

**STUDENT INFORMATION OF**

**GUIDES AND REGULATIONS**

**FOR THE 2020-21 SCHOOL YEAR**

**FOR THE STUDENTS OF CORSICA-STICKNEY DISTRICT #21-3**



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## WELCOME

The administration and faculty of Corsica-Stickney Schools would like to welcome each one of you as we begin another year of school life together.

We are looking forward to a successful school year. The success of our school will depend largely upon what you contribute by your participation in its activities, your striving for a good school record, and by your willingness to cooperate with your fellow students and faculty in helping them to achieve the same goals. The record you attain here, you make for yourself and it can only be written once, so make it a good one as it will follow you the rest of your life, looking for employment, entering the armed forces, or going on to further your education. Your aim should be to acquire regular attendance, punctuality, respect, loyalty, a cooperative attitude, and good scholarship. Going to school, in most cases, should be regarded as a privilege our society offers to those who will not squander it.

School is designed for the person or student who is interested in individual development, which prepares a useful life to our society. The Board of Education and faculty both hope that everyone has come with a sincere desire to acquire an education.

The following pages contain information concerning regulations, which we feel are necessary in order to have a smooth functioning organization and are not designed to restrict student freedom. We sincerely appreciate the support of the student body in upholding the standards that we believe will tend to develop contributing young citizens of which the Community, State, and Nation will be proud.

The Student Information Booklet for the Corsica–Stickney District #21-3 was officially approved and adopted by the Corsica-Stickney Board of Education at the regular meeting 7/13/20.

## A STATEMENT OF PHILOSOPHY AND PURPOSE OF OUR EDUCATIONAL SYSTEM

The Corsica-Stickney Board of Education has adopted a statement of philosophy and purpose as recommended by the faculty and administration of the Corsica-Stickney Public School for the benefit and improvement of the children of the Corsica-Stickney School District.

The student's welfare is our chief concern in developing the intellectual, social, physical, and vocational potential of each student. All students are good and have a desire to learn and, therefore, we should provide them with experiences to learn on a continual program. Each student should learn desirable mental attitudes and truths concerning life, rather than memorizing facts. Sympathetic, cooperative attitudes among the student, the teacher, the parent(s), and the community are necessary in the development of the student.

The professional staff individualizes the instructional components in implementing the curriculum, teaching and assisting as much as possible in order to realize the individual potential of every student. The teacher is the most important factor in the educational program as a director of learning. The school's responsibility to develop skills and attitudes will lead to the worthy use of leisure time. Adequate facilities enhance learning.

We hope you will keep this book, refer to it often and become familiar with its guidelines and procedures. Remember that school is not the building no matter how fine the architecture; as a school is not a corps of teachers, no matter how well trained they may be . . . a school is the body of students who fill the halls and classrooms.

With this, we extend our best wishes for a successful and happy school year.

## COMPLIANCE STATEMENT OF NON-DISCRIMINATION FOR CORSICA-STICKNEY SCHOOLS

The Corsica-Stickney School District #21-3 does not discriminate in its employment policies and practices, or in its educational programs based on race, color, creed, religion, age, sex, disabilities, national origin, ancestry or marital status.

Inquiries concerning the applications of Title VI, Title IX, or Section 504 may be referred to the Superintendent of Schools at 120 South Napoleon Avenue, Corsica, South Dakota 57328. Phone (605) 946-5475 or to the Regional Director, U. S. Department of Education, Office for Civil Rights, 1010 Walnut, Suite 320, Kansas City, Missouri 64106. Phone (816) 268-0550 or Fax: (816)2680599 or email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

## GRIEVANCE PROCEDURE:

### Definitions.

- A. A grievance is a complaint by a student, parent, or other patron of the District, employee, employee representatives or other concerned groups or advisory organizations based upon or concerning an alleged violation, misinterpretation or inequitable application of any existing policy, rule, regulation or program or the school district, state or federal statutes/regulations, regarding discrimination or concerning violations relating to federal programs.
- B. An employee is considered to apply to all persons employed by the school district.
- C. A student is considered to apply to all persons enrolled in the school district.

- D. An aggrieved person is the individual making the claim.
- E. The Board means the Board of education of the local school district.
- F. Days shall mean calendar days. Time frames may be extended upon written mutual agreement.

#### I. Informal Procedure

Any person wishing to pursue the filing of a grievance should first utilize normal channels of communication involving the teacher, administrator or board in an attempt to seek clarification of areas of concern and resolve the problem. It is of utmost importance that students and employees first discuss areas of concern with their immediate supervisor to whom they are directly responsible prior to filing a grievance.

#### II. Formal Procedure

##### A. Level I

1. A grievance must be filed in writing within 90 days after the grievant knew, or should have known, of the act or condition on which the grievance is based and the specific remedy requested. The grievance shall be complete and specific as it relates to the facts from which the grievance arises.
2. The grievant shall file the formal grievance in writing with the designated federal programs coordinator.
3. Such coordinator or his designee shall respond in writing to said grievance within 15 days. If the grievant is not satisfied with this disposition of the complaint at this level, grievant may proceed to Level II.

##### B. Level II

1. If the aggrieved is not satisfied with the disposition at Level I, he or she may appeal that decision by filing in writing with the business manager an appeal within 10 days or the receipt of the decision at Level I.
2. The notice of appeal shall include a copy of the Level I decision and with specific statement(s) or reason(s) why the Level I decision is being appealed (i.e., how or why the Level I decision is wrong).
3. At its next regular meeting, the board or its designated agent shall consider the grievance and may (A) schedule a time for a hearing before the Board, or (B) may designate an individual or committee (1) to investigate the grievance and to report to the Board, (2) to hold a hearing on the grievance and recommend to the Board and for the Board's approval the appropriate disposition of the grievance.
4. At any hearing before the Board or the Board's designee, the complainant shall have the opportunity to present evidence, including an opportunity to question parties involved. The standards of Due Process shall be adhered to and the Rules of Evidence shall be applicable to the degree necessary and appropriate for an orderly hearing and production of facts and evidence necessary for the Board to make an informed decision.
5. The board shall make a final decision thereon at the following regular or special board meeting, and the decision shall be in writing with a copy of the same provided to the complainant.
6. If the Board does not satisfy the aggrieved with the disposition of the grievance, he/she may appeal the decision of the board as provided for in law.

## TEACHER QUALIFICATIONS

The Federal Education Law put in place a by President Bush called “No Child Left Behind”, requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. Inquiries concerning the qualification of teachers may be referred to: Scott Muckey, Supt. of Schools at 120 South Napoleon Avenue, Corsica, South Dakota 57328-0299 or call (605) 946-5475.

## GRADING PROCEDURES

The following system will be used in determining grade point average for the Honor Roll: A+ equals 99-100, A equals 96, 97, 98, A- equals 94-95, B+ equals 92-93, B equals 89, 90, 91, B- equals 87-88, C+ equals 84, 85, 86, C equals 80, 81, 82, 83, C- equals 77, 78, 79, D+ equals 75, 76, D equals 72, 73, 74, D- equals 70-71, F equals 69 and below.

The teacher using the above system unless an alternative scale is used will decide upon letter grades.

## HONOR ROLL & HONOR STUDENT

The "A" and "B" Honor Roll will be figured each nine-week period as well as each semester. This will be figured on a 4.0-point average basis. Honor Roll will be based on a 4.0 scale—3.0 minimum GPA to be on the B honor roll and a 3.5 minimum to be on the A honor roll.

High School Class rankings will be figured at the end of each semester.

\*In order to be an honor student for your graduating class you must have attained a cumulative GPA of 90.0(3.0) at the end of the seventh semester. Valedictorian and Salutatorian honors are calculated upon the end of the 8th semester.

