

Timber Lake School

Middle School/
High School Handbook

2025-2026

Table of Contents

Philosophy and Mission Statement	Page 2
Objectives	Page 3
School Responsibilities to the Student	Page 4
Responsibilities of the Student	Page 4
Responsibilities of Parent/Guardian	Page 5
Comprehensive Guidance Program	Page 5
Middle School Requirements/Honor Roll	Page 6-7
High School Graduation Requirements	Page 8
Honor Roll	Page 9
Grade Point Averages	Page 10-11
Classification of Students	Page 11
Attendance	Page 12
Saturday School	Page 12
Dress Code for Students	Page 13
Homework Policy	Page 14
Absence from School and Admittance Policy	Page 14
Make-Up Work	Page 15
Parent Portal Access	Page 15
ICU	Page 15
Make-Up Slips for School Related Activities	Page 16
Incomplete Policy	Page 16
Foreign Exchange Student Policy	Page 16
Damage to School Property	Page 17
Notice to Parents & Students enrolled in Mobile Unit	Page 17
MS/HS Pink Pass Slip	Page 17
Middle School Pass Book	Page 17
Social Activities	Page 18
Skippping School	Page 18
Cars	Page 22
Telephone/Cell Phones/IPods	Page 18
Lockers	Page 19
Class Changes	Page 19
Lost and Found	Page 19
Publications	Page 19
Honor Roll, Yearbook, Newspaper and School Publications	Page 19
Accidents	Page 20
Work Permit During School Day	Page 20
Student Congress	Page 20
Closed Lunch Campus	Page 20
Middle School/High School Academic Requirements for EC Participation	Page 21
SDHSAA Rules of Eligibility	Page 21
Activity Guidelines	Page 22
Activities Rules	Page 22-24
Safety of Bus Students	Page 24
School Bus Behavior Problem Policy	Page 24
Bus Policy for Student Activities	Page 25
Policy for Bus Students on Regular Route	Page 25
Dangerous Weapons in Schools	Page 26
Dismissal of Pupils	Page 26
Pupil Interview	Page 26
Police Department/Social Service Student Interview	Page 27
Extended Suspension by Principal & Superintendent,	Page 27-31
Artificial Intelligence	Page 32
Excursions or Errands	Page 30
Use of Pupil Records-Buckley Amendment	Page 30
List of Names of Pupils	Page 30
Confidentiality of Student Record	Page 31
Alcohol Use/Drug Abuse by Students	Page 32-33
IAF	Page 33

IAFR Administrative Plan	Page 38
Title IX	Page 40
Payment of Student Meals	Page 41
Payment for Out of State Competition	Page 41
Home School Participation in Extracurricular Activities	Page 41
Student Communicable Disease Policy	Page 45
Virtual High School/Distance Classes	Page 45-47
Youth Experiencing Homelessness	Page 47
Gangs and Gang Related Activities	Page 48
Semester Testing	Page 49
Policy Prohibiting Sexual Harassment	Page 49-53
Policy Prohibiting Harassment/Bullying	Page 53-62
Parent / Student / Public Complaints Policy	Page 63-64
Dispute Resolution/Complaint Policy for Federal Programs	Page 65-66
Acceptable Use Policy	Page 67-70
Title I Parent Involvement Plan	Page 71-82
Elastic Clause	Page 82
Acceptable Use, Student & Title I Handbook sign-off sheet	Page 83-84

PHILOSOPHY

The primary function of the Timber Lake Public School System is to promote the well-rounded and continuous growth of its youth into effective citizens in the democratic society. To attain this goal the school shall endeavor to provide a suitable environment for helpful guidance, training, and experiences which will assist each student to become better adjusted in his/her family, social, and business relationships, concerned for his/her own welfare and the welfare of others, open minded on controversial issues, trained in work habits, skills, and logical reasoning, and prepared for profitable and gratifying use of leisure time. Furthermore the school shall endeavor to provide for the physical and moral well-being of each student. Finally, the school shall cooperate with the home, church, and other community forces to build the education experiences of the youth.

MISSION STATEMENT

Timber Lake School provides a safe environment that empowers students to become critical thinkers and responsible lifelong learners in a changing society.

Revised 5/2011

OBJECTIVES

TIMBER LAKE SCHOOL BELIEVES:

1. That the school should discover each student's needs and abilities, deal with them as an individual, and aid them to develop into a useful member of an integrated social unit.
2. That an ever-changing curriculum is necessary to fit the student for living in today's world and that of tomorrow.
3. That this curriculum should provide for each student:
 - a. Organized fields of information and opportunity to develop basic skills necessary to fulfill their needs.
 - b. A constructive program of physical development and health education.
 - c. A guidance program which permits them to consider all possible procedures, select and carry to completion that course of action which will encourage unified and consistent growth.
 - d. Curricular and co-curricular programs which emphasize:
 - (1) The ideals of American democracy, including the development of responsibility, respect for the rights of others, and moral obligations of themselves, their family, their school, their country and the world.
 - (2) Concepts of citizenship, patriotism and understanding of governmental functions.
 - (3) The development of acceptable social attitudes and desirable behavior patterns.
 - (4) The development of abilities and personality.
 - (5) Conservation of all resources, human and natural.
4. That insofar as possible, instruction should be carried on through the process of inquiry and problem solving rather than ready acceptance of or uncreated rejection of new ideas. This goal would lead to the development of critical thinking skills and individuals capable of logical reasoning that leads to satisfactory conclusive ends.
5. That the student should be made cognizant of the cultural resources of the community and be encouraged to avail themselves of these opportunities to the end that the level of community life will be raised.
6. That parents and citizens should be encouraged to visit classes, offer opinions and suggestions, and become partners of the school and staff.

SCHOOL, STUDENT AND PARENT RESPONSIBILITIES

SCHOOL'S RESPONSIBILITIES TO THE STUDENT

The School will provide the student's right to access to education.

The School will not violate the student's right to confidentiality of private and personal information.

The School will permit student representation in its governance through a recognized student congress.

The Legal Role and Responsibilities of School Authorities

- a. School Administrators will provide the student body with the best educational opportunities possible and protect the health and safety of each student.
- b. School Administration will guarantee that student's right and responsibilities agree with local, state and federal law.
- c. School Administrators will act in lieu of parents where necessary in the best interests of the individual as well as for the entire student body.

RESPONSIBILITY OF THE STUDENT

Just as students deserve protection of their rights, they must also accept responsibilities so as not to infringe upon the rights of others in the school community.

Some Students responsibilities are to:

1. Obtain an education. The student must regard the opportunity of obtaining an education as one of his/her duties to the community. It is the students' responsibility to attend all of his/ her classes regularly. Poor attendance normally will result in lower grades which in turn will affect employment possibilities. Days absent appear on the student's permanent record card.
2. Know the Grievance Process. The student's right to an education implies a responsibility to follow recognized rules, through recognized channels, in any case in which (s)he feels that his/her rights are being jeopardized.
3. Respect the rights of others. No student will be allowed to disrupt classes, extra-curricular activities, or school policies in general that will infringe upon the educational progress of other students.

4. Practice Self-Control. The student must refrain from inflicting bodily harm on other students or other persons, respect the privacy of their property, correspondence, and respect all school district property.

5. It is the responsibility of each student and parent to inform the school, activity drivers and chaperone, of any and all medical problems that a student may have. It is further the responsibility of the parent and student to provide for themselves and maintain any medical treatment.

RESPONSIBILITY OF THE PARENT/GUARDIAN

Parent/guardian support is essential to the success of students and our school.

We, as parents will support our children's learning in the following ways:

1. See that my child attends school regularly and on time.
2. Let the teacher know if my child has any problems with learning.
3. Maintain and foster standards of high academic achievement and positive behavior.
4. Make sure all homework is completed and returned on time.
5. Help my child to see how to use reading and math to pursue his/her interests and goals.
6. Promote positive use of my child's extracurricular time.
7. Communicate on a regular basis with my child's teachers.
8. Show respect and support for my child, the teachers, and the school.
9. Volunteer and participate, as appropriate, during school events.

COMPREHENSIVE GUIDANCE PROGRAM

The school guidance program provides important benefits to individual students by addressing their intellectual, emotional, social, and psychological needs. The program addresses the needs of students as they encounter and cope directly with important learning and life issues. The program is considered an integral part of each school's education program. It is implemented by certified school counselors with the support of teachers, administrators, students, and parents.

Services available: Individual counseling, group guidance, group counseling, academic placement, college & career counseling, and testing services.

Statement of Confidentiality: Consistent with the rights of the individual and the obligations of the counselor as a professional, the counseling relationship and resulting information are considered confidential. When appropriate, the professional school counselors will be responsible for explaining to students the ramifications of and exceptions to this confidentiality. All records and discussion of personal issues will be handled in a confidential manner. This statement is consistent with the ethical guidelines of the American School Counselor Association.

Referrals to Outside Agencies: The school counselor and other professional staff members provide preliminary assessment of student problems and referrals to outside agencies, if necessary. The district will assist and cooperate with other agencies concerning the diagnosis and treatment of a referred student when applicable to his or her educational program within the school district. Except as otherwise required by law, costs for diagnostic and treatment services outside the district are the responsibility of parents or guardians.

MIDDLE SCHOOL REQUIREMENTS-GRADING AND CLASSIFICATION

The grading system used in Timber Lake Middle School will be A, B, C, D, F. An "F" average for the semester is considered failing.

MIDDLE SCHOOL grading scale will be as follows for grades 6-8.

A+ = 100%

A = 95-99%

A- = 94%

B+ = 93%

B = 87-92%

B- = 86%

C+ = 85%

C = 77-84%

C- = 76%

D+ = 75%

D = 67-74%

D- = 66%

F = 65% and below

The honor roll will be published in the Timber Lake Topic on a quarterly basis.

SCHOOL HONOR ROLL (HONOR STUDENT REQUIREMENTS FOR GRADUATION)

The honor roll is computed on a basis of points acquired for work in all subjects. Points are awarded as follows.

A	4 Points
B	3 Points
C	2 Points
D	1 Points
F	0 Points

PROMOTION:

*The core classes for the 6, 7 & 8th grade are Science, English, Math, Social Studies (6th Social Studies, 7th Geography and 8th American History) and Reading.

*Students must pass (6 semesters) of the core classes semesters in order to participate in 8th grade graduation ceremonies. Teachers may recommend retention.

*Extenuating circumstances for exceptions to this policy may be taken into consideration by the principal and superintendent (recommendations for or against approval made to the school board.)

8th Grade Algebra I for High School Credit

*Students in 8th grade may be eligible to take Algebra I for high school credit. This is based on teacher recommendation, classroom performance and parent input. Assessment results and teacher input will determine if high school credit is awarded.

CLASSIFICATION, SEMESTER TESTS

Beginning with the class of **2013**, students must have 22 credits to graduate from high school, according to the South Dakota state requirements. To graduate from Timber Lake High School, students must acquire a minimum of 22 credits. All students will be required to take six (6) academic classes daily. Exceptions may be made by the administration.

