



# DOUGLAS HIGH SCHOOL

**HOME OF THE PATRIOTS**

*Spirit of the past . . . Foundation for the future.*  
420 Patriot Dr., Box Elder, SD 57719  
www.dsdk12.net

**DOUGLAS HIGH SCHOOL - 923-0030**

**Fax (605) 923-0031**

Mr. Bud Gusso, Principal

Ms. Lisa Hafer, Assistant Principal

Ms. Naomi Hatfield, Activities Director

Attendance Office - 923-0030

Fax - 923-0031

Activities Office - 923-0040

Library - 923-0044

Counseling Office - 923-0041

ROTC - 923-0045

Food Service - 923-0055

Office hours

7:00 AM to 4:00 PM, Mon.-Fri.



**Central Office - 923-0000**

Dr. Loren Scheer, Superintendent

**This School Agenda belongs to:**

**Name** \_\_\_\_\_

**Phone** \_\_\_\_\_

### **DOUGLAS SCHOOL DISTRICT EDUCATIONAL PHILOSOPHY**

The Douglas School District will provide and promote an environment conducive to teaching and learning in which the District works in partnership with the educational community to develop individuals who realize self-worth and have an opportunity to create a productive role as responsible citizens in an ever-changing role.

### **Douglas School District Mission Statement**

Prepare all students to meet the challenges of an ever-changing world.

## STAFF ROSTER 09-10

Room 202	Lt. Col. Marc Miller	AFJrROTC
Room 202	.CCMSgt. Russ Johnson	AFJrROTC
Room 54B	.Mr. David Horan	Art
Room 54	.Ms. Vicke Vogel	Art
Room 50	.Ms. Shannon Bonner	Art
Room 135	.TBA	Band & Choir
Room 44	.Mr. Dale Pepper	Business
Room 134	.Mr. John Richardson	Computer
Room 5/8	.Mr. Arnold Jordan	Computer
Room 134	.Ms. Karline Clark	Computer
Counseling	.Ms. Shannon Maxon	Counselor
Counseling	.Mr. James Scherr	Counselor
Counseling	.Ms. Patti Osborne	Counseling Secretary
Room 13	.Ms. Torey Berdan	Family and Consumer Science
Room 43	.Ms. Pamela Baum	World Language
Room 41	.Ms. Kathy Keffeler	World Language
Room 126	.Mr. Kip Coates	Language Arts
Room 127	.Ms. Joelle Rose	Language Arts
Room 123	.Ms. Rebecca Harris	Language Arts
Room 124	.Mr. Kevin Plooster	Language Arts
Room 3	.Ms. Mary Kron	Language Arts
Room 132	.Mr. Tony Mraz	Language Arts
Room 129	.Ms. René Emme	Language Arts
Room 40	.Ms. Dolores Martin	Mathematics/LC
Room 38	.Ms. Rebecca Cole-Lane	Mathematics
Room 34	.Ms. Connie Mogensen	Mathematics
Room 32	.Ms. Catherine Quinlivan	Mathematics
Room 36	.Ms. Mary Vogel	Mathematics
Room 30	.Mr. Chad Coley	Mathematics
Gym 70	.Mr. David Broadie	PE
Gym 60	.Mr. John Humke	PE
Gym 100	.Ms. Yolanda Davis	PE
Room 2	.Ms. Amy Rowe	Science
Room 15	.Mr. Orange Johnson	Science
Room 9/11	.Ms. Roberta Traxinger	Science
Room 4	.Mr. Tom Willis	Science
Room 6	.Ms. Cherrie Martenson	Science
Room 7	.Ms. Sandy Lewis	Science
Room 31	.Ms. Rosetter Freeman	Social Studies
Room 37	.Mr. Sean Gholson	Social Studies
Room 35	.Ms. Amy Erlandson	Social Studies
Room 33	.Mr. Don Harris	Social Studies
Room 40	.Mr. Chris Wieman	Social Studies
Room 12	.Ms. Karla Sawyer	Spec. Ed.
Room 10	.Ms. Linda Senesac	Spec. Ed.
Room 46	.Ms. Katherine Riggs	Spec. Ed.
Room 19	.Ms. Kristin Knutson	Spec. Ed.
Room 17	.Ms. Codi Rieb	Spec. Ed.
Room 8	.Ms. Jane Scherr	Sp. Ed. Aide
Room 46	.Ms. Jennifer Gustin	Sp. Ed. Aide
Room 46	.Ms. Buffy Logsdon	Sp. Ed. Aide
Room 12	.Ms. Deb Minnich-Wolff	Sp. Ed. Aide
Room 8	.Ms. Elaine Warner	Sp. Ed. Aide
Room 58B	.Ms. Dawn Beltran	Instructional Aide
Room 56	.Mr. William Langston	Learning Center/ISS
Room 58	.Ms. Loretta Schmidt	Study Hall
Room 58	.Ms. Dolores Martin	Learning Center
Library	.Ms. Linda Kuck	Librarian
Library	.Ms. Kathy Auriemma	Library Aide
Office	.Ms. Jodie Tadlock	Building Secretary
Office	.Ms. Lonni Cole	Attendance Secretary
Activities Office	.Ms. Carol Whiting	Activities Secretary
Discipline Office	.Mr. John Hoag	Discipline Aide
Discipline Office	.Ms. Maryann Ebach	Discipline Aide
Room 117	.Ms. Leona Oberlander	Special Education Secretary
Liaison Office	.Ms. Misti Walker	Liaison Officer

**STUDENT GOVERNMENT OFFICERS  
2009-2010**

**Student Body Officers**

PRESIDENT ..... DAVID TILLEY  
VICE PRESIDENT ..... BAILEY KETELSEN  
SECRETARY/TREASURER..... AMANDA BIRMEIER  
MEMBER AT LARGE (RUSHMORE REGION STATE REPORTER)  
..... DAVID TILLEY  
MEMBER AT LARGE (RUSHMORE REGION REPRESENTATIVE)  
..... SAMANTHA HAVERLY