## TRANSCRIPTS

Students transferring to another school will not be given a transcript at the time of withdrawal, but the Principal of that school will send it to the new school upon request. Seniors may request transcripts be sent to the college/institution of their choice by the Principal. Transcripts are sent when a signed release by the parents or students who are over 18 years old is presented to the Principal. Release forms may be obtained in the office of the Principal/Guidance. Transcripts contain absenteeism, tardiness, standardized test results, fine arts records, and grades.

## ACADEMIC/DEFICIENCY REPORTS (Middle & High School)

Academic/Deficiency reports will be sent to the parents when the occasion warrants that the student is doing unsatisfactory. They will be mailed to the parents.

## REPORT CARDS/PARENT PORTAL

You can view/print the report cards by using the campus parent portal on the school webpage or you can request a paper copy. This allows you to monitor your student's progress. The final report card will be available online or you can pick-up a paper copy at the end of the school year. If you have questions about the parent portal or infinite campus system direct them to the Principal.

## NINE-WEEKS/SEMESTER TESTS

Tests may be given at the end of each 9-weeks period. Nine Weeks tests may count 20% of the grade for the term. Students with an A or better may be exempt from 9-weeks tests.

## GRADUATION REQUIREMENTS

Requirements for Graduates. All graduates from secondary schools must have twenty-two units of credit for graduation Twelve of the twenty-two graduation units must include the following requirements set forth by the State Board of Education:

More details available at <https://doe.sd.gov/gradrequirements/>

### Graduation Requirements for Students entering High School Fall of 2020

Language Arts (English) .....	4 Units
Writing	1 Unit
Literature	1 Unit
Speech or Debate	0.5 Unit
Language Arts Electives	1.5 Units
Mathematics .....	3 Units
Algebra 1	1 Unit
Mathematics Electives	2 Units
Lab Science .....	3 Units
Biology	1 Unit
Science Electives	2 Units
Social Science .....	3 Units
U.S. History	1 Unit
U.S. Government	0.5 Unit
Social Science Electives	1.5 Units
PE .....	1/2 Unit
Health .....	1/2 Unit
Economics or Personal Finance .....	1/2 Unit
Fine Arts .....	1 Unit
Electives .....	5 1/2 Units
Any Combination of: Approved CTE, Capstone Experience, World Language	1 Unit(Total 22 Units)

Students have the opportunity to earn the following endorsements while attending Corsica-Stickney School District. The endorsements will be noted on the student's final transcript and can be modified throughout a student's high school career.

Credit for extracurricular activities may be used for up to one credit in Fine Arts. A maximum of ¼ credit may be given for extracurricular activity: no time sheets need to be kept. All fine arts activities sponsored by the High School Activities Association will automatically be approved. (Individual School Districts may approve other activities they feel are appropriate). Pass/Fail will be accepted.

The Elementary/Middle School curriculum encompasses the areas of language arts, mathematics, health/science, social studies, computer, industrial technology, family and consumer sciences, writing, and music as well as several extra-curricular opportunities. The course of study for each class may be found in the principal's office.

The curriculum at Corsica-Stickney High School is designed to give students continuity with their courses throughout their four years of high school education. To derive the most of their educational opportunities, those classes which receive 1/2 unit of credit require attendance for one-half of the school year. Those classes, which receive 1 unit of credit, require attendance of the full school year.

Students shall enroll in classes, which are offered or made available at their academic level. Those students seeking courses outside their academic level must have written authorization from the Principal.

The courses offered in a sequential manner at Corsica-Stickney High School shall enable a student to choose any of the four main career avenues, which are employment, military, vocational school preparation, and/or college preparation.

Students not meeting the graduation requirements set up by the State Board of Education and the Corsica-Stickney Board of Education will not be permitted to take any part in graduation exercises, go through the graduation line, or receive a signed or unsigned diploma.

The required and elective courses offered at Corsica-Stickney High School are as follows:

**THE REQUIRED COURSES OFFERED ARE:**

**Seniors**

Fine Arts- 1 Unit to Graduate  
English IV- 1 Unit- Can include dual credit or AP-English  
Personal Finance or Economics-0.5 Unit  
Science Elective (Junior or Senior- 1 Unit

**Sophomores**

English II- 1 Unit  
Biology- 1 Unit  
Algebra 1 or Geometry- 1 Unit  
U.S. History-1 Unit  
Fine Arts- 1 Unit to Graduate

**Juniors**

English III- 1 Unit  
Science Elective (Junior or Senior)-1 Unit

**Advanced Computer Applications- 0.5 Unit**

Fine Arts- 1 Unit to Graduate  
U.S. Gov't- 0.5 Unit  
Physical Education- 0.5 Unit

**Freshman**

English I- 1 Unit  
Physical Science- 1 Unit  
World History- 0.5 Unit  
World Geography-0.5 Unit  
Health- 0.5 Unit

Algebra 1 or Geometry- 1 Unit  
Fine Arts- 1 Unit to Graduate



THE ELECTIVE(OPTION) COURSES OFFERED ARE:

SENIORS

Calculus or Career Math -1 Unit	Employability- 0.5 Unit
Relationships across the Lifespan – 0.5 Unit	Accounting II – 0.5 Unit
Sociology – 0.5 Unit	Spanish – 1 Unit
Physics – 1 Unit	Business Law -0.5 Unit
Media Production 1 – 0.5 Unit	Psychology – 0.5 Unit
Media Production 2-0.5 Unit	Industrial Arts IV-Welding/cabintry-1 Unit
Interior Design- 0.5 Unit	Entrepreneurship-0.5 Unit
Human Development- 0.5 Unit	Senior Experience/Internship-0.5
Biology II	
Advanced Placement Courses –See the Principal	SD Virtual School Courses are available
Dual Credit Course -See the Principal	See The Principal

JUNIORS

Psychology--.5 Unit	Stats/Trig—1.0 Unit
Adolescent Development--.5 Unit	Employability--.5 Unit
Accounting I—1 Unit	Sociology--.5 Unit
Spanish I/II—1 Unit	Electronics--.5 Unit
Drafting--.5 Unit	Media Production 1--.5 Unit
Media Production 2--.5 Unit	Entrepreneurship--.5 Unit
Business Law--.5 Unit	Biology II
SD Virtual School Courses-See Principal	Chemistry
Dual Credit Course -See Principal	Advanced Placement Courses –See Principal

SOPHOMORES

Nutrition & Wellness--.5 Unit	Spanish II--1 Unit
Human Dev.-Pre-Natal-Toddler--.5 Unit	Building Trades—1 Unit
Sociology--.5 Unit	Psychology--.5 Unit
SD Virtual School Courses-See Principal	

FRESHMEN

Spanish I—1 Unit	Drafting/Tech Ed.—1 Unit
Drivers Ed--.5 Unit	Leadership and Service .5 Unit

CO-CURRICULAR

Students shall be given Fine Arts credit for the following co-curricular activities they take:

Band .....	1/4 Credit each year
Chorus .....	1/4 Credit each year
Drama .....	1/8 Credit each year
Oral Interp .....	1/8 Credit each year

CLASS LOAD: High school students are required to carry a 5-class load each semester to make progress towards successful graduation (22 units). Fine Arts Classes do not count in this number in the 5-class load.

## EXTRA CURRICULAR ACTIVITY ELIGIBILITY

SDHSAA rules and guidelines will be followed about all students (enrolled & home schooled) participating in Corsica-Stickney High School Activities. Eligibility rules are posted in the Principal's Office and the Coach's Office.

As per SDHSAA each student shall be required to successfully complete 4 classes the previous semester and earned 2.0 credits towards a diploma and be enrolled in a minimum of 4(four) full credit courses during the current semester for which you will earn 2.0 credits towards a diploma for SDHSAA participation.

## DROPPING AND ADDING OF COURSES

No credit shall be given to a student who drops a course prior to the end of a semester. Changing classes will not be permitted after five school days.

## CORRESPONDENCE COURSES

Students who are short or fail any course, required or not, and do not have enough credits to graduate may take the course through an approved correspondence or online study course.

