

# OELRICHS SCHOOL DISTRICT #23-3

*"Oelrichs School District is committed to providing a positive place for our students to grow and learn life skills for success."*

## STUDENT-PARENT HANDBOOK 2024-2025



*Home of the Tigers*

Oelrichs, SD 57763  
Phone: (605) 535-2631; Fax: (605) 535-2046  
<http://oelrichs.k12.sd.us>

**This Student Handbook belongs to**

NAME : \_\_\_\_\_

PHONE : \_\_\_\_\_ CELL : \_\_\_\_\_

# **WELCOME TO THE 2024-2025 SCHOOL YEAR!**

## **OUR MISSION**

**“Oelrichs School District is committed to providing a positive place for our students to grow and learn life skills for success.”**

## **CODE OF CONDUCT**

*The policies contained in this handbook have been prepared with the needs and welfare of our students, the community, and the school itself in mind. It shall be the individual student’s responsibility to develop the proper attitude toward school and the development of an acceptable code of conduct and behavior. The parents and teaching staff will help guide, but the ultimate responsibility lies with the student.*

## **AGREEMENT**

*By the act of registering at Oelrichs School District #23-3, the student and his/her parents/guardians agree to pursue the educational objectives and practices as stated in this handbook and to respectfully observe the disciplinary code of the school. These norms and policies remain in effect for the academic year until, and including, graduation.*

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## FACULTY AND STAFF

John Cope.....School Board President

Dave Osmotherly.....School Board Vice  
President

Marty Schommer.....School Board Member

Lance Tlustos.....School Board Member

Katie Merdanian.....School Board Member

Dr. Mitch Stone.....District Superintendent

Darla Peterson.....Principal

Darla Peterson.....Title IV

Valerie Sword.....Business Manager

Shayna Otteson..... HS/MS Secretary

Sherry Crofut .....Dean of Students

Nancy Fleming.....Counselor

Terri Lemmon.....Athletic Director

## K-12 INSTRUCTORS

Cheryl LaMont.....Pre-school

Rachel Nilles.....Grades K/1

Shelby Davis.....Grades 2/3

Kayla Koll.....Grades 4/5

Jennifer Schuhmacher.....MS English

Stacy Cope.....MS Math

Sheri Crofut.....MS Science and Social  
Studies

Tara Schuhmacher.....8<sup>th</sup> grade Social Studies

James Willmus.....8<sup>th</sup> grade Science

Tara Schuhmacher.....HS English

Joel Ballasy.....HS Math

Ken Updike.....HS Social Studies

Ralph Knickrehm.....HS Social Studies

Ralph Knickrehm.....HS Health

James Willmus.....HS Science

Clint Levy.....HS Welding

Buff Tewahade.....MS/HS Woodworking

Ralph Knickrehm.....K-12 PE

Buff Tewahade.....K-12 Art

Sarah Decker.....K-12 Music

Heather Hunsaker.....K-12 SPED

Heather Hunsaker.....504 Coordinator

Jenilee Woltman.....K-12 Speech

Nancy Fleming.....HS Psychology

Nan Laber .....K-12 Custodian

Latoya Gonzales.....K-12 Custodian

  

Roy Merdanian .....Maintenance

Traci Osmotherly ..... Head Cook

Carol Danks.....Cook

Les Cope.....Transportation  
Supervisor

William Updike..... Bus Driver

Ken Updike..... Bus Drive

## **1.0 OFFICE PROCEDURES**

### ***1.1. SCHOOL OFFICE HOURS***

Office hours are from 7:30am-4:00pm Monday thru Friday. The office remains closed on Saturdays and Sundays and on all public holidays. During summer hours, the office will remain open during summer enrichment/ credit recovery.

### ***1.2. VISITORS TO THE SCHOOL:***

1. For safe school reasons, visitors, including parents/guardians, must first report to the school office before going elsewhere in the building.
2. Visitors who would like to sit in on classes must request permission in advance. Student visitors must be always accompanied by an Oelrichs School student. The visiting student and the Oelrichs student must provide the office with a letter from their parents/guardians granting permission.

### ***1.3. CONFERENCES AND APPOINTMENTS***

1. The administration may be available for conferences by prior appointment during school hours. Appointments can be made personally or by contacting the executive secretary.
2. Similarly, teachers can meet for conferences by prior appointment in their prep periods or after school. These appointments can be arranged either personally with the teacher or by contacting the school office.
3. Parents/guardians who would like to sit in on the classes of their students/s need to call and set things up at least a week in advance. Last-minute requests cannot be entertained.

### ***1.4. TELEPHONE AND FAX***

1. The school phone number is **(605) 535-2631**. The school fax number is **(605) 535-2046**.
2. Teachers and students are not called on the phone during class hours, but messages are passed on to them. In the case of an emergency, the administration needs to be contacted first.
3. Students needing to use the telephone can be done during lunch break or before and after school.

## **2.0 ENROLLMENT & REGISTRATION PROCEDURES**

The following policies govern student enrollment and registration procedures to Oelrichs School District:

### ***2.1. GENERAL REQUIREMENTS***

1. Students must live in the Oelrichs District #23-3 school area.
2. If a student is transferring from another district, they will be asked to fill out an open-enrollment form if coming in from out of the district.
3. An open-enrolled student will not be allowed to register for school after fifteen (15) days into a semester, unless the student has permission to do so from the Administration and Board of Education.

