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Information for Parents & Guardians

All Todd County School District Policies can be found online at <http://www.tcsdk12.org/board-policies/>. A printed copy can be found at each school site and at the District office.

Attendance and Enrollment

The parents/guardians are responsible for sending their children to school. Students are to attend school on a regular basis. Any absence (other than for school sponsored events or approved educational trips) that add up to 10 or more days per year are considered excessive. **Students with chronic truancy may be considered for retention or may not receive credit.**

The school wants your child to come to school beginning on the first day of school, **August 28, 2018**. The school day for Todd County Schools is as follows:

Todd County Elementary School is from **8:30 AM to 2:45 PM**.

All other elementary schools are from **8:30 AM to 3:00 PM**.

Todd County Middle School is from **8:30 AM to 3:03 PM**.

Todd County High School is from **8:30 AM to 3:30 PM**

Free breakfast and lunch is provided for all students.

If a student needs to leave the building during the day here is what needs to happen:

1. Come to the office and check your child out. (If the secretary doesn't recognize you, you may need to show a picture ID).
2. Send a note naming the person that will be checking out your child. You may get a phone call to confirm. Remember, your child can leave with only people named on the enrollment forms.

Children have to be five years old on or before September 1st to be able to enroll in kindergarten.

If enrolling your child in a new school, you will need to provide a **birth certificate, tribal abstract, and immunization record along with the school name and address of the last school they attended.**

Enrollment forms need to be filled out each year for all students. If information changes (like your address or phone number) please let the school know. Often, the school may need to contact you. It is important that we have current phone numbers.

Attendance/Tardy Procedures

Any student entering school after the school day has begun, must report to the office before going to the classroom to get an admit slip. Students will be tardy if they come to school or class after the class has begun.

Attendance/Family Liaisons under the direction of administration work with students and families to help students who are frequently tardy.

Absences will be recorded according to the following categories:

Excused:

Must have written, signed explanation from parent/guardian or documented phone call within 3 days of absence. If notification is given after this time records will not be changed.

- Illness or quarantine* (may require Dr. statement)
- Bereavement or serious illness in family
- Weather that is so severe that it threatens the health of the child
- Major religious holidays
- Principal authorized absence (includes Out of School Suspension)
- Doctor's appointments (for students who go to a doctor's appointment and come back to school, an excused absence will be given for the time they are gone)

* Documentation for students who have a chronic illness or medical condition may be covered through a 504 plan that is developed with the student's identified school team and parent/guardian.

Unexcused:

- All other absences

Educational Leave: Students may be excused from school attendance for up to five (5) days each school year for attendance at a state or nationally recognized youth program of educational value including tribal. Family educational trips are also eligible for Educational Leave with administrative approval prior to the absence.

If your student has shown a pattern of absences, in their educational career, that is detrimental to the student's ability to learn, the Todd County School District will pay extra attention to your student's attendance. We will call frequently, visit frequently, and do everything we can to help you and your student succeed and that can only happen when they are in school. Learning is sequential and what is taught on any given day helps the student learn on following days. If you miss over 20 days of school in a year, your student's ability to learn and succeed cannot be guaranteed. If a student continually misses school, chronically, year after year, by the time they reach High School their ability to pass the classes they need to graduate will be extremely compromised. Our goal is to educate all students of Todd County and to hopefully see them all graduate, but that only happens if they are in school every day that is possible.

The following steps will be followed to report chronic absences to RST Tribal Education and to RST Tribal Courts.

7 Day Referral to RST Tribal Education

When a student reaches 7 days of Unexcused Absences a referral will be made to the RST Tribal Education Truancy Services Program.

10 Day Referral to RST Tribal Courts

When a student reaches 10 Days of Unexcused Absences a referral will be made to the RST Court System for possible legal action.

10 Days Unexcused Intervention

When a student reaches 10 days of Unexcused Absences the Todd County School District, will attempt to make contact with all those responsible for the student's attendance and all correspondence, actions, and agreements will be added to the student's official record. That way, when and if a student fails to succeed, TCSD will be able to show, conclusively that we tried everything in our power to help change the circumstances poor attendance creates. From 10 days on, you will notice our concern, daily, if need be. We want students to succeed and that only happens when they are in school.

Removal of Student from the Roll for Consecutive Unexcused Days (Source: 28 SDR 19)

24:17:03:06. Mandatory dropping of students. Any student who has an unexcused absence of 15 consecutive school days shall be dropped from the count of the attendance center retroactive to the last day the student attended school or had an excused absence. An excused absence includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days.

Excuses Policy

There are always legitimate reasons to miss school, mainly sickness and family emergencies, but outside of those two areas your student needs to be in school. Please help us help your student.

Please refer to **policy JEC (Attendance Policy), JHB (Truancy), and JH (Student Absences and Excuses)**. All TCSD policies can be found online at <http://www.tcsdk12.org/board-policies/>. A printed copy can be found at each school site and at the District office.

Records

Only staff that work with your child will be able to look at your child's record without your written permission, according to policies JRA. All TCSD policies can be found online at <http://www.tcsdk12.org/board-policies/>. A printed copy can be found at each school site and at the District office.