The following courses are required for graduation:

- English 4 credits - 1.5 credits Writing, 1.5 credits Literature (**including American Literature**), .5 credits Speech, .5 Language Arts Electives
- Math 3 credits - Must include Algebra I, **Geometry*, and Algebra II***
*Waiver with school and parent/guardian approval: a student may waive this course in favor of a more appropriate course. A student may waive Algebra II or Geometry; the student cannot waive both. A student is still required to take three units of Math. If a student waives Chemistry or Physics, the student must still take three units of Lab Sciences.
- Science 3 credits-Must Include Physical Science, Biology, **Chemistry or Physics***
*Waiver with school and parent/guardian approval: a student may waive this course in favor of a more appropriate course. A student may waive Chemistry or Physics; the student cannot waive both. A student is still required to take three units of science. If a student waives Chemistry or Physics, the student must still take three units of Lab Sciences.
- Social Studies 3 credits – 1 credit U.S. History, 1 credit Government, .5 credit Geography, .5 credit World History
- Fine Arts 1 credit
- Health .5 credit
- PE .5 credit
- Personal Finance .5 credit
- **Other – 1 credit of any of the following combinations:**
 - 1) Approved Career and Technical Education**
 - 2) Capstone Experience or Service Learning**
 - 3) World Language**

Up to class of 2020

*Computer Science 1.5 credits

Class of 2021 and beyond

*Computer Science 1 credit

*Entrepreneurship .5 credit

SCHOOL HONOR ROLL (HONOR STUDENT REQUIREMENTS FOR GRADUATION)

The honor roll is computed on a basis of points acquired for work in all subjects. Points are awarded as follows.

A	4 Points
B	3 Points
C	2 Points
D	1 Points
F	0 Points

The honor roll will be published in the Timber Lake Topic on a quarterly basis.

The Senior Honor Student is computed on semester grades received for academic work. The semester grades you received from grade 9 through 12 will be used. A 3.5 grade point average is required to qualify for this honor. Quarterly honor roll will start with a 3.0 grade point average. These are calculated using the weighted grading scale.

GRADE POINT AVERAGES

Grade point averages and class rank will be computed for all high school students at the close of each semester. A weighted grading system will be used to determine class rank and grade point average (GPA).

HIGH SCHOOL GRADE SCALE:

Grading scale will be as follows for grades 9-12

A+ = 100%

A = 99%-95%

A- = 94%

B+ = 93%

B = 92%-88%

B- = 87%

C+ = 86%

C = 85% - 79%

C- = 78%

D+ = 77%

D = 76% - 71%

D- = 70%

F = 69% and below

The following courses will use the honors grading scale and a 4 point scale: Physics, PreCalculus, Trigonometry, Chemistry, Calculus, Honors Physical Science, Honors Biology, Biology II, Honors Geometry, **Honors Algebra II**, Spanish I and II. Dual credit courses and AP courses will use the honors grading scale and use a 5 point grading scale.

Honors Grading Scale

100-90% = A

89-80% = B

79-70% = C

69-60% = D

59% and below = F

CLASSIFICATION OF STUDENTS

The following requirements will be used to classify students: Sophomores shall have a minimum of 5 credits. Juniors shall have a minimum of 10 credits. Seniors shall have a minimum of 16 credits. A student will be allowed only to participate in class activities with the class at the level at which they are classified (Example: If a student is in their fourth year of attendance and they do not have sufficient credits, then they would not be allowed to attend Skip Day activities.) A students' classification shall be determined at the beginning of the school year and at the discretion of the administration.

GENERAL ATTENDANCE

If students are to make the most of education opportunities afforded by attending school, regular attendance and punctuality are a prime importance. If students are to succeed in school work, they must give their full attention to regular attendance and punctuality. Regular attendance and success go hand in hand.

13-27-1. Responsibility of person controlling child-Ages of compulsory attendance-Entire School term-Waiver. Every person having under his/her control a child who is six years old by the first day of September and who has not exceeded the age of eighteen shall cause the child to regularly and annually attend some public or nonpublic school for the entire term during which the public school in the district in which the person resides, or the school to which the child is assigned to attend, is in session, until the child reaches the age of eighteen years, unless excused as provided in this chapter. The South Dakota board of education shall promulgate rules pursuant to chapter 1-26 to establish the school term for kindergarten programs.

Any child under age six enrolled in any elementary school or kindergarten program is subject to the compulsory attendance statutes of this state. A waiver of the compulsory attendance requirement for children under the age of seven years of age shall be granted by the school district upon the request of the parents.

TIMBER LAKE SCHOOL ATTENDANCE POLICY *Proposed Revision (6/24)*

1. Students enrolled at the Timber Lake School are expected to attend regularly in order to receive a proper education. It is important that they achieve a good attendance record.

After each absence, students must return with a written excuse, signed by a parent or guardian, stating the reason why the absence occurred. The parent or guardian may call the principal instead of writing an excuse.

Students who accumulate unexcused absences in excess of **8 days in a semester** will be required to attend Saturday school/detention for each day absent after the **8th day**. The detention will take place at the school from 8:00 a.m. - 12:00 p.m. Students that are absent for one half a day after the allowable 8 will be required to attend Saturday school/detention from 8:00 a.m. - 10:00 a.m. Students who are hospitalized, sick, or disabled, may be granted an exception. The days hospitalized, sick, or disabled will not count toward the 8 days.

After absences have accumulated to **6 days**, parents/guardians will be notified of the student's situation and reminded of the consequences of exceeding 8 days of absence. When absences exceed **eight** cumulative days, the administration will closely scrutinize the circumstances of the student and/or family situation to determine credibility of absences, and how the excuses or unexcused absence(s) may potentially affect the student's academic credit(s) or grade level.

Exceptions may be granted by the Administration but only in the most extreme situations.

2. Excused absence definition:

a. Reasons requiring a doctor's written statement. These statements must be turned into the middle school/high school office within 7 days.

b. Attendance at funerals.

c. College visits (2 days per year)

3. Parents will be notified by phone or mail when a student has been absent two consecutive school days. It is recommended that principals keep a log of these calls.

Dress Code for Students (Proposed Revision 6/24)

Dress Code for Students

1. The daily dress of students shall be neat and appropriate. Each student is expected to exercise good judgment and cooperation in helping to present a positive image of Timber Lake School. Dressing in a modest, professional manner will set students up for success in the future and be good role models for peers and younger students. Items students will avoid are as follows:
 - a. Suggestive descriptions, images or slogans on caps, T-shirts, jackets, or other articles of clothing that advertise or suggest the use of alcohol, drugs, tobacco, vaping or sex.
 - b. Shirts must have an appropriate neckline and no midriff showing with no underwear showing.
2. In addition,
 - a. As a sign of respect, caps are not to be worn inside of the school building during school hours and should be stored in lockers throughout the day.
 - b. Shorts and skirts must be of an appropriate length and cover all undergarments. These must be past the students' fingertips when their arms are placed at their sides.

Enforcement:

In the enforcement of the dress code policy, the principal will be respectful and discrete in their interactions with students and students will be respectful in return.

1. When addressing a dress code concern, best efforts will be made to respect the student's privacy without affecting the learning environment.
2. Staff will not talk to students in a demeaning manner.
3. Students will work cooperatively to remedy the situation.

First Infraction: Staff will report the issue to the principal. Student is addressed by the principal following the above guidelines. If a student can correct a dress code violation, no additional action is necessary.

Repeat Infractions: Parent notified by administration and parent meeting will be held.

HOMEWORK POLICY (Revised 7/00)

It is expected that homework will increase as a student progresses through grades K-12. As concepts and depth of material increases, it is evident that more time in preparation must be involved if the student is to be well prepared for each subject area. Some time should be devoted each evening to homework, increasing as the child gets older and more mature. Wednesday night is requested as church night and homework maybe limited that evening.

Full utilization of the study periods throughout the school day should be the first consideration. When extracurricular activities occupy some of the otherwise study periods, homework becomes a necessity. The homework load of students should never become so burdensome as to endanger the physical or mental health of the student to prevent his/her taking part in those activities that contribute to his/her social well being.

Homework should always be constructive study material and not merely busy work.

If a student does not complete homework, they will be required to contact their parent/guardian by phone or in writing.

ADMITTANCE POLICY AFTER STUDENTS ABSENCE FROM SCHOOL

1. If you are absent from school for any reason, you are required to bring a written excuse from your parents or guardian explaining the absence. Bring the written excuse to the principal's office. A make-up slip will be issued to you. This slip is necessary to gain admission into the class or classes you have missed. If, after an absence, a student forgets to bring a written excuse from a parent or guardian, that student will have one day to bring the excuse. The parent or guardian may call explaining the child's absence also. Duplicate make-up slips shall be issued only with consent of the principal.

Students who are tardy will not be admitted to class until they have stopped into the principal's office. The student will receive an admit slip which will allow the student back into class. Students are given two warnings per quarter for being tardy. Following these warnings, detention and other disciplinary action will result.

2. Principals shall try to contact parents by telephone if a student is absent.

MAKE-UP WORK

In all absences, the student is expected to make up all work missed. This will usually mean doing reading assignments, completing written assignments, taking tests, or a combination of these. The student will have a reasonable length of time to make up this work. "Reasonable" shall be defined as 2 days for each day absent. Teachers will keep a strict account of incomplete work. If the work is not made up, no grade or credit can be given for the course.

PARENT PORTAL ACCESS

Student information is available to parents and guardians through the Infinite Campus Parent Portal website. An account can be created through the middle school/high school office.

ICU

ICU stands for Intensive Care Unit. Just as hospitals have an ICU, we have instituted an ICU to help students improve their learning and to help with “sick” grades. ICU creates high expectations and accountability. It encourages students to hand in their best work and get the most out of their education. The following are the requirements of the middle school/high school ICU program:

*Any student on the ineligible list will be REQUIRED to attend two after school tutoring sessions for that current week’s list. These ICU sessions will be one hour in length on Tuesday and Thursday. They will begin when the student signs in to the ICU homeroom. The student may then go to another teacher’s classroom to get assistance if they are available. Otherwise, they will spend the hour working to improve their grades and get off of the ineligible list.

*The ineligible list will also be used for “special events” such as pep rallies, plays, etc. Any student on the ineligible list will go to the ICU room during this event.

*Parents will receive a call at the beginning of the week informing them that their child will be required to come to after school sessions.

*All students are welcome to take advantage of the program if they need extra help in any subject area. Our teachers do a remarkable job of setting up individual tutoring sessions before and after school.

*Refer to weekly eligibility procedures on page 23-24 of this handbook.

MAKEUP SLIPS FOR SCHOOL RELATED ACTIVITIES

The following procedure will be used when students must leave during the school day for a scheduled school activity.

- (1) Obtain a make-up slip from the office. This must be done in advance of scheduled activity.
- (2) Present it to your instructors for assignments.
- (3) When assignments are completed and turned into your instructors, have them initial your make-up slip.
- (4) Turn make-up slip into the activity supervisor before leaving for scheduled activity.

Failure to comply with the above procedures will rule the student ineligible to participate in the scheduled activity.

INCOMPLETE POLICY

No grade of incomplete (I) shall be given for any reason, except illness. All work not completed at the end of the grading period, quarter and/or semester, shall result in the student receiving a failing (F) grade for that work. The failing grade can be changed to a passing grade upon satisfactory arrangements being made between the student and the instructor involved.

An incomplete grade for illness shall result in the student having two (2) days for every day missed, due to that illness, to complete the work. Any exception to this regulation shall be the result of arrangements being made between the student, teacher(s) affected, and the principal.

FOREIGN EXCHANGE STUDENT POLICY

1. Timber Lake School recommends that only two foreign students may be allowed to attend per school year with approval from administration
2. Foreign exchange students must register and be in attendance at the beginning of the school year and may not register after the beginning of the school year. Administration may make exception due to unforeseen circumstances.
3. The student will not be allowed to continue attending Timber Lake High School if the student does not perform academically at an acceptable level based on his/her academic ability.
4. The student will be allowed the first 14 weeks as a transitional period. Throughout the remainder of the year, if the student does not perform academically at an acceptable level,

he/she will be placed on academic probation for 4 weeks. If at the end of the probationary period the student still has not improved academically, the student will not be allowed to continue attending Timber Lake School.

5. Any behavior problems will be handled according to school procedure.

DAMAGE TO SCHOOL PROPERTY, TEXTBOOKS, LOCKERS, ATHLETIC EQUIPMENT, MUSIC EQUIPMENT, ETC.

