

JONES COUNTY SCHOOL DISTRICT 37-3

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JONES COUNTY SCHOOL DISTRICT 37-3

The Student/Parent Handbook (hereinafter “Handbook”) has been prepared in order to give parents and students a concrete source of information about the Jones County School District. The Handbook tells about services, policies, and regulations that are essential to the efficient operation of our school. Please take some time to read through this Handbook and become familiar with its contents. It is our hope that our Handbook will be helpful to parents as they guide their children on the path to educational success. *On file in business office and on school website* <https://jonesco.k12.sd.us/default.aspx>.

BOARD OF EDUCATION

Chad Whitney—President
Andy Rankin—Vice President
Carrie Lolley—Member
Scott Mathews—Member
Dean Volmer—Member

STATEMENT OF PHILOSOPHY AND PURPOSE

The school district has been created by the patrons of the Jones County attendance area to ensure continued quality education substantiated by an adequate tax base.

The school district is uniquely located in the sparsely populated west river area of South Dakota. The district is comprised of an elementary/middle school and a middle school/high school attendance center located in Murdo. The economy of this area is primarily dependent on agriculture, and secondarily relies on services provided for I-90 tourist traffic.

The district recognizes that its prime function in education is to adequately prepare the youth of this area for their future position as citizens in a rapidly changing and highly mobile society. The board of education and administrative staff shall make every possible effort to secure a highly trained staff that is capable of providing the broad as well as the in-depth body of knowledge that will be universally accepted as necessary for the citizens of tomorrow. The district shall realistically plan and provide services and facilities for the school and community. Teachers and other supportive staff shall be consistently involved in providing an adequate education for each individual student. As preparation for this process, administrators, teachers and support staff shall be involved yearly in some type of in-service, workshop and/or continuing education. The teaching/learning process for each student shall include the meeting of all state requirements for each grade level and subject area. Reinforcement and/or remediation for those below grade level will be provided. Whenever facilities for the school and services and personnel cannot be practically provided, every attempt shall be made to combine or share with another district of like circumstance in this area of South Dakota.

All future planning by this district shall be oriented more toward the individual and less toward the group. A concentrated effort shall be made to provide activities so that all students can actively participate in areas of their interest and choice. There shall be special emphasis on necessary life skills for every student.

The philosophy is formulated to serve and hope that all students shall become constructive members of society with a wholesome appreciation of life.

MISSION STATEMENT

The Jones County School District 37-3 believes the educational focus should be the development of students of all abilities. Most of all, to produce motivated and competent learners, capable of solving the intellectual, emotional, and ethical problems they encounter, and of reaching their personal goals.

EQUAL OPPORTUNITY EMPLOYMENT

It shall be the policy of the Jones County School District to recruit and select for employment the best qualified applicant for each position without regard to, race, color, national origin, or handicap, nor shall any person be denied employment or professional advancement solely because of sex or marital status.

JONES COUNTY SCHOOL DISTRICT 37-3

ACADEMIC PROGRESS REPORTS

In compliance with SDCL 13-26 our school term consists of the required hours of actual classroom instruction. This is subdivided into two (2) semesters; each semester consisting of two (2) nine-week periods. Each mid-nine week period, staff members will print grades and submit to office who will send out an academic progress report to parents of students that are having difficulty in subject matter, work habits and/or school behavior. Upon receiving such a report, the parents are urged to contact their student's teacher.

ACCEPTABLE NETWORK AND INTERNET USE POLICY

Introduction

The Children's Internet Protection ACT (hereinafter "CIPA"), 47 U.S.C. 254(h) (5) require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. The Jones County School District's Acceptable Network and Internet Use Policy (hereinafter "AUP") is intended to set forth the specific obligations and responsibilities of all users, including students, and staff, who access the District's Network, and to ensure such use complies with the CIPA requirements.

"Network" is defined as any and all Jones County School District (hereinafter "District") owned computers, servers, hardware or software, the District's local area Network, wireless access points, the Internet, email, chat rooms, other forms of direct electronic communications or other communications equipment provided by the District regardless of the physical location of the user. This AUP applies even when District provided equipment (laptops, tablets, and etc.) is used on or off premises of District property.

Acceptable Use

The Network may be used only as a tool to support and advance the functions of the District as well as its curriculum and educational programs. Access to the District's Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District's Internet Safety Policy and this AUP.

Students may use the Network only in support of educational activities consistent with the educational objectives of the District. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the District. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however, such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including all copyright laws and all materials on the Network should be presumed to be copyrighted.

All members of the staff who wish to use the Network must sign this AUP to confirm that the staff person has read and understands this policy and agrees to abide by it. Each student must sign this AUP annually to confirm that the student has read and understands this policy and agrees to abide by it. Students must also have their parents/legal guardian sign this AUP annually and submit it to the District.

Rights and Expectations

- A. Free Speech—Student's right to free speech and access to information applies to their use of the Internet. The District may restrict access to materials for valid educational reasons. The District will not restrict access to information and ideas based on viewpoint discrimination.
- B. Privacy—Students should expect only limited privacy in the contents of their personal files on the District Internet system and records of their online activity. Student's parents/legal guardian have the right to request to see the contents of their child's Network account and e-mail files at any time.
- C. Due Process—The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the District Internet system.

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Supervision and Monitoring

Student use of the Network and Internet will be supervised by staff in a manner that is appropriate for the age of the students and circumstances of use. Electronic devices used by students will be positioned so that the screens are generally visible to facilitate supervision. The District will also monitor student Network and Internet use. Users will be made aware that they have a very limited expectation of privacy when they using the District Network and Internet.

Prohibited Use

The District reserves the absolute right to define prohibited use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes a prohibited use of the Network, and determine the consequence of such inappropriate use. Prohibited use includes but is not limited to the following:

- A. Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- B. Selling or purchasing illegal items or substances;
- C. The use of email addresses (“harvesting”) from the Global Address List;
- D. Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- E. Circumvention of the District’s Technology Protection Measure/filter to access block sites;
- F. Disclosure of minors’ personal information without proper authorization;
- G. Student’s disclosure of personal information such as the student’s name, address, phone number, password or social security number, to other users when engaging in online activities;
- H. Causing harm to others or damage to their property, such as:
 1. Deleting, copying, modifying, or forging other users’ names, emails, files, or data; disguising one’s identify, impersonating other users, or sending anonymous or irrelevant messages;
 2. Damaging computer equipment, files, or the Network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 3. Using any District computer to pursue “hacking,” internal or external to the District;
 4. Accessing, transmitting or downloading “chain letters” or any type of “pyramid schemes;”
- I. Engaging in uses that jeopardize access or lead to unauthorized access into others’ accounts such as:
 1. Using another’s account password(s) or identifier(s);
 2. Interfering with other users’ ability to access their accounts(s); or
 3. Disclosing your own or anyone’s password to others or allowing them to use your account(s).
- J. Using the Network or Internet for commercial purposes:
 1. Using the Internet for personal financial gain, advertising, promotion, or financial gain; or
 2. Engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Resource Limits

- A. Students will not download or print large files unless absolutely necessary
- B. Students will limit their usage of printing files, pictures or images in color unless absolutely necessary.
- C. Excessive use of the District Internet system may raise a reasonable suspicion that you are using the system in violation of District AUP.

Off-Premise Use of Network

Students under the age of 18 should only access District-assigned email accounts and/or other Network components including but not limited to school-assigned computers such as laptops, tablets, or e-readers off of District premises if a parent or legal guardian supervises their usage at all times. The student’s parents/guardian are responsible for monitoring the minor’s off-premise use of the Network and ensuring such use complies with this AUP.

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Cyberbullying

The District's Network and Internet system, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyberbullying. The term "cyberbullying" includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate or hurtful emails, instant messages, text messages, digital pictures or images, or web site postings, including blogs.

- A. All forms of cyberbullying are unacceptable and viewed as violations of this AUP, Internet Safety Policy, Distant Learning Policy and the Jones County Student/Parent Handbook and will be treated accordingly.
- B. Students, parents/legal guardians, community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material. A copy of the material should be brought to the attention of an administrator or teacher.
- C. In situations in which cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also violate a school policy. Such includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or a student.
- D. Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyberbullying.
- E. Any kind of threat that is communicated or when a hate crime is committed, it shall be reported to local law officials.

Education about the Safe and Responsible Use

Teachers, administrators and students will learn about issues related to the safe and responsible use of the Internet. Students will receive instructions about protecting their personal information when on the Internet. The District will also be providing information to parents/legal guardian about these issues.

Penalties

Penalties for violating the Jones County Network and Internet Use Policy (unless under the direct supervision of a teacher).

- A. First Offense: The student will be given a verbal warning. The building Administrator, District Technician, and parent/legal guardian will receive written notification of the infraction;
- B. Second Offense: No computer use for two (2) weeks;
- C. Third Offense: No computer use for the balance of the school year.

Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs or other obligations arising from use of the Network or accounts. Any additional charges a user accrues due to the use of the District's Network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer Network or the Internet is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Enforcement

Prohibited use of the Network may, for students, result in disciplinary action up to and including suspension or expulsion from school or, for employees, suspension or termination of employment. Where circumstances warrant, prohibited use of the Network may be referred to law enforcement authorities.

When a District staff member has a reasonable belief that a student has violated a school rule, policy or the law, and there are facts and inferences that would cause a reasonable person to suspect that a search of the student's personal technology device(s) will reveal evidence of a violation of said school rule, policy or the law, District staff shall have the authority to search such device, provided that the scope of the search relates to the suspected violation giving rise to the reasonable suspicion.

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ANNUAL NON-DISCRIMINATION NOTICE

On file in business office and on school website <https://jonesco.k12.sd.us/default.aspx>.

ASBESTOS NOTIFICATION

Asbestos is a naturally occurring fibrous material with excellent insulation and fire retardant properties. Asbestos is also a health hazard, especially when it is inhaled. Recently, the adverse health effects associated with asbestos have come into the limelight, due to increased scientific inquiries into these health problems.

Asbestos is a serious problem that affects all states, including South Dakota. Mandates from the United States Environmental Protection Agency have been raised which require state government and all educational institutions to begin addressing asbestos abatement. Health hazards associated with asbestos exposure have been well established and provided the basis for their concerns.

The EPA has mandated that all private and public schools must conduct an asbestos assessment, to determine if their facilities contain asbestos. By October 12, 1988, all schools must submit to their respective state Governor, a plan for management of asbestos in their facilities.

(AHERA) Asbestos Hazard Emergency Response Act requires that we notify you in writing and it must be documented that you were notified.

The elementary building in the Jones County School has a certain amount of contained asbestos.

The business office also has on file the Management Plan. The Management Plan shall be available, without cost or restriction, for inspection by representatives of the state, the public, including teachers, other school personnel and their representatives and parents. The school may charge a cost to make copies of management plans.

ASSEMBLY PROGRAMS

Programs are held during the year for student education and enjoyment including both local and outside talent. The quality of our assembly programs depends upon pupil conduct. The more appreciative the audience, the easier it is to get good programs. Student cooperation is expected.

CIVIL RIGHTS

The Jones County School District 37-3 in compliance with the Office of Civil Rights Guidelines which is based on the following authorities: Title VI of the Civil Rights Act of 1964 (Race, Color, National Origin), Title IX of the Educational Amendments of 1972 (Sex), Section 504 of the Rehabilitation Act of 1973 (Disabled), informs its students and staff and all parties to whom this might pertain that educational programs or activities and employment opportunities will be offered without regard to sex, race, color, national origin, or disability. Any questions about any of these may be directed to Superintendent, Jones County School District 37-3; PO Box 109; Murdo, SD 57559; phone number (605) 669-2258. You may further contact the Regional Director, Department of Education; Office of Civil Rights; Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, MO 64106, Telephone: 816-268-0550, Fax: 816-268-0599, TDD: 800-877-8339 Email: OCR.KansasCity@ed.gov Any student or staff who feels he/she has been aggrieved may contact the Superintendent's office for procedures to follow for complaints alleging any discriminatory practice.

CRISIS DRILLS

Drills are held for various scenarios. One may be where classrooms continue with regular classes, but doors are locked and shades are drawn. Another drill may be where students hide out of sight of a possible intruder and remain quiet until all clear sign is given. Another drill may include removing students from the building to a safe location. These practices ensure a smooth transition in case of severe weather or if other dangerous situations arise.

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ACADEMIC ELIGIBILITY

Let it be noted that the Jones County School Board encourages participation in all activities and school sponsored activities, however academics come first!

1. It is recommended that students participate in some co-curricular school activity.
2. According to standards set by the SDHSAA and the Jones County School Board, students must pass at least four (4) subjects at the end of any given semester. Those students not passing at least four (4) subjects are ineligible for the entire succeeding semester in any school-sponsored activity. School sponsored activities include, but are not limited to athletics (football, volleyball, cross country, basketball, golf, track, cheerleading), music (Jazz Choir, All-State Band, All-State Chorus) and FFA, Student Council and school play.
3. Grades will be checked weekly to determine academic eligibility. Checking will begin after the first two weeks of school, two weeks after the nine week period and two weeks after the semester ends. The ineligible period will last from Monday through Sunday. Grades will be checked by 8 a.m. on Monday or, in the event of a school closure, the first school day of the week. Students who are found to be ineligible may not participate in school sponsored athletic contests or fine arts activities or contests for the remainder of the week. Students that are ineligible are not allowed to travel with their team to out of town contests, but are expected to participate in practice sessions during the ineligible period. If the student is ineligible for three or more consecutive weeks, the student will not be allowed to participate in practice sessions, and will be required to work with teacher(s) he/she is ineligible for after school until the student is once again eligible. At the end of the fall semester, students who are found to be ineligible will continue to be ineligible through the Christmas Break until the start of the spring semester. Ineligibility status will not be carried over from spring semester to fall semester.
4. Exception: Chorus and Band are co-curricular programs that are used as part of a student's grade. A student may not be withheld from participation in regularly scheduled chorus or band events due to academic ineligibility, except as defined in Number 2 above.

