

McCook Central School District



Student Handbook 2017-2018

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FORMS TO BE RETURNED SECTION

Family Data Sheet (front & back)

Computer Agreement (front—all students)

Parent/Student/Teacher Compact (back - for all students K-6)

The purpose of this Parent/Student Handbook is to develop a better understanding of the rules and regulations, which the students will be expected to follow. The responsibility of training and educating students is a joint effort of the parents and the school personnel. This Handbook will give parents some information on how they can help the schools to better do its jobs. It is hoped this information will promote a better relationship between the home and the school.

It is impossible to cover all the areas of concern of both the parents and the school in this Handbook. If there are any questions on this material or other matters of concern, please contact your child's teacher or principal. Students and parents are encouraged to maintain open communications with teachers and the administration.

Parents and students are asked to study the Handbook carefully. Please be sure to read the section appropriate for child's building level (Elementary or High School/Middle School)!

For those who have access to the internet, be sure to check out our website: www.mccookcentral.k12.sd.us. There is a lot of information posted here such as the monthly calendars, monthly menus, and daily announcements.

Teachers may be contacted through their school e-mail – first_name.last_name@k12.sd.us (ex. John.brown@k12.sd.us)

Thank you for your cooperation - have a productive school year.

Dr. Cheryl Thaler
Superintendent of Schools &
Special Education Director

Dr. Deb Eichacker
Elementary (PreK-4) & Colony Principal

Mrs. Masey Pechholt
Secondary (5-12) Principal

FOREWORD

To the Students: Welcome to the new school year! Each of us can expect to earn recognition, to experience disappointments, and to reap rewards to the extent we have invested ourselves. Our wish for each of you is that your school year is positive and satisfying.

There are many rules, regulations and school policies under which our school operates. The School Board and Administration are bound by the state laws regarding attendance, suspension or expulsion, damage to school property, and required instruction in specific academic areas.

Similarly, students are bound by some state regulations and their patterns of conduct must be such as to make them acceptable members of your school and communities. An understanding of these school rules plus knowledge of basic information pertaining to our school calendar is of importance as you plan for this school year. It is our hope of the McCook Central School Board of Education, the Administration, Faculty, and Staff that this Parent/Student Handbook will be of assistance to all students and their parents/guardians toward a complete and better understanding of school rules and regulations.

You are responsible for the information in this handbook. Read and study it, have your parents read it, and keep it in your locker for future reference.

To the Parents: "A child's education cannot merely be turned over to the public schools." McCook Central School needs your support. It is our responsibility to provide the students of this district with the best possible education. But, to do this, we need the parents' support. If you think we are right, back us at home. If you feel that we are wrong, stop in at the school so we can discuss the problem in order to work out a suitable solution. This is the most reasonable course to take when we have the same goal-that of providing a safe and good education for your child.

We would like to have you read this handbook. It will give you an idea of what the school expects from the students. After you read this handbook, please feel free to stop by and make any pertinent statements regarding the handbook. Thank you for your cooperation!

PARENTS HAVE THE RIGHT TO EXPECT:

1. That the school will be operated in a business-like and responsible manner with both requirements and regulations being reasonable.
2. That a reasonable required workload will be established for all students and that progress in studies is given first claim on the resources of the school.
3. That parental inquiries, visits, and complaints receive prompt and courteous attention, and that the school's response to these inquiries or complaints reflects a constructive and helpful attitude.
4. That the teachers' grading will be as fair and impartial as possible and the basis for such grading will be understood by both students and parents.
5. The assignments will be definite with a reasonable amount of assistance given in class. That, on the initiative of the students, as much more individual help be given, as resources will permit.

THE SCHOOL HAS THE RIGHT TO EXPECT FROM PARENTS:

1. That parents will assure that their student's attendance be regular and punctual.
2. That a student absent from school will make up work missed.
3. That extra help in a subject, beyond that which can be given during class time, should be on the initiative of the student.
4. That parents who expect their student to earn university entrance grades should demand a regular routine of home study. The total amount of such study should be from one to two hours a day. Its distribution among different subjects will be an individual matter.
5. The parent complaints will be first registered with the lowest level so as to provide the school an opportunity to make adjustments.

School life will be more pleasant if students:

1. Observe the laws regarding the use of mood altering chemicals.
2. Operate motor vehicles in accordance with the local and state laws.
3. Obey the school rules.
4. Attend school on a daily basis.
5. Show respect for personal, school and public property.
6. Conduct themselves as young men and women.
7. Realize a public display of affection should be in good taste.
8. Understand that we are all expected to be courteous.
9. Will be honest and refrain from the temptation to cheat.
10. Treat each other with decency and respect.

The Administration, Faculty, and Staff at McCook Central School are here to help you learn and be successful.

Have a rewarding year!

PHILOSOPHY AND OBJECTIVES

McCOOK CENTRAL SCHOOL DISTRICT #43-7

Adopted August 9, 2010

(Reviewed Annually)

(Revised by committee July 2, 2012)

Joni Wagner, School Board
 Ms. Katelyn Krueger, Elementary School Teacher
 Mrs. Shawnya McGregor, Elementary School Teacher
 Mrs. Tracy Chase, Middle School Teacher
 Mr. Owen Sandine, K-12 Teacher
 Ms. Kalli Sandine, Guidance Counselor
 Mrs. Chelsea Anderson, High School Teacher
 Mr. Doug Durfee, High School Teacher
 Dr. Deb Eichacker, Elementary (K-4)/Golden View Colony Principal
 Mrs. Masey Pechholt, Secondary (Gr. 5-12) Principal
 Dr. Cheryl Thaler, Superintendent
 Mrs. Jen Hoffman, Administrative Assistant

McCook Central's Mission Statement:

McCook Central School District pledges to educate today's youth for tomorrow.

McCook Central's Objectives:

The District will provide the opportunities for students to:

- **COMMUNICATE** effectively.
- **ENHANCE** academic excellence for success.
- **DEVELOP** respect for self and others through healthy lifestyles.
- **DISCOVER** – Each unique individual will discover his/her own capabilities and interests.

“The McCook Central School District #43-7 does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, Creed, religion, age, sex, persons with disabilities, national origin, or ancestry. Inquiries concerning the application of Title VI, Title IX, or Section 504, may be directed to the HS Guidance Counselor at McCook Central Schools, PO Box 310, Salem, SD 57058 or by phone to (605) 425-2264, or to the Regional Director, Department of Education, Office of Civil Rights, 1244 Spear Blvd., Suite 310, Denver, CO 80202-3582.”

McCook Central School District #43-7

2017-2018



Notes

August 21,22,24: Teacher In-Service	August 21,22,24: Teacher In-Service
Aug 23: Open House/Reg/Pics	Aug 23: Open House/Reg/Pics
Aug. 28- First day of school	Aug. 28- First day of school
Aug 31-Sept. 4: State Fair/Labor Day	Aug 31-Sept. 4: State Fair/Labor Day
Sept 15- Joint MCM Homecoming	Sept 15- Joint MCM Homecoming
Oct. 9: Teacher In-Service	Oct. 9: Teacher In-Service
Oct. 27- End 1st QTR	Oct. 27- End 1st QTR
Nov. 2- Parent/Teacher Conference	Nov. 2- Parent/Teacher Conference
Nov. 3- No School	Nov. 3- No School
Nov. 22- Teacher In-Service	Nov. 22- Teacher In-Service
Nov 23-24: Thanksgiving Break	Nov 23-24: Thanksgiving Break
Dec. 21: 12:30 Dismissal	Dec. 21: 12:30 Dismissal
Dec. 22-Jan 2: Winter Break	Dec. 22-Jan 2: Winter Break
Jan 3: School resumes	Jan 3: School resumes
Jan 12: End 2nd Qtr/Sem. 1	Jan 12: End 2nd Qtr/Sem. 1
Jan 15: Teacher In-Service	Jan 15: Teacher In-Service
Feb. 19: Teacher In-Service	Feb. 19: Teacher In-Service
Feb. 23: No School	Feb. 23: No School
March 9: No School	March 9: No School
March 15: End 3rd Qtr	March 15: End 3rd Qtr
March 16: No School	March 16: No School
March 22: Parent/Teacher Conf	March 22: Parent/Teacher Conf
March 23: No School (Comp Day)	March 23: No School (Comp Day)
March 30-April 2: No School	March 30-April 2: No School
April 21: Prom	April 21: Prom
May 16- Baccalaureate	May 16- Baccalaureate
May 18- Last Day of School, 12:30 dismiss	May 18- Last Day of School, 12:30 dismiss
May 19- Graduation	May 19- Graduation

Elem- 1,012 hrs HS/MS- 1,147.3 hrs
Student Days- 167 Staff Days- 176

September 17

Su	M	Tu	W	Th	F	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SA-19 TD-19

January 18

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SD-20 TD-21

May 18

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	
20	21	22	23	24	25	26
27	28	29	30	31		

SD-13.5 TD-14

September 18

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Academic Year Calendar

Key

- 1st/Last Day of School
- Open House/Registration
- Parent/Teacher Conf
- Teacher In-Service
- End/Start of Quarter
- Snow Days
- Midterm
- Special Dates
- No School

August 17

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SA-3 TD-7

October 17

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SD-21 TD-22

February 18

Su	M	Tu	W	Th	F	Sa
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

SD-18 TD-19

June 18

Su	M	Tu	W	Th	F	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 17

Su	M	Tu	W	Th	F	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SD-14.5 TD-15

April 18

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SD-19 TD-19

August 18

Su	M	Tu	W	Th	F	Sa
						1
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 17

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

SD-19 TD-20

March 18

Su	M	Tu	W	Th	F	Sa
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SD-20 TD-20

July 18

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

ACCIDENTS AND INJURY

McCook Central Public Schools will do everything possible to provide a safe and healthy environment for the students in our school and in our activities. However, it is important for students and parents to understand that the school does not have insurance to cover medical, optical, or dental expenses that a family has to pay as a result of an accident or injury in class, at a school sponsored activity, etc. Classes with science labs or shop projects offer more of a risk to students than conventional lecture classes. Athletics place students in a situation with more risk of injury. This is particularly true in a contact sport, such as football, wrestling, and even basketball. Parents or guardians should review their private insurance to make sure that their child is properly protected from financial loss due to accident or injury.

ACTIVITY TICKETS

The Elementary and Middle School students may purchase an activity ticket. The ticket admits the student in to all home activities. Students must have their activity ticket in their possession for presentation to the sellers of admission tickets for the event or activity they are attending. Pre-School age children are not charged for school events if they are attending with their parents.

High School students are **required** to purchase an activity ticket. Activity tickets are to be purchased during the first week of school. The ticket admits the student to all home football games, basketball games, wrestling matches, music concerts, school plays, and track meets. Each class organization and each school activity receives a portion of the money collected from the sale of activity tickets. Students should show activity tickets for admission.

ATTENDANCE

Attendance is an important part of each student's permanent record. Colleges, as well as future employers, are very much concerned about high school attendance. A large number of companies who employ high school graduates require that a specific explanation accompany transcripts, which indicate why a student has been absent from school. All reasons for absenteeism and tardies for the four years will be recorded and filed in the student's personal folders.

Daily attendance of all students who are enrolled in the McCook Central Public School is required in accordance with state law and school board regulations. Students who are constantly absent cannot expect to earn passing grades.

A student that exceeds the 8 days may be considered truant and a letter will be sent to the Parent and the States Attorney (SDCL 13-27). Routine doctor or dental appointments, shopping trips, work at home, etc. will be counted as part of the 8 days.

Absenteeism beyond the 8 days due to lengthy illness, death or family emergency and/or family trips will be considered and left up to the discretion of the administration. A student that exceeds the 8 days due to illness, as stipulated by a doctor, must show a doctor's slip indicating that he/she could not attend school. ALL absences-excused and unexcused-are recorded and count against the 8 days total.

Once a student has been in attendance at 8:15 AM, he/she will not be excused from school without first presenting the office with a written parental excuse or a phone call from the parent. **A written excuse by a parent or guardian or a telephone call to the office is required for ALL absences. For the safety of your child, if your child is not in school by 9:00 AM and the office has not been contacted, a phone call will be made to your home or cell phone.**

Students who plan to participate in an evening school activity must be in attendance by 9:00 am that school day. Certain individual cases rest with the discretion of the administration. School sponsored trips-students are not counted absent.

Individual period absentees will be accumulative. Each period will count as 1/8 of a day and will be totaled at the end of each nine weeks.

Bereavement Absence: (Adopted 7-12-2004)

All students in grades K-12 will be granted one day of bereavement leave per school year. The absence will be classified as exempt provided the student presents a note from his/her parent(s) identifying such a request.

ATTENDANCE AT ATHLETIC CONTESTS AND OTHER SCHOOL ACTIVITIES

Students who attend any school related event are subject to the same regulations that they would have during school time. The same regulations apply to both home and away activities.

All students are expected to stand for the school song and give the teams and cheerleaders the support needed to help produce a successful team.

All students are expected to remove headgear and to stand at attention facing the flag during the playing of the National Anthem. All students grades K-8th are to be seated in the bleachers on the main floor while the activity is in progress. No elementary students are allowed in the balcony area during activities unless they are under

direct supervision of their parents. Elementary students not supervised will be asked to sit by their parents or leave the building with their parents.

Members of the student body who find it necessary to harass officials or members of the competing team will be evicted from the auditorium or stadium and may be restricted from attendance at future school activities. This conduct is also subject to additional school discipline, depending on the severity of the misconduct.

BUS SERVICE (INCLEMENT WEATHER/ROAD CONDITIONS, ETC)

School buses will travel roads that are maintained and appear to be free of obstacles, which may impede safe passage. Parents are asked for their cooperation and assistance by keeping in touch with the appropriate bus driver or the Bus Supervisor when conditions such as construction, snow, or etc. will not enable safe passage for the bus. By working cooperatively with the bus driver or bus supervisor, parents may be able to determine an appropriate location where your child or children can be picked up and returned to during inclement weather, construction, etc.

In addition, in periods of inclement weather should parent(s)/guardian(s) feel it necessary to keep their children at home or elect to come to school to get them early, please contact the school immediately to enable us to keep track of our students and their location. Weather conditions may change rapidly and we would recommend that students do not leave home without proper attire, have available housing arrangements planned should travel be restricted, and plan well for all emergencies.

PLEASE read the TRANSPORTATION POLICY in the POLICY section of this Handbook.