**Senior Class Officers (Class of 10)**

PRESIDENT ..... CHELSEA EDWARDS  
VICE PRESIDENT ..... BEAU CERNEY  
SECRETARY/TREASURER..... JEREMY GARRIGAN

**Junior Class Officers (Class of 11)**

PRESIDENT ..... CASSONDRA KELLER  
VICE PRESIDENT ..... SHYLAH SLAUGHTER  
SECRETARY/TREASURER..... KENDRA BROOKS

**Sophomore Class Officers (Class of 12)**

PRESIDENT ..... KRISTIN TADLOCK  
VICE PRESIDENT ..... BRIDGET WILDS  
SECRETARY/TREASURER..... JEREMY JUNGE

**Freshman Class Officers (Class of 13)**

PRESIDENT ..... MALLORY TOWER  
VICE PRESIDENT ..... MARY EDWARDS  
SECRETARY/TREASURER..... MORGAN KILLION

**2009-2010 SCHOOL CALENDAR**

First Day of School ..... August 24, 2009  
Labor Day (No School)..... September 7, 2009  
Staff Development (Early Dismissal)..... September 16, 2009

Staff Development (Early Dismissal).....	October 7, 2009
Native American Day (No School).....	October 12, 2009
First Quarter Ends .....	October 23, 2009
District Day (No School) .....	October 26, 2009
PT Conferences (evening).....	November 10, 2009
Veteran's Day(No School) .....	November 11, 2009
PT Conferences (evening).....	November 12, 2009
Conference Comp Day (No School) .....	November 13, 2009
Staff Development (Early Dismissal) .....	November 18, 2009
Early Dismissal(Thanksgiving Recess) .....	November 25, 2009
Thanksgiving Recess .....	November 26 & 27, 2009
Staff Development (Early Dismissal) .....	December 16, 2009
Early Dismissal (Winter Recess Begins) .....	December 18, 2009
Classes Resume .....	January 4, 2010
Staff Development (Early Dismissal) .....	January 13, 2010
Second Quarter Ends .....	January 14, 2010
District Work Day (No School).....	January 15, 2010
Martin Luther King JR Day (No School) .....	January 18, 2010
Staff Development (Early Dismissal) .....	February 3, 2010
P/T Conferences (evening).....	February 9, 2010
P/T Conferences (evening).....	February 11, 2010
No School (comp day) .....	February 12, 2010
President's Day (No School) .....	February 15, 2010
District Day (No School) .....	February 19, 2010
Staff Development (Early Dismissal) .....	March 17, 2010
Third Quarter Ends .....	March 19, 2010
District Day (No School) .....	March 22, 2010
Spring Recess (No School ) .....	April 2 & April 5, 2010
Staff Development (Early Dismissal) .....	April 21, 2010
Staff Development (Early Dismissal) .....	May 12, 2010
Baccalaureate (Tentatively).....	TBA
Commencement(Tentatively) .....	TBA
Last Day of School .....	May 26, 2010
District Work Day .....	May 27, 2010

**SCHOOL CLOSING NOTES**

In case of inclement weather, school will be closed when, in the judgment of the superintendent, or his designee, conditions would not be safe for buses to operate or students to walk to school. The official statement regarding closing of the school will be made over radio stations KKLS 920, KIMM 1150, KTOQ 1340 and KOTA 1380 in the morning, or on the District website at [www.dsdk12.net](http://www.dsdk12.net).

**Douglas High School Daily Schedule**

**REGULAR SCHEDULE**

<b>Period 1</b>	<b>7:55</b>	<b>8:47</b>
<b>Period 2</b>	<b>8:52</b>	<b>9:44</b>
<b>Period 3</b>	<b>9:49</b>	<b>10:41</b>

Period 4	10:46	11:38
Period 5A	11:43	12:35
A Lunch	11:43	12:19
Period 5B	12:24	1:16
B Lunch	12:40	1:16
Period 6	1:21	2:13
Period 7	2:18	3:10

**ASSEMBLY SCHEDULE**

Period 1	7:55	8:37
Period 2	8:42	9:24
Period 3	9:29	10:11
ASSEMBLY	10:16	10:41
Period 4	10:46	11:38
Period 5A	11:43	12:35
A Lunch	11:43	12:19
Period 5B	12:24	1:16
B Lunch	12:40	1:16
Period 6	1:21	2:13
Period 7	2:18	3:10

**EARLY RELEASE SCHEDULE**

Period 1	7:55	8:30
Period 2	8:35	9:10
Period 3	9:15	10:50
Period 4	9:55	10:30
Period 5A/A Lunch	10:35	11:10
Period 5B/BLunch	11:15	11:50
Period 6	11:55	12:30
Period 7	12:35	1:10

**LATE START SCHEDULE**

Period 1	9:55	10:30
Period 2	10:35	11:10
Period 3A/A Lunch	11:15	11:50
Period 3B/B Lunch	11:55	12:30
Period 4	12:35	1:10
Period 5	1:15	1:50
Period 6	1:55	2:30
Period 7	2:35	3:10

(3<sup>rd</sup> period students will eat the same lunch as their 3<sup>rd</sup> period teacher)

**DISCRIMINATION POLICY STATEMENT**

It is the policy of the Douglas School District 51-1 that no employee or student shall be discriminated against on the basis of sex, race, national origin, religion, disability or marital status in any program, service or activity for which the Douglas School District is responsible as required by Title IX, Public Law 93-112, Section 504 and other state and federal law.