Activity/Athletic Competition and Eligibility

Regarding student eligibility and participation in extra-curricular activities, please keep in mind:

1. The district will not pay for student meals on trips within 60 miles of the school.
2. Before your child participates in any activity, both you and they will sign an agreement that outlines expectations.
3. To ensure your child is safe for athletic participation, they will need to have a physical in grades 7-12. Students in grades K-6 will need a physical or sign a waiver.
4. Middle and high school students in activities sponsored by the South Dakota High School Activities Association (SDHSAA) will follow the SDHSAA rules.
5. Athletes wanting to ride home with their parents from away events will need to be checked out with the director/coach before leaving.
6. All laws, including SDCL 13-2-9, will be followed. This law says that, “a student that is adjudicated, convicted, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana is ineligible to participate in any extracurricular activity.”

For additional information check the Todd County Activities Handbook for Students.

Prom

In order to attend the Todd County High School Prom, the following rules will be adhered to:

- Junior and Seniors may bring a high school under classmen with approval from administration.
- Freshman and Sophomores are not allowed to attend without an upper classmen date from TCHS.
- Junior and Senior’s may bring a date from another high school with approval from administration.
- If your date has graduated they can be out of school for one year with approval from administration.
- All students must be enrolled in a high school (except for those who had graduated from high school from one year). Those who graduated from another high school must show proof of their graduation date.
- If you are planning to bring an out of district date, they must sign up by the Tuesday evening before prom.
- Middle School students cannot participate in High School prom which includes the grand march and pictures.

All decisions are at the discretion of the Todd County High School Administration.

Transportation

Help your child remember that riding a bus is a privilege. Students are expected to discipline themselves and comply with the instructions of the bus driver. The driver will be in full charge of the bus and passengers. There must not be disturbances of any kind that might distract the driver and impede the safety of the passengers.

If an incident happens on the bus the transportation director will notify you of the incident and possible bus suspension. You will know the reason for the suspension and how long it is going to last. A bus suspension means that you will need to find a way to get your child to and from school. Cameras are installed on most buses for student safety.

If you need to have your child go to another drop off, you will need to call your child’s school before 1:00 PM so that staff can notify the right people. Also, students are to get on and off the buses at the school they attend. When there is bad weather, if school is not cancelled, school vehicles will travel where possible.

Todd County School District STUDENT CONDUCT ON SCHOOL BUSES

Buses are provided for those students whose distance from school or health make this service essential. Misconduct will not be tolerated and will result in forfeiture of the privileges of riding. Students are expected to discipline themselves and comply with the instructions of the bus driver. The driver will be in full charge of the bus and passengers. There must be no disturbance of any kind that might distract the driver and imperil the safety of the passengers.

Students will observe the following rules of conduct while riding school buses:

1. Students must be on time at the designated bus stops; the bus cannot wait beyond its regular time schedule for tardy students.
2. Students must not stand in the traffic lanes while waiting for the bus.
3. Bus riders should not move to board the bus until it has completely stopped, and the door is open.
4. Students shall ride on their assigned buses until directed otherwise by the administration or driver.

5. 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.
6. Students must occupy the seats assigned to them.
7. The same courteous conduct as is expected in the classroom must be observed while on the bus. Ordinary conversation is permitted. Shouting, screaming, smoking, running, fighting, vulgar talk, and pushing are not permitted.
8. Students must refrain from unnecessary conversation with the driver. His/her job requires his/her full attention.
9. Bus riders should leave their seats only after the bus has come to a complete stop at their bus stop.
10. Students will assist the driver in keeping the interior of the bus clean, sanitary, and in orderly condition. Students must not throw paper or trash on the floor or out the bus window.
11. Students will not open windows without permission of the bus driver.
12. Students must not, at any time, put hands and arms out of the bus windows.
13. All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles.
14. Any damage to the bus will be paid for by the rider inflicting the damage and will be subject to suspension or expulsion from school.
15. A driver may set additional rules, subject to the approval of the Director of Transportation if conditions warrant.

Parking and Visitation

There are identified places at each school for parents/guardians and visitors to park. For high school students, there is also an identified parking lot. Also, students need to understand that their vehicles may be searched if there is a reason to do so.

Once you enter the school, all visitors are asked to check in at the office. Please remind your child that only adult visitors are allowed in school.

Telephone Use

If you need to call your child at school, a staff member will take a message and get it to your child between classes or at the end of the day.

If your child has a cellphone please read Policy JICJ. (All TCSD policies can be found online at <http://www.tcsdk12.org/board-policies/> or at each school.) so you are aware of school expectations. Middle and High School students may use their phones before and after school, and during lunchtime. Cellphone use during transition is a building level decision. If your child does not follow the policy, they will need to give their phone to an administrator. They will be able to pick up their phone at the end of the day. If it happens again you (the parent) will have to come in.

Nuisance Items

Other electronic items not needed by your child (such as: toys, electronic items, lasers, cellphones, earbuds, headphones, or I-pods) need to be kept at home. Keep in mind that the school is not responsible for the loss or theft of these items. Administration may confiscate these items and any other personal property brought to school.

Care of Property

Your child will not be charged for books and materials they use for classes. We want everyone to take care of the materials they use. If things are lost or damaged students will have to pay for the item to be replaced. Some schools have lockers. These lockers are assigned to students when they enroll. Since the lockers are school property, administrators may randomly search them. Each student is responsible for all items in their locker.