Intentional damage to school property will not be tolerated. South Dakota Law governs such activity and you will be responsible to pay for such damage.

All textbooks and lockers will be checked out to students by number and condition of book or locker. You have the sole responsibility to keep the textbooks and locker in good condition. Any damage to such property will be paid for by the students.

All school owned equipment and material for athletics, music, oral interp, etc., will be checked out by the instructor to the student. At the end of the scheduled activity, the student will check the equipment or material back into the instructor. Any lost or damaged equipment or material will be paid for by the student.

Notice to the parents and students enrolled in the mobile unit

Your son/daughter is enrolled in a mobile classroom which contains texts, equipment, and many other materials owned by the South Dakota Department of Vocational Education. As such, these items are classified as school property. Your son/daughter will use and be responsible for intentional damage or loss of such property. This is in accordance with South Dakota Law 13-32-5.

This does not mean that the student must repair or replace any piece of equipment that fails when they are using it. It means that the student is responsible for the loss of tools or texts assigned to that student when they are using it. It also means that the student is responsible for any damage to the classroom or equipment that is determined to be caused by abuse or intentional damage.

MS/HS PINK PASS SLIP

Pink Pass Slips are required for going to the library from study hall or class. Any time a student is going someplace besides his/her regularly scheduled class, he/she should have a pink pass slip or hall pass from his/her instructor.

MIDDLE SCHOOL PASS BOOK

Pass Book signatures are required for going to the library from study hall or class. Any time a student is going someplace besides his/her regularly scheduled class, he/she should have their pass book signed by their instructor.

SOCIAL ACTIVITIES *Revised 6/00*

- A. All parties must be approved by the class sponsor and student congress.
- B. School parties will start at 7:30 P.M. with doors being locked at 8:15 P.M. School parties will end at such time that will allow clean-up committee and advisors to be able to leave the building by 10:00 P.M.
- C. On nights not followed by a school day, lights must be out and doors locked by 11:00 P.M. There is one exception to this rule that allows the activity to carry on to a later time. That is the Timber Lake High School Prom.
- D. The Timber Lake High School Prom is the only dance that a high school student may invite someone from another high school, or someone from outside of school. These people have to abide by our rules and regulations. Please inform them of this in advance. Everyone attending the prom must be at the ninth grade level or above, with the exception of the selected prom servers.

SKIPPING SCHOOL

Skipping school is a punishable offense that ultimately may lead to expulsion by the School Board. Students who skip school shall make up 2 hours for each hour missed.

CARS

No motor vehicle will be driven during the school day. 8:05 to 3:25 Monday through Friday. Exception with permission from the principal, administrative assistant, or superintendent with parent permission.

TELEPHONE/CELL PHONES (Proposed Revision 6/24)

1. Students will use the telephone in the offices when it is necessary to do so.
2. Calls that you need to make will be only during noon hour, or immediately after school lets out.
3. Students will not be called out of class to answer the phone. Exceptions: death or serious illness.
4. Cell phones, smart watches, earbuds and other electronic devices are NOT allowed in class unless being used for a class project with teacher permission. Students who bring them to school must turn them off and keep them in their lockers. Students who are caught with these devices in class will have them confiscated and sent the office. (Revised 6/24)

LOCKERS (Revised 6/24)

Each student is provided with a locker. The school can accept no responsibility for money or articles missing from unlocked lockers. Be careful of leaving valuables in your locker. Lockers are school property and can be searched at any time. Students will not be allowed to carry backpacks or purses throughout the day. These must be stored in their assigned lockers.

CLASS CHANGES

During registration, students will have ample time to decide on classes. Therefore, schedule changes will be limited to the first 5 days of class. These changes within the first week may be made only with the consent of the principal, guidance department, and teacher. The student will be responsible for making up missing work.

LOST AND FOUND

The lost and found items should be reported and brought to the principal's office. If you are missing items, books, etc., please check with the principal or office secretary.

PUBLICATIONS

1. School can limit distribution of publications of either school sponsored or outside of school publications.
2. Set time, place, and manner of distribution.
3. Eliminate obscene, slanderous material, etc., from publications.

HONOR ROLL, YEARBOOK, NEWSPAPER AND SCHOOL PUBLICATIONS

Any student, parent/guardian who wishes not to have his or her name mentioned in the paper regarding honor roll or awards received, please notify the principal's office in writing. The same procedure will be followed concerning the school yearbook.

ACCIDENTS

In the event there is an accident in the school building or on school grounds, the students' obligation is to:

1. Report such accident to principal, teacher, custodian, etc.
2. Be prepared to help identify cause of accident.

WORK PERMIT DURING SCHOOL DAY

The Board of Education has issued a policy that no student will be excused during the school day to work unless they are enrolled in a youth internship program.

STUDENT CONGRESS

The Student Congress shall consist of twelve members: President, Vice President, Secretary, and Treasurer elected from the previous year Student Congress representatives and twelve members: three each elected from the freshman, Sophomore, Junior and Senior Classes respectively.

All student congress members shall have during the semester prior to the election a 3.0 grade point average.

Reviewed 7/00

CLOSED LUNCH CAMPUS

Students in grades 6-12 will be required to stay on school grounds during their lunch time.

MIDDLE SCHOOL/HIGH SCHOOL Academic Requirements for Extra Curricular Participation:

1. To participate in extra-curricular activities sanctioned by the South Dakota High School Activities Association the student must abide by the SDHSAA rules of eligibility. Timber Lake High School also requires that any student with a GPA below 2.0 and/or F in any subject for two consecutive weeks is on the ineligible list and unable to participate in any extracurricular activities until the student has a minimum 2.0 GPA with no grade of F. The ineligible list will run continuous through the semester and start over second semester. The 1st week of quarters 2 and 4 the warning and ineligible list will be determined using the previous quarter final grades.

(Added 8/04) *Exceptions to this rule will be considered when denial of participation in a contest has a direct and adverse affect on the students' GPA or grade.

1. If ineligible, students may continue to practice in extracurricular activities if the instructor and parents mutually feel it is desirable, but, they will not be allowed to compete or perform in contests or public performances/competitions for the duration of the time of ineligibility.

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION RULES OF ELIGIBILITY

You are not eligible if:

1. You have reached your 20th birthday.
2. 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.
3. You did not pass 20 hours of high school work per week, in courses approved for graduation for the preceding semester.
4. You are not enrolled in and attend a minimum of 20 hours of high school work per week during the current semester.
5. You have graduated from a regular four-year high school or institution of equivalent rank.

6. You have not enrolled by the 16th day of school of the current semester. Date of regular entry in to classes is considered the date of enrollment.
7. You have been absent from school more than 10 consecutive school days. (Illness of the student or death in the immediate family accepted.)
8. You have transferred from one high school to another without a corresponding change in the residence of your parents. (Exception made for students who transfer pursuant to the open enrollment by-law.)
9. You do not have on file in the principal's office a signed physical examination and parent's permit form.
10. You have participated in an athletic contest under an assumed name.
11. You have participated in athletics in any institution of learning of higher rank than a standard secondary school.
12. You have violated your amateur standing.
13. During a high school sport season, you compete on an unattached basis as an individual or as a member of a non-school team. Reviewed 7/00

Activity Guidelines

- *Each coach will establish their own rules and guidelines for their sport. These will be shared with athletes and parents/guardians.
- *Students must complete an annual physical exam and concussion baseline test prior to practicing or participating in the activity.
- *If a parent/guardian wishes to transport their student to and from an event, they must complete an athletic travel release form found on the school website by 8:00 am on the day of the contest.
- *Student athletes who miss more than half of the academic school day for an unexcused absence will not be allowed to participate in a competition for that day.

ACTIVITIES RULES

Revised 10/11/11

Disciplinary Sanctions and Implementation Procedures on All Extra Curricular Events

During the season of practice, play or rehearsal, regardless of the quantity, a student shall not:

- 1) use or possess a beverage containing alcohol
- 2) use or possess tobacco
or smokeless tobacco

Individuals who participate in all extracurricular activities who violate one of the above will have the following sanctions upon them.

*Extracurricular events are defined as anything that is practiced after or before school hours only.

(This also applies to 5th and 6th grade sports that are practiced during the school day.

*Season of Practice – Beginning with first practice and ending upon dismissal of student following last competition.

A. First Offense – **(During the season of practice.)**

Category I

Penalty: After confirmation of the first violation: 1) Suspension from four events.

Category II – Integrity Clause (Student, Parent or Guardian may apply)

Penalty: After confirmation of the first violation is made by the student, who broke policy, but informed school officials of this violation previous to the coach or the administration having knowledge of the infraction (within 24 hours of the violation), the student shall 1) Be suspended for two events

B. Second Offense – **(During the season of practice.)**

Category I

Penalty: After confirmation of the second violation: 1) Suspension from eight events.

Category II – Integrity Clause (Student, Parent or Guardian may apply)

Penalty: After confirmation of the second violation is made by the student, who broke policy, but informed the school officials of this violation previous to the coach or administration having knowledge of the infraction (within 24 hours of the violation), the student shall 1) Be suspended for five events.

C. Third Offense – **(During the season of practice.)**

Category I

Penalty: After confirmation of the third violation: 1) Suspension from all activities for one calendar year from the time of the **last** infraction.

Integrity Clause will not apply to any offense after the second.

D. Fourth Offense – **(During the season of practice)**

Category I

Penalty: After confirmation of the fourth violation: 1) Student will be permanently suspended from participating in all activities at TLHS.

13-32-9. Suspension from extracurricular activities for controlled substances violation--Unified Judicial System to give certain notices. Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, is ineligible to participate in any extracurricular

at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to thirty calendar days if the person participates in an assessment with a certified or licensed addiction counselor. 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 second adjudication, conviction, diversion, or suspended imposition of a sentence for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to sixty calendar days if the person completes an accredited intensive prevention or treatment program. Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court 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 participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities. Upon placement of the person in an informal adjustment or court-approved diversion program, the state's attorney who placed the person in that program shall give notice of that placement to the South Dakota High School Activities Association and chief administrator of the school in which the person is participating in any extracurricular activity. As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High Revised 7/15 State Statutes - 5 School Activities Association. Students are ineligible to participate in activity events, competitions, and performances, but a local school district may allow a student to participate in practices.

*Events will carry over into next season or next year necessary to complete term of suspension.

*Infractions will accumulate grades 5 through 8 and start over grades 9 through 12 during the season of practice and throughout the student's school career at Timber Lake and/or previous school(s). For example: Timmy gets caught drinking as a 7th grader and then again as a junior in high school – Timmy will fall into the first offense for both violations. Timmy then gets caught chewing tobacco again as a senior, he will fall into the second offense. Example #2 – Bobby transfers to Timber Lake from Dupree, he received a drinking violation as a sophomore at Dupree and then gets caught drinking his junior year at Timber Lake ---He will fall into the second offense.

Equal opportunity: the Timber Lake School District does not discriminate in its policies and programs on the basis of race, color, creed, religion, age, sex, handicap, national origin or ancestry.

Inquiries concerning the application of Title IX, Section 504 or Title VI may be referred to the High school principal, Julie Marshall, Box 1000, Timber Lake, SD 605-865-3654, or to the regional director, Department of Education, Office for Civil Rights, 1244 Speer Blvd. Suite 310, Denver, Colorado 80202-3582.

Safety of Bus Students

Information for parents of bus students:

In case of inclement weather (this decision will be up to the judgment of the bus driver after the driver consults with the school) it is the school's policy that students who walk home from their bus stop must be picked up by a parent or parent designee.

If no one is there to pick up the students, they will be returned to the school and their parents or parent's designee may pick them up at the Timber Lake School.

It is one of the bus driver's responsibilities to look out for the safety of the students.

