

Gayville-Volin School District 63-1 Middle School and High School Student Handbook

WELCOME TO GAYVILLE-VOLIN SCHOOL

District Parents and Students,

Enclosed you will find policies that govern Middle School and High School Students in the Gayville-Volin School District.

Together the Gayville-Volin School Board, administration, and staff have developed these guidelines to make the educational environment safe for children of all ages. We are proud of our K-12 school philosophy and feel that much is gained from the interaction between all grade levels. As a result of this interaction, we need extra precaution and understanding when dealing with children.

The student handbook gives an overview of the expectations that are the responsibility of both the students and the parents, but it certainly doesn't encompass all situations that may arise. The staff, administration, and school board have the discretion to use their judgment when dealing with student actions. Not all proceedings are black and white and we ask the cooperation of the students and parents when these circumstances arise.

This handbook is subject to adoption by the Gayville-Volin School Board and the policies, rules, and procedures are subject to change without notification or reprint. The policies remain on file in the Superintendent's office and the district handbook and policies are published at <http://www.gayvillevolin.k12.sd.us>.

DISTRICT PHILOSOPHY

The Gayville-Volin School District encourages maximum development of learning potential, concern for moral and ethical behavior standards, sensitivity to social problems and their solutions, enthusiasm for health and wellness, and the appreciation of the aesthetic aspects of our lives.

To that end, we feel that education is not simply the accumulation of knowledge but more importantly the development of intellectual curiosity, which will stimulate the student towards life long growth and development. While the development of creative thinking skills is the basis of our education, it is vitally necessary to include the enhancement of skills in the use of media and research, creative problem solving, and health and fitness into our total educational experience, as well as constant growth in our successful relationships with others and communications skills. It is the goal of the district that students are able to maximize their individual potential in such a way as to lead fulfilling successful lives and to become positive factors in our community, nation, and world.

MISSION STATEMENT

To empower all students to enter the global community as productive citizens.

NOTICE TO PARENTS AND STUDENTS
DISTRICT PHILOSOPHY
DISTRICT MISSION
<u>SPECIFIC POLICIES</u>
NON-DISCRIMINATION POLICY
SEXUAL HARASSMENT POLICY
ATTENDANCE
PUBLIC LAW 93-380
TITLE I
<u>STUDENT CONDUCT</u>
PROGRESSIVE DISCIPLINE PLAN 6-12
BEHAVIORS
DRESS CODE
HOME EVENT CONDUCT
HOMEWORK ROOM PROCEDURE 6-12
INTERNET USE POLICY
LONG DISTANCE LEARNING
LUNCH ROOM
MONEY AND VALUABLES
STUDENT PLANNERS
STUDENT DUE PROCESS
STUDENT RELATIONSHIPS
SUSPENSION
<u>CLASSROOM ACHIEVEMENT</u>
CLASSIFICATION OF STUDENTS
CURRICULUM
DEFICIENCY SLIPS
DUAL CREDIT
GRADING SCALE
GRADUATION REQUIREMENTS
HONOR ROLL
HONOR STUDENTS – GRADUATION
MAKE-UP ASSIGNMENTS
REPORT CARDS
VALEDICTORIAN/SALUTATORIAN

<u>SCHOOL DAY SCHEDULE</u>
SCHOOL HOURS
SEMESTER SCHEDULE
SEMESTER TESTS
<u>PARENTAL/STUDENT COMMUNICATION</u>
CONFERENCES
DDN CAMPUS
INCLEMENT WEATHER
VISITING THE SCHOOL
<u>STUDENT SERVICES</u>
ADMINISTERING MEDICINES
ASPIRE HIGH POLICY 9-12
GUIDANCE AND COUNSELING
HEALTH SERVICES
LIBRARY
LOST AND FOUND
SPECIAL EDUCATION
STUDENT INSURANCE
TITLE ONE
<u>FACILITIES</u>
<u>MANAGEMENT/TRANSPORTATION</u>
BOOKS AND EQUIPMENT
SPECIAL DRILLS
STUDENT LOCKERS
BUS TRANSPORTATION
<u>CURRICULAR</u>
ACTIVITY BUS
ACTIVITY – FIELD TRIPS
ASSEMBLIES
CLASS OFFICERS
HOMECOMING
PROM AND DANCES
SENIOR PRIVILEGES
STUDENT COUNCIL

SECTION A – SPECIFIC POLICIES

NON-DISCRIMINATION POLICY

It is the policy of the Gayville-Volin School District 63-1 that no person be subjected to discrimination on the basis of race, sex, national origin, religion, age, physical and mental disabilities, or marital status in any program, service, or activity for which the School District is responsible as required by Title IX, PL 93-122, section 504 and other state and federal laws. If any student believes they are the victim of discrimination it shall be reported to: Title IX Coordinator and Special Education Director Jason Selchert, Superintendent PO Box 158 Gayville, SD 57031.

SEXUAL HARASSMENT POLICY

The Gayville-Volin School will not tolerate any sexual harassment. All students must avoid any action or conduct which could be viewed as sexual harassment.

Sexual harassment includes, but is not limited to:

1. Sexual advances,
2. Requests for sexual favors, and
3. Other verbal or physical conduct of a sexually harassing nature when:
 - a. submission to the harassment is made either explicitly or implicitly
 - b. submission to or rejection of the harassment is used as the basis for decisions affecting an individual; or
 - c. the harassment has the purpose or effect of unreasonably interfering with an individual's school performance; or
 - d. the harassment creates an intimidating, hostile or offensive environment.

A student, who has a complaint of sexual harassment on school property and at school activities including students, teachers, staff, or visitors, should clearly inform the harasser that his or her behavior is offensive or unwelcome and request that the behavior stop. If the behavior continues the student must immediately bring the matter to the attention of the classroom teacher. If a teacher is involved in the harassing activity, the violation should be reported to the administration. If an administrator is involved in the harassing activity, the violation should be reported to the Board of Education.

If a teacher/staff member finds a student is involved in an incident of sexual harassment, he or she will immediately report the incident to the administration. If the alleged harassment involves any type of threat of physical harm to the victim, the alleged harasser shall be suspended. During the suspension, an investigation will be conducted by the Administration. If the investigation supports the charges of sexual harassment, the "Progressive Discipline Plan" will be initiated. If the investigation reveals that the charges were brought falsely and with the malicious intent, the charging party may be subject to disciplinary action. The incident(s) may be reported to the law enforcement authorities, if deemed appropriate and as required by law.

The investigation shall include:

- a. documentation of the specifics of all sexual harassment claims
- b. the details of the investigation; and the nature of the corrective action; if any is taken.

ATTENDANCE POLICY

First time enrollees in the Gayville-Volin School District, including students entering preschool, kindergarten, are required to submit a certified copy of their birth certificate, a completed immunization

form, and social security number, as well as completing an authorization for the transfer of any records from their previous school of attendance.

This is the general policy on attendance. Administration can use discretion in dealing with instances of attendance.