## **2.2. PLACEMENT OF TRANSFER STUDENTS/HOME-SCHOOL STUDENTS**

1. Students who transfer from a school accredited by the State Department of Education to another school accredited by the State Department of Education shall be placed into the same grade the student would have been in had the student remained at the former school.
2. Any student transferring from a school that is not accredited by the State Department of Education to a school that is accredited by the State Department of Education, shall be evaluated by the staff of the accredited school to determine the student's proper placement in the accredited school.
3. All new enrollments in Oelrichs Public School #23-3 are "Probationary Enrollments" and remain probationary until the administration receives the student's records from his/her previous school and determine that the enrollment is within guidelines established by Oelrichs School Board Policies and all state and federal laws and regulations.
4. The administration will attempt to obtain student records from previous schools; however, it is the parent's responsibility to obtain records in a timely fashion. If the school does not receive complete records,

## **3. STUDENT INFORMATION**

### **3.1. STUDENT RECORDS (Policy JO-N)**

To provide students with appropriate instruction and educational services, it is necessary for Oelrichs School District to maintain extensive educational and personal information.

This information will be maintained electronically in two secure geographically disparate locations in perpetuity. It is essential that these records be available to appropriate school personnel, accessible to the student's parent(s) or the student, and yet be guarded as confidential information.

It is the policy of the school board that the principal of each school will be the legal custodian of all student records for that school. Upon request, eligible students (18 years of age or attending post-secondary education) and parent(s) will have access to their school records.

1. Official student Information files **MUST** contain these documents:
  - (a.) Academic transcripts and testing scores
  - (b.) Emergency medical release and contact information
  - (c.) Copy of the Birth Certificate
  - (d.) Immunization Record

### **3.2. PARENT PORTAL**

(Visit the Superintendent's office for more details and / or to sign up):

1. Parents and guardians having access to the internet and a computer are able to access the current student information twenty-four (24) hours a day and seven (7) days per week. The Internet Campus Parent Portal is located at the following internet address: <https://sis1.ddncampus.net/campus/main.xsl>.

Please contact the school for exclusive passwords for your child's information. Information available on the Oelrichs Parent Portal is as follows:

- a. Current grades posted in teacher's grade book
- b. Assignments due
- c. Behavior
- d. Student Schedule with assignments and current grades
- e. Missing assignments
- f. High School Transcript (Grades 9-12)
- g. Attendance information

### ***3.3. STUDENT HEALTH***

1. A student's medical records and/or conditions are personal. Any discussion, speculation, or disclosure of a student's medical condition shall be considered a serious breach of professional ethics and will be treated as such, unless all concerned parties have agreed to permit such a disclosure.
2. To ensure a safe and healthy school environment, school administrators, health officials, and the student's teacher(s) have a right to be informed if a student has a special condition or suffers/carries a communicable disease or infection.

### ***3.4. STUDENT SCHOOL DAY***

1. The doors of the school building open at 7:45 am. Students will not be admitted any earlier except in cases of inclement weather or an appointment with a teacher.
2. All students not involved in before school activities are to be under supervision of a teacher. Loitering in the hallways and stairways is not allowed.
3. Students not involved in school related and supervised activities after regular school hours are to leave the school on the afternoon bus (3:15 PM).

### ***3.5. LOST & FOUND***

All articles found in classrooms or hallways should be turned into the Secretary's office where one may recover his / her property by properly identifying it.

### ***3.6. STUDENT INSURANCE: (Policy JHA)***

1. The School District, together with an insurance company, offers student accident insurance policies at various costs per student in Grades K-12. The policy covers students traveling to and from school, during school hours, and while on school-related activities.

### **3.7. STUDENT INFORMATION/BULLETIN BOARDS**

1. General information and special announcements will appear from time to time on the lobby bulletin boards. All school activities must be approved by the Administration and put on the calendar two (2) weeks prior to the day the activity is to take place.
2. Any poster to be placed in the halls by student organizations must be initialed by the sponsoring staff member and submitted to the office for approval.

## **4.0 CALENDARS & SCHEDULES**

### **4.1. UNANTICIPATED SCHEDULE CHANGES**

1. When there are changes in the calendar or schedule because of unanticipated reasons (eg: a mechanical breakdown or severe weather conditions, etc.), students and their parents/guardians are advised to listen to the local radio stations.
2. Parents/guardians will also be notified by School Reach (automated calling system of any change in the school schedule including school closings, late starts, or early dismissals.
3. Parents/guardians are advised to call the School Office in the case of doubts regarding any unanticipated changes in the school schedule.
4. Assuming that the school schedule will be changed or that classes will be cancelled, no matter what the reason, will not be accepted as a reason to excuse a student's absence from school or a late arrival.
5. The school will not be liable for delays resulting from weather-related conditions and other circumstances beyond the control of the school.

### **4.2. MONTHLY CALENDAR & NEWSLETTER**

Monthly calendars and newsletters are mailed home. Parents/guardians are advised to check the school website for the latest updates on calendars at: <http://oelrichs.k12.sd.us>

### **4.3. DAILY SCHEDULES**

1. The regular school day begins at 8:05 am and ends by 3:15 pm.
2. The school has schedules with different class timings that are used depending on need or circumstance.
3. A corresponding schedule is followed on days when Early-Dismissal or Late-Start class days are announced (usually because of anticipated weather conditions or for planned school activities).
4. Parents/guardians are expected to leave students in school only when there is supervision. Supervision does not begin until 7:45 am and lasts until 3:15 pm (when the afternoon bus departs & 5:30 pm for after school programs). The school does not assume responsibility or liability for students who are at school at other times unless they are at school to participate in a school-sponsored and supervised athletic or after-school program.

