

# LANGFORD AREA MS/HS

2020 – 2021 STUDENT – PARENT HANDBOOK

**“GUIDED BY  
TRADITION”**



**“FOCUSSED ON THE  
FUTURE”**



**“LET TODAY BE THE  
START OF SOMETHING NEW”**

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**Paraprofessional Aide**

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**Principal/AD**  
**Superintendent**

Welcome to Langford Area Jr. – Sr. High School. It is our aim to provide the best educational experiences possible in a safe and caring environment. In order to accomplish this goal, it becomes necessary to have certain rules and guidelines for all of us to follow. As students practice following rules in school, their education becomes more meaningful as they prepare to live in a complex society after they graduate.

The purpose of this handbook is to help Langford Area students and parents become better acquainted with our school. We hope it will provide you with information and a better understanding of the policies and daily procedures of our school. It is not intended to cover all the situations that may occur during the school year, so please feel free to contact me with any questions you may have at 493-6454.

We look forward to working closely with you as together we track the success of your child.

**Brett Gibbs**  
**Principal/AD**

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## OUR MISSION STATEMENT

**WE** (teachers, parents & community members) **WILL EMPOWER** (actively engage through school interventions, parental involvement and community support) **ALL STUDENTS** (persons attending Langford Area Public School) **TO MAXIMIZE THEIR SUCCESS** (meet high academic standards and achieve full educational potential) **IN OUR GLOBAL COMMUNITY** (world-wide).

**VISION:** Langford Area School District creates a safe and positive educational environment that is achievement oriented by promoting high expectations through academic excellence, high quality teaching, rich co-curricular activities and strong parental and community support.

### **BELIEFS:**

- \*The students of this school are the reason we are all here.
- \*All children can learn in many different ways.
- \*Effective learning involves a variety of instructional strategies and activities.
- \*The school environment should be safe and conducive to learning.
- \*Education is a responsibility shared by the school, parents and the community.
- \*Supportive parental involvement contributes significantly to a child's achievement and development.
- \*The teachers of a school are its greatest resource.
- \*The students of a school are the community's greatest resource.

## I. PART ONE

### **SCHOOL SAFETY PLAN:**

The District has developed a Safety and Emergency Plan to provide guidelines and a plan of action to maintain a safe environment and meet the emergency needs of students and staff impacted by a tragic accident or crisis situation that interrupts the safety and operation of the school. The school staff has been trained and drilled in the emergency procedures that will be taken in the event of a crisis.

### **SCHOOL HOURS:**

The school day begins at 8:30am and ends at 3:30pm. All doors to the school will be locked at 8:30 am. Visitors will need to enter the school using the east main entrance. Please enter the entry way and push the call button to the right of the inside doors to gain entrance. Then stop in the main office and register at the front desk. This is a safety precaution so that we know everyone who is in the building in case of an emergency.

### **ATTENDANCE:**

The entire educational process requires regular continuity of instruction, classroom participation, and involvement in learning experiences and individual questioning and study. Daily attendance is necessary for a student to get the most of these educational opportunities. It is critical for both students and parents to understand that students miss an essential part of their education when they are absent from class. Students should also be aware that future employers will also take a close look at school attendance. Therefore, you are expected to be present and on time in every class each school day unless you are ill or otherwise excused.

## **ATTENDANCE POLICY**

Parents should call the office (493-6454) before 8:30 a.m. to report that their child will be absent from school that day. In the case of prearranged absences, a phone call or note should be forwarded to the school at least one day before the planned absence. A phone call from the parent will document the child's absence so a note will not need to be sent when the student returns to school.

All absences (other than sickness / Dr. appointments or emergencies) should be prearranged. If we do not receive a phone call or note documenting your absence, a phone call will be made to the parents. This is a safeguard for the student.

Every absence from school will require the student to complete the necessary make-up work as assigned by each instructor.

**ABSENCES:** After a student has been absent from school during one (1) semester: (amended 8/09)

- A. **4 Days**                      A letter will be sent to the parents / guardian. The letter will serve as notification of the cumulative absences for the semester.
  
- B. **8 Days**                      A letter will be sent to the parents / guardian requesting a phone conference discussing the attendance policy and the consequences of further absences.
  
- C. **12 Days**                     A conference will be held to include a parent /guardian, the student and the principal. The purpose of the conference shall be to inform the parents and the student has exceeded the number of absences allowed in a semester and as a result, the student will be required to make-up excess absences after school serving one hour of detention for every ½ day missed. The student may also be referred to the district truancy officer for further investigation and/or action concerning the number of absences.

Items A, B, and C do not mean to imply that students are encouraged or expected to be absent for 4, 8, or 12 days. Parents /guardians are encouraged to send their children to school everyday except when they are sick. Regular attendance is expected of all students attending the Langford Area School District. This is in accordance with state law and school board policy. School is a full-time job for students and should take precedence over other activities.

## **MAKE-UP WORK:**

1. A make-up slip is required for every absence from school.
  
2. Before you will be issued a make-up slip, you are required to have properly filed an excuse slip for the absence. The excuse is due in the principal's office upon returning to school and must list: (1) Who was absent, (2) Why that person was absent, (3) Be signed by the parent /guardian who verifies the validity of the absence. A phone call cancels the necessity for an excuse slip from the parent /guardian.
  
3. You will be given twice as much time to make-up your work as you were absent from school. (Gone 2 days = 4 days to make up work)
  
4. No make-up work completed after the date specified will be given more than 50% credit.
  
5. Lost or forgotten make-up slips will require the student to get a duplicate and start the process over....the time will not be extended.
  
5. All make-up slips are due in the office by 4:00 on the date due. If the make-up slip is not turned

in on time the student will serve a day of detention for each day it is past due.

**ADMIT SLIP:**

A make-up slip will serve as an admit slip for all absences. All Tardies require an admit slip from the office unless students have a pass from their previous teacher.

**TARDINESS:**

1. All students tardy to school Block 1 will be required to get an admit slip from the office to be admitted to class.
2. The tardy will be recorded on your report card and your permanent record.
3. If a student is tardy to any block 2-7 as a result of a late dismissal from the previous block, he/she will need a tardy excuse from the previous blocks' teacher before he/she will be given an admit slip to class by the office. The student will need to get an admit slip from the office if the teacher will not provide one.
4. Four (4) unexcused tardies to any block class or study lab will be recorded as one (1) absence.
5. The 4<sup>th</sup> tardy to classes and/or study labs will result in serving after school detention.
6. Subsequent tardies after four (4) will result in after school detention and may also require the removal from privileges and/or suspension from school.