Any person wishing to discuss their rights under the District's nondiscrimination policies may contact the Superintendent or designee, Douglas School District, 400 Patriot Drive, Box Elder, South Dakota 57719 (605) 923-0000. Inquiries concerning disabilities may be directed to the Director of Special Education, 421 Don Williams Drive, Box Elder, South Dakota 57719, (605) 923-0090. For further information, contact 1-816-880-4200 or write Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114.

**BOARD POLICIES**

This handbook will be administered so as to be consistent with Douglas School District Policies, Department of Cultural Affairs Administrative Regulations, State of South Dakota laws, and Federal statutes. All Douglas School District Policies are available for review in the high school office, and selected copies available upon request to the administration.

**PUBLIC COMPLAINTS**

Areas of concern brought to the attention of the Board will be addressed through Board **Policy KL**.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows and in this order, beginning with Teacher:

Teacher – Principal – Superintendent - Board

Complaints must be stated specifically in writing. Anonymous letters and phone calls will not be given serious consideration. Complaints will be handled courteously and professionally.

A copy of Board Policy, KL, Public Complaints, is available in each building office or the Administration offices

**GRADUATION REQUIREMENTS**

<b>English</b>	4 Credits	<b>Computer Studies</b>	1 Credit
<b>Social Studies</b>	3 Credits	<b>Physical Education</b>	1 Credit
<b>Science</b>	3 Credits	<b>Fine Arts</b>	1 Credit
<b>Math</b>	3 Credits	<b>Electives</b>	6 Credits
<b>22 Total Credits Required</b>		<b>Note: One Semester = 1/2 Credit</b>	



### **ACADEMICS**

Grading Scale	GradePoint Classification	
	<i>Reg. Curriculum</i>	<i>Honor/AP Curriculum</i>
A - 93 - 100%	A=4	A=5
B - 86 - 92%	B=3	B=4
C - 78 - 85%	C=2	C=3
D - 70 - 77%	D=1	D=1
F - Below 70%	F=0	F=0

#### **GPA**

Grade Point Average (GPA) will be calculated as a weighted GPA semesters 1-7 of the students' high school career.

GPA = Grade Points Earned / # Courses Attempted

At the conclusion of 7 semesters, GPA will additionally be calculated as an Adjusted GPA for purposes of determining Valedictorian and Salutatorian.

GPA = Adjusted Grade Points Earned / # Courses Attempted

Adjusted GPA will be calculated to account for students taking a greater number of classes. Please visit our website to view the entire rationale, formula and download our Adjusted GPA calculator, or see the counseling office for more information.

### **Grades and Grading Procedures**

Students will be graded in all courses scheduled during regularly scheduled classroom periods. It is the student's responsibility to arrange for makeup work with the individual teacher. Failure to complete all incomplete class work may result in the incomplete grade reverting to a failing grade.

### **Credit Award**

Students who complete ALL semester course objectives to at least the minimal standards and maintain acceptable attendance earn credits. A grade will be given the student each quarter as a progress report. If both quarter grades are passing, all objectives and participation requirements are met; the two-quarter grades will be averaged to yield a semester grade. If a student receives a failing grade for the semester, even though they have passed one quarter, they will not receive credit in that course. Students in violation of the school's attendance policy will receive a "no credit" (NC) designation for the class on their transcript. An "F" will be placed on the transcript if the student fails the class at the conclusion of the semester in which the attendance policy violation occurred.

### **Honor Roll**

Students will be eligible for the Honor Roll with a quarter GPA of 3.5. Honor Roll will be posted quarterly.

### **Grade Classification and Promotion**

In order to be classified a sophomore, a student needs to have earned at least 5 credits, a junior 11 credits, and a senior 16 credits. Grade classification is determined at the beginning of each school year. Classification for Statewide Testing will be determined in September. Classification will remain throughout the year regardless of credit attainment at semester break. Exception is provided for students who become *seniors* at semester break AND are scheduled to graduate in May.

### **Participation in Graduation Ceremonies**

Seniors must meet all State and School Board requirements prior to participating in graduation ceremonies (Board Policy IKF and SDCL 13-33-19). No student may participate in more than one graduation ceremony.

### **CLOSED CAMPUS**

In order to keep our students in a supervised, safe and orderly environment, DHS is a closed campus for **9<sup>th</sup> and 10<sup>th</sup> grade students**.

Once 9<sup>th</sup> or 10<sup>th</sup> grade students arrive at school, they must remain within the building until the end of the school day unless they have received permission from school authorities to leave for a specific purpose. Parent/guardian requests for a student to leave campus must include the following information: the student's first and last name, reason for the absence, estimated duration of the absence. Students who leave campus without such authorization will be subject to school consequences

### **SCHEDULING**

#### **Schedule Changes**

Once registration forms have been completed and schedules have been made, schedule changes can only be made in cases of EDUCATIONAL NEED during the first 10 days of the semester. No schedules will be adjusted for the purpose of changing teachers or lunch.

### **ATTENDANCE**

**Regular & punctual attendance is expected of every student.**

#### **Student Absences**

Your school considers the following as legitimate reasons for absence (District Board Policy JED and State Law): **Physical or mental illness, illness in the family, death in the family, inclement weather, State or National program attendance.**

#### **Absence Limit**

Each student is allowed 12 absences per semester. Absences for legitimate reasons will not be subject to disciplinary action; however, all excused and unexcused absences will count toward the allowable 12 absences. An absence that is not approved by school officials will be considered an unexcused absence. Discipline action will result and students may receive zeros for all classes missed.

School personnel may contact parents whenever it appears that a student is absent without a parent's knowledge or approval. The principal may request an explanation for the cause of any absence in writing at his or her discretion and may decide whether or not a particular cause is acceptable.

#### **Loss of Credit**

**Students should expect to receive no credit** for a course where the student has **13 or more absences** in a semester. Students who have 13 or more absences in a class may be dropped from that class. Students under 18 years of age, who are subject to SDCL 13-27-1, 13-27-20, and 13-27-21, Compulsory Attendance Laws, will face legal action for irregular attendance.