#### **4.4. YEARLY CALENDAR**

The Oelrichs School District Yearly Calendar is posted on the school's website <http://oelrichs.k12.sd.us> and copies will also be sent home with the students on the first day of school.

#### **5.0 REQUIRED COURSE OF STUDY (Policy IKF)**

1. The following graduation requirements follow the South Dakota Department of Education High School Graduation Requirements (approved by the SDBOE. Nov. 2, 2009).
2. A student's Personal Learning Plan must document a minimum of 22 credits that include the following:
3. Required beginning Sept. 1, 2013, regarding the health requirement: Beginning with students who are freshmen in the fall of 2013, students will be required to take .5 unit of health at any time grades 6-12. A district may choose to integrate health across the curriculum at the middle or high school level in lieu of a stand-alone course. See Frequently Asked Questions for details.
4. South Dakota high schools must offer a Capstone Experience (Senior Experience, Youth Internship or Entrepreneurship Experience) OR Service Learning. Not all of the options have to be offered, though a school could choose to offer them all, or several, if they wish. For more information, visit: <http://doe.sd.gov/octe/capstone.asp>. State graduation requirements can be found at: <http://doe.sd.gov/octe/gradrequirements.asp>.
5. Student schedules are based on graduation requirements, the courses offered during the semester, and the student's personal preference. The final determination of a student's schedule and courses rests with the Administration.
6. Students may drop/add a class within the first week during their 1st Semester.

#### **4 UNITS OF LANGUAGE ARTS MUST INCLUDE:**

- Writing: 1 unit
- Speech or Debate: .5 unit
- Literature: 1 unit (must include .5 unit of American Literature)
- Language Arts Elective: 1.5 unit

#### **3 UNITS OF MATHEMATICS MUST INCLUDE:**

- Algebra 1: 1 unit
- Mathematics electives: 2 units

#### **3 UNITS OF SCIENCE MUST INCLUDE:**

- Biology: 1 unit
- Science Electives: 2 units

#### **3 UNITS OF SOCIAL STUDIES MUST INCLUDE:**

- U.S History: 1 unit
- U.S. Government: .5 unit
- Social Studies Electives: 1.5 units

#### **1 UNIT OF ANY COMBINATION**

- Approved CTE
- Capstone Experience
- World Language

#### **1 UNIT OF FINE ARTS**

#### **½ UNIT OF EACH:**

- Personal Finance or Economics
- Physical education
- Health or Health Integration

#### **5 ½ Units of Electives**

### ***6.0 EARLY GRADUATION: (Policy IKF)***

Graduation in less than four (4) full academic years will be discouraged.

Students who will meet the graduation requirements by the end of their first semester senior year or final semester of their junior year must submit a letter of application to the principal no later than the end of the first semester of the junior year. This letter must be signed by the student's parents, have the approval of the guidance counselor and the administration. **The student may graduate early at the discretion of the Board of Education.**

## **7.0 ACADEMIC EVALUATION POLICIES**

### ***7.1. GRADING POLICY***

1. Student grading is done comprehensively and, in addition to the student's performance on tests and exams, the student's effort, participation, and work done during the semester is factored into the grade.
2. Semester grades are determined by averaging the two-quarter grade
3. In high school, an "F" and incomplete grades will receive no (0) credit.

### ***7.2. PROGRESS REPORTS: (Policy IKB)***

Progress reports are compiled and sent every mid-quarter. It is imperative that parents/guardians follow the recommendations for improvement when students are faring poorly academically.

### ***7.3. REPORT CARDS***

Report cards are distributed at parent-teacher conferences and/or sent by mail at the end of each quarter. In addition to these quarter grades, a mid-quarter grade will be determined by the teachers and will be made available to students and parents/guardians.

#### **7.4. GRADING STANDARDS: (Policy IKA)**

Permanent grades are determined at the end of each semester. The meaning of academic grades is as follows:

<i><b>Grade</b></i>	<i><b>Scores</b></i>	<i><b>GPA</b></i>	<i><b>Status</b></i>
<b>A</b>	90-100	4.00	Excellent Work
<b>B</b>	80-89	3.00	Good Work
<b>C</b>	70-79	2.00	Average Work
<b>D</b>	60-69	1.00	Below Average
<b>F</b>	50 and below	0.00	Failure

#### **7.5 FAILING GRADES**

Students in grades 9-12 that fail a core class during the school year will be highly encouraged to attend Summer Enrichment/Credit recovery. Students in grades K-6 will attend Summer Enrichment upon recommendation by a teacher or by choice. After School Programs (ASP) will also be available for students failing any class (3:15-5:00). Also, an after-school activities bus will be available for students who participate in ASP.

#### **7.6 GRADES K-5 PROMOTION/RETENTION**

1. Students must not miss more than twenty (20) total days of school in a school year or ten (10) days in a semester.
2. The Superintendent will make the final determination regarding elementary promotion or retention.

