

# **All students will be empowered to succeed in a changing Society.**

## **Welcome!**

Along with the members of the Board of Education, faculty, and administration, I want to welcome you to the 2009-2010 school year. We hope that you will take advantage of the many opportunities available to you, and by working together, we may distinguish ourselves as having an outstanding school.

The purpose of this handbook is to give each student a ready reference to the rules, regulations, and general information about Winner High School. Please read your handbook carefully and have your parents read it also. If there are any questions, do not hesitate to contact school personnel. The High School number is 842-8125.

Use your years at Winner High School in diligent preparation for your future. It is hoped that your experiences at Winner High School will provide the opportunity to successfully achieve the goals you have set for yourself. The staff at WHS is here to serve you and help you attain those goals!

Have a great year!

Gerald Witte  
Principal, Winner High School

## **Academic Excellence Awards Policy**

It is the philosophy of Winner High School to encourage and recognize students who have excelled in academic achievement. The following criteria will be used in determining eligibility for academic excellence awards in grades 9-12. An honors medal and certificate of achievement for any student who maintains a 3.5 grade point average or above, with no grade lower than a "C" for the first three quarters of the current school year. Grade point averages are not cumulative. A certificate of outstanding performance in a subject area will also be awarded. Students will be chosen during the fourth quarter of each year by the faculty directly involved from each of the subject areas taught.

## **Activity Program**

An important goal of our school is to develop a well-rounded individual who is adequate socially and physically as well as intellectually. We also attempt to provide enjoyment and training toward the development of hobbies or other recreational activities that will carry over into adult life. We urge every student to participate in at least one activity.

## **Advanced Placement Courses**

Advanced Placement courses approved by the College Board are offered to all students at Winner High School. Winner High School does not pay for the fees associated with AP exams. Students are not required to take the AP examination; however, the course content delivered during the year focuses on the material found on the exam. Students who pass an AP exam will earn college credit and one high school credit. Students who do not pass an AP exam will still earn one high school credit. The AP course grade is placed on the student transcript. Students may not withdraw from the course after the second week of the year nor at semester time. Advanced Placement courses are designed as year long courses of study. AP course grades do not earn additional weight when calculating GPA.

## **Alternative High School**

Winner High School is proud to offer an alternative setting for students to complete graduation course requirements. Admission into the school is based on principal approval. Please contact the WHS administration office with questions.

## Attendance/Truancy Policy Winner School District Board Policy 7.15

A student's achievement and success in school are directly related to attendance. Both students and parents must understand that students miss a vital portion of their education when they are absent from school.

While it is true that written work can be completed for makeup, class instruction or presentation, discussions, audio/visual presentations, group work, or student-teacher interactions can never be made up.

After a student has been absent from any class during **a semester:**

**\*5 times** – a letter stating this fact will be sent to the parents. The letter will stress the importance of attendance to successful completion and of graduation requirements. In cases of prolonged absence because of illness or after 5 separate absences due to illness, a doctor's statement will be required.

**\*8 times** – a letter stating this fact will be sent to parents. A conference with a parent, student, and the counselor or principal will be requested by certified mail. There will be a discussion of the attendance policy and the consequences for further absences from the class(es) or a TAT (Teacher Assistance Team) will meet with parents and complete a truancy assessment. A plan of action will be drawn up that includes interventions for success which includes signatures of TAT team members, parents, and the student.

**\*10 times** – a conference including the student, a parent, and the principal will be requested. The purpose of this conference is to inform the parent and student that because s/he has indicated an unwillingness to put forth the effort to complete academic requirements, the student may not earn credit for the course. If parents do not attend the conference, they will be notified by phone or certified mail

**\*11 times or more times** – Possible referral to the State's Attorney

## Truancy

1. South Dakota law (13-27-11) states that: Any person having control of a child of compulsory school age, who fails to have the child attend school as required by the provisions of this title, is guilty of a Class 2 misdemeanor for the first offense. For each subsequent offense, a violator of this section is guilty of a Class 1 misdemeanor.
2. Truancy is defined as any absence not approved by the school or a pattern of irregular attendance. Skipping a class and/or leaving school grounds without permission is considered truancy.
3. School procedures/consequences for truancy may include making up missed time through detention, summer school, parent notification, parent conference, suspension, and/or loss of credit. Repeated truancy instances will result in a referral to legal authorities.

Under normal circumstances, absences will be counted except as listed below:

1. Participation in school sponsored or school-approved activities – *No Count*
2. If the weather is such that a parent determines the child is endangered by attendance the student will not be counted absent if the school official(s) are notified. *No Count*
3. Special needs, abilities, or circumstances will be given necessary consideration and attention as determined by administration. Long term absences may also receive special consideration.
4. Absences without the permission of the parents, guardian or school official – *Unexcused*
5. Failure to check out with school officials before leaving the school during the school day. All students having open campus privileges must contact the school if they will not be returning to class from their free period/lunch break. If a student/parent fails to contact the school the same day, an unexcused absence will occur.
6. Anytime a student is leaving the building after they have entered classes, he or she must stop in the office and sign out **prior** to leaving. If this procedure is not followed, the absence will be considered unexcused. This pertains to all leaving, except for those with blue slips, prior make-up slips, seniors who are on free time or juniors who have free time second semester.