#### **Attendance Accounting Procedures**

If absent, parents/guardians are asked to call the attendance office on the day of the absence. If this is not possible, a note signed by the parent/guardian on the day the student returns to school would be acceptable. If an absence **IS NOT EXCUSED WITHIN 24 HOURS** of the student's return to school, the student will be subject to disciplinary action. Students who need to leave the school grounds while school is in session

MUST report to the high school office to sign out. Students who do not sign out and leave the school grounds will be considered unexcused. The student MUST sign in if returning to school on the same day.

**Late Arrival**

Students who come late to school must report to the office before going to class. They will be given either a pass or permit to class. A pass indicates that the late arrival is excused. A permit indicates that an excuse is still pending. Tardiness exceeding 10 minutes for any class is considered an absence.

**Make-up Work**

Students/Parents/Guardians should make arrangements to pick up homework given during any multi-day absence. Students will be given 1 day to make up work for each day of an excused absence plus one day. Make up work will be due on the day following the date of return. Students should contact their teachers immediately upon return, and request missed schoolwork. If a student knows he or she will be absent for any reason, the teacher may require that work be submitted prior to the absence or on the day of return. This does not apply to OSS.

**Homebound Program / Section 504**

In the case of an extended absence due to a handicapping condition, the high school guidance staff should be notified as soon as possible to determine if the student qualifies for a home study program or modifications under Section 504. Medical documentation is required (contact high school administration for information). Short-term illnesses are not covered under Section 504. Suspected abuse of 504 accommodations will be investigated and may be cause for change or termination of modifications.

**ADDITIONAL PERTINENT INFORMATION**

**Assemblies**

All students are expected to attend all school assemblies that are scheduled during the school day. Failure to attend assemblies will be considered truancy. This includes seniors on free block who are in the building when the assembly is being conducted.

**Evacuations**

In case of a fire or bomb threat, or in practicing the evacuation of the building for such an emergency, the students, teachers, and all inhabitants of the school building are to leave the building immediately upon hearing the fire alarm. Students are to remain with their teachers and should not enter the building until they are notified to do so.

**Fines/Fees**

Douglas School District provides textbooks, ROTC uniforms and athletic equipment/uniforms for student use. Students are responsible for school property issued to them. Reasonable fines will be assessed to students who damage or deface District property. Fines will be determined by the teacher/administrator. Lost books or equipment will be paid for based on

the actual value of the article.

Parents and guardians have the right under the Family Educational Rights and Privacy Act (FERPA) to view records at any time, however, fees and fines, including any fees from previous years, must be paid before students receive official copies of report cards, transcripts, and diplomas.

Upon withdrawal or transfer out of the District, all financial obligations must be satisfied. Records may be withheld if students have outstanding fees.

### **Harassment**

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, sexual orientation, disability, marital status, veteran status, citizenship status, or other protected group status. Douglas School District has a no tolerance policy.

### **Learning Center**

The Learning Center is designed to enhance student success in all courses. One-on-one tutoring, small group instruction, and computer-assisted learning are available in the Learning Center beginning at 7:00 a.m. until 3:30 p.m. each day (3:15 Fridays). Students who are in a study hall are encouraged to utilize the Learning Center regularly.

### **Library**

The Library is available for student use Monday through Friday from 7:15 a.m. to 3:30 p.m. when school is in session. A student ID is required to check out materials. Students are expected to sign in and use library resources in a responsible manner. Food and drink is not permitted.

### **Lockers and Gym Lockers**

Students will be assigned lockers through the guidance office. KEEP YOUR LOCKER LOCKED AT ALL TIMES. Students should be aware that courts have ruled that **lockers may be searched** either with or without the student's permission. If there is reason to suspect that illegal substance of any kind, stolen property, or school property might be secreted in the locker, your locker will be searched.

### **Lunch Periods**

Each student will have one of two lunch periods. Students who have been assigned Lunch 5A will eat lunch from 11:43–12:19 p.m. Students who are assigned Lunch 5B will eat lunch from 12:40–1:16 p.m. Ala Carte is closed during passing periods. STUDENTS MUST ASSUME THE RESPONSIBILITY FOR BUSING THEIR OWN DISHES AND LEAVING TABLES CLEAN. Douglas High School has a closed campus lunch period for 9<sup>th</sup> and 10<sup>th</sup> grade students. 9<sup>th</sup> and 10<sup>th</sup> grade students are not permitted to leave the school building without properly securing permission. Students or staff members will not be allowed to charge any meals. A peanut free table is provided for students who may suffer from peanut allergies in order to limit contact with peanut products.

Food Service Policy: if a student's account is below \$5.00 the food service staff will verbally notify them. When a student's account reaches a zero or below balance they will be notified and asked if they would like a cheese or peanut butter sandwich for their meal. If the account is still in arrears after one day the student will not be allowed to eat.

Student meal accounts fall under the parent or guardians name; there isn't a need to send money with different children of the same family as the funds are placed into one account.

### **Medications**

Students may only be given medicine while at school when it is given to them by the school district nursing staff or other designated school office personnel acting under a specific written request (Form PP 324) by the student's parent, legal guardian, or physician. These forms are available in the nurse's office in the Activities Office.

Any medication a student takes must be left in the nurses' office and used under office supervision once the release form has been signed.

Prescription medications must be in the original container from the pharmacy with a current prescription label for dosages and times. The school will accept a 10-day supply of the medication. An authorization must be filled out and signed for each prescription medicine to be given at school.

Over-the-counter medications must be in the original package and clearly labeled. A written authorization must accompany the medication indicating proper dose and time to be administered. It is the nurse's discretion as to how long over-the-counter medication will be given at school. If the condition for which the medication is being given persists longer than 5 days, it is recommended that the child see a medical professional.

