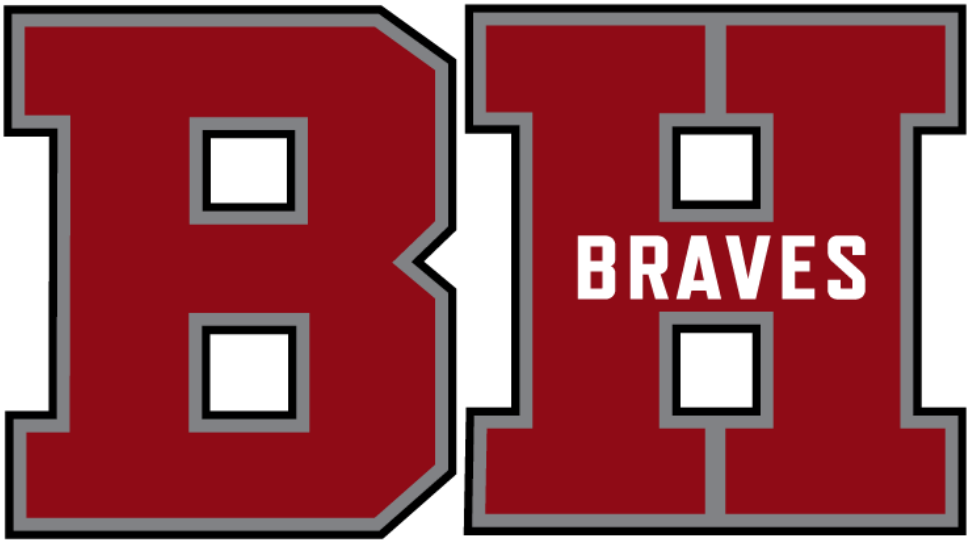
# BRITTON-HECLA SCHOOL DISTRICT #45-4

# STUDENT HANDBOOK




759 5th Street
Britton, SD 57430

Phone: (605) 448-2234
Fax: (605) 448-5994

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

**Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.**

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. Please don't hesitate to speak with a teacher or building principal or contact my office if you have any questions or concerns.

Sincerely,

Mr. Benson
Superintendent

## Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a "contract" with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies and state and federal statutes and regulations.

## Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts, Girl Scouts, and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Carrie James
Title: High School Principal
Address: 759 5th Street
Telephone: 605-448-2234
E-mail: carrie.james@k12.sd.us

For further information on notice of nondiscrimination, visit https://ocrcas.ed.gov/contact-ocr?field_state_value=684 or contact:

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106

Telephone: 816-268-0550
FAX: 816-268-0599
TDD: 877-521-2172
Email: OCR.KansasCity@ed.gov

For additional prohibited discrimination and related information, please review school district **Policy 3053 – Nondiscrimination**.

## SECTION ONE

## MISSION STATEMENT

**The mission of the Britton-Hecla School District is to promote a positive, challenging, and safe environment for every student. Our goal is to provide all students with the life skills necessary for continuous growth as productive global citizens through a cooperative effort of school, family, business, and community.**

## Britton-Hecla Code of Conduct

Our school is built on a foundation of strong character and shared responsibility. To ensure a safe, respectful and productive learning environment, all students are expected to uphold the following core values:

### Honesty

Students will act truthfully in all academic and personal interactions. This includes completing their own work, reporting information accurately, and maintaining trust with peers and staff.

### Integrity

Students will do what is right-even when no one is watching. Integrity guides decision-making, encourages accountability, and promotes fairness throughout the school community.

### Hard Work

Students are expected to give their best effort in the classroom, in activities, and in all school-related pursuits. Success is achieved through a consistent, focused effort and a willingness to challenge oneself.

### Perseverance

Students will approach challenges with determination, resilience, and a commitment to growth. When faced with difficulty, they will seek solutions, use available supports, and continue working toward their goals.

### Dedication

Students will demonstrate commitment to their learning, responsibilities, and school community. Dedication includes regular attendance, preparation for class, and follow-through on obligations.

**Compassion**
Students will treat others with kindness, empathy, and respect. This includes valuing differences, offering support to peers, and contributing to a positive, inclusive school culture.

**Be…B.R.A.V.E!!**

- Be Responsible
- Resourceful
- Always Respectful
- Valuable
- Environmentally Safe

## After-School Program

We are very proud to offer you the opportunity to be involved in Funtastic Club, our after-school program that strives to enrich and engage our students in hands-on learning experiences through play and discovery! Please see the rules, pricing and guidelines highlighted in the Funtastic Club information online.