A student's contribution to and achievement in class are directly related to attendance. Both students and parents must understand that students miss a vital portion of their education when they are absent from school. While it is true that written work can be completed for make-up, class instruction or presentations, discussions, some audio-visual presentations, and student-teacher interaction can never be made up. With the foregoing in mind, together with the provisions of the state law, specifically SDCL 13-27-1, the official attendance policy of the Gayville-Volin School shall be as outlined in the paragraphs below. The following criteria will be used to define the number of days a student has missed toward his/her allowed eight absences. (See #12)

1. Participation in school sponsored activities (NO COUNT).
2. Any absence for illness or doctor appointments, which can be verified by a written doctor's statement (NO COUNT).
3. A family emergency as interpreted by the administration, such as a death in the family, critical illness in family, etc. (NO COUNT).
4. Educational field trips such as 4-H, church sponsored trips, etc. (NO COUNT).
5. Seniors seeking job placement after graduation or vocational or college visitation, which are pre-approved by Gayville-Volin School (2 Days NO COUNT).
6. Juniors seeking job placement after graduation or vocational or college visitation, which are pre-approved by Gayville-Volin School (1 Day NO COUNT).
7. Family trips – including hunting trips, fishing trips, skiing trips, etc. – will count 1 day absent for every 2 days missed. Absences for family vacations must be reported to the principal at least one week prior to the absence. This is to allow for a decision to be made regarding the absence and to allow time for the classroom teacher to prepare advanced assignments when appropriate
8. Students suspended from school will count one absence for each day suspended.
9. Illness not verified by a doctor's written statement will count as one absence for each verified illness.
10. Five unexcused tardies will count as one day absent.
11. After 10 unexcused tardies, each tardy will count as 1 day absent.
12. If it is necessary for a student to be absent, the parent/guardian must telephone the office (267-4476 ext. 101) by 8:15 a.m. that day. When such a call is not made, office personnel will call the parents to make sure the parents are aware of the absence. If an absence is anticipated or known in advance, the parent must phone the office or send a signed note explaining the reason for the absence, including the date(s) and time(s) that the student will be gone. Students leaving during the school day must first obtain a pass and sign out in the office. Students arriving after the first bell must sign in at the office and report to their classroom immediately.

After a student has been absent from any class during a semester:

5 times-A form letter stating this fact will be sent to the parents. The letter will stress the importance of good attendance to good schoolwork. A conference may be held to include, if possible, the principal, the student, and at least one parent, to discuss the problems of attendance and academic progress.

8 times - After eight unexcused or excused absences from a class per semester, the student will be dropped from the class with no credit. If a student is under the age of 18 and loses credit in a class or classes they are still required by law to attend school. They have the following options:

- *Continue attending school at Gayville-Volin for no credit until the end of the semester.*
- *Transfer to another school under the waiver of tuition rule.*

Any student who loses credit in a class because of absences may request a meeting with the superintendent for the purposes of reviewing the absences.

After meeting with the superintendent the student may request a meeting with the Board of Education for the purpose of reviewing the absences.

PUBLIC LAW 98-380 --FAMILY RIGHTS AND PRIVACY ACT

According to Public Law 98-380, the Family Rights and Privacy Act of 1974 public notice must be made by the Board of Education of intent to disclose to the press, media, and others authorized by the school personally identifiable data designated as directory information. The parent or guardian of a student or an eligible student may refuse to be personally identified in any or all of the information categories. Such refusal must be made in writing to the student's principal within 15 days after notice is given.

This information will be entitled directory information:

1. Student's name and grade level.
2. Participation in officially recognized activities or sports.
3. Weight, height, grade level participant.
4. Honors, awards, and degrees.
5. Other information which denotes accomplishments and achievements.
6. Individual and group photographs pertaining to any of the above activities.
7. Dates of attendance.
8. Most recent previous education agency or institution attended by the student.

TITLE I – COMPLAINT POLICY

In the event that a parent, or the parent advisory council, teachers, or other concerned organizations should have a complaint concerning violations of any federal program, the following procedures are to be followed to satisfy said complaint:

- Within five (5) days of the occurrence of said complaint, the persons having the complaint will notify the LEA Title I director, in writing, of all complaints. Within five (5) days of receiving the notice of complaint, the Title I director will respond, in writing, of the complaint, setting up a time and date to visit with the complainant.
- If the above meeting does not solve the problem, the complainant may within three (3) days notify the elementary principal of the problem and ask a meeting to discuss the problem. Within three (3) days of receiving the request, the principal will set up a meeting with the complainant. If satisfaction is still not forthcoming, the complainant may, within three (3) days, request in writing, a meeting with the Superintendent of Schools, who will, in writing, notify the complainant of the time and date of such meeting.
- Should the complaint still not be satisfied, the complainant may appeal the LEA's decision to the SEA within thirty (30) days of receipt of the written decision of the LEA.

The complainant or complainants may present evidence or questions to parties concerned during any or all of the previously mentioned steps.

**Middle School Parent Compact for Title I
2010-2011 Academic Year**

As a result of our assessment, your child has been selected to receive additional assistance from the Title I program. In order to increase the academic gains of the student, the work done in Title I will require a team effort. This team is made up of teachers/school personnel, parents, and students. Each has their own responsibilities.

School Responsibilities

- Provide high quality curriculum and instruction in a supportive learning environment that enables the participating children to meet the state's student academic achievement standards as follows:
 - Allowing small group interaction with qualified teachers
 - Focusing on classroom skills being learned in the regular classroom
- Hold parent teacher conferences twice a year (once each semester) during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents with frequent reports on their children's progress at midterm and the end of each quarter.
- Provide parents reasonable access to staff. School staff members are available before and after school or by appointment.
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities. Activities include:
 - Special programs
 - Daily classroom visits
 - Field trips

Parent Responsibilities

- Ensure your child reads each night.
- Practicing concepts and skills taught
- Helping your child with assignments
- Attending parent meetings
- Monitoring attendance
- Promoting positive use of your child's extracurricular time
- Staying informed about your child's education and communicating with the school by reading all notices from the school either received by your child or by mail and responding, as appropriate.

Student Responsibilities

- Do my homework every day and ask for help when I need it.
- Read at least 20 minutes every night outside of school time.
- Give to my parents or the adult in charge, all notices and information received by me from my school every day.
- Work cooperatively with classmates.
- Take pride in my school
- Come to school prepared.
- Use my time wisely both in and out of school.

Principal Signature:

Teacher(s) Signature:

Parent Signature :

Student Signature:

Date: _____

GAYVILLE-VOLIN SCHOOL DISTRICT TITLE I PARENT INVOLVEMENT POLICY

In an effort to keep parents involved in their children's education the Gayville-Volin School District's Title I Committee has developed the following Parental Involvement Policy.

Policy Involvement

All parents will be informed about the school's participation in Title I and their rights to be involved. Information will also be disseminated at the annual Back to School Night and Conferences. Plus, monthly newsletters will share ideas and strategies for parents to effectively assist their children at home. The Gayville-Volin Title I Committee will accomplish the following:

- Meet on an annual basis.
- Collect feedback from participant parents regarding planning.
- Continually review and improve the Title I program.