Technology Usage, Rules and Care

Technology is important in our schools. When students enroll at a school, you are asked to read and sign an Internet Usage Policy Agreement. This form will be kept on file at the school. You can ask for a copy any time. All TCSD policies can be found online at <http://www.tcsdk12.org/board-policies/>. A printed copy can be found at each school site and at the District office.

Partnership Information

Involvement in Decision Making

We want you to be a part of building and district family leadership teams. Parent and community involvement policies are published in the Todd County Dreamcatcher. Please read policy KBC (Parent Involvement in Decision Making—School Improvement Council) and KC (Community Involvement in Education—School Improvement Council). All TCSD policies can be found online at <http://www.tcsdk12.org/board-policies/>. A printed copy can be found at each school site and at the District office.

Family/Teacher Communication

Parents/guardians can use Parent Portal on Infinite Campus to see attendance and grade reports. This is an online program. Please call your child’s school if you want to use this. The district’s web site (<http://www.tcsdk12.org>) also has information for families.

Todd County faculty will contact parents/guardians when there are concerns over grades, behaviors, attendance, and any other student related issues. If we are unable to reach you, school personnel will attempt to make a home visit.

Raising Concerns

We want families to bring concerns and constructive criticisms to school official’s attention. To do this, **Board Policy KE requires written, formal complaints involving instruction, discipline, or learning materials, to follow the Chain of Command:**

- 1.) Principal
- 2.) Superintendent
- 3.) Board of Education

Written complaint forms are available at each school. Policy KE can be found online at <http://www.tcsdk12.org/board-policies/> or a hard copy is available at each school.

Information about Student Achievement

Grading

Parents/guardians can check on student progress through the Infinite Campus Parent Portal or by contacting staff at the school. Teachers will also try to connect with both students and parents/guardians so that information can be shared.

Kindergarten through fifth grade uses a standards-based report card based on the TCSD Board of Education adopted curriculum.

At the middle and high school level, a four 4-point scale is used to determine Grade Point Average (GPA). Advanced Placement classes at the high school are weighted on a five 5-point scale, which will affect students’ GPA and weight of the grade. High school Valedictorian and Salutatorian will be selected according to the final cumulative GPA.

The following grading system is used for 6-12th Grade:

| Percent | Letter Grade | 4 Point Scale | AP Scale |
|--------------|--------------|---------------|----------|
| 90-100 | A | 4 | 5 |
| 80-89 | B | 3 | 4 |
| 70-79 | C | 2 | 3 |
| 60-69 | D | 1 | 2 |
| 59 and below | F | | |

A high school student who receives an “F” will have to retake the class **in a credit recovery class** if the course is required for graduation. A student who misses work due to an excused absence the last week of the semester will receive an “I” incomplete

and will have two weeks upon their return to school to complete the work missed during the excused absence. The “I” will then be changed to the earned grade.

Seniors preparing for graduation must have all work completed and handed in by 12:00 noon on the Wednesday preceding graduation.

Middle school students need to pass all four core classes (math, language arts, science and social studies) each year.

Interventions and Progress Monitoring for Struggling Students

The Teacher Assistance Team (TAT) is a way to look at a student’s schoolwork, attendance and behavior problems and plan other things to try in the classroom. Throughout the process, teachers will monitor your child’s progress. This will help you, your child, and school staff to see what works and determine what else can be done.

The TAT process is the first step in the evaluation process for identification of students eligible to receive services under IDEA.

Students receiving interventions progress will be monitored to determine next steps. If a struggling student doesn’t make improvements, they will receive a TAT referral.

The Responsive Classroom Approach is used throughout the district to look at student behavior. Responsive Classroom looks at why problem behaviors occur. Behavioral Intervention Plans can be made to help with problem behaviors, teach new skills, and identify help for the student. The Responsive Classroom Approach is designed to cut down on problem behaviors in the school, and help make a more positive school climate with higher school performance.

Graduation Requirements

All Todd County High School students will follow and meet the required course of study (22 credits) as determined by the Todd County School Board. Students who transfer into the District during their senior year can petition the School Board through the High School Administration to follow the state required 22 credits to graduate if their enrollment does not allow them time to take the identified required course load. Please see policy IKF online at <http://www.tcsdk12.org/board-policies/>. A hard copy can also be found at each school.

Homework and Tutoring

One of the best ways students can succeed in school is to be ready for class. If they needed to do work at home, they need to bring it with them to class. If a student feels they need extra help, they can stay after school, and are expected to follow the same behavior expectations. There are times when students will be expected to stay for tutoring. Students who have failed to turn in work as required or are failing classes may be required to stay for tutoring.

Students that are 18 Years Old

Students 18 years old and older have met both State and Tribal laws regarding required school enrollment. Todd County High School does not want to leave these students out or violate his/her rights, but the voluntary enrollment of an 18 year-old student shows his/her willingness to follow all the rules and regulations of the school.

Non-Discrimination

The Todd County School District will not treat students, **families or staff** differently because of their race, religion, color, sex, background, disability, or sexual orientation. The district follows the Title IX requirements for students, their parents and all employees. If you have questions about Title IX, see Monica Rahn at the District Office.