This is a general policy on attendance. Parents are encouraged to cooperate and support the policy, and the school administration is empowered to use its discretion in the enforcement and the application of the policy. This policy does not imply that it is desirable to miss ten (10) days or ten (10) classes a semester. The administration and staff of our school encourage all students to have the best attendance record possible.

### **Student Responsibility**

1. Students are responsible for being in school on time every day for every class unless excused.
2. When the student knows in advance that s/he will be absent, the student is responsible for contacting the teachers before s/he is absent, collecting assignments and turning in make-up work. When a student is absent unexpectedly, the student is responsible, upon returning to school to obtain make-up work and to complete that work within the designated amount of time.

### **Parent/Legal Guardian Responsibility**

1. Parents are responsible to see that students are in school and on time each day unless excused by the school authorities.
2. Parents are to contact the school by 9:00 AM each day when the student is absent.
3. Parents are required to provide the student a written note, to be turned in to the office stating why the student was absent when returning to school. If the parents know prior to the absence that the student will be absent, the note is required before the day(s) missed.
4. The parent may request homework for the student when absent. This will be prepared and available in the office as soon as possible.

### **Teacher Responsibility**

1. Teachers are responsible for taking attendance each period every day in the high school. Attendance must be turned in to the office ten minutes after the bell has rung. At that time the office will contact the students' parents/guardians.
2. Teachers are expected to emphasize the importance of good attendance in order to achieve well in class. They are expected to build strong relationships with students that improve student behaviors and attitudes towards the school. They are expected to act as advocates for students and to provide instruction that is individualized to meet the needs of the students but that will meet the standard requirements. They are also expected to communicate with parents regarding concerns for children that will assist in their success in school.
3. Teachers are to provide assignments or makeup work upon the request of the student, parent or office personnel.

### **Student Withdrawal from School**

Student withdrawal from the Winner School District 59-2 will be classified into two categories: students who transfer to another system (public or private) and those who withdraw from permanent attendance (dropouts).

If a student wishes to withdraw from school to transfer to another school system s/he should contact the building principal to learn the proper procedures required to affect a transfer. When transferring to another school, a student should make arrangements with the Guidance Office to forward credits to the proper school.

The Winner Board of Education is justifiably concerned about any student who may permanently withdraw from school. The School Board believes that a high school diploma signifies the minimum preparation for life. Consequently, students who withdraw from school may have less than minimum preparation. Therefore, the board strongly urges every administrator, teacher, guidance counselor, parent, citizen and other student to exert all influence to keep every student in school through their high school graduation.

The administration and instructional staff should be alert to potential dropouts and do everything possible to provide necessary guidance to such students. The regular school program should be organized and modified to suit the pupil's needs and aspirations. Conferences with parents will be necessary. All students shall be required to notify the principal prior to their withdrawing. If withdrawal then, unfortunately, occurs the school should remain in contact with these students – encouraging them to re-enroll in school. A record of these withdrawals shall be maintained through the guidance office – and counselors shall maintain minimal contact with these students and, if possible, continue to encourage them to return to school.

Students seeking re-admittance to the Winner School District who are otherwise eligible will be permitted to do so immediately. Students enrolling during a particular semester are expected to make up any instructional work so assigned by the teaching staff. Credit recovery coursework is available during the academic year to meet the needs of students seeking re-admittance. WHS offers credit recovery course work in the Alternative Learning Center. Students who qualify may also enroll full time in the Alternative High School if necessary and complete the credits for graduation.

## **Tardies**

Tardies occur when a student arrives to his/her assigned classroom after the tardy bell has rung. If the student arrives more than 10 minutes late it is no longer a tardy and shall be considered an absence. Tardies will be cumulative for one semester. All tardies will be reported to the office.

### **A. Excused Tardies**

No penalty will be incurred when a student tardy is initiated and excused by a certified staff member. Other excused tardies will be cleared through the office.

### **B. Consequence of Tardies**

Consequences of tardies will be included in each teacher's classroom expectations. Every ten tardies in one class will count as one absence.

## **Blue Slip Procedure**

Blue slips will be issued to students who will miss part or all of a day of school due to a **school sponsored** activity. Students must present blue slips to the teacher two days prior to the activity to receive assignments unless extenuating circumstances exist. Blue slips must be signed by the teacher when the make-up work is completed.

After all teachers have signed the slip it must be turned in to the attendance office before the student leaves for the activity. If the student does not follow this process, an IC will be noted in the grade book by the instructor until the student has completed the work.

## **Blue Slips (Student Activities)**

1. A student who is absent without permission of the principal on the day of any activity will not participate in that activity nor be taken on the trip that evening or day.
2. Any student who is absent for 10 or more days during a semester could be dropped from all activities.
3. Each senior will receive one college visit day per year.
4. Each junior will receive one college visit day per year.