**ABSENCE ON DAY OF ACTIVITY (after school or evening):**

Students must be in **attendance for at least ½ of the school day** in order to be eligible to participate in after school activities. This includes both participants and spectators at all school related activities. Doctor/Dentist appointments, etc. may be excused in advance by the Principal.

**LATE ASSIGNMENTS:**

It is important that all students complete and hand in all schoolwork assigned throughout the school year on time. The results of not completing or handing in assignments on time will result in either lowering a student's accumulative grades significantly or in some cases failure of the class.

All assignments are due in the teacher's hands on the day and time designated by the instructor. Extension may only be given by the teacher under extraordinary circumstances. Assignments returned on the day designated by the instructor will receive full credit based on the criteria established by the teacher.

Late assignments: All assignments not complete by the start of class on the day designated by the instructor:  
Up to one (1) day late—grade reduction of 20%.  
Up to two (2) days late—grade reduction of an additional 20%.

If any assignment is returned beyond this time frame no more than half credit will be given for any work completed. Credit will not be given for late work turned in beyond the quarter grading period.

In the event students are absent for a school function and do not receive makeup slips, all work is expected to be turned into the teacher immediately upon returning to class.

### **NOTE SPOT CHECK:**

Parents may be called to verify a written note. Any unauthorized written excuse will cause a student to lose his/her privileges for 2 weeks and also serve after school detention. It may also require parents /guardians to report all future excuses by phone only!

### **ILLNESS AT SCHOOL:**

If a student becomes ill during the school day, he/she must go to the principal's office so that it can be determined whether or not the student should remain in school. The attendance office will attempt to call a parent for permission to send the student home. Students may NOT make their own arrangements for going home when ill. No student may leave the school building during the school day without the approval of the administrator. Students who do not follow the above procedure will be treated as having an unexcused absence from class and will not be issued a make-up slip and may face disciplinary action.

### **MEDICATIONS**

All medications must be kept in the High School Office and self-administered by the child. Staff will only assist in opening the containers, keeping the medication safe, etc. Medicines must be brought to the High School Office in a container that is clearly labeled with the student's name and the directions for administering the medicine. Parent permission must be given for any medication taken (including non-prescriptions such as Tylenol).

The responsibility for remembering to take the medication rests with the child. No medications can be taken without parental consent. Cough drops may be given to a child on occasion unless a parent specifically requests it not be given.

### **DRIVING:**

Students are NOT allowed to drive any vehicle during school hours (8:30-3:30). Should a driving need arise, special permission may be obtained from the principal. (All student vehicles are to be parked in the lots north and west of the school building

## **II. PART TWO**

### **DISCIPLINARY POLICY:**

Good discipline is always based on self-discipline. The Langford Area Jr. – Sr. High School operates on the philosophy that the vast majority of students are self-disciplined and behave in an acceptable and productive manner. Nevertheless, we recognize that some students will violate rules and interfere with the majority's right to a good education. Every teacher and staff member, including janitors, cooks, and bus drivers, has the authority to control student behavior. Depending on the seriousness of the infraction, the following tools are available to be used:

1. Loss of Student Privileges
2. Detention
3. Restriction
4. Suspension ( in and out of school)
5. Expulsion

## **STUDENT PRIVILEGES:**

The responsibility of Privileges: The Langford Area Jr.- Sr. high school operates on the assumption that all students should be granted the same rights and privileges. This agreement remains fair and equal for all students until the privileges are abused. With each privilege comes the responsibility of honoring not only your end of the bargain, but the school's as well. We enjoy giving you extra freedom -- if you can use it properly. We will offer all students all privileges. However, if things don't run smoothly, removal of certain or all privileges may be used to improve the situation.

As LAHS students, you are entitled to these various privileges:

1. Checking out of class or study halls
2. Assemblies
3. Activities
4. Visiting during study hall
5. Pep Fests

When you are off the Privilege list, this affects all of the below:

1. Purchasing items from the vending machines.
2. Assemblies --- May not attend any movies, entertainment or special programs.
3. Pep fests --- May not attend any pep fests.
4. Activities --- May be withheld from any or all activities.
5. Speaking --- May not have permission to speak with other students in study hall.
6. Checking out --- May not check out of any room or have a pass to go to the library, computer room, office, etc.
7. Telephone --- no phone privileges.

## **Senior Privileges:**

Beginning with the 2<sup>nd</sup> quarter senior students who maintain a C- (74.5%) or higher course grade will have senior privileges. Students will have privileges removed for a period of one week if any grade falls below a 74.5%. Grades will be checked on a weekly basis. Senior Privileges will include: open campus, preferred parking, and senior lunch table in the commons area.

## **DETENTION:**

1. Students issued Detention will report to the Detention room from 3:30 – 4:00 p.m.
2. If you live out of town, you are reminded of the inconvenience Detention may have for your parents, having to make an additional trip to town.
3. Failure to report to an assigned Detention **may** result in the doubling of the Detention period and/or Restriction or Suspension from school. A parental conference may also be scheduled.

## **RESTRICTION:**

There are two types of restriction lists on which a student may be placed.

1. **Disciplinary** ... constitutes a major act or continuing acts of misbehavior which the instructor judges disruptive to the classroom. This may also be used for major acts of misbehavior during school hours or at school events. A student may be placed on restriction for an indefinite length of time... usually determined by the disciplinary act and/or rate of improvement in the student's attitude.
2. **Academic** ... class work that is unacceptable by the instructor is sufficient grounds for placing any student on restriction. Students will be required to spend all free time and activity time studying until their work or grade is acceptable again.

Restriction means that a student cannot participate or attend any school activity while his/her name is on the Restriction list. This affects students before, after and during school hours. The intent of Restriction is to help the student concentrate on his/her studies and behavior improving the situation and being removed from the Restriction list.

**When placed on Restriction you must:**

1. Report to principal's office immediately upon arrival to school. You will remain there until excused to the classroom.
2. Report to principal's office before being excused to the noon meal. Students will be given approximately 15 minutes to eat.
3. After eating report directly to the principal's office and remain there until excused to the classroom.
4. Students will report to the principal's office at 3:30 p.m. and remain there until excused. Detention runs from 3:30 to 4:00 p.m..
5. The student will not be allowed any of the privileges other students have and will not be allowed as participant or spectator at any school activity. (refer to privilege list)
6. The student will remain on restriction until the instructor who placed them on restriction informs the principal that there has been a definite improvement in classroom behavior/attitude and academic performance.
7. Report to the Principal's office at the following times:
  1. Upon arriving to school
  2. Before dinner break
  3. After 15 minute meal break
  4. During assemblies, including pep fests, etc.
  5. Before dismissal.