Parents of participating children will be sent information about the Title I program at the beginning of each year or when a child is receiving assistance on a regular basis during the school year. Updates on the program will also be provided as needed. School performance and individual assessment results will be discussed with parents as the assessments are administered. A description and explanation of the curriculum used and the proficiency levels students are expected to meet will be given to parents annually. Opportunities to formulate suggestions and participate in decisions relating to the education of their children will be provided at the Back to School Night, Parent-Teacher Conferences, and/or in quarterly reports.

Shared Responsibilities for High Student Performance

A school-parent-student compact that describes the responsibilities of each person involved in the program will be distributed to each participant, his/her parent, and school staff. Each person must make a commitment to provide high quality curriculum and instruction, support, and/or an effective learning environment that will enable students served to meet the State student performance standards. Ongoing communication between teachers and parents will be accomplished through two Parent-Teacher Conferences held each year. Student progress reports will be distributed to parents at the end of each quarter.

Building Capacity for Involvement

The Gayville-Volin School District's Title I Committee will actively work to provide opportunities for parents and school staff to become informed about such topics as the state content standards, the requirements of Title I, how to monitor a child's progress, and how parents can participate in educational decisions. The program will provide materials to parents regarding such topics as literacy and working with children at home. School staff will also be involved in activities to promote communication between school and parents, understanding the value of parent contributions and building ties between home and school.

Any opportunities to work with other groups in activities that coordinate and integrate parent involvement will be pursued. All efforts to meet the needs of parents and the community on being cooperative members in the children's education will be encouraged and pursued. Funds, as needed, from Title I will be made available for such activities.

Accessibility

Opportunities for parents with limited English proficiency or with disabilities to participate in Title I activities will be provided to the fullest extent possible.

Section B: Student Conduct

Progressive Discipline Plan 6-12

Parents, students and school personnel must work together to ensure the maintenance of a proper environment for learning. The District's objective is to provide all students an equal opportunity to grow intellectually, ethically, socially, emotionally and physically. Generally, school personnel will pursue appropriate, reasonable measures to influence student behavior.

Classroom teachers are responsible for classroom discipline. Students are to observe individual classroom teacher's expectations. Any student sent to the office for a discipline infraction shall be subject to the progressive discipline plan. The plan is in place to curb inappropriate behavior, but more importantly to give every student with the same infraction consistent consequences.

Detention

Classroom teachers will give detentions for breaking classroom rules. The time served for detention will be determined at the discretion of the classroom teacher and/or administrative personnel. The detention will be served with the classroom teacher, a detention monitor, or on work detail with a school employee.

Steps and Demerits

The discipline plan is based upon steps or demerits. There are six steps to the discipline plan. Each student will exhaust one step for each infraction or violation of policy. Once the student exhausts five steps of the plan, the student has accumulated 15 demerits. Exhausting six steps or accumulating 15 demerits refers the student to the Board of Education for an expulsion hearing. The consequences for being on each step increase as the steps increase.

APPLYING THE DISTRICT-WIDE HIGH SCHOOL RULES

misbehavior

CONSEQUENCES

<u>OFFENSES</u>	<u>1ST OFFENSE</u>	<u>2ND OFFENSE</u>	<u>3RD OFFENSE</u>	<u>HABITUAL DISOBEDIENCE</u>
Class One (per semester) Tardy to school or class	Record	Record	Detention	4 or more Class 2-6 offenses 4 or more violations, student conference and parent contact ----- Work detail with school employee.
Class Two (per year)				
Classroom, library, lunchroom, or study hall disruption, inappropriate dress, parking lot, traffic, or bus violations, neglecting obligations, relationship policy, cell phone violation per year	Detention Cell phone violation – phone confiscated, until picked up by parent or returned to student after five days if not picked up by parent	ISS/SAS (1-3 days), parent contact Cell phone violation – phone confiscated until picked up by parent or returned to student after five days if not picked up by parent (1 demerit) ----- Counselor referral when appropriate.	ISS/SAS (3-5 days), parent conference, Cell phone violation – phone banned, returned to parent (3 demerits) ----- Counselor referral Attendance Contract when appropriate.	OSS (5 days), reduce suspension to 3 days if parent and student participate in conflict resolution. (5 demerits) reduced to 3 when counseling completed.
Class Three (per year)				
Insubordination, disrespectful/obscene language or actions, physical aggression	ISS/SAS (1-3 days), parent contact (1 demerit) ----- OSS (1-3 days) if obscene language or action directed at a person. Counselor referral when appropriate. (4 demerits)	ISS/SAS (3-5 days), parent contact (3 demerits) ----- OSS (5 days) if obscene language directed at a person. Referral to School Board. (5 demerits)	OSS (3 days), parent conference. Referral to School Board. (4 demerits) ----- Long term suspension or expulsion if obscene language directed at a person.	OSS (10 days), Suspension may be reduced to 5 days if parent & student participate in conflict resolution training (10 demerits) reduced to 5 when counseling completed.
ILLEGAL OFFENSES				
Class Four (per year)				
Violence, fighting, bullying intimidation, tobacco, theft, physical injury, destruction of property, secret societies, harassment, hazing, sexual misconduct, pornographic materials	OSS (5 days), parent conference, counselor referral, reduce suspension to 3 days if student participates in choices counseling (conflict resolution, tobacco cessation, theft). Restitution and police referral when appropriate. (5 demerits) reduced to 3 when counseling completed. Referral to School Board.	OSS (10 days), parent conference, suspension reduced to 5 days if student and parent participate in conflict resolution training or student participates in choices counseling (tobacco cessation, theft). Restitution and police referral when appropriate. (10 demerits) reduced to 5 when counseling completed.	Long term suspension or expulsion, police referral when appropriate. Student and parent must attend conflict resolution training before student returns to school. Choices counseling (tobacco cessation, theft).	
Class Five (per HS 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. (10 demerits) Referral to School Board. ----- Long-term suspension or expulsion. Student and parent must attend drug/alcohol evaluation and counseling before student returns to school. (10 demerits) Referral to School Board.		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 HS 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.			

ISS = In School Suspension

OSS= Out of School Suspension SAS = Suspension After School

Any accumulation of 15 demerits in any one school year will result in a school board referral for expulsion.