## **Make-Up Work Procedure**

If a student knows in advance he/she will be absent from school, he or she is to acquire an advance make-up slip from the office. This requires either a phone call or signed note from the student's parent/guardian. This slip must be presented to the instructor of each class to be missed by the student. The instructor will then give the student the assignment and sign the slip when the work is completed. The slip must then be turned into the office before the expected absence.

## **Makeup Work**

Students have the right to make up assignments, tests, or other academic work missed when absent. Students have two days for the first day absent and one day for each consecutive absence thereafter. Work should be made up for absences due to school activities and preplanned absences before the student is gone.

## **Candy, Gum, Pop, Water**

The eating of candy, gum, etc. will be left to the discretion of the teacher in the classroom. The drinking of pop and other beverages will not be permitted in the school building at any time except as a class or club activity under

the supervision of the sponsor. Students may have a bottle of water with them in class with principal approval. No sunflower seeds are allowed in the building.

### **Class/Club Sponsors**

SENIORS: Mrs. Ewing, Mr. Aaker, Mr. Peterson, Mrs. Bachmann

JUNIORS: Mrs. Clay, Mrs. Ewing

SOPHOMORES: Mr. Olson, Mrs. Vietor, Mr. Vietor

FRESHMEN: Mrs. Havranek, Mrs. DeMers

CHEERLEADERS: Mrs. Ewing, Mrs. Bachmann

FFA: Mr. Ewing

FCCLA: Mrs. Brockhoff

STUDENT COUNCIL: Mrs. Brockhoff, Mrs. Anderson

ACADEMIC HONORS: Mrs. DeMers

ORAL INTERP: Mrs. Duffy

ANNUAL: Mrs. Durrin

SPEECH DIRECTOR:

WARRIORETTES: Mrs. DeMers

QUIZ BOWL: Mrs. CK Storms

### **Dances**

All school dances must be properly chaperoned by the class sponsors and/or other school personnel and must be approved by the principal at least three weeks in advance. Students who leave the dance after they have paid will not be allowed to re-enter. Outside food or drink is not permitted. The WHS dress code will be enforced. Dances are for WHS students only. Cell phones are not permitted at school dances.

### **Distance Education**

Distance education opportunities are available to students. Please refer to Winner School District Board Policy 7.36 for more information and guidelines.

### **Distribution of Medication**

We would like to inform students and parents of the policies that are in place to ensure the health and safety of children needing medication (including over-the-counter medications such as Tylenol) during the school day.

Our school district requires that the following forms must be on file in your child's health record before any medication is allowed at school.

- Signed consent by the parent/guardian to give medicine

- Signed medication record

- Signed release of responsibility

The appropriate paperwork is available at the high school office.

### **Dress Code**

See Board Policy 7.01

### **Electronic Devices**

Cell phones (Board Policy 7.37), pagers, compact disc players, compact cassette players, cameras, MP3 players, ipods, laser pens/pointers and other electronic devices may not be used in classrooms or the hallways during the school day.

### **Early Graduation**

Students seeking early graduation must follow procedures noted in Winner School District Board Policy 7.35.

## **Grievance**

A grievance policy is in place. Those who wish to grieve may obtain forms in the principal's office. The procedure described in Board Policy 7.10 will be followed.

5.01 Policy for students identified as having special needs and are on an Individualized Education Program, different discipline procedures may be implemented, according to federal mandates and requirements noted on the IEP.

## **Guidance and Counseling**

Guidance and counseling services are provided to help each student develop toward social, emotional, and intellectual maturity. A transcript of your high school record is required by all colleges that you may attend. The counselor will send transcripts to your selected colleges when requested.

The school's philosophy of guidance is that any individual connected with the supervision of students should render positive and constructive help to any student within the school at anytime the activities of the student indicate that he/she is not working for the improvement of himself/herself or for the welfare of his/her fellow students. Guidance refers to that part of our educational program concerned with helping the student adjust to his/her present situation and plan his/her future in line with their interests, abilities, and social needs. Thus it becomes an organized effort on the part of all teachers and school to aid in the greatest individual development of each student in an educational, physical, moral, social and vocational way. Our guidance program provides means by which all of our students are given help developing their educational program and to plan for successful careers.

Students wishing to visit the Counselor's Office may obtain a pass to check out of the study hall or the library after roll call has been taken. Students who do not attend study hall may visit the Guidance Office during open periods. The counselor is on duty before and after school for students unable to find time to come to her office during the school day. Every student is urged to visit the Guidance Office at least once during the school year. The Guidance Office is here for YOU!

To provide more extensive guidance service in the Winner High School, the Guidance Counselor is available throughout the day for individual and group counseling. He/she will assist individual students in discovering why he or she is unsuccessful in school-work, what factors are producing financial, emotional, social, or family difficulties, and helps you find ways of altering the unsatisfactory conditions. Students should feel free at any time to ask the help of the Guidance Counselor with any problems. This is part of our guidance service is a confidential relationship between the counselor and the student.