**SUSPENSION:**

Behavior disruptive to the educational process may place a student on Suspension. There are three types of suspension:

1. Short term from class --- students may be assigned to in-school suspension (ISS). This means that they may be removed from class or classes and placed in a designated area of the office. Only the principal will assign in-school suspension from classes until a parental conference is held.
2. Short term from school --- Students may be assigned out of school suspension (OSS). This means that they may not attend any part (s) of the school day. The Suspension period may be from 1 to 10 days. Only the principal or superintendent may assign out of school suspension.
3. The Board of Education may suspend or expel a pupil from school for more than 10 days
4. Students are expected to complete all class work assigned during the suspension. Credit will be given following the guidelines under "Late Assignments" (page 7) in the student handbook.

**EXPULSION:**

The Langford Area Board of Education shall reserve the right, after due process, to permanently expel a student from attending the Langford Area School.

## **DISCIPLINARY CONSEQUENCE SCHEDULE:**

Teacher disciplinary referrals will follow the penalty schedule below:

1. 1<sup>st</sup> offense.... .1 day of detention
2. 2<sup>nd</sup> offense.....2 days of detention
3. 3<sup>rd</sup> offense..... .4 days of detention
4. 4<sup>th</sup> offense..... .2 days of detention plus 2 days restriction
5. 5<sup>th</sup> offense..... .4 days of detention plus 4 days restriction
6. 6<sup>th</sup> offense..... .Conference between student, parents, instructors, and principal (three days in-school Suspension recommended)
7. 7<sup>th</sup> offense.....Suspension until School Board meets

## **SCHOOL ACTIVITIES POLICY: (8/13/07)**

School Activity Policies apply to all activities of the school including but not limited to athletics, cheerleading, speech, student publications, student council, and music.

The School Activity Policies are intended to promote positive student behaviors in all school activities. Student participation in school activities is a privilege, not a right. Students who choose to participate in school activities are expected to positively represent their school and community by demonstrating appropriate behavior all year round.

Specifically, the purposes of school activities and policies are:

1. To encourage growth and responsible citizenship.
2. To emphasize the schools' concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.
3. To promote equity and a sense of order and discipline among students.
4. To confirm and support existing state laws which restrict the use of mood-altering chemicals.
5. To establish standards of conduct for those students who are leaders and standard-bearers among their peers.
6. To assist students who desire to resist peer pressure which directs them toward the use of mood altering chemicals.
7. To provide consistency among all student activities in student behavioral expectations.

Any middle school or high school student wishing to participate in school activities shall not possess, use, sell, or distribute tobacco, alcohol, and any other controlled, mind-altering, or illegal substance or commit any crime against a person or against property.

These activity policies will be enforced beginning with the first day of fall sports practice to the last day of the state track and field meet, regardless of whether or not the student is participating in an activity at the time of a violation. A student who violates these policies shall be ineligible to participate in activities according to the policy.

The following activity policies apply for all students participating in activities whether the offense occurs in a school, on school property, in District vehicles or buses, at District events, or away from District property.

Each student and his/her parents will be required to sign one set of School Activity Policies per year instead of one per activity since policy revisions include all activities in the policies; this will provide unity among all activities in the District.

## **SCHOOL EVENTS PUBLIC CONDUCT**

We welcome fans and visitors to our school. However, these persons must adhere to our Public Conduct policy while attending school events. The District's Public Conduct on School Property policy is printed in the back of this handbook. Please acquaint yourself with the acceptable rules and appropriate penalties associated with its enforcement.

### **ACADEMIC REQUIREMENTS FOR EXTRA CURRICULAR ACTIVITIES:**

Academic:

1. All students must be passing all subjects in order to be eligible to participate in any school activity. Passing or failing grades will be determined on a weekly basis.
  - a. Student grades will be checked each week.
  - b. If a student is failing a class, he/she will have one week to raise the grade to passing in order to remain eligible for games.
  - c. **If a grade is not brought up to passing after the one week of probation, the student will become ineligible for games. Students may still be required to attend practice.**
2. Failure to pass a minimum of four credits per semester will result in the student being ineligible for SDHSAA activities for the entire following semester. (SDHSAA rules)

### **STUDENT POLICIES AND PRIVILEGES**

#### **ALCOHOL, TOBACCO, SMOKELESS TOBACCO, NARCOTICS**

Possession and use of alcohol and tobacco are forbidden by state law to anyone under the age of 21. Possession and use of narcotics without a prescription is illegal at any age. State law also requires schools to hold all students to the same rules and regulations of conduct, regardless of whether the student is older than or younger than 21. The school board does not permit the use of possession of tobacco, alcohol, or narcotics on school premises, at school activities, or school buses. Items containing tobacco, alcohol or narcotics are subject to confiscation by school authorities and, in the event of confiscation, will be made available to the student's parents or guardian, by appointment, or to the legal authorities if proper under the circumstances. Any student breaking any of these rules may face suspension or expulsion from school and/or all school activities. The use of tobacco (including smokeless) in any form, by students on or in all school properties belonging to the Langford School District, is hereby prohibited. Any student violating this policy may be subject to suspension or expulsion from school. Smoking devices will not be carried in the school building or at school functions. The use or possession of alcoholic beverages is prohibited on school property or at school-sponsored activities or events. Teachers and administrators, will at all times, have authority to exclude/eject students from school activities and events if it is suspected that alcoholic beverages have been consumed. Any students breaking this rule will face suspension or expulsion. Those placed on suspension will lose the privilege to participate in all school activities. The period of suspension will be determined by the administration. Any student attending a school function at home or away who is known to have been drinking either during or prior to arriving at the school function will be held at the school and required to call his/her parents. Further disciplinary action will be taken. Procedures for dealing with cases of suspected and admitted drug use will include counseling and referral, as well as procedures for dealing with illegal drug use or traffic on school property. A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco, alcoholic beverage or intoxicant of any kind.

### **STUDENTS PARTICIPATING IN CO-CURRICULAR ACTIVITIES:**

#### **(ALCOHOL, TOBACCO, DRUGS)**

This policy applies to students during the time the activity season is in progress. Penalties may be carried over to the next activity season if it becomes necessary.

**1<sup>st</sup> offense:** Student (s) will be suspended from said activity for five (5) school days to include one (1) Football Game, two (2) Basketball Games, two (2) Volleyball Games, two (2) Track meets, one (1) Cross Country Meet and two (2) band Performances, one (1) Chorus Performance and all practices (exception: band and chorus) during said days.

**2<sup>nd</sup> offense:** The student (s) will be suspended from said activity for the remainder of the present school term.

### ***South Dakota Codified Law 13-32-9***

Any person adjudicated, convicted or the subject of a suspended imposition of sentence for possession, use or distribution of controlled substances or marijuana as defined in chapter 22-24 is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education and Cultural Affairs for one year. The one year suspension may be reduced to sixty school days if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Upon a subsequent adjudication, conviction, or suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity while that person is attending any school accredited by the Department of Education and Cultural Affairs. Upon such a determination in any juvenile proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the Chief Administrator of the school in which the person is enrolled.