ATTENDANCE POLICY

According to state law, specifically SDCL 13-27-1, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training, and if of compulsory age (under 18), attends school. 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 of presentations, discussions, and student teacher interaction can never be made up. In addition to this, schools have found that irregularity in attendance is the most frequent cause of failures; therefore parents will greatly aid their child's education and school in promoting the welfare of the pupils if they will not ask to have them excused except when absolutely necessary. In the case of appointments with dentists, doctors or working at home for parents, the school will be glad to cooperate with the parents. However, hair appointments, shopping trips, sun tanning and the like should be made outside of school hours or on weekends. No student should be expected to earn a passing grade that has been absent an unreasonable number of days. Keep in mind that on permanent attendance records a student is either considered absent or present, regardless of the reason. Any days missed for school sponsored activities (i.e. track meets, music trips) shall not be considered an absence—NO COUNT. All other absences will be counted as EXCUSED or UNEXCUSED.

1. Participation in a school sponsored activity—NO COUNT.
2. Any absence for illness or doctor's appointments which will be verified by a doctor's statement turned in to the administration office within 24 hours of returning to school—EXCUSED.
3. A family emergency as interpreted by the administration, such as death in the family, critical illness in family, etc.—EXCUSED.
4. Students suspended out of school will count one day absent for each day suspended—UNEXCUSED.

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5. Illness not verified by a doctor's statement will count as one UNEXCUSED absence for each illness.
6. Educational trips such as 4-H, church sponsored trips, etc.—EXCUSED.
7. Seniors making post-secondary visits to vocational or college visitations—two (2) EXCUSED days allowed. If you use one day as a junior, then one day as a senior would be allowed.
8. Absences which are the result of a requirement by law such as a court appearance, being witness, etc.—EXCUSED.
9. Family trips (immediate family) will count one (1) UNEXCUSED day and one (1) EXCUSED day absent for every two (2) days missed.
10. Parents are asked to call the school office when a student is absent. When such a call is not made, a call to the parents will be made to make sure the parents are aware of the absence.
11. A student is allowed seven (7) UNEXCUSED absences per semester. After a student has been absent from any class during a semester five (5) times, a letter stating this fact will be sent to parents. The letter will stress the importance of good attendance to good schoolwork.
12. On the eighth absence from a class in a semester, the student will receive a 3% grade deduction on their quarter grade for each UNEXCUSED day absent beyond the allowed seven (7) days.
13. If a student has accumulated twenty (20) or more absences and/or twenty (20) or more days tardy throughout the school year, Social Services will be contacted on the grounds of neglect. Extenuating circumstances will be reviewed by the administrative team prior to the phone call to the Department of Social Services.
14. Absences allowed will be prorated for students who enroll after the first day of the semester (i.e. students who are only enrolled for half of the semester will be allowed half as many unexcused absences as students enrolled the entire semester).

Parents must notify the school when his/her child is absent. If the school is not notified, the office staff will telephone the parent. Any absence that cannot be verified will be dealt with as an unexcused absence, which can result in disciplinary action.

ACTIVITY ELIGIBILITY REQUIREMENTS

Jones County High School is a member of the South Dakota High School Activity Association, and conforms to all requirements as set forth yearly in the SDHSAA Official Yearbook. Students will be informed of these requirements by their teachers and/or coaches in the respective activities.

ATTENDANCE ON DAYS OF ACTIVITIES

A student must be in school for the entire afternoon session of a scheduled activity in order to participate. A student must be in school the entire day following a scheduled activity (unless it falls on a weekend day). The Dean of Students or Superintendent may grant an exception to these limitations. Disciplinary action may be given on a case-by-case basis.

BOMB THREAT

In the event that a telephone call or other notice is received indicating that a bomb has been placed in a school or on school property, the following procedures, which have been developed in cooperation with the Jones County Sheriff's Department, will be followed:

1. The students and staff will evacuate the building(s).
2. Staff and students will have a brief period of time to retrieve hats, gloves, coats for weather conditions. All other articles, such as backpacks, gym bags, must be left in the building.
3. The appropriate personnel will be notified.
4. The sheriff's department and other emergency vehicles will respond. The local law enforcement agencies shall search the building(s) involved with their own personnel or with personnel they have designated for such purposes.
5. The school building(s) shall not be opened to the students and staff until they or parts thereof are approved for occupancy by the law enforcement agency in charge.

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6. After the entire building(s) is approved for occupancy by the law enforcement agency in charge of the search, the school day shall be resumed at the point at which it was interrupted.
7. The school board reserves the right to add on, at a minimum, the amount of time missed for a bomb threat(s) to the school calendar. The time to be made up will be served at such times as when all students will be present.
8. An investigation of the incident should be made by the local law enforcement agency in charge (normally the sheriff's department). They may be assisted by the State Fire Marshall, Department of Criminal Investigation or any other organization they deem necessary.

BULLYING

The term "bullying" includes, but is not limited to the repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending himself or herself.

The Jones County School District has a zero tolerance policy toward bullying. We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Forms of bullying:

- Physical—involves harmful actions against another person's body.
- Verbal—involves speaking to a person or about a person in an unkind or hurtful way.
- Emotional—involves behaviors that upset, exclude, or embarrass a person
- Sexual—involves singling out a person because of gender and demonstrates unwarranted or unwelcome sexual advances
- Racial—involves rejection or isolation of a person because of ethnicity
- Cyber—includes but not limited to texting (cell phones), Facebook, My Space and Twitter. This type of bullying sometimes happens outside the traditional school day, however this type of bullying does impact a student and/or staff member during the day. Consequences will be consistent for both bullying and cyber-bullying. Consequences for bullying over social media include loss of privilege of having phone at school, including extra-curricular events for remainder of school year. This includes anyone who forwards on a bullying message or picture. We are trying to empower students to put a stop to it and not be part of it. School administrators can search a phone if bullying has been suspected.

Please report any incidences of bullying to either the classroom teacher, administrator, or superintendent. Not reporting bullying enables and gives the bully power and allows an atmosphere of fear and intimidation. Teachers and other school officials cannot possibly address and correct that which they know nothing about.

Offending students will be pursued with disciplinary action up to the point of suspension or expulsion from school, whatever is needed to keep students physically and emotionally safe at school and at school sponsored activities.

Any student found to be bullying would immediately follow the discipline policies stated in this Handbook. **This is your only warning!**

CHILD CUSTODY

If a parent has a court order that limits the right of the other parent in matters such as custody or visitation, a copy of that order must be placed on file in the administrator's office. Unless the court order is on file in the office, school officials cannot be expected to abide by it. Parents should provide the school administrator with the name and address of non-custodial parents. The non-custodial parent has a right to certain information about the child such as report cards. These will be mailed to the non-custodial parent whose address is on file in the office.

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CHURCH NIGHT

Wednesday nights have been reserved for church activities. No formal school events will be scheduled by students or teachers on Wednesday nights. The school is not responsible for conference, district, region or state events that are sometimes scheduled on Wednesdays. Practice sessions must be concluded no later than 6:45 p.m.

CLASS ORGANIZATION

Each class will have a class organization, which will carry on the business matters of each class. Class officers will be: president, vice president, secretary and treasurer. The class will function as an organization whenever the officers and sponsors deem it necessary or advisable. The advisors will be appointed by the administration.

COMPLAINTS

Parents or students who have other complaints about the school should follow the procedure adopted by the school board for handling complaints. The procedure asks that the complaint be brought to the attention of the person who is seen as the closest to the problem. If this action does not produce satisfactory results, the complaint should be taken to the person's supervisor. If still not satisfied, the Superintendent should be consulted and if the complaint is still not resolved, the school board may be brought into the matter. As an example, a person who feels a teacher is not doing something right in a classroom should discuss the problem with the teacher. If the person is not satisfied as a result of this discussion, the person should discuss the matter with the teacher's supervising administrator. If still not satisfied, the matter should be taken up with the Superintendent and if satisfaction is still not received, then the person may ask to be placed on the agenda of the next regular school board meeting and the matter taken up with the board. This same policy applies to student activities.

Forms on file in business office and on school website <https://jonesco.k12.sd.us/default.aspx>.

COMPLAINT POLICY AND PROCEDURE

If a school patron has a complaint involving a school staff member or school policy, the following procedures shall be followed:

1. If complaint pertains to school staff, complainant should make an appointment to visit involved staff.
2. If Step 1 fails to resolve complaint—complainant should put the complaint in writing, sign and present it to assigned administrator. A conference with the administrator to resolve the complaint shall take place.
3. If Steps 1 and 2 fail to provide a justifiable answer to complaint—complainant should notify the superintendent and a conference will be arranged.
4. If complaints cannot be solved with the superintendent, a notice should be given to the superintendent that complainant desires to appear before the school board.

COMPLAINT POLICY FOR FEDERAL PROGRAMS

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

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

If the complaint remains unresolved, the stakeholder may address in writing the complaint to the South Dakota Department of Education.

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CONSTITUTION OF THE STUDENT ASSOCIATION

Preamble: We, the members of the student body of Jones County High School, in order that we may obtain a more effective student government, widen our scope of learning, provide for individual equality, promote, better student—faculty relationships, encourage and develop a more pleasant atmosphere in our inter-school activities, and secure the blessings and wealth of this knowledge to ourselves, and the future students of this school, do ordain and establish this constitution.

Article I—Membership Student Association

1. All regularly enrolled students of Jones County High School shall be considered members of the student association.

Article II—Officers of the Association—There shall be elected:

1. A president, from the junior class, who shall preside over all meetings of the association and council, make appointments, and be responsible for effective leadership of the council and association.
2. A vice president, from the sophomore class, who shall meet the same qualifications as for the office of the president and assume all the duties and responsibilities of the president when the president is absent or at the discretion of the council. The vice president will plan, organize, and coordinate all social functions sponsored by the association or council.
3. A secretary-treasurer, from the freshmen, sophomore, or junior class, who shall keep an accurate account of all meetings and assume the management of the association and council funds as directed by the faculty advisor.
4. All elected officers of the student council must have maintained a "C" average or above the year prior to election.
5. All elected officers of the student council must have been enrolled at Jones County High School 18 weeks preceding the election.
6. Elected officers of the student council are not eligible for class offices during their term of office.
7. A parliamentarian and sergeant-of-arms from the freshman, sophomore or junior class who is active on the council and doesn't already hold a council office shall be appointed by the advisor and president as soon after May 1st as possible. They will be responsible for keeping the meetings running smoothly and properly.

Article III—Elections

1. New council officers will take office on May 1st and continue until that date of the following year. Class representatives and presidents will also become members of the council at this time but won't take class office until the beginning of the next school year.
2. Five (5) school days prior to the election, a candidate will place their name in nomination by submitting a petition containing the signatures of ten percent (10%) of the members of the Student Association five (5) school days prior to the election.
3. The existing council shall adopt any rules and regulations concerning campaigns as are considered necessary.
4. Election will be by secret ballot. The faculty advisor will tally all ballots and the results will be announced at the annual spring awards night
5. If no candidate files for any office the existing council shall appoint such officers prior to the end of the school term.

Article IV—Meetings

1. The council shall meet at least once per month during the school year.
2. The president, upon recommendation of the faculty advisor, may call a meeting of the student association whenever necessary.

Article V

1. The council shall have all powers necessary and proper to promote the academic and social welfare of the student association with the consent and recommendation of the faculty advisor.

Article VI—The Council

1. The membership shall be as follows:
 - (a) The president of each class, grades 7-12
 - (b) An elected representative from each class, grades 7-12
 - (c) The duly elected officers as set forth in Article II.

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2. All members of the council shall have voting privileges except the president, who shall vote only in case of a tie.

Article VII—Student Organizations and Activities

1. Any recognized association, club, or activity may be represented by representatives with debating, but not voting privileges when business that is pertinent to said organization is being conducted by the Council.

Article VII—Faculty Advisor

1. A faculty advisor appointed by the administration shall be responsible for promoting the work of the council, advising the council in their work and representing the administration and faculty at meetings of the council and association.

Article IX—Amendments

1. Amendments shall be proposed by a majority vote of the council.
2. The student association shall approve the amendment by a two-thirds (2/3) majority vote.

Article X

1. The constitution will be in effect upon the approval of two-thirds (2/3) of the members of the student association on April I of the school year in which it is adopted.

COUNSELING

School Counseling Services Provided

- Groups will be offered as needed
- Individual counseling for a variety of issues
- Information and resources for parents on a variety of issues
- Future planning and preparation
- Referral to other agencies when necessary

Parent Permission for Counseling Services

- The main goal of school counseling services is to foster healthy development in all students in the following areas: academic, school, social and emotional.
- The school counselor will make his/her best effort to work collaboratively with parents in providing students with counseling services.
- The school counselor will seek permission from parents before on-going, continual individual counseling services are provided to a student.
- The school counselor will seek parental permission before students are allowed to participate in any voluntary group counseling offered by the counselor.
- The school counselor reserves the right to provide any classroom guidance activities, small group guidance, short-term individual counseling, teacher referred counseling or crisis intervention services to students without the permission of parents.

Confidentiality between Student and School Counselor

- The school counselor has an obligation to the student to keep what is shared in a counseling session confidential unless it falls under one of the following exceptions:
- There is intent by the student to harm him/herself.
- There is intent by the student to harm someone else.
- The activities the student speaks of put his/her life at risk.
- The student speaks of situations that may be considered child abuse or neglect.
- By law the situations above must be reported to the proper reporting agency or persons.
- In the event that a parent wishes the counselor to share any other information rendered during a counseling session, the counselor prefers to first obtain permission from the student.
- The school counselor will do his/her best to work collaboratively with parents for the best interest of the student.