## Activity Tickets

All students in grades 1-12 may purchase an activity ticket that entitles them admission to all regular session athletic events. Kindergarten students receive free admission. Tickets must be shown at all school activities where they are needed for admittance. Please see our website for pricing.

## Attendance

### Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

### Mandatory Attendance Age

All children who are or will turn five years old on or before September 1st of the current school year are eligible to attend kindergarten. Children who are or will turn six years old on or before September 1st, but who have not turned eighteen years of age are of mandatory attendance age. Any child who transfers from another state may proceed in a continuous educational program without interruption, even if that student has not previously attended kindergarten or does not meet the age requirements described in this policy.

**Exceptions**
The Compulsory Attendance Law allows an exception for students to withdraw from school at age seventeen with the consent of a parent, guardian, or other custodian.
This policy does not apply when a child is provided with alternative instruction in accordance with state law.

**Excused Absences**
Excused absences are known by staff and parents. These will count against the number of days a student may miss a class each semester. When a student's absence is recorded as "Excused," they will be allowed to do whatever make-up work is available and will receive full credit for the quality of the work they do, provided it is completed within the time frames established by teachers.
Examples:

1. Doctor/Dentist appointment not verified by note from doctor*
2. Doctor ordered absences not verified by note from doctor*
3. Illness
4. Parent request
5. Weather Related absences

*Appointments/absences verified by a doctor's note will not count against the total days missed.

**Unexcused Absences**
These are absences that are not approved by the staff and/or known by parents. Students needing to leave the school for any reason during the day must first receive permission from the office. These will count against the number of days a student may miss a class each semester. Failure to follow this procedure will result in an unexcused absence. Missing any portion of the day counts as one violation.
Examples:

1. Skipping school
2. Any absence not reported by parent/guardian

**Exempt Absences**
These absences will be marked in the attendance record but won't count against the number of days a student can miss in a semester.
Examples:

1. All school-sponsored activities
2. 4H events
3. Religious observations
4. College visits

**Excessive Absenteeism**
See Policy 5001:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4712380/5001_Mandatory_Attendance.pdf

**Absences Due to Illness**
It is the parents' responsibility to contact the school if their child is ill. The school district will contact parents if a student becomes ill at school.

**Planned Absences**
Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

**Students are obligated to**:
1) Complete all class work in advance for any absence that can be anticipated.
2) Check out of school at the office if you are leaving school during the school day.
3) Make up all work that is assigned by teachers as make-up work for the instructional time that has been missed. A student who is absent due to illness has one day per each day missed to complete assignments.

**Parents are obligated to:**
1) Call the building office to inform the school of the reason for each absence.
2) Submit a doctor's statement, if possible, for periods of absence.

**Pregnant and Parenting Students**
Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. The district will also inform the student of the Title IX Coordinator's contact information and that the Title IX Coordinator can coordinate actions to prevent sex discrimination and ensure the student's equal access to the district's education program or activity, including the coordination of reasonable modifications based on the student's individualized need.

## Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 6-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school, as needed. Fees may be charged per any misuse.

## Beverages/Pop/Vending Machines

NO pop/energy drinks will be allowed in school during the school day. Students in grades 6-12, vending machines are available. Students are encouraged to bring school appropriate water bottles with them to use with the water bottle filling stations throughout the school instead of water fountains.

## Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school business manager's office. Any check for these payments should be made out to BHS unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty as imposed by the school's bank for any check returned from the bank for insufficient funds.

## Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. A supply list will be posted for students at the beginning of the school year.

## Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.
In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this

policy limits the authority of the administration to impose consequences consistent with student discipline law and other state and federal law.

**Bulletin Boards**
See Policy 5042:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4712430/5042_Bulletin_Boards_-_Aug_2024.pdf

**Bullying**
See Policy 5054:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4712434/5054_Student_Bullying.pdf

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." South Dakota statute defines bullying as:

> "A pattern of repeated conduct that causes physical hurt or psychological distress on one or more students that may include threats, intimidation, stalking [as defined by state law], physical violence, theft, destruction of property, any threatening use of data or computer software, written or verbal communication, or conduct directed against a student that:
>
> - Places a student in reasonable fear of harm to his or her person or damage to his or her property; and either
> - Substantially interferes with a student's educational performance; or
> - Substantially disrupts the orderly operation of a school.
>
> Bullying also includes retaliation against a student for asserting or alleging an act of bullying."

The district's administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.
The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions

up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

**Reporting Bullying**

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Anonymous Reports. Students can use the district's anonymous platform https://safe2say.sd.gov/ to make this report. District administration may choose to consider anonymous reports made by other methods.