Our testing service is for the purpose of gathering more facts about our students. With these facts we are better able to help them to identify learning difficulties, diagnose causes of failure and plan short and long-range educational programs. Tests are given at various levels to determine scholarship ability, achievement in various subjects, plus general and specific vocational inventories. Group tests, such as the Dakota Step Test, the American College Test (ACT), the Scholastic Aptitude Test (SAT), and the Preliminary Scholastic Aptitude Test (PSAT) are administered or arranged during the year.

All ninth graders are given the Career Planning Profile and Stanford Writing Assessment upon entering Winner High School. Taking the ASVAB is a requirement for juniors and an option for seniors.

The Guidance Office, library and study hall have a wide range of career materials available. These materials include books, videos, brochures and post high school materials. These materials are constantly updated.

The Guidance Office has a large number of higher education catalogs and a computer available for student use. Several college and career search programs are available to use with the computer.

## **Hallway Regulations**

Students must remain out of the halls and entryways during classes. You will be allowed to go to your locker only during the interval between periods or with permission from your teacher. The building will be closed to students during lunch period unless you have a scheduled meeting in the building. The armory is open during lunch break. Students with free periods may not loiter in the hallways.

## **Home Room**

At the beginning of the year, each student will be assigned to a homeroom and an advisor. Students meet in their homeroom twice a year.

## **Junior/Senior Privileges**

Privileges will consist of an open campus for juniors and seniors. Any junior or senior receiving an F grade for the quarter will lose all open study hall privileges and will be assigned to study hall until the grade is D or above. Any junior or senior earning an F in a course at mid-term will lose all open study hall privileges until his or her grade is raised to a D or above.

No one will be allowed to loiter in the halls, near lockers, in the restrooms, or the office area during his or her free period. Students may remain in the library or study hall as long as their conduct is acceptable.

Junior/Senior privileges are not rights but privileges and will be withdrawn at any time if the principal feels that these privileges are detrimental to the operation of the school. All policies in the student handbook will be adhered to. Remember, any failure to follow these guidelines shall result in a loss of privileges on an individual basis for a certain amount of time.

## **Library Regulations**

The library is open for your convenience and will be open from 8:00 a.m. to 3:30 p.m. It will not be open over the lunch period. The library will be used only for credit recovery coursework, research and quiet studying. Those who want only to visit may do so outside. Those students coming to the library during a class period must have a pass slip. There will be no card playing, etc. in the library. The librarian will be available to assist you in finding resource materials, reference books or any other necessary information. Replacement costs will be assessed for damage or non-returned materials.

## **Lockers**

Lockers will be assigned on the basis of one per student. These lockers will accommodate long coats, books, etc. and it will be expected that these items be stored properly. Each locker is equipped with a combination lock. When mechanically possible, all lockers shall be closed and locked. Closed and locked doors will eliminate the loss of valuables by students and greatly improve the appearance of the halls. The school assumes no responsibility for items lost or stolen from the lockers.

Lockers will be treated with care. Any excessive abuse will result in disciplinary action against the student. The administration or their designee has the right to inspect all lockers at any time to prevent their use for illegal purposes.

## **Lost and Found**

All lost and found items should be turned in and claimed at the principal's office. At the end of the school year, unclaimed items will be given to charitable organizations or destroyed.

## **Meetings and Practices**

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

## **Principal's Advisory Council**

This council will be made up of the principal, three staff members, and student council officers.

## **Study Hall**

All WHS freshmen and sophomores will be assigned to a study hall during their free periods. Freshmen and sophomores will be assigned the entire school term.

## **Tablet Personal Computers**

Students in grades 10 – 12 enrolled at Winner High School will use Gateway M285E Tablet PC and students in grade 9 will use Tablet 2 Go during the school day. Please refer to the Winner School District Tablet Handbook, Procedures and Information document included with the tablet pc.

## **Telephone**

Students will not be called to the telephone unless an emergency exists. Call back numbers will be written down and the students will be notified.

## **Textbooks**

Textbooks are furnished free by the school district. Lost or damaged books will be paid for by the student prior to his/her receiving a final grade.

## **Vehicles on School Property**

We shall assume that all students who drive to school have a legal driving permit and obey all regulations. Every student must park in the designated parking lots around the campus. Student parking is not allowed between Eastside and the Armory or on the west side of the Armory. Students may not park in the athletic stadium lot. Students may not park in the first row of spaces near the National Guard entrance. Those are reserved for military officials.

Students will not park in front of the Winner Community Playhouse or along any of the service roads located around Leahy Bowl.

Any students parking in the wrong area risks having their vehicle towed at their expense. Any type of careless driving may result in having your vehicle barred from parking on campus permanently. Any acts of vandalism to student vehicles reported to the Winner High School office shall be referred to the Winner Police Department for further investigation. Accidents will be reported to the WPD.

## **Video Surveillance**

Winner High School utilizes video surveillance technology throughout campus. Please refer to Winner School District board policy 2.15.

## **Visitors**

All visitors are asked to report to the main office upon entering the building. Nametags are required. Students may not have friends or relatives visit classes during the school day.

## **Student Graduation/Grading**

### **Grade Classification**

Students graduating from Winner High School must a minimum of 22 credits of required coursework. All students must carry the equivalent of 6 credits per year. Students must accumulate the following units of credits to receive advanced grade classification: Sophomore – 5 ½, Junior - 11, Senior – 16 ½.