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DETENTION

Detention policies may be established by the administration. Detentions may be held outside regular school hours at the discretion of the building administrator and/or staff.

DISCIPLINE

All students are considered to be under the jurisdiction of the regulations in this student Handbook while going to, remaining at, returning from school and any time they visit another school. The school board advocates that while education is a right of our youth, it is not an absolute right. It is qualified first by eligibility requirements and secondly by performance requirements. The school must be concerned with the individual and his/her welfare but in working with the individual must at all times be concerned with the welfare of the group. The following obligations shall be assumed by the student:

1. Obey the rules of the school.
2. Apply him/herself to the established course of study, be prompt and regular in attendance, complete school assignments on time, pay attention to teachers, be willing to work at self-improvement, learn to criticize fairly and accept criticism.
3. Respect the authority of the teacher.
4. Respect school property.
5. Conduct him/herself properly in school, on school grounds, buses, at functions.
6. Refrain from disruption, demonstrations, violence and other incitement.
7. Leave school grounds immediately upon being dismissed unless engaged in some school sponsored activity directed by a faculty member.

The school board and administration cannot develop a policy in such detail as to anticipate every type of misconduct that could occur. These rules of conduct will be applicable in school and during attendance at activities both as a spectator and participant.

DISTANCE LEARNING POLICY

On file in business office and on school website <https://jonesco.k12.sd.us/default.aspx>.

DRESS CODE

1. For health and safety reasons, footwear is required at all times. Parents should also see that children are dressed properly for weather conditions.
2. Hats, caps, scarves, bandanas, headsets, sunglasses or other headwear are not appropriate and are not to be worn in the school buildings during the day.
3. T-shirts, jackets, or other apparel which convey profane meaning in regards to sex, drugs, tobacco, alcohol, or derogatory toward race or religion through pictures, lettering, or other markings are prohibited.
4. Wearing inappropriate pants/shorts or tops is prohibited. Clothing that displays bare midriffs, have spaghetti straps or tops or pants that are cut too low are not allowed.
5. During the school year special theme days may occur. On these occasions, students may dress accordingly. However, on no occasion will weapons be allowed as part of the costume.

Consequences

Student will be reprimanded by staff member, may be asked to change shirt inside out, change, or cover the inappropriate attire. If needed, a parent will be called and asked to bring appropriate attire.

DRUGS, ALCOHOL AND CONTROLLED SUBSTANCES POLICY

Complete copy on file in business office and on school website <https://jonesco.k12.sd.us/default.aspx>.

Mood Altering Drugs

The Jones County Board of Education, administration and teaching staff does not and will not permit the use of mood altering drugs i.e., alcohol, tobacco and drugs, at any time, at any place, by any student during the entire school year. Students violating this policy will be penalized in exactly

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the same manner as students who violate training rules. Examples of "events" include, but are not limited to, career days, prom, senior trip and school sponsored dances.

Philosophy and Purpose

- A. Philosophy of the member schools relating to the use of mood-altering chemicals, i.e., alcohol, tobacco and drugs
 - 1. The South Dakota High School Activities Association recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives.
 - 2. The close contact in SDHSAA activities of advisors and coaches provides them with a unique opportunity to observe, confront and assist young people. The SDHSAA, therefore, supports education and awareness training in adolescent chemical use problems including the symptomatology of chemical dependency and special issues affecting association activities for administrators, athletic directors, coaches, advisors, participants and their families.
- B. Statement of purpose
 - 1. To encourage the growth of responsible citizenship among the students, member schools and their personnel.
 - 2. To emphasize the schools' concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.
 - 3. To promote equity and a sense of order and discipline among students.
 - 4. To confirm and support existing state laws which restrict the use of such mood-altering chemicals.
 - 5. To establish standards of conduct for those students who are leaders and standard-bearers among their peers.
 - 6. To assist students who desire to resist peer pressure that directs them toward the use of mood-altering chemicals.
 - 7. To assist students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals.

Students

The board recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the district. The board is concerned about the community problem of alcohol and drug abuse and further recognizes that the use of alcohol and/or narcotic drugs, depressants, and other controlled substances illegally and/or inappropriately is wrong and constitutes a hazard to the positive development of students. Therefore, the district's policy on alcohol and drugs requires:

- 1. Age appropriate, developmentally based drug and alcohol education and prevention programs for all students in all schools operated by the school district, from early childhood through grade twelve.
- 2. The provision of counseling services that will make it possible for alcohol and drug-troubled students to seek and get counseling any time without fear of reprisal and with assurance of the confidentiality of the counseling.
- 3. Emergency health and safety care which may be in order for students under the influence of alcohol and drugs at school or in connection with any school activity
- 4. Close cooperation by school officials with parents of students seriously suspected or reliably reported to be illegally involved with alcohol or controlled drugs. This requires that parents be notified and conferences with them arranged when suspicion of alcohol and/or drug abuse in any form (use, possession, or distribution) is sufficiently founded. This is intended as a time when school officials may work with parents without involving law enforcement agencies and without taking disciplinary action.
- 5. Students are prohibited from drinking, selling, or having in their possession alcoholic beverages on or in school properties or other areas where regular school functions are in session. This

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includes the prohibition of alcohol at any interscholastic athletic contest, on any field trip, or any other board approved trip or activity. The first violation of this may result in suspension from school. A subsequent violation could subject the student(s) to expulsion, as may be determined by the board.

6. Students are prohibited from use, possession, sale, and/or distribution of illegal drugs on school property or in connection with any school activity. Violation of this provision must be reported to the proper law enforcement agency and may cause for suspension from school.

Disciplinary Sanctions and Implementation Procedures

The following procedures will be used in dealing with possession, use, distribution, or being under the influence of alcohol and other drugs:

1. The administration designee will try to notify the parents by phone to explain the incident and arrange a conference.
2. The administration designee may suspend the student for up to (10) ten days.
3. The administration designee will notify the parents in writing of the suspension.
4. The administration designee will notify available law enforcement authorities.

EXTRA CURRICULAR ACTIVITIES POLICY

Training rules apply from the date of the first allowable practice at the start of the school year to the final day of the State Golf Meet. During the school year and the season of practice, play or rehearsal, regardless of the quantity, a student shall not: a) use a beverage containing alcohol; b) or use or consume, have in possession, buy, sell or give away drugs, tobacco, or any controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

First violation

1. Penalty: After confirmation of the first violation, the student shall lose eligibility for the next three (3) contests or events. No exception is permitted for a student who becomes a participant in a treatment program.
2. Recommendation: When appropriate, the school refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

Second violation

1. Penalty: After confirmation of the second violation, the student shall lose eligibility for the next eight (8) scheduled contests or events in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.
2. Recommendation: When appropriate, the school refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

Third violation

1. Penalty: After confirmation of the third violation, the student shall lose his/her eligibility in all district co-curricular activities for the remainder of the school year.
2. Recommendation: It is recommended that the student be referred for assessment of potential chemical abuse, misuse or dependency by a community agency or a professional individual outside the school.

An Observation

No one, including the South Dakota High School Activities Association, expects rules alone to deter students from using chemicals. The clear philosophy and statement of purpose explains the rules and gives direction, encouraging school staff to take an active role in responding to existing chemical use problems, preventing future problems from occurring and promoting the chemical health of all students.

State law 13-32-9. School discipline

Pursuant to SDCL 13-32-9, any student who is adjudicated, convicted, the subject of an informal adjustment or court approved juvenile diversion program, or the subject of a suspended imposition of sentence for possession, use or distribution of a controlled drugs or substances or marijuana as defined by the state law, or for ingestion, inhaling or otherwise taking into the body any substances prohibited

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by state law, is ineligible to participate in any extracurricular activity at Jones County School District for one calendar year from the date of adjudication, conviction, diversion or suspended imposition of sentence. The one (1) year suspension may be reduced by the Jones County Board of Education to thirty (30) days if the student participates in an assessment with chemical dependency counselor or completes an accredited intensive prevention or treatment program. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extra- curricular activities. Upon a subsequent adjudication, conviction, diversion or suspended imposition of sentence, by court of competent jurisdiction, that student is ineligible to participate in any extracurricular activity at Jones County School District. Notice is further given that upon such a determination in any juvenile court proceeding, the Unified Judicial System is required by law to give notice of the determination to the South Dakota High School Activities Association and the chief administrator of the school in which the student is participating in any extracurricular activity.

As used in this section, the term extracurricular activity means any activity sanctioned by the South Dakota High School Activities Association.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Complete copy on file in business office and on school website <https://jonesco.k12.sd.us/default.aspx>.

The Family Educational Rights and Privacy Act (FERPA) requires that the school annually notifies all parents of their rights under the law. Under the FERPA law, parents have the right to:

1. Know the location of all records kept on a student; including computerized data;
2. Inspect and review all educational records; to receive explanations and interpretations of the records; and to obtain copies upon request;
3. Request to amend educational records believed to be inaccurate, misleading or in violation of a student's privacy;
4. Request an impartial hearing if the district refuses to amend an educational record; and
5. The assurance that no student record will be disclosed without informed parental consent, except to persons with a legitimate educational interest.

If you have a question regarding the Family Educational Rights and Privacy Act, please call the school at 669-2258. Complaints regarding violation of rights accorded parents and students should be submitted to the Superintendent of Schools of the Jones County School District, or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave, S.W., Washington W.C. 20202-5901.

FIRE DRILLS

Fire drills are held throughout the year without advance notice. The sounding of the fire bell is the signal to vacate the building for practice or because of fire. Teachers, students and custodians must leave the building.

1. Signal—continuous horn.
2. Directions for fire drills.
 - Leave all equipment in the room and leave the building in an orderly manner using the regular exits.
 - Move at least seventy-five (75) feet from the building. Remain in groups so that roll call can be taken by teachers.
3. Do not get excited; remain calm and quiet as possible.

FIRST AID

Pupils requiring first aid can secure service from the business office or elementary office after first obtaining permission from the teacher in charge. School nurse or designee shall administer medications.

GRADES

9-12 Grades (Semester)

Semester grades are calculated as follows:

- First nine weeks grade—45%
- Second nine weeks grade—45%
- Semester test grade—10%

K-8 Grades (Final)

Final Grades are calculated as follows:

- First nine weeks—25%
- Second nine weeks—25%
- Third nine weeks—25%
- Fourth nine weeks—25%

Kindergarten Grading System

E..... Exemplary
 S..... Satisfactory
 N..... Not working at grade level

1st Grade and 4-6 Technology Grading System

S+..... Excellent progress
 S..... Satisfactory
 S-..... Not quite satisfactory
 N..... Needs improvement

2-12 Grading System

| <u>Percentage</u> | | <u>Letter Grade</u> | <u>Honor Points</u> |
|-------------------|---|---------------------|---------------------|
| 96% - 100% | = | A..... | 12 |
| 93% - 95% | = | A-..... | 11 |
| 91% - 92% | = | B+..... | 10 |
| 88% - 90% | = | B..... | 9 |
| 85% - 87% | = | B-..... | 8 |
| 83% - 84% | = | C+..... | 7 |
| 80% - 82% | = | C..... | 6 |
| 77% - 79% | = | C-..... | 5 |
| 75% - 76% | = | D+..... | 4 |
| 72% - 74% | = | D..... | 3 |
| 69% - 71% | = | D-..... | 2 |
| 68% and Below | = | F | |
| *Incomplete | = | I | |

*Students with an Incomplete (I) in any class will have two (2) weeks after the end of the semester to get their coursework completed. If after two weeks they have not completed the course, their final grade will be recorded as an “F” on the report card and transcript.

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GRADUATION REQUIREMENTS

Jones County School Board policy determines that no student will participate in commencement exercises if that student does not have the proper credits as determined by the South Dakota Department of Education and the Jones County School Board.

Any exceptions to this policy must be requested in person or in a formal written request made to the Jones County School Board. The school board will address the request at its next regularly scheduled meeting.

The Jones County School District recognizes those students with a GPA of 4.0—3.9 as students with Highest Honors and students with a 3.89—3.5 with Honors during the graduation ceremony.

Graduation Requirements by Grade Level (One Unit equals one credit)

Seniors: English IV (1 Unit) Government (1 Unit), Computers (1/2 Unit)

Juniors: English III (1 Unit), U.S. History (1 Unit)

Sophomores: English II (1 Unit), Biology (1 Unit), Economics (1/2 Unit), Personal Finance (1/2 Unit)

Freshmen: English I (1 Unit), Algebra I (1 Unit), Physical Science (1 Unit), World History (1/2 Unit), World Geography (1/2 Unit), Physical Education (1/2 Unit), Health (1/2 Unit)

Also required Fine Arts (1 Unit)

Credit Classification (22 Units required for graduation)

Sophomores..... 5.5 Units

Juniors..... 11 Units

Seniors..... 16.5 Units

Regent Scholar Graduation Requirements

- 4 Units English
- 3 Units Social Studies
- 4 Units Math (Algebra I or Higher)
- 4 Units Laboratory Science
- 1 Unit Fine Arts
- 2 Units of either of the following or a combination of the two:
 - Approved Career and Technical Education Courses
 - Foreign Language
- ½ Unit Personal Finance or Economics
- ½ Unit Physical Education
- ½ Unit Health

To be eligible to receive the South Dakota Opportunity Scholarship you must also be a resident of South Dakota, have an ACT score of at least 24 and have a GPA of at least 3.0, with no final grade below a C. The Board of Regents does not require elective credits. They do, however, require that a student graduate from high school.