BUS TRIPS

A student who goes on any school sponsored trip will be expected to go by school bus unless otherwise designated. Any student who rides to an event on the bus is to return on the bus or by transportation arranged by the activities director and principal. The only exception to this rule is personal request by the parents to transport their own children. Either the parent must be at the event and talk to the coach/supervisor, or the student will carry a document signed by the principal, who has spoken personally to the parent.

CARE OF SCHOOL PROPERTY

Students should not mark school furniture, walls, ceilings, floors or equipment with pen, pencil, or any other instrument. Do not tamper with the fire alarms, fire extinguisher, electrical systems, plumbing systems, thermostats, and etc. Anyone who willfully destroys school property through vandalism, arson or larceny or who creates a hazard to the safety of other students will be referred to the proper law enforcement authorities and face suspension and/or expulsion along with restitution for the property they damaged.

CHURCH NIGHT

Wednesday nights have been reserved for the churches. No events will be scheduled after 6:00 PM by students, parents, organizations, or teachers on Wednesday nights. The school is not responsible for conference, region, or state events that are sometimes scheduled on Wednesdays.

PROPER DRESS FOR STUDENTS (see also Page 34, #4)

People have always been and will continue to be judged by their appearance. At McCook Central School, we want students to learn about expectations for proper dress. There are certain exceptions to every situation, and it is not the intent of the school to cite all of these exceptions, but rather, the following is a general guide:

1. School dress should be practical, comfortable, clean, and should not have an adverse effect upon educational processes. School clothes in general need not be formal "best clothes" but should not be work clothes, hunting or fishing clothes, etc. Students should not wear clothing that has markings, pictures, or lettering that conveys profane or offensive matter (this includes Hooter's t-shirts). Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene or which endangers the health and safety of the student or others is prohibited. Examples of prohibited dress or appearance include, but are not limited to, exposed undergarments; excessively short or tight garments; sagging pants; spaghetti strap shirts, bare midriffs; strapless shirts; see through clothing; **attire that exposes cleavage and/or lower crevices (butt cracks)**; and chains. (This includes bracelets, students who are caught wearing these bracelets will have them confiscated and be given 30 minute detention) No clothes, which may be determined by administration or faculty as being disruptive within the school or at school functions, will be allowed. **Shorts and skirts are to**

be worn with at least a 4 inch inseam. Shirts are to be nice t-shirts, polos, crew necks, etc. – no tank tops, halter tops, spaghetti straps, wide/low v-necks. Clothes are to be kept neat.

2. Torn, frayed, or clothing with holes is not appropriate for the classroom setting. Parents are asked to promote neatness in clothes their young people wear. Tolerance for this type of dress will be at the discretion of the principal and faculty. Torn items that are distracting and ragged will not be allowed and parents will be asked to participate in correcting this matter.
3. Hairstyles and lengths are governed by style changes throughout the nation. Long hair in some curriculum areas is undesirable because of health factors and practicality. Hairstyles of any length should be kept clean and neat.

Out of concern for health and safety, footwear is to be worn in the building at all times. **Flip-flops are not permitted for students in grades K-4 due to injuries received while trying to play, run, etc. with them on.**

Parents should take care that their children are dressed appropriately for weather conditions.

Students in general should take pride in themselves, as individuals, and in their school as an institution. Students who are not willing to adhere to stated dress policy will be given the opportunity to go home and change or put on clothing that is acceptable. It will be the responsibility of the school principal to contact the parent(s) and inform them of this violation of school policy.

DISCIPLINE

Discipline must be based on judgment if it is to be effective. The purpose of school discipline is not to have the offender pay his/her debt to society. Discipline should be designed to help the student. This does not mean that discipline need be soft. Discipline will be administered as determined by the situation. All major discipline will be documented and copies will be sent to the student's parents, placed in his/her permanent file and filed by the administration.

The students at McCook Central are promised four things by their principal:

1. You will be treated with decency and respect.
2. You will be allowed to tell your side of the issue.
3. If you have been wronged, you will be defended.
4. If you have violated the rules, you will be disciplined.

PLEASE read the DISCIPLINE/DUE PROCESS policy in the POLICY section of this Handbook.

FIRE DRILLS

McCook Central Schools are required to conduct fire drills during the school year. Without adequate fire drills, serious results might occur, unless all students in the building leave in an orderly manner.

Older students should be especially careful of younger children. If you remember to be calm and collected, it will have the desired effect on the youngsters.

When the fire alarm sounds, each class or room will follow the course, which will be outlined in each room. It is necessary that all books be left on the desks and all wraps in the lockers.

FIRST AID

The Principal's office has on hand basic first aid supplies (band-aids, mentholate, etc.) and if needed, the student may request from the office.

Aspirin are classified as a drug, therefore, the office will not hand out aspirin/ibuprofen/Tylenol/Advil to any student. If a student is taking a medical prescription and the parent feels the office should be aware of this for the student's safety, please contact the principal.

FOOD SERVICE PROGRAM

McCook Central Schools will provide daily meals, breakfast and lunch, to any student wanting to participate in the food service program. Meals will be sold on the first of each month, on a monthly basis. If a student is in attendance he/she is expected to eat lunch. See "Student Meal Policy" on page 36.

Every effort should be made to cooperate with the workers in the lunchroom. Students are asked to hold the noise to a minimum and to refrain from shoving or pushing while standing in line. **Every student will follow the Offer vs Serve guidelines stating that all students MUST have 3 of the 5 food components (Meat/meat alternate, Grains, Fruits, Vegetables, Milk) on their plates. One of the 3 MUST BE a minimum of ½ cup fruit or vegetable or a combination of fruits and vegetables.** Each student shall make sure that his/her plate is stacked in an orderly fashion when done eating.

PLEASE read the STUDENT MEAL POLICY in the POLICY section of this Handbook.

FUND RAISING

At various times classes, clubs and organizations sponsor fund raising projects. All projects must be cleared with the administration prior to involvement. Refer to policy IGDF Student Fundraising activities.

HAT GUIDELINES

1. No hats, caps, or head wear (bandanas, etc.) are allowed in the building during school hours unless designated for a special day with direction from the teacher.
2. All hats must be removed when the National Anthem is being played, when the Pledge of Allegiance is being said, or when any other salute to the flag is being displayed.
3. Hats may be worn during athletic events.
4. No hat swatting or hat throwing will be permitted.
5. Hats cannot advertise drugs, alcohol, tobacco, or display any type or form of obscenity.
6. No hats, caps, or headwear is allowed for any official school photo. This rule also pertains to senior photos for the class composite. Approval must be granted by an appropriate school administrator.
7. Any one particular student who violates the rules three or more times will be disciplined by the appropriate school administrator. The student discipline may include in-school or out-of-school suspension, removal from school events, or being unable to participate in school events for a stated period of time.

Headlice

Parents will be notified and a child will be sent home until the child is nit free as determined by district administration or designee. Repeated infestations may result in notification to the Department of Social Services.

LIBRARY MEDIA CENTER

No food or beverages are to be brought into the library **at any time**.

Newspapers, magazines, and reference books may be used only in the Library Media Center. Articles are not to be cut out of newspapers or magazines. Please return materials to the proper shelves. Other books may be checked out for a period of two weeks. Returned books should be placed in the box in front foyer.

Students may use the Library Media Center while in study hall if they have a pass from the teacher giving the assignment. Other students may come to the Library to read, study or check out materials. Group study is not permitted in the Library without approval of the librarian. At the end of the time in the Library, return materials to the shelves or the circulation desk and return chairs to where they belong. Do not move the tables around.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the school district, with certain exceptions, obtain written consent from a student's parent or guardian prior to the disclosure of personally identifiable information from a student's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have informed the District that prior written consent is required before disclosing the directory information. The primary purpose of directory information is to allow the district to include this type of information from student's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if 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 the District provide military recruiters, upon request, with the names, addresses and telephone listings of the students unless parents or guardians have advised the District that they do not want their student's information disclosed without their prior written consent.

If you do not want the school district to disclose directory information from your child's education records without prior written consent, he or she must notify the District in writing within thirty (30) days of the beginning of the school year or, if enrolling after the beginning of the school year, within thirty (30) days of enrollment.

The district has designated the following information as directory information:

[Note: an LEA may, but does not have to, include all the information listed below.]

1. Student's name;
2. Address;
3. Telephone listing;
4. Name(s) of Parent(s)
5. Photograph;
6. Date and place of birth;
7. Dates of attendance;
8. Participation (including video) in officially recognized activities and sports;
9. Grade level;
10. Degrees, honors, and awards received;
11. Participation in officially recognized activities and sports;
12. Weight and height of members of athletic teams.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

NOTICE OF RIGHTS- STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians, and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the District receives a request for access. Parents or eligible students should submit to the school principal a request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the District to amend the records should write the school principal, clearly identify the parent of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's academic records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a personal employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District 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 Avenue, SW
 Washington, DC 20202

FERPA permits the disclosure of Personally Identifiable Information (PII) from students' education records, without the consent of the parent or eligible student, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, FERPA regulations requires the school to record the

disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student-

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This included contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or other parties to whom the school has outsourced institutional services or functions, provided that certain conditions are met.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to certain requirements.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to certain limitations.
- To organizations conducting studies for, or on behalf of, the school, in order to:
 - a) develop, validate or administer predictive tests;
 - b) administer student aid programs; or
 - c) improve instruction
- To accrediting organizations to carry out their accrediting functions.
- To parents of a student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to certain limitations.
- Information the school has designated as "directory information."

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Notice of Rights- Student Surveys

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to

- Consent before students are required to submit to a survey that contains one or more of the following protected areas ("protected information survey") if the survey is funded in whole or part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships; such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of-
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State Law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use-

1. Protected information surveys of students;
2. Instruments used to collect personal information from student for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational system.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through US Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or part by the ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5

SCHOOL LOCKDOWN DRILLS

McCook Central will have school lockdown drills during the course of the school year. The purpose of these drills is to help protect students if there would be any type of violence happening in the school. (Added July 3, 2008)

LOCKERS

Students will be assigned an individual locker. Lockers are the property of the school and are loaned to the students free of charge. They could be subject to searches if reasonable suspicions exist. Locker doors are to be closed each time the student leaves the locker. The school will not be responsible for stolen articles. Locker inspections will occur so students should keep their locker in acceptable condition. **NOTHING IS TO BE STORED ON TOP OF LOCKERS OR ON THE FLOOR. HALLWAYS ARE TO BE KEPT FREE OF ALL OBSTACLES.**

NEW STUDENT (TRANSFER) ENROLLMENTS

Students transferring into McCook Central will begin their enrollment once their complete cumulative file has been received and reviewed by the appropriate building principal.

PLAGIARISM

Plagiarism by students has become of grave concern to staff members when it comes to material that is to be handed in for the purpose of assessment. Plagiarism as defined in *The American Heritage College Dictionary* 1. to use or pass off as one's own (the ideas or writings of another.) 2. To appropriate for use as one's own passage or ideas from (another). Plagiarism by a student could result in being asked to redo the work at ½ credit and the parents will be notified. If a 2nd offense occurs a failing grade will be given and further consequences will be determined by administration. Staff members will review the act of plagiarism and its possible consequences with their students at the beginning of each semester and at appropriate times during the semester. (Added July 11, 2005) (Revised July 10, 2017)

SCHOOL CANCELLATION

Should school be cancelled or dismissed early because of weather conditions, please refer too KELO.com or KSFY TV. In the event that school is cancelled or dismissed activities and practices will be held at the discretion of the administration.

The district has also subscribed to the Bright Arrow Parent Contact broadcast system. This system will alert you within minutes of any emergency or unplanned event that merits an early dismissal, late start, or no school. Your

call will be sent to the phone numbers you provide the school with (ie. home phone and cell phone numbers). Note, that when the call is answered, there will be a brief pause before the message begins. **PLEASE BE SURE TO KEEP YOUR PHONE NUMBERS CURRENT WITH THE SCHOOL IN CASE AN EVENT WOULD HAPPEN TO OCCUR.**

Parents are **required** to provide the school with information on where their children are to go if busses are not able to depart from the school because of weather conditions. Make your plans now – it may be one of those years!

SCHOOL SPIRIT

School spirit may be divided into three categories:

1. Courtesy- Toward teachers, fellow students, visiting opponents, and the officials of school athletic activities.
2. Pride- In everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship- The ability to win and lose gracefully. School spirit means loyalty to all school functions. A loyal student supports the school and does his/her utmost to keep scholastic and activity standards at the highest possible level.

STUDENT/PATRON GRIEVANCE PROCEDURE

A. **DEFINITION:**

1. A student/patron grievance is a complaint by a person or a group of persons attending the McCook Central School District 43-7, made either individually or by a duly recognized student/patron group that there has been a violation, misinterpretation or inequitable application of any existing agreement, policy, rule, or regulation of the school district and/or regarding the implementation of federally funded programs.
2. An “aggrieved person” is the person or group of persons filing the grievance.
3. The term “teacher” is considered to be any certified professional employee not classified as administrative personnel.
4. The term “principal” is considered to be the administrator in charge of supervision of the “teacher” that the complaint is being made against.
5. The term “superintendent of schools” is considered to be the education leader of McCook Central School District 43-7.
6. The term “school board” is considered to be those individuals elected to serve the district as a board of education.

B. **PRINCIPLES:**

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems that may arise affecting the students.
2. Any student/patron or group of students/patrons has the right to, at any time, present any grievance to such persons or board through such channels as are designated for the purpose.

C. **TIME LIMITS:**

1. Since it is important that grievance be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum. The time limits specified may, however, be extended by mutual agreement in writing.
2. The time limits set forth will be reduced so that the grievance procedure may be completed prior to the end of the school year or as soon thereafter as it is practicable.
3. It is required that a person files a grievance within 30 calendar days after the alleged violation.

D. **INFORMAL PROCEDURES:**

1. If a student/patron, or group of students/patrons, has a grievance, he, she, or they shall first discuss the matter with the teacher to whom he, she, or they are having the grievance with.
2. If, after such discussion, he, she, or they have the right to have the grievance brought to the principals to resolve the problem informally.

E. **FORMAL PROCEDURES:**

1. If the aggrieved person or persons are not satisfied with the disposition of the problem through informal procedures, he, she, or they will have three calendar days to submit the claim as a formal written grievance to the principal.
2. The principal shall within five calendar days render his or her decision and its rationale in writing to the aggrieved person or persons, with a copy to the superintendent of schools for his or her files.
3. If the aggrieved person or persons are not satisfied with that disposition of the grievance at the principal level, or if the decision has not been rendered within five calendar days after the presentation of the grievance in writing, he, she or they may file the formal written grievance with the superintendent of school within three calendar days of the principal’s decision.