*The term extracurricular activity means any activity sanctioned by the SDHSAA.*

#### **POSSESSION OR USE OF A WEAPON:**

Prohibition: No person shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any weapon on any school premises, (or in any vehicle on any school premises), in any school vehicle used by the school or any school purposes in any school building or other building or premises used for school functions, whether or not any person is endangered by such action.

For the purpose of this policy, the term “Weapon” shall include:

- a. Any controlled weapon including a firearm, silencer, machine gun, or short shotgun, those terms defined in SDCL 22-1-2 (17), (23), and (46).
- b. Any “dangerous weapon” material or substance, whether animate or inanimate which is calculated or designed to inflict death or serious deadly harm, or by the manner in which it is used is likely to inflict death or serious bodily harm.
- c. Any “destructive device” including any bomb, grenade, explosive missile or similar device.
- d. Any “explosive” including any substance or combination of substances, that is used for the purpose of detonation.
- e. Any “firearm” including any weapon from which a projectile or projectiles may be discharged by gunpowder.
- f. Any “stun gun” including any battery-powered, pulsed electrical device of high voltage and low or no amperage that can disrupt the central nervous system and cause temporary loss of voluntary muscle control.
- g. Any “knife”, “Club”, “numchuk”, “sling-shot device” or similar item which is designated to, intended to, or used in such a manner as to incapacitate or cause any bodily injury or any threat of bodily injury by the designer or user of the item.

This policy does not apply to starting guns while in the use of athletic events and supervised schools or sessions for training in the use of firearms.

#### **Penalty:**

Violation of this policy may result in expulsion for a period of not less than 12 months according to the suspension policies of the School District. The Superintendent or chief administrating officers of the school district may increase or decrease the length of the weapon-related expulsion on a case by case basis. Unless there are unusual mitigating factors, the penalty for the offense will be expulsion for a period of not less than twelve (12) months.

**SEXUAL HARASSMENT:**

It is the intent of the Langford Area School District to provide a learning environment free of sexual harassment. To that intent, the Langford Area School will use all available resources and means to assure that no student is subjected to any harassment or intimidation. Any unwelcome sexual advances, solicitation or sexual activity by promise of reward, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitutes unacceptable harassment.

It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated. Any student or employee will be subject to disciplinary action that may include suspension or expulsion from school. Students who feel he or she has been subject to sexual harassment should report the incident immediately to his or her teacher, principal or counselor. Resolutions of complaints or problems may be pursued informally or formally at the option of the person who feels he or she has been subject to sexual harassment. All complaints will be thoroughly investigated. Confidentiality consistent with due process will be maintained.

**HAZING:**

Committing an act against a student or coercing a student to commit an act that creates risk of harm to a person, in order to be initiated into a student organization or class, or for any other purpose is unacceptable. At no time will the Langford Area School sponsor or condone any forms of hazing of its students. Any such actions during the school day, at school sponsored activities or on school premises may result in suspension from school for a period of 1-5 days.

**BULLYING/CYBER BULLYING:**

The Langford Area School is committed to maintaining a constructive, safe school climate that fosters an environment where students can learn and grow. Bullying is a form of harassment that interferes and disrupts this learning environment for our students.

Definition: Bullying consists of physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive or offensive that it creates an intimidating, hostile or offensive environment which interferes with a student's access to educational opportunities.

Reporting: Acts of bullying should be reported immediately to the counselor, principal or teacher. Documentation may consist of either an oral or written statement.

Investigation: All reports will be investigated. Students involved will be questioned to gather factual information and details. A disciplinary report may be written and parents will be contacted.

Consequences: Students found guilty of bullying behavior will be given due process and may be subject to disciplinary action such as detention, restriction, suspension or expulsion. Law enforcement may be called in cases of serious threats of bodily harm, personal property damage or if physical violence occurs.

Prevention: Staff and students will annually review the District's bullying policy and participate in prevention sessions during the year.

**DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY, STEALING OR ATTEMPTING TO STEAL SCHOOL PROPERTY OR ANOTHER'S PERSONAL PROPERTY:**

A student shall not intentionally cause or attempt to cause damage to school property or another person's private property. A student shall not steal or attempt to steal school property or another person's private

property on school grounds, while at a school-sponsored function or attending a school event off school grounds.

The student will be required to pay the cost of repairs or replacement of damaged property. Should property be stolen, replacement or restitution will be made to the school or parties involved. The first violation may also result in suspension (ISS/OSS). Subsequent violations will be reported to the School Board who may recommend further disciplinary action which may include but is not limited to long-term suspension or expulsion. If warranted, law enforcement may be notified.

### **CHEATING / PLAGIARISM** (July 11, 2005)

Plagiarism by students is illegal. 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 a reduction in grade or, in certain circumstances, receive a failing mark for the work/assignment turned in. 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.

## **III. PART THREE**

### **PEP FESTS:**

1. Pep Fests will be held in the gym.
2. Students on Restriction will not be allowed to attend and must report to the principal's office.

### **SCHOOL DANCES:**

These general policies will govern conduct of students at school dances:

1. Dances will begin at 9:00 p.m. or immediately following an athletic event and close at 12:00 a.m.
2. Students are expected to remain at the dance once they come in. No one is readmitted once he/she leaves a dance. (Once you're in, you're in!)
3. All rules and policies of the school are in effect.
4. There will be teacher chaperones at each dance. Additional adult chaperones may be added.
5. Disciplinary problems at the dance will be dealt with using our Disciplinary Policy.

### **UNACCEPTABLE LANGUAGE:**

Students are reminded that distasteful and offensive language has no place in a group educational setting such as a school. Any infractions of this rule will result in a disciplinary referral and will follow the Disciplinary consequence schedule.

### **ELECTRONIC DEVICES:** (8/13/07)

No electronic devices other than those issued by the school are allowed to be used in school during the school day. No electronic device shall be used in any manner to disrupt a class or impede learning. Electronic devices include: Smart Watches, MP3 players, PSP's, Ipad's, Kindles, cameras, and car starters.

Use of headphones during the school day is prohibited unless approved by the classroom instructor.

Students will not be allowed to have or use cell phones at any time during the school day. Students will not be allowed to use phones in the school building during activities held in the school building such as play rehearsal and prom decorating. Cell phones may be kept in the student's car, locker, or in the office. Students may use the phone provided in the high school office if he/she needs to make a call during the school day. It is understood that students may want or need to contact parents after activities so students will be allowed to have a cell phone with them while attending school related activities.