**Bullying Investigations**

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

**Cafeteria Rules**

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, and milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the correct container. Forks and spoons should be placed in the pan with water, not thrown away.
3. Students are to use proper manners including eating.
4. Students may not throw food or other items.
5. For students in grades 6-12, second servings are at times available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students in grades K-8 should remain at their tables until they are dismissed.
7. Students in grades K-9, whose parents wish their child to eat lunch away from school must notify the district office. Students in grades 10-12 will have open campus for lunch and may eat in the cafeteria or leave the building. Leaving the building is a privilege that may be revoked.
8. Students must treat lunch personnel with respect.

**Candy, Gum, and Snacks**

Candy, gum, and snacks are up to the discretion of the classroom teacher.

## Cell Phones and Other Electronic Devices

Students may use cell phones or other electronic devices while at school, as permitted in this handbook.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students in grades K-5 are expected to keep their cell phones in backpacks during school hours with the exception of permission from their teacher. Students in grades 6-12 may use cell phones between classes and at lunch time. Cell phones will be permitted in classrooms upon teacher request to the principal for academic purposes. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Students must comply with each teacher's classroom rules regarding cell phone use in class. Students who require their cell phones to monitor for medical purposes are permitted to do so per administration approval.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls/texts made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated and turned into the office. A second offense will result in the device being returned only to the parent/guardian or checking the phone into the office daily until a parent can pick it up. A third offense will result in the student checking his/her device in at the office daily for the remainder of the year.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to disciplinary procedures. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

## Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers, including through the use of artificial intelligence.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

**Child Abuse and Neglect**

See Policy 4054:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4712103/4054_Reporting_Child_Abuse_or_Neglect.pdf

**Classroom Behavior**

Student behavior and attitude in the classroom must be cooperative and serious. All students must
• arrive to class on time,
• prepare for class with all necessary material,
• be considerate of others,
• respond promptly to all directions of the teacher, and
• take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must follow.

**Closed Campus**

See Policy 5032:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4712406/5032_Closed_Campus.pdf

The school campus is a closed campus. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or building principal's designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult. Nothing in this policy shall prevent the school from sending a student home when the student is ill. Exceptions to closed campus may include 10th-12th grade open lunch and senior open campus.

These privileges may be removed at any time through the following criteria:

- failing grades
- office referrals
- excessive tardiness or unexcused absences

## Coats/Winter Gear/Backpacks

Elementary students must wear appropriate outdoor clothing when the weather makes it advisable. The staff will decide when winter gear is required for recess. Boots worn to school should be taken off and regular shoes worn during the day. Extra winter gear is available to borrow but is limited. If students forget snow pants or boots, they may be asked to play in a designated, plowed area. The building principal will notify elementary teachers when winter gear is no longer needed or if it is too cold to play outdoors.

Students are required to wear appropriate winter gear on all buses, including extra-curricular activities.

Students should leave their coats in their lockers for the school day. Students in grades 6-12 may carry backpacks approved to carry a laptop. Backpacks should be used for school-related materials only. Any item deemed as not school appropriate may result in searching a student's bag.

## Communicable Diseases

Any student who has contracted a contagious disease may be restricted from physical attendance at school until the student is no longer contagious. Generally, individuals with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, to protect their health and rights of privacy, and to protect the health and safety of others. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please notify the district office.

**Communicating with Parents**
See Policy 5019:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4712396/5019_Communicating_with_Parents_-_Aug_2024.pdf

**Complaint Procedure**
See Policy 2006:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4721036/2006_Complain_Policy.pdf

**Computer Network Use by Students**
See Policy 5037:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4712412/5037_Student_Internet_and_Computer_Access_-_Aug_2024.pdf

Please see our website for a list of fees for damages.

**Conferences**
Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first semester, and informal conferences the second semester.

In addition to conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs, or any other issues.

**Copyright and Fair Use**
The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy,

and review *Copyright for Students* found at
https://nic.libguides.com/copyrightforstudents

You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site:
http://www.loc.gov/teachers/usingprimarysources/copyright.html

**Damage to School Property**
Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

**Dances**
High school students are welcome to attend all high school dances. Student dates must be high school freshman and not older than 20 years of age. All dates not attending Britton-Hecla High School must be registered ahead of time with the building principal. BH middle school students may only attend middle school dances.

The Junior/Senior Prom is intended for high school juniors and seniors and their dates. BH students and dates attending prom must fill out, sign, and return the BH Prom Contract.

**Discrimination and Harassment**
The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Sheila Anderson at 605-448-2234 or Sheila.a.anderson@k12.sd.us or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Carrie James at 605-448-2234 or carrie.james@k12.sd.us. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the school administration. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

## Dress Code

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards.

Students are prohibited from wearing the following attire.