### **Incompletes on Transcripts**

Incompletes may be assigned when a student's work for the term is not complete. Incompletes will be assigned only in case of students who have fallen behind in their work because of illness, accident, or other extreme reasons.

Students who have regular attendance should not have fallen behind and do not warrant incompletes. After 2 weeks an incomplete mark will become a failing mark unless appropriate arrangements have been made between the student, parent, teacher, counselor and principal.

## **College Requirements**

The State Board of Regents has established new requirements for students who will be attending state institutions. Students who plan to attend state colleges should plan to meet these requirements with a "B" average and with no grade lower than a "C."

1. Four years of English in Grades 9 through 12
2. Four years of math; Algebra I and beyond
3. Four years of lab science
4. Three years of social science
5. One-half year of computer science/one year of fine arts

\* Check with counselors for more details.

## **Winner High School Minimum Graduation Requirements**

Students and their parents/guardians are encouraged to visit with the school counselor and/or principal with questions regarding the requirements for graduation. Registration meetings are held in January and February to help students and families choose classes and plan graduation path selection. The counselor's office routinely audits student transcripts to insure students meet the requirements to graduate on time.

Students must select a graduation path. Please refer to Board Policy 7.02 for more information or visit with the high school counselor or principal. In order to participate in graduation activities, students must complete the 22 credits of required coursework.

## **Graduating with Honor and High Honor**

There will be two areas of recognition in regard to scholarship for students graduating from Winner High School. Students earning a 3.75 grade point average or higher will graduate with High Honor. Students earning a 3.5 to 3.74 grade point average will graduate with Honor. The grade point average will be a cumulative average for seven semesters beginning with grade nine and a check will be done at the end of the 3rd quarter of the grading period.

## **Honor and Merit Roll**

A student must be enrolled in four or more full time classes with no grade lower than a "C" to be eligible for the High Honor, Honor or Merit Roll. These rolls will be calculated on the basis of GPA for all classes as follows: High Honor - 3.75 to 4.0, Honor - 3.50 to 3.74, Merit - 3.0 - 3.49.

## **Dropping Out of School**

If any student believes he or she has reason to drop out of school, he or she is advised and encouraged to discuss the matter thoroughly with the principal, counselor, or a teacher. Drop and transfer slips are to be picked up in the counselor's office. The drop and transfer slips must then be turned in to the counselor's office.

## **Progress Reports**

Progress reports will be mailed to all parents/guardians at the mid-point of each quarter. It is hoped that attention to a low grade that may exist will improve performance. Please feel free to contact your teacher at any time in order to discuss your grade.

## **Teacher Assistance**

If you have an assignment you do not understand or the work is too difficult, your teacher will be glad to help you before and after school. Teachers are in the building from 8:00 a.m. until 3:30 p.m. or later if necessary.

## **Registration**

Registration for classes will be held in the spring of the school year. Students will be expected to remain in the classes for which they have registered. Courses may not be dropped or added after the second week of the semester. Teacher's recommendation will be the only manner in which a student shall withdraw from a class after the second week of the semester. Should a student drop a class after the second week of the semester, the grade shall be recorded as a WF on the student's official transcript. The student will be assigned to study hall or enrolled in another class. Students enrolling 10 days after the start of the semester with no transfer grades may enroll in the alternative high school with principal approval. The guidance office will develop the best possible schedule to meet the needs of students who transfer to WHS.

## **Student Eligibility Rules: Athletic/Activity**

### **Athletic Eligibility**

You are not eligible if:

You have reached your 20th birthday.

You have attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12.

Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester.

Once a student enrolls as a ninth grader, all semesters must be consecutive unless verified in writing by a physician that withdrawal from school is necessary due to a serious illness or injury.

You did not pass 20 hours of high school work per week, in courses approved for graduation for the preceding semester.

You are not enrolled in and attend a minimum of 20 hours of high school work per week during the current semester.

You have graduated from a regular four-year high school or institution of equivalent rank.

You have not enrolled by the 16th school day of the current semester. Date of regular entry into classes is considered the date of enrollment.

You have been absent from school more than 10 consecutive school days. (Illness of the student or death in the immediate family is an exception.)

You have transferred from one high school to another without a corresponding change in the residence of your parents.

You do not have on file in the principal's office a signed physical examination and parent's permit form.

You have never participated in an athletic contest under an assumed name.

You have ever participated in athletics in any institution of learning of higher rank than a standard secondary school.

You have violated your amateur standing.

During a high school sport season, you compete on an unattached basis as an individual or as a member of a non-school team.

### **Winner School Training Rules**

During the school year or during the season of practice regardless of the quantity, a student shall not use a beverage containing alcohol, use tobacco products (including smokeless tobacco); or use, consume, or have in their possession any substance defined by law as a drug. It is not a violation for a student to have possession of a legally defined drug prescribed for the student's own use by his/her doctor.