### **ELECTRONIC DEVICE CONSEQUENCES:**

1<sup>st</sup> Offense – A warning will be issued to the student. The device will be taken to the office and the student may pick it up at the end of the school day.

2<sup>nd</sup> Offense – The electronic device will be taken to the office and returned to the student at the end of the school day. The student will serve 1 day of detention.

3<sup>rd</sup> Offense – The electronic device will be taken to the office and returned to the student at the end of the school day. The student will serve 3 days detention.

4<sup>th</sup> Offense – The electronic device will be taken to the office. A meeting between the student, parent, and principal will be scheduled. The device will be given to the parent at the meeting.

### **LASER LIGHTS:**

Laser lights are not allowed in the school or at any school activity at any time. This includes while students are on the bus and playground. If a student is found in possession of a laser light, it will be confiscated and in accordance with the SDHSAA regulations he/she will be asked to leave the school activity immediately.

### **POP / VENDING MACHINES** (8/11/09)

1. Absolutely NO pop will be allowed in school during the school day (8:00 a.m. to 4:00 p.m.)!
2. Food, covered mugs, cups, etc. will be allowed in the classroom at the discretion of the instructor.
3. Milk, water, and juice machines will be open all day. Do not leave any milk, water or juice containers in your lockers.
4. In the event of a spill, notify the custodian or the office immediately.

Violation of these rules will result in the loss of beverage privileges for **everyone**.

## **IV. PART FOUR**

### **DISMISSAL:**

1. Students in grades 6-12 will be excused at 3:30 p.m.
2. All students will leave in an orderly manner, without unnecessary noise or loitering.
3. You are reminded to be careful how you operate your vehicle as you exit the school grounds. There are many students leaving the buildings at this time. Slow down to keep everyone SAFE.

### **STUDY HALL REGULATIONS:**

1. Students may check out from a study hall if:
  - a. A supervisor gives permission.
  - b. A faculty member writes a pass **in advance**.
  - c. They have not lost their privileges or are on restriction.
2. Students leaving study hall without checking out will lose their privileges.
3. Speaking privileges will be given by the teacher supervising the study hall.
4. All study halls will have **STRICT STUDY TIME!**
5. All study halls will have seating charts.

6. Students who are disruptive during study halls may receive a disciplinary referral resulting in detention or restriction.
7. No more than 1 student will check out to lockers or restrooms at any given time.
8. Students found in locations other than where they have checked out to will lose checkout privileges.
9. All students are to be in their desks following the bell and will remain there until the instructor excuses them.

### **LIBRARY:**

1. All students wishing to use any of the resource materials in the library during the school day will be required to have a written pass from the instructor assigning the research.
2. A student may still check out of study halls to get a book or magazine (limit 5 minutes). This also is at the discretion of the study hall supervisor. The only students to be working in the library are those with passes.

### **HOMEROOM:**

Students should refer to the classroom in which their first day class meetings are held and T-Block meets as their homeroom.

### **LOCKERS:**

1. Lockers are the property of the Langford Area School District and therefore are subject to search with or without the student being present.
2. Every student is assigned a locker in which he/she may keep his/her books and personal belongings.
3. Students shall not store any items in their locker that is expressly prohibited or that violates safety, health or moral standards.
4. Lockers must be kept clean (no decals, etc.).
5. No inappropriate words or signs will be allowed inside or outside.
6. All student athletes are required to provide a padlock for their athletic locker. The school will not be held responsible for lost or stolen items in the locker rooms.

### **ANNOUNCEMENTS:**

Announcements will be emailed to the classroom teachers daily announcements will be posted to the school webpage on a daily basis.

### **ASSEMBLIES:**

Students in grades 9-12 will be allowed to sit where they would like in a designated area during school assemblies unless their behavior becomes a problem. Specified seating areas will be assigned if behavior is an issue. All assemblies will have faculty supervision. Students are to remain at all assemblies until they are excused to their classroom by a faculty member or the principal.

### **HALLWAY TRAFFIC:**

1. Please keep traffic to the right!!!!!!
2. Please keep traffic moving...do not loiter or visit with students as you leave a room or in the hallway. Students leaving their classroom should wait for people moving past the entrance. You should be able to

move in and out of the classroom at the same time by keeping to the right. Students in the hallway have the right of way.

3. Absolutely NO running!!!
4. You may visit between classes in a classroom—Do no visit in the hallway!
5. Always use appropriate behavior and language while in the hallways!

### **BATHROOMS:**

Please refrain from loitering in or around the bathrooms, water fountains, and hallways.

### **MESSAGES:**

The last 5 minutes of each class period will be used to convey messages urgent to students and teachers. The messages will be announced from the office. Please come to the office to receive your message.

### **STUDENT COUNCIL:**

Elected members to the Student Council will meet during lunch periods and T- Block periods. However, there may be times when council members will be excused from class for a council meeting or activity. Any missed school work must be made up for such absences.

### **MEETINGS AND PRACTICES:**

No groups or individuals will be allowed to use school facilities (classrooms, gyms, weight room, band rooms, etc.) unless they are under the direct supervision of a staff member or designated adult.

### **STUDENT DESKS:**

1. Students are asked to please not write, scratch, or mark the desks in the classroom.
2. The student will be responsible for payment to repair or replace desk he/she has damaged.

### **POST HIGH SCHOOL COLLEGE VISITATION:**

College representatives will schedule visitation times with the counselor and/or principal. Students wishing to visit with college representatives are required to sign up in the office.

Students planning to visit a college campus **are required to have parents notify the principal either in writing or with a phone call in advance of the scheduled visit.**

### **LOST AND FOUND:**

The high school principal's office is the Lost & Found Center ---**please report or return items lost to the Principal's Office.**

### **SIGN-MAKING:**

Signs, posters, etc., for classes, pep fests, and various other classes or activities are to be supervised by that group's teacher (s) or advisor (s). Sign-making supplies should be obtained from the teacher workroom **by the teacher (s) or advisor (s)!!**

### **STUDENT AND FACULTY BIRTHDAYS:**

All birthdays during the school will be recognized during the morning announcements by having a "happy one" wished to the person or persons having a birthday. Occasionally a date is wrong or is inadvertently missed. If so, please let the office know so the correction and announcements can be made. Parties, cakes, etc., for students will be allowed at the discretion of the teacher.

### **PASSES:**

Students are permitted to have a pass which gives them permission to move from room to room, study halls, etc., to another in the event of need for help; working on a project or participation in a pep activity; however, this must be written in advance of the hour in which the student will need it or it will not be honored.

Students may check out the following locations without a pass: (1) library, (2) locker, (3) bathroom, and the (4) office.