APPLYING THE DISTRICT-WIDE MIDDLE SCHOOL RULES

misbehavior

CONSEQUENCES

<u>OFFENSES</u>	<u>1ST OFFENSE</u>	<u>2ND OFFENSE</u>	<u>3RD OFFENSE</u>	<u>HABITUAL DISOBEDIENCE</u> <u>4 or more Class 2-6 offenses</u>
Class One (per semester) Tardy to school	Record	Record	Record – Parent contact	4 or more violations, student conference and parent contact ----- Work detail with school employee.
Class Two (per year) Classroom, library, lunchroom or study hall disruption, inappropriate dress, parking lot or traffic violations, neglecting obligations, cell phone violation per year	Conference with student, parent contact, Cell phone violation – phone confiscated, until picked up by parent or returned to student after five days if not picked up by parent ----- Detention when appropriate	ISS/SAS (1-3 days) or detention, student conference, parent contact Cell phone violation – phone confiscated until picked up by parent or returned to student after five days if not picked up by parent (1 demerit) ----- Counselor referral when appropriate	ISS/SAS (3-5 days), parent conference, Cell phone violation – phone banned, returned to parent (3 demerits) ----- Counselor referral Attendance Contract when appropriate.	OSS (5 days), reduce suspension to 3 days if parent and student participate in conflict resolution. (5 demerits) reduced to 3 when counseling completed. ----- Reassignment
Class Three (per year) Insubordination, pornographic materials, disrespectful or obscene language or actions, physical aggression	ISS/SAS (1 day), parent contact. (1 Demerit)	ISS/SAS (1-3 days), student plan, parent conference (3 demerits) ----- OSS (5 days) if obscene language directed at a person. Referral to School Board. (5 demerits)	OSS (3 days), parent conference. Referral to School Board. (4 demerits) ----- Counselor referral, SAT referral when appropriate. OSS alternative. Community service	OSS (10 days), Suspension may be reduced to 5 days if parent & student participate in conflict resolution training (10 demerits) reduced to 5 when counseling completed.
ILLEGAL OFFENSES Class Four (per year) Violence, fighting, bullying intimidation, tobacco, theft, physical injury, destruction of property, secret societies, harassment, hazing, sexual misconduct, pornographic materials	OSS (5 days), parent conference, counselor referral, reduce suspension to 3 days if student participates in choices counseling (conflict resolution, tobacco cessation, theft). Restitution and police referral when appropriate. (5 demerits) reduced to 3 when counseling completed. Referral to School Board.	OSS (10 days), parent conference, suspension reduced to 5 days if student and parent participate in conflict resolution training or student participates in choices counseling (tobacco cessation, theft). Restitution and police referral when appropriate. (10 demerits) reduced to 5 when counseling completed.	Long term suspension or expulsion, police referral when appropriate. Student and parent must attend conflict resolution training before student returns to school. Choices counseling (tobacco cessation, theft).	Long-term suspension or expulsion. Student and parent must attend conflict resolution training before student returns to school. Police referral when appropriate ----- Reassignment
Class Five (per year) Drugs, alcohol - Using or under the influence, or possessing drug paraphernalia ----- Possessing an amount that suggests distribution	1ST OFFENSE OSS (15 days), parent conference, police referral, SAT referral, reduce suspension to 5 days if student and parent participate in drug / alcohol evaluation and counseling. Student activity rules followed. OSS alternative* ----- Long-term suspension, student/parent must attend drug counseling.		2ND OFFENSE 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 year) Weapons, bomb threat, fires, endangering the life of others	Long-term suspension or expulsion, parental conference, referral to authorities. Possession of an item considered to be a weapon with no malicious intent OSS 5 days. Mandatory 12-month expulsion for firearm possession.			

ISS = In School Suspension OSS= Out of School Suspension SAS = Suspension After School

Any accumulation of 15 demerits in any one school year will result in a school board referral for expulsion.

ACTIVITY (PARTICIPATION) RULES: Any student who violates Class Five above, and who is involved in co- and extracurricular activities, shall be removed from the activity(ies) as specified in the activity rules which student and parent or guardian sign for each activity. See Policy JICH.

BULLYING: Repeated physical, verbal, non-verbal, written, electronic or any conduct directed toward a student so pervasive, severe and objectively offensive that it: 1) has the purpose of creating or resulting in an intimidating, hostile or offensive academic environment, or 2) has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

BUS BEHAVIOR: While on district-provided buses, students shall adhere to the same behavior expectations, standards, and consequences as at school. See policy EEA.

CELL PHONE: MS/HS – Unless otherwise authorized by school officials, students may possess a cell phone on school property, only if the cell phone is powered off and in their locker between the first bell and the last bell of the school day. ELEM – Students may possess a cell phone on school property during school hours only if the cell phone is powered off and out of view. On buses, cell phones must be powered off and out of view unless authorized for use by school official. First violation, the student will be given a warning, phone will be confiscated and returned only to parent/guardian. If the parent/guardian does not pick up the phone within five school days, the phone will be returned to the student. Subsequent violations will be treated as Class Two discipline plan offenses and consequences, phone confiscated, returned only to parent/guardian or to student after five school days if not picked up by parent/guardian.

CLOSED LUNCH AND BUILDING: Leaving school without the permission of the administration.

COMPUTER VIOLATION: Consequences for computer violations will be applied according to the nature of the offense on the Discipline Plan. (i.e.-copying administrative files=theft; destroying files=destruction of property; not following computer rules=insubordination.) Violations may result in restriction and/or loss of computer privileges.

CONFLICT RESOLUTION: Programs designed to teach students to deal with conflict in a constructive manner. **DESTRUCTION OR STEALING OF PROPERTY:** Willfully causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property, or repeated damage or theft involving private or school property. Includes alteration of student/school computer programs/systems. **DISRESPECTFUL/OBSCENE LANGUAGE:** Use of obscene or disrespectful language, communication or action.

ELECTRONIC DEVICES: Students may not possess electronic devices during the school day. Laser lights are not allowed at school. Electronic devices will be confiscated and returned only to the students' parents/guardians.

ENGAGING IN ILLEGAL ACTIVITIES: Breaking any law, the consequences of which pose a threat to the student or others and are not in the best interests of the school.

EXHIBITION/RECKLESS DRIVING: City and state traffic laws apply to the parking lots and streets immediately surrounding the school. Because violations of these laws pose a threat to the safety of students and staff, violators will be reported to the authorities.

EXPULSION: Denial of a student's membership in school for a period of time. See Policy JKD.

HARASSMENT: Harassment is a form of discrimination that consists of physical or verbal conduct related to a person's race, religion, national origin, age, gender, disability or other basis prohibited by law. The School District specifically prohibits any form of harassment that is sexual in nature. See Policy JIAA. Harassment may include, but is not limited to, verbal harassment or abuse, implied or overt threat(s), physical acts of aggression, and intimidating behavior, which have the effect of substantially or unreasonably interfering with an individual's employment, education, use of District services or participation in District activities.

HAZING: Committing an act against a student or coercing a student to commit an act that creates risk of harm to a person, in order to be initiated into a student organization or class, or for any other purpose. See Policy JICFA

ID BADGE: Failure to wear or properly display ID badge at school.

IN SCHOOL SUSPENSION (ISS): Temporary denial to a student by a principal of participation in a class. Suspension will be served in school. Credit for completed class work.

INSUBORDINATION/HABITUAL/DISOBEDIENCE: Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request or situations in which the student is shown to be habitually disobedient.

INTIMIDATION/THREAT TO OTHERS: Use of coercion, force, threats, violence, intimidation or similar conduct that constitutes a threat to a person's safety or interferes with school purposes.

LONG-TERM SUSPENSION: Temporary denial to a student by the superintendent or school board of participation in school for more than ten days and not more than ninety days. See Policy JKD.