### **Guideline for Athletics and Cheerleading**

#### **A. First Violation of I**

After confirmation of the first violation, the student will not compete for the next two contests. However, the student will practice during this time.

#### **B. Second Violation of I**

After confirmation of the second violation the student will not compete for four contests. Also the student and his/her parents must meet with a Drug/Alcohol Counselor. This meeting must take place before the student will be allowed to compete. If there is any expense for this counseling, it will be paid for by the student or parents. The student will be allowed to practice during this time.

#### **C. Third violation of I**

On the third violation the student will not be allowed to compete for eight contests and along with his/her parents must see the Drug/Alcohol Counselor and work with this person. The student will be allowed to practice during this time.

## **Guideline for School Sponsored Clubs, Student Groups, Band and Chorus**

All groups listed in the extra-curricular page of the teacher's negotiated agreement will be included for training rules compliance

### **A. First Violation of I**

Due to infrequent contests, events, performances and outings the student will miss one contest, event, performance or outing. The student will practice during this time.

### **B. Second Violation of I**

The student will miss two contests, events, performances or outings. The student will practice during this time.

The student is limited to practices only due to the infrequency of the contests, events, performances or outings.

## **DETAILS FOR IMPLEMENTATION**

1. The rule is for the entire school year or season of practice if it begins before or extends beyond the school year.
2. The rule includes all athletes in grades 7-12.
3. Violations accumulate throughout the student's school years, starting over at the 9<sup>th</sup> grade.
4. If the penalty for a violation is not completed in one activity it will be completed in the next activity in which the student participates. If a student is involved in more than one activity and is found in violation of training rules, the student will serve consequences in each activity they are involved in simultaneously.
5. The student must finish the season in order for the contests to count toward any punishment requirements.
6. These regulations apply to anyone involved with the team/activity, including student managers.

## **Hours**

If there is a practice or a game the next day the student shall be in by 10:00 PM, otherwise there is a 12:30 curfew. Violations will be dealt with by individual coaches.

## **One Contest Equals**

1 basketball game, 1 football game, 1 track meet, 1 track dual, 1 cross country dual, 1 cross country meet, 1 golf dual, 1 golf tourney, 1 volleyball match, 1 volleyball tourney, 1 wrestling dual, 1 wrestling tourney, 1 gymnastics meet, 1 gymnastics tourney

For school sponsored clubs, student groups, band and chorus one contest equals: 1 contest, 1 event, 1 performance, 1 outing

## **Fine Arts Eligibility**

You are not eligible if:

You have reached your 20th birthday.

You have attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12.

Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester.

You did not pass 20 hours of high school work per week, in courses approved for graduation for the preceding semester.

You are not enrolled in and attend a minimum of 20 hours of high school work per week during the current semester.

You have graduated from a regular four-year high school or institution of equivalent rank.

You have not enrolled by the 16th school day of the current semester. Date of regular entry into classes is considered the date of enrollment.

You have been absent from school more than 10 consecutive school days. (Illness of the student or death in the immediate family is an exception.)

## **Use of Alcohol/Drugs on School Grounds Board Policy 7.18**

First Offense: (a) The resource officer will be notified. (b) Parents will be notified by writing within 36 hours. (c) Student may be out of school suspended for 10 days in compliance with student due process procedure. (d) The suspension can be commuted to three (3) days OSS if the student agrees to a drug/alcohol assessment with an alcohol/drug counselor or physician who is trained in alcohol assessment. Student/parent/guardian must pay for the assessment.

Second Offense: Student may be suspended ten (10) days OSS. Student must complete the alcohol/drug assessment or the student will be recommended to the board for expulsion.

## **Policy On Protection Of Pupil Rights**

### **I. Surveys**

The Winner School District recognizes that applicable federal laws, including the Protection of Pupil Rights Amendment (PRA) and the No Child Left Behind Act of 2001 (NCLB), as well as certain state laws, require that before some surveys of students may be administered by or for the school, certain notifications students/parents must be given. In keeping with such requirements, the Board of Education of the Winner School District hereby establishes procedures and requirements to be followed before any survey is administered to students regarding any topic set forth below.

This policy applies to the administration to students of a survey, analysis, or evaluation that concerns one or more “protected area” as defined herein.

The Winner School District shall annually give written public notice to students and parents of their rights under this policy and the applicable laws.

In the event that the Winner School District will administer any survey of students which contains one or more questions about a “protected area”, if the survey is funded in whole or in part by U.S. Department of Education funds, the District shall first obtain prior written consent from the parent of any student who is to be surveyed. If any parent declines to give written consent, the student shall not be included in the survey.

For any survey of a “protected area” which is not funded in whole or in part by U.S. Department of Education funds, the Winner School District shall notify parents, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the District will administer any such survey, and shall provide an opportunity for the parent to opt his/her child out of participating. If such survey was not anticipated at the beginning of the year, public notice thereof shall be given sufficiently in advance to provide a meaningful opportunity for parents to opt his/her child.

The Winner School District shall also notify parents that they have the right to review, upon request, any survey that concerns one or more “protected area”, any instructional materials used in connection with any such survey and any instructional material thereon which is used as part of the educational curriculum for the student. These rights also apply to the surveying of students, the collection of information from students for marketing purposes, and certain non-emergency medical examinations.