### **PHONE CALLS:**

1. No student or teacher will be called from class except in emergency situations.
2. **Reminder: students are not allowed to have cell phones in school.**
3. Students making phone calls may use the phone in the high school office and must sign the record sheet in the office.
4. Students will not be allowed to receive phone calls during class.
5. Exceptions will be made in the case of emergencies.
6. Messages will be taken in the principal's office and conveyed to the student during the last five minutes of the class period.
7. **All phone calls for students in the 7<sup>th</sup> – 12<sup>th</sup> grade MUST be placed through the principal's office. This pertains to incoming and outgoing calls.**
8. The best time for phone calls is during noon and 4A & 4C study halls.

### **INDIVIDUAL CONFERENCES AND PARENT-TEACHER CONFERENCES:**

Parent-Teacher conferences are scheduled in October and February. The specific dates can be found on the School Calendar. Conference notices will be sent out and parents are encouraged to attend on these nights. If parents are not able to attend on the scheduled nights, they are welcome to schedule a conference with the 6 – 12 teachers at any time that is mutually convenient.

### **SCHOOL BUS TRANSPORTATION:**

All eligible students in the Langford School district may ride buses without charge. The driver is in full control of the bus and pupils are expected to obey the following rules:

1. Observe the same conduct as in the classroom.
2. Be courteous: use no profane language.
3. Do not eat or drink on the bus without disposing of your own garbage.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke or use smokeless tobacco.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands, and feet inside bus.
10. The bus driver is authorized to assign seats. Students who are disruptive may be removed from the bus for up to three (3) days for the first infraction and could be denied bus service for the remainder of the year for additional infractions. If your child is having bus problems, **please contact the school administration!**

### **ACTIVITY BUS POLICY:**

All students riding activity buses are expected to act in a responsible manner. You not only represent yourselves, you also represent your school and community.

1. It is preferred that students ride the activity bus to school sponsored activities and home again.
  - a. In the event of specific circumstances, a parent may check their son/daughter off the bus by signing a check off sheet which the coach after the event. A parent must **personally** speak to the coach to sign their child out at the activity.
  - b. Parents may request that another parent take their child home from an activity. The parent's wishes must be in writing and approved by either Mr. Brown or Mr. Nipp prior to the bus leaving for the activity.
2. Students will be picked up at the school and returned to the school following the activity.
  - a. Parents may request their son/daughter be picked up or dropped off at a designated point when the bus is traveling their direction. A drop off form will be available at the beginning of the year where parents will give their permission for school designated drop off points other than the school.
  - b. We are required to travel long distances for some activities and, as a result, students may arrive home late at night. To avoid even later return times, students will be dropped off at school designated drop off locations.
3. Upon returning from an activity coaches will remain at the school until all students have left the facility. There are phones in both the kitchen and the coaches' offices for students to call home after an activity.

Penalty for violating this policy:

1. 1<sup>st</sup> Offense: Student will not be permitted to ride the bus or participate in the next activity.
2. 2<sup>nd</sup> Offense: Student may not be permitted to ride the activity bus for the remainder of the school year.

### **BREAKFAST/LUNCH:**

6-12 students may purchase breakfasts for \$1.45 and lunches for \$3.00. Seconds can be purchased for \$1.00. Free and Reduced Price Applications will be given to students at the beginning of year. An extra milk may be purchased for \$.30. Applications should be returned as soon as possible so that eligibility can be determined. Until a student's eligibility can be determined, breakfast and meals eaten will be charged to the student's account and must be paid.

Students must have a positive balance in the school lunch account in order to purchase seconds. Parents will be notified when their child's lunch balance is nearing the negative. **Please read the District Meal Charge Policy located at the end of the handbook.** It is recommended that students bring monthly checks to be deposited in their lunch accounts. 20 meals is the average monthly number (\$29 for breakfast/\$60 for lunch). **If your child has special dietary needs, please inform the school. Medical documentation is required. Children may bring cold sack lunches from home (microwaves are not available for student use), however, pop and candy are not allowed in the lunch room during lunch serving time (11:00 AM – 12:30 PM).**

**Students are not allowed to leave the campus during lunch period unless they have senior privileges.**

### **WATER FOUNTAINS:**

Please keep the fountains clean---do not put gum, paper, wrappers, etc. in the drain.

### **COPY MACHINES:**

Students may not use any of the copy machines in the school without permission. Students are requested to ask permission before using the machine. **Copy machines in the library are for student use – copiers in the office are for staff use only!**

### **FIGHTING:**

Students involved in fighting may be suspended from school immediately and then face additional disciplinary later. It will not be the school's intention or responsibility to establish the blame.

### **SNOWBALLING:**

Any student of the Langford Area School seen throwing snowballs (etc.) on the school grounds is subject to disciplinary action including suspension from school without credit for make-up work.

### **DRESS CODE:**

It is important to remember, we are preparing you academically, socially and for a future occupation. There are group standards and you will need to conform and be responsible to other people.

Generally, it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual student, the school, and the community. Appearance should be nonrestrictive, nondisruptive and respectful.

1. For health and safety reasons, shoes are to be worn in the building at all times. Parents should see that children are dressed properly for weather conditions.
2. Caps, scarves, bandannas and hats are not appropriate and are not to be worn in the school building during the day.
3. T-shirts, jackets or other items of apparel that have markings, pictures, or lettering that convey profane language, tobacco/alcohol/illegal drug messages, nudity or offensive meaning are not appropriate and should not be worn during school or at school functions.
4. Clothing that is too revealing or cause a distraction is not appropriate and should not be worn during school. Tank tops, tube tops and halter tops are allowed only if worn over or under appropriate shirts. No bare midriff tops, spaghetti straps, strapless tops and low cut tops are allowed.

**As a general rule, if in doubt, it's probably not appropriate.**

5. Ripped or excessively baggy or tight clothing are prohibited. Undergarments should be covered.
6. Shorts are permitted. **Please use good judgment.**
7. Undergarments should be covered.
8. No facial, nose, tongue, lip, eyebrow, etc. earrings are to be worn during the school hours.

If in question, it will be the principal's discretion whether or not a student has violated the dress code. If a student is dressed offensively any staff member has the right to ask the student to:

1. Cover it up,
2. Turn the garment inside out, or
3. Go home and change it.

First violation of the dress code will result in a written reprimand. The second and subsequent offenses will result in the student(s) being placed on disciplinary restriction.

## **V. PART FIVE**

### **REPORT CARDS:**

1. Report cards will be sent home at the end of each quarter or semester exams. Mid-term progress reports will also be distributed each quarter.
2. Teachers will grade according to the student's academic and achievement in each class.
3. Students will also be given marks indicating some improvement is needed in personal qualities of cooperation, courtesy, work habits, and dependability.
4. A record of absences and tardies will be included.