HARASSMENT

Harassment, whether it be physical or verbal, will not be tolerated within the Jones County School District. Any conduct that has the effect of unreasonably interfering with an individual's academic, extracurricular, or work performance or of creating an intimidating, hostile or offensive educational environment regardless of intent may be interpreted as either physical or verbal harassment. Any student who believes he or she has been a subject of physical or verbal harassment by another student or district employee should report this incident immediately to the administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Such action could consist of suspension and or expulsion depending on the severity of the situation. Confidentiality consistent with due process will be maintained. If a student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

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HEAD LICE

Sometimes there have been isolated cases of head lice in the school. To prevent the problem, we ask that parents check their child's hair for lice. Use a bright light to look for small silvery eggs (nits) that are attached to the individual hair, close to the scalp. Head lice live mainly at the back of the head behind the ears, but are also found near the hairline above the forehead. If lice are discovered, please do not send children back to school until this has been treated with medicated shampoo. All members of the family should use the medicated shampoo at the same time. Bedding and washable clothing should be washed in hot water followed by a hot dryer cycle, and dry clean items that cannot be washed. Thoroughly vacuum carpet, upholstery, mattresses and pillows. The school gratefully appreciates your cooperation in helping us control this problem. The school nurse will do routine head checks as needed. Please call the school nurse if you have any questions.

HONOR ROLL

The honor roll at Jones County Middle School/High School is computed on the basis of the number of points acquired for work in academic subjects. To attain the honor roll a student must carry more than five (5) subjects and have a grade point average of 3.0 or above in academic subjects. The honor roll will be based on the 4.0 grading system.

HOMEWORK POLICY (Grades 5-12)

Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of the Jones County staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply the information they have learned, complete unfinished class assignments, and develop independence.

Homework assignments include:

- Practice exercises to follow classroom instruction
- Preview assignments to prepare for subsequent lessons
- Extension assignments to transfer new skills or concepts to new situations
- Creative activities to integrate many skills toward the production of a response or product

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers.

LATE WORK POLICIES

Students are expected to turn work in on time. Work is due at the beginning of class. Any homework difficulties should be addressed with the teacher before school begins or at noon. Students who turn in late assignments will receive the following:

Credit

- Regular late assignment—partial credit—starts at 70% and assignment must be completed
- Major projects—major projects include research papers, book reports, presentations, and other assignments that teachers designate as major projects. Each teacher will determine the grading assessment for his/her assignment. Late work grading will start at 80%.

Communication with Parents

- Contact parents after two (2) late assignments per nine weeks
- Request a meeting with parents after three (3) late assignments per nine week

Late Assignment Detention

- Each late assignment will result in detention time
- If a student skips detention two consecutive times, student will receive one day of ISS.
- If a student receives ISS or OSS, grades will become zeros for the assignments that day and assignments must be completed.

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INCLEMENT WEATHER PROCEDURE

School will be held unless otherwise announced. Since we live in a large attendance area where weather conditions may vary, parents should judge the advisability of sending children to school during adverse weather conditions. Whenever possible, notification will be made the night before.

LIBRARY

All students have at their disposal, a school library. Each student has the privilege to check books out for a one or two week loan period. Students must turn books in or re-check them out after the loan period. Not returning books will forfeit the privilege of checking additional books out.

Library visitations for students in K-6 are scheduled on a weekly basis or more as the need may arise. Students are urged to take special care of library books loaned to them. They must be returned in the condition checked out. If damage or abuse occurs, the student will be financially responsible for the damage or loss of the books. Student report cards and other school reports may be withheld until library and all other types of fines are paid.

LINE OF AUTHORITY

1. Jones County School Board
2. Lorrie Esmay, Superintendent/Elementary Principal
 - K-6 Student Affairs
 - Special Education Director
3. Missy Valburg, Junior High/High School Dean of Students
 - 7-12 Middle School/High School Student Affairs
 - Truancy Officer, 504 and Title IX Coordinator
4. Beth Feddersen, Business Manager
 - School Business Affairs
 - Fiscal Programs Agent

LUNCH AND BREAKFAST

Lunch Account Policy—It is expected that students will have money in their lunch account to cover the purchase of any meals or a la carte items. When a student's lunch account balance is zero, the student will be allowed to continue to charge up to \$10 to their account for the meal only. No a la carte items (extra entrees, extra milk, juice, water etc.) will be charged to the account. All students must have money in their account to purchase any a la carte items. When a student's account reaches the \$10 charging limit, they will no longer be able to purchase a meal until additional funds are deposited in their account. Students eligible to receive free meals will always be allowed to receive the regular meal, but must have money in their account to purchase any a la carte items.

Notices are sent home with students when their balance falls below \$15 for full priced students and below \$5.00 for reduced priced eligible students, so be sure to check with your student for any notices that may have been sent home. Parents may also check their student's lunch account balance by calling the high school office at 605-669-2258. When a student's account balance falls below \$0, notices will be mailed home and/or parents called using the parent messaging system. If a student's lunch account balance reaches the \$10 charging limit, they will also be given the opportunity to call a parent before lunch to make payment arrangements, or they may bring their own sack lunch from home. Please note if choosing to bring a sack lunch, that in agreement with the school's wellness policy, pop and energy drinks are not allowed in the lunch room. Also there are no microwaves available.

Guests and parents are always welcome in the lunch room, however they must bring money in order to purchase a meal. The cost of an adult or guest lunch is \$3.60, and an adult or guest breakfast is \$2.05. Please keep this in mind especially if your student is bringing a friend to visit for the day.

Free/reduced priced meal applications are mailed to each district household prior to the beginning of the school year or given directly to parents when a new student is enrolled. If you think you may be eligible for free or reduced priced meals, please return your application prior to your student starting

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school. Free or reduced priced meal benefits cannot be granted until a completed application is on file. If you do not receive one, you may pick one up at the high school office. If your income or household situation changes at any time during the school year, you may apply for free or reduced benefits at that time.

Lunch and Breakfast Prices

| Breakfast | | Lunch | |
|--------------------------|--------|--------------------------|--------|
| Elementary/Middle School | \$1.65 | Elementary/Middle School | \$2.75 |
| Extra Breakfast Entrée | \$1.05 | Extra Lunch Entrée | \$1.50 |
| Extra Milk | \$.50 | Extra Milk | \$.50 |

Breakfast

- Served from 7:50-8:10.
- Students must be in lunch room by 8:00 to have time to eat breakfast. You can drop your child off at the breakfast/lunch room. An adult will walk students back to elementary at 8:15.

Lunchroom Guidelines

- All students are encouraged to eat lunch at the lunchroom.
- All students eating at the lunchroom will remain seated until dismissed by the supervisor.
- Boisterousness or unruly conduct at the school lunchroom is to be corrected by the supervisor.

Rules for Lunchroom

1. First ten (10) minutes of lunch will be quiet/whisper so students can eat
2. Walk—NO RUNNING!
3. Talk in low voice—no shouting.
4. Hands and feet to yourself!
5. No throwing or smashing of food.
6. Follow traffic directions.
7. No sharing of food.
8. If you bring a lunch, it must be eaten in the lunchroom.
9. If on a sidewalk or in hall must be quiet due to classes that are still in session.

Breaking the Rules in the Lunchroom

1. Student will be reprimanded by supervisor. If your supervisor is not the K-6 classroom teacher, the supervisor must report incident to classroom teacher.
2. First offense will be handled by supervisor and classroom teacher.
3. Second offense will be handled as in Step 2 except the building administrator will be notified and the building administrator will notify parents.
4. Third offense will be handled as in Step 3; the final result may be suspension from the lunchroom.

LOCKERS SEARCH AND SEIZURE

Jones County School Board policy as well as South Dakota and Federal Law make it clear that responsible school officials have the right to open and inspect students' lockers.

MAKE-UP WORK MISSED

All missed work must be made up. Any student absent for any cause is expected to make up all work missed as a result of that absence. It is the student's responsibility to get work missed. If it is known in advance that a student will be absent on a certain day, the student will check with all instructors for work which will be missed and notify the office of the absence. Make-up work for a planned absence or absence for a school activity must be complete upon returning to class. All make-up work for other absences are left to the discretion of the teacher. Credit will be given for make-up for any unexpected illness or emergency provided it is accomplished within the time limitations set up below:

½ day absent—1 day

1 day absent—2 days

2 days absent—4 days

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Responsibilities of Students

- Attend school regularly
- Write down assignments in my student planner
- Ask my teacher questions when I don't understand something
- Set aside a regular time for studying in a quiet, well-lit study area
- Complete assignments according to the instructions and return on time
- Work on homework independently whenever possible, so that it reflects my ability
- Always try to do my best in my work and my behavior

Responsibilities of Parents

- See that the student attends school regularly and on time
- Monitor student's organization and daily list of assignments in the student planner
- Set a regular, uninterrupted study time each day in a quiet, well-lit study area
- Insist that all homework assignments are completed and returned on time
- Help student work to find the answer, not just get it done
- Communicate clearly and frequently with student's teachers and the school

Responsibilities of Staff

- Assign relevant and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Give feedback and/or correct homework
- Communicate with other teachers
- Involve parents and contact them if a pattern of late or incomplete homework develops

MEDICAL

Guidelines from the State Department of Health impose restrictions about medications taken at school. No student shall hold prescription or non-prescription medication in his/her possession while attending school. Both non-prescription and prescribed drugs should be given to the teacher or office personnel when arriving at school. If a student needs to take any type of medication, please send the medication with complete instructions for administering the medication.

- **Prescribed medications should be in their original containers.**
- **The school does not have non-prescription supplies such as aspirin to administer to students.**

If medication is required for students in order to help them function in the school setting, the parent/guardian should contact the administrator for further guidelines. Paperwork will need to be completed and signed in the school office before medications can be administered in school. Please send no more than 30 pills at a time.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. The NHS has worked to bring the accomplishments of outstanding students to the attention of parents, teachers, peers and community. Chapters all across the nation strive to give practical meaning to the society's goals of Scholarship, Service, Leadership, and Character.

These four ideals are considered as a basis for selection of NHS membership. No student is inducted simply because of a high academic average. The NHS strives to recognize the total student.

Steps to Become Eligible for Membership in NHS

1. Cumulative GPA—3.5 for sophomores, juniors, and seniors
2. Fill out and return an application resume
3. Approval by faculty committee—Council considers attitude, extra/co-curricular activities, church and community involvements and conduct in the classroom

Discipline and Dismissal of NHS Members

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There is no such thing as automatic dismissal from NHS. Once a student is dismissed or resigns, he/she is never again eligible for membership. The purpose of disciplinary measures should be to reeducate the student to more appropriate behavior. A student who partakes in illegal actions would be subject to a period of probation of approximately eighty (80) days. If another infraction occurs, the student would be subject to a faculty committee review. The faculty committee has the option of recommending an education program or dismissal.

Jones County National Honor Society Chapter Bylaws

In accordance with Article XVII, Section 1 and 2 of the National Constitution, each chapter shall have its own bylaws. These laws do not need approval by the National Council, but must be consistent with their Constitution. These bylaws will clarify operating procedures of the Jones County Chapter and shall contain information concerning membership, the election and duties of officers, the schedule of meetings, member obligation, dues, and other information.

Article I—Name and Purpose

- Sec 1. The name of the local chapter shall be "The Orange and Blue Chapter of the National Honor Society" as granted on March 1, 1979 by the National Organization.
- Sec 2. The purpose of the Chapter is to create enthusiasm for scholarship, to stimulate a desire to render service to the school and community, to promote leadership, and to develop character.
- Sec 3. The chapter shall be under the supervision of the National Honor Society school advisor and the Jones County High School Dean of Students.

Article II—Chapter Dues

- Sec 1. No annual dues will be charged to members.

Article III—The Administration

- Sec 1. The administration shall reserve the right to approve all activities and decisions of the chapter.
- Sec 2. The administration shall annually appoint a chapter advisor and faculty council members.
- Sec 3. The administration shall be a part of the appeal process for non-selection or dismissal cases.

Article IV—The Chapter Advisor

- Sec 1. The chapter advisor shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and the community.
- Sec 2. The chapter advisor shall maintain files on membership, chapter history, activities, and financial transactions. The chapter advisor shall send an annual report to the national office.
- Sec 3. The chapter advisor shall regularly review each member for compliance with Society standards and obligations.

Article V—The Faculty Council

- Sec 1. The faculty council shall consist of five voting faculty members appointed annually by the administration. No principal or Dean of Students may be included on the faculty council.
- Sec 2. The term of the faculty council shall be one year. Members may be appointed to consecutive terms.
- Sec 3. The chapter advisor shall be an ex-officio, non-voting, sixth member of the faculty council.
- Sec 4. The faculty council shall meet at least once a year to select members and to consider non-selection, dismissal, other disciplinary actions, and warning cases.

Article VI—Membership

- Sec 1. Membership is an honor bestowed upon a student. Selection for membership is by faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.
- Sec 2. Membership shall be known as: active, probationary, and graduate. Active membership is for those students, enrolled at Jones County High School, who have been duly selected for membership and are maintaining or exceeding all standards. Active members enjoy all privileges of membership. Probationary membership is for active members who have temporarily fallen below standards for continuing membership and who are working to correct the deficit to return to active status. Active members become graduate members upon graduation. Graduate members shall have no voice or vote in chapter affairs.

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- Sec 3. The faculty council shall reserve the right to award honorary membership to school officials, administration, teachers, National Honor Society advisors, or adults in recognition of outstanding service rendered to the school in keeping with the National Honor Society.
- Sec 4. Candidates become members upon induction at a special ceremony and reciting the National Honor Society pledge.
- Sec 5. A National Honor Society member who transfers from another school and brings a letter from the former administrator or chapter advisor shall be accepted automatically as a member in the chapter. Transfer members must meet the chapter's standards within one semester on order to retain membership.
- Sec 6. Members who resign or are dismissed are never again eligible for membership in the chapter.