MOOD ALTERING CHEMICALS, SUBSTANCES, and TOBACCO: Using, possessing, selling, dispensing, or being under the influence of any mood altering chemicals, substances, or tobacco or possessing drug paraphernalia at school, on school property, or at a school sponsored activity or when the conduct poses a threat to the student or others and is not in the best interests of the school. Tobacco related items such as lighters and matches are not allowed. Police will be notified as specified by Policy JICH and all drug paraphernalia will be turned over to police.

NEGLECTING OBLIGATIONS: Neglecting to complete disciplinary obligations such as detention, suspension after school, or community service.

OUT OF SCHOOL SUSPENSION (OSS): Temporary denial to a student by the principal, superintendent or school board of participation in a class or classes. Suspension will be served out of school.

PARENT: Parent or legal guardian.

PARKING LOTS: Students are to park in parking lots/spaces as assigned by the administration. A fee may be required as determined by the school board.

PHYSICAL INJURY: Causing or attempting to cause physical injury to a school employee or to any student. Cases in which physical injury caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.

REASSIGNMENT: The Superintendent or designee may reassign students to a school other than their home attendance center because of student misbehavior. When a student is reassigned for misbehavior, transportation will be provided by the parent at no expense to the District.

SECRET CLUBS OR SOCIETIES, ACTIVITIES NOT IN THE BEST INTEREST OF THE SCHOOL:

Student participation in non-school activities in which the student's conduct presents a threat to himself/herself or others and is not in the best interest of the school.

SEXUAL MISCONDUCT: Any touching of a sexual nature, either consensual or not, any attempt to engage or engaging in sexual activity on school property, within the school environment, in a school owned, leased or contracted vehicle or at any school sponsored activity or event.

SKIPPING: Unapproved absence from class within the school day. No credit for course work for classes skipped.

STUDENT ASSISTANCE TEAM (SAT): A team of staff members who work together to help students become and remain successful in school.

STUDENT DRESS: Students are expected to dress with standards that enhance a safe learning environment. Profanity and suggestive themes, such as alcohol, drugs, sex, death, suicide or violence, will not be permitted on school attire.

SUSPENSION AFTER SCHOOL (SAS): An option for principals to use in place of ISS that requires students to serve suspension time after school.

SWEEP: Tardy to school or class

UNAUTHORIZED VISIT TO OTHER SCHOOL: Any offense committed by a student on another campus shall be punished in the same manner as if the offense had been committed at the student's assigned school. An unauthorized visit is also an offense.

WEAPONS: Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon. Mace and pepper sprays are included as items considered being weapons. Intentional possession of a firearm will result in a mandatory 12-month expulsion.

DRESS CODE

School clothing should be neat and clean. Parents should be instrumental in assisting students to make wise selections of clothing for school wear. Any type of dress or grooming which is disruptive will not be permitted. Dress that is determined to be a distraction to the learning environment is not permitted. The standards, which will determine inappropriate dress in school, include the following, but are not limited to:

- No cut-offs
- No jeans with cuts or holes
- Pants must not hang below the waist and must be of appropriate size
- No chains hanging from apparel
- No shirts that expose the stomach
- No hats or caps
- No clothing with inappropriate language
- No clothing with alcohol or tobacco products
- No spaghetti-strap or strapless shirts

Dress violations will be referred to the Progressive Discipline Plan.

HOME EVENT CONDUCT

Disruptive behavior by students at an extra curricular event may result in the student being sent home. Also, students who attend activities will adhere to school policies. There will be no leaving the building. Students will have to pay to get in again if they leave.

INTERNET USE POLICY

Every student and their parents/guardians will be required to sign an acceptable use contract before they can access the Internet. The acceptable use policy, which is located in the appendix, must be signed and returned to the Gayville-Volin School District.

LONG DISTANCE LEARNING

All policies of the sending school are enforced.

LUNCH ROOM

Students are expected to walk, not run to the lunchroom. In order to achieve this each class will be dismissed on a bell schedule. Students will have the opportunity to purchase or bring a lunch. There is no open campus. Students will be issued a code, which must be entered into a computer terminal to obtain a meal. Reminders are sent to students when they are in need of meal money.

MONEY AND VALUABLES

Students are discouraged from bringing large sums of cash and/or valuables to school. The practice of leaving such items on or in desks, in lockers, etc, is a risk. Please do not bring such items to school.

STUDENT PLANNERS

Every student will utilize a personal student planner during every class period. The classroom teacher will issue passes using the student planner. The student must fill out the location and time. The student must then present the planner to the teacher for signing.

All students must be signed out of scheduled classes using the student's personal planner. Students without planner passes will be referred to the progressive discipline plan. Passes are non-transferable. Therefore, students will only be issued a pass in their own personal planner. Students will utilize the planners for make-up work. Students will be responsible for recording make-up work in the planner. For school-sponsored event absences, teachers will provide a signature next to the assignment. The signature will establish the completion of the make-up work. Students that do not secure the appropriate signatures will not be permitted to attend the school-sponsored event.

STUDENT DUE PROCESS

The Gayville-Volin School District has adopted a policy for Student Due Process. The policy is on file in the principal's office.

Should a problem arise between your child and the child's teacher, and you feel dissatisfied with the result, the proper way to handle the situation is the following:

1. Begin with the teacher. Talk it out.
2. Schedule a conference with the principal/superintendent.
3. Request a hearing with the school board. All parties will participate.

STUDENT RELATIONSHIPS

Students who exhibit excessive affection in hallways and classrooms can be expected to be referred to the Office and, if necessary, in-school suspension or expulsion from school will be given to uncooperative students.

First Violation: Students will be warned.

Second Violation: Students will be referred to the Progressive Discipline Plan.

SUSPENSION

A student suspended or expelled from school will receive zeroes "0's" for work missed during the period of the suspension or expulsion. The teacher will require that the work be completed before a final grade is awarded in a course.

Students serving suspension time will not participate in any school sponsored activities during the suspension time.

Section C: Classroom Achievement

CLASSIFICATION OF STUDENTS

The students of GVS are classified according to the unit of class work completed satisfactorily.

Freshman:	Less than 5.5 credits
Sophomores:	More than 5.5 but less than 10.5 credits
Juniors:	More than 10.5 but less than 15.5 credits
Seniors:	15.5 credits or more

CURRICULUM

The Gayville-Volin High School curriculum is set and adopted by the Gayville-Volin School Board. The content standards are established by the South Dakota Department of Education.

DEFICIENCY GRADE REPORTS

A notice will be distributed mid-way in each nine-week period or more often if necessary to inform parents when students are performing below average. It is the responsibility of the school, parents, and students to effectively communicate issues as it relates to classroom achievement.

DUAL CREDIT

The District recommends students taking dual credit (college) classes. Every effort will be made to accommodate the student's schedule. Student interested in this option should discuss optional policies and procedures with the principal and guidance counselor. The Gayville-Volin School District has no control over costs associated with these classes and all fees will be the responsibility of the student. The Gayville-Volin School District accepts a practice of not teaching the same course that is offered for dual credit.