Section 504 of the Americans with Disabilities Act is a Civil Rights Law that makes sure anyone with a physical or mental disability that substantially limits a major life activity (i.e. seeing, working, breathing, performing manual tasks, walking, learning, speaking or caring for ones-self) is eligible for appropriate accommodations. Please talk with the principal in your child’s building so that all accommodations are identified. The same educational chances are offered to students who are pregnant, married, or single parents. For more information, please see policies ACA (Non-discrimination—Title IX), JE (Homeless Children/Unaccompanied Youth), and JIE (Pregnant Students, Married Students, or Single-Parent Students) online at <http://www.tcsdk12.org/board-policies/>. A hard copy can also be found at each school.

Sexual Harassment

It is the policy of Todd County School District to see that schools are free from sexual harassment and sexual violence. Sexual harassment is illegal, unacceptable, and will not be tolerated by employees or students of the school district. Please see Policy GBAA online at <http://www.tcsdk12.org/board-policies/>. A hard copy can also be found at each school.

Bullying

Bullying is the repeated act of one or more individuals intimidating others through verbal, physical, mental, cyber, or written interactions. Bullying takes many forms and happens in any setting. Bullying can create insecure and unwarranted anxiety that can affect the learning and social environment in school negatively. Bullying in the schools, on school grounds, on any school transportation, or at school-sponsored activities will not be tolerated and disciplinary action will be taken. For more information, please see policy JICB/GBAB (Bullying and Harassment) online at <http://www.tcsdk12.org/board-policies/>. A hard copy can also be found at each school.

Not all conflicts between students can be considered bullying. If both students participate in the conflict and if there is not an imbalance of power between the students the incident will not be considered bullying according to Policy JICB/GBAB. Appropriate disciplinary actions will be taken to address the issue, but the bullying policy procedures will not be used in these cases.

Nursing Services

All schools have access to nursing help. If a student has a serious injury at school, parents/guardians will be contacted and a report will be kept in the student's file. If the student needs to take medication, parents/guardians are asked to make sure that:

1. The medication is in the original container and it has the original label with the student's name, the physician's name, date of the prescription, and the directions for use listed.
2. Specific instructions about how to administer the medication are given. These instructions need to be signed by the parent/guardians and dated.

If a nurse is not available at the school only staff members who have been trained will give the student medication. Finally, if he/she has had an illness, surgery, or broken bones that require special arrangements, please contact your child's school so arrangements can be made for their return.

Lice

Having head lice is not something to be ashamed of. Head lice do not carry disease, but can cause your child to develop sores from scratching that may require antibiotics. Head lice is spread to others and must be treated. If your child has head lice they cannot be in school until it has been treated. Upon returning to school your child will be checked. If head lice is still present, you will be notified to take your child home for additional home treatment. The School Nurse will provide you with information to treat head lice and how to prevent reinfection.

Student Appearance and Dress Code

The Todd County School District Board of Education adopted Policy JICA Student Appearance and Dress Code Policy. All students are expected to follow this policy. Policy JICA can be found online at <http://www.tcsdk12.org/board-policies/>. A hard copy can also be found at each school.

Behavioral Expectations for On and Off School Grounds

Students are welcome to attend extracurricular events if they behave in an appropriate manner. Students cannot stay after school unsupervised and wait for activities to start. Because of limited supervision during elementary activities, parents/guardians are to supervise their child(ren) if they choose to leave the building during activities. Students are not allowed to bring basketballs or items that interfere with the events. Students are expected to follow expectations from school administration and staff.

Students may take field trips during the school year under school supervision. Written notes will be given to parents telling about the trips. A permission slip is needed for activities that occur out of the District or for trips that require overnight lodging. Trips taken during school hours do not require written permission other than the form signed by parents at the beginning of the year. Students need to follow the rules and policies of the District during extra-curricular contests and field trips.

Drug and Alcohol Policies

The Todd County School District is committed to providing a drug, alcohol and tobacco free environment. If a student is suspected of using drugs or alcohol, the Principal and another designated school staff person (Nurse, Security, Assistant Principal, etc.) will determine if the student will take a urine test. If a student refuses this, it will be considered as an admission of guilt. An attempt to contact parents/guardians will be made. If this is unsuccessful, a school official will sign the authorization for this test.

Gang Activity or Association

Todd County School District is guided by the policy definition of “street gang”, a formal or informal ongoing organization, association or group of three or more persons who have a common name or common identifying signs or symbols and have members or associates who individually or collectively engage in or have engaged in a pattern of street gang activities.

Gang activities and associations are unacceptable behaviors on school grounds or at activities. Students are prohibited from representing gang affiliation, conducting gang-related activities, recruiting others for gang membership and threatening or intimidating others to act against their will to further gang purposes. All gang activities, including tagging, will be reported to appropriate school and law enforcement officials. Students exhibiting gang or gang-like behavior will receive school consequences that reflect the seriousness of the violation.

Safety Protocol

There are times when it is necessary to place the school in “lock down”. Students need to follow administrator and/or law enforcement directions. Students are not to use telephones, cell phones, electronic communications or other devices that may hurt an ongoing investigation. Students who do not follow this will be dealt with using the Discipline Protocol and local/state/tribal laws. Students will not be released without administration and/or law enforcement approval.