## ABSENCE

Attendance records often serve as a basis of recommendation for future employment. It is strongly recommended that students maintain a good attendance record.

A parent or guardian's phone call or other verbal consent along with the principal's consent (prior to the absence is preferred) or written parental notification will excuse a child's absence. Unless a parent or guardian's verbal consent and the principal's consent is given, the student will receive an unexcused absence. An unexcused absence will be treated in the same manner as a skip.

Any time a student arrives after the beginning of the school day they must report to the Principal's office before going to any class. Any time it is necessary for a student to leave before the end of the school day they are to check with the Principal before leaving.

Absence for a school-sponsored activity will be treated in the same format as an excused absence. However, no make-up slip is issued and the student is responsible to have the work made up in advance unless arrangements have been made with the teacher involved.

Please note that parents will be called in the event of a student absence unless the school has been notified. In the instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absence.

## OBTAINING OF MAKE-UP SLIPS

A phone call from a parent or guardian stating the reason for your absence must be made to the principal to get the make-up slip before you will be admitted to the class. Two school days will be allowed beyond the number of days you were absent to get your make-up slip/work completed.

Make-up slips will become delinquent after due date and work not completed may be given a zero in the subject or subjects that you do not have completed. Teachers will initial the slip when the work is DONE AND NOT BEFORE. When make-up work is completed, return the make-up slip to the principal for verification of completion. Duplicates may be obtained if you lose a make-up slip but no extensions of days will be permitted.

## TARDINESS

Punctuality is vital and necessary to a smoothly operating school day. If you are late get an admit slip from the Principal. Each student will be granted two unexcused tardies for reasons other than a late bus or being detained by a teacher. Upon the third unexcused tardy the student will serve detention. Any student who accumulates three unexcused tardies in a given semester will serve on-half hour of detention time for each tardy thereafter. If unexcused tardies become habitual, suspension may be implemented by Administration. Each semester will start the process again.

There will be about two minutes between class bells, which gives the students enough time to get to class.

## UNEXCUSED ABSENCE/SKIPPING OF SCHOOL

Any student who leaves school without checking in with the principal or superintendent will be considered as a skip. Any deliberate absence will be considered a skip.

First Offense - The administration will meet with the parent and student. The student will make up class work and time. The administration may implement either an in school or out of school suspension for up to 3 days.

Second Offense - The administration will meet with the parent and student. The student will make up class work and time. The administration may implement either an in or out of school suspension from three to ten days.

Third Offense - Expelled Re-Admittance only by meeting of parents and offender with the Administration and the Board of Education.

All offenses which require the suspension process whether it be an in school or out of school suspension may carry a loss of any grades on those days. Any student who is suspended or expelled will not participate in any school activities, athletic events, or etc. during the time suspended or expelled.

## TRUANCY

"A child of legal age who misses ten days per school year without permission for missing from their Parent/Guardian shall be considered a truant; and shall be referred to the County States Attorney for disposition.

## HAZING AND INTITIATION

Hazing and initiation of any pupil or group of pupils in any class, group, organization, or club shall be strictly prohibited.

## CLASSROOM DISCIPLINE

Specific regulations will be determined by each teacher based upon the size of the class, the location of the classroom, and the type of subject being taught. In general, classes should be quiet and orderly and there must be complete attention while the class is actually in session. A teacher may dismiss any student from class who, in their opinion, is disrupting normal class procedure and interfering with the rights and privileges of the other class members. Such students are to be directed to the principal's office with a note from the teacher and may not be readmitted without a written permit from the principal. The parents will be contacted and the problem will be discussed with them to inform them. Excessive disciplinary slips may result in the student serving detention or suspension. Detention would be a 30-minute time per occurrence after or before school.

## TELEPHONE/CELL PHONES

Students are asked to use the phone located in the principal's office, if they need to make a call. You must get permission from the Principal or Superintendent. Please limit the usage to 2-3 minutes in length. Students are not to be called from their classroom except for emergencies. Messages phoned in will be forwarded to the students. Cell Phones are allowed in the building but are to be turned off or on silent during the school day. Students may use their cell phones before school, noon, and after school. 1<sup>st</sup> offense the phone will be taken until the end of the period. 2<sup>nd</sup> offense the phone will be given to the principal for the day. If there is a 3<sup>rd</sup> offense your parents will be called to pick up your phone. Instructors may require you to place phones in a basket during class.

Students found to have violated this policy shall be subject to disciplinary action, which may include confiscation of the cellular phone or portable digital media device. The Board acknowledges that certain violations of this policy pose severe risks to academic integrity or student safety. Students found in severe violation of this policy shall be subject to appropriate disciplinary action, up to and including expulsion.

Severe violations of this policy involve highly inappropriate activities including, but not limited to Electronic communication that contains inappropriate content, profanity, intimidation or threats to others; Sexting, which includes intentionally creating, producing, distributing, presenting, transmitting, posting, exchanging, disseminating, or possessing, through any computer or digital media, any photograph or digitized image or any visual depiction of a person in any condition of nudity, or involved in any prohibited sexual act; Academic dishonesty or cheating; The use of camera or recording features of cellular phones and portable digital media devices in restroom, locker rooms or for any use constituting an invasion of any person's reasonable expectation of privacy; Communicating in any way with outside groups or individuals to participate in violent acts or other inappropriate or unlawful activities on school property or at school-sponsored activities; or Refusal to relinquish phone to persons of authority upon request.

## DRIVING DURING SCHOOL HOURS

Board policy states that students will not drive cars and motor vehicles during school hours without consent from the school administration. Any student not abiding by this policy will have their parents notified and will serve detention time.

## INCLEMENT WEATHER CLOSING

School shall be closed when in the judgment of the superintendent; conditions would not be safe for busses to operate or children to walk to school. Typically, the School messenger notification system will also be activated giving you a personal phone call. KELO-TV(close line), KSFY-TV(closeline), KDLT-TV, and FOX will also be utilized. Radios stations also notified will be Q107/KORN, KMIT/KOOI 98, and WNAX.

## BIKES

Students may ride bikes to school. Upon arrival, students are to place their bikes in the bike rack. Students are not allowed to play with another student's bike. **THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGE DONE TO BICYCLES THAT ARE ON SCHOOL PROPERTY.**

## SCHOOL LUNCH:

All students may participate in the hot lunch program. Tickets may be purchased in the office. All parents are encouraged to fill out either an application, which may qualify a student for reduced or free lunches.

Parents are always welcome to eat lunch with their child at any time. The Office should be notified by 9:00 A.M. to make lunch reservations.

## LOST AND FOUND/LOSSES

If you have items that are either lost or found, please report them to office. Students are urged not to bring large sums of money to school or leave money, jewelry or anything of value in coats, jackets, pockets, desks or lockers at any time. If you do so, this is at your own risk. The school officials cannot be responsible if such things disappear.

## DAMAGE TO SCHOOL PROPERTY

Damage to school property is a disgraceful act. Any pupil who shall **INTENTIONALLY** destroy or damage school property or who shall deface by cutting or drawing on any fence, furniture, building, or other school property shall immediately compensate for said damages.

Upon refusal to compensate, the student may be suspended from school until compensation has been made, or the student has complied with whatever decision has been made by the Board of Education.

## ALCOHOL AND OTHER DRUG USE BY STUDENTS

The Corsica-Stickney School Community recognizes alcohol and/or other drug use as a serious health problem and is committed to discouraging this behavior and to encouraging young people to choose a drug free lifestyle and to seek help should a problem arise.

The Corsica-Stickney alcohol and/or other drug policy is in effect on premises owned, leased or maintained by the school district, at all school related activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. Student and parents/guardians of the school community are expected to know and understand the policy provisions and its mandatory nature. A copy of the policy is provided to all students and parents in this handbook.