#### **7.7 ACADEMIC HONESTY AND CHEATING**

Excellence that comes at the expense of academic honesty is of no value. The school realizes that a choice to cheat, copy, or plagiarize, no matter how small, diminishes one's integrity. Oelrichs is committed in the resolve that any work presented that is not one's own will be treated most seriously. Cheating is not tolerated.

#### **7.8. KINDERGARTEN and 8<sup>th</sup> GRADE CELEBRATION**

Kindergarten and 8<sup>th</sup> grade students that are promoted to the next grade may participate in A CELEBRATION.

#### **7.9 HIGH SCHOOL GRADUATION CEREMONY**

1. Graduation is traditionally held on the second or third Saturday in May.
2. It is traditional for the senior class to choose which cap and gown color, commencement speaker, and motto they would like to use.

### **8. EMERGENCY/SAFETY PROCEDURES**

### **8.1. FIRE OR EMERGENCY DRILLS**

These drills are indicated by the fire alarm system. There are maps posted in all classrooms of designated routes to evacuate. Instructions for drills will be given by teachers. Students will move briskly and safely along the prescribed routes and away from the building. They will stay outside until the signal to return is given. It is essential that order be maintained to ensure safety for all. An alternate route from each room must be established in case the regular route is blocked.

### **8.2. INCLEMENT/SEVERE WEATHER**

1. During School Hours: Procedures are in place for each attendance center to ensure maximum safety for students in the event of severe weather. School personnel will also attempt to contact all parents by phone through an automated delivery service. Please provide the school with updated contact information for proper communication.
2. Before School Hours: In the event of severe weather, the Superintendent's office may postpone or close school. All "School Cancellations" will be made over the following radio and television stations, usually prior to 6:30am: KILI (90.1FM), Oglala; KCSR (610AM), Chadron; KZSK (97.5FM), Chadron; KOTA-TV and KEVN-TV in Rapid City; and KELO-TV in Sioux Falls. Parents will also be contacted through the automated delivery service. Please provide the school with updated contact information for proper communication.

## **9.O HEALTH PROCEDURES**

1. Students need to be healthy to attend school. Please do not send your child to school when he/she is ill. If your child becomes ill at school, you will be contacted to pick up your child.

2. Oelrichs Public School does not provide medicines of any kind to students. If your child must have medication of any type, including over-the-counter medicine, given during school hours:

- (1) You may come to school and give it to the child at the appropriate time.
- (2) You may bring in or have the student bring in medication(s), accompanied by a note from you; however, each medication must be in a pharmacy-labeled bottle containing the medication and instructions on how/when it is to be given. The medication must remain in the office during the school day with the exception of inhalers for respiratory conditions, which may be in the teacher or child's possession. :

#### **CONSENT FOR MEDICATION ADMINISTRATION: Policy JHCD-E1**

- (3) At the end of the school year, all unused medications sent to school will be returned to the parent/guardian who supplied them or destroyed at their request.
- (4) The school administration will
  - a. Inform appropriate school personnel of the medication.
  - b. Organize a practical plan for assisting students to take medication. The correct time and medication dose should be clearly stated.
  - c. Provide form for parent/physician consent.

- d. Instruct principal's designee in purpose, time, and amount of dose of medication and how to record on student's medical log.

**AUTHORIZATION FOR SELF-ADMINISTRATION (Policy JHCD)**

- (5) The parent of the child must assume responsibility for informing the administration of any change in the child's health and/or medication needs.
- (6) The school district retains the discretion to reject requests for the administration of the medicine. (a copy of this protocol will be provided to parents upon their request for the administration of medicine in the school)

### **9.1 IMMUNIZATIONS: (Policy JECF)**

To comply with South Dakota State law, the following procedures have been developed:

1. Students in grades 1-12 entering the Oelrichs School DistrictS PRIOR to the last Friday of September will be allowed two (2) weeks from the last Friday in September to present verification of their completed immunizations or provide evidence that a medical treatment plan is in place. If the proper certification is not presented by the date indicating that the immunizations have been completed, or that there is a documented medical treatment plan in place, the student will be excluded from attendance until such requirements can be met or a re-entry plan can be made with the school nurse and principal.
2. Students in grades 1-12 entering the Oelrichs School District AFTER the last Friday of September will be allowed two (2) weeks from enrollment to present verification of their completed immunizations. If the proper certification is not presented by that date indicating that the immunizations have been completed, or evidence that a medical treatment plan is in place with the school, the student will be excluded from attendance until such requirements can be met or a re-entry plan can be made.

### **9.2 HEAD LICE**

A student with an active head lice infestation likely has had the infestation for one month or more by the time it is discovered. If a child is identified with live lice, the parent/guardian will be notified by the school with written treatment instructions. The parents/guardians will be expected to pick up the child when the live lice are identified. The parents must treat the child using the instructions that were given by the school. The child may return to school the following day only if the treatment was completed. The school will maintain records or documentation of letters sent home regarding head lice.

If there is a third occurrence of live head lice, the parent/guardian will once again be contacted, and the child will be sent home. Before the child is allowed to return, the parent/guardian must plan with the school nurse to check their child's head before they can re-enter the classroom. There must be obvious evidence of improvement (no live lice and

decreased number of nits) before the child will be allowed back in the classroom. DID NOT FIND A POLICY

### **9.3 COMMUNICABLE DISEASES (Policy JHCC)**

*A determination of whether an infected student should be excluded from the classroom or school activities shall be made by the superintendent and building principal with the concurrence of the State Department of health. In situations where the superintendent or his designee requires additional knowledge and expertise, they will refer the case to a team for assistance in the decision-making.*

## **10. STUDENT SERVICES**

### **10.1 GUIDANCE AND COUNSELING**

1. Students are encouraged to use the school's counseling services.

### **10.2 LOCKERS**

School lockers are school property on loan to the student for the school year. As owners of the lockers, the administration reserves the right to access the lockers for inspection and/or maintenance purposes. (*refer section #15.3*).

