suspension, dismissal from school, out-of-school suspension, exclusion, expulsion, referral to law enforcement authorities, conflict resolution training and recommendation to alternative community services.

A copy of the District rules will be provided to the parent/guardian and student at the beginning of each school year or at the time of enrollment

IN SCHOOL AND OUT OF SCHOOL SUSPENSION

In School Suspension

In school suspension is the temporary isolation of a student from one or more classes. The superintendent/principal or person in charge shall supervise the discipline.

Students serving an in school suspension will not be allowed to participate in school activities, (music, sports, etc.) for the day(s) of suspension. The day that in school suspension will be served is at the discretion of school administration, but will not exceed 3 days from the incident.

Grades for the day or period of in-school suspension will result in a 10% grade reduction. **The 10% grade deduction may be waived if a student is willing to do community service. The site for community service will be determined by the administration.**

In-school suspension shall result in immediate written notification of the incident and resulting action being sent to the parent or guardian.

Out of School Suspension

Suspension is the removal of a student from the school environment. A student may be suspended up to ten days by the superintendent/principal or other person in charge. The day for suspension to begin is at the discretion of school administration but will not exceed 3 days from the incident.

A student may be suspended when his/her presence in the school environment interferes with the maintenance of the educational environment or the normal operation of the school. Once a student is suspended from school, he/she will not be permitted to return unless for a meeting with the superintendent/principal. Example - a student suspended on October 10 will not be allowed to participate in school activities that day or that evening. He/she will not be permitted to participate until the suspension is lifted.

Students are expected to make up the work that they missed during the suspension. Student will have 2 days for every day suspended not to exceed 5 days to make up the work missed. All worked assigned during the suspension period will result in a 15% grade reduction. If the work is not completed in the allotted time the student will serve detention until all the work has been completed in a satisfactory manner

Applying the District-Wide Middle and High School Rules

OFFENSES Class One (per quarter)	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	HABITUAL DISOBEDIENCE 4 or more offenses
Tardy to school or class	Warning	Warning	Detention	Detention---community service
Cell Phone Violation	Phone in office until end of day-picked up by student	Parent must pick up the phone	Parent picks up the phone after one week/Office Referral	Parent picks up the phone after one week/Detention
Classroom, library, lunchroom, or study hall disruption	Conference with student; Detention when appropriate	Conference with student; detention when appropriate	Conference with student and detention	ISS, student conference, parent contact
inappropriate dress				
Class Two (per semester)				
Parking lot or traffic violations	Conference with student, parent contact	ISS (1-3 days) or detention, parent contact	ISS (3-5 days), parent conference	OSS (5 days), reduce suspension to 2 days if parent and student participate in conflict resolution
Skipping	1 day off the bus	1 week off the bus	2 weeks off the bus	Loss of bus privileges for the year
open campus violation		----- Counselor referral when appropriate. Community service	----- Counselor referral, Attendance Contract when appropriate. Community service	----- No OSS for skipping if under 16, truancy petition for skipping, OSS alternative. Community service
neglecting obligations				
Bus Incident				
Class Three (per semester)				
Insubordination	ISS (1-3 days), detention, parent contact	ISS (3-5 days), parent conference	OSS (3 days), parent conference	OSS (10 days), Suspension may be reduced to 5 days if parent & student participate in conflict resolution training
pornographic materials	-----	-----	-----	-----
disrespectful/obscene language or actions	OSS (1-3 days) if obscene language or action directed at a person.	----- Counselor referral when appropriate	Counselor referral, Community service	----- Community service
physical aggression				
laptop policy violation		OSS (1-3 days) if obscene language directed at a person. Community service		
academic dishonesty				

ILLEGAL OFFENSES Class Four (per year)				
Violence, fighting, intimidation, tobacco/e-cigarette/e-vapor, theft, physical injury, destruction of property, secret societies, harassment, hazing, bullying, cyber bullying sexual misconduct, illegal technology offense	OSS (5 days), parent conference, counselor referral, reduce suspension to 3 days if student participates in counseling. Restitution and police referral when appropriate.	OSS (10 days), parent conference, reduce suspension to 3 days if student and parent participate in conflict resolution training or student participates in counseling. Restitution and police referral when appropriate.	Long term suspension or expulsion, police referral when appropriate. Student and parent must attend conflict resolution training before student returns to school.	
Class Five (per career)	1ST OFFENSE		2ND OFFENSE	
Drugs, alcohol - Using or under the influence, or possessing drug paraphernalia ----- Drugs, alcohol - Possessing an amount that suggests distribution	OSS (15 days), parent conference, police referral. Reduce suspension to 5 days if student and parent participate in drug/alcohol evaluation and counseling. Student activity rules will be followed. ----- Long-term suspension or expulsion. Student and parent must attend drug/alcohol evaluation and counseling before student returns to school.		Long term suspension or expulsion, police referral. Student and parent must attend drug /alcohol evaluation and counseling before student returns to school	
Class Six (per career)				
Weapons, bomb threat, fires, endangering the life of others	Long-term suspension or expulsion, parental conference, referral to authorities. Mandatory 12-month expulsion for firearm possession.			

Due Process: Students shall be afforded the rights of fair procedure or due process. This includes the right to (1) be informed of conduct which would result in disciplinary action against the student; (2) notice of any rule violation; (3) explanation of the evidence supporting the charge; (4) an opportunity to present the student's side of the story; (5) a penalty that is proportionate to the violation.