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of alcohol and/or other drugs which affect the educational process of the school. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

#### Disciplinary Penalties and Implementation Procedures

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

##### A. Upon offense-

1. The student suspected may be subjected to chemical testing for proof of use.
2. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.
3. The administration may suspend the student for ten (10) days in compliance with student due process. Recurring incidents may invoke expulsion penalty request of the Board of Education at the request of the administration.
4. The administration will notify the parent(s)/guardian(s) in writing of the suspension within thirty-six (36) hours: and,
5. The administration may notify available law enforcement authorities

The Corsica-Stickney School District will recommend that students with alcohol and other drug abuse problems seek professional assessment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results.

The suspension of a student who agrees to be assessed will be commuted to three (3) days. In the event of recurring offender, expulsion penalty may be reduced if student is assessed by appropriate professional /agency and accepts needed treatment. The administration will provide assistance in selecting agencies/professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.

##### B. Supplying/Distributing or Selling Alcohol and Other Drugs of Material Represented to be a Controlled Substance-

1. Within thirty-six (36) hours, the administration will notify parent(s)/guardian(s) in writing of the suspension:

2. Supplying or selling chemicals may result in a ten (10) day suspension:
  3. The administration will refer the case to available law enforcement authorities;
  4. The school board pursuant to due process rules for expulsion will conduct a hearing on the case. Expulsion may be recommended by the administration.
- C. Students whose observed behavior indicates possible use of alcohol and/or other drugs will be referred to the building administrator. The building administrator and/or "first responder" medical personnel will determine whether to contact the parent/guardian for further instruction. Chemical testing for a banned substance may be requested by the school.
- D. A Biennial review of the Corsica-Stickney School Program will be made -
1. To determine the program's effectiveness and implement changes to the programs if they are needed; and
  2. To insure that disciplinary penalties are consistently enforced.

## STUDENT CONDUCT AND DISCIPLINE

Students in the District are expected to act in an appropriate and responsible manner. Such behavior will reflect favorably on the students and on the school, will show consideration for other students, school employees and guests at the school, and will create a positive school environment in which to learn and work. All students will have individual responsibilities and obligations in their conduct toward other people and with respect to property.

Very seldom should student behavior require attention other than that given by the classroom teacher. If additional help is required, the principal is notified. The situation will be discussed with the child and teacher. Parents will be notified when behavior is extreme or when a student repeats poor behavior continuously.

Infractions: These rules apply on school property and at school activities. In addition to the following infractions, other behavior, which is inappropriate, disruptive, or unsafe, will receive appropriate consequences.

Potential Consequences: Students, who misbehave, break school or classroom rules, disrupt the learning of others, or are a threat to the safety and security of themselves or others are subject to consequences for this misbehavior. Appropriate penalties will be administered by the Instructor/administration and may include detention, in-school suspension, out of school suspension, in addition, possible expulsion by the school board if necessary. Some may be reported to the legal authorities and subject to legal consequences.

The following are offenses to be addressed but are not limited to such:

- Inappropriate language swearing or using foul/disrespectful language
- Unacceptable behavior-misbehavior in school or at school functions
- Insubordination-actions/words in defiance of established authority
- Missed detention-not attending assigned detention
- Disrespect to staff-behavior/language deemed disrespectful
- Skipping class-in school but not attending assigned class
- Fighting/harassing-misbehavior towards staff/other students
- Intentionally or recklessly causing or attempting cause damage to school property, stealing or attempting to steal school property.

Intentionally or recklessly causing or attempting to cause damage to private property, or stealing or attempting to steal private property.

Intentionally or recklessly causing or attempting to cause physical injury to another person, except in self-defense, or threatening to do so.

Possession of any firearm, knife, explosive, or other dangerous object.

Possession, use, transmitting, or being under the influence of any controlled drug or substance without a physician's prescription.

Possession of, use or under the influence of alcohol.

Possession or use of any tobacco product.

Making false fire alarms, bomb threats, or similar threats.

Cheating with respect to schoolwork or tests.

Using lewd, profane or obscene language, or displaying led, profane or obscene language or pictures.

Sexually harassing any other person.

Harassment of any other person (harassment means intentional conduct direct at another person which seriously annoys, alarms, or offends the person and the conduct has no legitimate or valid reason, and includes bullying/hazing).

Repeatedly and intentionally defying the valid authority of school employees and personnel, or conduct, which disrupts, interrupts, and interferes with the educational process or the rights of other students to learn.

## LOCKER USAGE/SEARCHES

Teachers, the superintendent or the principal has the authority to make searches of lockers and desks at any time. Students are responsible for keeping their assigned locker clean both inside and outside. Posters may be hung on the inside only and must be of good taste and judgment. Materials displayed must meet the approval of the administration. Damages caused by misuse will be charged to the student(s) responsible. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their locker or on school property. Valuables may be locked up by the administration if the student so decides.

School administrators may also require a student to empty pockets, purses, book bags, etc., if there is reasonable suspicion to think that it contains evidence of a violation of a school rule or state law.

## STUDY HALL REGULATIONS

All students not in a scheduled class will report to a study hall. No regular class is to be cancelled or dismissed early. The teacher is to hold the class the entire period. Attendance will be taken after the last bell.

Students intending to spend the entire period in the library for research purposes or with a teacher for assistance will get a signed slip from the library supervisor/teacher before leaving study hall. Only one student may sign out to the library for getting library materials. Only one student at a time may speak in the study hall. Three minutes is adequate speaking time. Only one student at a time may sign out to the rest room. Five minutes is adequate time for the rest room use. No more than one student may sign out of study hall at any one time. No loitering and congregating in the rest rooms will be permitted and students are urged to help keep rest rooms clean at all time. It should be below the dignity and social standing of any student to write on or deface the walls.



## PURCHASE ORDERS

A student may not send for materials without first getting a purchase order from the superintendent's office. A copy must be left in the office. Student organizations must consult their class advisors first. Approval must be obtained from the superintendent and not the business manager or office secretary, or the teacher/student will be liable for the materials cost.

## PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be held two times each year. The conferences are usually held during or after the 1<sup>st</sup> 9-weeks and during the 3<sup>rd</sup> 9-weeks periods. Teachers would welcome any special conferences arranged for by telephone or personal contact at the request of the parent.

## GUIDANCE AND COUNSELING

We have a Guidance Counselor whose purpose is to assist students to better understand themselves and their relationships with others, and to help students relate plans, which will lead to accomplishment of their goals. At the heart of the guidance program is the counseling services and career planning. Students are urged to make use of it. The counselor is available to all students and they should feel free to contact this person.

## STUDENT COUNCIL

Your Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student's activities, seeks to interest students in school affairs, and helps solve problems that may arise. Members of the Council are your class representatives and have direct access to the school administration.

## FIRE DRILLS

There will be occasional fire drills throughout the school year. A special information sheet with detailed instructions is posted in each room. When the fire alarm rings, leave your classroom immediately go directly to the assigned exit. Leave all books, pencils, etc. on desk. Do Not Run but move quickly outside and away from the building.

## TORNADO DRILLS

There will be a tornado drill during the school year. A special information sheet with detailed instructions is posted in each room. When a warning is issued leave your classroom immediately, go directly to the assigned area. Leave all books, pencils, etc. on desk. Do Not Run but move quickly to your assigned area.

## SCHOOL BUS

The bus driver is in charge of student conduct. They have full authority to maintain order. The

driver may assign permanent seats to students riding on the bus if they deem it necessary for the safety of all students. No boisterous behavior or moving about on the bus will be tolerated. No disobedient or insubordinate behavior will be tolerated. Violations of these rules may result in loss of bus privileges.

## ACTIVITY BUS

All participating students and cheerleaders will be required to ride the school bus or the ride arranged by the school administration to all school activities. They will be required to return on the same bus unless they are given permission.

## USE OF SCHOOL FACILITIES

All after school and after supper activities are to be under the supervision of a faculty member.

## STUDENT INSURANCE

Student insurance options will be available to all students. Forms will be provided. It is highly recommended that anyone participating in a major sport participate in the insurance program, unless you have your own family insurance. Risk of injury is present in any activity a student participates in. The student insurance program is not compulsory; you do not need to take it out if you do not wish to.