1. Clothing displaying indecent, suggestive, or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco, or any illegal substance
3. Caps, hats, bandanas, and head scarves during the school day
4. Short-shorts, biker shorts, cutoffs
5. Bare "midriff" (belly button) styles, see-through and low cut shirts, or thin-strapped tops (spaghetti straps)
6. Pants and shorts worn below the waist exposing undergarments
7. Chains hanging or attached to pants or shorts
8. Coats during school hours unless the student has permission from a faculty member
9. Clothing with tears or holes that exposes underclothes
10. Elementary students are not allowed to wear shorts, with the exception of August, September, and May or per the discretion of the building principal

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change.

## Driving and Parking Personal Vehicles

Students who drive privately owned vehicles to school must obey the following rules:

1. With the exception of open lunch, students may not move their vehicles during the school day without the permission of the building principal, designee, or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having those vehicles searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.
4. It is the student's responsibility to keep the parking lot picked up and free from garbage.

## Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity, or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances, and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

## Emergency Contact Information

Parents must complete emergency information for each child enrolled in the district on their registration form. Parents must promptly inform the school if this contact information changes during the school year.

## Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

## Family Nights

See Policy 6017:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4712563/6017_Homework.pdf

Every effort will be may to not hold school activities on Wednesday evening after 6:00 P.M. and no formal practices or rehearsals will be regularly scheduled on Sundays or other legal holidays. Any deviation from this standard procedure must be cleared through the principal's office. Teachers will also make an attempt to keep homework assignments to a minimum on Wednesday nights.

## Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students, including breakfast and lunch. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast.

**Payment for Meals**
Parents are encouraged to pay for meals in advance. Payment should be made to the business office.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand, or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

**Collection of Delinquent Meal Charge Debt**
The school district is required to make reasonable efforts to collect unpaid meal charges. The business office or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

Collection efforts may continue into a new school year.

**Notice of Non-discrimination**
In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
(2) Fax: (202) 690-7442; or
(3) Email: program.intake@usda.gov

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

**Head Lice**

See Policy: 5023.3:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4712401/5023.3_Lice_and_Nits_-_Aug_2024.pdf

**Health Problems Limiting Activities**

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems.

**Highly Qualified Teachers and Paraprofessionals**

What do I know about my child's teacher? The federal education law called ESEA, requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of the classroom teacher instructing their child. Parents may also request information about the qualifications of paraprofessionals if such services are provided to their child. If you are interested in this information, you may send your request to the building principal who will provide a response.

**Homebound**

See Policy 6016:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4712562/6016_Homebound_and_Off-Campus_Instruction.pdf

**Homeless Children and Youth**

See Policy 5014:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4712391/5014_Homeless_Students_-_Aug_2024.pdf

Homeless students generally include children who lack a fixed, regular, and adequate night-time residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Sheila Anderson who may be contacted at Sheila.a.anderson@k12.sd.us or 605-448-2234.

**Illness or Injury at School**

See Policy 5023:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4712399/5023_Stuident_Illness.pdf

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention, but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital.

**Immunizations**

All students must furnish a physician's certification that the student has received the following immunizations:

- Poliomyelitis,
- Diphtheria,
- Pertussis,
- Rubeola,

- Rubella,
- Mumps,
- Tetanus,
- Meningitis,
- Varicella.

**Exceptions.** The student is not required to receive immunizations if the student can provide certification from a licensed physician that immunizations would endanger the student's health, or the student's parent or guardian provides a written statement asserting adherence to a religious doctrine opposed to immunization.

## Insurance

See Policy 5025:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4712404/5025_Student_Insurance_-_Aug_2024.pdf

## Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particular suspicion or reasonable cause.

## Lost and Found

All lost and found articles are to be taken to the lost and found area. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

## Medications

See Policy 5024:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4712402/5024_Medication_of_Students.pdf

## Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

**Parental Involvement**

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the state academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other federal, state, and district programs, and evaluations of progress.

3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools, and other community services such as the public library.

The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to communicate with and work with parents as equal partners.

**Parties/Special Occasions/Deliveries**

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school unless all boys or all girls in the class are invited.

Special deliveries to the school, including flowers, gifts, balloons, etc. will be kept in the office until the end of the school day. Balloons are not allowed on the bus.

**Personal Items**

The school is not responsible for damaged or lost personal items or equipment.

**Physical Exam**

See Policy 5011:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4712389/5011_Physical_Examination_of_Students.pdf

**Playground Rules**

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students will listen to the playground supervisor at all times.
2. Only touch football, **without tackling**.
3. Fighting, swearing, name-calling, rock throwing, or snowball throwing will not be tolerated.
4. Be respectful of peers and their space.
5. Stay clear of ice and water.
6. Stay within the playground limits unless given permission.
7. No food or beverages.
8. Pets, skateboards, scooters, motorized vehicles and bikes should be

kept in the assigned location. They are never permitted on the sport court.