The following specific provisions apply to this policy:

1. Parents have the right to inspect, upon request, a survey created by a third party before the survey is administered or distributed by the Winner School District to students.
2. The administration shall develop and implement appropriate arrangements to protect student privacy in the event any survey contains one or more questions into or about a “protected area”, and shall make appropriate arrangements for any parent to inspect, upon request, any such survey.
3. Parents shall have the right to inspect, upon request, any instructional material used as a part of the educational curriculum for students. Upon such request being made, the administration shall notify the requesting parent within a reasonable time that the requested material may be inspected; together with the time and place such inspection may be conducted.
4. Personal information will not be collected from students for the purpose of marketing or selling, or otherwise providing such information to others for that purpose, without prior public notice sufficiently in advance so that a parent may opt-out of such disclosure. However, under federal and state law, general directory information as defined in the annual FERPA notification is normally subject to release for any lawful purpose, unless a parent has requested that the general directory information not be released for his/her student.

5. Prior to collection of personal information for any marketing or similar purpose as described in the preceding paragraph, the Winner School District shall permit a parent, upon request, to inspect any instrument used in the collection of such personal information before the instrument is administered or distributed to a student. Upon such request being made, the administration shall notify the requesting parent within a reasonable time that the instrument may be inspected; together with the time and place such inspection may be conducted.

The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from student for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions. Examples may include, but shall not be limited to:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary and secondary schools.
4. Tests and assessments used by the elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

## II. Medical Examinations or Screenings

In the event that any medical examination or screening shall be required of students, prior notice thereof shall be given to parents, to include the nature and purpose of the examination or screening, whether it is required by law, and any opt-out provisions that may be allowed by law. The applicable provisions of federal and state law shall control whether a parent may opt-out a student from any examination or screening. Under federal law, a parent may opt-out his/her student from participating in any non-emergency, invasive physical examination or screening that is 1) required as a condition of attendance; 2) administered by the District and scheduled in advance; and 3) not necessary to protect the immediate health and safety of the student or of other students. If a parent opts-out his/her student from such examination or screening, the District may require the parent to provide documentation of such examination or screening by the physician of the parent's choice, at the parent's expense, and the results thereof, PROVIDED, HOWEVER, any physical examination or screening that is permitted or required by South Dakota law, including physical examinations or screenings permitted without parental notification, shall not be subject to this provision.

## III. Definitions

For purposes of this Policy, the following definitions apply:

- "Instructional Material" means instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet.) The term does not include academic tests, academic assessments or achievement tests.
- "Invasive Physical Examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- "Personal Information" means individually identifiable information, including (1) a student's or parent's first and last name; (2) a home or other physical address, including street address and city; (3) a home telephone number; or (4) a social security number.
- "Protected Area" means any one of the following.
  1. Political affiliations or beliefs of the student or the student's parent;
  2. Mental or psychological problems of the student or the student's family.
  3. Sex behavior or attitudes
  4. Illegal, anti-social, self-incriminating, or demeaning behavior

5. Critical appraisals of other individuals with whom the survey respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

### **K-12 Internet Access Acceptable Use Policy**

Winner School District believes accessing data on the Internet is a useful skill for lifelong learning. The goal in providing Internet access to staff and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. The school believes that the benefits to students and staff for Internet access will far outweigh the disadvantages. If a student accidentally accesses inappropriate material, they must inform a teacher or administrator immediately. General school rules for behavior and communications will still apply.

Staff members, both classified and certified will be responsible for supervising student use of the network/Internet. No student should be allowed to access the network/Internet in an unsupervised situation. Supervisory standards of students will be established by each principal and approved by the Superintendent.

Users should not expect that information stored on district computers will always be private. Student/staff information on computers will be treated like school lockers. Administrators may (and randomly will) review files and communication to maintain system integrity and insure that users are using the system responsibly. Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials.

The Winner School District is not responsible for loss of information or any damages suffered from Internet use. Use of the Internet is done at the user's risk. The District is not responsible for the accuracy or quality of information obtained through Internet services.

In accordance with this agreement, the following are not permitted:

- Sending or displaying offensive messages, language or pictures
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another users' folders, work or files
- Intentionally wasting limited resources such as storage space and excessive printing
- Employing the network to set up an income generating, personal business or political campaign purposes
- Promote or solicit for illegal activities
- Using any other communicational programs – e-mail, instant messaging, chat rooms, etc., other than those the school provides
- Loading games and other than those the school provides
- Loading games and other programs on the school computers
- Appropriate content as defined above will also apply to web pages.

The administration will deem what is inappropriate use and their decision is final.

Since these consequences are for network/Internet violations, additional disciplinary action based upon building disciplinary procedures may be necessary for some violations.

### **Consequences for Severe Violations**

1. The student will receive a minimum of 10 days of out-of school suspension and a maximum of one semester of out-of-school suspension. Parent/principal will be informed of the violations in writing.
  2. The student will pay for any damage resulting from the violation including time of staff to re-enter lost data.
- Note: Student due process procedures will be followed in implementing the above consequences.