## REGULATION OF ROOM TEMPERATURE AND WINDOWS

All students are reminded and requested not to adjust the thermostats or windows in the classroom, gym, or any part of the building. This is the duty of the custodian and teacher and they will decide whether to make an adjustment.

## TEXTBOOKS

All basic texts are loaned to the students for their use during the school year. The student pays for other supplies. Textbooks are to be kept clean and handled carefully. Please be sure your name and grade are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books.

## PROPER DRESS

Students are encouraged to take pride in their appearance and dress while attending Corsica-Stickney Public School. A student who is well groomed and chooses to wear clean appropriate clothing to school generally has a positive attitude about school and contributes to a good learning environment. It is recognized that a student's attitude and behavior is reflected in their appearance.

Examples of types of clothing that are not considered appropriate for wearing to school include: sunglasses, caps, hats, halter tops, tube tops, no short shorts, short skirts, or other clothing items with advertising or messages (This includes but not limited to profanity, drugs, alcohol, tobacco, sexually suggestive, or displays racial slurs) that are not appropriate.

It shall be the discretion of the administration as to what articles of clothing are permitted. Students who wear clothing that is deemed not acceptable will be required to change clothing before they will be admitted to class.

## SCHOOL PICTURES:

Student pictures are taken in the fall. Information packets are sent home with each child at this time. Pictures must be prepaid at the time pictures are taken. Group pictures are also taken at this time. Memory mates will be taken at appropriate times during the year for various activities.

## STUDENT GRIEVANCE

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices: (1) that a school rule is unfair, (2) that a school rule or regulation discriminates between students based on race, color, creed, religion, age, sex, disability, national origin, ancestry, or marital status, (3) that an unfair procedure has been used in arriving at a punishment. Grievances are processed through four steps: (A) to the counselor, (B) to the principal, (C) to the superintendent, (D) complaint that remains unresolved following any action of the superintendent may be referred in writing to the School Board for review. The Board's decision will be final unless an appeal is requested. On all four levels, an informal conference is to be held within five days of the date of filing the complaint so that no student's complaint shall consume more than 15 days' time in all. The burden of proof is upon the student to show that a rule is unfair, discriminatory, or that an unfair procedure (lack of due process) has been perpetrated. The final resolution of the grievance is to be in writing at the principal level and designed to provide the student with a basis for resolution of the program at originally stated complaint. Grievance forms are available in the Principal's office.

## SEXUAL HARASSMENT

It is the district's policy that sexual harassment is illegal, unacceptable, and shall not be tolerated; that no student of the school district may sexually harass another person. Any student will be subject to disciplinary action including possible expulsion for violation of this policy.

Any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitutes sexual harassment. This conduct has the effect of unreasonable interference with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment regardless of intent.

School district officers, employees, and students are responsible for maintaining a learning environment free from sexual harassment. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

Students should report such incidents to the guidance counselor and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained. If a student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize the grievance procedure.

## FIREARMS (WEAPONS)

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

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. The building principal shall pursue appropriate disciplinary or legal action or both.

A dangerous weapon is defined as any firearm, or air gun, knife, or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. [SDCL 22-1-2(10)]

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

Any student bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The chief executive officer (CEO)/Superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon, which is designed to expel a projectile by action of an explosive, the gram or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including a poisonous gas.

LEGAL REFERENCE: SDCL 13-32-4.2; 13-32-7; 22-1-2  
IASA of 1994, P.L. 103-382

## CHEATING

Whenever a student is guilty of cheating, the teacher may collect the student's paper, make a zero for the work, and notify the parent and office as to the action taken.

## SMOKING, TOBACCO, VAPING

Students are not to smoke, chew, vape, use or possess tobacco products on school property at any time. This includes activities our school is participating in whether it be home or away. Violation of this rule is deemed sufficient grounds for suspension from school.

## MEDICATION IN SCHOOL

The school highly discourages the administration of prescription or non-prescription medication to students. The Board recognizes that students may need to take medications at one time or another. We encourage parents to set up student medications during non-school hours. If it is impossible to avoid school hours, we encourage parents or guardians or close relatives to come to the school and administer the medication.

If students (K-12) take medication dispensed by school personnel acting under specific written request of the parent or guardian, there must be written instructions by the student's physician.

When a parent or guardians make such a request, a full release from the responsibilities pertaining to the administration and consequences of such medications must also be presented to the principal by the student's parent or guardian (JHCD-E).

The above policy covers all prescription and other drugs, including aspirin and ibuprofens.

Services such as medication will be provided at school when the principal has determined that it is a necessary and appropriate service for the district to provide. The following rules shall apply:

1. Diagnosis and treatment of illness are not the responsibility of the district and shall not be practiced by school personnel.
2. School personnel shall not provide aspirin or any other medication to students.
3. Over the counter drugs shall not be supervised or kept in the office unless directed by a physician.
4. The parent to authorized school personnel shall identify students requiring medication at school.
  - A. A completed 'Request and Authorization for Medication' form (JDCE-E) shall be submitted to the school official.
  - B. Medication shall be brought to school by the parent in a bottle, labeled by the pharmacy, including the student's name, medication name, physician name, and the dosage of the drug to be taken.
  - C. The medication shall be supervised and recorded immediately on the 'Log of Medication Supervised' form (JHCD-R) after the supervision by school personnel as designated by the principal.
  - D. In specific situations, students may be responsible for their own medication and self-administration. Parents shall send only the medication needed for the day with the student.
5. The need for other physician prescribed services shall be reported to the principal.
6. Recording forms for physician prescribed services will be retained in the central office in a Health Services working file for a year and then destroyed.

RULES FOR CORSICA-STICKNEY EXTRA-CURRICULAR PARTICIPANTS  
TRAINING RULE

A student will not, despite the quantity; use or consume, have in possession a beverage containing alcohol; use or consume, have in possession tobacco; use or consume, have in possession, sell, or give away marijuana, or any controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by their doctor. For administering this policy, the Corsica School has divided this policy into two categories as follows:

(I) Category I includes all activities that have a regular season including speech, debate, sports. The recommended penalty for violation of the training rule by students participating in category I activities will be as hereafter stipulated in the section entitled "Penalty".

(II) Category II includes all activities that do not have a regular season including all-state band, all-state chorus, orchestra, and one-act plays. After confirmation of the first violation of the training rule, the participant will not participate in the activity for three weeks, and perform ten hours of service to the school/community to be determined by the penalty committee.

**PENALTY**

First Violation-after confirmation of the first violation of the training rule, the student will lose eligibility for the next four consecutive regular scheduled/approved school activities that he/she is a participant, or three weeks whichever is greater and perform ten hours of service to the school/community to be determined/monitored by the penalty committee.

**HONESTY CLAUSE FOR FIRST VIOLATION-reporting yourself to the appropriate school authorities (Superintendent, Principal, Athletic Director) within twenty-four hours of the incident, can reduce the above penalty by half.**

SECOND VIOLATION-after confirmation of the second violation, the student will lose eligibility for the next twelve consecutive regular scheduled/approved school activities that he/she is a participant, or twelve weeks whichever is greater and perform twenty hours of service to the school/community to be determined/monitored by the penalty committee.

THIRD VIOLATION-the student will not participate in any regular scheduled/approved school activities for the remainder of the school term.

PENALTY MONITORING COMMITTEE-a committee will be established to monitor a student's progress reading completion of the appropriate penalty. The committee will consist of the activity director coach (es), of appropriate activities, building principal, school board president, and parent(s), or guardian(s) of the student.

PENALTY DURATION-the above penalties will be in effect when school activities officially begin and/or start the school year, and remain in effect until the activities and/or end of the school year. The penalties will carry-over from one extra-curricular activity or season to or through the next extra-curricular activity or season.