At the High School metal detectors/wands **may** be used throughout the school day. The following will be enforced:

1. Security staff will set up and use scanning equipment.
2. A table will be set up nearby for purses, backpacks, and any other items that will be inspected.
3. Security or school personnel will be assigned to inspect purses, backpacks, etc.
4. Law enforcement will be notified if a weapon or illegal substance is located during the search process.

Search Process for Extracurricular Activities

1. Because attendance is **voluntary** at these events, inspection of purses, backpacks, etc. can occur without prescreening.
2. People attending functions may choose to leave items somewhere else before entering the event. **With this exception, procedures used at extracurricular activities are the same as those during the school day.**

Disciplinary Procedures for Identified Infractions (K-12)

Behavioral Expectations

Todd County School District believes that it is important to create a community within our schools where expectations of students are understood, guidance is given, and a safe and orderly environment is maintained.

Students need to develop knowledge and understanding of their Hocokan – the center, in order to be “in harmony”. (Lakota Studies Standard Three). To develop knowledge and understanding of their Hocokan, students also need to understand that the expected behavior of a Lakota is one of Wolakota, or peace. Wolakota means to act and behave with ultimate respect, harmony, peace, and friendship. Wolakota is a powerful deterrent to arguing, fighting, making enemies, and shaming others.

Students are assisted in achieving these goals and the school climate is improved as a result, when each child:

- Knows what is expected of him or her at school;
- Believes that he or she has the academic and social skills to achieve;
- Responsibly observes and respect the rights of others;

- Receives recognition and praise for doing good work and behaving appropriately; and
- Feels that there is someone at school who cares about him or her and encourages his or her academic and social development.

Student Infractions

We believe that every student would make a good choice if they were confident that they were prepared to make that choice respectfully and with dignity. It is our responsibility to teach students social skills which will allow them to be successful not only as a young person but as an adult. Teachers are expected to use pro-active teaching skills to redirect the student however, if the student does not make the choice to correct their behavior, they will receive an office referral.

A video of a student who is violating policy becomes an educational record, subject to the federal FERPA law. An educational record is private and confidential and cannot be released to anyone else without the written consent of the student's parent or guardian. Anytime a video contains a recording of multiple students engaged in misbehavior, that video is an educational record of all of them, and cannot be viewed by or released to any of them without a valid consent for every one of the students.

When consequences are required, appropriate due process will be provided to students in accordance with federal law, tribal ordinance, State statute and/or district policy. Please refer to Policy JIA online at <http://www.tcsdk12.org/board-policies/>. A hard copy can also be found at each school.

The following definitions help explain student infractions and seriousness of the infraction.

Class I Violations

Disruptive Behavior: Engaging in behavior that causes an interruption in a class or activity despite the corrective efforts of school personnel.

Dress Code Violation: Dressing in a manner that: 1) Creates a distraction; 2) Creates a disruption; or 3) Otherwise violates the school dress code (JICA).

Nuisance Item(s): Laser pointer, personal telecommunications device, or any other item brought to school which creates the potential for disruption.

Class II Violations

Public Display of Affection: Touching, kissing or fondling in public that is beyond casual contact that creates, or has potential to create a disturbance of the school setting.

Dishonesty: Alteration of a school document, cheating, plagiarism, false reporting, failing to report, and forging a signature, all with intent to deceive.

Disregard for Safety: Non-criminal action or behavior with the potential to injure the student or others.

Insubordination/Defiance/Lack of Cooperation/Refusal of Corrective Action: Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators in a verbal, physical or symbolic manner. Ignoring a directive to complete an assignment, refusing an assigned intervention or consequence, or failing to report for an assigned intervention or consequence.

Non-Controlled Substance Violation: Possession, use, distribution or sale of any Over-the-Counter (OTC) product or non-controlled prescription medication in a manner inconsistent with established procedures.

Offensive Speech or Actions/Inappropriate Language: Speaking to school personnel inappropriately, displaying a sign, signal, or gestures indicative of gang affiliation, and/or delivering a message that may include swearing, vulgarity. This includes signals or carrying signs indicating vulgarity.

Out of Assigned or Designated Area: Chronic tardiness (5 or more occasions in the same class or to school), skipping a class, but remaining on campus, or being in a prohibited area.

Unkind/Rude “Mean” Behavior: A single instance of rude behavior toward another through physical, verbal, written, emotional or cyber interaction.

Technology Policy Violation: Failure to use district-owned hardware, software or other technology for its intended educational use as described in the *TCS D Acceptable Use Policy*.

Tobacco: Possession of any tobacco or tobacco-related product. Using tobacco or tobacco-related products.

Transportation/Bus Disturbance: Any behavior on a bus or school vehicle that creates a safety problem or disturbance. This includes any act that violates a school rule or district policy relating to any form of student transportation.

Unexcused Absence/Skipping School: Being absent from school without a valid excuse and or authorization from a parent/guardian or school personnel. This also includes leaving school grounds without prior permission during regular school hours.

Class III Violations

Bullying: One or more individuals intimidating 1 (one) or more persons negatively and over time through verbal, physical, mental, cyber, or written interactions.

Cyber-Bullying: Willful and repeated harassment and intimidation of a person using digital technologies including but not limited to email, blogs, social website, chat rooms, and instant messaging.