When contacted by the school to remove your child due to illness, we ask that the child be picked up as soon as possible. The school office is not equipped to provide long-term care for ill children.

### **Money and Valuables**

Each year a number of students lose watches, rings, money, and other valuables due to carelessness and/or theft. The school is not responsible for your valuables or money.

### **Parent Portal**

Douglas High School offers the Parent Portal as a means to further enhance communication with parents. The Portal allows parents to view their own child's school records anywhere, at any time via the Internet. In response for the privilege of accessing the Douglas School District Parent Portal, every parent is expected to act in a responsible, ethical, and legal manner. (REF Douglas School District Board Policy, Sect. 1, IIBGA, 11/28/05) Parent Portal sign-up sheets are available in the Main Office.

### **Passing Time/Hall Passes**

Passing time between classes is five (5) minutes.

### **Student Parking and Driving**

Students must park in the designated area for student parking. Parking should be orderly and all vehicles must have parking permits (available at the Main Office). All vehicles should be locked when parked.

Student parking is NOT permitted in the faculty parking areas or in visitor spaces in front of the school building. Students whose cars are not parked in appropriate student parking areas, do not display a student parking permit, or are driving recklessly are subject to disciplinary action which may result in loss of driving/parking privileges on school property and/or vehicle being towed at owner's expense. Students convicted of hit and run incidents will have parking privileges revoked for a minimum of one semester.

#### **Study Hall**

Study Hall is required for all 9<sup>th</sup> grade students who have less than 2.0 GPA. Study Hall is a supervised study time where it will be mandatory for students to complete assignments. Students will bring agenda planner, textbooks, appropriate reading material, and all necessary supplies daily.

#### **Surveillance Cameras**

Surveillance cameras are in use in school facilities and on school buses to promote safety and to encourage reasonable orderliness in school, on school property, at school functions, and on school buses. Any person entering a school facility, on school property, at a school function, or riding a school bus is subject to being videotaped. **Videotaped recordings are considered security data and are the property of the Douglas School District.**

#### **Visitors**

All visitors are required to sign in and wear a visitor tag issued at the main office. Visiting hours are limited to before and after school unless prior permission is given by administration. Students may not bring friends to visit classes during school hours.

### **STUDENT CONDUCT**

#### **Douglas School District Board Policy - Section J, File JG**

Appropriate discipline is vital to conducting an effective school program in a safe and orderly environment. Without good discipline, the school cannot discharge its primary responsibilities in the development of good citizenship, responsible behavior or providing an environment in which students may realize their greatest potential for academic progress and social growth.

In all disciplinary actions administrators, teachers, supervisors and their aides are reminded that they are dealing with individual personalities and personal characteristics of students, which should be given consideration before prescribing remedial action. Each student and each situation deserve the most deliberate judgment of the administrator, teacher supervisor or aide.

District employees have authority to use physical force that is reasonable and necessary for supervisory control over students if the

employee perceives an immediate threat to self, others or district property. This authority extends to any person delegated to supervise students who have been authorized to attend a school function away from the school premises, including school bus drivers while students are riding, boarding, or leaving the buses.

#### **APPROPRIATE BEHAVIOR EXPECTATIONS**

Students who enroll in Douglas High School are assumed to be persons interested in receiving a high school diploma. Their conduct should be consistent with the school rules and policies in order for the faculty and staff to assist the students in the pursuit of their goals. If the student's conduct is not consistent, they will be given two options:

- 1. Accept and fulfill consequences for poor conduct as stated in this handbook and make progress toward real improvement of behavior, or**
- 2. Withdraw from Douglas High School enrollment.**

#### **DOUGLAS HIGH SCHOOL DISCIPLINARY PROCEDURES**

##### **Consequences may be more or less severe based upon circumstances and administrator discretion**

The following is offered to help you better understand the Douglas High School discipline procedures and disciplinary action. The explanations, though complete, should not be considered to be all-inclusive. When in doubt, use common sense. The penalties for repeated infractions or for students who show total disregard for school rules and policies may be more severe than indicated below. For disciplinary problems of a more serious nature or which may lead, or have lead to personal harm or property damage/loss, law enforcement may be contacted. For any issue of an illegal nature, law enforcement may be contacted.

#### **DISCIPLINE DESCRIPTORS**

##### **Academic Insubordination**

Failure or refusal to complete and/or submit assigned work.

##### **Alter/Falsify School Records**

This category includes, but is not limited to altering/changing daily attendance/absence forms, excuses, grades, school records, progress reports, and/or any school related record or paperwork.

##### **Behavior - Inappropriate**

Inappropriate behavior is any behavior which serves to inconvenience, annoy, or distract others in such a way that it detracts from a positive school atmosphere.

##### **Cheating/Plagiarism**

To deceive, mislead, act dishonestly, or fraudulently on a test, assignment, project, etc. Plagiarism is defined as: To steal and use (the ideas or writings of another), as one's own. If you are guilty of cheating or plagiarism, the teacher will give you a ZERO for the work.

**Classroom Rules - Violation**

Any classroom infraction specified by the teacher as having been in violation of the classroom rules and/or expectations.

**Closed Campus Violation**

9<sup>th</sup> or 10<sup>th</sup> grade students who leave campus without authorization will be subject to school consequences. Students who are in violation of the closed campus policy while they are scheduled to be in class will additionally be considered Absent Unexcused.

**Computers**

Disciplinary consequences will occur if students use computers inappropriately.

**Detention - Failure to Attend**

Failure to attend an assigned detention within 2 school days will result in ISS.

**Disorderly Conduct**

Any behavior that interferes with teaching and learning. Students who are habitually disruptive or who fail to comply with classroom discipline may be given out-of-school suspension as well as facing prosecution for disturbing school (SDCL 13-32-6).