9. Students must use equipment appropriately. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules may receive a consequence.

All students will attend recess unless a doctor's note has been provided.

Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

**Police Questioning and Apprehension**

See Policy 5022:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4712398/5022_Investigations_J_Arrests_J_and_Other_Student_Contact_by_Law_Enforcement_and_DHS_-_Aug_2024.pdf

**Protection of Student Rights**

See Policy 5015:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4712392/5015_Protection_of_Pupil_Rights_-_Aug_2024.pdf

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the above link or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: none scheduled at this time. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

**ACT Exam**

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

## Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching, or any other display of affection that a staff member determines to be inappropriate.

## Rights of Custodial and Non-Custodial Parents

See Policy 5020:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4712397/5020_Rights_of_Custodial_and_Non-Custodial_Parents_-_Aug_2024.pdf

## School Day

Students are to leave the school grounds after dismissal unless they are with a staff member. School staff will provide supervision for students on school grounds 15 minutes before the school day begins and until the buses leave. **There will be no supervision provided by the school before or after these times**. Parents must arrange for their children to leave school promptly at the end of the day.

School Day:
7:55 Breakfast opens (no breakfast on late start days)
8:10 First bell for grades 6-12
8:15 Second bell for grades 6-12 and outside bell for K-5
3:16 Kindergarten/1st grade dismissal
3:17 2nd grade/3rd grade dismissal
3:18 4th grade/5th grade dismissal
3:20 Grades 6-12 dismissal

## Smoking and Tobacco

See Policy 3016:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4710811/3016_Use_of_Tobacco_Products.pdf.

## Sporting Events

Students attending school events should remember to be a good spectator, no running around, and limit trips to the concession stand. Students in grades K-2 should be accompanied by an adult.

## Student Assistance/Special Services

Parents who believe their students have any learning, behavior, or emotional needs should contact the student's teacher. If appropriate, the teacher may convene the Problem Solving Team (PST). The PST

can explore possibilities and strategies that will best meet the educational needs of the student.

Students ages 0 to 21 who are in need of special or prolonged assistance are referred to the Special Education Director: Kyla Richter at 605-448-2234 or kyla.richter@k12.sd.us Once the contact has been made, parents will receive full information concerning the process and their rights.

The Britton-Hecla School District offers services in the following areas: speech/language therapy, occupational therapy, physical therapy, learning disabilities, and all other handicapping conditions.

**Student Records**

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access and the right to request the amendment of the student's education records that are thought to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

**Directory Information.** FERPA authorizes school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

- Name and grade; name of parent and/or guardian; address; telephone number, including the student's cell phone number; e-mail address; date and place of birth; dates of attendance; the image or likeness of students in pictures, videotape, film or other medium; major field of study; participation in activities and sports; degrees and awards received; social media usernames and handles; weight and height of members of athletic teams; most recent previous school attended; certain class work which may be published onto the Internet; classroom assignment and/or home room

> teacher; student ID number; user ID or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who ***OBJECT*** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1st of the current school year.

**Non-Directory Information**

All of the other personally identifiable information (PII) about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or

consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the South Dakota Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the South Dakota Department of Education and the third-party testing company.

**Transfer of Records Upon Student Enrollment**
Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

**Complaints**
Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

**Tardiness**
If a student arrives late to school, he/she reports to the office for a late slip. If a student arrives late to class, the teacher will mark the offense in the attendance system. If a student has been detained in the office or by another teacher, the student should ask for a slip from the person who detained them before going to his or her next class. If a student earns seven tardies, the student will be required to make up time either during

lunch period or before or after school. Each successive five tardies will result in additional make up time.

## Threat Assessment and Response

See Policy 3039:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4710846/3039_Threat_Assessment_and_Response.pdf

## Title IX

See Policy 3057:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4710883/3057_Title_IX.pdf

## Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

### Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver or bus manager if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

### Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the bus driver's rules and all school conduct rules and directives while riding in school vehicles. If misconduct is recurring, the student may not be allowed to ride the bus and or may receive other consequences.

### Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events, and they must ride to those events in a school vehicle except with special permission granted by administration ahead of time. Students who wish to take private transportation home from a school event must be signed out by a parent. Non-family members may sign out students if preapproved by a parent, through the office.

## Video Surveillance and Photographs

The board of education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard district facilities and equipment.