Disturbance of School/Disorderly Conduct: Intentionally causing serious disruption in the school, making unreasonable noise, obstruction of any lawful assembly or vehicular or pedestrian traffic. This violation includes any unlawful gang activity, unlawful assembly, engaging in conduct constituting a riot or who being present at an assembly that either has or develops such a purpose.

Disturbance of School/Refusal to Disperse: Escalating refusal of disciplinary action to the point of disturbance. Intentionally disobeying a reasonable public safety order to move, disperse, or refrain from specified activities in the immediate vicinity of an unlawful assembly or riot.

Endangering Others/Reckless Behavior: Deliberate or careless conduct that endangers the safety of others.

Gang Affiliations: Students are prohibited from representing gang affiliation, conducting gang-related activities (e.g. tagging), recruiting others for gang membership, or threatening or intimidating others to act against their will to further gang purposes. This includes representing gang affiliation; conducting unlawful activities in the name of a gang; recruiting others for gang membership; wearing clothing that symbolizes or suggests involvement in gang activity affiliation with gangs or other similar organization (e.g. “colors”, bandanas, flags, hair nets or certain types of jewelry); and using symbolic (non-discriminatory/non-threatening gesture (e.g. making a hand sign with an offensive meaning; or flashing a signal indicating affiliation with a gang or group or organization with a history of advocating disruption or violence.

Harassing Communication: Using a telephone or other electronic communication device to contact another person with intent to terrorize, intimidate, threaten, harass, or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious. Harassment also includes threats to inflict physical harm or injury to any person or property.

Harassment (Non-Sexual): Engaging in a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person and that may negatively and substantially impact the emotional or mental well-being of a student or employee.

Hazing: Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other person, against another student, and in which both apply: 1) The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in an organization that is affiliated with school; and 2) The act contributes to a substantial risk or potential injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

Obscene/Pornographic Material: Possessing or accessing any pornographic or vulgar material.

Offensive Conduct/Sexting: Intentionally creating, producing, distributing, presenting, transmitting, posting, exchanging, dissemination, or possessing, through any computer or digital media, any photograph or digitized image or any visual depiction of a minor, including the student himself or herself, in any condition of nudity.

Property Damage/Vandalism: Damaging, defacing, destroying public/school property, including tagging or using gang-related symbols, pictures words, language, or other means known to gang members.

Sexual Harassment: Any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature that may be a matter of interest to an outside agency when: 1) Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development; 2) Submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

Verbal Assault: Any profane or vulgar speech towards a staff member or student delivered in a public setting used to intimidate.

Theft: Stealing, receiving stolen property, transferring stolen property and extortion.

Threat or Intimidation: This violation means verbal, physical, or symbolic actions or behaviors that convey the threat of physical contact and/or injury.

Trespassing/Refusing to Leave After Notice/Unauthorized Entry: Entering school or school facilities outside of established hours of operation without an administrator's permission or being on school grounds, in buses or at a school-sponsored activity or event without permission while a suspension is in force.

Class IV Violations

Alcohol or Intoxicant/Possession/Use/Transfer/Sale: Possessing, using, transferring or selling any substance, which may alter the sensorium, including alcoholic drinks, or a prohibited substance as defined in district policy.

Alcohol or Intoxicant/Under the Influence: Exhibiting noticeable behaviors, a physical appearance, or odors consistent with use of alcohol or another intoxicating substance.

NOTE: The term "intoxicant" includes any substance not fitting the definition of alcohol or drug which may alter the sensorium that may result in temporary or permanent loss or diminution in judgment, perception, or coordination [RST 104(a)]. The sensorium that may result in temporary or permanent loss or diminution in judgment, perception, or coordination [RST 104(a)].

Arson/Fire or Explosion: Starting a fire or causing an explosion with the intent to destroy an occupied or an unoccupied structure or other property [SDCL §22-33-9.1 and §22-33-9.2; see also RSTLOC 5-22-1].

Assault; Simple: This violation means: 1) Attempting to cause bodily injury to another with the actual ability to cause the injury; 2) Recklessly causing bodily injury to another; 3) Negligently causing bodily injury to another with a dangerous weapon; 4) Attempting by physical menace or credible threat to put another in fear of imminent bodily harm, with or without the actual ability to harm the other person; or 5) Intentionally causing bodily injury to another which does not result in serious bodily injury [SDCL §22-18-1; see also RSTLOC 5-5-1].

NOTE: Students have a right to self-defense. Self-defense is determined solely by the school administrator [GBGB and JIC].

Fighting: Engaging in mutually aggressive physical actions, involving physical contact where some injury may occur.

Dishonesty (False Fire Alarm): Knowingly causing a false fire or other emergency alarm to be transmitted.

Drug Policy Violations:

Possessing. This violation means unlawfully having in one's possession a substance knowing that it is to be used in violation of SDCL §22-42-15 [SDCL §22-42-2, §22-42-3, §22-42-4, §22-42-5, §22-42-6 and §22-42-15.1].

Using. This violation means unlawfully and intentionally ingesting, inhaling, or otherwise taking into the body any substance (except alcoholic beverages as defined in SDCL §35-1-1) for purposes of becoming intoxicated, unless such substance is prescribed by a practitioner of the medical arts lawfully practicing within the scope of the practitioner's practice [SDCL §22-42-5.1 and §22-42-15].

Delivering. This violation means delivering a controlled drug, substance, or other unlawful substance) SDCL §22-42-1(5)].