Approved 9/10/2001

School Bus Behavior Problem Policy (Revised 07/00)

1. Bus Driver will bring any and all students that are involved in a problem or cause a problem to the superintendent's office or the respective principal's office.

A. Within 36 hours the administration will notify the parents of the infraction or problem.

B. Notification may be by phone, or in writing.

2. The second time a student is a behavior problem the superintendent's office will notify the student's parent, parents, or guardian in writing to meet with the principal and superintendent within five (5) working days. In the event the parent, parents, or guardian do not contact the superintendent's office for a meeting date, the student will not be permitted to ride the bus until the meeting is held.

3. The third time a student has been found to be a problem or to have caused a problem, they will not be allowed to ride the bus for five (5) days. The superintendent's office will notify the student's parent, parents or guardian in writing of the problem. Their parent, parents, or guardian will have to meet with the principal and superintendent to discuss the problem before they will be allowed to ride the bus again.

4. The fourth time a student has been found to be a problem or to have caused a problem, they will not be allowed to ride the bus until the parents meet with the school board at its regular meeting to decide if the student or students will or should be allowed to ride the bus again. The school board will have the final decision if the student or students should be allowed to ride the bus.

5. It will be the parent's responsibility to transport their students to school when they are not allowed to ride the bus.

Final Adoption 1-11-93

Bus Policy for Student Activities

Students riding the bus to school activities are expected to return to Timber Lake on the bus.

Exceptions are as follows:

1. Students may be released from the bus to their parents; and/or legal guardian at the parents verbal and written request. The official in charge should keep this request for his or her own protection.
2. Students may be released from the bus (to another responsible party) if they have prior written and verbal permission from parents and prior approval by a school administrator. It is emphasized that the approval must be obtained prior to the trip. The administrator will have the sole responsibility and authority to decide if the purpose of the release is a necessity.
3. Fifth (5th) grade and younger students riding rooter (fan) buses must be accompanied by a parent or guardian. Other adults shall be allowed to ride rooter (fan) buses on a space available basis.

Policy for Bus Students on Regular Route.

Parents may feel that it may be necessary to have their student(s) dropped off at a neighbor, friends, or may want a neighbor or friend to pick their student(s) up at a different time or place than usual.

The following is necessary due to the many recommendations and requirements in regard to the liability involved for the bus drivers and the school.

1. Write a letter addressed to the supt. and bus driver stating what they would like to have us do and state that they are giving us permission to do.(Example - Bus breaks down, their road blocked, or parent did not get back home when they planned. State who they may be left with and who may pick them up).
2. Please state the period of time and situation(s) the letter is for. (Example - For the 2004-2005 school year, or Jan., Feb., March of 2005.) Also please sign the letter

Dangerous Weapons in the Schools Legal ref.: SDCL 13-32-7; 22-1-2 *

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

State and federal law as well as board policy forbids the bringing of dangerous and/or illegal weapons to school or school sponsored activities. Dangerous weapons taken from pupils shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary and /or legal action shall be pursued by the building principal.

A dangerous and/or deadly weapon is defined as any firearm, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

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

Any student bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The chief executive officer/superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case/by/case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas. (Adoption date: 10-14-96)

Dismissal of Pupils

- a. Neither school nor classroom will be dismissed before the regular hour for dismissal except with the approval of the superintendent of schools.
- b. No teacher may permit any individual pupil to leave school prior to the regular hour of dismissal. Students must receive this permission from the principal or superintendent of schools.
- c. No pupil may be permitted to leave school prior to the dismissal hour at the request of or in the company of anyone other than a school employee, or parent of the child unless the permission of the parent has been first secured in writing. If any police or court official requests the dismissal of a pupil during school hours, he must have a warrant or written request by the child's parents before the student is dismissed.

Pupil Interview (Adopted 11/9/98)

- a. Individual pupils may not be interviewed without parental notification by any person, except an employee of the school board, without the approval of an administrator.
- b. No administrator shall grant a student interview unless the parents are notified and he/she deems it essential to the welfare of the child or as may be required by court order or law.
(b.) is subject to (a.) above.
- c. The principal or some other appropriate administrative employee shall be present.

Police/Department of Social Services- Student Interview (Adopted & Approved 11-9-98)

When students are at school or involved in a school activity off school ground, the school has an obligation to the students and their parents, as well as to authorities such as law enforcement and the Department of Social Services. This policy balances the rights of students and parents with the

rights and responsibilities of law enforcement and the Department of Social Services as those entities investigate juvenile delinquency/criminal matters and matters of child abuse and neglect. It is therefore the policy of the District that:

1.) Should a law enforcement officer wish to talk with a student under the age of 18* while the student is at school and interview the student for a reason other than investigating suspected child abuse or neglect, the District will not allow the law enforcement officer to question the student unless the school has first notified the student's parents and received permission from a parent for the student to talk with the law enforcement officer. The parents have the right to deny the request from the law enforcement officer. The parents shall also have the right to be present during the interview should permission be granted by parents for law enforcement officer to talk with the student.

2.) Should the Department of Social Services (DSS) or a law enforcement officer (LEO) be investigating suspected child abuse or neglect and wish to talk with a student under the age of 18* while the student is at school, the request to talk with a student shall be in writing and given to the school. The DSS/LEO written request shall include the name of the person making the request, date of request, date of interview, and that the request is made for the reason of investigating suspected child abuse or neglect.

The law in South Dakota requires investigation of suspected child abuse to be kept confidential and can be done without notification to parents. Therefore, the school will not notify parents of a request by the DSS or LEO to talk with a student in such instances.

*Upon the student reaching the age of 18, the student is a legal adult and has the authority to make decisions without parental involvement. However, the student, even if age 18 or older, may choose to contact his/her parents for advise before responding to a request by the authorities to meet with and talk to a law enforcement officer and/or the Department of Social Services.

Extended Suspension by principal & superintendent, authorized by board. SDCL 13-32-4.2

The Timber Lake School Board authorized the summary suspension of pupils by the school principals for not more than ten (10) school days and by the superintendent of schools for not more than 90 school days. (Adoption date: 11-8-93)

Discipline Punishment SDCL 13-32-2

a. Teachers have the authority and responsibility to maintain discipline in the classroom. When a student is having a problem the teacher may: conference with the student, conference with the parent, use classroom disciplinary procedures, or refer the situation directly to the principal.

b. A staff member may use physical force against a pupil without advance notice to the principal when it is essential for self-defense, for the preservation of order or for protection of other persons or the property of the school district.

Student Conduct (expulsion and suspension) SDCL 13-32-5; 13-32-6; 13-32-7; 25-5-15
(Revised and adopted 07/07)

Students in the district schools are expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school; will show consideration for fellow students; and will create a harmonious atmosphere at school and related activities. To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations.

Serious breaches of standards of behavior may result in suspensions or expulsions from school. Suspension and expulsion from school are to be used by the administration only. Several forms of suspension may be used, including in-school suspension and out of school suspension. The principal may suspend a student for up to ten (10) school days and the superintendent may suspend a student for up to ninety (90) days. The board may suspend or expel a student for any number of days up to twelve (12) months. If the suspension by the superintendent is for more than ten (10) days, the pupil or parent/guardian may appeal to the board. Hearing procedures will be in compliance with state and federal laws for both general education and special education. Every effort shall be made to work with students to solve special situations and disciplinary problems. Expulsion from school must be recommended by administration and approved by the school board. Legal reference: SDCL 13-32-4, 13-32-4.2, 13-32-5

Any of the following actions will subject a student to suspension, expulsion, or other school disciplinary measure:

1. Intentionally causing or attempting to cause substantial damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause substantial damage to private property; stealing or attempting to steal private property.
3. Intentionally causing or attempting to cause physical injury to another person except in self-defense.
4. Knowingly possessing or transmitting any firearm, knife, explosion, or other dangerous object.
5. Knowingly possessing, using, transmitting, or being under the influence of, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
6. Knowingly using or copying the academic work of another and presenting it as his/her own without proper attribution.
7. Repeatedly and intentionally defying the valid authority of supervisors, teacher, or administrators, and /or causing interruption of the school program.
8. Use of profanity.

In addition to school disciplinary measures some of the above actions are subject to punishment through civil authorities.

The above prohibited actions will be printed in the student handbook, board policy book and made available to students and parents.

IN-SCHOOL SUSPENSION GUIDELINES

1. In-School suspension will be administered and supervised by the Principal or Principals' Designee.
2. The suspension will begin at 7:50 AM and end 10 minutes following dismissal time.
3. Student will serve time in a designated room.
5. Student will be escorted on breaks by a designated staff member.
6. Lunch will be brought to the student, or student may bring a lunch.
7. Student will be expected to study during this time.
8. Student is responsible for materials to study during suspension.
9. Credit will be given for work.

PROCEDURES FOR SHORT TERM SUSPENSION ARSD 24:07:02:01

1. Give oral or written notice to student and to parents, guardian, or other responsible person, if available, as soon as possible after discovery of misconduct.
2. The notice is to contain the rule, regulation, or policy violated. The student must be given an opportunity to answer the charges
3. This process does not involve board participation.
4. The hearing is no more than an informal setting granting the student the opportunity to answer the charges and present his/her side of the story.
5. Superintendent/CEO or principal should issue a decision as soon as possible. This may be done right on the spot.
6. If the student is suspended, written notice of due process rights must be provided to the student and the parent, guardian, or responsible person. Dangerous students may be turned over to law enforcement.

Student must be accompanied by parent or guardian to gain readmission to school following the suspension if a meeting has not already taken place with the principal, parent or guardian, and student regarding the current situation.

(During an out of school suspension, the student may not attend any school related activities on school grounds as a spectator, including practices, games or any other extracurricular activity. In addition students that participate in any activities may not attend activities off school grounds with the school team. During an in school suspension, after the conclusion of the in school time suspension the student may attend school related activities.)

PROCEDURES FOR LONG TERM SUSPENSION ARSD 24:07:03

1. The superintendent/CEO must prepare and seal a written report to the school board not later than the end of the fifth school day following the first day of a long-term suspension. The superintendent/CEO may request that a hearing be held before the school board. The school board will conduct a hearing for any suspension extending more than ten days.
2. The superintendent's/CEO's report includes the facts of the situation, the action taken, the reasons for the action, and the superintendent's/CEO's decision or recommendation. The report remains in the possession of the school board secretary or business manager, sealed and unavailable to individual school board members until and unless a hearing is held. A copy of the report must be sent to the 18-year-old pupil and, to unemancipated minors, to the parent, guardian, or responsible person at the time it is filed with the secretary or business manager. ARSD 24:07:03:01
3. The superintendent/CEO may exclude the pupil from classes by using a short-term suspension procedure. An activity is considered as a class. The superintendent/CEO must give notice to the 18-year-old pupil or the unemancipated minor's parent, guardian, or responsible person of a proposed long-term suspension, and may schedule a hearing. The notice must contain:
 - a. Policy allegedly violated.
 - b. The reason for the discipline;
 - c. Notice of the right to a hearing or the right to waive this hearing;
 - d. A description of the hearing process;
 - e. A statement that the records are available for examination; and
 - f. Notice that the pupil may present witnesses.
4. If a hearing is requested, the superintendent/CEO shall set the date, time, and place for the hearing and send notice to the school board members, as well as a notice by certified mail to the 18-year-old pupil or the parents of an unemancipated minor.
5. If no hearing is requested or if the hearing is waived, the proposed action or decision of the superintendent/CEO is final.
6. A hearing may be waived by an 18-year-old pupil or the parents of an unemancipated minor, in writing. If the hearing is not waived, the hearing shall be held as set forth in the notice. ARSD 24:07:03:03

Use of Artificial Intelligence Technology

This policy sets parameters for utilization of artificial intelligence (AI) technology within the District, by students and employees. The purpose of this policy is to ensure fair and equitable academic assessments, promote critical thinking, and maintain an equal playing field for all students. AI technology includes any form of digital content, such as text, images, videos or audio, that is created by artificial intelligence systems without direct human intervention. These AI systems use advanced algorithms and machine learning techniques, natural language processing, or automated decision-making systems to generate content that mimics human creativity and decision-making processes. AI technology tools include resources such as ChatGPT, Google Bard, and other AI content generator products.