GRADING SCALE

The following grading system will be followed at the Gayville-Volin School (Grades 8-12):

- "A" 94-100
- "B" 87-93
- "C" 80-86
- "D" 70-79
- "F" 00-69

The following grading system will be followed at the Gayville-Volin School (Grades 6-7):

- "A" 92-100
- "B" 84-91
- "C" 76-83
- "D" 68-75
- "F" 00-67

GRADUATION REQUIREMENTS

South Dakota Codified Law has set 22 as the number of credits required for graduation. South Dakota Codified Law has specified that 12 hours must be made up of the following:

- Four units of English
- Three units of Social Studies
- Three units of Laboratory Science

Three units of Math
One-half unit of Computer Science
One unit of Fine Art
One-half unit of Physical Education/Health
The Gayville-Volin School District requires 22 credits for graduation.

Students that plan on attending school beyond high school should begin working with the guidance office to determine additional requirements for entrance into institutions of higher learning.

HONOR ROLL

A four point grading scale will be used in computing the Honor Roll for each semester. A five point grading scale will be used to determine grade point average in the following classes: Physics, Chemistry, Anatomy & Physiology, Pre-Calculus, Calculus, and College level classes.

4.00 "A"

3.00 "B"

2.00 "C"

1.00 "D"

High Honors 3.60-4.00

Honor Roll 3.00-3.59

An incomplete grade, "D" or an "F" automatically excludes a student from honor roll consideration.

HONOR STUDENTS - GRADUATION

Students with a grade point average of 3.60 or above will be recognized as Honor Students at graduation.

MAKE-UP ASSIGNMENTS

Students who are absent with an excused absence will have one day for each day absent to make up missed work without it being considered late homework. Assignments missed due to unexcused absences will receive zeros.

HOMEWORK ROOM PROCEDURE (Grades 6-12)

Homework is an essential part of a student's educational experience. By having homework there is reinforcement of information that was taught for a particular for lesson, plus students learn to take responsibility of his/her choices.

Procedures:

1. If a student chooses not to complete his/her homework by the designated day/time of the teacher, the student then is assigned Homework Room. Homework Room is a non-threatening place to finish incomplete homework that was due that day.
2. The student will make a phone call during homeroom time or class time to parents to inform the parents that he/she will be staying after school the current day to complete his/her incomplete homework.
3. The student will stay immediately after school unless there is an emergency. (Please Note: doctor's appointments, child care, athletic events etc. are not considered emergencies.)
4. Transportation of the student who chose not to complete his/her homework is the responsibility of the parent.

5. If a student does not complete the assignment, the student must finish the assignment that evening on his/her own and hand it in by 8:15 a.m. the next day to the specific teacher in order to receive full credit.

Teachers will institute consequences for students who choose to skip Homework Room. These consequences may include but will not be limited to...

1. Loss of credit for the assignment.
2. Reduction of credit for the assignment.
3. Additional Homework Room time.

REPORT CARDS

Report cards will be handed out directly to students. Parents may obtain an additional copy by contacting the school. At the end of the school year, students should come back on a designated date to pick up their report cards. All school fees must be paid in full before students' report cards will be distributed.

VALEDICTORIAN AND SALUTATORIAN

Determination of Valedictorian and Salutatorian for each senior class will be on final grade average computation at the end of the senior year or the eighth semester. The Valedictorian will be the student with the highest grade point average. The Salutatorian will be the student with the second highest grade point average. A student must have attended the Gayville-Volin High School during the entire 12th grade in order to be eligible for the two honors.

Section D: School Day Schedule

SCHOOL HOURS

School begins at 8:15a.m. and ends at 3:19 p.m. Students should not arrive to school prior to 8:00 a.m. Students who ride the bus from Volin should meet at the Volin town park by about 7:45. Students should not be at the park earlier than 7:40. Please make arrangements for your children so they will not arrive before the designated times. There is no teacher on duty before these designated times.

All students who walk home in town should use sidewalks when possible. You will be notified of any early dismissal or changes in school hours.

SEMESTER SCHEDULE

Gayville-Volin High School operates on a semester basis. A failing grade means that the entire semester must be repeated and a passing grade attained before credit will be given. Classes not required for graduation do not have to be repeated.

A student must complete all work assigned during any grading period in order to receive credit for a class. Students who receive an incomplete for a grade must complete work missing within two weeks of the end of the marking period. Incompletes will become an "F" after the two weeks are up. All work due before the end of the 4th 9 weeks must be completed before the last day of school, failure to do so will result in an "F".

Students may change classes during the first 5 days of class at the beginning of each semester. No class changes will be allowed after 5 days without consent of the principal.

SEMESTER TESTS

All students will be required to take semester tests in grades 6-12. The tests will be scheduled in during regular class periods during the last week of each semester. Semester tests will account for no more than 15 percent of the semester grade.

Seniors:

Seniors who scored proficient during their junior years' Dakota STEP in Math, English and Science are exempt from all semester tests. Seniors who scored proficient during their junior years' Dakota STEP Math test will be exempt from their math semester tests. Seniors who scored proficient during their junior years' Dakota STEP English test will be exempt from their English semester tests. Seniors who scored proficient during their junior years' Dakota STEP Science test will be exempt from their English semester tests. Seniors may elect to take their semester tests even if they qualify under this policy.

Students grades 6-12 will not have to take semester tests if they have **2 or fewer** absences in any one period and **2 or fewer total** tardies during the semester. Students must also have a "B" or higher (when grades are checked) in all classes to qualify.

OPEN CAMPUS

There is no open campus for students. Seniors who meet the eligibility requirements for exemption from semester tests will not be required to be in attendance during those testing times.

Section E: Parental/Student Communication

CONFERENCES

Parents of students at Gayville-Volin School are invited to participate in conferences regarding your child's progress at any time. Parent-Teacher conferences have been scheduled for two times during the school year, at the end of the first nine weeks and midway through the third nine weeks. However, you are welcomed and encouraged to make arrangements with your child's teacher for a conference at any time during the school year.

DDN CAMPUS

The Gayville-Volin School District utilizes an online reporting system that is accessible to the students and parents via the internet. Discipline, grades, deficiencies, homework room assignments, and other reports are viewable using this system. Parents may request login information from the office.

INCLEMENT WEATHER

If the weather conditions are so severe that it is unsafe to conduct school or operate, an announcement will be made on School Reach, the radio and TV as soon as possible. Please do not call the school or administration at home. In the event that the weather changes during the course of the day, it may necessary to send the buses home early. This too, will be broadcast over the radio and TV. In the event that severe weather storms occur during the school day and it is unsafe to send the buses out, students will be directed to a safety shelter, such as the community center or church. The decision not to send the buses out will be broadcast over radio and TV.

If an evening event is to be called off, every attempt will be made to get this information broadcast before 6:00 p.m.

The following is a list of radio and TV stations that will be called concerning school closings.

WNAX RADIO	KDLT TV
KYNT RADIO	KELO TV
KVHT RADIO	KSFY TV

It is suggested that students and parents listen to both the radio and television for announcements.