Video cameras may be used in locations deemed appropriate by the superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Students may make recordings of school activities in a non-disruptive manner including events like athletic contests and other extracurricular performances to the extent permitted by law. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

## SECTION TWO

## ACADEMIC INFORMATION

### Academic Success

The Britton-Hecla School wants to help students succeed and provide opportunities for students to improve their grades and complete missing work with the help of a teacher available. The following plan has been put into place to give 4-12 students this opportunity. If students are receiving failing grades, they will be asked to attend the after-school study hall until they are passing their classes. Grades are checked and students receive notification if they are failing a class and need to stay after school. If that day does not work for the student, they need to report to the principal's office and plan an alternate time to come in and work on their grade. They also may visit with the teacher and get their grade up before the end of the day, and then report this change to the office. Students may also report to school at 7:30 to work on the failing grade if they notify the principal's office and the teacher. Students in 10th, 11th, and 12th grades may lose their open lunch privilege if they have failing grades. In the elementary school,

teachers report failing grades to parents each midterm, quarter, or per teacher discretion.

## Dual Credit Classes

Students may take dual credit classes when they are a junior or a senior if they meet the eligibility requirements. Students will pay for all fees associated with dual credit classes. Students are encouraged to start with one dual credit class the first semester of their junior year. If students wish to take two dual credit classes the first semester of their junior year, they will need to have a form signed by their parent(s)/guardians that is found in the office. They may take multiple classes each semester after that according to the Board of Regents policy. Grades for dual credit courses will be determined by the professor of the course. Due to the higher level of education, dual credit courses are weighted accordingly: A= 4.5, B= 3.5, C= 2.5, D= 1.5, and F= 0. By taking these classes, students forfeit their rights to participate in classroom activities, such as field trips, of the corresponding on-campus offered class. Britton-Hecla School will transcribe dual credit courses as follows: one-half high school credit for a postsecondary course of zero to three credit hours; one high school credit for a postsecondary course of four or more credit hours; a minimum of one-half high school credit per semester of instruction. If a postsecondary course is aligned to a graduation requirement content area, the school must award credit as a graduation requirement; the school shall transcribe all other postsecondary credits as elective.

## Online/Flex Learning

Students participating in the online/flex learning program agree to follow all school policies, procedures, and guidelines for the program. Applications are found on the school website and must be approved by the school. The number of participants are limited by seats available.

## Early Graduation Policy

See Policy 5066:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4712438/5066_Early_Graduation_Updated_pending_approval_with_form.pdf

## Grading System

The following grading systems are used in academic classes.
Kindergarten report cards are standards-based.

### Grades 1-2

| | |
|---|---|
| 100% - 97%: | O |
| 96% - 92%: | S+ |
| 91% - 80%: | S |
| 79% - 70%: | S- |

69% - 0%: U

**Grades 3-5**
100% - 92.5%: A
92.4% - 85.5%: B
85.4% - 77.5%: C
77.4% - 69.5%: D
69.4% - 0%: F

**Grades 6-12**
A = 93-100
B = 86-92
C = 78-85
D = 70-77
F = 0-69

**Graduation Requirements**

The Britton-Hecla School and Britton-Hecla School Board require that students earn a minimum of 22 credits to graduate. The BH school board has elected to follow the South Dakota graduation requirements. Listed below are the minimum requirements to receive a diploma. Use the SD Department of Education website to learn more about the SD graduation requirements and the endorsements students can earn.

(1.) Four units of Language Arts – must include: a. Writing – 1 unit; b. Literature – 1 unit (must include 1/2 unit of American Literature); c. Speech or Debate – 1/2 unit d. Language Arts electives – 1 1/2 units.
(2.) Three units of Mathematics – must include: a. Algebra I – 1 unit; b. Math electives- 2 units
(3.) Three units of Lab Science – must include: a. Biology – 1 unit; b. Science electives- 2 units
(4.) Three units of Social Studies – must include: a. U.S. History – 1 unit; b. U.S. Government – 1/2 unit; c. Social Studies electives- 1 1/2 units
(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.) 1/2 unit of Personal Finance or Economics
(8.) 1/2 unit of Physical Education
(9.) 1/2 unit of Health or Health Integration
(10.) 5 ½ units of electives

*Students may earn the endorsements of Advanced Endorsement, Advanced Career Endorsement, Advanced Honor Endorsement.

See SD DOE website for more information. Classes taken that do not meet college entrance requirements have a weighted GPA scale with an "A" (3.5). The principal and counselor will determine appropriate weighted grading scales for classes taught with alternative delivery styles. Advanced placement and dual credit classes will have a weighted scale with an "A" (4.5).

## Homework

The amount of homework varies with the grade level, the teacher, and the subject involved. It helps if students have a set time and place at home to study. Showing interest in your child's homework provides the opportunity to share in their learning experiences. Bringing home large amounts of homework may mean your child is not using his/her school time properly. You are invited to consult the teacher if a problem arises in this matter. After-school study hall is held from 3:20-4:30 Monday-Friday for grades 4-12.