### **DISTANCE LEARNING POLICY:**

The mission of the Langford School is to provide resources and diverse class selection for students as they prepare for a lifetime of possibilities. The academic calendar year runs from August to May.

High School classes are selected primarily from those developed and accredited by the state of South Dakota. These classes are transmitted through the use of the Northern State University E-learning Center.

Each distance learning class is monitored by a mentor. Classes are offered free of charge to our students. The cost of any materials is absorbed by the school district. The high school principal prepares the classroom at no additional cost to the district or student.

Students wishing to take distance-learning classes are required to meet the following criteria: (1) recommended to have a minimum accumulative grade point average of 3.0 and (2) a strong self-discipline record in the classroom.

The distance learning center is available for use by the community based on the ability to schedule the classroom.

The legal issues dealing with distance learning are addressed in the school’s acceptable Internet use policy.

Student support material presumably includes a computer, headphones, and microphone. Internet will be provided by the school district.

**GRADUATION REQUIREMENTS:**

**LAHS Graduation Requirements (7/11/13)**

**SD BOR College Entrance Requirements**

	<b>Credits (22)</b>		<b>Credits (22)</b>
English	4	English	4
Science (Lab)	3	Science (Lab)	3
Math	3	Math	3
Fine Arts	1	Fine Arts	1
Social Sciences	3	Social Sciences	3
CTE/Capstone/WL	1	CTE/Capstone/WL	1
Personal Finance	.5	Personal Finance/Econ	.5
Physical Education	.5	Physical Education	.5
Health	.5	Health	.5
Electives	5.5	Electives	5.5
Total Credits	22	Total Credits	22

**Regents Scholar Diploma**

- 4 years of English, Algebra or above Math, Science (including 3 of approved lab sciences)
- 3 years of Social Science
- 2 years of Foreign Language
- 1 year of Fine Arts
- ½ year of Computer Science
- \*\*No final grade below a “C” and an overall GPA of at least 3.0.

**ACADEMIC AWARDS**

**LHS BEST AND BRIGHTEST**

This award is presented to those students who have earned honor roll status all four quarters of the school year. Students will be presented with a plaque recognizing their accomplishment at our Awards Night program.

#### **PRINCIPAL'S AWARD**

This award is presented each year to the boy and girl in each of the high school classes with the highest cumulative grade point average. It requires a student to maintain a 3.0 GPA or better to qualify. These students will receive recognition at the Awards Night program with their names also engraved on a plaque.

#### **LHS ACADEMIC EXCELLENCE AWARD**

This award recognizes the class with the highest grade point average. The graduating year of the class will be placed on a plaque in the lunchroom.

#### **STUDENT OF THE YEAR AWARD**

This recognition is given to students in each of the areas of (1) Business (2) English (3) Math (4) Science (5) Social Studies and (6) Vocational Studies who most exemplifies all the qualities of a superior student. Consideration is given to Scholastic Ability, Seriousness of Approach to Studies and Cooperative Attitude. Each student receives a "Student of the Year" award.

#### **REGENTS' SCHOLAR DIPLOMA AWARD**

This is awarded to graduating seniors who have completed the following curriculum: 4 units each of English, Math and Science; 2 units each of Social Studies and foreign language and ½ unit of computer science. Students receiving the Regent's Scholarship Diploma automatically qualify for entry into any of South Dakota's state-supported universities.

#### **HONOR STUDENTS:**

There will be three (3) levels of recognition for Langford High School students. Students earning a 3.9 Grade Point Average or higher will graduate with Highest Honor. Students earning a 3.7-3.89 Grade Point Average will graduate with High Honor. Students earning a 3.5-3.69 Grade Point Average will graduate with Honor. The grade point will be cumulative after the 7<sup>th</sup> semester of high school.

#### **SCHOOL GRADUATION POLICY: (adopted August 9, 1999)**

Because of the importance of a high school diploma, the State Board of Regents and State Board of Education have imposed specific requirements on all students for graduation from high school and entrance into a college supported by the State of South Dakota. All graduates of LHS must successfully complete 22 credits as specified by the above mentioned authority.

Deficiencies recorded during the freshman and sophomore years of school will be discussed and a plan of action will be recommended by the secondary principal. All students will be required to attend a credit review with the secondary principal during the sixth semester of high school. Each student with identified deficiencies along with their parents /guardian will meet with the principal to develop a plan to correct such deficiencies.

In the event a student does not meet the minimum requirements for graduation he/she will not be permitted to (1) be on stage at commencement exercises, (2) name will not be called, and (3) will not receive ANY diploma.

A decision by the School Board "not to graduate" will mean that the student involved will not receive a signed diploma until their deficiency has been corrected and approved by the committee and the School Board.

**REGISTRATION CHANGES:**

You will be allowed to change your registration anytime between pre-registration each spring and final registration during the first day of school each new year. Changes will require a signed “Change of Registration” form which includes signatures from the parent, teacher, and principal. Permission may or may not be granted following that conference.

**HONOR ROLL:**

1. Students in grades 7-12 qualifying for the honor roll will have their name listed in the hall bulletin board and the Marshall County Journal.
2. A “B” average, no grade less than a “C”, will qualify a student for the “excellent” honor roll.
3. 3.5 grade point average or better, with no grade less than a “B”, qualifies for the “superior” honor roll.
4. All “A’s” qualify for the “straight A” honor roll.

**GRADING SCALE:**

All instructors in grades 7-12 will use the following grading scale:

A -- 94.5	B+ -- 90.5	C+ -- 81.5	D+ -- 71.5	F -- 0
A- -- 92.5	B -- 86.5	C -- 76.5	D -- 67.5	
	B- -- 84.5	C- -- 74.5	D- -- 64.5	

**VI: PART SIX**

**TORNADO DRILL INSTRUCTIONS: (signal is an announcement over intercom system)**

1. Go to an inside wall or designated area.
2. Stay away from glass.
3. Get down on your knees.
4. Put your head on your knees.
5. Remain in that position until you hear the “all clear” signal or your administrator /teacher tells you that “all is clear”.

**FIRE DRILL INSTRUCTIONS:**

1. Exit in single file—walk briskly.
2. Go directly to your designated grouping area and wait for further directions.
3. **NO TALKING** during the fire drill so emergency directions may be issued.
4. The first two students to the exit doors should hold them open during the drill; except high school students should relieve elementary students.
5. Instructors shall lead their class from the building. Grade books should be taken with them for taking roll in the grouping area.

**SCHOOL CLOSINGS/LATE STARTS/EARLY DISMISSALS:**

We will be using a new telephone broadcast system this year **ONE CALL**. It will work much like our older system and will be used to notify households/parents by phone within minutes of an emergency, school closing,

late start or early dismissal. This service will call the phone numbers provided to us on the **ONE CALL ENROLLMENT FORM** sent home with your child on the first day of school.