VISITING THE SCHOOL

Parents and other adults are welcome to visit our school at any time. Student guests may be permitted with administrative permission. All visitors to the Gayville-Volin school are asked to please report to the office when they arrive at the school. We want you to be acquainted with our school, and we encourage you to make arrangements to visit your child's classroom. We look forward to getting to know you and you becoming familiar with our staff, facility, and educational plan.

Section F: Student Services

ADMINISTERING MEDICINES TO STUDENTS:

If your child must take any kind of medication during the school day, you are required to notify the school in writing. Pain relievers will not be distributed to students without written parental permission. Students will not be permitted to take medication while at school without the specific written request of the parents or guardians, or with the written instructions of the student's physician.

When such a request is made by a parent or guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications must also be presented to the principal by the student's parent or guardian.

The above policy covers all prescription and other drugs.

ASPIRE HIGH POLICY (GRADE 9-12)

Gayville-Volin students will receive alternative education through ASPIRE High. ASPIRE High is administered by the Southeast Area Cooperative.

ASPIRE High, Beresford, SD, educates At-Risk students. At-Risk students are those who are at risk for dropping out of school. ASPIRE High gives them an opportunity to attend an alternative school.

The Gayville-Volin School District encourages students who have dropped out of the system to attend ASPIRE High. Students must have a referral completed by Gayville-Volin Administration and be approved by the Board of Education prior to attending ASPIRE High.

Parents are responsible for paying all tuition fees at the beginning of each semester at ASPIRE High. Those who do attend ASPIRE High on a full time basis will be reimbursed by the Gayville-Volin School District at the end of each successfully completed ASPIRE High semester. A successfully completed semester is one in which the student has passed at least four classes (two credit hours). Credits must be academic credits, not work credits.

The Gayville-Volin School District will not reimburse nor pay tuition for students who are attending ASPIRE High during the summer for the purpose of earning credit in courses that the student failed at Gayville-Volin High School. Students who attend ASPIRE High because of failure of classes at Gayville-Volin will not receive reimbursement. If a class is offered at Gayville-Volin, and the student does not want to take the course at GVHS because of inconvenient class time, personality conflicts, or other various personal reasons, the cost will not be reimbursed by the Gayville-Volin School District.

The Gayville-Volin School District will not provide transportation to ASPIRE High.

GUIDANCE AND COUNSELING

Counseling services are offered to all students enrolled in Gayville-Volin School District. Counseling services include, but are not limited to:

- *Individual Counseling
- *Small Group Counseling/Guidance
- Large Group Classroom Guidance (Prevention and Development)
- Academic Advising
- Post-Secondary Advising & Planning
- Consultation
- Referral

* *Note: Typically, parents will be asked to sign a consent form for their child to participate in ongoing individual or small group counseling.*

Students may schedule appointments with the school counselor to discuss course planning, graduation requirements, college entrance, career-vocational programs, scholarships, study habits, personal concerns, and concerns or conflicts with fellow students or staff.

The school counselor coordinates on-site college/military recruiter visits as well as off-site college/military visits. Juniors and seniors are allowed to schedule visits with on-site recruiters. Juniors will be allowed one excused (no count) off-site college/vo-tech/military visit during their junior year. Seniors will be allowed two excused (no count) off-site college/vo-tech/military visits during their senior year. Arrangements for these visits must be made through the guidance office, and work must be made up in advance. Refer to the attendance policy for absences.

Confidentiality

Parents of minor children have the right to be included in the counseling process. However, school counselors must balance the parents' rights to be informed with the student-client's right to privacy. The school counselor must use his/her professional judgment on these matters, but will do his/her best to keep the parent involved and informed as deemed necessary.

As per South Dakota statutes, student-client information is confidential and will not be released without parent/guardian (or students age 18 or older) authorization. The limitations or exceptions to student-client confidentiality are as follows:

- If the student-client states that he/she wants or intends to do harm to himself/herself;
- If the student-client states that he/she wants or intends to do harm to others;
- If the student-client states that an adult has harmed him/her.
- If the student-client reports suspected abuse or neglect of a child, elderly person, resident of an institution, or a disabled person; and/or
- If employees of the school district are court-ordered to release information.
- If the student-client's counseling services are included as part of an Individualized Education Plan, then members of the student's multi-disciplinary special education team may be informed of progress toward counseling goals documented in the IEP.

HEALTH SERVICES

Special health services are provided to the Gayville-Volin School by the Yankton Community Health nurses. Eye screenings, hearing screenings, general health checks, and scoliosis screenings are done periodically in our school.

We also need your help in providing a safe and healthy environment for our children. If your child has a communicable disease please inform the office immediately. Your child needs to stay home if an illness is indicated.

The law requires that anyone with a communicable disease must not attend school until he/she is treated for the disease. Examples of communicable diseases may include, but are not limited to the following: Pink eye, chicken pox, fever-related illness, and influenza.

Head lice also falls under the category of a communicable disease. Initial checking for head lice may be conducted at the beginning of the school year as well as periodic checks throughout the year. If your

child is found to have head lice you will be contacted and informed how to treat it. Your child may not attend school until he/she is treated.

If there is special information concerning the health of your child please inform the classroom teacher and the office. An explanation in writing is also required so that a notation can be attached to your child's record.

LIBRARY

The library is open to student use only when the librarian is present. Students who want to use the library must have a planner pass granted by a teacher. Students who do not act appropriately in the library may lose their library privileges and face other disciplinary actions. Students will abide by the guidelines set forth by the librarian.

Checkout rules:

1. Current magazines may not leave the library study hall area.
2. The student using those materials must personally check out all materials. Students are responsible for returning the materials.
3. Reference books may not leave the library.
4. Students with overdue material may not check out additional material.
5. There will be a fine for damaged material. Lost materials will be paid for by the student.

Overdue library books:

A list of the students who have overdue materials will be included in the morning announcements. If the materials are returned within 5 days after the day they were due, there will be no penalty. All overdue library materials must be returned.

LOST AND FOUND

The office is the collection point for all lost and found items. Every attempt is made to find the owners of lost and found items as quickly as possible. If your child should lose something please check with the office. We have found that many items turned in to the office are never claimed. Labeling your child's possessions helps eliminate this problem.

SPECIAL EDUCATION

Special education services are offered as a part of our school program. Students needing these services may be referred to the program by parent referral, teacher referral with parental permission, or by student referral with parental permission. If you desire more information regarding the special education program please contact the Special Education Director.

STUDENT INSURANCE

Accident: An accident insurance for students is available to interested parents at the beginning of each school year. This insurance is offered through a private insurance company and has no connection with the school.

Dental: Student dental insurance is also offered to students through a private company. Claims for benefits are sent directly to the company.

All student accidents/injuries are reported to the duty teacher and to the principal's office. A record is kept of any injury requiring treatment, and parents are notified if the injury is of a serious nature.

Information regarding student insurance is sent home at the beginning of the school year. It is the parents' responsibility to return the forms to the office.