4. The superintendent of schools or his or her representative shall act within ten calendar days after receipt of the grievance to meet with the aggrieved person or persons for the purpose of resolving the grievance. A full record of such meetings shall be kept by the superintendent. The superintendent shall within three calendar days of the hearing render his or her decision and its rationale in writing to the aggrieved person or persons with a copy to the school board.
5. Representatives of the aggrieved shall have the right to attend and participate in the meeting of the superintendent with the aggrieved person or persons relating to the grievance presented to the superintendent.
6. If the aggrieved person or persons are not satisfied with the disposition of the superintendent, he or she may file within three calendar days the grievance to the school board.
7. After receiving the written grievance, the school board shall meet with the aggrieved person or persons and the aggrieved representatives, if any, at the next regular scheduled board meeting for the purpose of resolving the grievance. The decision of the school board shall be rendered in writing within five calendar days and shall be final.
8. Parents have the right to contact the Department of Education if they are not satisfied with the School Board's decision.
9. Nothing contained in here shall deprive any student, teacher, principal, superintendent or school board of any legal right.

TEXTBOOKS

Each student will be responsible for the textbooks issued to him/her at the beginning of the year. The student will make note of the condition of his/her book on a form provided when the book is issued and the teacher will check it upon its return. If the book is in bad condition, at the end of the year it will be necessary that the student pay for the repair of the book.

By covering your textbooks with a book cover and not marking the assignment in it, you will find that your fines will be practically nil. In case a student's book is lost or completely destroyed, he/she will be charged the replacement cost of the book.

TORNADO DEFENSE PLAN

There are several factors that must be taken into consideration when developing plans for tornado preparedness.

TIME

1. Your immediate action may mean life or death
2. Keep calm
3. Use standing position if necessary, or use kneeling position, crouched down, with your knees against the wall, arms over your head.
4. Close windows and doors, if time permits

DESIGNATED AREAS

1. Preschool- Elementary Girl's Bathroom
2. Head Start- Elementary Girl's Bathroom
3. Kindergarten- Elementary Girl's Bathroom
4. 1st Grade (Blindert)- Art/Music Library/Elem Office
5. 1st Grade (Krueger)- Art/Music Library/Elem Office
6. 2nd Grade (Mrs. McGregor)- Elem Boy's Bathroom
7. Title/Behavior Room/Students in Wheelchairs – Behavior Room
8. Elem SPED- Lunchroom
9. 3rd Grade- Lunchroom
10. 4th Grade- Lunchroom
11. 5th Grade- Lunchroom
12. Elem Computer Lab- Lunchroom
13. APR - Lunchroom
14. Lunchroom Serving Area- Stay in Place
15. OT/PT- Stay in Place (if in old music library)
16. Speech- Stay in Place

17. Counselor- Stay in Place
18. HS/MS Special Education- Interior therapy rooms
19. Band/Choir- New boy's/girl's locker rooms
20. Gym Class- Old Boy's/Girl's locker rooms
21. Commons Area Study Hall- Nurse's office/conference room/file room
22. Mr Rasmussen- Science addition bathrooms
23. New DDN Room- Stay in place
24. Mr Lyon, Mr. Durfee, Mrs. Anderson- Stay in place
25. Art- Stay in Place
26. Mrs. Chase and Ms. Bathke- Art/DDN Rooms
27. Library- Main DDN
28. Main DDN- Stay in place
29. AG/Shops- interior AG room
30. 2nd Floor South (Evans, Lynch, Gottlob)- New commons bathrooms
31. 2nd Floor West (Eickman, Schmidt, Health)- Anderson/Lyon Rooms
32. Wrestling Room/ Balcony PE- Old girl's locker room/old gym bathrooms
33. Admin/ISS- Nurse's office/file room/conference room
34. Teacher Workroom- new staff restrooms

REMEMBER

A tornado watch given by the NWS means that conditions are right for a tornado to develop. A tornado warning means a tornado in the area is imminent. Students will remain in the protective shelter until the all clear is given by school authorities.

Parents with elementary students should read on into the Elementary (Yellow) Section for more detailed information regarding elementary students.

Parents with High School and Middle School students should read on into the High School/Middle School (Blue) Section for more detailed information regarding Middle School and High School students.

PLEASE review the POLICIES (Gold) section of this Handbook for:

- 1) Acceptable Use Policy (computers/network/email) – there is a form you must sign for this.
- 2) Sexual Harassment Policy
- 3) Title I Policy – (K-6 Students) – there is a form you must sign for this (K-6 students/parents only).
- 4) Training Policy and Participant Standards (Disciplinary Procedures)

FORMS in the FORM (Purple) Section must be completed and returned to the office by the end of the first week of school!

ELEMENTARY SECTION

ATTENDANCE
(revised July 10, 2017)

Daily School Hours (K-4):

Start Time:	8:15 AM
Noon Recess:	20 minutes
Afternoon Recess:	15 minutes
Dismissal Time:	3:20 PM

Non-bus riding elementary students are asked not to arrive on the school grounds prior to **8:10** in the morning unless requested to do so by the student's teacher or activity director. Students who eat breakfast at school may arrive as early as 8:00 AM.

Regular attendance directly relates to a student's ability to achieve in school. When students are absent, they miss class instruction, presentations, discussions, and student-teacher contact; all of which are difficult to make-up after the absence. In order to encourage regular attendance, the following procedures will be in place:

All absences from school must be cleared by the child's teacher the morning following each absence. Even though an absence is excused, it is not considered as a day in school unless the absence is school related. Both unexcused and excused absences count towards the 8 absences in a semester. After a student has accumulated 4 absences in a semester, phone call will be made to the parents advising them of the 4 accumulated absences. After 5 absences in a semester, a formal letter will be sent to the parents advising them of a potential problem and that their child will make up the time after school for any more days missed.

A written excuse signed by a parent or guardian or a telephone call to the office is required for all absences. **For the safety of our child, if your child is not in school by 9:00 AM and the office has not been contacted, a phone call will be made to your home or cell phone. If a note or call is not received within 1 day of the absence, it will be marked down as UNEXCUSED!**

Absences: A student may not miss more than 8 days in a semester with the exception of excused absence reasons listed below.

Excused Absence Reasons:

1. Attendance at a funeral.
2. Reasons requiring a Doctor or other medical professional appointment. **A note is required from the doctor/or other medical professional. Please bring this to school the next day following the appointment or evidence of the appointment.** Otherwise the absence will be marked as unexcused. This does not include a parent's appointment. This will be marked as unexcused.
3. Attendance at a school endorsed activity.
4. Extreme emergencies/circumstances approved by administration. If you have a special case, you should confer with the principal the day before the absence if possible.

Students absent from school for other reasons than listed above will be disciplined and will count against the 8 day maximum per semester and require a phone call or note to the student's parent/guardian. A student that exceeds the 8 days may be considered truant and a letter will be sent to the parent and the States Attorney (SDCL 13-27). Truancy will result when a student has **more than eight (8) absences per semester** that have not been cleared and approved as excused in writing by the principal. Parents/Guardians that habitually fail to have a child at school without extenuating circumstances may be cited per SDCL13.21.11

Tardiness-A student is tardy when he/she is not in their assigned at the designated school start time. Excessive tardies will make it necessary for the student and parent to meet with the school administration to discuss the problem. Students will be allowed 4 unexcused morning tardies per quarter, after which the student will make up time after school with the principal. More than 2 tardies a semester will count against a student earning perfect attendance. The principal has the right to reject or approve all tardies.

BOOK SALES

Students may purchase individual reading books from various book companies. Money will be collected and mailed by the child's teacher. If paying by check, make the check payable to the child's teacher.

Points and credits received from a book company for the purchase of books will be used to select extra books to be awarded to the room's students or the points and credits shall be used to select items or books for the use of all students in the classroom.

The purchase of books is not mandatory for any student at any level and no teacher or individual will profit from any sales.

CONDUCT

Students are expected to conduct themselves in a respectable and responsible manner at all times.

Students are expected to be as quiet as possible when passing in the halls, in the restrooms, and in the lunchroom. When in line, students are expected to walk single file, two or three feet behind the person in front of them with their arms at their sides or behind their back. Students should face forward at all times with absolutely no talking. **Students are expected to keep their hands off the walls.** PBIS conduct will be expected to be followed by all students.

Teachers discuss their classroom and playground rules and policy with the students at the beginning of each quarter.

GRADING REPORTS

Grading is an important function of the school. Grades provide information to both the teacher and the parent on the progress of the student. Not all courses can be graded in the same manner and consequently it is up to your teacher to determine an equitable method of arriving at marks.

Those parents who have access to the DDN Campus program may access their student's academic progress at their convenience. Staff members are required to up-date their grade book by 3:30 PM on the first day of each week. Quarter grade reports will be issued to all students at the end of each quarter. At scheduled parent teacher conferences, parent(s) or guardian(s) will be presented with a grade report on last issuance. (Amended July 11, 2005)

GRADING SCALE

McCook Central Elementary uses a Standardized Based Report Card. The classroom teacher may provide a checklist for the parent to help identify their child's weakness and strengths. This information is pertinent in helping with your child's academic progress throughout the school year and summer months.

The classroom teachers will be using the same verbiage on their report cards as the SMARTER BALANCE test to assist parents in understanding their child's grades in connection to the state test and our current grading system.

Below is a definition for each grading level:

Advanced – Above grade level

Proficient – At grade level

Basic – Below grade level (may need other academic interventions)

Below Basic – In lower 25% of students nationally (in need of other academic interventions)

S – N – U – I marks may be used by some of the specialty classes (Music, PE, Computers, etc.)

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be held after the first and third 9-week periods. Individual conferences may be called by the teachers, or the parents, as needed. The conferences will provide the opportunity to visit with the child's teacher. This is subject to change.

PERMISSION TO LEAVE THE SCHOOL PREMISES

Emergencies only and the teacher and office need to be notified.

PLAYGROUND RULES

Students are expected to treat other students and school personnel with respect.

Students are to respect school property and the personal property of others.

Students are expected to use appropriate language at all times. **NO PROFANITY!!**

Snowballs, rocks, or other objects that may harm others, are forbidden to be thrown on the playground.

No sliding on the ice. No playing on wet, muddy grounds.

No wrestling or contact games will be allowed; touch football only.

During recess, students will ask the teacher on outside duty for permission to go back into the building for whatever purpose. This includes the entryways.

No equipment from home is to be used during recess. This means no skateboards, roller skates, etc.

Unsatisfactory play by a child will cause them to go to a "time-out" area designated by the playground supervisor.

Horizontal bars are for play and shall be shared with all those who wish to use them.

Play will be on the EAST side of the school building at all times.

Students may not leave fenced area without permission.

No bullying.

REPORT CARDS

Report cards are given to parents at the end of the first and third 9-week periods. These report cards are given out during the conference between the parent, student, and teacher. Students will receive their report card to take home at the end of the second and fourth 9-week period.

SCHOOL STUDENT SUPPLIES

Each year, prior to the start of the school year, a list of student needed supplies for each grade level is published in the Salem Special. Any special classroom supplies will be requested in writing from the child's teacher to the child's parents.

HIGH SCHOOL/ MIDDLE SCHOOL SECTION

HIGH SCHOOL ACADEMIC LETTER

(McCook Central Honor Society)

A student may earn an academic "letter" by maintaining at least a 3.50 grade point average or better on a 4 point scale. A student "letters" by earning the appropriate grade point average in three out of four quarters of the academic year and meets the minimum attendance requirement.

To be eligible a student must be enrolled as a full time student. A full time student is defined as someone enrolled in a minimum of six academic classes or five academic classes plus band and vocal. When a student "letters" the first year, he/she will receive a certificate and a chenille award.

SCHOOL ACTIVITIES IN THE EVENING

On occasion, students will be working in the evening on various school activities-plays, homecoming, FFA, FCA, Prom, etc. Every effort will be made to dismiss the students no later than 10:00 PM. No events will be scheduled on a Wednesday evening after 6:00 PM.

ANNOUNCEMENTS

Daily announcements will be read by instructors to the Middle School students at the beginning of 2nd period each day. High School students will be allowed to read the announcements from their Tablet PCs at the end 2nd period.

All announcements should be turned into the office by 8:45 for inclusion on the daily bulletin. These announcements are also accessible to the parents by going to the school website www.mccookcentral.k12.sd.us and clicking on announcements after 9:30 AM every day.

AUTOMOBILE & MOTORCYCLE REGULATIONS

All students who drive vehicles, which include motorcycles, to and from school are to park them in places designated by school officials and leave them there for the remainder of the day. Vehicles are not to be driven during school hours unless cleared through the Superintendent or Principal's office. Riding in a vehicle during school hours without school permission is also a violation of the same rule. All student vehicles could be subject to searches if reasonable suspicions exist for such searches.

BELL SYSTEM

The automatic bell system in operation allows three (3) minutes for passing between classes. This allows students ample time to pass between any of the rooms in the building. It does not allow time for loitering. It should not be necessary for students to stop at lockers between each class.

There is also a warning bell to remind students that school is about to start in the morning,

BULLETIN BOARD

Each student should read the bulletin board in the hallway at least twice a day. Failure to observe the announcements will not excuse students from their responsibilities.

CLASS ORGANIZATIONS

Each class will have a class organization that will carry on the business matters of each class. The advisors will be appointed by the school administration.

Some of the activities that the class is responsible for are the homecoming float, banquets, money raised by the class and class sponsored activities. More information will be given each class by the advisor during the year. The student council may delegate certain duties to the class whenever it may be necessary.

COLLEGE VISITATIONS (POST-HIGH PLANNING)

Seniors are allowed two days for the purpose of post-high planning. It is expected the seniors will choose days that will not conflict with pre-scheduled tests or other school activities.

Juniors are allowed one day to visit a technical school, college, or military of their choice. (Added July 3, 2008)
The following requirements must be met:

1. **A written request from the student's parents must be given to the office at least *one week before the planned post-high visit.***
2. No more than six (6) students will be excused on the same day for the purpose of making post-high visitations.
3. The student must complete a post-high visitation form, which will be furnished by the high school, and have it signed by a college official. This form is to be returned to the principal's office the following day.
4. Visitations must be made before May 1.

5. Post-high visitations cannot be taken the day before or the day following vacation periods unless special permission is granted by the office!