Dispensing. This violation means giving a controlled drug or substance to an ultimate user [SDCL §22-42-1(4) and §22-42-1(11)].

Distributing. This violation means delivering a controlled drug, substance, or other unlawful substance) [SDCL §22-42-1(5), §22-42-2, §22-42-3 and §22-42-4].

Transfer or Sale. This violation means possessing with intent to distribute, selling, or otherwise distributing a substance knowing that it is to be used in violation of SDCL §22-42-15 [SDCL §22-42-7 and §22-42-15.1].

Misrepresentation: This violation means knowingly manufacturing, delivering, or possessing with intent to deliver: 1) A non-controlled substance that is represented to be a controlled substance to others [SDCL §22-42-16]; or 2) A counterfeit of such a substance [SDCL §22-42-1(2), §22-42-2, §22-42-3, §22-42-4 and §22-42-7].

NOTE: The term “drug” includes substance which may alter the sensorium that may result in temporary or permanent loss or diminution in judgment, perception, or coordination [RSTEC 104(a); see also RSTLOC 5-28-1 et seq. and 5-29-1 et seq.].

Terrorism Threat: Threatening to commit a crime of violence or an act dangerous to human life as defined by SDCL §22-1-2(9), intending to intimidate or coerce.

Weapon/Firearm: This violation means possessing, transporting, receiving, exchanging, selling, transferring, distributing, exhibiting, threatening to use, or using any weapon from which a projectile or projectiles may be discharged by gunpowder [SDCL §22-1-2(16)].

Weapon/Other: This violation means possessing, transporting, receiving, exchanging, selling, transferring, distributing, exhibiting, threatening to use, or using any object, other than a firearm, described in SDCL §22-1-2(10).

Weapon; Destructive Device: This violation means possessing, transporting, receiving, exchanging, selling, transferring, distributing, exhibiting, threatening to use, or using any object described in SDCL §22-1-2(13).

Weapon/Explosive: This violation means possessing, transporting, receiving, exchanging, selling, transferring, distributing, exhibiting, threatening to use, or using any substance, or combination of substances, that is used for the purpose of detonation and which, upon exposure to any external or internal force or condition, is capable of a relatively instantaneous release of gas and heat [SDCL §22-1-2(14)].

NOTE: The term does not include "permissible fireworks," as defined by SDCL §34-37-5 [SDCL §22-1-2(14)].

Deadly Weapon/Look-Alike: This violation means possessing, transporting, receiving, exchanging, selling, transferring, distributing or exhibiting any look-alike, toy, or facsimile of any such item.

Other Class IV Misconduct: Committing any other criminal offense that is substantially similar to those referenced in this class of violation.

If a student’s actions require an out-of-school suspension (OSS), parents will be notified in writing. Parents/guardians will have complete custody and jurisdiction of their child during the suspension. Students must complete schoolwork during their suspension. Schoolwork for out-of-school suspensions will be assigned by administration through the office. If students need assistance while completing the work, it is the family’s responsibility to contact administration so arrangements can be made to provide assistance.

A student who is suspended cannot be on any Todd County School District property or at any District sponsored activities during the suspension time. If a student is directed by administration to be on school grounds for academic assistance all necessary parties will be notified.

The School Board reserves the right to suspend and or expel a student per Policy JKD/JDK.

The disciplinary matrices on the following pages will be followed by all schools. Administrators will determine age appropriate consequences for students in lower grades. Behavior interventions will be attempted.

Elementary School Discipline Matrix

| | | |
|--|--|--|
| Class IV Behavior Violations Weapon Violation, Arson, Bomb Threat, Alcohol, Drug, Intoxicant, Assault, Fighting, Fire Alarm, Other Class IV Violations | | |
| Elementary K-5 Consequences of IV Behavior Violations Consequences will take into consideration the age/level of maturity of the offender and the severity of the offense. Standard consequences for Class IV Behavior Violations may be imposed in these instances. | | |
| Class III Behavior Violations Disturbance of School, Disorderly Conduct, Theft, Bullying, Cyber-bullying, Sexting, Threats, Intimidation, Verbal Assault, Harassment (sexual and other), Property Damage/Vandalism, Other Class III Violations | Class II Behavior Violations Offensive Speech or Actions, Inappropriate Language, Insubordination, Defiance, Refusal of Corrective Action, Lying, Cell Phone, Bus Disturbance, Other Class II Violations | Class I Behavior Violations Disruptive Behavior, Nuisance Item, Other Class I Violations |
| Elementary K-5 Logical Consequences in Responding to Class I, II, III Behavior Violations When responding to Class I, II, III misbehavior, we embrace the Responsive Classroom approach that ensures proactive steps of teaching children the social and academic skills they need in order to learn effectively. Our goals in responding to misbehaviors are; stop the negative behavior and re-establish positive behavior as quickly and as simply as possible, so that we can return the child to learning. We also want to give students the opportunities to recognize and fix their mistakes and develop internal control of their behavior. Logical consequences are a way of solving problems, getting back on track, and learning. | | |
| The INTENTION of logical consequences | To help children recognize the effects of their actions and develop internal controls | |
| The UNDERLYING BELIEF about logical consequences | Children want to do better and can do better with reflection and practice | |
| The EDUCATOR’S APPROACH when using logical consequences | Stops the behavior and gathers information before determining consequence | |
| The NATURE of logical consequences | Related to the behavior; reasonable for the child to do | |
| The MESSAGE TO THE CHILD when using logical consequences | The damage done, not the child, is the problem | |
| The three types of logical consequences are relevant, realistic, and respectful. | | |
| You break it, you fix it | If a child breaks something or makes a mess, whether intentional or not, the educator helps | Possible Examples* |

the child, take responsibility for fixing it or cleaning it up.