Student Use

Students are prohibited from incorporating AI technology into their assignments or projects, unless instructional staff tells students that AI can be used for a specific assignment, portion of assignment, or project. Student assignments and projects must rely solely on human effort and intellect.

Students must uphold the principles of academic integrity by submitting work that is solely their own, demonstrating their knowledge, skills and abilities acquired through personal effort and study. The use of AI technology in assignments and projects undermines the authenticity and individuality of students' work.

Students are encouraged to explore and utilize a wide range of technological tools and resources that are not AI dependent to enhance their assignments and projects. This includes traditional research methods, computer programs, software applications, and other non-AI-based tools that support academic learning and creativity. AI technology may be used for clarification or explanations to understand complex texts or to assist in brainstorming ideas, topics, and writing prompts. Any such use should be cited. Students may not pass off any AI technology as their own work, such as by copying text or images from AI programs without proper attribution. Text or images copied directly from AI generated content must be properly cited. Other uses of AI must be clearly described at the end of the assignment or project.

If instructional staff allow student use of AI technology in connection with a specific project or assignment, students must use AI only as permitted. Students must disclose the AI tool used, and attribute and cite AI text and images properly when used in the student's work.

A student who uses AI technology without permission, who uses it in an improper way, or who otherwise violates this policy will constitute a violation of the District's code of conduct, cheating, plagiarism, and/or academic dishonesty policy, and/or provisions stated in the student handbook, and will be subject to student discipline.

Excursions or Errands

- c. Pupils taken on excursions or field trips in the interest of class activities must have the approval of the principal in advance, and the principal shall approve what transportation
 - d. is involved in such excursion. The principal shall also satisfy themselves as to liability for insurance if private cars are used for transportation.
- b. Pupils may not perform errands off school grounds during school hours without the approval of the principal.

Use of Pupil Records - Buckley Amendment

The Timber Lake Public Schools construe all pupil records, except directory information, to be confidential. Appropriate procedures and safeguards shall be established and followed to govern access to pupil records and the release of pupil records and information to persons, agencies, and organizations within and outside the school system. Such procedure and safeguards shall be consistent with the pursuant to Section 438, Public Law 93-380 as amended.

List of Names of Pupils

No employee of the school may furnish list of names and addresses of students to anyone other than school officials or school connected agencies without the express permission of the superintendent. The superintendent of schools may authorize the release of the list of names of the senior class if he/she considers it to be in the best interest of the students.

Confidentiality of Student Record

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information on them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian or the student in accordance with law, and yet be guarded as confidential information.

It will be the responsibility of the superintendent to provide for the proper administration of student records in keeping with state law and federal requirements, and to standardize procedures for the collection of necessary information about individual students throughout the district.

Timber Lake School District No. 20-3 Confidentiality Procedures

1. All Students records will be maintained in either a fire resistant file or in the school safe. They will be kept locked.
2. To remove a file or record, permission must be obtained from the High School Principal or Elementary Principal who is the custodian of the files.
3. Everyone removing a file or record will sign his/her name to the checkout form and state the reason file or record is needed.
4. Student records or files will always be available to parents or legal guardians of the student, school administration, school psychologist, school special education teacher, speech therapist, classroom teachers, and any person so designated by the parent or legal guardian and the student, if appropriate.
5. A parent or legal guardian has the right to obtain copies of the record or file when this is necessary to adequately review the record.
6. After inspection of the records, a parent who believes the information contained in the record is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, may request the school district to amend them.
7. If the school district refuses to amend the record, it will inform the parent of the right to have a hearing. This hearing will be conducted by a party that does not have a direct interest in the outcome and will allow the parent a full and fair opportunity to present evidence on the issue.
8. If, as a result the hearing, the district again decides that the record does not contain inappropriate material and refuses to amend it, the district will inform the parent of the right to place a statement in the record commenting on the disputed information and the reasons for disagreeing with the decision of the district. Such a statement will be maintained as a permanent part of the student's record and will be disclosed along with the rest of the record.
9. If any records are to be released to comply with a judicial order or subpoena, the parents will be given advance notice of such an order.

**ALCOHOL USE BY STUDENTS/DRUG ABUSE BY STUDENTS/CHEMICAL ABUSE
(NARCOTICS, DRUGS, ALCOHOLIC BEVERAGES) BOARD POLICY**

NEPN Code: AN

Use of Alcohol, Drugs, and Controlled Substances by Employees (Drug Free Work Place)

Student and employee safety is a paramount concern to the school board. Employees under the influence of alcohol and/or other drugs are a serious risk to themselves, to students, and to other employees. Therefore, the school board will not tolerate the unlawful manufacture, use, possession, sale, distribution, or being under the influence of alcohol and/or other drugs on school property or at a school event off school property. Additionally, it shall be a violation of this policy for any employee to manufacture, use, possess, sell, distribute or be under the influence of medical cannabis in any manner inconsistent with South Dakota state law. Any employee who violates this policy will be subject to disciplinary action, which may include dismissal, and referral for prosecution. Each employee of the district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the superintendent any criminal alcohol and/or other drug statute convictions for any alcohol and/or drug violation. Such notification must be made by the employee to the superintendent no later than five (5) days after conviction. Should the affected employee be the superintendent s/he will report to the Board no later than the next regular meeting of the Board.

Within thirty (30) days after receipt of information concerning an alleged or proven violation(s) of this policy, the district will take appropriate disciplinary action, which may include termination of employment, requiring the employee to participate in alcohol and/or other drug abuse assistance or rehabilitation programs, and possible referral for prosecution.

The school board recognizes that employees who have an alcohol and/or other drug use/abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be provided a listing of the regional treatment facilities or agencies to assist him/her in their choice of a service provider.

If there is reason to suspect that a staff member is under the influence of alcohol and/or illegal drugs, the staff member will not be allowed on school property or to participate in school activities. Staff members will be subject to discipline for arriving at school or at a school activity under the influence of alcohol and/or an illegal drug. For the purposes of this policy, "illegal drug" means narcotics, drugs and controlled substances as defined in federal law or state law. "Illegal drugs" also includes any prescription or over-the-counter drug that does not meet the following four criteria:

1. the employee has a current and valid prescription for the drug or the drug is sold over-the-counter;
2. the drug is used or possessed for the purpose for which it was prescribed or sold over-the-counter;
3. the drug is used or possessed at the dosage prescribed or recommended; and
4. the drug is used or possessed consistent with the safe and efficient performance of the employee's job duties.

Any staff member who is taking a drug or medication, whether or not prescribed by the staff member's physician, which may adversely affect that staff member's ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. This includes drugs that are known or advertised as possibly affecting judgment, coordination or any of the senses, including those that may cause drowsiness or dizziness. The school board hereby commits itself to a continuing good faith effort to maintain a drug-free environment.

Revised: 9-13-2017

NEPN Code: IAF

Administration of Medications to Students

School personnel shall not administer prescription or nonprescription medication to students unless appropriate administration cannot reasonably be accomplished outside of school hours.

For purposes of this policy, the term "medication" includes both prescription medication and nonprescription medication, but does not include medical cannabis. The administration of medical cannabis shall be in accordance with the Board's policy on administration of medical cannabis to qualified students.

Students will not be permitted to take medication while at school unless the administration of such medicine is coordinated by the school district nurse acting under specific written request of the parent or guardian and under the written instructions of the student's physician.

When such a request is made by a parent or guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications must also be presented to the principal by the student's parent or guardian.

Parent/guardian requests to store and/or administer prescription or nonprescription medications to students must be in writing, on a Consent for Medication Administration District Form. The Consent for Medication Administration must be completely filled out, signed and dated by the parent/ guardian. The Consent for Medication Administration must be renewed annually. Any product that could be considered a drug, including "natural remedies", herbs, vitamins, dietary supplements or homeopathic medications will be managed as a prescription medication. These products would require a written order from a physician or licensed health care provider and completion of a Consent for Medication Administration by the parent/guardian.

When medication is brought to school for a student, the student's teacher, building principal, nurse or secretary will be made aware that the student will be taking medication. If a child has medication at school without prior notification the parent/guardian will be contacted. Medications should be transported to and from school by a parent/guardian.

All medications must be stored in a locked medicine cabinet, managed by the school nurse or school personnel trained in medication administration. Prescription medications to be stored and/or administered

must be in the original pharmacy labeled container. The label must specify the student's name, name of the medication, name of physician/licensed health care provider, the date of the prescription and the directions for use. If the dosage of the medication is changed by the physician/licensed health care provider, a new bottle must be received from the parent and a new Consent for Medication completed. Non-prescription medications to be stored and/or administered should be in the original container.

It is the responsibility of the student to come to the office to take his/her medication. Any student who uses the medication in a manner other than the manner prescribed may be subject to disciplinary action.

Prescription medication administration may be delegated only to those individuals who have successfully completed the training program as required by law. No school employee, other than the school nurse, shall be required to be trained by a licensed health care profession for the purpose of being trained in the administration of prescription medication, or shall be required to administer prescription medication, without the employee's prior written consent.

Revised: 9-11-21

Adopted: 2-15-17

NEPN Code: IAFA

Administration of Medical Cannabis to Qualifying Students

The School District restricts the administration of medical cannabis during school hours and at school-sponsored activities unless, in accordance with a practitioner's recommendation, administration of medical cannabis cannot reasonably be accomplished outside of school hours or school-sponsored activities.

The District permits students with a valid registry identification card for medical cannabis under South Dakota law to be administered medical cannabis on school property or at a school-sponsored activity by their parent/guardian or other registered designated caregiver in accordance with this policy and South Dakota law. In order for a parent/guardian or other designated caregiver to administer medical cannabis to a qualifying student, the District will require the following to be provided initially and thereafter at the beginning of each school year and at any time when the qualifying student's administration of medical cannabis changes:

- Presentation of the student's valid State of South Dakota Department of Health approved registry identification card or nonresident card with the State of South Dakota Department of Health's confirmation of registration (a copy of which will be kept by the school in the student's educational record);
- Presentation of the State of South Dakota Department of Health approved caregiver's card showing his/her status as the registered designated caregiver for the qualifying student (a copy of which will be kept by the school in the student's educational record); and

- A written dated and signed certification by the qualifying student's recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.

The parent/guardian or other registered designated caregiver is the only person who may provide, administer, or assist the student with the consumption of medical cannabis. Schools will not store, and school personnel will not administer, medical cannabis.

Administration of medical cannabis to qualifying students shall be in accordance with this policy. Administration of all prescription and nonprescription medications to students shall be in accordance with applicable law and the District's policy concerning the administration of medications to students.

Definitions

The following definitions apply for purposes of this policy:

1. "Designated location" means a location identified in writing by the school district in its sole discretion and may include a location on the grounds of the school in which the student is enrolled, upon school property in South Dakota, as that term is defined herein, or at a school-sponsored activity in South Dakota.
2. "Permissible form of medical cannabis" means non-smokable products such as oils, tinctures, edible products or lotions that can be administered and fully ingested or absorbed in a short period of time. Patches and other forms of administration that continue to deliver medical cannabis to a qualified student while at school may be appropriate for students who receive ongoing adult assistance or on a case-by-case basis as determined by the district when adequate protections against misuse may be made. Smoking or vaping medical cannabis is strictly prohibited and is not a permissible form of medical cannabis for students in a school setting under any circumstances.
3. "Designated caregiver" means the qualifying student's parent, guardian or other responsible adult over twenty-one years of age who is the qualifying student's registered designated caregiver and who has a caregiver's card approved by the South Dakota Department of Health. In no event shall another student be recognized as a designated caregiver. A designated caregiver is the only individual permitted to possess and administer to a qualifying student. Any designated caregiver seeking access to school property or school-sponsored activity for purposes of this policy must comply with the Board's policy and/or procedures concerning visitors to school and all other applicable policies.