DETENTION

The purpose of this action is “to maintain a better educational attitude at McCook Central School.” The vast majority of students are in school for an education and by eliminating misconduct; this goal may be more readily achieved.

Detention is for students that can’t behave in halls, classrooms, and lunchroom. Students placed on detention will report to the principal’s office immediately following the last period. Teachers giving detention for classroom misbehavior will have the students report to their classroom to serve their detention. If teachers are sponsoring a school activity after the school day, then the students should be sent to the principal. Missing detention will result in double time on 1st violation and in-school suspension on second violation of same detention. Detention will aid in that discipline area where the behavior is disruptive, but not severe enough for suspension or expulsion. It is a type of discipline where only the misbehaved student is punished rather than the entire class.

“Students should be responsible for their own actions. We need the cooperation of students, teachers, and especially parents for the program to be effective.”

DUAL CREDIT POLICY

Adopted 12/10/90

Amended July 14, 2014

The Board of Education believes that the educational program should be suited to the needs of each individual. To this end, on a selected basis, a pupil may receive dual credit enabling him/her to receive simultaneous high school and college credits.

Receiving simultaneous high school and college credit is an excellent opportunity for high school students planning to pursue post-secondary education. Dual credit will be afforded at McCook Central High School under the following conditions:

1. Dual credit is available only to junior and senior level students.
2. The student may enroll in only two off campus college level dual credit courses each semester for two consecutive years.
3. Each approved dual credit college class must be equivalent to at least a 3 hour or 4 hour semester credit level course.
4. The dual credit course(s) must meet the approval of the college institution involved and the local public high school.
5. A student who is dually enrolled in McCook Central High School and a college course(s) may still maintain his/her class load requirements. The dual credit course may be included in the minimum number of courses required each semester at the local public school.
 - a. A student enrolled in dual credit course(s) may be excluded from the class load requirement upon mutual agreement of the student, parent/guardian, counselor, and building principal. This decision must be in writing prior to beginning dual credit enrollment, with a copy distributed to all individuals and an additional copy to be placed in the students file.
6. The student will be classified as a full-time student at McCook Central High School and must adhere to all the rules, regulations, and policies of the local school system.
7. Graduation requirements and course load requirements may or may not be waived by the administration for dual credit students.
8. Fees and costs associated with dual credit course(s) are the responsibility of the student and family (guardian).

EARLY GRADUATION POLICY

Adopted August 13, 2007

Graduation in less than four full academic years will be discouraged. However, students who will meet the graduation requirements by the end of their first semester senior year or final semester of the junior year, must submit a letter of application to the principal not later than the second week in the second semester prior to the date of the intended graduation. This letter of application must be signed by the student and the student’s parent(s) or legal guardian(s). A committee conference will then be held with the student, parent(s), or legal guardian(s), guidance counselor, and appropriate principal. If the committee recommends early graduation, a letter will be sent to the superintendent and the school board that must be signed by all committee members. A final determination will be made by the school board at their regularly scheduled meeting.

Criteria for early graduation may include:

1. A student must have earned a minimum grade point average of C or 2.0 on a 4.0 scale in all required courses to be eligible for early graduation.
2. Family moving from the district (parent(s) verification required).
3. Entering post-secondary education-vocational/technical school or college (verification required from the school official where the student will be enrolling).
4. Student is one year or more behind in grade level from the year in which the student entered first grade.
5. No student will receive a signed diploma until all credits for graduation are verified (completed).
6. The school board reserves the right to award early graduation to students for any unusual circumstances, which they deemed valid.

Student criteria for early graduation shall include:

1. The student must have a minimum of a 2.0 cumulative grade point average for grades 9-11, with a 2.5 grade point average in the last semester of attendance in high school.
2. The early graduation application form signed by the parents and committee members as well as the student, is to be filed in a timely manner in the guidance office, principal's office, and in the student's permanent file.
3. A committee meeting to include all required members as stated above must be held.
4. A student must not need more than 3 total credits (six ½ unit courses) in the last semester in order to graduate early. In addition, only 1 (one) independent study class, extension class, or 2 (two) dual enrollment courses may be counted in the 3 total credits necessary the last semester in order to meet early graduation requirements.
5. The school board reserves the right to amend these student criteria requirements, as they deem valid or necessary.

Legal Reference: ARSD 24:03:06:05; and 24:03:06:06

ELIGIBILITY FOR ACTIVITIES (PARTICIPATION)

HIGH SCHOOL AND MIDDLE SCHOOL

Amended July 14, 2014

The following eligibility requirements set by the SDHSAA must be met before any student can participate in the school interscholastic athletic program. Coaches should know these and discuss with all members of their team.

GENERAL REQUIREMENTS-Only undergraduates or students who have not fulfilled requirements for graduation by attending high school for four first and four second semesters of high school and no more than eight semesters in all are eligible to participate in interscholastic activities as representatives of a member school and in addition a student must meet the following requirements:

- a. Must be under 20 years of age at the time of participation.
- b. Must be enrolled no later than the sixteenth school day of the current semester.
- c. Must have successfully completed twenty (20) hours (4 classes) of high school work per week in courses approved for graduation by the state educational authority for the preceding semester for the most recent semester of attendance in any school. For the purposes of this subsection, enrollment in school for fifteen school days or participation in one (1) or more contests shall constitute a semester in determining eligibility. Provided however the Board of Control shall have the right to waive the 15 day attendance rule when and if a student withdraws from school after 15 days of attendance as a result of an injury or illness and does not return to any school for the remainder of the semester and he/she does not receive any high school course credits and he/she has not participated in one or more inter-school contests. The Board of Control of this Association shall request proper affidavits from the student's attending physician attesting to the fact that the injury or illness necessitated his/her withdrawal from school.
- d. Students must be passing **all enrolled classes** to be eligible for extracurricular activities. Any student receiving a failing grade during weekly grade checks will be ineligible from extracurricular activities until the assigned teacher of the failing class reports the student has successfully earned a passing grade. Teachers will make every effort to grade missing work in a timely manner, but students will be respectful of teacher time restraints to review missing work.
- e. Must maintain regular attendance in school. Eight consecutive days absent may cause loss of credit. (Discretion will continue to be used for family trips and lengthy illness under doctor's care.)
- f. Must not transfer to or from another school without a change in address for their parents.
- g. Must have on file in the athletic director's office a signed physical examination and parent's permission form.
- h. **MUST NEVER:**
 1. compete under another name
 2. compete for an independent team or pick-up team during the practice or game season.

3. compete for an institution of higher learning while still in high school.
4. accept money awards beyond the SDHSAA limits.

NOTE: There are exceptions to the above rules. Consult your coach or principal if any question arises.

EXTRA CURRICULAR ACTIVITIES/ORGANIZATIONS/CLUBS

Instrumental Music

- a. Concert Band
- b. Pep Band
- c. Marching Band
- d. Jazz Band
- e. Flags

Vocal Music

- a. Mixed Chorus
- b. Boys' Chorus
- c. Girls' Chorus
- d. Solos
- e. Ensembles
- f. Vocal Jazz
- g. Madrigal

Performance Arts

- a. Declam/Oral Interp
- b. One-act Plays
- c. All School/Musical Plays

Clubs-Organizations

- a. FFA
- b. FCA
- c. Student Council
- d. National Honor Society

Athletics

- a. Girls' Cross Country
- b. Boys' Cross Country
- c. Football
- d. Girls' Basketball
- e. Wrestling
- f. Volleyball
- g. Boys' Basketball
- h. Girls' Track
- i. Boys' Track
- j. Cheerleading
- k. Boys' Golf
- l. Girls' Golf

Journalism

- a. School Newspaper

Activity Specials

- a. Awards Program
- b. Christmas Concert
-Band & Vocal
- c. Spring Concert
-Band & Vocal
- d. MCHS Academic
Bowl
- e. State Conventions
-FFA, Student Council
- f. Homecoming
-Coronation
-Parade
-Dance
- g. Banquets
-Jr/Sr Prom
-Music
-FFA
-Athletic
-Music
-NHS

GRADE REPORTS – HIGH SCHOOL AND MIDDLE SCHOOL

Those parents who have access to the DDN Campus program may access their student's academic progress at their convenience. Staff members are required to up-date their grade book by 9:00 AM on Mondays. Students who are receiving a grade below a D- will be required to attend homework help after school or before school the following Monday through Thursday for a minimum of 30 minutes every day. Students with multiple missing assignments will also be required to stay for homework help. Parents will be notified on Monday (by phone call or email) if their child is receiving a grade below a D-. Grade reports will be issued to all students at the mid-term of each nine week, quarter grade will be issued to all students at the end of each quarter, and semester reports will be issued to all students at the completion of each semester. At scheduled parent-teacher conferences, parent(s) or guardian will be presented with a grade report of last issuance.

GRADUATION REQUIREMENTS - BOARD OF REGENTS

(Revised June 28, 2007)

Minimum course requirements for South Dakota public college students admitted to a baccalaureate degree program are as follows:

- a. Four years of English- (Consisting of 1 ½ cr. Writing, 1 ½ cr. Literature (including Am Lit), ½ cr. Speech, and ½ cr. of other language arts.)
- b. Three years of Mathematics- (Algebra, Geometry, Trigonometry or other advanced mathematics – may not include arithmetic, business mathematics, general mathematics or other similar courses.)
- c. Three years of Laboratory Science- (Courses in biology, chemistry, or physics in which at least one regular laboratory period is scheduled each week.)
- d. Three years of Social Studies- (1 cr. US History, ½ cr. Government, ½ cr. Geography, ½ cr. World History, and ½ cr. Social Studies elective)
- e. Two years of Required Offerings- (World Language, Computer Studies (McCook Central requires 1 cr.), Approved Career & Technical Education - World Language-2 cr. required in same language for Distinguished Diploma)
- f. One year of Fine Arts- (Art or Music-Appreciation, Analysis, or performance.)
- g. One half year of Economics
- h. One half year of Health or Physical Education

Students must complete a minimum of 25 credits (starting with the Class of 2016).

GRADUATION REQUIREMENTS – STATE BOARD OF ED & McCOOK CENTRAL SCHOOL DISTRICT
AS FORMERLY RECOMMENDED BY THE STATE BOARD OF EDUCATION
AND McCOOK CENTRAL SCHOOL DISTRICT
Amended July 14, 2014

Specific units of credit required for high school graduation*.

- 1) English - 4 units of English/Language Arts which include a minimum of the following:
 - a) 1 ½ units of writing
 - b) 1 ½ units of literature, including ½ unit of American literature; and
 - c) ½ unit of speech
- 2) Social Studies - 3 units of social studies which include a minimum of the following:
 - a) 1 unit of US History
 - b) 1 unit of US Government and
 - c) ½ unit of geography
 - d) ½ unit of World History
 - e) ½ unit of Econ)
- 3) Math – 4 units of mathematics which include a minimum of one unit of Math I, Math II, Math III, or higher
- 4) Science – 4 units of laboratory science which include a minimum of one unit of Physical Science, Biology and higher
- 5) Computers – 1 unit of laboratory computer studies
- 6) Fine Arts – 1 unit of fine arts
- 7) One on-line class prior to graduation (starting with the Class of 2016).
- 8) Careers – ½ unit
- 9) Ten (10) hours of community service (starting with the Class of 2016).

Students must take a Math, Science, and English class every year of high school.

*See curriculum guide on the McCook Central website for State Graduation Tracks.

Credit for certain vocational education courses may be used to partially satisfy required course credit in English, mathematics, social science, and science. Up to one unit of credit from vocational education courses may be substituted for required course credit in each of these academic areas. Required course credit earned in this manner shall be accounted for on the student transcript, identifying the vocational education courses approved and applied toward the credit.

Source: 10 SDR 111, effective April 24, 2984; 11 SDR 96, 11 SDR 112, effective July 1, 1985; 16 SDR 214, effective July 12, 1990; 23 SDR 31, effective September 8, 1996; 27 SDR 75, adopted February 6, 2001; 29 SDR 140, effective April 21, 2003.

General Authority: SDCL 13-1-12.1, 13-3-47.

Law Implemented: SDCL 13-3-1.4, 13-33-1.

A High School Diploma certifying the completion of the requirements for graduation will be awarded each student having completed such requirements. Those who do not qualify for a diploma will receive a Certificate-of-Attendance providing the students have met the attendance requirements. Students are expected to be involved in class six periods per day. This allows students one study hall.

HALLWAY TRAFFIC

To relieve congestion in the halls, students should keep to the right. In going up and down stairs, keep to the right and stay in single or double file. Do not run in the halls and please be courteous to those unable to move as quickly as you would like.. Handrails are available. Please use them to avoid accidents.

HONOR ROLLS/GRADING SCALES

The Honor Roll is based on the following:

A Honor Roll

3.67-4.00 GPA

B Honor Roll

2.67 to 3.66 GPA

To be eligible for consideration on the honor roll, a student must not have any D-'s, F's, or I's.

Points are earned from grades received in the core classes (Math, Social Studies, Science, and Language Arts) plus those exploratory courses that are graded.

Point System is as follows:

AP COURSE HONOR ROLL/GRADING SCALE:

100+ =A+	=4.00 points	A = 5.0
99-96 =A	=4.00 points	B = 4.0
95-94 =A-	=3.67 points	C = 3.0
93-90 =B+	=3.33 points	D = 2.0
89-88 =B	=3.00 points	(added July 3, 2008)
87-85 =B-	=2.67 points	
84-81 =C+	=2.33 points	
80-79 =C	=2.00 points	
78-75 =C-	=1.67 points	
74-73 =D+	=1.33 points	
72-70 =D	=1.00 points	
=D-	=0.67 points	
69-0 =F	=0 points	

McCOOK CENTRAL HONOR CHAPTER

(McCook Central Honor Society)

(Revised July 3, 2008)

McCook Central High School is a participating school in the National Honor Society program. Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. The NHS has worked to bring the accomplishments of outstanding students to the attention of parents, teachers, peers, and community. Chapters in more than 22,000 high schools across the nation strive to give practical meaning to the society's goals of scholarship, service, leadership, and character.

These four ideals have been considered as a basis for your selection. No student is inducted simply because of high academic average. The National Honor Society strives to recognize the total student; one who excels in all these areas.