I, \_\_\_\_\_ PARENT(S) OR GUARDIAN(S) OF \_\_\_\_\_  
WHO IS A MEMBER OF THE \_\_\_\_\_ ACTIVITY(S),  
VERIFY BY SIGNATURE THAT I HAVE READ AND UNDERSTAND THE TRAINING  
RULES OF CORSICA-STICKNEY SCHOOL THIS FORM MUST BE SIGNED AND  
RETURNED BY \_\_\_\_\_ OR THE INDIVIDUAL WILL NOT BE ALLOWED TO  
PARTICIPATE.

Harassment, Intimidation, Bullying Policy  
For  
Corsica-Stickney School District

STUDENTS

Prohibition of Harassment, Intimidation, and Bullying (Physical, Verbal, Emotional, Sexual, Racial)

The Corsica-Stickney School District is committed to a safe and respectful educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying.

“Harassment, intimidation or bullying” means any intentional written, verbal, or physical act:

- Physically harms a student or damages the student’s property
- Has the purpose or effect of substantially or unreasonably interfering with a student’s academic performance which deprives the student access to educational opportunities
- If harm is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
- Has the effect of substantially disrupting the orderly operation of the school?

Harassment, intimidation, student conduct and/or bullying can take many forms including but not limited to:

Slurs, rumors, jokes, innuendo’s demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, dirty looks, taunting, name-calling, put-downs, pushing, shoving, vandalizing property, social alienation, exclusion from group, gossiping, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

The School District recognizes that not every uncomfortable situation constitutes harassment.

Whether a particular action or incident is a personal, social relationship without a discriminatory educational effect requires a determination based on all the facts and surrounding circumstances.

Below is a report form to completed by teacher/principal with student information as well as anyone can test to ‘Drugs’ to 82257 and report anonymously through Safe Schools as well

This policy is not intended to prohibit expression of religious, philosophical, or political views, if the expression does not substantially disrupt the education environment.

The school board expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and staff. The school board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, and guardians, staff and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

Any retaliation is grounds for detention/community service, suspension.

Procedures for Consequences:

Students who misbehave, break school or classroom rules, disrupt the learning of others, harass, intimidate or bully another person, or are a threat to the safety and security of themselves or others are subject to consequences for this misbehavior while at school, on a bus/school transportation, or school sponsored activities.

## First Offense – potential consequences:

- Apologize for the incident
- Staying in at recess (no more than 1 recess per day)
- Removal of certain privileges
- Restriction in either classroom or school activities
- Assignment of special work or written reports
- Parents are notified by mail/telephone of the situation
- Detention/community service
- In school suspension (ISS)
- Out of school suspension (OSS)

## Second Offense - potential consequences

- Parents are notified by mail/telephone of the situation
- In School counselor referral for series of sessions
- Detention/community services
- In School Suspension (ISS)
- Out of school suspension (OSS)

## Third Offense – potential consequences

- Parent are made aware of the offence
- Detention/Community service
- In school suspension (ISS)
- Out of school suspension (OSS)
- School Board notified of problem and steps taken thus far
- If continued failure is experienced, the School Board will be asked to meet with parents

Any School District action taken pursuant to this policy will be consistent with requirements of applicable School District policies. The School District will take such disciplinary action it deems necessary and appropriate.



**Corsica-Stickney Schools  
Student Incident Report**

Corsica-Stickney School Employee: \_\_\_\_\_

Student: \_\_\_\_\_

Date Incident Occurred: \_\_\_\_\_

Alleged Incident: (Detailed explanation of the incident)

Action taken by Employee:

Signature of Employee: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

## **Acceptable Network and Internet Use Policy**

### **Corsica-Stickney School District**

#### **I. Introduction**

The Children’s Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5) require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This District’s Acceptable Network and Internet Use Policy (hereinafter “AUP”) is intended to set forth the specific obligations and responsibilities of all users, including students and staff, who access the District’s Network, and to ensure such use complies with the CIPA requirements. “Network” is defined as any and all District owned computers, servers, hardware or software, the District’s local area network, wireless access points, the Internet, Internet 2, the District intranet, email, chat rooms, other forms of direct electronic communications or other communications equipment provided by the District regardless of the physical location of the user. This AUP applies even when District provided equipment (laptops, tablets, etc.) is used on or off premises of District property.

#### **II. Acceptable Use**

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

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

All members of the staff who wish to use the Network must sign this AUP whenever requested by the District, to confirm that the staff person has read and understands this policy and agrees to abide by it. Each student must sign this AUP annually to confirm that the student has read, understands this policy, and agrees to abide by it. Students who are under 18 must have their parents or guardians sign this AUP and submit it to the District. **III. Network Etiquette**

Users are expected to abide by generally accepted rules of network etiquette (netiquette). These include but are not limited to:

- A. Be polite. Do not send or encourage others to send messages that are abusive or otherwise fall in the definition of Prohibited Use in Section IV.
- B. Use appropriate language. Remember you are a representative of your school on a non-private network. You may be alone on a computer but what you write can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language.
- C. All communications and information accessible via the Network should be considered private property that you cannot appropriate for your own use without appropriate attribution and consent.

#### IV. Prohibited Use

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

- A. Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- B. Criminal activities that can be punished under law;
- C. Selling or purchasing illegal items or substances;
- D. The unauthorized collection of email addresses (“harvesting”) of e-mail addresses from the Global Address List and other District directories;
- E. Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- F. Circumvention of the District’s Technology Protection Measure/filter to access blocked sites;
- G. Disclosure of minors’ personal information without proper authorization;
- H. Students’ disclosure of personal information such as the student’s name, address, phone number, password or social security number, to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites
- I. Causing harm to others or damage to their property, such as:
  - 1. Using profane, abusive, or impolite language; threatening, harassing, bullying or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
  - 2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
  - 3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
  - 4. Using any District computer to pursue “hacking,” internal or external to the District, or attempting to access information protected by privacy laws; or
  - 5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- J. Engaging in uses that jeopardize access or lead to unauthorized access into others’ accounts or other computer networks, such as:
  - 1. Using another’s account password(s) or identifier(s);
  - 2. Interfering with other users' ability to access their account(s); or
  - 3. Disclosing your own or anyone’s password to others or allowing them to use your or another’s account(s).
- K. Using the network or Internet for Commercial purposes:
  - 1. Using the Internet for personal financial gain;
  - 2. Using the Internet for personal advertising, promotion, or financial gain; or
  - 3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

**V. Off-Premise Use of Network**

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

**VI. Disclaimer**

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

**VII. Enforcement**

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

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

I have read, understand and agree to comply with this Acceptable Network and Internet Use Policy.

\_\_\_\_\_
Date

\_\_\_\_\_
School

\_\_\_\_\_
Student Name

\_\_\_\_\_
Student Signature

\_\_\_\_\_
Parent/Guardian Name

\_\_\_\_\_
Parent/Guardian Signature

## Cyber Bullying

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the internet, whether accessed at school or away from school, during or after school hours, may not be used for cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the materials they transmit. Hate Mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology; harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been victims of such misuses of technology, as described in this policy, should not erase the offending material from the systems. A copy of the material should be brought to the attention of a principal or teacher.

In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary actions shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making threats off school grounds, to harm a member of the school staff or a student.

Malicious use of District's computer system to develop programs or to institute practices that harass others users to gain unauthorized access to any entity on the system and/or change the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT Notice for Directory Information

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that the Corsica-Stickney School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Corsica-Stickney School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Corsica-Stickney School District to include this type of information from your child's education record in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy is released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1964 (ESEA) to provide military recruiters, upon request, with three directory categories- names, addresses, and telephone listings- unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Corsica-Stickney School District to disclose directory information from your child's education records without prior written consent, you must notify the District in writing, Corsica-Stickney has designated the following information as directory information.