TITLE 1 (See Also Policy)

Title I is a federal program to help all students receive a proper education and meet academic standards. The Gayville-Volin School District for grades K-8 is considered a school wide Title I program. School wide means that the school has forty percent or more of children from low-income families. Plus, the school is allowed to use Title I money to pay for educational programs for grades K-8. One of the areas of concentration for Title I programs is to develop higher level thinking skills. Each year the Title I instructors help students by providing remediation to improve each child's skill level.

The students are selected for school wide Title I through a needs assessment evaluation, teacher referrals, school grades, Dakota STEP scores, and/or class performance. Parent referral is another method of placement used by the Gayville-Volin Title I staff. Any student who qualifies educationally is eligible to receive Title I services.

The Title I School wide program is a combination of pull-out and/or inclusion. An inclusion program means that the identified Title I students remain in the classroom and the Title I teacher goes into the classroom to provide extra help. The Title I teacher will work more one-on-one with the student as the pull-out part of the process if necessary. The pull-out method is determined by the skill level of the student. However, care must be taken to provide supplemental support and not supplantive support. Title I instructors communicate continually to gain information on student progress and special needs. Cooperation between classroom teachers and Title I instructors is designed to give students opportunities to succeed.

Title I requires that information be disseminated about the program each year. This occurs at Gayville-Volin's Back to School Night in the fall. Each year parents are also surveyed about the effectiveness of the program. This allows the school district's Title I committee to gain feedback to improve areas if needed. Also, progress reports are sent to parents four times a year. Parents are also encouraged to discuss academic progress with Title I staff during Parent-Teacher Conferences. The parents of Title I students must be informed that their child is receiving pull-out services on a regular basis through the Title I program. Parents are given every opportunity to be involved in the decision making and planning of their child's participation in the program. If parents request that their child not participate, this is documented in the folder, and the student is not pulled-out for Title I school wide services.

Section G: Facilities Management/Transportation

BOOKS AND EQUIPMENT

Each student is responsible for books and equipment issued to them. If an item is misplaced, damaged, or stolen, the student will be required to pay for the items. Teachers take an inventory at the beginning of the year and determine the condition of books. Students should note any damage to books when issued. Teachers will fine students for damage. The damage report forms can be obtained by contacting the school administration.

SPECIAL DRILLS

Fire drills are held as required by law. These drills are important and are taken seriously. Your child's teacher will review the procedure for exiting the building. Each classroom has a specific evacuation route, which is posted in the classroom. An alternate route is also posted.

Tornado/emergency drills are also conducted on a routine basis. The purpose of the tornado/emergency drill is to provide the safe evacuation and care of students, faculty and others in case of an actual tornado or emergency during school hours.

STUDENT LOCKERS

Lockers are provided for student use. Students are responsible for keeping their lockers in a neat fashion. Any damage done during the year will be the responsibility of the person to whom the locker has been checked out. Students who use padlocks must leave the combination or a spare key in the administration office. Students are not allowed to occupy empty lockers, or to switch lockers without permission from administration. Lockers remain the property of the school district and may be randomly searched. Do not leave money or valuables in lockers.

BUS TRANSPORTATION

Students and parents are reminded that riding a school bus is a privilege and not a right. Inappropriate behavior on the bus may result in a student losing this privilege. A second referral to the administration will result in one week of suspended bus privileges. A third referral to the administration will result in two weeks of suspended bus privileges. A fourth referral to the administration will result in termination of bus privileges for the remainder of the school year. The driver will report student misbehavior to the administration for referral to the Progressive Discipline Plan.

The following rules are to be obeyed:

1. Be on time.
2. Share your seat with other students.
3. Remain seated while the bus is in motion.
4. Obey the bus driver's rules.
5. Keep your head, hands, and arms inside the windows.
6. Hold the tone of conversation as low as possible.
7. Continuous misbehavior will result in losing bus privileges.
8. Any student who rides the bus to a school-sponsored event must return unless the student's parents meet with the bus driver or instructor in charge. Students are to be released to parents or legal guardians. Written excuses will not be accepted.

Section H: Curricular Activities

ACTIVITY BUS

Students that ride the activity bus follow the same rules listed in the Progressive Discipline Plan. Administration will decide whether an activity bus is appropriate. All students who ride to an activity on the bus will be expected to return on the bus.

ACTIVITY - FIELD TRIPS

All students going on school trips will be transported by school transportation. The district expects parents to notify advisors and/or school officials of a change in transportation plans. Students will be released to their parents with written authorization. Notes given to students are not acceptable.

ASSEMBLIES

Assemblies are the extension of the curriculum and classroom. All students have the responsibility to attend all announced assemblies. When in attendance the students will display appropriate audience behavior.

CLASS OFFICERS

Each of the classes in grades 6-12 shall organize for the purpose of carrying on their functions and social activities. The classes shall each elect a president, vice-president, secretary/treasurer and student council representatives. The class president with the permission of the advisor and principal may call meetings.

HOMECOMING

The homecoming week is a special and unique week. The exact date will vary, but it will usually fall on the fifth to eighth week of school. The activities are organized by the student council and are subject to change each year.

Coronation

The Junior Class President serves as Master of Ceremonies. The senior class chooses the attendants from the junior class. Last year's royalty crowns the new King and Queen.

Royalty Candidates

- 3 Senior Boys and 3 senior girls will be nominated as Royalty Candidates
- No student may be up for Homecoming Royalty more than once.
- To qualify as a senior, student must have a minimum number of credits as determined by the student handbook.
- Teachers and high school students will vote on royalty candidates; high school students only will vote on King and Queen.

Royalty Candidate Requirements

- Candidates must have a minimum cumulative GPA of 2.0
- Candidates must have participated in three seasons/years of an extracurricular activity
- Candidates must not have been suspended from school (OSS) as a high school student

PROM AND DANCES

A spring prom will be sponsored by the Junior Class and will be formal. The Junior Class and their staff advisor will schedule arrangements for this event. Classes or organized student groups will arrange all other dances with a sponsor through the administration. The following general rules will apply to dances:

1. Guests must be registered by noon the day of the event.
2. The guests must follow all regulations that govern our student body.
3. Students that bring a guest are responsible for that person and their conduct.
4. Once you leave the building you can't return.
5. Students may not bring in outside beverages.

Each dance must have two staff members as supervisors. The spouse of the staff member may be used as the second adult when it is impossible to find two staff members.

School dances will be limited to only high school students. Prom will be limited to Junior and Senior students and their dates. (Exception: Other classes when approved by the Superintendent).

SENIOR PRIVILEGES

Seniors that meet the requirements of the senior privilege policy will be eligible for senior privileges at the start of the second semester. Privileges are determined by the Gayville-Volin School Board upon the submission of a senior student proposal and presentation.

STUDENT COUNCIL

The function of the student council is to discuss and bring to the attention of the administration any needed changes in the school system that may improve the school. The student council sponsors various activities such as Homecoming, which provide a well-rounded education for all students.

The president of the Student Council is elected each spring and assumes their duties at the beginning of the next year. Each class has two representatives on the student council. Student council members select the officers other than the president at the first meeting of the school year.