1. No student is permitted to lock or otherwise impede access to any locker except with a device approved by the school. Unapproved devices shall be removed and destroyed.
2. Students will be responsible for whatever is in their assigned locker, regardless of whether they claim to have placed a given item within the locker or not. Students experiencing problems with their lockers are encouraged to bring them to the attention of the administration.
3. A fine of not less than \$10.00 will be charged to students who put graffiti on their locker or damage it in any way.

### **10.3 INTERNET ACCESS (Policy IHAJ)**

The district believes accessing data on electronic networks is an essential skill for lifelong learning. The goal of providing internet access to students is to promote educational excellence by facilitating resource sharing, innovation and communication.

The district has defined local guidelines addressing both the rights and responsibilities of students who access the Internet through District accounts and resources. These guidelines are detailed in Policy (IHAI-E)

#### **10.4. PREGNANT and PARENTING STUDENT**

The Oelrichs School District encourages pregnant/parenting students to continue their education. Their needs will be evaluated on an individual basis.

A pregnant student may be excused from school when her physical condition warrants it, and her physician so states in writing. A pregnant student in the Oelrichs School District must, as soon as possible, advise a counselor or school administrator of her pregnancy. The school counselors will request a meeting with the student and her parent or guardian. A principal will be available to meet upon request. Participation in class or extra-curricular activities that could be detrimental to a pregnant student's health or safety will be contingent upon the written statement of the student's physician. Pregnant students may be given information about available resources in the community. The Oelrichs School District does not have a home bound program.

#### **10.6. SCHOOL BUS SERVICES**

The Oelrichs School Board offers bus services to students and families in the rural vicinity. The school bus will be open to students K-12. The school bus driver and administration have the right to remove any student from the bus and not allow said student to continue to ride the bus. The bus will be monitored by a video monitoring system. There may be service offered to an area when there are fifteen (15) students or more that will be riding the bus daily. The school bus will not leave the hard surfaced road to pick up any students.

#### **10.7 SCHOOL BUS CONDUCT (Policy EEA-R)**

Riding the school bus is a privilege that can be revoked for non-compliance with school rules, several of which are mandated by state law. The safety of students during transportation to and from school is a responsibility that they and their parents/guardians share with the bus driver and the school. The following school bus rules apply:

1. For safety precaution, students will have assigned bus seats and will not be permitted to change seats or move up or down the aisles without permission of the bus driver.
2. Fighting on the bus is considered a very serious offense.
3. No use of tobacco or alcohol will be permitted.
4. Vulgar language will not be tolerated.
5. Students shall always be courteous to the driver.
6. Transportation for school-sponsored events will be approved by the district and all students participating in such events must travel to and from the events by this means. The only exception will be release to the parent, or to persons designated by the parent, in writing.

#### **11.0 STUDENT ATTENDANCE (Policy JE)**

**Parents are responsible for informing the Secretary's Office of a student's absence prior to 10:00 am. Call the office at: 605 -535-2631**

### **11.1 EXCUSED ABSENCES: (Policy JE)**

1. The district retains the right to deem an absence excused or unexcused. Medical or other verification may be requested before the absence is deemed excused. The following guidelines may be accepted as valid reasons for a student to be excused:
  - Personal and family illness.
  - Emergencies.
  - Leaves of educational value.
  - Family leave (family weddings, funerals and preapproved vacations (limited)).
  - Participation in a state, regional or national program of educational or cultural value (requires pre-approval from the administration).
2. A parent/guardian must contact the school orally or in writing to seek to excuse the student's absence from school. This excuse needs to be shared with the school prior to or on the day of the absence, or within one (1) full school day of a student's return to school. School work missed must be made up.
3. Students needing to be excused for appointments must have a written note or phone call from the parent to the school in order to be released. Students needing to interrupt their normal school day for appointments are expected to notify the school when leaving and upon returning.
4. Students in grades K-8 who have an excess of 20 days of absences for the school year, excused or unexcused, may be retained or be required to attend a summer school program.

### **11.2 UNEXCUSED ABSENCES: Policy JE**

1. An unexcused absence from a class period/block will result in a student earning a zero for any work missed during the unexcused absence from the class period/block
2. A student who is on campus but not in his/her regularly scheduled class will be considered unexcused.
3. Any absence that is not explained by a parent/guardian within one (1) full school day of a student's return to school will be considered unexcused.
4. The administration retains discretion in asking for medical documentation or other verification

### **11.3. TRUANCY/UNEXCUSED ABSENCES (Policy JE)**

1. A truancy/unexcused absence is when a student is absent from a class or school without parent or school permission. These absences are those, which do not come under any of the definitions of excused absences:

- a. Unauthorized absence from school, if even for one class period (also considered cutting class if the student has already arrived at school.
- b. Truancy letters will be sent to Oglala States Attorney's Office.