## Honor Roll and Honor Graduation

For students in grades 6-12, an honor roll will be made at the end of each nine-week period and at the end of each semester. To be on the honor roll of merit, a student must have a 3.0 G.P.A. and not receive any Ds or Fs in an academic class. To be on the honor roll of excellence, a student must have a 3.7 G.P.A. and not receive any C's, D's, or Fs in an academic class.

At the end of four years of high school, students with a G.P.A. of 3.0 will graduate with honors, a G.P.A. of 3.5 with high honors and a G.P.A. of 3.7 with highest honors. All students who earn a 4.0 GPA or higher are ranked #1. This policy was instituted to allow for the mathematical inequity that occurs for students who take weighted classes, earn A's and take a full load of classes each year.

## Makeup Work/Late Work

For any absence from school, students will be given the opportunity to make up missed work. Request for teacher assistance is encouraged but shall be scheduled at the convenience of the instructor. The time allowed for makeup work shall be one school day times the number of days missed. Students who missed the day of test reviews will take the test with their classmates the following day. It is the student's responsibility to get all work made up. Any late work must be turned in on or before the next regularly scheduled class. Late work will be accepted at the discretion of the teacher.

## Online/Advance Placement (AP)/Distance Ed Courses

Students may take online, distance learning, and AP courses. All online, AP, and distance learning courses must have administrative approval and may not be taken in lieu of courses offered at BHHS. If a student fails or drops one of these courses, they will need to pay for all expenses associated with the course, including the books.

## Online Classes and Distance Learning Grading

Our school offers several courses through various online/distance learning sources. Grades will be assigned by the teacher of the course. In instances where an instructor does not suggest a grade/percentage, the course grade will be assigned using the Britton-Hecla grading scale. Apex grading follows the Britton-Hecla grading scale.

## Practice and Participation in Extra Curricular Activities

The following guidelines will be used when determining eligibility for activities. A student must be passing six classes. Eligibility will be determined at midterm, the end of each nine-week period, and at semester. If a student is deemed ineligible, he/she will not be allowed to participate in extracurricular activities for a one-week period (seven days – Monday to the next Monday). Ineligible students will have grades checked at weekly intervals (each Friday) until the student becomes eligible. During academic suspension, students may practice and travel with the team if no school time is missed. In addition to midterm and quarterly eligibility requirements, all students must follow SDHSAA requirements for eligibility. If a student does not pass six classes at the end of a semester, he/she will not be eligible until the following mid-term. If the student is still not passing six classes at mid-term, he/she will not be eligible until the end of the nine weeks.

In order for students to be eligible to practice or compete in extra-curricular activities after school, they must be in school the afternoon on the day of the practice or competition. Exceptions to this rule may be doctor appointments, family emergencies, or situations beyond the control of the student.

Additional eligibility guidelines involving drug and alcohol violations are found in the BH Activity Handbook.

## Report Cards

Report cards are available at the end of the nine-week reporting period. Grades K-5 report cards are sent home at the completion of each nine weeks and the parent portal. Reports cards for grades 6-12 are found in student and parent portals and can be printed and sent home per request. Mid-quarter reports are also sent to parents of students who are having difficulty in an academic subject.

## School Visitors

Parents and all other visitors are REQUIRED to report to the office and sign in before visiting a teacher or student. Because of varying schedules, visitors must notify the school prior to your intended visit.

Requests by pupils to bring other children, relatives, brothers or sisters, etc., to visit school is prohibited. We discourage this type of visit, as it is disruptive to the other students.

Due to cafeteria seating limits, parents and visitors are not allowed to eat with students.

**Semester Grades**

Semester tests, end of the semester projects, speeches, etc. will be given at the discretion of the classroom teacher. The semester test or project grade will be calculated with the nine-week grade and will not be a standalone grade. The semester grade will be calculated by averaging the two nine-weeks grades.

**Student Classification**

Students will be placed in various grades according to the following criteria. To be enrolled in Grade 10; - 6 credits; Grade 11; - 12 credits; Grade 12; - 18 credits.

**Summer Course**

Any school accredited by the SD Department of Education shall accept transfer credits earned by a student for any course taken by the student from another school accredited by the SD Department of Education outside the regular school term. However, Britton-Hecla School is only required to accept the transfer credits if the student notifies a school administrator of the credits sought prior to taking the course. If the students fails to provide advance notice, the school may refuse to accept the credits. Coursework must meet the district and state graduation requirements to be accepted by the Britton-Hecla School.