**Disrespectful or Obscene Language**

Language that is tasteless in quality, obscene, indecent, offensive, coarse, profane, or lewd is unacceptable.

**Dress - Inappropriate**

This category includes, but is not limited to:

- Clothing or apparel that advertises or promotes drugs, alcohol, tobacco or other illegal substances or activities.
- Clothing displaying vulgar writing or symbols, or sexual-references.
- Trench coats, dusters or any other similar form of long coat.
- Wallet chains or any other form of heavy chain worn visibly.
- Hats, hairnets, bandannas, caps, hoods on sweatshirts/hoodies or other head covering.
- Anything that identifies a person as a member of a gang.
- Clothing that is soiled, torn, cut, altered, or ragged.
- Clothing that is excessively revealing such as short mini-skirts, tank tops, loosely fitting and low cut tops, mesh shirts (unless a T-shirt is worn underneath), or shirts exposing the midriff or back.
- Visible undergarments and/or Pajamas.
- Any other apparels which the principal determines to be unacceptable in light of community standards.
- Any apparel which causes a substantial disruption or could be reasonably assumed to create a disruption to school.

**Emergency - False**

Making a bomb threat, setting off the fire alarm or any behavior that initiates a lockdown or evacuation. If you create a false emergency, you

will be ARRESTED. Additionally, if convicted, you may be required to make restitution for the cost of police and fire personnel who respond.

**Fighting/Assault**

According to South Dakota Codified Laws 22-18-35 and 13-32-6, fighting or assault on school property is cause for arrest. All fights and assaults result in an out-of-school suspension.

**Gang Activity**

A gang is defined as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, violations of school rules, establishment of territory or "turf," or any action that threatens the safety and welfare of others. The use of hand signals and the presence of any apparel, jewelry, accessory, book, manner of grooming, or symbols by virtue of its color, arrangement, trademark, symbol or any other attribute that denotes gang membership will not be tolerated on school property. Gang activities that involve recruitment, initiating, hazing, wearing of colors or other gang affiliations, intimidation, fighting, assault, or establishment of turf on school property will not be tolerated on school property. Gang tattoos must be covered. Disciplinary action for gang activity will result in either ISS or OSS. Law enforcement will be contacted for suspected gang activity.

**Insubordination - Gross**

Gross insubordination toward staff may include but is not limited to directing vulgar or profane language at a teacher, name-calling, defiance, or hostility. The penalty will be out-of-school suspension.

**Habitual Disobedience**

A student may be considered habitually disobedient when he/she has demonstrated no effort to correct behaviors previously addressed by the principal or designee. Students who have accumulated 10 days of ISS or 30 discipline write-ups will be suspended for habitual disobedience. Once a student is written up for this type of habitual disobedience, he/she will receive OSS for any subsequent infraction.

**Harassment**

Harassment is hazing, hounding, pestering, plaguing, or tormenting another. Harassment implies a systematic persecution by besetting with annoyances, threats, or demands. More seriously, harassment may also constitute sexual harassment, which is a violation of School Board policy and Federal laws.

**Instigating**

Agitating a situation that may cause or escalate a conflict between students. This may include starting rumors, and encouraging a fight.

**Insubordination**

Refusal to comply with a teacher's/staff member's request. How you chose to respond determines if it is defiant. Students, whose actions significantly interfere with the teacher's ability to teach and other student's ability to learn, may face prosecution for disruption of school (SDCL 13-32-6).

**Library**

Failure to return library materials after notification is given or failure to comply with posted rules will result in disciplinary action.

**Other Violations**

Any infraction that does not specifically fit an existing descriptor.

**Pass Misuse**

Using a pass to go somewhere not intended on the pass.

**Physical Assault on Faculty or Staff Member**

If you physically attack a faculty or staff member, whether they are injured or not, the faculty or staff member will be encouraged to press charges. The school will recommend to the school board that you be **EXPELLED**.

**Possession, Use and/or Under the Influence of Drugs, Alcohol, Controlled Substance or Possession of Drug Paraphernalia**

If you are suspected of using or being under the influence of drugs, alcohol, or controlled substances, law enforcement will be contacted. In accordance with **Board Policy JFCI-R**, if you are under the influence of drugs, alcohol, controlled substances, you will be arrested, and a recommendation for a 90 day suspension will be made to the Superintendent, or a recommendation for expulsion will be made to the School Board.

**Possession and/or Use of Tobacco Products and/or Lighters**

Use and/or possession of tobacco products/lighters by students is prohibited in the school buildings and on the school grounds. If you have tobacco products/lighters on school grounds, they will be confiscated. Discipline consequences will range from ISS to OSS. If you are under 18, law enforcement will be contacted, a citation may be issued, and enrollment in a rehabilitation program may be required. If a student sells or distributes tobacco products on the school grounds, a recommendation for a 90-day suspension may be made to the superintendent.

**Possession of Cellphones and/or Electronic Devices**

Cellphones, pagers, beepers, iPods, MP3 players, laser pointers, portable cassette/CD players, Gameboys, etc. are not permitted in classrooms and library during the academic day unless used specifically by the teacher for academic purposes. These are extremely high theft items for which DHS will not be responsible. Cellphones may not be visible or audible during the school day or they will be confiscated. Students may possess cellphones at school. However, they are to be kept in a secure place at all times. Parents may contact the student through the office in emergency situations.

**Prejudiced Remarks**

Remarks that belittle, make fun of, ridicule, or make mockery of a person's race, color, creed, religion, sex, handicap, national origin, ancestry, or ability. Douglas High School will **NOT TOLERATE** any such remarks. Discipline may range from detention to OSS.

**Sign Out Failure**

Failure to report to the office, before leaving the school building, to secure permission and/or sign out.

**Tardies**

All teachers at DHS require that students be in the classroom ready to learn when the bell rings. When, in the estimation of the teachers, tardies have become excessive or disruptive, discipline consequences will follow.