Article VII—Selection of Members

- Sec 1. To be eligible for membership, the candidate must be a member of the sophomore, junior, or senior class. Freshmen are not eligible. Candidates must have been in attendance at the school for at least one semester. In the case of transfer students, the faculty council may waive the semester regulation based on the recommendation of the previous school's administration.
- Sec 2. Candidates must have a cumulative scholastic average of at least 3.5. Candidates shall then be evaluated on the basis of service, leadership, and character.
- Sec 3. The selection of each member shall be by majority vote of the faculty council.
- Sec 4. A description of the selection procedure is available to all students and parents of the school. The selection procedure shall be determined by the faculty council.
- Sec 5. The procedure for non-selection will be as follows: Students who are not selected for membership in the NHS shall be notified in writing of their non-selection by the chapter advisor. Specific reasons will not be given; however, the Faculty Council shall provide general statements as to which component the students rated highest in and what components they were rated lowest in by the Faculty Council. The administrator will review complaints concerning procedure or technical errors (scoring, a student omission), however since the judgment of the faculty council is subjective and will not in every case satisfy everyone, it must be understood that a different group of people may result in a different decision. This doesn't not mean the process is flawed. The members of the faculty council understand their responsibilities and in the absence of specific evidence to the contrary it must be assumed that the faculty council has acted with the good faith in exercising their duties. Therefore, no appeals will be discussed pertaining to faculty council judgment.
- Sec 6. All candidates for induction to the chapter must attend a formal induction ceremony unless excused by the advisor. The ceremony will take place in the month of March or April during the second semester of each school year. Candidates, upon recitation of the National Honor Society pledge, become active members and will receive tokens of membership.
- Sec 7. The tokens of membership shall be a Certificate of Membership, a personal membership card, a National Honor Society pin, and upon graduation, an honor cord for commencement ceremonies.

Article VIII—Privileges of Membership

- Sec 1. The privileges of membership include: the right and duty to attend all formal meetings of the chapter, the right to vote on official chapter business, the right to attend any and all functions arranged by the chapter, and the right to wear the tokens of membership.

Article IX—Criteria For Continuing Membership

- Sec 1. Active members shall show continuing progress in fostering the standards of the National Honor Society by: maintaining a 3.5 cumulative grade point average, exhibiting leadership and character, attending formal NHS meetings, maintaining good standing with regard to school policies, and attending the formal induction ceremony each year.

Article X—Probation/Termination of Membership

- Sec 1. Members who fail to meet the criteria for continuing membership by the end of each semester shall be assigned probationary status for the next semester. They will receive a written notice

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from the chapter advisor. Probationary members must meet or exceed the standards during the next semester to regain active membership.

Sec 2. In case of flagrant violation of school rules or civil laws, a member does not have to necessarily be warned.

Sec 3. The faculty council shall determine when an individual has exceeded a reasonable number of warnings and will vote, by a majority, for termination of membership.

Sec 4. Terminated members may not be reconsidered for membership.

Sec 5. In all cases of impending dismissal, a member shall have the right to a hearing before the faculty council.

Sec 6. A member who has been dismissed may appeal the decision of the faculty council under the same disciplinary appeals process for the Jones County School District.

Article XI—Election of Chapter Officers

Sec 1. This chapter does not elect officers.

Article XIV—Meetings

Sec 1. The chapter meetings shall be held as called for by the sponsor or administrator during the year.

Sec 2. Meetings shall be conducted according to standard rules of order.

Sec 3. Meeting times shall be announced in advance.

Article XV—Activities

Sec 1. A service project may be decided for each school year.

Sec 2. All members shall participate in the project unless excused by the advisor.

Sec 3. The project shall: fulfill a need within the school or community; have the support of the administration and faculty; be appropriate and educational; and be well planned, organized, and executed.

Sec 4. The project shall be publicized in a positive manner.

Sec 5. Each member shall participate in an individual service project. The service may be of their own choosing in their own particular talent or interest. This service is in addition to the chapter's project(s) to which all members contribute.

Article XVI—Amending of the Bylaws

Sec 1. Amendments to the bylaws shall be by a majority vote of the faculty council.

Sec 2. Voting on amendments shall be deferred to at least the next meeting after introduction.

Sec 3. Amendments must be consistent with the National Constitution.

Sec 4. Final approval by the administrator is required.

Adopted 2006

OPERATION—BAD WEATHER AND ROADS

Situation 1—Inclement weather is threatening or apparent and the **opening** of school for the day is questionable.

- The superintendent will make a decision based on the weather conditions observed and the advice and recommendations thus obtained from others nearby and bus drivers.
- In all cases, the final decision as to whether or not to send children to school on questionable days shall rest with the parents.
- If the decision reached is NO SCHOOL FOR THE DAY, the following procedure shall be in effect:
 - A call will be sent from Infinite Campus “School Reach”
 - News stations: KELO and KSFY will be notified.

Situation 2—School is already in session for the day and inclement weather is threatening or apparent and the **continuation** of school for the day is questionable. (After consultation with the various individuals the decision will be made as to whether or not buses will operate.)

- School is being closed; **buses will operate.**
- Administration will notify the respective personnel under their supervision as to the decision to dismiss school for the day and time for the anticipated bus arrival.
- The superintendent will notify “School Reach” and the various news media.

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Situation 3—School is being closed and **buses will not operate.**

- Experience has taught us that South Dakota weather is extremely unpredictable and that we should be prepared to accommodate students who are unable to return to their respective homes for the night.
- During the first few weeks of school each fall, each rural student attending elementary school in Jones County will be asked to provide the name of an emergency contact.
- Again, it is emphasized that the final decision will rest with the parents or guardian. This is especially true in the rural areas. Parents are urged to watch the local weather conditions during periods of inclement weather so as to help assure the safety of their children.

Situation 4—Weather is inclement to the degree that the decision is made to hold school with a late start

- If we have a late start 10:00 is our normal starting time.
- Classes will run on an abbreviated school schedule.

OPPORTUNITIES AVAILABLE FOR ALL STUDENTS

The Jones County School District will make modifications to its programs, facilities, employment practices, and activities to accommodate all qualified individuals with a disability. The District will assure that all educational services will be provided and offered to all students including disabled/disadvantaged students. The District assures that all students will receive an equal opportunity to achieve educational benefits including vocational technical education programs

OUT OF THE BUILDING PASSES

Students must sign out in the main office before leaving. Failure to do so may result in detention and possible unexcused absence.

PARENTS RIGHT-TO-KNOW

Parents Right-to-Know - Title I Part A, Section 1111 (h) (6)

At the beginning of each school year, any school receiving Title I funds shall notify the parents of each student in their district and let them know that they may request, and the school will provide the parents in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived. (Authority to Act) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certificate or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents may also request additional information on the level of achievement of their child in each of the state academic assessments. If you would like this information, please send a letter to the school superintendent – Lorrie Esmay, PO Box 109, Murdo, SD 57559, and your request will be answered.

Parent Involvement and Education

The Jones County School District recognizes the importance of parent involvement in assuring student success and plan to implement the following ideas:

1. Parents will receive survey in late April/May which will be used to help determine the effectiveness of the Schoolwide program and to plan for the upcoming school year.
2. A public meeting will be held each spring to review and revise the Schoolwide plan based on the survey. Staff, parents, and community members will be invited to contribute their ideas.
3. The Parent/Student/School Compact which specifies the academic responsibilities for the school, the students, and the parents will be reviewed annually.
4. The Jones County School will encourage parents and teachers to be members of the Parent-Teacher Organization (PTO).

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5. Parents will be encouraged to participate in their child's education by visiting the school, volunteering in the classrooms, and participating in Parent/Teacher conferences, Family Nights, and other events.
6. Parents will be allowed access to their child's school records and materials and will be encouraged to use the Parent Portal and to check out the school SharePoint website <http://dc016.k12.sd.us/> Jones County School will make available personnel to answer questions or address concerns parents may have about their child's education. When necessary, Jones County School will provide full opportunities for parents with limited English or disabilities to participate in all meetings and visits.
7. Parents will receive quarterly report cards.
8. Parents will receive descriptors and assessment scores used in their child's education such as the STAR Reading and Math scores, AIMSWeb scores, and Smarter Balance. The data is discussed at conference time and a letter is sent home explaining the scores.
9. Parents will be contacted by phone when concerns (or especially good news) arise about their child.
10. Parents will be given the opportunity to have summer packet available to enable them to work with their child during the summer. Other reading and math materials are loaned out upon request to use at home.
11. Prior to the beginning of the new school year, students in grades K-6 will be encouraged to attend a summer program (Title I Summer School) for reinforcement of previously learned skills. Summer School is also available to those students on an Individual Education Plan (IEP).
12. Our PTO purchases planners each year for students in 2nd grade and up to allow parents to check what their child has to complete for homework.
13. Parents will receive notices from the school, and individual teachers to keep current on activities and events. The school also utilizes School Reach to keep parents current on school closures and other events.
14. Parents are invited to participate in TAT (Teacher Assisted Team) meetings concerning their student.
15. Reading at home with their child will be encouraged by sending home library books and classroom library books. Students in grades K-8 are required to read at home at least 20 minutes five times a week and have an adult sign off their reading logs. Scholastic Book Fair Week provides parents with an opportunity to get inexpensive reading material for their children.
16. Parents are encouraged to call the classroom teacher to monitor their child's progress, to ask for activities to assist their child at home, to arrange a time for a classroom visit, etc.
17. Peer Helpers from the high school will assist in the classrooms whenever possible.
18. Volunteers may help with Field Day, Jump Rope for Heart, Health Fair, Spelling Bee, Community Readers, Valentines for Veterans, etc. Veterans discuss flag etiquette and patriotism for Veteran's Day.
19. An Open House, held soon before school begins, will be used to encourage parent involvement in the upcoming year. Parents will be informed about the opportunities for volunteering in the school.
20. Several programs in conjunction with the After-school Program will be academically geared in the areas of Reading, Math, Science, and Technology.
21. Parents of 4th graders may attend SD Famous Faces. Kindergarteners celebrate Grandparent's Day.
22. Other ideas for Family Night activities include Tye-Dye Back to School Night, Games/Math Night, Ooey Gooey Science Experiments, Popcorn and Movie Night, Caroling, Fun-n-Fit Night, Sweets with my Sweetheart, Bingo for Books, Kite Building, Family Picnic, Adults vs. Children Competition, Bowling, Lego Building Contest, Make It and Take It.
23. Ideas for Parent Education include instructions in assisting their child with math and comprehension skills.

PARTY AND DANCE

Arrangements—Any student group or organization that wishes to sponsor a party or dance needs to make application to the administrator at least seven (7) days one week prior to the time of the party or dance to do so.

Hours—All school parties and/or dances held on nights followed by a school day should close by 10:00 pm. High school parties and/or dances held on nights not followed by a school day should close by 1:00 am or as designated by the administrator. Middle school parties and/or dances should close by 11:00 pm or as designated by the administrator.

Who May Attend—The only students who may attend middle school parties and dances are students of their respective middle school. At all school parties, any student who leaves may not be allowed to return after that time, unless permission is granted by the faculty member in charge prior to leaving. High school dances will be open to students and their dates or as designated by the administrator.

Rules for Jones County High School Prom:

1. Age limit—20
2. Students must be ninth grade or above to attend.
3. A list of guests must be presented to the advisor for approval. Guest's name shall be given to the class secretary who will then prepare a typed guest list for each class. The list will indicate: age, grade in school, town and the student/date issuing the invitation.
4. All freshmen and sophomores have an invitation to attend the prom only with a date.
5. Students will not be allowed to leave the building during the prom and return, unless special permission is granted by the teacher in charge prior to leaving.
6. Visiting will be permitted from 9:00 pm to 10:00 pm for those who wish to see the decorations. No visitors will be allowed after 10:00 pm. Please inform your relatives and friends of these rules.
7. Juniors and seniors are welcome to the dance without a date. All other students must have a date to be eligible to attend the prom.
8. If you have any questions about the above rules, please contact the administration for clarification.

POLICE QUESTIONING AND APPREHENSION

Law enforcement officers may not remove a child from a school building for questioning while the child is properly in attendance, without permission of the child's parent, regardless whether the child is below or above sixteen (16) years of age. However, the situation would be different where an enforcement officer has a warrant for the child's arrest or an order signed personally by the judge of the children's court. Also, where a crime has been committed on school premises, pupils may be questioned in the school without parental consent.

PROMOTION AND RETENTION POLICY

Jones County School District attempts to identify students who are at risk of academic failure and offer those students appropriate remedial interventions during the school year. These interventions may include, but are not limited to:

- Tutorial assistance;
- Extended learning time;
- Modifications in curriculum and/or instruction.

However, in spite of interventions, some students may not successfully meet standards for promotion to the next grade. The decision of promotion or retention is based on what is best for the individual student.

Students shall not be promoted to the next grade level based solely upon age or any other social reason unrelated to academic performance. A student, who is retained at the end of the school year,

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may be given the option of attending a district-sponsored summer school program if one is conducted. Should the student successfully complete the summer school program, he/she may be promoted to the next grade level in the fall. Students who do not attend summer school or who do not successfully complete the summer program will continue in the same grade level.

Middle school (5-8):

Guideline 1: To be promoted, the student must achieve satisfactory report card grades.

- Pass four (4) core subjects with a grade of 69% or above
- Core subjects include:
 - Reading
 - Math
 - Language arts
 - Social studies
 - Science

Guideline 2: To be promoted, the student must attend school on a regular basis.

- A student is allowed seven (7) unexcused absences per semester
- Excused absences will be addressed in accord with the Handbook

Procedures and Timetable (5-8)

The promotion standards and retention criteria apply to all regular education students. However, in every case, the building administrator shall make the final determination regarding the promotion or retention of students in accordance with district policies.