#### ***11.4. TARDY POLICY***

1. A tardy is given when a student does not arrive to class on time.

#### ***11.5. WARNINGS AND DISMISSAL (ATTENDANCE)***

1. When a student accumulates five (5) day absences, a letter from the school will be sent to the parent or guardian.

#### ***11.6. SCHOOL ASSEMBLY ATTENDANCE***

Attendance at school assemblies is mandatory. Absence from a school assembly will be treated as cutting class.

#### ***11.7. FIELD TRIP ATTENDANCE (Policy IICA)***

All students are required to attend planned field trips because they are part of the school's educational program. Students are required to submit the field trip permission form signed by the parent/guardian before going on the field trip. Those students without signed forms will not attend the trip and will remain at school in a supervised setting. However, in the event of a parent who was not able to sign the document, the students are required to make arrangements in advance to satisfactorily fulfill their class requirements that they may miss. Permission form for field trip (Policy IICA-E)

#### ***11.8. CHECK-OUT***

1. Leaving school during the school day is not permitted unless the student is personally checked out by a parent or guardian.
2. Students who are checked out of school during a class day are counted as being absent for the periods that the student misses. These class period absences count toward a student's absence total.
3. Students who are not checked out will face disciplinary actions for leaving campus without permission.
4. There is no open campus for any students in the morning after the bus arrives.

## **12. STUDENT CONDUCT AND RESPONSIBILITY**

### ***12.1. GENERAL EXPECTATIONS***

Students in the district schools are expected to act in such a fashion that their behavior will reflect favorably on the individual student and on the school. All students are to act in a responsible manner in the hallways, at the drinking fountains, on the stairways, in the classroom, and on the bus. All students will obey staff member at all times during the school day and at all school- sponsored activities. In addition, students will:

1. Show consideration for fellow students
2. Create a harmonious school atmosphere.
3. Recognize his/her individual responsibilities and obligations and discharge them in accordance with the school policies.

### ***12.2. DRESS CODE***

The following are prohibited from Oelrichs Public Schools:

1. Clothing and accessories that promote alcohol, tobacco, or drug usage or which display weapons or violence that likely cause disruption within the school environment.
2. Clothing and accessories that contain vulgar, derogatory, or suggestive diagrams, pictures, slogans or works that may be interpreted as racially, religiously, ethically, or sexually offensive.
3. Clothing symbolic of gangs or disruptive groups associated with threatening behavior, harassment or discrimination.
4. Any clothing which causes or are likely to cause a disruption.
5. Tank tops with low cut arm holes, tube tops, spaghetti straps, mesh tops, sheer tops, halters, or bare midriff tops.
6. Shirts must extend past and to the top pants. Display of cleavage is not permitted. Tops may not expose the midriff, and clothing must cover undergarments at all times.
7. All shirts must have a shoulder strap that is approximately two inches (2") wide or wider, or from the collar bone to shoulder area.
8. Leggings or tight-fitting spandex type pants, pants with side slits or holes three (3) inches above the knee cap, see-through pants, tights, or leotards worn as outer garments unless worn with shirt or sweater that is at least mid-thigh.
9. Sagging pants, pants worn low on the hip so as to reveal underwear or skin. Pants must be worn with both legs down (not one leg rolled up) and pants legs may not extend past the sole of the shoe. Clothing must always cover undergarments.
10. Sunglasses inside the building.
11. Head coverings of any kind in the building (except for religious or medical reasons).
12. 15. Hoods on sweatshirts or other clothing must remain down.

### ***12.3. ELECTRONIC DEVICES***

No electronic devices (cell phones, ipads, mp3 players, ear buds ETC) are to be used during school hours. Oelrichs School District Matrix will be followed.

### ***12.4. OUTSIDE BEVERAGES***

Outside beverages are allowed in the school with principal's approval. If no permission has been granted, beverages that are found will be confiscated. Continued violations may result in further disciplinary action up to expulsion.

### **12.5. STUDENT RESPONSIBILITY TO FACULTY AND ADMINISTRATION**

Students should have an amiable relationship with the teachers and other members of the faculty. All faculty members strive to be fair in their dealings with the entire student body. Students should be reminded that over-friendliness could be disadvantageous to both the student and the teacher. Problems that arise between students and teacher are best worked out by conferences between these two persons.

The student-administration relationship is based on an open-door policy. The office of the principal is a place to discuss one's concerns in general; however, most personal problems of individual students will be best solved by seeing the guidance counselor.

Every student is expected to be courteous, respectful, and to refrain from using language that is profane, abusive, or intended to intimidate others in the classroom, hallway, or other areas of the school.

### **12.6. PRIVATE VEHICLES ON CAMPUS**

Students may drive a personal vehicle to school as long as they have permission from their parents/guardians and provide the office with a parental permission slip. The conditions for driving a personal vehicle to school are:

1. The student must possess a valid operator's license or a Restricted Minor Permit.
2. The student must be an insured driver and provide a copy of the insurance policy and the vehicle's license plate number.
3. The vehicle must remain parked, locked, and unoccupied during school hours, including the lunch break.
4. The student must drive in a safe and prudent manner. Reckless driving results in the loss of this driving privilege.
5. Oelrichs School District will not be responsible for any accidents, theft, or injury that may occur while on school property.
6. Oelrichs School District reserves the right to search any vehicle on its property and the student driving the vehicle to school will be held responsible for anything found in the vehicle, irrespective of whether the student acknowledges putting it in the vehicle or not (refer section #15.3).