4. “School property” means any school premises, vehicle, or building, or on or in any premises, vehicle, or building used or leased for the school district’s functions.
5. “Qualifying student” means a student who possesses a valid registry identification card approved by the State of South Dakota Department of Health for the use of medical cannabis.
6. “Written certification” means the completed South Dakota Department of Health form dated and signed by a physician who is licensed with authority to prescribe drugs to

humans, stating that in his/her professional opinion the patient is likely to receive a therapeutic or palliative benefit from the medical use of cannabis to treat or alleviate the patient’s debilitating medical condition or symptom associated with the debilitating medical condition. The document must specify the patient’s debilitating medical condition and that it is made in the course of a bona fide practitioner-patient relationship.

Permissible administration of medical cannabis to a qualifying student

A qualifying student’s designated caregiver may administer a permissible form of medical cannabis to a qualifying student in a designated location if all of the following parameters are met:

1. The qualifying student’s parent/guardian provides the following to the school before the administration of medical cannabis is allowed on school property or at a school-sponsored activity and thereafter at the beginning of each school year and at any time when the qualifying student’s administration of medical cannabis changes:
 - a. The qualifying student’s valid registry identification card from the State of South Dakota Department of Health or nonresident card with the State of South Dakota Department of Health’s confirmation of registration authorizing the student to receive medical cannabis;
 - b. The completed and signed Form IAFA-E(1)(Medical Cannabis Administration Plan);
 - c. The designated caregiver(s) card approved by the State of South Dakota Department of Health; and
 - d. Written certification dated and signed by the student’s recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.
2. The qualifying student’s parent/guardian provides written notice to the school within ten (10) days of any of the following:

- a. Change in a designated caregiver;
 - b. The student ceases to have a debilitating medical condition, as that term is defined in South Dakota law; or
 - c. The registry identification card is void, expired or revoked.
3. In the event that a new registry identification card is issued, the qualifying student's parent/guardian provides the new card to the school district within ten (10) days of the issuance of the card;

The qualifying student's parent/guardian signs the written acknowledgement in Form IAFA-E(1)(Medical Cannabis Administration Plan) assuming all responsibility for the provision, administration, maintenance, possession, storage and use of medical cannabis under state law, and releases the district from liability for any claim or injury that occurs pursuant to this policy;

4. The qualifying student's parent/guardian or designated caregiver shall be responsible for providing the permissible form of medical cannabis to be administered to the qualifying student, shall transport it in a container that meets the packaging and labeling requirements specified by the South Dakota Department of Health, and shall not at any given time possess on school property an amount of medical cannabis that exceeds the qualifying student's prescribed daily dosage;
5. The district will determine the location and the method of administration of a permissible form of medical cannabis so to not create risk of disruption to the educational environment or exposure to other students;
6. After administering the permissible form of medical cannabis to the qualifying student, the student's designated caregiver shall remove any remaining medical cannabis from the school property or school-sponsored activity;
7. The written dated and signed plan contained in Form IAFA-E(1)(Medical Cannabis Administration Plan) is prepared that identifies the form, designated location(s), and any protocol regarding administration of a permissible form of medical cannabis to the qualifying student.

Additional parameters

School personnel, in their role as employees of the school district, will not under any circumstances:

1. Assist a qualifying student or his/her designated caregiver in obtaining, administering, or using medical cannabis;
2. Store or hold medical cannabis in any form;
3. Ensure the qualifying student is properly using the medical cannabis as instructed by his/her recommending practitioner; or
4. Serve as the qualifying student's designated caregiver of medical cannabis.

This policy conveys no right to any student or to the student's parents/guardians or other designated caregiver to demand access to any general or particular location on school property or at a school-sponsored activity to administer medical cannabis.

When a school-sponsored activity occurs at another South Dakota public school, the location identified by that school will serve as the designated location for the designated caregiver's administration of medical cannabis.

This policy shall not apply to school property or school-sponsored activities located outside of the state of South Dakota, on federal property or any other location that prohibits cannabis on its property.

Permission to administer medical cannabis to a qualifying student may be limited or revoked if the qualifying student and/or the student's parent/guardian or other designated caregiver violates this policy or demonstrates an inability to responsibly follow this policy's parameters.

No student is permitted to possess or self-administer medical cannabis. Qualifying students with a valid registry identification card who possess or self-administer cannabis may be subject to discipline just as any other student without a valid registry identification card would be. Student possession, use, distribution, sale or being under the influence of cannabis inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol involvement by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

If the federal government indicates that the District's federal funds will be lost or have been lost by this policy, the Board declares that this policy shall be suspended immediately and that the administration of any form of medical cannabis to qualifying students on school property or at a school-sponsored event shall not be permitted. The district shall post notice of such policy suspension and prohibition in a conspicuous place on its website.

Adopted: 07/11/2021

NEPN Code: IAFA-E(1)
Medical Cannabis Administration Plan

Before the administration of medical cannabis on school property or at a school-sponsored activity, at the beginning of each school year and at any time when the qualifying student's administration of medical cannabis changes, the student's parent/guardian must complete and submit to the district this form, the student's registry identification card, the designated caregiver(s) card, and a written signed certification¹ by the recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.

To be completed by the parent/guardian:

Name of Qualifying Student²: _____

School: _____ Grade: _____

Name and Phone Number of Student's Designated Caregiver(s)³: _____

By initialing the following statements and signing below, the undersigned parent/guardian hereby acknowledges:

_____ I have read and agree to comply with the procedure regarding the administration of medical cannabis to qualifying students as outlined in Policy IAFA.

_____ I assume all responsibility for the provision, administration, maintenance, possession, storage and use of medical cannabis to my child.

_____ I understand that no school personnel are required to administer medical cannabis to my child, and that only a registered designated caregiver will be allowed to administer medical cannabis to my child.

_____ I understand that I or the designated caregiver for my child will not at any time possess on school property an amount of medical cannabis that exceeds my child's prescribed daily dosage, that it will be transported in a container that meets the packaging and labeling requirements specified by the South Dakota Department of Health, and that as soon as I or my child's designated caregiver administer the dosage of medical cannabis, I or my child's designated caregiver must remove any remaining cannabis from the school property or school-sponsored activity.

_____ I understand that the district will determine a designated location and any protocols regarding the administration of medical cannabis to my child and that this plan does not allow for the administration of medical cannabis on federal property or any location that prohibits cannabis on its property.

_____ I agree to notify the School District of any change in circumstances as outlined in Policy IAFA.

_____ I understand that permission to administer medical cannabis in accordance with this plan may be revoked for the failure to comply with the procedure, rules or requirements of the administration of medical cannabis to qualifying students or other policies.

By signing below, I hereby release and hold harmless the School District, its officers, agents, employees, and volunteers from any and all liability, damages, injury or other legal claims which I now have or may hereafter have arising out of the administration of medical cannabis to my child.

Date: _____

Signature of parent or guardian

¹ "Written certification" means the completed South Dakota Department of Health form dated and signed by a physician who is licensed with authority to prescribe drugs to humans, stating that in his/her professional opinion the patient is likely to receive a therapeutic or palliative benefit from the medical use of cannabis to treat or alleviate the patient's debilitating medical condition or symptom associated with the debilitating medical condition. The document must specify the patient's debilitating medical condition and that it is made in the course of a bona fide practitioner-patient relationship.

² “Qualifying student” means a student who possesses a valid registry identification card approved by the State of South Dakota Department of Health for the use of medical cannabis.

³ “Designated caregiver” means the qualifying student’s parent, guardian or other responsible adult over twenty-one years of age who is the qualifying student’s registered designated caregiver and who has a caregiver’s card approved by the SD Department of Health. In no event shall another student be recognized as a designated caregiver. A designated caregiver is the only individual permitted to possess and administer to a qualifying student

To be completed by the school:

I have received the following:

____ Student's registry identification card approved by the State of South Dakota Department of Health authorizing the administration of medical cannabis to the student. The expiration date is: _____

____ The designated caregiver(s) card approved by the State of South Dakota Department of Health authorizing the administration of medical cannabis to the student.

____ Written certification signed by the recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.

The student's identified designated caregiver's administration of the permissible form of medical cannabis in the designated location has been conditionally approved as follows:

Permissible form(s)⁴ of medical cannabis to be administered:

☐ Oil/Lotion ☐ Tincture ☐ Edible Product ☐ Other: _____ Administration method to be used: _____

Dosage Amount: _____ Time(s) to be Administered: _____

Location of administration⁵ on school property or at a school-sponsored activity:

Date: _____

Name and Signature of Nurse: _____ Name and

Signature of Administrator: _____

Copies of the current registry identification card and the registered designated caregiver(s) card will be retained in the student's educational record and updated as needed.

Provide copies of the Administration Plan to:

- Parent/Guardian
- Designated Caregiver (if different than parent/guardian)
- School Principal
- Student's Teacher(s)
- School Nurse

⁴ "Permissible form of medical cannabis" means non-smokable products such as oils, tinctures, edible products or lotions that can be administered and fully ingested or absorbed in a short period of time.

Other non-smokable forms may be approved on a case by case basis.

⁵ "Designated location" means a location identified in writing by the school district in its sole

discretion and may include a location on the grounds of the school in which the student is enrolled, upon school property in South Dakota, as that term is defined herein, or at a school-sponsored activity in South Dakota.

Adopted: 08-11-21

Title IX (Revised 07/00)

Equal opportunity: the Timber Lake School District does not discriminate in its policies and programs on the basis of race, color, creed, religion, age, sex, handicap, national origin or ancestry.

Inquiries concerning the application of Title IX, Section 504 or Title VI may be referred to the High school principal, Julie Marshall, Box 1000, Timber Lake, SD 605-865-3654, or to the regional director, Department of Education, Office for Civil Rights, 1244 Speer Blvd. Suite 310, Denver, Colorado 80202-3582.

Payment of Student Meals

a. The school may pay \$6.00 for breakfast, \$9.00 for dinner, \$11.00 supper towards student's meals in the event that an academic field trip requires the students to be away longer than 12 hours. (Updated June 2020)

b. The school shall pay the amount to be reimbursed by the SDHSAA for activity trips. The SDHSAA only reimburses student meals for state events.

Payment for Out of State Competition

Students participating in out of state competition that has had prior approval by the Timber Lake Board of Education may receive assistance up to \$250.00 per student.

Home-School Student Participation in Extracurricular Activities (Adopted 1/9/12)

It is the policy of the Timber Lake School District to allow home-school students to participate in school sponsored extracurricular activities if they meet the minimum academic criteria.

- Home-school student is enrolled in a minimum of two classes in the Timber Lake School and completes a weekly academic portfolio documenting adequate weekly progress in two courses. The portfolio is turned into the Principal's Office on Monday's or the first day of the school week. The Principal may ask questions and interview the child about the week's progress. These two items will be used to determine academic eligibility.
- Home-school students not enrolled in any classes must complete a weekly academic portfolio documenting adequate weekly progress in four courses. The Principal may ask questions and interview the child about the week's progress. The portfolio is turned into

the Principal's Office on Monday's or the first day of the school week. This portfolio will be used to determine academic eligibility.

Along with the above stated academic rules, home-school students participating in extracurricular activities are subject to all team, district and SDHSAA rules, regulations, and policies.