Membership into the McCook Central Honor Chapter is based on a "B" (3.5) average, as well as the qualities of character and personality, service and leadership. In addition, there are four local requirements for membership consideration: 1) having not been convicted of an alcohol or drug offense one calendar year prior to membership consideration, 2) having not been in violation of the McCook Central Participants Standards and Training policy one calendar year prior to membership consideration, 3) must not be in violation of the McCook Central attendance policy during the school year a student is up for membership consideration, 4) having not been suspended from school or class at any time one year prior to membership consideration. (Amended July 11, 2005)

CHARACTER & PERSONALITY

Consideration and respect for self, teachers, students, and property

Neat in appearance, clean, and clothed properly

Influences others positively

Dependable and punctual in attendance, assignments, and commitments

Honest, friendly, and sincere

SERVICE & LEADERSHIP

Dedicated to high principles and works to that direction

Cooperates with classmates, teachers and community

Active participant in classroom and extracurricular activities (minimum of 2)

Involved in school, church and community activities

Capable of leading and following as required

Students who wish to be selected for the National Honor Society will be interviewed by a committee composed of the high school principal, elementary principal, superintendent, school counselor, and a high school teacher.

INDEPENDENT STUDY POLICY

(Revised July 3, 2008)

McCook Central High School will recognize credits toward graduation from independent study courses taken at McCook Central High School or courses taken through an approved independent study program that meets the requirements of the State of South Dakota and the McCook Central Board of Education. These courses must be for enrichment or for make up only. All courses must receive approval from the McCook Central administration and the local school board prior to enrolling in the course. An independent study course will not replace the regular curriculum set forth by the McCook Central School Board.

If a student has not completed the work in a normally scheduled class at the end of the term, he/she may receive an incomplete. After two weeks this incomplete may become an F. If at the end of the semester a student receives an F through failing to complete the work or due to poor academic performance, they may request through the high school principal a plan of study to meet their course requirement. The principal has the right to reject a student's request for a plan of study if he/she feels the student's situation does not merit a plan of study. This process allows the student to complete the course requirements without having to retake the entire course. This plan will have a certain date completion time frame that is mutually agreed to by the instructor and the student. If the student completes the work successfully in the allotted time, the F will be removed and a D will be placed on the permanent record.

McCook Central High School will allow students to take independent study courses taught by members of the McCook Central Public School faculty under the following conditions:

- A. The student must demonstrate some extraordinary need that cannot be met by the regular curriculum within the regular schedule.
- B. The class must meet the requirements as set forth by the state board of education and the local school board.
- C. Students are entitled to the same due process rights that are afforded any student in any program at McCook Central High School.

LEAVING THE BUILDING

For the safety reasons, students needing to leave the building need to contact the Superintendent or building principal prior to leaving the building.

MAKE-UP WORK

When a student is absent from school, he/she disrupted his/her continuous learning process. Upon returning to school, the student should first of all present his/her written excuse to the office indicating the reason for the absenteeism. A student will have an equal number of days to complete his/her work in relationship to the number of days absent. NOTE: A student missing school on the day of a previously announced test may be expected to take the test on the first day back. Students must not gain advantage over other students in delaying tests.

NINE-WEEK TESTS, SEMESTER TESTS AND GRADES – HIGH SCHOOL

Nine-week grades will count 2/5 of the student's semester grade. In the case of a nine-week course, the test grade will account for 1/5 of the final grade.

Semester tests are given at the end of each semester. Semester tests count 1/5 of the semester average. This test can either be given as one test at the end of the semester or two tests at the end of each nine weeks.

There are many possible grade combinations that may occur. If a student passes both nine weeks and fails the semester test, he/she could still pass the semester. If a student passes only one nine-week period, fails one nine-week period and fails the semester test, he/she will fail the semester. A student who does not write a semester test may fail the semester if he/she passed one nine weeks and failed the other. When a failing grade is involved, grades must be figured using percentages.

PARKING

In an effort to create better relations with the neighbors who own homes around the school, the following parking procedures are being implemented in cooperation with city officials.

Daytime parking is encouraged on the campus side of the streets surrounding the school and in the designated parking lot. Please do not block driveways. The parking lot is located across the street south of city hall. Students are not allowed to park in the southeast corner of campus. This parking lot will be reserved for the teachers during the school day. When parking in the lot across the street from City Hall, do not park in the loading area of the Senior Citizens building. There is a sign posted as to that spot. Parking is not allowed by staff and/or students on the south side of the school. This parking is for visitors and service people.

Parking is not permitted in the bus loading zones. This zone is located directly in front of elementary building on the north side of the campus. No parking is allowed in the loading/pick up zones.

Evening activities may often call for additional parking on the residential sides of the streets, as has previously been the case.

PURCHASES

Under no condition should students charge supplies of any type. All purchases must carry an instructor's signature as well as a statement on their intended use, and be cleared through the business office. All purchases require a Purchase Order number from the business manager.

SNACKS AND JUICE MACHINES

Gatorade, milk, juice, and healthy snacks are available in the main office entry.

SCHOOL SOCIALS-High School

During the school year the student council will sponsor the homecoming dance and the juniors the prom. Only McCook Central High School students will be allowed to attend the school dances and socials, unless it has been announced otherwise or special arrangements have been made with the office.

The doors will be closed at a specified time after the beginning of the social. After this time, students who leave may not return. Dates and times for socials must be approved by the principal.

SCHOOL SOCIALS-Middle School

The dates of all socials will be placed on the school calendar. Middle School students will not attend high school socials.

Only McCook Central Middle School students will be allowed to attend the school dances and socials, unless it has been announced otherwise or special arrangements have been made with the office.

The doors will be closed at a specified time after the beginning of the social. After this time, students who leave may not return. Dates and times for socials must be approved by the principal.

STUDENT COUNCIL

Each March, the Student Council will hold school-wide elections for the council offices. The following student offices are eligible:

- President - Senior (with at least one year of Student Council experience)
- Vice President - Senior or Junior (with at least one year of Student Council Experience)
- Sec.-Treasurer - Seniors or Juniors or Sophomores

Eighth Grade, Freshmen, Sophomores, and Juniors will vote. Students wanting to run for office need to find a campaign manager and must get an official petition from the principal's office. Campaign speeches will be given by the campaign manager and the candidate. All campaign signs and speeches must be approved by the principal. For more information, ask your student council representative.

The school council consists of 14 students. The freshmen have two representatives each, the sophomores three, the juniors four and the seniors five representatives. The total of 14 includes officers. The primary function of the student council is the promotion of the high school students through activities designed to develop leadership qualities. The council acts as the communicative arm between the students and the administration/school board.

STUDY HALL/PASSES

Students at McCook Central High School will have designated seats in the study hall during the periods (maximum 1) that they are not scheduled in a class. Students are expected to follow conduct rules as clearly stated by the instructor in charge. Students leaving to go to another classroom or area of the campus will only do so with a pass from that instructor **in advance**. If students are found doing things other than what the pass describes (i.e. using another room for a private study hall), they will lose their pass privileges for the next two school weeks.

TARDIES

Tardies become a part of a student's permanent record. Tardies also become a habit, good or bad. In many cases, tardies are a more important factor to employers than are grades.

After three (3) tardies, students will serve 15 minutes before/after school for each tardy they receive during the school day. Parents/Guardians will be notified once a student has reached 3 tardies. Students who fail to show up for their required time before/after school will be given an 30 min. detention. The administration reserves the right to excuse any tardies for any uncontrollable circumstances that might cause a student to be late for class.

TRANSFERS FROM NON-ACCREDITED SCHOOLS

The McCook Central School District will accept credit of students transferring from non-accredited schools subject to the following conditions or guidelines:

1. A standardized achievement test shall be administered and evaluated by the building principal and staff of the school.
2. The student will be placed in English and mathematics courses at the level of achievement demonstrated by the tests, as evaluated by the principal and appropriate staff. The student's placement may not be in a grade level higher than warranted by the student's chronological age, assuming entry into the first grade at age six

and annual grade advancement thereafter. After the initial placement, the child may be advanced according to the student's demonstrated performance.

3. In all other subjects the student shall be interviewed and shall take a departmental examination in each course for which the granting of credit is being considered. After the examination and interview with the student, the department chairperson and staff will recommend to the building principal whether or not credit be granted for the course.
4. No credit will be granted for any science course, which is normally a laboratory course, unless clear documentation is provided demonstrating experience, which is parallel, or are consistent with those required in this district's science courses.
5. Any parent or guardian who is dissatisfied with the secondary placement of a student may appeal it to the Superintendent of Schools. Final appeal after the appeal at district level may be made to the State Secretary of Education.

Legal Reference: SDCL 13-27-29 Placement of child who has attended unaccredited school or alternative program.

Final determination of a student's grade based on test scores, daily assignments, and class participation, rests with the instructor.

UNEXCUSED ABSENCES OR "SKIPPING SCHOOL"

Students who skip school will be on in-school suspension for 1 day for each day skipped. Students who are absent from school without the knowledge of their parent(s) shall be considered to have skipped school. Students who have been at school and leave without clearance from the office shall also be classified as having skipped school. McCook Central Public Schools does not acknowledge Senior Skip Day. Clearance to leave must come from the principal or the Superintendent. Students leaving school under false pretense will be considered as "skipping".

2017-2018 Advisee List

Mr. Rasmussen (9th)	Mrs. Schock (9th)	Mr. Wilkins (9th)
Abigail Blagg	Chase Bormann	Kyle DeBoer
Dakota Buck	Caitlyn Eich	Sophia Kaffer
Avery Feterl	Jacob Francis-VonDerLieth	Angelina Kremppges
Madisen Koepsell	Robert Koepsell	Corbin Montreal
Kaylee Lauck	Madelin Lunders	Paige Peterson
Kane Muth	Jordan Shock	Gavon St John
Rachel Schallenkamp	Russell Thu Jr	Griffin Stoffel
Lauren Stiefvater	Andrea Weber	Jessica Ventura Hernandez
Madison Stroud	Rylie Wurtz	Jaedon Wobig
Jacob Wagner		

Mrs. Chase (10th)	Mr. Rieckman (10th)	Mr. Sandine (10th)
Caitlyn Bormann	Emily Bies	Christy Eich
Blake Gessner	Jacob Cheeseman	David Hidalgo
Rachel Krier	Collin Kolbeck	Alexis Jimenez
Shea McCorkell	Sarah Kremppges	Cassy Knudsen
Jacy Pulse	Isaac McCormick	Sami Moller
Raygen Randall	Faith Oyen	Emma Norris
Aleah Ries	Colin Reif	Jayden Reif
Matt Schock	Katie Reif	Parker Sheier
Tucker Seamer	AnnMarie Whaler	Katelyn Winberg
Abigail Wurtz	Sarah Wegener	Jayden Wolf

Mrs. Anderson (11th)	Mr. Lyon (11th)	Mr. Anderson (11th)
Trey Anderson	Kyle Butzke	Brekin Dennis
Cole Grasma	Morgan Erikson	Kobe Doane
Cassie Kenobbie	Martin Flood	Cody Hawk
Rylee Klinkhammer	Tyler Johnson	Dylan Klinkhammer
Blake Pulse	Melissa Lauck	Meckenna Kranz
Taylor Reif	Tanner Peterson	Brandon Lauer
Summer Schoon	Ciara Rother	Hunter Schmeichel
Joe Whaler	Austin Thu	Zach Westhoff

Mr. Durfee (12th)	Mr. Rolling (12th)	Miss Bathke (12th)
Christian Corbin	Logan Dalton	Joe Eichacker
Haylee Ecklein	Isabella Erickson	Natalie Gottlob
Morgan Koepsell	Paisley Godfrey	Anna Heinz
Briana Kremppges	Samantha Hidalgo	Leslie Kolbeck
Paul Lauck	John Loudenburg	Hunter Matthaei
Caitlynn McGregor	Jared Ries	Rachel Muth
Alexis Nagy	Nicole Sabers	Mercedes Peterson
Ryker Seamer	Byrce Smart	McKenzie Schmeichel
Spencer Smith	Brianna Schock	Kyle Tuschen
Trustyn Wolf	Austin Stromberg	Matt Wegener
	Kyle Winberg	Christian Westoff

POLICIES SECTION

McCook Central School District

ACCEPTABLE USE POLICY ON COMPUTERS, NETWORK & E-MAIL

Adopted 7-14-97 (Amended July 10, 2006)

(Revised July 3, 2008)

INTERNET ACCESS IS A PRIVILEGE, NOT A RIGHT.

Users of the Internet are responsible for their actions in the use of the Internet. Users have to complete the required training before they have access to it.

Internet Etiquette and local rules

All users of the school district's computers and networks are expected to abide by accepted rules of network etiquette. Breaches can result in harsh criticism by others on the Net and restricted access to some sources on the Internet. These rules of acceptable behavior are as follows:

Be polite and don't become abusive to others.

Use appropriate language. Swearing and the use of vulgarities will not be tolerated.

Do not reveal your personal address or phone number or that of other students or people.

Do not reveal your password or another user's password.

The electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to the e-mail. Illegal activities may be reported to the authorities.

You must be given permission to use e-mail by a librarian or computer coordinator.

Communication and information accessible via the network should be assumed to be private property.

Focus on one subject per message and keep paragraphs and messages short and to the point.

Do not place unlawful information on any network system.

Capitalize words only to highlight an important point or to distinguish a title or heading.

"Asterisks" surrounding a word can be used to make a stronger point.

Place your signature at the bottom of the e-mail. Your signature should include your name, position, affiliation, and Internet address.

No trespassing in another's file.

Down loading of games or music is not acceptable.

1. Acceptable Use - The purpose of the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. Use must be in support of education and research and consistent with the educational objectives of the district. *Violation of any of the following items could result in loss of network and/or Internet privileges.*

* No printing of personal documents unless for classroom/educational purposes. Penalty for personal copying will be \$.25/sheet.

* Absolutely no online chatting unless for classroom/educational purposes.

* Absolutely no playing games unless classroom directed.

* Absolutely no e-mail use outside of the district supplied e-mail account.

* No downloading unless given permission from a teacher or staff member. (This includes music, games, programs or any other files.)

* Users will not attempt to gain unauthorized access to the school district computer system or any other computer system through the school district computer system, attempt to log in through another user's account, or use computer accounts, access codes or network identification other than those assigned to the user.

* Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.

* A user will immediately notify a teacher or the system administrator if he/she has identified a possible security problem with the school district computer system.

* Users will not use the school district computer system to violate copyright laws, or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging or pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

* A 600 MB quota is placed on network storage. Students will not store more information on the school district computer system than this amount.