**Weather-Related School Closing**

The superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on the school's website and the school notification system. Parents should assume that school is open, and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled. There will no breakfast served on late start days.

**Withdrawal From School**

Students who are moving from the district must notify the school office.

## SECTION THREE

## STUDENT DISCIPLINE

### Discipline

See Policy 5035:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4712410/5035_Student_Discipline.pdf

### General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities are governed by the BH Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

## Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. When disciplinary measures are assigned, students are responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline. District administrators may develop building-specific protocols for the imposition of student discipline.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activities during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Examples of disciplinary measures include but are not limited to:

1. Detention or time in the office
2. In-school suspension
3. Out-of-school suspension (short and long term)
4. Expulsion

*See discipline matrix for reference

## Firearms and Weapons

See Policy 5035.1:
https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/2037/BHSD/4712411/5035.1_Firearms_and_Weapons_-_Aug_2024.pdf

## Zero Tolerance

The Britton-Hecla Board of Education seeks to maintain a school climate conducive to learning and is protective of the safety and welfare of staff and students. The school system does not allow any behavior that will threaten the safety of the school. Threats, harassment, violence, and the use of profanity will be dealt with in an expedient manner with appropriate steps taken. School officials have a right to confiscate or ask students to remove any items that would endanger the safety of other students. If the event warrants parental and sheriff involvement, both parties will be notified.

## ***Discipline Guide is on following page

# Britton-Hecla Discipline Guide

This guide is intended for use in all school areas including the bus. It is meant to serve as a helpful tool. Please understand that all offenses are dealt with individually.

| Behavior | 1st Offense | 2nd Offense | 3rd Offense | Habitual Offense |
|---|---|---|---|---|
| **Level 1 Minor Offenses** | | | | |
| Following three documented classroom offenses:<br>Ex. - Insubordination, poor/disruptive behavior, lying, skipping school, inappropriate language, cheating, inappropriate computer usage, public displays of affection, inappropriate dress | -Student warning depending on severity<br>-Time after school/lunch at discretion of the administration<br>-ISS/OSS-Up to the discretion of administration | -Parent contact<br>-Time after school/lunch at discretion of administration<br>-ISS/OSS-Up to the discretion of administration | -Parent/teacher/ administration meeting<br>-PST/Behavior Plan implemented<br>-Time after school/lunch at discretion of administration<br>-ISS/OSS-Up to the discretion of administration | -Parent contact<br>-Behavior plan reassessed<br>-Time after school/lunch at discretion of administration<br>-ISS/OSS-up to discretion of administration |
| Cell phones 6-12-may be used during lunch and between classes. During class time they will be shut off except for when used at teacher discretion.<br><br>Cell phones K-5 are only allowed in backpacks and per teacher discretion. | Cell phone will be taken by the principal and returned after school. | -Cell phone will be taken by the principal and returned to parents.<br>-If parents cannot come to pick up the phone, phone may be checked into the office daily.<br>-Office referral form signed by parents. | -Cell phone will be checked in and out of office daily for the remainder of the year. | -ISS/OSS-up to discretion of administration |
| **Level 2 Moderate Offenses** | | | | |
| Tobacco use or possession, matches/lighter, vaping/vape possession | -Parent contact<br>-ISS/OSS up to the discretion of administration<br>-Counselor referral | -Parent contact<br>-ISS/OSS-up to the discretion of administration<br>-Contact law enforcement | Parent/counselor/ administration meeting<br>-OSS-up to the discretion of the administration<br>-Contact law enforcement | -Parent/counselor/administration meeting<br>-OSS-up to the discretion of administration<br>-Contact law enforcement |
| Intimidation, fighting, destruction of property, harassment, gang signs or symbols, severe behavior, theft | -Parent contact<br>-ISS/OSS up to the discretion of administration<br>-Contact law enforcement depending on severity | -Parent contact<br>-OSS-up to the discretion of administration<br>-Contact law enforcement | -Parent/administration/ counselor meeting<br>-OSS-up to the discretion of administration<br>-Contact law enforcement | -Parent/administration/ counselor meeting<br>-OSS-up to the discretion of administration<br>-Contact law enforcement |
| **Level 3-Severe Offenses—Law Enforcement will be contacted** | | | | |
| Alcohol/drug use or possession, endangering the lives of others, severe vandalism, selling or distribution of drugs, bomb threat, endangering the lives of others, possession of weapons, assaulting staff, combustibles | -Parent contact<br>-Contact law enforcement<br>-ISS/OSS/expulsion up to the discretion of administration | -Parent/administration/counselor meeting<br>-Contact law enforcement<br>-OSS/expulsion up to the discretion of administration | | |