STUDENT COMMUNICABLE DISEASE POLICY

The quality and quantity of learning for each student is in direct proportion to the student's physical, mental, emotional, and social levels of health. The board recognizes its responsibility to provide a healthy, safe environment for all school students and employees, and in addition, further recognizes its responsibility that, to the extent possible, all students should be permitted to continuously attend school and to participate in school activities.

The Board of Education further recognizes the importance of protecting the privacy rights of students who have a communicable disease. Therefore, the confidentiality of the infected student will be protected in the following manner; health information related to the disease will be released only when the student's parent or guardian or the student, if of legal age, has given written permission, or if it is ordered to be released by the court. The information will be released only to those persons determined by the Superintendent to have a direct need to know.

The decision as to whether an infected student should be excluded from school or school activities shall be made on a case by case basis by the building principal.

In situations where the decision requires additional knowledge or expertise, the principal will refer the case to the Superintendent to determine the proper course of action. The superintendent will be responsible for convening the advisory committee with a membership which will include the following:

1. The superintendent
2. The school health coordinator (nurse)
3. The building principal

The advisory committee, when appropriate, may also consult the following:

1. Representation from the State Department of Health
2. The student's personal physician
3. The student's parent or guardian(s)
4. Teachers or other appropriate school personnel
5. Other medical personnel as deemed necessary

The advisory committee shall consider the following in their deliberations:

1. The type and severity of the communicable disease
2. The guideline recommendations
3. The potential risk to the infected student and other students and staff members
4. The expected type(s) of interaction with others in the school setting
5. The physical condition of the student

When determining appropriate action in regard to a student with AIDS, the Advisory Committee will seek assistance from the S.D Secretary of Health.

If an infected student is restricted from attending classes, the school will provide the student with as appropriate an educational program as possible. If such program requires personal contact between the student and school employees, only trained volunteer employees will be utilized. If an infected student remains in school, staff members assigned to work with the student will be given instructions by the School Health Coordinator in the appropriate handling of blood and body fluids. The Health Coordinator will provide information regarding recommended hygiene measures to be observed and practiced when dealing with any communicable disease in order to maintain a healthy environment.

Guideline to be used in the administration of the policy have been written, and are to be used as a guide by the building principal and the advisory council in making decisions regarding school attendance or exclusion. Specific needs of individual cases will be addressed on a case by case basis.

Reference: S.D. Department of Health Memorandum, March 20, 1986.
Reviewed 7/00

STUDENT COMMUNICABLE DISEASE GUIDELINES

DISEASE

EXCLUSION RULES

AIDS	Determination will be make by the Advisory Committee as outlined in the Communicable Disease Policy.
CHICKEN POX	The student may attend school after all pox are dry and scabbed.
CYTOMEGALOVIRUS	The student may attend school. Precautions should be taken by contacts
CMV(Salivary Gland Viruses)	with immuno-suppression as anti-cancer or organ/transplant/as well as anyone with suspected or known pregnancy. Good hand washing eliminate risk or transfer of infection.
FIFTH DISEASE	The student may attend school with physician's permission.
GIARDIASIS (Intestinal	The student may attend school. Good hand washing in all cases should
PROTOZOAN INFECTION)	eliminate risk of transfer of infection.

HERPES SIMPLEX	The student may attend school during an active case. Good hand washing in all cases should eliminate risk of transfer of infection.
IMPETIGO	The student may attend school if treatment is verified and covered or dry.
INFECTIOUS HEPATITIS	The student may attend school with physician's written permission and if the student has the ability to take appropriate personal hygiene precautions.
MONO (INFECTIOUS	The student may attend school with physician's permission.
MONONUCLEOSIS, GLANDULAR FEVER)	The student may need adjusted school days and activities.
PEDICULOSIS (LICE, "CRABS")	The student may attend school after treatment. After repeated infestation of the same student, the student may be excluded until all nits are removed. Information packets for treatment will be provided to parents. Parents will be notified if head lice is present in their child's grade. Timber Lake School District 20-3 can supply children with head lice treatment if necessary.
PINK EYE (CONJUNCTIVITIS)	The student may attend school after the eye is no longer inflamed or under medical management.
RING WORM (SCALP, BODY, ATHLETE'S FOOT)	The student may attend school if the area is under treatment and covered. Restrict known cases of athlete's foot from pools and showers until under treatment.
SCABIES (SEVEN YEAR ITCH OR MITES)	The student may attend school after treatment.
STREPTOCOCCAL INFECTIONS (SCARLET FEVER, SCARLATINA, therapy, and is clinically well. STREP THROAT).	The student may attend school 24 hours after initiating oral antibiotic
TUBERCULOSIS	The student may attend school upon presentation of a physician's written permission.

ALL COMMUNICABLE AND CHRONIC DISEASE MUST BE REPORTED TO THE HEALTH OFFICE.

ANY QUESTIONS PERTAINING TO INTERPRETATION OF THESE GUIDELINES SHOULD BE REFERRED TO
SCHOOL HEALTH PERSONNEL.

Reviewed 7/00

VIRTUAL HIGH SCHOOL/DISTANCE CLASSES

In 2006, the South Dakota Legislature created the South Dakota Virtual High School. The South Dakota Virtual High School is a clearinghouse of distance/online courses offered by approved providers. All course offerings are approved by the South Dakota Department of Education to ensure that they are aligned with South Dakota content standards. The Timber Lake School recognizes the need and desire for students to enroll in classes outside of the local school district.

Student Application for Virtual High School Courses

Students applying for permission to take a distance/online course will do the following:

- Meet with the school counselor to assess the student's maturity and ability to function effectively in an online learning environment.
- Complete prerequisite courses.
- Obtain written approval of the principal before the counselor enrolls the student in a virtual course.
- Obtain written permission of parent/guardian for student to pursue distance/online coursework.
- Adhere to the District Acceptable Use Policy and the TLS Student Handbook, including rules on behavior and consequences for violations.

Credit for Distance/Online Coursework

Credit from an online course or distance course may be earned in the following circumstances:

- The course is not offered by TLS.
- The high school does offer the course, but the student is unable to take it due to unavoidable scheduling conflict.
- The student needs to complete the course for credit recovery.

Awarding Credit for Distance/Online Coursework

The school must receive an official record of the final grade before awarding credit toward graduation. Only approved courses shall be recorded on student transcripts.

Costs

- Students will not be charged for any District approved distance/online course that is part of the student's full credit load for the semester.
- If the student is taking the course for credit recovery reasons, the student will assume full responsibility for the cost. However, if the student successfully completes the course with a "C" grade or above, the student will receive reimbursement for the course.

- The District will provide textbooks for approved online/distance courses, but they remain the property of the District at the end of the course.

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- The District will provide textbooks for approved online/distance courses, but they remain the property of the District at the end of the course.

Classes

Students who are taking classes through universities and technical schools while in high school are responsible for the payment of these courses. The enrollment in dual credit classes must be approved by the school counselor, principal, parent and participating secondary institution. Students who sign up for dual credit must drop by the end of the first quarter during first semester and by the end of the third quarter during second semester pending an appropriate replacement class is available. Students who wish to enroll in Dual Credit College Algebra must have taken the prerequisite Precalculus. Students must also take trigonometry before college algebra IF it fits into their schedule before graduating. Seniors planning to take College Algebra after taking PreCalculus the first semester of their senior year may do so, but juniors wanting to take College Algebra shall complete PreCalculus and Trigonometry their junior year and may take Dual Credit College Algebra their senior year. Students will not be allowed to enroll in dual credit coursework that is required for high school graduation during the second semester of their senior year.

Dual credit classes will be equivalent to 1 credit hour of high school coursework. (Proposed Revision 6/24)

Youth Experiencing Homelessness

ENROLLMENT, TRANSPORTATION, SCHOOL OF ORIGIN, AND THE ELIMINATION OF BARRIERS FOR CHILDREN OR YOUTH EXPERIENCING HOMELESSNESS INCLUDING UNACCOMPANIED YOUTH (Added 8/8/2011)

The Timber Lake School District Policy is to:

- Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.
- Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.
 - Provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:
 - o Transportation Services
 - o Educational Services for which the child or youth meets the eligibility criteria, such as services provided under Title 1 of the elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
 - o Programs in vocational and technical education.
 - o Programs for gifted and talented students.
 - o School nutrition programs

GANGS AND GANG RELATED ACTIVITIES, CODE (Adopted 11/09)

Timber Lake School District has a responsibility to maintain a school environment free of violence, intimidation, or other behaviors which threaten the safety and well being of students and staff. Anti-social and/or criminal activities of gangs or gang-like groups threaten the school environment and interfere with the educational process. Anti-social and/or gang activities will not be tolerated and the District hereby bars all gangs, gang affiliations and gang related activities from school buildings, school buses, school related activities and school property at all times.

A “gang” is defined as any identifiable group or club which exists without the sponsorship or authorization of the school and which engages in anti-social or criminal behavior or activity which is disruptive of the school environment.

Activities of gangs/associations/organizations including recruitment, initiations, hazing, intimidation, retaliation and/or related activities which could potentially cause bodily danger, physical harm, or personal degradation or disgrace and result in physical or mental harm to students are prohibited as are all forms of criminal activity. The use of language, hand signals, graffiti, tattoos, haircuts, or the presence of any wearing apparel, footwear, jewelry, accessory, or manner of grooming which, by virtue of color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with such a group is hereby prohibited.

School administrators will monitor the school environment and parents will be informed of suspected gang involvement and/or activities. If an administrator verifies a student’s involvement in gang activity, the parent or guardian will be informed and appropriate law enforcement and social service agencies will be notified. Administrators shall comply with confidentiality laws when releasing student record information. Cooperation with law enforcement agencies is authorized and encouraged.

Students violating this policy may be subject to appropriate disciplinary action, including suspension and/or recommendation for expulsion review.

SEMESTER TESTING *Approved 08/02*

Timber Lake School requires the administering of semester tests/projects to all students in grades 9-12 for each course they are currently enrolled in. Semester tests/projects will equal 15% of the semester grade. A semester testing schedule of two days will be set by the principal.

Student Attendance/Semester Test Exemption Policy *Approved 10/08*

Students may be exempt from a 2nd semester test if the following criteria are met:

1. Students miss **6** or fewer class periods for the school year. 2 tardys equal one absence. For semester classes, students may miss 2 or fewer days and have no tardies. (See excused absence criteria on page 14.)
2. Only for year-long classes and classes offered once per year.
3. Semester projects are not exempt.
4. Students without a semester test may have open campus for the hour of review and test with parent permission and signing out in the High School Office.

POLICY PROHIBITING SEXUAL HARASSMENT

POLICY STATEMENT: It is the policy of the Timber Lake School District to prohibit sexual harassment of its employees, students and guests of the District by a person and in any form. All employees, students and guests should be able to enjoy a work and learning environment free of all forms of discrimination, including sexual harassment.

POLICY: It is expressly against District policy for any individual (employee, student or guest) to make unwelcome sexual advances or requests for sexual favors, or to engage in any other physical or verbal conduct of a sexual nature toward any other person on school property or at a school activity while not on District property, when

1. Submission to such conduct is made an express or implied condition of employment;
2. Submission to or rejections of such conduct is used as a basis for employment decisions or academic or extracurricular decisions affecting the individual who either submits to or rejects the conduct;
3. Such conduct has the purpose or effect of interfering with the employee's work performance, student's educational performance, or creates an intimidating, hostile or offensive working or education environment.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

SEXUAL HARASSMENT: Harassment is defined as sexually oriented words or actions which tend to annoy, alarm or be physically or verbally abusive toward another person and which serve no legitimate or valid purpose and regardless of the intent of the person accused of sexually harassing conduct. Not all harassment falls within the definition of sexual harassment (i.e., harassment that is of a sexual nature). Other policies (such as the student conduct policy, the District's nondiscrimination policy and the Codes of Professional Ethics for Teachers and for Administrators) also prohibit inappropriate conduct and provide a means for addressing inappropriate conduct should it occur.