## **13.0 SAFE SCHOOL POLICIES**

These Safe School Policies have been developed to ensure that the school campus is safe:.

### **13.1. SEXUAL HARASSMENT**

Sexual harassment includes any deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a nature which is unwelcome. It is the policy of Oelrichs Public School to maintain a working environment that is free from sexual harassment. It shall be a violation of this policy for any student or employee of this district to harass a student or employee through conduct or communication of a sexual nature.

### ***13.2. SAFE SCHOOL VIOLATION:***

A Safe School violation is defined as any physical or verbal threat or act that endangers the safety of the school community. It also includes off-campus acts that may threaten the school community in any way.

Safe school violations include:

- 1) The possession of dangerous weapons such as firearms, knives, and nunchucks, etc. on one's person or in one's bag, locker, or vehicle, and/or their use.
- 2) An object commonly not seen as a weapon is also considered a weapon if the intention is to use it to harm, threaten, or harass another person. In certain circumstances, items such as scissors, chemicals, lighters, belts, buckles, ropes, chains, etc. may be considered to be weapons.
- 3) It is a federal crime to sell drugs in or near a school.
- 4) Drugs, alcohol, and other illegal substance are forbidden on the property of Oelrichs School District. Students found to be in possession of drugs, alcohol, or any other illegal substance will be suspended for up to three days and moved up three steps in the 5-Step Discipline Policy (*refer section #16.2*). They will also be turned over to the authorities.
- 5) Students found selling or distributing drugs, alcohol, or other illegal drugs will be turned over to authorities and may face expulsion. The superintendent shall have authority to modify the expulsion requirement for a student on a case-by-case basis. This policy shall be implemented in a manner consistent with the IDEA and Section 504.

#### **GUN FREE SCHOOL ACT**

**Any student who possesses, threatens to use, or possess a dangerous or deadly weapon shall be subject to expulsion from school for a period of not less than twelve (12) months. The superintendent shall have authority to modify the expulsion requirement for a student on a case-by-case basis. This policy shall be implemented in a manner consistent with the IDEA and Section 504**

### ***13.3. DANGEROUS OBJECTS ON CAMPUS***

1. Any staff who finds a student with an object that could pose a threat to the safety of self or of other students shall confiscate the object and turn it into the office. The parents/guardians of the student will be notified, and the object may be picked up only by the student's parents/guardians.

2. Students who see, know about, or find dangerous objects with another student or in the school premises are obliged to inform a school administrator about it.

#### ***13.4. SEARCH OF STUDENT AND STUDENT BELONGINGS***

1. An administrator, or one designated by an administrator, such as law enforcement officials, may search a student, his/her belongings, and/or vehicle, when there is reasonable suspicion that the student possesses something that is a threat to the life, health, or safety of the student, or another person, or is in violation of school policy.
2. A search of a student's person includes asking the student to empty pockets, roll down socks, take off shoes, roll up pant legs, and roll up shirt- sleeves.
3. A search of a student's belongings includes any personal items that the student may bring into the school and could include the use of canine units in the case of illegal substances.
4. Under normal circumstances, the search of a student's belongings shall be conducted in the school office and in the presence of the student and two staff members.
5. In emergency situations, the school administrators, or their designee, may search student belongings where they are found and without the student being present, e.g. a bomb threat, a weapon threat, etc.
6. Lockers are school property and liable to random searches.
7. All bags must have the owner's name attached to them. Bags that do not meet this standard may be searched at any time.
8. Students on road trips and other school-sponsored off-campus activities are liable to being searched when there are grounds for reasonable suspicion.

#### ***13.5 SCHOOL SAFETY EQUIPMENT***

1. To facilitate maintaining a safe school environment, Oelrichs School District uses surveillance cameras and video monitoring equipment. Tampering with the surveillance equipment or cameras will lead to suspension or possible expulsion.
2. Tampering with the school fire alarms, fire extinguishers, or school locks will lead to suspension or possible expulsion.

#### ***13.6. OELRICHS SCHOOL DISTRICT SAFE SCHOOL POLICIES FOR STUDENT AND NON-STUDENTS, INCLUDING PARENTS/GUARDIANS***

Because there have been incidents in schools in the United States and other countries in which parents and other adults have threatened the safety of the school community, Oelrichs has developed this Safe School policy. The purpose of the policy is to keep our school, especially our students, safe. Conduct of students at school sponsored co-curricular activities is also covered by this policy. When, in the judgment of the school principal, a parent/guardian or adult is a threat to the safety of the school community, the principal will:

1. Call law enforcement, when necessary.
2. Make a legal complaint, when necessary.
3. Write a letter of warning to the person documenting the behavior(s) that has been a threat.

4. If the unacceptable behavior continues, the principal will write a letter to the person banning them from the Oelrichs School District and from all school events, whether at home or away.
5. If the person refuses to honor the ban, legal action may be pursued.

#### **14.0 STUDENT DISCIPLINE POLICIES**

Student discipline is important, not only because of the school's responsibility to educate students in it, but also because of its potential to jeopardize the educational process. Any behavior that threatens or harms the community needs to be dealt with quickly and judiciously. The Oelrichs School District believes in a positive approach to supporting students in developing a healthy, well-balanced way of life.