It is the intent of the Jones County Schools to provide parents with timely information regarding the possible retention of their child. Following are the steps in the retention process:

- During the entire school year, students at risk of failure are identified through such means as: teacher referral, report card grades, special reports and attendance. Parents will be notified of the difficulties their child is experiencing through conferences, phone conversations, and/or written notices (such as report cards, special reports, etc.). Appropriate remedial interventions will be implemented to assist and support these students.
- Regular parent-teacher conferences are scheduled for the fall and winter. Additionally, parents or teachers may request a conference at any time to discuss progress.
- Building administrators will maintain a list of students to be considered for possible retention. This list will be updated after each grading period and notification will be sent to parents regarding possible retention. However, due to the fact that school attendance and fourth quarter report cards are used as criteria in determining retention, all parents may not receive written notification after each grading period.
- The administrator or his/her designee will direct that a student profile be developed. The profile will include at least the following:
 - Student's age appropriate grade level
 - Student's academic history
 - Student's attendance record
 - Student's conduct record
 - Diagnostic, standardized, and academic test records
 - Intervention measures that were implemented
 - History of home/school communications
 - Parent, teacher, and if applicable, student comments
 - Other information requested by the administrator or his/her designee or parent.
- A letter indicating retention of the student will be sent to the parents at the end of the fourth grading period. Included in this letter will be information regarding summer school. Promotion or retention will also be indicated on the student's report card.
- Parents of students who attend summer school will be notified by the building administrator as to whether their child successfully completed the summer program and if he/she will be promoted to the next grade in the fall.

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Intervention Procedures

Students experiencing academic difficulty and at risk for retention are to be identified as early as possible within the first grading period of enrollment. After being identified, an intervention plan is to be developed to assist each student to meet standards for promotion. The following intervention procedures are to be utilized prior to the retention of a student.

| Description | Timeline |
|---|--|
| Teacher identifies students not demonstrating satisfactory achievement of learning objectives identified in the core curriculum areas. | As early as possible after the end of the first grading period of enrollment. |
| TAT team will meet and develop strategies to assist student mastery of needed skills. | Within (10) ten days after identification, a parent conference will be held and an intervention plan will be developed. |
| Intervention plan is implemented and reviewed. | TAT team will meet to discuss. |
| TAT team reconvenes for the student not demonstrating satisfactory achievement of the learning objectives identified in the core curriculum areas. If retention is being considered, the administrator will send a written notice to parents. | By the end of the third grading period. |
| The final authority for promotion or retention rests with administration. | Administration will notify the parents of any student being retained by mail prior to the issuing of the last report card. |

PUBLIC NONDISCRIMINATION STATEMENT

The Jones County School District does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. In compliance with applicable federal laws and regulations, the Board has appointed the following person to handle inquiries regarding the non-discrimination policies:

504 Coordinator

Missy Valburg, Dean of Students
Jones County School District
PO Box 109
404 Jackson Ave.
Murdo, SD 57559
Phone (605) 669-2258

South Dakota Regional US Office for Civil Rights

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd Floor, and Suite 320
Kansas City, MO 64106

Title IX Coordinator

Missy Valburg, Dean of Students
Jones County School District
404 Jackson Ave.
PO Box 109
Murdo, SD 57559
Phone (605) 669-2258

Telephone: 816-268-0550
Fax: 816-268-0599, TDD: 800-877-8339
Email: OCR.KansasCity@ed.gov

PURCHASES FOR CLASSES OR CLUBS

Under no condition should students charge supplies of any type without permission of the instructor in charge or clearance from the administration. When such permission has been granted, the student shall make sure that he or she signs the order indicating the group or organization and brings a copy of the order back to the instructor who authorized the purchase. Copies of the tickets must be returned to the business manager after the purchase has been made for accountability reasons due to internal control policies required by federal and state governments.

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REPORT CARDS

Report cards will be issued approximately a week following the end of the quarter. All students in the Jones County High School shall be enrolled in more than five (5) subjects each semester.

SCHOOL ACTIVITIES ATTENDANCE

- Students who attend any school related event are subject to the same regulations that they would be during school time. The same regulations apply to both home and away activities.
- All students and staff are expected to stand for the school songs and give the teams and cheerleaders the support needed to help produce a winning team.
- All students and staff are expected to stand at attention facing the flag during the playing of the National Anthem.
- Members of the student body or staff who find it necessary to harass officials or members of the competing team may be evicted from the auditorium or stadium and may be restricted from attendance at future activities.

SCHOOL SPONSORED TRIPS

Pupils authorized by the school to go on sponsored trips must ride in the conveyance both ways unless specifically approved by the Administration or the teacher/coach/driver in charge, to go with his/her parents or other properly sponsored conveyance. Only in this way can the school be certain that all pupils are accounted for and that pupils will be at scheduled places at scheduled times for a scheduled group or individual activity.

SEMESTER TEST

Nine-week or unit tests will be given to all students. Semester examinations for grades 9-12 are given at the end of each semester. All high school students will be required to take the semester tests scheduled in December and May.

SENIOR OPEN CAMPUS

The senior class students may be excused from study halls the last nine weeks of the school year with school board approval. To be eligible for open campus students must meet all the below criteria:

Grades—Students must have at least a “C” average, with no more than (1) one “D” during the preceding quarter. An “F” during the preceding quarter automatically disqualifies a student from receiving privileges for the entire fourth quarter. Must be in good standing with Dual Credit classes. If there is any question of the student not graduating, senior open campus will not be granted.

Behavior—If a student receives any detentions for tardiness, misbehavior, etc., privileges may be revoked for the remainder of the quarter.

Attendance—If a student has more than seven (7) absences the first semester, in any given class, which are not doctor supported, privileges may not be granted.

No Driving—Students will not be allowed to drive during the school day, unless their open campus period is at the very end of the day.

Sign-in/sign-out sheet—Students must sign in the office before leaving the building for open campus, and when returning prior to their next class.

Returning to campus—Eligible senior students should return to their assigned class upon returning from open campus.

SERIOUS MISCONDUCT

1. **Disruption of School**: A student shall not by any means cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school. Such behavior will result in disciplinary action that may include but not limited to suspension for up to (10) ten days and a report to the Superintendent. The Superintendent may also refer the student to the school board for

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additional disciplinary action which could include but not be limited to long-term suspension or expulsion for up to (1) one full semester or school year.

2. Damage or Destruction of School Property/Stealing or Attempting to Steal or Damage School Property: A student shall not intentionally cause or attempt to cause damage to school property or steal or attempt to steal school property. Should the student damage or destroy school property, the student will be required to pay the cost of repairs for the damage; should property be stolen the stolen property shall be returned or reimbursement made to the school. Additional disciplinary action may be taken including suspension.
3. Damage or Destruction of Private Property/Stealing or Attempting to Steal Private Property: A student shall not intentionally cause or attempt to cause damage to private property or steal or attempt to steal private property which is on school grounds or while at a school sponsored function or event off school grounds.
4. Abuse of School Personnel, Students, or Other Persons: A student may not direct any form of violence or abusive language, taunting, physical violence or harassment to a teacher, school administrator or other school employee, to another student or to other individuals: (a) on school property during or immediately before or after schools hours; (b) on school property at any time when the school is being used by a school group; or (c) off school property while at a school activity or event.
5. Threats: A student may not make any threats to do bodily harm to a teacher, administrator or other school employee, to another student or to other individuals: (a) on school property during or immediately before or after schools hours; (b) on school property at any time when the school is being used by a school group; or (c) off school property while at a school activity or event.
6. Dangerous Instruments: A student is prohibited from possessing, handling, transmitting or transporting on school premises or off school premises at any activity or event, knives, ammunition, fireworks, lasers or any other objects that can reasonably be considered as a dangerous object. The object will be confiscated. State law requires reporting to law enforcement. Because of the seriousness and danger involved, any violation may result in a suspension of up to (10) ten days and being reported to the Superintendent for possible school board action including but not limited to long-term suspension or expulsion and reporting to the states attorney.
7. Firearms: A student is prohibited from possessing, handling, transmitting or transporting on school premises or off school premises at any activity or event any firearm. The definition of a firearm is found in Section 921 of Title 18 of the United States Code. State law requires reporting to law enforcement. In compliance with the federal Gun-Free Schools Act, Public Law 103-382 and South Dakota Law 13-32-4, disciplinary action will result in a (1) one-year expulsion. The Superintendent may increase or decrease the length of expulsion on a case-by-case basis. All violations of this rule will be referred to the states attorney for prosecution.
8. Drugs, Alcoholic Beverages: A student is prohibited from using, possessing, transmitting, being involved with or being under the influence of any illegal drug, controlled substance without a valid prescription or alcoholic beverage or inappropriately using any inhalant on school grounds at any time or off school grounds at any school activity, function or event.
9. Tobacco: A student is prohibited from using, possessing, being involved with or transmitting tobacco of any kind at any time on school grounds or off school grounds at any school activity, function or event.
10. Publications: A student may not produce, have in their possession, and/or distribute on school premises petitions, newspapers, leaflets or documents of any kind that are disruptive to the conduct of school. School newspapers and yearbooks and other school publications which are produced under the supervision of a qualified advisor are endorsed by the board as the forums for students.
11. Vulgar Language, Wearing Apparel or Conduct: Offensive, indecent or lewd speech, wearing apparel and conduct will not be tolerated in the Jones County Schools. This includes the classroom, hallways or at any school sponsored event.

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12. Repeated Violations of School Rules: Students will obey school and classroom rules. Students who repeatedly fail to obey school rules and comply with directions of teachers, student teachers, substitute teachers, teacher aides, administration and other authorized school personnel when they are in school, on the school premises or at a school activity will be disciplined by the administration.
13. Flagrant Disregard of Instructions, Rules and Policies: Students who fail to obey or comply with school rules, policies or procedures and/or fail to obey or comply with directions and instructions given by administrators, teachers, student teachers, substitute teachers, teacher aides, and other personnel authorized by the school when the students are in school, on school premises or at any school related activity will be disciplined accordingly. Any form of flagrant disregard for instructions, rules and policies will be treated as "serious misconduct." The student who violates these rules will be removed from the activity as soon as possible. The first time a student violates this rule, he/she may be suspended for up to (5) five school days. In addition, administration will confer with the student's parents. A second violation of this rule will be treated the same as the first offense, however, the suspension could be up to ten (10) days. Subsequent violations will be reported to the Superintendent who may recommend further disciplinary action to the school board, which may include but not limited to a long-term suspension or expulsion from the activity, school setting or both.

All of the above violations are subject to disciplinary action that may include, but is not limited to detention, in-school suspension, out of school suspension and possible expulsion depending on the severity and frequency of the violations.

SEXUAL HARASSMENT POLICY

Policy—It is the policy of the Jones County School District that sexual harassment is unacceptable and shall not be tolerated, that no member of the District community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

Definition—Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- Submission to or reflection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual.

Regulations—Whether the incident(s) occurs on school property, out of school or by electronic means, if such conduct has the purpose or effect of reasonable interference with an individual's academic or work performance or is creating an intimidating, hostile or offensive employment or educational environment it shall be considered sexual harassment.

Accountability—Sexual harassment is illegal under both South Dakota (Executive Order 81-08) and Federal (Title VII, Title IX) law. In some cases, it may be liable to prosecution under the criminal sexual conduct law. All reported incidents of sexual harassment will be promptly and thoroughly investigated and all substantiated acts of sexual harassment will result in immediate and appropriate corrective action. Confidentiality consistent with due process will be maintained.

Reporting—Any employee who feels that he or she has been subjected, in the work place, to sexual harassment should report the incident immediately to his or her immediate supervisor and /or to the Superintendent. If the immediate supervisor is involved in the activity, the violation should be reported to that supervisor's immediate supervisor. Students may report such incidents to the Administrator or Superintendent of School. Resolution of complaints or problems may be pursued informally or formally at the option of the person who feels he or she has been subjected to sexual harassment.

The faculty, staff, administrators and students of the Jones County School District are responsible for maintaining a working and learning environment free from sexual harassment. It is the obligation of each employee and student to become fully informed of the provisions of this policy and assure individual compliance. To assure dissemination of this policy, copies will be posted at appropriate locations.

SEXUAL HARASSMENT POLICY

Sexual harassment is a form of misconduct, which undermines the integrity of the district's employment and academic relationships. All employees and students must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment refers to behavior, which debilitates morale, and therefore interferes with the working or learning effectiveness of its victims and peers. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and file a complaint with the administration.

STUDENT CONDUCT

Disturbance of school as misdemeanor: A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order or management of a public or nonpublic school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor. LEGAL REF: SDCL 13-32-6. Any of the following actions will subject a student to suspension, expulsion, or other school disciplinary measure:

1. Intentionally causing or attempting to cause substantial damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause substantial damage to private property; stealing or attempting to steal private property.
3. Intentionally causing or attempting to physical injury to another person except in self-defense.
4. Knowingly possessing or transmitting any firearm, knife, explosive, or other dangerous object.
5. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
6. Knowingly using or copying the academic work of another and presenting it as his own without proper attribution. **Students can expect to receive a zero. Administration and parents will be notified of the offense.**
7. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators, and/or causing interruption of the school program.
8. Intentionally violating the computer network/Internet Acceptable Use Policy.
9. There shall be no use of electronic cigarettes or like products.
10. In addition to school disciplinary measures, some of the above actions are subject to punishment through civil authorities.