**Threatening a Staff Member or Student**

Threatening a district employee or student with physical hostility. Threats are expressions of intentions to injure, punish, or inflict pain on another. Consequences of such threats will be OSS. For more serious threats, law enforcement will be contacted. Death threats against staff or students will result in long-term suspension or expulsion.

**Unexcused Absences**

Absences from school or assigned classes without permission or cause. An unexcused absence may include remaining in the cafeteria to eat a snack rather than reporting to class in a timely manner, or violation of the school closed campus policy. For those students for whom the compulsory attendance laws apply, law enforcement will be contacted.

**Use or Possession of Deadly Weapon/Dangerous Object**

A dangerous and/or deadly weapon is defined as any firearm, knife, air gun, or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. Disciplinary action for a dangerous weapon other than a firearm shall range from a short-term suspension to expulsion. Possession/use of a firearm shall result in a twelve-month expulsion as per **SDCL 13-32-4**.

**Vandalism/Stealing/Extortion/Possession of Stolen Property**

Vandalism is the willful destruction of school property. Extortion is to obtain money, information, goods, etc. from another by coercion or intimidation. Stealing and possession of stolen property require no explanation. Restitution for damages may be required for incidents of vandalism.

The following will result in an automatic recommendation to the school board for long-term suspension from school.

Death Threats against Staff or Students	<b>Long-term Suspension or Expulsion</b>
Dissemination of Material Harmful to a Minor	<b>Long-term Suspension or Expulsion</b>
Distribution or Possession of Drugs, Alcohol or Controlled Substances on School Property	<b>Long-term Suspension or Expulsion</b>

False Fire Alarms / Bomb Threats/ Emergenc	<b>Long-term Suspension or Expulsion</b>
Physical Assault of Staff Member	<b>Long-term Suspension or Expulsion</b>
Use / Possession of a Deadly Weapon	<b>Long-term Suspension or Expulsion</b>

**SDCL 22-13.1. DISORDERLY CONDUCT**

Any person who intentionally causes serious public inconvenience, annoyance, or alarm to any other person, or creates a risk thereof by:

- Engaging in fighting or in violent or threatening behavior
- Making unreasonable noise
- Disturbing any lawful assembly or meeting of persons without lawful authority; or
- Obstructing vehicular or pedestrian traffic.

is guilty of disorderly conduct (SDCL 22-13-1). Disorderly conduct is a Class 2 misdemeanor.

**SDCL 13-32-6. DISTURBANCE OF SCHOOL**

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.

**SDCL 13-32-7. POSSESSION OF FIREARMS ON SCHOOL PREMISES, & GUN-FREE SCHOOLS ACT OF 1994**

Any person, other than a law enforcement officer, who intentionally carries, has in his possession, stores, keeps, leaves, places or puts into the possession of another person, any firearm or air gun, whether or not the firearm or air gun is designed, adapted, used or intended primarily for imitative or noisemaking purposes, or any dangerous weapon, on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other building or premises used for school functions, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor. The **Gun-Free Schools Act of 1994** requires local educational agencies to expel from school for a period of not less than one calendar year a student who is determined to have brought a firearm to school. **SDCL 13-32-4** allows the school to extend the period of suspension or expulsion beyond the semester in which the violation occurred.

**SDCL 22-14A-24 through SDCL 22-14A-27. (Re: Terrorist Threats)**

Enacted upon by the 2002 Legislature, the communication of a terrorist threat or hoax is a criminal offense and can carry felony penalties of \$10,000 and 10 years in prison.

**SDCL 22-21-4. TAKING OF PICTURES WITHOUT CONSENT AS MISDEMEANOR**

No person may use a concealed camcorder, motion picture camera, or photographic camera of any type, to secretly videotape, film, photograph, or record by electronic means, any other person without clothing, or any other person under or through the clothing being worn by that other person,

for the purpose of viewing the body of, or the undergarments worn by, that other person, without the consent or knowledge of that other person, with the intent to arouse, appeal to, or gratify the lust, passions, or sexual desires of that person and invade the privacy of that other person, under circumstances in which the other person has a reasonable expectation of privacy. A violation of this section is a Class 1 misdemeanor.

**SDCL22-24-28. DISSEMINATING MATERIAL HARMFUL TO MINORS AS MISDEMEANOR**

Any person who disseminates material harmful to minors is guilty of a Class 1 misdemeanor.

**BEHAVIOR CONSEQUENCES**

Detention

Detention is scheduled Monday through Friday in room 54B from 7:15-7:45 AM and 3:15–3:45 PM. Students who have other obligations are expected to meet their **detention obligations first**. Students are responsible for notifying their parents about their detention obligation as well as finding their own transportation to detention. Student signature is not required to legitimize the detention.

In-School Suspension (ISS)

ISS is a placement out of the normal classroom where students are closely supervised, required to do schoolwork, and work on corrective thinking curriculum. Students who are assigned to ISS are required to earn their way back into the regular classroom or school through punctuality, work habits, schoolwork output, and cooperation. Uncooperative or non-productive students can remain indefinitely in ISS or the consequence changed to OSS status. Students who disrupt ISS will be suspended out-of-school and their parents will be required to pick them up immediately. Students in ISS can either bring their own lunch or purchase school lunch. No orders from the Ala Carte line will be permitted.

Out of School Suspension (OSS)

Students who commit more serious behavior offenses or who repeatedly demonstrate flagrant disregard for school rules and policies (habitual disobedience) will receive out of school suspension. The school will attempt to inform the parents immediately by telephone when a student is suspended. Additionally, the school will send a letter to the parents specifying the particular conditions of the suspensions. Students are **NOT** permitted on the school grounds during the suspension time (this includes all school activities) may be subject to trespass arrest. Students are responsible for collecting and completing make-up work that must be completed upon return to school. Students are reminded that OSS counts against the absence total.