* Users will not visit sites that are obviously inappropriate. If such a site is accessed accidentally, the user will report the incident immediately to his/her principal.

* Do not reveal personal addresses or phone numbers or those of others.

2. **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration, faculty and staff of McCook Central School District may request the system administrator to deny, revoke, or suspend specific user access.

3. **Network Etiquette** - Users are expected to abide by the generally accepted rules of network etiquette including, but not limited to:

a. Be polite and use appropriate language. Abusive messages with swearing, vulgarities or any other inappropriate language are prohibited.

b. Use of the network in such a way to disrupt the network use or performance is prohibited.

c. Communications and information accessible via the network should be assumed to be private property.

4. **Network Service** – McCook Central School District makes no warranties of any kind, expressed or implied, for the network service it is providing. Use of any information obtained via the Internet is at your own risk. McCook Central School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. **User Accounts**

a. User accounts are considered the property of the McCook Central School District. The School District expressly reserves the right, at any time, to log, monitor and review, the subject content and appropriateness of electronic communications or other computer files and remove them if warranted, reporting any violation to the school administration or law enforcement officials. Loss of network/Internet privileges could also result.

b. Persons, using the District network, shall have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the District network.

c. Student/Staff usernames are given to students by the district Network Admin. Students can set up their own password and should keep them confidential!

6. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses.

Filtering System

Fortimanager is a content filtering and firewall system provided by the State of South Dakota, to prevent inappropriate use of our system by minors, to access inappropriate materials on the Internet. This system also keeps outsiders from getting into our system to gain access to our students. The Tech Staff will monitor the FortiAnalyzer program periodically which is part of the Fortimanager firewall which records the sites that students/staff view. It has an Active Directory tie in with our school networks so we see who the user is that views these sites. We also have purchased and “add – on” to this content filtering called FortiClient that works with our school issued tablet computers that we have purchased for all of our HS students and staff to use at home.

All students will be issued an email address through the State of SD K-12 Data Center in Madison, SD. This is monitored e-mail that screens for inappropriate materials for incoming e-mail outside of the States’ e-mail system. We are trying to get the K-12 Data Center to put in some type of content filtering within the States’ e-mail package as right now, students can e-mail inappropriate items to each other and it is not filtered. The Network Admin. does frequent spot checks of student e-mail to look for inappropriate messages. If this is found, the Principal is notified and student will lose e-mail for 4 weeks for first offense. After that, Principal/Network will make decision to take e-mail away for the year.

DDN Use

Those students enrolled in DDN classes will adhere to all rules and regulations established. A written contract will be signed and on file prior to the start of class. Blackboard is allowed only through DDN for classroom participants.

Personal Information

Prior to the placing of personal information (pictures) written permission must be obtained and kept on file.

Inappropriate Use

Inappropriate use includes, but is not limited to: intentional uses that violate the law, that are specifically named as violations in this policy, that violate the regulations of the school district or any other use (hacking and importation of viruses) that hampers the integrity or security of the school district’s computer network or any computer networks connected to the Internet.

Violation Consequences

Transmission of any material in violation of any international, United States, or state law is prohibited. This includes, but is not limited to: copyright materials and threatening, harassing or obscene material. Use of the school district Internet access for commercial “for profit” activities or product advertisements is prohibited. Vandalism and mischief, while using the school district’s Internet access, is prohibited. Forgery of electronic mail messages, changing files belonging to users and downloading of any files into the school district’s computers is prohibited. Unsolicited junk mail or chain letters are prohibited.

Violations of the law, through the use of the school districts' Internet access may result in disciplinary action or litigations against the offender by proper authorities.

School disciplinary action, including suspension or expulsion, and/or appropriate legal action may be taken.

1. Preliminary determination. The school administrators with the assistance of the teacher will make the initial determination of a policy violation.
2. Student due process. Violations will be accorded due process as per school district policy.
3. Internet Address: The school administrator, as per school district policy disciplinary procedures, may deny, suspend, and revoke any Internet access as deemed appropriate.

CONSEQUENCES:

Any student who abuses his/her computer privileges will be subject to the following consequences and consequences of other existing district/school policies.

- A. Suspension or termination of computer privileges will be subject to the following consequences and consequences of other existing district/school policies.
 - 1st offense: The student will lose his/her privileges for a 2-week period.
 - 2nd offense: The student will lose his/her privileges for a 4-week period.
 - 3rd offense: The student will lose his/her privileges for the remainder of the year.

Additional disciplinary action may be enforced at any time in the consequence process and may be carried over to the following year.

- B. Should any student's computer usage result in other legal action; such as action to recover civil damages and penalties, etc., the school district may pursue such legal action.

DISCIPLINE/DUE PROCESS

Violations Against Persons, Property, Public Health, Safety, and School/State Policy

Adopted February 14, 1994

Revised July 10, 2017

The McCook Central School Board has the authority to make reasonable and necessary rules governing the conduct of students in schools. Teachers and school administrators will administer discipline within the guidelines adopted by the State Board of Education and other specific policies or decisions rendered from time to time by the McCook Central School Board.

The intent of these rules is to provide students with a definition of acceptable behavior and to equip teachers and school administrators for their disciplinary responsibilities. The rules will be interpreted by the principals and their designees in a manner which they deem just, given the circumstances of the individual case. Additionally, administrators will have the authority to enforce consequences they find warranted by the situation.

Students should be afforded the rights of fair procedure or due process. This includes the right to (1) be informed of conduct which could result in disciplinary action against the student; (2) notice of any rule violation; (3) explanation of the evidence supporting the charge; (4) an opportunity to present the student's side of the story; and (5) a consequence that is appropriate to the violation.

Behavior expectations are as follows: (Added July 3, 2008)

1. We will be respectful of ourselves and others by:
 - A. Being quiet and courteous.
 - B. Not teasing or bullying others.
 - C. Using appropriate oral and written language and gestures.
 - D. Gaining permission to use school or other people's property.
 - E. Following adult directions in a cooperative manner.
 - F. Helping others who are being treated in a disrespectful way by speaking out and getting adult help.
2. We will keep our school safe and friendly by:
 - A. Walking safely, quietly, and promptly to our destination.
 - B. Keeping our hands, feet, and other objects to us.
 - C. Using all materials in a safe manner.
 - D. Including all students in school activities.

The following behavior is considered unacceptable and will not be permitted in any district school, or district property, at district sponsored attended events or activities, or when the behavior is of such nature that continuation of the child in school would clearly be detrimental to the education, welfare, safety, or morals of others. The building administration retains latitude to modify the consequences as deemed necessary.

K-4 Discipline Grid

	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
Class 1 – Per Semester					
<ul style="list-style-type: none"> Cell Phone Violation 	-Phone confiscated -Student may pick up after school	-Phone confiscated -Parent may pick up after school	-Phone confiscated -Parent may pick up after school	-Phone confiscated -Parent may pick up after school	-Phone confiscated -Parent may pick up after school
<ul style="list-style-type: none"> Dress Violation 	-Warning -Change to appropriate clothing	-Contact parent -Change to appropriate clothing	-Contact parent - Insubordination, 2 nd Offense (look below)	-Contact parent - Insubordination, 3 rd Offense (look below)	-Contact parent - Insubordination, 4 th Offense (look below)
Class 2 – Per Semester					
<ul style="list-style-type: none"> Insubordination Inappropriate Language/Gestures/Contact Distractive Behavior Matches/Lighter Pushing/Shoving Cheating₁ Stealing < \$50 Unauthorized leave from classroom/ campus	-Warning -Pay restitution (stealing)	-1 day ISS -Pay restitution (stealing)	-2 days ISS -Pay restitution (stealing)	-3 days ISS -Pay restitution (stealing)	-4 days ISS -Pay restitution (stealing)
<ul style="list-style-type: none"> Technology Misuse - Major 	-Privileges revoked for 5 days	-Privileges revoked for 10 days	-Privileges revoked for quarter	-Privileges revoked for semester	
Class 3 – Per Year					
<ul style="list-style-type: none"> Gross Insubordination Blatant Disrespect for Staff Disruptive Behavior Stealing > \$50 Vandalism Harassment including verbal, physical or sexual Bullying Knife (less than 2" in length) Pornographic materials Sexting Misuse of over-the counter medication	-1 day ISS -Pay restitution (stealing) -Contact police as determined by administrator or	-2 days ISS -Pay restitution (stealing) -Contact police as determined by administrator or	-3 days ISS -Pay restitution (stealing) -Contact police as determined by administrator	-4 days ISS -Pay restitution (stealing) -Contact police as determined by administrator	-4 days OSS -Pay restitution (stealing) -Contact police as determined by administrator
Class 4 – Per Year					
<ul style="list-style-type: none"> Knife (greater than 2" in length) Fighting/Assault Pull Fire Alarm 	-4 days ISS -Police contact -Social service	-4 days OSS -Police contact -Social service	-8 days OSS -Police contact -Social service referral as	-8 days OSS -Police contact -Social service referral as	-8 days OSS -Police contact -Social service referral as

<ul style="list-style-type: none"> Tobacco/Tobacco Product/Vapor Product Possession or Consumption Alcohol Possession or Consumption Possession or Consumption of Drugs Misuse of prescription medication	referral as determined by administrator	referral as determined by administrator	determined by administrator -Referral for long term suspension or expulsion	determined by administrator -Referral for long term suspension or expulsion	determined by administrator -Referral for long term suspension or expulsion
<ul style="list-style-type: none"> Class 5 – Per Year 					
<ul style="list-style-type: none"> Bomb Threat Weapons Firearms Arson	-10 day OSS -Contact police -Referral for long term suspension or expulsion	-10 day OSS -Contact police -Referral for long term suspension or expulsion	-10 day OSS -Contact police -Referral for long term suspension or expulsion	-10 day OSS -Contact police -Referral for long term suspension or expulsion	-10 day OSS -Contact police -Referral for long term suspension or expulsion
<ul style="list-style-type: none"> 					

* When a student has reached 10 days of OSS, the student will be referred to the Superintendent/School Board for possible expulsion.

#1: Cheating – Students will not receive credit on initial assignment but will be given the option to earn credit on an appropriate, additional assignment

Gr. 5-12 Discipline Grid

	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
Class 1 – Per Semester					
<ul style="list-style-type: none"> Cell Phone (or other devices) Violation 	-Phone confiscated -Student may pick up after school	-Phone confiscated -Parents may pick up after school	-Phone confiscated -Parents may pick up after school - Insubordination, 1 st Offense (look below)	-Phone confiscated -Parents may pick up after school - Insubordination, 2 nd Offense (look below)	-Phone confiscated -Parents may pick up after school - Insubordination, 3 rd Offense (look below)
<ul style="list-style-type: none"> Dress Violation 	-Warning -Change to appropriate clothing	-Contact parent -Change to appropriate clothing	-Contact parent - Insubordination, 1 st Offense (look below)	-Contact parent - Insubordination, 2 nd Offense (look below)	-Contact parent - Insubordination, 3 rd Offense (look below)
Class 2 – Per Semester					
<ul style="list-style-type: none"> Insubordination Inappropriate Language/Gestures/Contact Distractive Behavior Matches/Lighter Cheating₁* 	-1 day ISS -Pay restitution (Stealing)	-3 day ISS -Pay restitution (Stealing)	-2 days OSS -Pay restitution (Stealing)	-4 days OSS -Pay restitution (Stealing)	-4 days OSS -Pay restitution (Stealing)

<ul style="list-style-type: none"> Stealing < \$50 Pushing/Shoving Unauthorized leave of classroom/campus 					
<ul style="list-style-type: none"> Technology Misuse – Minor 	-Revoke privileges for 2 days	-Revoke privileges for 5 days -1 day ISS	-Revoke privileges for 10 days -3 days ISS	-Revoke privileges for quarter -3 days ISS	-Revoke privileges for semester -3 days ISS
Class 3 – Per Year					
<ul style="list-style-type: none"> Gross Insubordination Blatant Disrespect for Staff Stealing > \$50 Vandalism Disruptive Behavior Harassment including verbal, physical, or sexual Pornographic materials Sexting Knife (less than 2” in length) Misuse of over-the-counter medications 	-2 days ISS -Pay restitution (Stealing) -Police contact as determined by administration	-4 days ISS -Pay restitution (Stealing) -Police contact as determined by administration	-4 days OSS -Pay restitution (Stealing) -Police contact as determined by administration	-8 days OSS and referral for long term suspension or expulsion -Pay restitution (Stealing) -Police contact as determined by administration	-8 days OSS and referral for long term suspension or expulsion -Pay restitution (Stealing) -Police contact as determined by administration
<ul style="list-style-type: none"> Technology Misuse - Major 	-Revoke privileges for 10 days -1 day ISS	-Revoke privileges for 10 days -4 days ISS	-Revoke privileges for quarter -4 days OSS	-Revoke privileges for semester -4 days OSS	
Class 4 – Per Year					
<ul style="list-style-type: none"> Pull Fire Alarm Tobacco/Tobacco Product/Vapor Product Possession or Consumption Alcohol Possession or Consumption Possession or Consumption of Drugs Misuse of prescription drugs Knife (greater than 2” in length) Fighting/Assault 	-- 2 days OSS -Contact police -Social service referral as determined by administration	-4 days OSS -Contact police -Social service referral as determined by administration	-8 days OSS -Contact police -Social service referral as determined by administration -Referral for long term suspension or expulsion	-8 days OSS -Contact police -Social service referral as determined by administration -Referral for long term suspension or expulsion	-8 days OSS -Contact police -Social service referral -Referral for long term suspension or expulsion
Class 5 – Per Year					
<ul style="list-style-type: none"> Bomb Threat Weapons Firearms Arson 	-10 day OSS -Contact police -Referral for long term suspension or expulsion	-10 day OSS -Contact police -Referral for long term suspension or expulsion	-10 day OSS -Contact police -Referral for long term suspension or expulsion	-10 day OSS -Contact police -Referral for long term suspension or expulsion	-10 day OSS -Contact police -Referral for long term suspension or expulsion

* When a student has reached 10 days of OSS, the student will be referred to the Superintendent/School Board for possible expulsion

*(1) – Cheating: Students will not receive credit on initial assignment but will be given the option to earn credit on an appropriate, additional assignment.

DISCIPLINE GRID DEFINITIONS

ARSON: Intentional destruction or damage to school property or other property by means of fire.

ASSAULT: One person acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person.

CHEATING: Scholastic dishonesty which includes, but is not limited to, cheating on school assignments or tests, plagiarism, collusion, altering school records, false calls, etc. Academic consequences may also be assigned.