STUDENT COMMUNICABLE DISEASES

Students who are afflicted with a communicable contagious and/or infectious disease and who are infected with communicable parasites or who are liable to transmit such a disease or parasite may be excluded from school. The board recognizes the need and right of all children to receive free and appropriate education. The board further recognizes its responsibility to provide a healthy environment for all students and school employees. A determination of whether an infected student be excluded from the classroom or school activities shall be made on a case-by-case basis, under the direction of building administrator or designee. In situations where the decision requires additional expertise and knowledge, the building administrator will refer the case to an advisory committee for assistance in the decision making. The advisory committee may be composed of:

1. A representative from the State Health Department
2. The student's physician
3. The student's parents or guardians
4. The principal or designee
5. The school health service's supervisor
6. The superintendent or designee
7. Primary teachers

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In making the determination, the advisory committee shall consider:

- The behavior, development level and medical condition of the student
- The expected type(s) of interaction with others in the school setting
- The impact on both the infected student and others in that setting
- The South Dakota Department of Health guidelines and policies
- The recommendation of the County Health Officer

The advisory committee may officially request assistance from the State Department of Health. If it is determined that the student will not be permitted to attend classes and/or participate in school activities, arrangements will be made to provide an alternate educational program. If that requires personal contact between student and school employees, only trained volunteer employees shall be utilized. Public information will not be revealed about the student who may be infected. If the student is permitted to remain in the school setting, the following procedure will be followed by the superintendent/principal. Information will be provided, as appropriate, to school employees who have regular contact with the student, as to the student's medical condition and other factors needed for consideration. Health guidelines for school attendance are established and interpreted within the context of the case. The guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines. Instruction in appropriate handling of blood and body fluids will be provided.

STUDENT GRIEVANCE POLICY

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices:

1. That a school rule is unfair.
2. That a school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin or handicap.
3. That an unfair procedure has been used in arriving at a punishment.

STUDENT GRIEVANCE PROCEDURE

If a student has a grievance, he/she should present it in writing to:

Level I—The administration shall schedule an informal discussion of said grievance with the student. It is expected that many grievances may be resolved at this level. The administrator must hold a conference within five (5) days of the date of filing.

Level 2—If a student is not satisfied with the resolution made at Level I, he/she may appeal to the superintendent for an informal conference and discussion of said grievance.

Level 3—Complaints that remain unresolved following any action of the superintendent may be referred in writing to the school board for review. The board's decision will be final unless an appeal is requested.

On all three levels an informal conference is to be held within five (5) days of the date of filing the complaint so that no student's complaint shall consume more than fifteen (15) days in all. The burden of proof is upon the student to show that a rule is unfair, is discriminatory or that an unfair procedure (lack of due process) has been perpetrated. The final resolution of the grievance is to be in writing at the administrator's level and designed to provide the student with a basis for resolution of the program as originally stated in the complaint.

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian or the student in accordance with law and yet be guarded as confidential information.

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It will be the responsibility of the superintendent to provide for the proper administration of student records in keeping with the state law and federal requirements, and to standardize procedures for the collection of necessary information about individual students throughout the district.

The Board wishes to make clear that all individual student records of the district are confidential (this extends to giving out individual addresses and telephone numbers). The exception is directory information. School officials will designate certain data relating to the student as “directory or public” information. The release of this data does not require the consent of students, parents or guardians. Directory information will include: the student’s name, date and place of birth, participation in official activities, weight and height of members of athletic teams, and date of attendance. LEGAL REF: Family Educational Rights and Privacy Act (FERPA) of 1974, P.L. 93-380 ARSD 24:03:04:10

STUDENT TRANSPORTATION POLICY

The Jones County School District provides bus transportation to K-8 students who live outside of Draper and White River.

The bus driver is in full charge of the pupils and bus. Bus transportation for the students is not a right, but a privilege. The safety of the school bus and its passengers demands complete cooperation from pupils and their parents. A student suspended from riding the bus for any violation of bus rules will result in the parents being responsible for transporting that child, and they will not be eligible for mileage reimbursement during that suspension or expulsion period.

In order to keep the buses on schedule, any student who fails to meet the bus at the scheduled time will be left to be transported by the parents, with no mileage reimbursement. Routes and time for pick-up will be set up by the bus driver and Superintendent. Buses will pick up students when it is feasible to do so. Changes may occur if drivers feel that distance is a factor for the safety of students. Parents with concerns about bus safety procedures and policies should contact the school bus driver serving their area.

Transportation allowance for distance actually traveled by the shortest route on publicly traveled roads after the first five (5) miles. If children from more than one family are transported in the same vehicle payment shall be made to only one family.

TRANSPORTATION RULES AND REGULATIONS

The Jones County School District provides bus transportation to K-8 students who live outside of Draper and White River.

The bus driver is in full charge of the pupils and bus. Bus transportation for the students is not a right, but a privilege. The safety of the school bus and its passengers demands complete cooperation from pupils and their parents. A student suspended from riding the bus for any violation of bus rules will result in the parents being responsible for transporting that child, and they will not be eligible for mileage reimbursement during that suspension or expulsion period.

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Transportation allowance for distance actually traveled by the shortest route on publicly traveled roads after the first (5) five miles. If children from more than one family are transported in the same vehicle payment shall be made to only one family.

School Bus and Transportation Rules and Regulations—The driver of a school bus is in complete charge of the passengers and the bus. The driver’s relationship with the students is on the same basis as that of a teacher in the classroom. Bus transportation of students is a privilege, conditioned on courteous behavior and observance of the rules for bus riding. The safety of the bus and its

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passengers requires total cooperation from everyone. The driver's duties include reporting to the Superintendent the names of any students who persist in violating the rules and regulations of safe riding. Repeated violations may lead to short term suspension, long term suspension or expulsion from bus riding privileges.

1. Students should always be at the bus stop at a reasonable time before the bus is scheduled to be there. Students should remain a reasonable distance from the roadway while awaiting the arrival of the bus.
2. Bus riders do not cross the road to load or unload. Bus riders who must cross the street or road must wait until the bus is completely stopped and the bus driver clearly signals riders to cross.
3. Students will enter the bus in an orderly fashion and go directly to a seat. Students must stay in their seats and in a sitting position when the bus is in motion.
4. Bus riders shall leave their seats only after the bus has come to a complete stop at their bus stop.
5. Students will keep their hands, arms and heads inside the bus.
6. Shouting, screaming, smoking, running, fighting, pushing, vulgar talk or gestures are not permitted.
7. All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles.
8. Students shall not eat or drink on the bus without the driver or supervisor's permission.
9. Students shall help to keep the bus clean and sanitary on the inside. Do not throw articles inside of the bus or out the bus window.
10. Students shall not deliberate defacing or destruction of school property. Restitution may be required by the district if the situation warrants.
11. Students shall not write or display obscene words or pictures.
12. Students shall not intimidate other students.
13. Students may not carry or have in their possession tobacco, alcoholic beverages or illicit drugs nor may they be under the influence of alcohol or illicit drugs in any degree on school buses.
14. Students are expected to be courteous and obedient to bus drivers at all times.
15. Pre-school and high school students will be allowed to ride the bus if there is sufficient room and they acquire prior permission from either the route driver or Superintendent.

The first report of a violation of bus rules will result in disciplinary action by the Superintendent which may include up to a three (3) day suspension of bus privileges. The second violation could result in up to five (5) days suspension of bus privileges. The third violation could result in up to ten (10) days of suspension of bus privileges. Subsequent violations may result in a suspension of bus privileges for up to the remainder of the school year.

SOUTH DAKOTA HIGH SCHOOL GRADUATION REQUIREMENTS

As approved by the South Dakota Board of Education Nov. 2, 2009. Effective Fall 2010

Except where otherwise noted, these requirements begin with students entering 9th grade in the 2010-11 school year. A student's Personal Learning Plan must document a minimum of 22 credits that include the following:

- | | |
|---|---|
| <p>(1.) Four units of Language Arts—must include:</p> <ul style="list-style-type: none">a. Writing—1.5 unitsb. Literature—1.5 units (must include .5 unit of American Literature)c. Speech or Debate—.5 unitd. Language Arts elective—.5 unit <p>(2.) Three units of Mathematics—must include:</p> | <ul style="list-style-type: none">a. Algebra I—1 unitb. *Algebra II—1 unitc. *Geometry—1 unit <p>(3.) Three units of Lab Science—must include:</p> <ul style="list-style-type: none">a. Biology—1 unitb. Any Physical Science—1 unitc. *Chemistry or Physics—1 unit |
|---|---|

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(4.) Three units of Social Studies—must include:

- a. U.S. History—1 unit
- b. U.S. Government—.5 unit
- c. World History—.5 unit
- d. Geography—.5 unit

c. World Language

(6.) One unit of Fine Arts

(7.) One-half unit of Personal Finance or Economics

(8.) One-half unit of Physical Education

(5.) One unit of the following—any combination:

- a. Approved Career & Technical Education
- b. Capstone Experience or Service Learning

(9.) One-half unit of Health or Health Integration

*With school and parent/guardian approval, a student may be excused from this course in favor of a more appropriate course. A student may be excused from Algebra II or Geometry, but not both. A student is still required to take three units of Math. If a student is excused from Chemistry or Physics, the student must still take three units of Lab Science.

TARDINESS (Grades 5-12)

Tardiness of students to classes seriously interrupts classroom work. Not only does the student who is tardy lose by being late to class but all students in the class lose because of the interruption he/she makes by coming in late. In order not to be considered tardy, a student must be in his/her assigned seat and in order when the bell signaling the beginning of the period stops ringing. Students are not to wait until the bell begins to ring before they enter the classroom or study hall. Students tardy to class or the study hall must secure a Tardy Admit Slip from the office before a teacher will admit them.

Procedure for Tardiness:

1. Students will be allowed two (2) tardies to class or study hall each semester.
2. In the event of three (3) or more tardies, students will spend one-half (1/2) hour in detention for each tardy.
3. Any student who is late arriving for any class period or study hall must report to the office for an Tardy Admit Slip to that class or study hall.
4. If a student is tardy between classes because of a conference with a teacher, that teacher shall provide a written excuse for the student.

TELEPHONE CALLS

The School District, as part of a commitment to uphold academic integrity and providing a safe learning environment free from distraction, limits student use of cellular phones and portable digital media devices. Student cell phones will be permitted in a classroom upon teacher request for academic purposes. Otherwise cell phones should be off in the classroom, including study hall. Cell phones and music players with ear buds may be used before the first bell of the day, in between classes and during a student's lunch session. Earbuds are only allowed by the teacher. Use of camera and video recording shall not be used in areas of lockers and bathrooms.

Consequences:

1. Student's phone taken away and returned at the end of the day.
2. Student's phone taken away and parent called to pick up phone.
3. Student's phone taken away, parent called to pick up phone, meeting with parents and ISS for one day with zeros for homework for the day.

The District assumes no responsibility for loss, damage, or theft of cellular phones and digital media devices, whether in the possession of students, on school property, or if confiscated by school personnel pursuant to this policy. The office will gladly cooperate with parents to get messages to students during school hours. Students will be called to the office when absolutely necessary upon request of the parent.

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TITLE I PARENT INVOLVEMENT POLICY

Jones County Title I insures parents that their child will receive adequate opportunity to meet their special needs. The following activities may be included in the program:

1. Notifying a child's parents that the child has been selected to participate in Title I.
2. Informing parents that Title I activities and regular classroom activities will be coordinated.
3. Reporting a child's progress to their parents.
4. Providing materials and suggestions to parents upon request to help them promote the education of their children at home.

Jones County Title I will hold at least one formal parent meeting during the school year. Another meeting opportunity is parent-teacher conferences. A parent may request a meeting with the Title I staff at any time during the school year. Advisory plans may include:

1. Information concerning the Title I program plans and evaluations.
2. Involvement of parent's suggestions in planning, developing, and implementing the program.
3. Opportunity for parental input to achieve objectives.
4. Training programs for teachers and parents.

A survey for Title I parents will be sent home at the end of the school year. Information requested from parents will include: strengths and weaknesses of the Title I program, changes needed on the Parent Involvement Policy, and suggestions for improvement.

TITLE I READING AND MATH PROGRAMS

The Title I programs are highly individualized. Children differ in their learning potential, and achievement must be judged in relation to the child's learning capacity. These children are given special attention until they reach their full potential or cease to progress within the program. All students are thoroughly evaluated before they are assigned to the reading and math programs. No child will be placed into this program unless it is felt that they will benefit from the program. Students who are assigned to these programs will still remain in the regular classroom for a majority of their school day. As soon as these children have reached their potential, they will be taken out of the program. The purpose of the Title reading and math programs is to correct poor habits and to improve the children's skills until they have reached their full potential. The reading and math programs are able to serve a limited number of children; therefore, it is necessary to set up a priority system giving preferences to those in the preferred grades and those showing the greatest discrepancy between their present classroom performance and present grade levels. It must be noted that through their knowledge of the child, educational expertise, and close cooperation with the specialized teachers, the regular classroom teachers provide a great deal **of talent needed to make our specialized programs a success.**

TORNADO

- TORNADO Watch—This means that tornadoes are expected in our area
 - If a tornado watch is announced by the weather bureau, the superintendent or business manager will be notified by Emergency Manager.
 - The school official will then immediately contact all buildings.
- TORNADO Warning—This means a tornado has actually been sighted and may strike in our area.
 - Signal is a steady blast of the siren from 3 to 5 minutes
 - When a tornado warning is issued; take shelter immediately!
 - Staff will take action to protect themselves and those under their supervision.
 - Crisis Plan is available in every classroom.

TORNADO DRILLS

- Notification is given over the intercom also without advance notice after one practice.
- Students are shown where and how to sit in the hallway.
- For the most protection inside a building, you should go to the basement or to inner hallway.
- Two practice drills are held for staff and students so they are aware of where to go for safety.

WEAPONS POLICY

School should be an example of what is required regarding the observance and respect for law in society at large. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public.