##### ***14.1. BULLYING, (Policy JGC) IDK where this came from***

1. Any form of bullying (including cyber-bullying), harassment, assault, or threatening behavior on a student or a staff member will not be tolerated.
2. Bullying, harassment, assault, and threatening behavior could be in the form of a violent or an intimidating verbal or physical attack, also includes a verbal or written threat of future physical harm.
3. Unwanted physical contact, obscene gestures, sexually oriented propositions or comments, and/or the display of sexually explicit pictures are also considered forms of harassment.
4. Student(s) engaged in any form of bullying, harassment, assault, or threatening behavior will be suspended for one to three days and moved up on the 5-Step Discipline Policy.
5. Upon further review, those responsible for the bullying, harassment, assault, or threatening behavior may be expelled.

##### **14.2. SEXUAL HARASSMENT (POLICY AC)**

Sexual harassment includes any deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a nature which is unwelcome. It is the policy of Oelrichs Public School to maintain a working environment that is free from sexual harassment. It shall be a violation of this policy for any student or employee of this district to harass a student or employee through conduct or communication of a sexual nature.

##### ***14.3 SUBSTANCE ABUSE (Drug and Alcohol)***

Oelrichs School District recognizes that drugs and alcohol are seriously debilitating and that they are a problem that calls for strong and immediate intervention. Oelrichs supports a chemical dependency treatment program but also insists that families make an effort to ensure that students stay clean. When students are found to use or possess drugs or other illegal substances, the district policy and/or matrix will be implemented.

#### ***14.4 TOBACCO (POLICY GBK)***

The Oelrichs Board of Education prohibits the use of all tobacco products in all of its building and vehicles or on the premises. When students are found to use or possess tobacco, the district matrix will be implemented.

### **15. SANCTIONS**

#### ***15.1 DETENTION***

Detention after class/school is used as a means to handle minor offenses in class or in school. Skipping detention is a serious offense and will result in the student being placed on a step in the discipline policy.

#### ***15.2. IN-SCHOOL SUSPENSION (ISS)***

When a student's actions warrant in-school suspension, the student is isolated in the school, class work will be brought to them, and they are expected to eat lunch in isolation. Time spent in ISS does not count toward the accumulated unexcused absence policy.

#### ***15.3. SUSPENSION (Out of School Suspension)(Policy JGD)***

1. Suspension from school or school-sponsored activities is reserved for severe and/or frequent misconduct.
2. Parents will be notified in writing and will have complete custody and jurisdiction of their child during the suspension. Students must complete schoolwork during their suspension. It is the family's responsibility to pick up schoolwork and contact the administration to provide assistance with the schoolwork if necessary.
3. The student and parents/guardians are required to meet with the Administration/Dean of Students before the student returns to school. The student may be required to go through peer mediation or conflict resolution upon return and/or review the established social skills plan. Depending on the severity of the incident, appropriate authorities may be notified.
4. A student who is suspended cannot be on any Oelrichs School District property or at any District sponsored activities during the suspension time. If a student is directed by administration to be on school grounds for academic assistance, all necessary parties will be notified.
5. All the days when a student is on suspension are marked as unexcused absences and count toward the student's attendance.
6. The length of an out of school suspension is determined by the Administration. Following a review with the Administration and possible School Board Hearing,

the student may be placed in an alternative education program. This may be in a separate facility.

#### ***15.4. DISMISSAL/EXPULSION Policy JGD)***

Although reserved for extreme situations, a student may be dismissed/expelled for a seriously wrong act and/or for the repetition of misconduct for which the student has been previously suspended. Dismissal can be immediate and automatic, with a School Board Hearing if the student behavior is deemed to be of a dangerous nature.

### **16. STUDENT RIGHTS & PRIVILEGES**

#### ***16.1. PROTOCOL***

1. If parents or students have concerns with what is happening in the classroom, they are requested to follow the chain of command:
  1. Try to resolve the problem with the classroom teacher.
  2. See the principal
  3. If the problem remains, see the superintendent.
  4. If there is still a need, appeal may be made to the Board of Education

If there is a problem in the classroom, the teacher should call the parents, or guardian, for a conference. If this does not happen, parents may take the initiative and call the teacher.

#### ***16.2. DUE PROCESS***

1. Students will be notified orally or in writing of the charges of violation of policies made against them. If the student denies the charges, he/she will be allowed to tell his/her side of the story either orally or in writing (generally in written form).
2. If a long term suspension or expulsion is anticipated because of a student's violation of a rule, regulation, or policy, the principal shall file a required written report with the superintendent by the end of the school day of discovery of the alleged violation.

#### ***17.0. NOTICE OF NON-DISCRIMINATION AND TITLE IX, SECTION 504, AMERICANS WITH DISABILITIES AND OTHER DISCRIMINATION COMPLAINT PROCEDURES***

It is the policy Oelrichs School District #23-3 not to discriminate on the basis of race, color, national origin, sex, age, handicap or religion in its educational programs, activities, or employment policies, as required by state and federal law. Inquiries regarding compliance with Title IX, Section 504, and Title II may be directed to: The Superintendent or designee, PO Box 65, Oelrichs, SD 57763; phone (605) 535-2631.

### ***18.0. GEPA STATEMENT***

All information disseminated by Oelrichs School District #23-3 will be made available in a variety of formats for participants with varying disabilities and learning needs. All web-based information will be fully accessible. Additionally, current and future faculty will learn how to diversity their materials and teaching strategies and make course web sites more accessible for students with disabilities.