In addition to the ONE CALL system, we will continue to use some of the traditional methods of posting weather related closings. They include the school's website: [Langford.k12.sd.us](http://Langford.k12.sd.us) and Keloland's Closeline at [www.Keloland.com](http://www.Keloland.com) & click on CLOSELINE. Announcements will also run on KELO, KSFY and KDLT television stations.

Make sure your child knows what to do if he/she arrives home early and no one is there. In the event that buses are not able to return children home safely, students will be sent to the winter storm home listed on the Emergency Form.

**Late Start Class Schedule:** 10:00 start with 20 minute class periods in the a.m.

10:00 – 10:20 Block 1

10:23 – 10:43 Block 2

10:46 – 11:06 Block 3

**\*Buses will run 1 hour late on days we have a late start!**

## **EMERGENCY EVACUATION OF THE SCHOOL BUILDING:**

### **Fire, Gas Leaks, Bomb Threats, Etc.**

In an emergency situation the signal to evacuate the building will sound or a verbal message will be given over the intercom system. Students accompanied by their teachers and paraprofessionals, will immediately vacate the building and proceed to their assigned areas to await further instructions or to board buses as deemed necessary and appropriate.

In the event students are unable to return to their classrooms in a brief period of time, teachers will be instructed to take their students to either the Langford Lutheran Church or the American Legion Building and wait for further instruction from the administration. (Grades K-4 Langford Lutheran Church, Grades 5-12 American Legion.)

The administration will decide whether it is appropriate to dismiss school for the day. In times of cold weather, due to their lack of coats and caps, students are expected to remain with their instructor until suitable transportation can be provided home. We discourage parents from picking up these students as this would result in considerable confusion and traffic congestion at times when all available road space must be kept open for emergency vehicles.

## **VII: PART SEVEN**

### **DISTRICT COMPLAINT POLICY**

Constructive criticism of the school is welcomed by the Langford Area School District when it is motivated by a sincere desire to improve the quality of the educational program and to help the school personnel in performing their tasks more effectively. The Board recognizes that situations arise in the operations of the school system which are of concern to parents or the public. Such concerns are best dealt with through communication with the appropriate staff members.

The Board believes that complaints and grievances are best handled and resolved as close to the origin as possible, and that staff members should be given every opportunity to consider the issues and attempt to resolve the problem prior to the involvement by the Board. Therefore, the proper channeling of complaints will be as follows:

1. Teacher/staff member
2. Principal
3. Superintendent
4. Board of Education

Procedure for Filing a Complaint

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it shall be referred to the school administration for study and possible resolution. Matters referred to the Board must be in writing and should be specific in terms of the complaint and action desired.

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office.

The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are investigated.

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent, guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.
- Unresolved complaints may be forwarded, by the stakeholder, to the South Dakota Department of Education for review. Consult SD Department of Education Complaint Procedure by calling: 605-773-6400

**STUDENT RECORDS:**

Parents or legal guardians of students attending the Langford Area School have the following rights regarding student records:

1. To inspect and review the student's educational record.
2. To request an amendment of the student's educational record to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. To consent to disclosure of personally identifiable information contained in the student's educational record except to the extent the Family Educational Rights and Privacy Act authorizes.
4. To file a complaint concerning alleged failures to comply with these requirements.
5. To obtain a copy of the district's policy on file in the superintendent's office.

LANGFORD AREA SCHOOL DISTRICT	Food Service
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## DISTRICT MEAL CHARGE POLICY

Federal Requirement: This policy will address the need for school food authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy to the families served. Because all students in participating schools may receive reimbursable meals, all SFAs must have a policy in place for students who are participating at the reduced price or full pay rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families and students have a shared understanding of expectations in these situations.

More information about this US Department of Agriculture (USDA) Food and Nutrition Service requirement can be found at <https://www.fns.usda.gov/school-meals/unpaidmeal-charges>.

Food Service personnel will be responsible for maintaining account records and notifying the student's parent/guardian when meals charges have exceeded negative balance limits.

It is the District's expectation that families will pre-pay for meals before they are served. Families are encouraged to apply for free and reduced price meal benefits.

### Collection Procedures:

- Notices of negative account balances will be e-mailed and sent home weekly. ● When a student's negative balance exceeds the total of 5 meals, personal phone calls will be made to parents to resolve delinquent accounts.
- When the negative balance has exceeded the total of 10 meals, the parent will be notified that the student may be denied further credit and will need to bring a sack lunch from home.
- No charges are allowed for seconds or a la carte items on accounts with a negative balance or a zero balance. If a student has money to purchase a meal at the time of service, the child must be provided a reimbursable meal. SFAs may not use the money to pay account balance if the child wishes to purchase that day's meal.

Personal contact will be made to families to discuss payment plan options for accounts with negative balances.

Adopted: August 14, 2017

Amended: December 2018

## PUBLIC CONDUCT ON SCHOOL PROPERTY

Although the Board welcomes the use of its facilities for public events, and public visitations to the schools, the Board expects all visitors to abide by acceptable rules of conduct. To maintain public order on school property, the Board prohibits the following conduct or acts on school property by students, parents, teachers, staff members, licensees or invitees:

1. The willful physical injury of any person or the threat to use force which would result in such injury.
2. The harassment or coercion of any person.
3. The willful damage to, or destruction of property.
4. The willful disruption of the orderly conduct of classes or of any other school program or activity.
5. The entry of any school building or upon any portion of the school premises unless such entry is made in connection with official business with the district or to attend an activity or function authorized thereby.
6. The willful interference with the lawful and authorized activities of others.
7. The possession, consumption, or exchange of unauthorized drugs or narcotics on school property.
8. The possession or use of a weapon, or any object that reasonably can be considered a weapon, on property of the school district.
9. The violation of any federal or state statute, local ordinance, or Board policy.
10. The refusal or failure of any person to comply with a lawful order or direction of an official of the school district in the performance of his duties.
11. The distribution or posting of any written material, pamphlets, or posters without prior approval of the administration.

### Enforcement and Penalties

Any violation of the above shall be reported immediately to the building principal. He will investigate the case thoroughly and make a written report to the superintendent. Penalties that may be imposed by the principal and/or the superintendent include:

1. A reprimand.
2. An order will be given to violators to leave school property immediately.
3. A call to police and a specified charge made under the penal code.

### Other Penalties

The penalties mentioned above are not considered to be inclusive or to preclude in any way the prosecution and conviction of any person for the violation of any federal or state law or local ordinance and the imposition of a fine or penalty provided for therein.

Adopted: January 9, 2017