## **Racial/Ethnic Harassment Policy**

The Winner School District is committed to providing a school environment that is free of all forms of harassment. In keeping with this commitment, the District maintains a strict policy prohibiting any type of racial/ethnic harassment from any individual, including, but not limited to, any student or staff in all school buildings, on or about school grounds, at all school activities or activities involving Winner School District students or staff or in any vehicle when that vehicle is used to transport students or staff for the School District. Violation of this policy will result in disciplinary action.

Any individual who reports racial/ethnic harassment will not be retaliated against for making such report. Complaints will be handled as quickly, confidentially, and fairly as possible.

### **DEFINITIONS**

As used in this policy, the following words shall have the following meanings:

- A. Racial and ethnic harassment is conduct of a racial and/or ethnic nature, which has the effect of creating, in a reasonable person, an intimidating, hostile, or offensive educational or work environment and may take, but is not limited to, the following forms: Racial and/or Ethnic Comments; Racial and/or Ethnic Written Material; Racial and/or Ethnic Visual Displays; Defacing or Damaging Personal Property and/or School Property; and Physical Threats associated with a person's race/ethnicity.
- B. Student shall mean each and every student (child or adult) enrolled in any of the school district's programs.
- C. Staff shall mean each and every classified or certified employee of the district.

### **VIOLATION OF THE RACIAL/ETHNIC HARASSMENT POLICY**

It shall be a violation of this policy for any student or staff of the Winner School District to harass any individual, or group of individuals, including another student or any member of the Winner School District staff, through conduct which reduces the dignity of that individual with respect to race or national origin, in all school buildings, on or about school grounds, at all school activities or activities involving Winner School District students, or in any vehicle when that vehicle is used to transport students for the school district. Clubs, student associations, and other school-related organizations, and their members, are required to abide by this policy in the conduct of the organization's school-related programs and activities.

### **RESPONSIBILITY FOR ENFORCEMENT OF THE RACIAL/ETHNIC HARASSMENT POLICY**

Every staff member is responsible for promoting understanding and acceptance of, and assuring compliance with Federal and State laws and Board Policy governing harassment within the District.

### **ACTION TO BE TAKEN FOR VIOLATION(S) OF THE RACIAL/ETHNIC HARASSMENT POLICY**

Incidents of racial/ethnic harassment by students will be subject to the disciplinary procedures outlined in the Winner School District's discipline policies. Disposition of all students' cases will be finalized after a careful review of all information obtained during the investigative process and may include the imposition of disciplinary actions up to and including expulsion.

### **REPORTING PROCEDURES**

Any student who believes he or she has been or is being harassed in any manner, as set forth in the racial/ethnic harassment policy, shall report such conduct to the building principal or his/her designee, or may report such conduct directly to the district's Title VI Compliance Coordinator. Thereafter, the complaint/grievance shall be investigated and processed in a manner consistent with the district's Title VI grievance procedure.

### **NOTICE OF RACIAL/ETHNIC HARASSMENT POLICY**

All students, staff, and others associated with the district will receive notice of this policy in a manner consistent with the district's Title VI Dissemination Plan. All staff members and agents of the Winner School District are to abide by this policy and are expected to enforce this policy. The Winner School District strives to create a safe and healthy learning and working environment for all persons. The Winner School District does not condone, and will

not tolerate any act(s) of racial or ethnic harassment of staff, students, volunteers, or other persons associated with the school or school activities, as set forth in this policy. A racial harassment report is on the following page.

**Winner School District 29-2 Harassment Complaint Form**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

Who was responsible for the harassment? \_\_\_\_\_

Describe the harassment. \_\_\_\_\_

Date(s), Time(s), and Place(s) the harassment occurred

Were there any other individuals involved in the harassment? \_\_\_\_\_

If so, Name the individual(s) involved in the harassment.

Did anyone witness the harassment? \_\_\_\_\_ If so, name the witnesses.

What was your reaction to the harassment?

Describe any prior incidents.

Signature of complainant or parents/legal guardian \_\_\_\_\_

I hereby certify that the information I have provided is true, correct and complete to best of my knowledge. Please return this form to the building principal or to the central office of the Winner School District 59-2 located at 431 East 7<sup>th</sup> Street.

**Nondiscrimination Statement**

The Winner 59-2 School District does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex handicap, national origin, or ancestry.

Inquires concerning the application of Title VI, Title IX, or Section 504 may be referred to the Superintendent, or Business Manager at 431 East 7<sup>th</sup> St., Winner, South Dakota, 57580, telephone number 605-842-8101 or the Regional Director, Department of Education, Office for Civil Rights, 1961 Stout Street, Denver, Colorado 80924.

## PARENT SIGNATURE

I acknowledge that the student named below has received the Student Handbook for the 2008-2009 school year, that I have reviewed it and am familiar with the policies contained in the handbook.

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Please Print Student's Name

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Signature of Parent/Guardian

*This page will be removed from the handbook and placed in the student's file.*