(Note: an LEA may, but does not have to, include all the information listed below)

Student Name, Address, Telephone Listing, E-mail Address, Photograph, Date & Place of Birth, Field of Study, Dates of Attendance, Grade Level, Participation in officially recognized activities and sports, Weight/height of member of athletic teams, Degrees, honors and awards received, and the most recent educational agency of institution attended.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. S.W.  
Washington, DC 20202-5920  
202-260-3887

**V. Board of Education Policies**  
**KK. Public Criticism about School Personnel**

Public Criticism about School Personnel

Constructive criticism of the school is welcomed by the Corsica-Stickney School District when it is motivated by a sincere desire to improve the quality of the educational program and to help the school personnel in performing their tasks more effectively.

The board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it shall be referred to the school administration for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given opportunity for explanation, comment, and presentation of the facts as he or she sees them.

The board recognizes that situations may arise in the operation of the system, which are of concern to parents or the public. Such concerns are best dealt with through communication with appropriate staff members and officers of the system, such as faculty, the principals, the central office, and the board.

The following guidelines are suggested as the proper procedure to be followed by persons with questions or complaints:

1. Matters concerning individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above or problems and questions concerning an individual school should be directed to the principal of the school.
3. Unsettled matters from (2) above or problems and questions concerning the system should be directed to the superintendent.
4. The board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the board must be in writing and should be specific in terms of the complaint and the action desired. The board will not consider or act on complaints that have not been explored at the appropriate administrative level.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the board for the purposes of further study and a decision by the board. Generally, all parties involved, including school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Hearsay and rumors shall be discounted as well as emotional feelings except those directly related to the facts of the situation.

The board shall conduct such meetings in as fair and just a manner as possible. The board may request a disinterested third party to act as moderator to help it reach a mutually satisfactory solution. Ref. Page 138 Board Policy & Procedure

CORSICA-STICKNEY SCHOOL  
PUBLIC CRITICISM OF SCHOOL PERSONNEL

Corsica-Stickney School Employee\_\_\_\_\_

Date of alleged incident\_\_\_\_\_

Alleged incident: (Full detailed explanation of the incident)

Action desired

Signature of Parent/Patron \_\_\_\_\_ Date\_\_\_\_\_



## **ELEMENTARY SCHOOL SECTION:**

### PLAYGROUND RULES FOR K - 6:

1. Gum, candy, snacks, sunflower seeds, etc. are not allowed on the playground
2. You must ask permission to enter the building once you are outside
3. You are to keep your hands and feet to yourself. Wrestling and fighting will not be tolerated. Jumping on others in not appropriate
4. Profanity, name-calling, and arguing will not be tolerated
5. One person is to be in the swing at a time. Chains should not be twisted Jumping out of the swing is not allowed
6. Slides are used for sliding. Slides are not made to climb up. Sliding backwards down the slide is not allowed
7. Playground balls are not to be bounced off the building. Do not kick playground balls on the blacktop.
8. Snow piles are not to be climbed on. Sliding on the ice is not allowed  
Snow-balling is not allowed nor is kicking snow or ice chunks
9. Tackle football is not allowed on the playground
10. Baseball will not be allowed on the playground
11. You must ask the playground supervisor to retrieve any ball, etc. that may go off the playground. Custodian will get any playground balls off the roof
12. Students may not leave the playground without the permission of parents and school staff.
13. Jump ropes are to be used only for jumping rope.
14. No one is to be on the teeter-totter unless they are participating in teeter tottering.
15. No tag on the jungle gym.

## SCHOOL VISITATION BY PARENTS

Visitation by parents is encouraged. Students enjoy parents visiting school. It also allows teaching staff an opportunity to share with you the day-to-day activities, which occur in a normal school day. Scheduling your visit may be done by contacting the teacher prior to the visitation. Please check in at the office when you arrive. Keep in mind that children are distracted by conversation between adults. The teacher will confer with you after the visitation.

## SCHOOL VISITATION BY STUDENTS

Children who visit school unaccompanied by a parent or guardian must have approval from the administration. When approval is given, children will be allowed to be in the classroom one hour excluding recess periods.

## NEWSLETTERS

A newsletter is published monthly to familiarize parents with school functions and activities. Various student contributions also are included from time to time. Expect this publication the last couple days either of the current month or the first week of the upcoming month.

## FIRST AID

We are equipped to only render minor first aid to students. Office personnel or the child's teacher will take care of the injury. Parents will be contacted to take responsibility for any health care, which goes beyond 'basic first aid'.

## ENROLLMENT

Students who enroll in Corsica-Stickney School for the first time are required to submit a certified copy of their birth certificate, a completed immunization record (certified health official), and their social security number. Students who enroll in kindergarten for the first time must adhere to SDCL 13-28-2 which states:

### **SDCL 13:28:2 MINIMUM AGE FOR ENROLLMENT IN KINDERGARTEN / NURSERY SCHOOL, AND FIRST GRADE:**

No child who is less than five years old on the first day of September shall be enrolled in kindergarten during that school year, and said child shall be first eligible for enrollment in the first grade on year thereafter. Any child in the kindergarten or pre-kindergarten program who was in compliance with the statutory eligibility dates in effect at the time of enrollment may proceed in a continuous educational program without interruption. Any child under the age of five shall be eligible for admission to nursery school.

## PARENTS' RIGHT-TO KNOW

In accordance with the Elementary and Secondary Education Act, Section 1111 (h) (6) PARENTS' RIGHT-TO KNOW, our Title I school is required to notify each parent of your right to request and receive information in a timely manner regarding the professional qualifications of your child's classroom teachers. This information regarding the professional qualification of your child's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught.
- If the teacher is, teaching under emergency or temporary status in which South Dakota qualification and licensing criteria are waived.
- The teacher's baccalaureate degree major, graduation certification, and field of discipline.
- Whether the student is provided serviced by paraprofessionals, and if so, their qualifications.

I am pleased to inform you that each teacher and paraprofessional possess the necessary qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have any questions or concerns, please feel free to contact Mr. Muckey at 946-5475.

Scott Muckey  
Superintendent  
Corsica-Stickney School District #21-3

**CORSICA-STICKNEY SCHOOL DISTRICT  
COMPLAINT POLICY FOR FEDERAL PROGRAMS**

A PARENT, STUDENT, EMPLOYEE, OR DISTRICT STAKEHOLDER WHO HAS A COMPLAINT REGARDING THE USE OF FEDERAL NCLB FUNDS AND IS UNABLE TO SOLVE THE ISSUE, MAY ADDRESS THE COMPLAINT IN WRITING TO THE DISTRICT'S SUPERINTENDENT.

DISPUTES ADDRESSING THE ENROLLMENT, TRANSPORTATION (INCLUDING INTERDISTRICT DISPUTES), AND OTHER BARRIERS TO THE EDUCATION OF CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS ARE ALSO ADDRESSED UNDER THIS PROCEDURE. PARENTS, GUARDIANS, AND UNACCOMPANIED YOUTH MAY INITIATE THE DISPUTE RESOLUTION PROCESS DIRECTLY TO THE SCHOOL OR AT THE DISTRICT'S HOMELESS LIAISON'S OFFICE. THE PARENT OR GUARDIAN OR UNACCOMPANIED YOUTH SHALL BE PROVIDED WITH A WRITTEN EXPLANATION OF THE SCHOOL'S DECISION INCLUDING THE RIGHTS OF THE PARENT, GUARDIAN, OR YOUTH TO APPEAL THE DECISION. STUDENTS SHOULD BE PROVIDED WITH ALL SERVICES FOR WHICH THEY ARE ELIGIBLE WHILE DISPUTES ARE RESOLVED.