FIGHTING: Engaging in any form of physical interaction.

LANGUAGE: Obscene, vulgar, threatening, intimidating, abusive or discriminatory language

INSUBORDINATION: Deliberate refusal to follow an appropriate direction given by a staff member.

VANDALISM: Defacing, cutting or damaging property, technology, or telecommunication equipment that belongs to the school district, other students, staff members or other individuals.

SEXTING: Sexting, 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;

SEXUAL HARASSMENT: Sexual harassment and as defined in the district policy.

TECHNOLOGY MISUSE: Misuse or unauthorized use of computer or network equipment or resources, according to the acceptable use policy.

THEFT: The unauthorized taking, using, transferring, hiding, or possessing of the property of another person without the consent of the owner, or the receiving of such property.

TOBACCO USE (POSSESSION OR DISTRIBUTION) (Policy AEA):

Possession, distribution, or using tobacco/tobacco product/vapor product at any school location, in district buses or vehicles or at school district events.

UNAUTHORIZED LEAVE OF CLASSROOM/CAMPUS: Any student out of a classroom or the school building without permission.

UNIQUE SITUATIONS: Discipline situations that arise which are not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations may call for an adjustment in the discipline policies to meet the school district's needs.

USE OR POSSESSION OF ALCOHOL OR DRUGS: Possession, distribution, or use of any alcohol, narcotic, controlled substance or drug paraphernalia where possession or use is prohibited by South Dakota or federal law. Further recommendations such as possible chemical assessment may also be required.

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

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 frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas. Legal ref.: SDCL 13-32-4.2; 13-32-7; 22-1-2

Improving America's Schools Act of 1994, P.L. 103-382

Weapons include, but are not limited to: firearms, air guns, metallic knuckles, ammunitions, clubs, bats, chains, pipes, razors, explosives, or any other object used in a way that threatens to inflict bodily injury on another person. The possession or use of articles not generally considered weapons may be prohibited when in the principal's or designee's judgment, a reasonable apprehension of danger or intimidation exists to the student in possession, other students, staff, or school property by virtue of possession or use

SEXUAL HARASSMENT POLICY

Adopted 04-14-2008/Revised 07-11-2011

It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination or expulsion for violation of this policy. Sexual harassment can arise between employees, by an employee to a student and student to student. All forms are subject to this policy.

DEFINITION

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 constitute sexual harassment. This conduct can have the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

Some examples of sexual conduct are:

1. Sexual advances;
2. Touching of a sexual nature;
3. Graffiti of a sexual nature;
4. Displaying or distributing sexually explicit drawings, pictures, written materials or anything digital;
5. Sexual gestures;
6. Sexual or "dirty" jokes;
7. Pressure for sexual favors;
8. Touching oneself sexually or talking about one's sexual activity in front of others;
9. Spreading rumors about or rating other students as to sexual activity or performance.

Not all physical conduct is considered sexual in nature.

Some examples of non-sexual conduct are:

1. A high school athletic coach hugging a student who made a goal.
2. A kindergarten teacher's consoling hug for a child with a skinned knee.
3. One student's demonstration of a sports move requiring contact with another student.

RESPONSIBILITY

School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities will be provided by the school district to explain the policy and laws. 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.

COMPLAINTS

1. Employees: Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor.
2. Students: A student who believes he or she has been sexually harassed (or a parent or guardian who believes that his or her child has been harassed) should immediately report it to a responsible school official. This could be a teacher, principal, faculty member, administrator.

INVESTIGATION

All reported incidents will be thoroughly investigated and subject to disciplinary action. While absolute confidentiality cannot be guaranteed, confidentiality consistent with due process will be strictly maintained. Criminal acts must be reported to law enforcement authorities. An employee or student may file a written complaint because of dissatisfaction with the handling of a harassment complaint and may utilize any applicable grievance procedure for the purpose.

Legal References: South Dakota Executive Order 81-08; Title IX (1972 Education Amendments)

STUDENT MEAL POLICY

Adopted 01/12/2009

It is the policy of McCook Central School District that **all school meals should be paid in advance**. Prices for meals will be set by the School Board annually. A statement for the family meal account is sent home with the youngest child at the beginning of each month. All families should have a positive balance in their account at all times, unless special arrangements have been made by the parent with the school business office.

The school district uses an automated system to record payments for meals. The system works like a checking account, requiring money in the family account in order to provide meals to students. Parents/guardians are expected to maintain a positive balance in their family's meal account.

At the beginning of the school year, families are to send money to the school to be deposited in their family account. Any deposit is acceptable; however larger payments (i.e. one month's payment) are encouraged. For families with children attending more than one school, a single check can be sent to any school for all its children. The money will be deposited in the family account.

When a family account drops below negative \$15.00, the student or parents/guardians will be informed

The District business manager will inform the school principal whenever a student will be denied a school meal. These administrators shall work cooperatively to resolve delinquent accounts.

Uncollected balances

Administrators are expected to protect patrons of the district by making a reasonable effort to collect all delinquent food service charges. The school board authorizes the business manager to collect food service charges that are 60 days delinquent through legal means including but not limited to small claims court or use of a collection agency.

Refunds

At the end of the year, if a family no longer has children attending school, moves out of the district, or becomes eligible for free meals, the family will be refunded any balance in the family account. Funds for families with students continuing the following school year will remain in the family account for the next school year.

TRAINING POLICY & PARTICIPANTS STANDARDS (Disciplinary Procedures)

THIS DISCIPLINE POLICY IS A GUIDELINE.

IT IS THE DISCRETION OF THE ADMINISTRATION TO PURSUE ANY
DISCIPLINARY ACTION UP TO AND INCLUDING EXPULSIONS.

Adopted by Board Action 05-10-2000

Revised 6-23-2009

Disciplinary Sanctions and Implementation Procedures

The following procedures will be used in dealing with possession, use, distribution, or being under the influence of alcohol and other drugs (This includes tobacco, e-cigarettes, hookah pens, and non-prescribed prescription medications).

A. First Offense - (school year)

1. The administration will try to notify the parent (s)/guardian(s) by phone to explain the incident and arrange a conference;
2. The principle/AD may notify available law enforcement authorities;
3. **Athletic participant (cheerleader, football, basketball, volleyball, cross country, track, golf & wrestling):** Upon first confirmation of violation, said athlete will lose eligibility for the next two weeks and/or two contests, whichever is greater in length of time. It is up to the discretion of the coach if said athlete would be allowed to practice.
4. The administration will notify the parent(s)/guardian(s) in writing of the decision within thirty-six (36) hours;

First Offense - (school year)

1. **Non-Athletic participant:** Upon first confirmation of violation said individual will be required to complete 15 hours of community service prior to reinstatement. The 15 hours of community service will be arranged by the high school principal and will be completed at the maximum rate of two hours per school day. It is up to the activities sponsor if said individual would be allowed to practice.
An individual, who is both an athletic participant and a non-athletic participant, at the time of violation, will serve the prescribed penalty for both.

B. Second Offense - (school year)

2. The administration will contact the parent(s)/guardian(s) to arrange for a conference;
3. The principle/AD may notify available law enforcement authorities;
4. **Athletic participant (cheerleader, football, basketball, volleyball, cross country, track, golf & wrestling):** Upon second confirmation of violation, said athlete shall lose athletic eligibility for 6 events.
5. The administration will notify the parent(s)/guardian(s) in writing of the decision within thirty-six (36) hours;

Second Offense - (school year)

1. **Non-Athletic participant:** Upon second confirmation of violation said individual will be required to complete 25 hours of community service prior to reinstatement. The 25 hours of community service will be arranged by the high school principal and will be completed at the maximum rate of three hours per school day.
An individual, who is both an athletic participant and a non-athletic participant, at the time of violation, will serve the prescribed penalty for both.

The McCook Central Staff and Board of Education believe a second offense is an indicator that said individual may be experiencing problems that need to be addressed. Recognizing that suspension/community service by itself may not "fix the problem", parent(s) and student will be made aware of agencies that can provide services to aid in dealing with the possible problems associated with alcohol and drug use. The administration will provide a list of agencies/professionals who can do the assessment and provide treatment. Fees for this

assessment and treatment are the responsibility of the student and family. All related expenses will be the responsibility of parent(s) or student.

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

C. Third Offense - (school year)

Upon third offense, **athletic participant** will lose eligibility for the remainder of the year.

Third Offense - (**Non-athletic participant**)

Upon third offense, the student will no longer be allowed to participate in any school-sponsored activity.

The inability to participate may affect the final grade.

D. Supplying/Distributing or Selling Alcohol and Other Drugs or Material Represented to be a Controlled Substance –

1. Supplying or selling chemicals may result in a ten (10) day suspension;
2. Within thirty-six (36) hours, the administration will notify parents(s) guardian(s) in writing of the suspension;
3. The administration will refer the case to available law enforcement authorities;
4. A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion. Expulsion may be recommended by the administration.

E. 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 for further instruction, refer to the emergency authorization form or immediately seek additional medical treatment. Following the handling of the emergency, this Policy Statement for Alcohol and/or Other Drug abuse will be followed.

F. A Biennial Review of the School District 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 sanctions are consistently enforce.

Legal Reference: Public Law 101 – 226; SDCL 34-208 - Section 5145

STUDENT TRANSPORTATION POLICY

Adopted 02-17-92

The McCook Central School District 43-7 will provide student transportation to and from school and/or between regular or special academic programs in accordance with the guidelines established below.

Eligibility Guidelines

1. Private School:
Salem St. Mary’s students who live outside the incorporated city limits of Salem and who live within the borders of McCook Central School District may be transported to their attendance center upon an annual mutual agreement between the Board of Directors for McCook Central Schools and Salem St. Mary’s. School bus service may be provided to St. Mary’s students if it is also provided to public school students.
2. Rural Students:
McCook Central students who live outside the incorporated city limits of Salem and who live within the borders of McCook Central School District may be transported to their attendance center.
3. Special Education:
Any student who has transportation specified on an Individual Educational Plan (IEP) will be provided appropriate transportation.

Bus transportation for students is not a right but a privilege, conditioned upon courteous behavior and obedience to the established rules. Bus safety requires the cooperation of all involved.

1. Bus drivers are to report misconduct of students on the bus to the Transportation Supervisor, to the Principals, or to the Superintendent.
2. Misconduct by students shall be administered as follows:
 - a. FIRST VIOLATION: The bus driver will discuss the problem with the student explaining what will happen if the behavior continues; student may be assigned to a designated seat (up front by the driver or a specific seat assignment) for a period of time; consequences assigned will depend on the severity of incident. Parents will be notified.
 - b. SECOND VIOLATION: consequence assigned will depend on the severity of incident; Parents will be notified.

- c. THIRD VIOLATION: Suspended from riding the bus for the day.
 - d. FOURTH VIOLATION: Suspended from riding the bus until a meeting with the parent(s) is held.
 - e. FIFTH VIOLATION: Suspension for the remainder of the semester or administrative discretion.
3. The Transportation Supervisor shall notify the parents, either by phone or letter, immediately of disciplinary actions taken.
 4. A full report of all disciplinary actions taken on bus students shall be on file in the Principal's office.

The following rules apply to students and drivers. The basic reason for these regulations is for the safe operation of the buses, which is extremely important.

1. The driver is the commander of the bus at all times.
2. The driver will assign seats and is expected to insist that these assignments are adhered to. Any damage to the interior of the buses will be checked.
3. Bus drivers must give complete attention to their driving duties and the supervision of the students. Students should be permitted to talk to the driver only when necessary, and they should always be seated when the bus is in motion.
4. Students may not, at any time, put hands, arms, or heads out of the windows. Students must not move about inside the bus or try to get on or off while the bus is in motion.
5. Students who ride the bus in the morning but do not plan to ride in the evening should have a written note informing the driver. Students who are not regularly assigned to a bus must have written permission to ride a bus.
6. Students must be on time at home and designated bus stops: the bus cannot wait beyond its regular time schedule for tardy students.
7. The driver shall fasten his/her seat belt before placing the bus in operation.
8. Drivers should not put students off the bus along the route for breach of discipline.
9. Students who live adjacent to the road are asked to meet the bus on the road. Drivers should not enter driveways, which may be difficult or dangerous to drive or are snow blocked. If buses enter a farmyard there must be adequate space for proper manipulation of the vehicle.
10. The students shall be instructed on (a) safe operation; (b) the use of the emergency door; (c) proper use of the fire extinguisher; (d) the safety rule of sitting back in the seats; (e) the safety rule of not extending hands, arms or head through bus windows; and (f) emergency evacuation drills.
11. Eating and drinking on the bus is at the discretion of the bus driver.
12. It is the duty of the bus driver to keep the interior of the bus in clean, sanitary condition at all times and pupils are asked to cooperate in this endeavor.
13. When buses are taken on school sponsored activity trips, the supervisor of such activity is responsible to see that rules and regulations are followed. Buses must be returned with the interior in a clean condition.
14. The driver must not smoke while transporting students.
15. Buses should be at the schools ready for loading at least 5 minutes before school dismissal time and depart no earlier than 5 minutes after dismissal.
16. Bus drivers should keep rear view mirrors, rear windows, rear lighting, and windshields reasonably clean at all times.
17. Buses will not pick up or unload at any points not authorized as stops.
18. Any driver authentically reported in violation of traffic laws, or laws governing the safe operation of the bus shall be suspended until charges are investigated. State convictions of speeding or other driving practices will cause permanent suspension of the driver.
19. If the driver has need to discipline passengers, the bus must be brought to a complete stop.
20. The safe transportation of our students is the main objective of the McCook Central School Bus Policies and Regulations.

Discipline:

The school bus drivers stress ten basic rules for students:

1. The bus driver will assign seats.
2. Be courteous.
3. No profanity.
4. Students may eat and drink on the bus at the discretion of the bus driver; keep the bus clean.
5. Any act of violence is prohibited.
6. Remain seated.
7. No forms of tobacco or alcohol.
8. Keep your hands and head inside the bus.

9. Do not destroy property.
10. Do not distract the driver through misbehavior.

Drivers who must discipline passengers will contact the parent/guardian(s) first. If the problems continue, then the drivers will contact the building principal next for assistance.