Long-term Suspension

If a recommendation is made for a long term suspension (beyond 10 school days) the parent is given three alternatives: 1) Attend a due process hearing, 2) waive the right to a due process hearing and accept the long term suspension, or 3) withdraw the student from enrollment in school. If a hearing waiver is signed, an early student readmission to class is possible

after 10 days of the long-term suspension. The principal will explain the early readmission procedure if so desired by the student and parent.

#### Expulsion

The school will make a recommendation for student expulsion for serious behavior offenses or repeated behavior problems according to the Range of Disciplinary Action previously specified. An expulsion may be up to one calendar year and extend beyond the semester in which the infraction occurred.

### **STUDENT DUE PROCESS & GRIEVANCE**

Whenever a student is suspended from school or class, both South Dakota State Statute and Douglas District Board Policy provide safeguards for a student's due process rights. When a pupil is suspended from school because of the pupil's violation of a policy, the following procedures will be followed:

1. As soon as possible after the discovery of the alleged violation, the student will be notified.
2. The school will give oral or written notice to the student, stating the facts relating to the alleged violation.
3. The pupil will be given an opportunity to answer the charges.
4. Guidelines established in the Student Handbook will be followed.
5. If a pupil is suspended, the school will give the parent oral notice, if possible.
6. The school shall send the parent a written notice that provides information regarding the suspension and the pupil's due process rights.

### **OTHER CODES & POLICIES**

#### **Card Playing and Gambling**

Students may play cards during their free periods and lunch, but may not use cards as a means to gamble.

#### **Children's Internet Protection Act (CIPA)**

Douglas School District provides access to electronic networks. The district believes learning to access information on the Internet, World Wide Web, and electronic databases are an essential skill for lifelong learning. The district uses software filtering and monitoring systems that comply with the Children's Internet Protection Act. (CIPA). Copies of this policy are available in each building office.

#### **Computer Use**

The computer system at the Douglas School District is for authorized use only. You should not expect privacy. Your use of the system may be monitored, recorded, copied, audited, inspected, and disclosed to district personnel. Unauthorized or improper use of this system may result in school discipline and/or criminal penalties. Use of Anonymous Proxies is considered Hacking and punishable by law. Access of Administrative files is prohibited and subject to disciplinary action.

#### **Drug & Alcohol Testing**

If a student is suspected of being under the influence of alcohol or marijuana, that student may be administered a breath test for alcohol or a

cannabis detection test for marijuana by a school official and/or a law enforcement agent. Parents will be notified prior to administration of the test.

#### **Food**

In order to provide a safe and healthy learning environment for all children, any food items prepared at home will not be served in classrooms. Any homemade food items received at school for distribution will be placed in a zip lock bag with a note for return to the parent. Only foods that are commercially prepared and include a complete list of ingredients will be allowed in classrooms.

This regulation applies to classroom activities only. It is not intended to regulate the activities of parent organizations, after-school activities or activities outside of the classroom. It does extend to classroom parties to the extent that food items are required to be commercially prepared with a complete list of ingredients.

#### **Hallway Passports**

Students are allowed in the DHS hallways during class time only with permission from their classroom teacher. Students present in the hallway during class time must be in possession of their agenda planner pass or other appropriate pass, signed by the classroom teacher.

#### **Internet Access**

Parents or guardians of students who object to the student using the Internet must notify the school office in writing annually. A student denied access does not eliminate the requirement of obtaining information necessary for completing assignments. The use of electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

#### **Searches**

Public areas, including student lockers, restrooms, and parking lots are subject to unannounced searches. Specially trained dogs may be used to assist school officials in searches. In some circumstances where a student is a suspect in an illegal act, the student may be subject to a non-invasive search.

#### **Public Displays of Affection**

Students are reminded that they are in school and are to conduct in a manner consistent with the dignity of the institution. Students who exhibit excessive affection may receive disciplinary consequences.

#### **Student ID Badges**

All students are required to present their ID badge to gain access into the building. Students who are not in possession of their ID badge will be required to sign in at the Main Office. On the student's 3<sup>rd</sup> visit signing into the office, an ID will be made at their expense. Each time after the 3<sup>rd</sup> visit a new ID badge will be made and disciplinary consequences may follow.

**Handbook Replacement**

Handbooks can be replaced through the main office for \$5.00.

**ATHLETICS AND ACTIVITIES**

Students who wish to experience hard work, self discipline, and understanding of teamwork, the thrill of competition, the joy of performing, and the importance of sportsmanship are encouraged to participate in the various activities and athletic programs offered by Douglas High School (See Ms. Naomi Hatfield, Activities Director).

**Activities Attendance**

We look forward to your attendance at DHS Activities. The Student ID card allows the student to attend all regular season DHS home activities without charge. NOTE: This does not include Black Hills Conference and State sponsored events that DHS must host or an occasional fundraising event sponsored by a school organization.

**Activities Conduct**

Students are encouraged to participate in or attend and support all school-sponsored functions. Your conduct and attitude while in attendance at these activities are extremely important in presenting a favorable impression and making guests feel welcome. Students attending or participating in school activities are expected to follow the same conduct rules that apply to the regular school day. Activities specific policies are available in the activities office. Please see Ms. Hatfield for policies governing prom, athlete conduct, etc. Students should not view policies as being no longer in place if they do not appear in this abridged version.

**DOUGLAS HIGH SCHOOL CLUBS**

AFJrROTC	Environmental Club	One-Act Play
Art Club	Foreign Language Club	Performance Dance Club
Band	Knowledge Bowl	Student Government
Chess	Multi-Cultural Club	Yearbook
Choir	National Honor Society	Youth-to-Youth
Debate & Oral Interpretation		
Drama		