- THE SUPERINTENDENT WILL INVESTIGATE, WITHIN ONE WEEK, THE CIRCUMSTANCES OF THE COMPLAINT AND RENDER A DECISION, WITHIN TWO WEEKS, AFTER RECEIPT OF THE COMPLAINT.
- THE SUPERINTENDENT WILL NOTIFY THE COMPLAINANT OF THE DECISION IN WRITING.
- THE COMPLAINANT WILL BE ALLOWED ONE WEEK TO REACT TO THE DECISION BEFORE IT BECOMES FINAL.
- THE COMPLAINANT WILL EITHER ACCEPT OR DISAGREE WITH THE DECISION AND WILL PROVIDE SUCH ACKNOWLEDGEMENT IN WRITING, ADDRESSED TO THE DISTRICT SUPERINTENDENT.
- IF THE ISSUE IS NOT RESOLVED WITH THE SUPERINTENENT, THE COMPLAINT WILL BE FORWARDED TO THE DISTRICT'S BOARD OF EDUCATION FOR FURTHER REVIEW. THE PARENT OR GUARDIAN OR UNACCOMPANIED YOUTH SHALL BE PROVIDED WITH A WRITTEN EXPLANATION OF THE DISTRICT'S DECISION INCLUDING THE RIGHTS OF THE PARENT, GUARDIAN, OR YOUTH TO APPEAL THE DECISION.
- THE STAKEHOLDER MAY FORWARD UNRESOLVED COMPLAINTS TO THE South Dakota DEPARTMENT OF EDUCATION FOR REVIEW. (CONSULT SD DEPARTMENT OF EDUCATION COMPLAINT PROCEDURE)

## **G.G.G. CORSICA-STICKNEY SCHOOL DISTRICT MEAL CHARGE PROCEDURE**

### **I. PURPOSE OF POLICY:**

The purpose of this policy is to establish consistent meal account procedures throughout the Corsica-Stickney School District (“The District”). Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts;
- To support positive situations with district staff, district business policies, students, and parents/guardians to the maximum extent possible;
- To establish policies that are age appropriate;
- To encourage parents/guardians to assume the responsibility of meal payments and to promote self-responsibility of the student; and
- To establish a consistent district policy regarding charges and collection of charges.

### **II. SCOPE OF RESPONSIBILITY:**

- The food service department, Business Manager, Administrative Assistant: Responsible for maintaining charge records and notifying the student’s parent/guardian.
- The Parent/Guardian: Immediate payment.

### **III. ADMINISTRATION:**

1. Families are encouraged to apply for free and reduced price meal benefit. Any family that falls into a negative balance will receive a oral/written notification to encourage them to apply for free or reduced price meal benefits.
2. Families are encouraged to pre-pay for meals, and money is accepted in the school office daily for payments on the day of service and also in the lunch room prior to service. Oral/Written notification of prepayment options occurs at the beginning of each school year, is given to each new transfer student, and is included in the student handbook.
3. Families will be notified of the District’s Unpaid Meal Charge Policy in writing before the school year begins and with each new transfer student. This policy will also be posted in the student handbook.
4. Elementary, Junior High, and High School Students:
  - a. Lunch accounts must be prepaid.
  - b. Delinquent lunch accounts may accrue up to a \$-150.00 balance.
  - c. Once a student’s lunch balance is below \$20.00, the parent/guardian will begin to receive a low balance email notice regarding the student’s lunch balance. If the parent/guardian does not have email access, Contact by email, phone calls/and/or letters will be done weekly by the Administrative Assistant to the parent/guardian regarding the low balance. The same procedure applies once a student’s account has a negative balance.
  - d. If nonpayment continues and the parent/guardian does not contact the District regarding the balance, the Administrative Assistant will notify the parent/guardian via telephone regarding the balance.
5. Denying Meals: The Corsica-Stickney School District retains the right to deny a student a meal if the student has a lunch balance that is greater than \$-150.00. Prior to lunch, the Administrative Assistant will contact the parent/guardian via telephone to inform the parent/guardian that the student will be denied a meal at the subsequent school lunch as a result of nonpayment.
6. Long-Term Payment Plans. Unpaid meal charges will be carried over at the end of the school year as delinquent debt. The District will work with families who have negative balances to establish a repayment plan. When local officials determine further collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as “bad debt.”

\*Adopted July 10, 2017

# Corsica-Stickney School ~ Student / Parent / Teacher Compact

## PARENT/GUARDIAN AGREEMENT:

I want my child to succeed. Therefore, I will encourage him/her by doing the following:

- See that my child is punctual and attends school regularly
  - Send my child to school with proper nourishment and rest
  - Send my child to school with the proper supplies, prepared to learn
  - Support the school discipline policy
  - Establish a time for homework and review child's work regularly to make sure it is done
  - Talk regularly with my child's teacher and volunteer in my child's classroom
  - Participate, as appropriate, in decisions relating to my child's education
  - Stay informed about my child's education by responding appropriately to written and phone messages
- Read with my child at least once a week and let my child see me read

## STUDENT AGREEMENT:

It is important that I work to the best of my ability. Therefore, I will try to do my best to do the following:

- Attend school regularly and observe regular school hours
- Come to school each day with supplies, ready to work
- Complete and return schoolwork assignments
- Follow school and classroom rules
- Take pride in my community, my school, and myself
- Give parents all notices and information received that is to be delivered to parents

## TEACHER/SCHOOL AGREEMENT:

It is important that students achieve. Therefore, I shall strive to do the following:

- Believe each student can learn
- Provide high quality curriculum and instruction in a supportive learning environment that will meet the state's student academic achievement standards by meeting the individual needs of each student
- Parents will be provided at least four reports yearly on the progress of their child's academic success  
Frequent communication will occur between teacher and parent if the child is struggling academically
- Provide necessary assistance to parents so they can help students with assignments
- Treat all students, parents, and co-workers with respect
- Demonstrate a positive attitude
- Make available opportunities for parents to volunteer at school throughout the year
- Hold Parent/Teacher Conferences two times yearly with at least one conference discussing how the compact relates to student achievement

## PRINCIPAL AGREEMENT:

It is important for all to work together for students to achieve their full potential.

Therefore, I shall strive to do the following:

- Provide an inviting school environment that allows for positive communication among administration, the school staff, the parent, and the student
- Encourage teachers to provide challenging and relevant classroom instruction
- Provide updated curriculum materials
- Enforce school discipline policy

Kylee Ligtenberg	Jason Broughton	Kristine Gillette
Nicole Reichert	Mark Joachim	Miranda Paulson
Stacey Hosman	Mike Tuschen	Brittney Eide
Michelle Koch	Lorisa Broughton	Wade Gall
Sheryl Muckey	Christina Strid	Brooklyn Van Zee
Ashley Olsen	Kristie Clark	Brian Jorgensen
Allyson Waldner	Vickie Guenthner	Heather Andera
Ferra Kemp	Scott Muckey	Meredith Jenkins
Jacque Boyle	Mary Payer	LaNae Fuerst

**Signature of the Handbook shows agreement with this compact by both students and parents 7-13-2020 Board Approved**

AFTER YOU HAVE READ THIS HANDBOOK YOU MUST RETURN THIS PAGE, with the appropriate signature(s), to the principal's office. This should be taken care of by Friday of the first week of school.

Please be reminded these rules and guidelines are an attempt to address most of the situations that may arise during a school year. However, not every situation can be anticipated, this handbook provides a basic framework that allows for consistency in handling a variety of student situations.

A successful school depends on many variables but at the foundation is the cooperation among parents, teachers, students, administration, and community working towards the comprehensive education of our youth. The handbook gives direction about the expectations of Corsica Students. Please feel free to contact the Staff, Principal, or Superintendent if there are any concerns/issues you might have about your student(s). All too often, it is assumed the school has firsthand knowledge of a situation; however, this is not always the case.

Support and cooperation working within the prescribed guidelines is one-step towards a successful year.

Thank you.

I have read and agree to the 2020-21 Corsica-Stickney School Student Handbook Guidelines. One signature sheet per family is sufficient.

Parent or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

NOTE: Please pay particular attention to the requirements for graduation from high school as determined by the State Board of Education and the admission standards for entrance into state colleges/universities. These continue to be raised and you need to stay aware of educational requirements affecting you. If you have questions ask, do not make assumptions. Any question is a good question.