State and federal laws as well as board policy forbid the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary or legal action or both shall be pursued by the Superintendent.

A dangerous weapon is defined as any firearm, or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

No dangerous weapons are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at fire ranges, gun shows, and authorized supervised school training sessions for the use of firearms.

This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poisonous gas.

HOURS (SCHOOL)

K-6 students will begin the school day at 8:20. Students should not arrive at school until 7:50. Dismissal will be 3:35 with bus students loading at 3:30.

7-12 students will begin the school day at 8:16. Students may arrive early. 7-8 students must remain in the hall outside their classroom until supervising teacher arrives. 9-12 students must remain in the locker area unless previous arrangements have been made with a staff member. Dismissal will be 3:35 with bus students loading at 3:35.

Punctuality is an important lesson for a student to learn. All children are expected to be on time. A good school citizen takes pride in an excellent attendance record. Students riding the bus and who are late because of bus trouble or poor road conditions will not be counted tardy.

BICYCLES AND SKATEBOARDS—K-6

All bikes should be parked in the bike rack during school hours. Joy riding with the bicycles around the school premises at recess periods, noon, or immediately after school is dismissed is prohibited because of the danger to other pupils in a crowded area. School officials cannot be responsible for bicycles lost at school. Whenever streets are treacherous due to the weather, NO ONE should bring their bicycle to school. Skateboards are not allowed on the school grounds. Parental cooperation is appreciated.

BIRTHDAY/OTHER PARTIES—K-6

No invitations will be distributed at school unless all students (or all boys or all girls) in the class are invited. If you are picking up only a select few students from the class after school to attend a party, please try to do so in a discreet manner.

CLASSROOM VISITATION—K-6

Classroom visitation by parents is encouraged. **Please check in at the office when you arrive at school.** Because of the schedule and flexibility of each classroom, it is suggested that parents contact the teacher before a visitation is made. Other children will not be permitted to "visit" in the classrooms without teacher and administration approval. This includes brothers, sisters, friends, and relatives. If you have questions regarding visitation, contact the administration.

ENTRANCE AGE—K-6

Kindergarten—South Dakota state law (SDCL 13-28-7.1) requires that any pupil entering school be adequately immunized against certain communicable diseases. A link to the law is provided below. <http://legis.sd.gov/statutes/DisplayStatute.aspx?Statute=13-28-7.1&>

All children entering kindergarten for the first time must be five (5) years of age on or before September 1. When a child has been enrolled in kindergarten prior to moving to the district and does not meet South Dakota entrance age requirements, a conference involving the building administrator, the teacher, and the parent will be held. The parent will be informed that the child will be placed in kindergarten on a trial basis until such time as the administrator and teacher can determine whether the welfare of the child can best be served by retaining him in school or by withholding admission until the following school year. In most cases, the trial period will not exceed two or three weeks.

All kindergarten students must be immunized before coming to school. Medical exemptions are signed by the student's doctor. Religious exemptions are signed by the parent. Philosophical exemptions/personal exemptions are **NOT** permissible under South Dakota law. Children not up to date with immunizations have **45 days** to complete their immunizations or need to be in progress by following a catch up schedule of immunizations through their clinic. Transfer students' immunization records required to follow the same guidelines listed above for kindergarten students.

3-6 EXTRA CURRICULAR ACTIVITIES—K-6

- 5-6 grade volleyball begins in August.
- 6th grade football begins in August.
- 3-6 grade girls' basketball begins in October
- 3-6 grade boys' basketball begins in January.
- Only 5th and 6th grade students are required to have a physical before beginning practice.
- Band begins in 5th grade and a note will be sent home about how to purchase an instrument.

HOMEWORK—K-6

Homework assignments are a necessary part of an educational program. A quiet study area at home, designated for your child to do his/her homework, is also a necessity. The amount of homework that students have will vary with the grade level, the teacher, and the subjects involved. If your child is bringing home large amounts of work on a regular basis and it becomes a concern, please consult your child's teacher. Twenty (20) minutes of reading a night is encouraged and parents are to sign planner or reading log.

RECESS AND WEATHER CONDITIONS—K-6

The determination of indoor recess is as follows according to www.weather.com:

- Wind chill temperature (feels like) of 0 degrees or less=indoor recess
- Wind chill temperature of 1 degree or more=outdoor recess.

It is the parent's responsibility to provide proper clothing for the weather. Winter clothing includes overshoes/boots, a warm coat, gloves, and a head covering. During cold and snowy weather, students will be outside for some of their recess. When it is muddy or wet outside, an extra pair of shoes to wear in the classroom would be helpful.

Proper snow attire is necessary for the students to be allowed to play in the snow (snow pants, winter coats, gloves, boots, etc.). Students will need to participate in recess unless a documented medical condition exists

LOST AND FOUND—K-6

Each year a countless number of items are forgotten at school. **We urge all pieces of clothing be marked with the student's name.** We can make an attempt to return misplaced clothing if we know whose article it is. Students finding lost or misplace items should present them to their teacher or turn them in to the office. Likewise, students missing clothing or other items are instructed to contact their teacher or check in the office.

JONES COUNTY SCHOOL DISTRICT 37-3

LUNCH AND RECESS TIMES—K-6

| | Lunch | | Recess |
|---|-------------|---|-------------|
| K | 11:15—11:50 | K | 11:55—12:15 |
| 1 | 11:20—11:55 | 1 | 12:00—12:20 |
| 2 | 11:20—11:55 | 2 | 12:00—12:20 |
| 3 | 11:30—12:05 | 3 | 12:10—12:30 |
| 4 | 11:30—12:05 | 4 | 12:10—12:30 |
| 5 | 11:47—12:12 | 5 | 12:15—12:35 |
| 6 | 11:47—12:12 | 6 | 12:15—12:35 |

MARKING CHILDREN’S CLOTHING—K-6

Many children wear similar pieces of clothing, so it is helpful to have mittens, caps, jackets, etc., marked with their names. Indelible ink on tape, securely fastened, may be a satisfactory method for this. Lost articles should be reported immediately. A lost and found box is located by the principal’s office in the elementary. Please check this if you are missing items.

MONEY AND VALUABLES —K-6

Students are discouraged from bringing large sums of money or valuables to school.

PLAYGROUND—K-6

There will be playground supervision during recesses, but all supervision will be discontinued at 3:40 pm. Students are to leave the school grounds once school is dismissed. Students should not bring hard balls, any kind of play guns, water pistols or pocket knives to school for play purposes for obvious reasons. All tackling games or games involving hard body contact cannot be permitted on the playground. Snowballing on the school grounds or around the buildings is dangerous and will not be allowed.

RESPONSE TO INTERVENTION (RTI) —K-6

In the fall of 2010, Jones County Elementary School implemented RtI Response to Intervention (hereafter RtI). This program is designed to help our students achieve reading success early in their academic careers. It is a process that provides intervention and educational support to all students. Jones County Elementary School’s RtI model includes children in grades K-4. There are three tiers of intervention, each tier building upon another, each offering more intensive levels of support. All JC students in grades K-4 are given an academic screening test three (3) times throughout the year (beginning, middle, end). This screening helps to identify students that may be “at risk” for not meeting grade level standards. Once students have been identified, they may receive (upon parental permission) extra instruction in reading skills.

SCHOOL HEALTH ASSESSMENTS—K-6

Screenings that will be provided include:

- Vision screening for students in grades Kindergarten—6th grade.
- Hearing screening for students in grades Kindergarten—6th grade.
- Head lice checks Kindergarten—6th grade.

Parents will be notified of any concerns identified during the health screenings so the child can be further evaluated by the provider of the parent’s choice. If you prefer not to have your child participate in the screenings, please notify your school personnel.

SPECIFIC SUGGESTIONS FOR READING AND MATH—K-6

Reading

1. Develop a pleasant association with reading by letting children see the adults around them enjoying it.
2. Start at the beginning. Setting the foundation for reading success is necessary before your child begins first grade, and will be crucial to academic achievement in a variety of subjects. Research shows that reading to children as early as infancy can give them a strong base for language concepts and cognitive skills related to print. Introduce your children to colorful story and picture books to foster a love of reading. Establish a routine; reading stories at bedtime is a cozy way to promote literacy. Make it interactive. Have children help turn pages and encourage them to discuss the story's plot and characters.
3. Enroll your children in after-school, child care, or summer programs that cultivate and reinforce reading skills. If your school doesn't offer these types of programs,
4. Be a "study buddy." You can help your child organize information, look for key ideas in books, and practice reading out loud. Point out everyday tasks like interpreting instructions, recipes, and road signs that require solid reading skills. Be sure to have plenty of interesting reading materials at home such as books, magazines, and newspapers to encourage your child to read more frequently. Practice makes perfect.
5. Ask for help. If your child is having difficulty with reading, speak with your child's educator about having the problem addressed.
6. Rhyme to reason. Giving children experience with rhyming is an effective way to build phonemic awareness and requires children to focus on the sounds inside words.

Math

1. There is nothing to fear but fear itself. Regardless of your own experience with school mathematics, you can encourage your child to develop a love of math through supporting their performance, helping with school projects, and discussing their homework. Help them appreciate how a strong foundation in math can lead to great opportunities in the future.
2. Make math fun. Spend time with kids on simple board games, puzzles, and activities that encourage better attitudes and stronger math skills. Even everyday activities such as playing with toys in a sandbox or in a tub at bath time can teach children math concepts like weight, density, and volume. Check your television listings for shows that can reinforce math skills in a practical and fun way.
3. Mix in math. The kitchen is filled with tasty opportunities to teach fractional measurements, like doubling and dividing cookie recipes.
4. Use real world examples to teach math. Point out ways that people use math every day to pay bills, balance their checkbooks, figure out their net earnings, make change, and tip at restaurants. Involve older children in projects that incorporate geometric and algebraic concepts like planting a garden, building a bookshelf, or figuring how long it will take to drive to your family vacation destination.
5. Prepare them for a profession. Let kids know what vocations require a sound base in mathematics. Careers in carpentry, landscaping, medicine, pharmacy, aeronautics, and meteorology all require strong math skills. Let them know that they too can be successful in math. Ask local employers to sponsor school-to-work programs and career fairs.
6. Tune into technology. Encourage your child to use computers and the Internet at home, your local library, and after-school programs for tasks like developing charts, graphs, maps, and spreadsheets.
7. Encourage children to solve problems. Provide assistance, but let them figure it out themselves. Problem solving is a lifetime skill.

TRANSITION—K-6

The Jones County School District supports transition from Pre-Kindergarten to Kindergarten and 4th grade to Middle School. Each transitional level requires different approaches. The Kindergarten teacher does music with the pre-school once a week in the Kindergarten room to develop a relationship with them and talks to the parents at a joint Head Start parent meeting to help establish a positive relationship with families. In the spring, Kindergarten visitation day will be held for all eligible kindergarten children. Informal sessions with families will be held to share the school's approach to meeting the needs of all students. A handbook will be given to the parents in the spring which encourages visits and volunteering in the classroom. Helpful pamphlets for families on what the school will expect of them and tips on things they can do at home to prepare their children for school will be provided.

The Jones County School staff realizes that moving from an elementary classroom to a middle school evokes a wide variety of emotions, behaviors, and concerns for both young adolescents and their parents. Transition to middle school is marked by several changes in educational expectations and practices. In the elementary, students are taught in a self-contained classroom with a main teacher and different teachers for music, PE, and computers. Once students reach middle school, however, they must interact with more teachers and with intensified expectations for both performance and individual responsibility. In the middle school, students are taught in a self-contained classroom with different teachers rotating in and out during different periods. Each class (Grades K-4) visits next year's classroom and teacher for 15—30 minutes in the spring to see the room, meet the teacher, and find out expectations.

WHAT CAN I, AS A PARENT, DO TO HELP MY CHILD AT SCHOOL? —K-6

1. Give children a chance to talk, express their ideas and describe their experiences.
2. Learning to listen is most important. A child's ability to learn is improved by his/her feeling that his/her ideas are valued.
3. Provide a variety of experiences that will enrich your child's life and develop curiosity about the world around him/her--visit parks, beaches, zoos, sports events, hikes, camping trips, concerts, art galleries, farms, factories, science fairs, historical sites, government and industrial centers. Then let him/her discuss his/her observations and reactions.
4. Show an interest in the child's work.
5. Become acquainted with the child's teacher.
6. Insist on adequate sleep and rest on nights preceding a school day, and moderation in viewing evening television programs.
7. Take pride in an excellent school attendance record of the child.
8. Encourage the child to work up to the limit of his/her capabilities.
9. Encourage a favorable attitude toward academic learning. Cooperate with the school to establish desirable attitudes toward school life.
10. Try to avoid criticism of the school programs and personnel before the child.
11. Try to not get caught up in gossip and other's school problems. Make your own judgment and come to school and visit with the appropriate school personnel if you have a question or concern.
12. Respond promptly to requests for parent-teacher conferences.
13. Visit the teacher or principal to clear up any suggestions regarding your child's school experience.
14. Don't become discouraged. The improvement of some learning difficulties may be a slow process. There is hope of considerable improvement even after children reach high school.

JONES COUNTY SCHOOL DISTRICT 37-3

STUDENT/PARENT HANDBOOK

SIGNATURE PAGE

I have received and reviewed the 2016-2017 Jones County School District Student/Parent Handbook and understand its contents. Any questions I have about this Handbook will be answered by the Superintendent or school board.

My signature below indicates that I have received and reviewed the Jones County School District Student/Parent Handbook.

Parent/guardian **printed** name _____

Parent/guardian **signature** _____

Date: _____

Child/Children Enrolled at Jones County School District:

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

**Please remove this page from
the Handbook and return it to
school with your child/children
on the first day of school**