Student jiggles the table and causes water to spill. The teacher directs them to clean it up.

Student accidentally knocks another student down on the playing field. The teacher prompts student to help the other student up, ask if he's OK, and go with him to get first aid if needed.

Loss of privilege

Removing a privilege is not to punish the child, but to protect the child, the group, and the learning environment. Once the child demonstrates readiness to handle the responsibility, the privilege will be returned.

Possible Examples*

Student insists on using the watercolor brush in a way that damages its bristles. The teacher tells student that she cannot use watercolors during choice time until she's reviewed correct use of the brush and shown the teacher that she knows how to use it without damaging it.

Student's class job for the week is line leader, but as he leads the class to lunch, he leans into a classroom to wave hello to a friend. The teacher tells the student that he has lost the privilege of being line leader for the day and temporarily gives that responsibility to another child. Later, she checks in with the student to make sure he remembers and understands the expectations for walking in line.

Time-out

During this time, the child is expected to regain self-control so they can come back to the group and participate in a positive way. It can range from

Possible Examples*

*Time-out in the classroom
Time-out of the classroom
Time-out in the office
Time out of the school*

*Not limited to or exclusive of
There are significant variations on what logical consequences look like at the different grade levels. Each child and situation is unique. Different situations call for different responses. When children misbehave, they give us valuable

information about what they need. Our elementary schools have the option of using the discipline matrix on the following page based on the severity of the behavior.

Brady, K., Mary Beth, F., & Deborah, P. (2015). *Rules in School Teaching Discipline in the Responsive Classroom* (1st ed.). Turner Falls, MA: Center for Responsive Schools.

Middle School and High School Discipline Matrix

| NATURE OF VIOLATION | CONSEQUENCES |
|---|--|
| Class IV - Weapon Violation, Arson, Bomb Threat, False Fire Alarm | 1st Violation – 10 days OSS and referral to School Board for long term suspension or expulsion Hearing. Police Report |
| Class IV – Alcohol, Drug, Intoxicant, Other Class IV Violations | 1 st Violation – 7 days OSS with Superintendent Review. Police Report 2nd Violation – 10 days OSS with School Board Hearing for long-term suspension. |
| Class IV – Assault, Fighting | 1 st Violation – 7 days OSS with Superintendent Review. Police Report 2nd Violation – 10 days OSS with referral to School Board for long-term suspension. Police Report |
| Class III - Hazing, Gang Affiliation, Theft, Property Damage, Vandalism, Bullying, Cyberbullying, Sexting, Threats, Intimidation, Verbal Assault, Harassment (sexual and other), Disruption of Learning Environment, Disorderly Conduct and Other Class III Violations | 1 st Violation – 3 days OSS, parent or guardian meets with Administration to create a plan for student success. 2 nd Violation – 5 days OSS with Superintendent Review. 3rd Violation – 10 days OSS for School Board Hearing for long-term suspension. |
| Class II - Offensive Speech or Actions, Inappropriate Language, Insubordination, Defiance, Refusal of Corrective Action, Skipping, Excessive Tardiness | 1 st Violation – 1 day ISS 2 nd Violation – 2 days ISS 3 rd Violation and future violation –deemed Disorderly Conduct (Class III) notify Tribal Truancy Office for skipping. |
| Class II – Cheating, Forgery, Lying, Cell Phone, Nuisance Item, Tobacco, PDA | 1 st Violation – 1 day ISS 2 nd Violation – 2 days ISS 3 rd Violation and future violations – deemed Disorderly Conduct (Class III) 3 days OSS, with counselor or administrator upon return. |
| Class II – Bus Disturbance <i>Other consequences may apply for violating school rules.</i> | 1 st Violation – Parent notification by transportation director. 2 nd Violation – Suspension from riding bus (1 day) 3 rd Violation – Suspension from riding bus (maximum of 3 days) 4 th Violation – Suspension from riding bus (maximum of 5 days) 5 th Violation – Suspension from riding bus may be up to two weeks. |
| Class I – Disruptive Behavior | 1 st Violation – Parent Notification, ½ day ISS 2 nd Violation – 1 day ISS, Parent Notification, Behavior Intervention Plan 3 rd Violation – 2 days ISS, Parent conference before student returns to class. 4th and future violations will be deemed Disorderly Conduct (Class III) |
| Class I – Dress Code | 1 st Violation – Warning issued and parent may be called to bring appropriate change of clothing. Headgear will be confiscated and may be picked up at the end of the school day. 2 nd Violation – Parent may be called or student given appropriate change of clothing. Headgear will be confiscated for 5 days. Students refusing the consequence will be sent home for the remainder of that day. The parent/guardian must accompany the student back to school the following day. 3 rd Violation – Parent notified of repeated offenses and student will be subject to ISS. |