Complaints:

When parent(s)/guardian(s) have a concern about the school bus (ref: students, drivers, etc.), please follow the appropriate procedures. We encourage you to begin at the first level, which is to call the bus driver. The drivers want to know if there is a concern rather than hear it from others. After contacting the driver and if not satisfied there, please continue by contacting:

1. Building Principal
2. Superintendant
3. Transportation Committee
4. School Board

A copy of the form used by the McCook Central School for a "Complaint Concerning School Personnel" may be requested from the administration.

TITLE I POLICY (K-5 Students)

Adopted 7/10/2017

- I. During the first semester of each school year, an open house will be held to explain the Title I program. Topics to be covered will include:
 - A. Funding
 - B. Choosing students for the program
 - C. Activities and materials used in the program.
 - D. Evaluating the program

Parents of Title I students will receive a written invitation to this meeting. Other school patrons will be invited by newspaper.

At the meeting, volunteers will be sought to serve on a Parent Advisory Council to help in planning and evaluating the Title I program.

The week following this meeting will be "Parent Visitation Week." Parents will be reminded of the time that the child is in the Title I room and encouraged to visit on any day of the week. Parents are also encouraged to visit at any time during the school year.

- II. A letter will be sent to the parents of each child who is determined to be eligible for and in need of the services of Title I. Parental permission to place the child in the program will be sought. For students new to the program, a phone call will be made to parents by either the classroom or the Title I teacher before the letter is sent home.
- III. Title I progress reports will be sent home at each reporting period and at other times as a need arises.
- IV. Title I conferences will be scheduled in the spring and fall in conjunction with regular classroom conferences. Parents should feel free to request a conference with the Title I teacher at any time.

Please complete the Student/Parent/Teacher Compact, and return with all of the other forms that are at the end of the handbook.

PARENTS RIGHT TO KNOW

This is a notification from the McCook Central School District to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualification of your student'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 qualifications and licensing criteria are waived;
- The teachers baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If, at any time, your student 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 questions or concerns, please feel free to contact the school principal at (605)425-2264.

PARENT INVOLVEMENT POLICY

The McCook Central School will implement required school parental involvement policy components as follows:

1. McCook Central School will take the following actions to involve parents in the joint development and joint agreement of its Parental Involvement Policy. This will be achieved in an organized, ongoing and timely way under section 1118(b) of the ESSA:
 - School personnel will gather and disseminate to parents for review the following materials: District wide Parental Involvement Policy, The School's Parental Involvement Policy, the school-parent compact, and any parent notices. These materials will be disseminated to parents at the school's fall open house parent-teacher conferences and at our annual Title I meeting in the fall or spring. Input from the parents will be solicited by a survey in the spring, annual meeting, parent-teacher conferences, and communication with parents.
2. McCook Central School will take the following actions to distribute to parents of participating children and the local community the Parental Involvement policy:
 - The School Involvement Policy will be distributed to parents of Title I parents during the fall open house and parent-teacher conferences. If they enroll during the school year, the parent will be given the compact at this time.
 - The policy will be posted on the school web site.
3. McCook Central School will annually update its Parental Involvement Policy to meet the changing needs of parents and the school through:
 - Surveys given to the parents
 - PTA meetings
 - General School Meetings
 - Annual Title I Meeting

The committee who will review this policy will consist of administrators, teachers, and parents.

4. McCook Central School will convene with an annual meeting to inform parents of the following:
 - McCook Central School is a participant in Title I
 - Requirements of the Title I program
 - Inform parents of their rights to be involved in the School-Parent Compact, District Wide Parental Involvement, and the School's Parental Involvement Policy.
 - Inform parents of meetings, which will be held at various and convenient times to encourage parents to attend. Parents will be notified about the meetings through school memos, school web page and bright arrow.
5. McCook Central School will hold a number of meetings at varying times, and if possible provide transportation, child care and at home visits, paid for with Title I funding as long as these services relate to parental involvement.

In an effort to encourage parents to attend these meetings, the school will offer training to parents to improve student success and achievement. In cases where parents are not able to come to the school for these meetings, school personnel may make home visits or arrange to meet the parents at a mutually convenient time and place off the school grounds.
6. McCook Central School will provide information about Title I programs to parents of participating children in a timely manner through the automated phone system, memos, newsletters, or school web site.
7. McCook Central Elementary School will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through:
 - The annual open house night
 - Parent/teacher conferences
 - Title I annual meeting and family events during the school year

If necessary, McCook Central will provide parents of participating students in the Title I program opportunities for regular meetings to aid in decisions relating to the education of their children. This will be done by the Title I Coordinator or through meetings with the student's teacher, principals, or other staff members.

McCook Central School will submit to the Title I Coordinator any parent comments if the district wide plan is not satisfactory to the parents of participating children. Parents may submit the comments in writing to their child's teacher, Title I Coordinator, or the principal.

SCHOOL PARENT INVOLVEMENT POLICY

Actions:

- McCook Central School will host two meetings in which all parents of participating children are invited and encouraged to attend. This meeting will inform parents of their school's participation in the Title I program, to explain the requirements of this part and the right of the parents to be involved.
- Flexible meetings will be held throughout the school year to accommodate parents' schedules. If needed, transportation will be provided or home visits will occur to insure parents' involvement in the program.
- Surveys will be given to parents of students participating in the Title I program, along with our Kindergarten, Pre-school and Jr. Kindergarten parents. Parents will be on the committee to review the surveys and to make changes and improvements to our parental involvement policy.
- Parents of participating children will be provided:
 - Timely information about the Title I programs
 - Descriptions and explanation of the curriculum used in the school, academic assessments used to measure student progress, and the proficiency levels students are expected to meet.
 - If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, if appropriate, in decisions relating to the education of their children and to respond to any suggestions as soon as possible.
- Provide each parent an individual student report about the performance of their child of the state assessment in at least math, reading, and language arts. This information will be sent home to the parent within two week of receiving it at the school. An informational meeting on evaluating and understanding their child's state test scores will be held during the fall parent/teacher conferences.
- Parents will be notified when their child has been assigned or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.
- If our district wide policy is not satisfactory to the parents of participating children, parent comments will be submitted to the Title I coordinator. Comments will be evaluated by the committee and changes will be made if necessary.
- Strengthen the school's and parent's capacity for strong parental involvement, in order to insure effective involvement of parents and to support a partnership among the school, involve the parents and the community to improve student academic achievement through the following activities specifically described below:
 - A. Will provide assistance to parents in understanding such topics as:
 - a. The state's academic content standards
 - b. The state's student academic achievement standards
 - c. The state and local academic assessments which will include alternate assessments
 - d. Explain the requirements of Title I Part A
 - e. How to monitor their child's progress
 - f. How to work with educators to aid in their child's learning. This will be accomplished by: brochures which aid in helping your child at home (Available during parent/teacher conferences) classes offered through parent connection on our DDN system, additional educational aids parents may utilize, parent library, information distributed on workshops within the state to aid in parenting skills.)
- Will provide materials and training to help parents to work with their children to improve their children's achievements, such as literacy training and using technology, as appropriate, to foster parental involvement. This will be achieved by:
 - Brochures received during parent/teacher conferences
 - PTA special events and speakers
 - Offering informational meetings on testing and assessments (parent/teacher conferences)
 - Additional Reading materials are available for parents to use with their child.
 - Parents will be given access to the Parent Portal to view their child's grades and assignments.
 - Teachers will have web sites which will list lesson plans for the week and additional learning tools for parents to use.

- Will educate teachers, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school.
 - Activities will be organized with the PTA, which will involve parents becoming actively involved in school activities. (Special speakers, movie night, carnival, read night, volunteer readers in the classrooms.)
 - Parents will be asked to sign up for special activities such as :
 - homecoming
 - class parties
 - helping with activities in the classroom such as: making quilts, Christmas decorations for the courthouse and Golden Living (home for the elderly)
 - Parents will have access to the Teacher/Parent Resource Library and other resources such web sites, parent organizations, etc.
- Will, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Pre-school and other programs, and conduct other activities, such as parent resource centers, that support and encourage parents in becoming active in the education of their children. This will be accomplished by:
 - Parents will have access to the Teacher/Parent Resource Library and other websites, parent organizations, such as our local PTA.
 - Parental visitation days within the classrooms
- Will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language parents can understand.
 - Upon identification of parental need for information in another language or in another format, the school will take steps to ensure that the parent request is fulfilled. (Interpreters for deaf people or foreign language barriers)

PARENT'S RIGHT TO KNOW

Action:

- Parent's Right to Know will be included in the elementary, middle school, high school, private school and colony handbooks.
- Parent's Right to Know will be listed in the local newspaper on the page, which includes student school supplies, staff members, and school calendar. This is done late July.
- Parent's Right to Know will be listed on the school website.

DISTRICT PARENT INVOLVEMENT POLICY

Action:

- Parents, Teachers, and Administrators will be involved in developing and evaluating the District Parent Involvement Policy
- Parent Involvement policy will be distributed to the parents during the Fall Open House. It will be in an understandable and uniform format, and in a language they understand.
- The Parent Policy will be posted on our school website, so it is available to the community.
- A committee will annually update the Parental Involvement policy to meet the changing needs of parents and the school. A survey given to the parents during the Spring parent-teacher conferences will help guide the changes.
- McCook Central School will adopt the school-parent compact as a component of its Parental Involvement Policy.
- All parents will be required to complete and sign a parent, teacher, and student compact and shall be on file in the school office.
- Parent Teacher conferences will be held twice a year. One conference will be in October and the other one will be held in March. At this time the students' STAR Math and Reading scores will be discussed.
- Teachers will provide frequent reports to parents on their child's progress. Parents will be able to access their child's grades at anytime on Infinite Campus. A password to access their child's records will be given by the Technology Coordinator. Students work is sent home nightly in their take-home folder for parents to view. In this folder is a side marked "Return to School". This will consist of homework which needs to

be reviewed, completed, or corrected. It will also contain information on upcoming events at the school or forms that need to be signed and returned to the school.

- McCook Central will provide reasonable access to staff, opportunities to participate in school activities in their child's class and information on how to help with their child's learning. Teachers will encourage parents to participate in school activities through memos, school reach, newsletters, school website, and verbal communication. Some of the activities in which parents are encouraged to participate include: Open House, Sporting Events, Homecoming, Class Parties, Kindergarten Special Performances, Christmas and Spring Program, Class Projects, Field Day, School Carnival, Prom, Plays, and Programs.
- McCook Central will encourage parents to be a part of the local PTA by promoting it through newsletters and information about the local PTA during the annual Open House.
- An Annual Awards Day will be in the spring to award students their Accelerated Reader Plaques and Plates. Presidential and National Fitness awards and Post Office Awards will be given on this day also.
- Parents will be invited to visit their child's classroom or volunteer at any time. This will be mentioned at the annual Open House night in the fall.
- A survey will be given to parents to gain information on policies and procedures in place at the school. The survey results will be shared with our Title I committee to decide if changes are necessary to improve our program. Parents are a part of this committee.
- Brochures and information will be presented to parents during Spring Conferences to assist parents in the improvement of student achievement.
- The school will provide activities in which the student and parent are invited. They will be notified by school reach, school website, and memos sent home with the student.
- McCook Central School will provide information on students Smarter Balance scores during Fall parent-teacher conferences. This workshop will be given twice on this evening by our school counselor.

SCHOOL-PARENT-TEACHER COMPACT

Hand in hand we can learn and work together to build a better world

The McCook Central School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESSA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

The school-parent compact is in effect during school year 2017-2018.

School Responsibilities

The McCook Central School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - Utilizing research based materials as their curriculum
 - Provide training to enhance a teacher's ability to reach all of their student's different style of learning
 - Teach all necessary concepts to each student for academic achievement.
 - Provide materials and training to help parents work with their children to improve academic achievement.
 - Provide a safe and healthy environment
 - Communicate with parents regarding school and parent programs in a practical way, using language that parents can understand.
2. Hold parent-teacher conferences twice during the school year during which this compact will be discussed as it relates to the individual child's achievement. Conferences will be held during the months of November and March.
3. Provide parents with frequent reports on their child's progress. The school will provide this by:
 - Parents will have a password to access the parent portal, which will provide access to their child's grades and homework completed and not completed.
 - Staff will have consistent contact with parents by the use of their websites, and parents having access to the teachers e-mail.
 - Smarter Balance scores will be made available within reasonable time after receiving the scores.

- Nine week report cards.
4. Provide parents reasonable access to staff.
 - Staff will be available for consultation with parents as follows:
 - During the teacher's daily instructional planning period
 - Via e-mail or phone during any non-instructional school time.
 - Planned meetings before and after school
 - Parent/teacher conferences
 - If parent is unable to get to the school, because of a disability, a agreed upon home visit will be scheduled between the parent/teacher.
 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe class, and to observe classroom activities, as follows:
 - Parents wanting to observe classroom activities should check with the classroom teacher and sign-in at the office.
 - Parents are welcome to each breakfast or lunch with their child anytime.
 - Parents are welcome at all assemblies and other planned events.
 - Parents should fill out the volunteer surveys and return them to their child's teacher. Parents may volunteer to help with classroom activities such as: homecoming, quilt making, Christmas ornaments, performances, etc.

USE OF PHOTOGRAPHIC EQUIPMENT POLICY

(Adopted 7-12-2004)

The use of camera phones, camcorders, motion picture cameras, or photographic cameras of any type on the McCook Central Campus may violate the privacy rights of students and staff. These instruments are small and discreet, and this could lead to young children and young people being photographed without their consent or knowledge, possibly in an inappropriate situation. Concern over the possible misuse, it therefore shall be a policy of the McCook Central School system, that the use of these electronic devices, unless under the direct supervision of staff, is prohibited. Any student found to be in violation of the policy will be subject to disciplinary action up to and including suspension. This policy is in accordance to South Dakota Statute 22-21-4. A violation is a Class 1 misdemeanor.

CELL PHONE USE

(Adopted 7-12-2004) (Amended July 10, 2006)(Revised June 23, 2009)(Revised July 7, 2010)
(Revised July 7, 2016)(Revised July 10, 2017)

Students will be allowed to use their cell phones before and after school, and during 5th period in the All Purpose Room. Students who violate this policy may have their cell phone confiscated to be returned at the end of the school day. If a student refuses to give their phone to any staff member, it will be considered insubordination and consequences will be applied according to the discipline grid. If there is a reoccurring offense, the parents will be notified and will have to pick up the phone. When the administration confiscates a phone, it will be kept in the main office.

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 the purpose of 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 material 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 the inappropriate material is often disguised (logged on) as someone else.

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

The administration shall fully investigate all reports of cyber bullying.

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

Malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage 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.