Sexual harassment is a specific type of harassment and the type of harassment prohibited under this policy. Examples of sexual harassment include, but are not limited to:

1. Unwelcome sexual flirtations, advances or propositions;
2. Verbal comments or verbal abuse of a sexual nature;
3. Graphic verbal comments about an individual's body;
4. Sexually degrading words used to describe an individual;
5. Displaying pornographic material;
6. Physical contact or language of a sexually suggestive nature.

REPORTING SEXUAL HARASSMENT:

Any individual who believes that he/she has been or is being subjected to sexually harassing conduct or has reason to suspect another person has been or being subject to sexual harassment should immediately report it to a school administrator, students may report it to teachers, guidance counselors or administration. The report initially may be made verbally or in writing, but if made initially verbally the

individual making the complaint will be asked to submit a written complaint which must include the name of the person making the complaint, the person(s) alleged to have sexually harassed the complaining party, the date(s) and nature of the sexual harassment. The District shall investigate all verbal and written reported instances involving sexual harassment. The Title IX Coordinator is Julie Marshall, Timber Lake School, PO Box 1000, Timber Lake SD 57656, 605-865-3654.

INVESTIGATION:

1. Should an individual come forward with a complaint of sexual harassment, an investigation of the alleged incident(s)/behavior(s) will be initiated. If the allegation involves a student and a District employee, the Department of Social Services and/or legal authorities will be notified. The District's investigation will include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct affects the employment or learning environment (and if so, in what manner), identifying prior history of a similar nature by any of the individuals involved, and attempting to obtain possible verification from other employees, students or other individuals.
2. The person alleged to have sexually harassed another person will be notified in writing that a complaint has been filed pursuant to this policy and that the complaint is being investigated. Pending the outcome of the investigation and if deemed appropriate, an employee, student, guest or visitor alleged to have sexually harassed another person may be suspended from employment or school and may not be allowed on school premises. (Revised 01/00)
3. Upon reasonable suspicion by the person responsible for the investigation that the allegation may be true, the employee or student accused of sexually harassing conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim and complaining individual(s). Parents should also be notified. (Revised 01/00)
4. The employee or student alleged to have sexually harassed another person in violation of this policy shall be afforded an opportunity to respond in writing.
5. At the conclusion of the investigation, the administration may up to the extent of administrative authority impose disciplinary action or alternatively refer the matter to the Board of Education. Should the administration impose discipline on an employee or student and not refer the matter to the Board, the employee or student disciplined may file an appeal (grievance) directly with the Board of Education pursuant to the applicable grievance policy.
6. If there is reasonable suspicion to believe that a guest at school or at a school activity on non school property sexually harassed another person in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

BOARD HEARING:

1. Should the matter be referred by the Administration to the Board, a formal hearing shall be held before the Board in executive session.
2. At the hearing, the Administration shall present evidence relative to the allegation of sexual harassment and the employee or student accused of violating this policy will have an opportunity to present evidence in his/her defense.
3. The standards of Due Process shall be adhered to at the Board hearing, including the right of the person accused of violating this policy to have representation and to cross examine the complaining party.

BOARD DISCIPLINARY ACTION:

If following the Board hearing the Board determines there has been a violation of this policy prohibiting sexual harassment, Board action may included, but is not limited to the following:

1. If the person found violating this policy is an employee, suspend the employee without pay, and/or not renew or terminate the employment contract, and/or issue a written reprimand (a copy of which would be placed in the employee's file), and/or file a Professional Practices Complaint.
2. If the person found violating this policy is a student, the Board may suspend or expel the student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities.

PROHIBITION AGAINST RETALIATION:

The District strictly prohibits retaliation against any person because he or she has made a report, testified, assisted, or participated in the investigation of a report of alleged sexual harassment. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have sexually harassed another person shall not directly or indirectly (such as through a third person) harass, pressure, retaliate against any other person because of the complaint being reported and a violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he or she is being subjected to retaliation because of his or her involvement with the sexual harassment complaint should immediately contact a school administrator. The Title IX Coordinator is Julie Marshall, Timber Lake School, PO Box 1000, Timber Lake SD 57656, 605-865-3654. Persons with questions may contact the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone 816-268-0550 Fax 816-823-1404, TDD 877-521-2172, email OCR.KansasCity@ed.gov.

INTERVIEW RECORD

1. PERSON INTERVIEWED: _____
 - A. IF EMPLOYEE, POSITION: _____
 - B. IF STUDENT, GRADE: _____ AGE: _____
- PARENTS' NAMES: _____
- PHONE NUMBERS - HOME: _____ WORK: _____
2. DATE INTERVIEWED: _____
3. INTERVIEWED BY: _____
4. WRITTEN COMPLAINT: YES _____ (if yes, attach) NO _____
 5. PERSON(S) PRESENT DURING INTERVIEW (including position/relationship to person being interviewed): _____
6. DATE OF MOST RECENT INCIDENT RESULTING IN COMPLAINT: _____
7. LOCATION WHERE MOST RECENT INCIDENT TOOK PLACE: _____
8. WITNESSES TO THE INCIDENT: _____
9. NATURE OF INCIDENT:
 1. PERSON ALLEGED TO BE SEXUALLY HARASSING: _____
 - A. IF EMPLOYEE, POSITION: _____
 - B. IF STUDENT, GRADE AND AGE: _____
 - C. IF STUDENT, IN SPECIAL EDUCATION? YES _____ NO _____
 2. WHAT EXACTLY DID THE PERSON DO?
 - A. COMMENTS- WITH SPECIFICITY: _____
- B. TOUCH - WHERE ON BODY? _____
- C. OTHER (such as obstructing movement, gestures, pictures, etc.): _____
10. PRIOR INCIDENT - DATE: _____
11. LOCATION WHERE PRIOR INCIDENT TOOK PLACE: _____
12. WITNESS TO PRIOR INCIDENT: _____
13. NATURE OF PRIOR INCIDENT:
 1. WHAT EXACTLY DID THE PERSON DO?
 - A. COMMENTS- WITH SPECIFICITY: _____
- B. TOUCH - WHERE ON BODY? _____
- C. OTHER (such as obstructing movement, gestures, pictures, etc.): _____
14. (VERY POSSIBLY WILL NEED TO ASK QUESTION 10 THROUGH 13 AGAIN, UNTIL NO PRIOR INCIDENTS)

SEXUAL HARASSMENT COMPLAINT CHECK LIST

DATE _____

1. ORAL COMPLAINT RECEIVED FROM: _____
2. WRITTEN COMPLAINT RECEIVED FROM: _____
3. REVIEW BOARD POLICY: _____
4. REVIEW EMPLOYEE HANDBOOK/COLLECTIVE BARGAINING AGREEMENT: _____
5. INTERVIEW "VICTIM" AND WITNESSES: _____

6. CONTACT DISTRICT'S LEGAL COUNSEL _____
7. INFORM ACCUSED PERSON OF COMPLAINT _____
8. OFFER OPPORTUNITY TO ACCUSED TO RESPOND _____
9. REVIEW EMPLOYEE/STUDENT FILES _____
10. FOLLOW-UP INTERVIEWS: _____

11. DETERMINE NATURE, SCOPE AND FREQUENCY OF THE ALLEGED HARASSMENT _____
12. DETERMINE ACTION TO BE TAKEN (i.e., FINDING OF NO HARASSMENT, WRITTEN REPRIMAND, STUDENT SUSPENSION, BOARD HEARING SCHEDULED ON STUDENT EXPULSION OR EMPLOYEE CONTRACT TERMINATION) _____

(2-9-98)

Prohibiting Harassment / Bullying

NEPN Code: AH

SECTION 1 – Policy Statement

The District is committed to maintaining a constructive, safe, and bullying-free school climate that is conducive to all students' educational opportunities and which fosters an environment in which all students are treated with respect and dignity. Bullying can inhibit a student's educational opportunities and may also have long-term negative effects on a student. Bullying of students shall not be tolerated and is strictly prohibited. Bullying of students from other schools who are at a District activity, parents, school employees, guests, visitors, volunteers and vendors of the District shall also not be tolerated and is strictly prohibited.

This policy shall not be interpreted or applied to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. However, conduct which substantially interferes with the work of the school, causes material and substantial interference with school work and discipline, and might reasonably have led school authorities to forecast substantial disruption of or material interference with school activities is not constitutionally protected speech and is therefore prohibited under this policy.

All students, parents, employees, guests, visitors, volunteers and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies related to student, parent, employee and visitor conduct. This policy prohibiting bullying shall apply to all students, parents, employees, guests, visitors, volunteers and vendors while on school property, while attending or participating in school activities, on school-owned property or on non-school property, while in any school-owned or leased vehicle, while at a school bus stop, or when in a private vehicle located on school property during school or during school activities. The District shall investigate all reported instances involving bullying. Unless a different person is designated by the Superintendent to conduct the investigation, the Principal of the school attendance center where the bullying is alleged to have occurred is responsible for investigating the alleged bullying. Allegations of bullying may also be reported by the administration to other authorities, including but not limited to law enforcement.

Students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. Parents, guests, visitors, volunteers, and vendors who violate this policy may be prohibited from being on school property.

Pursuant to state law:

- A. any school district employee, school volunteer, student, or parent who promptly reports in good faith an act of bullying to the appropriate school district official as designated in the school district's policy, and who makes the report in compliance with the provisions of the school district's policy, is immune from any cause of action for damages arising from failure to remedy the reported incident, and
- B. no cause of action is created against the school district, school district employee, school volunteer, student, or parent unless there has been substantial noncompliance with the school district's policy which results in injury to a person.

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting bullying conduct must understand that should the administrator who is investigating the report determine there is reasonable cause to suspect that bullying did occur which could result in administrative discipline or a referral to the School Board, the person alleged to have abused the other person may have the right to know the identity of the person(s) making the report in order that he/ she may have an opportunity to defend himself/herself.

The District strictly prohibits retaliation against any person because he or she has made a report, testified, assisted, or participated in the investigation of a report of alleged bullying. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have bullied another person shall not directly or indirectly (such as through another person) harass, pressure, or retaliate against any other person because of the complaint being reported. A violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he or she is being subjected to retaliation because of his or her involvement with a bullying report should immediately contact a school administrator.

Complaints against school employees and complaints related to Sexual Harassment are addressed through other school district policies and not through this policy.

SECTION 2 – Bullying Defined

- A. Bullying is an intentional pattern of repeated conduct toward another person that is sufficiently severe and offensive to a reasonable person, and

1. has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, parents, employees, guests, visitors, volunteers or vendors, and/or
 2. has the purpose or effect of substantially or unreasonably interfering with a student's educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment), employee's and volunteer's work environment or performance, or access by parents, guests, visitors or vendors, and/or
 3. places a person in reasonable fear of harm to his or her person or damage to his or her property, and/or
 4. causes physical hurt or psychological distress to a person, and/or
 5. constitutes retaliation against any person for asserting or alleging an act of bullying, and/or
 6. disrupts the orderly operation of a school.
- B. Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking (SDCL 22-19A-1), harassment (SDCL 22-19A-4), and threatening or harassing contact by telephone or other communication devices, commonly referred to as cyberbullying (SDCL 49-31-31). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in SDCL 13-32-15.
1. Hazing defined: any verbal or physical act or acts done on school property or at a school activity which directed toward another person and done for the purpose of initiation into any group, regardless of whether the group is a school sanctioned organization, when the act or acts causes or may create a reasonable risk of causing mental, emotional or physical harm to the person who is the recipient of the act or acts.
 2. Stalking defined: willfully, maliciously, and repeatedly following or harassing another person; making a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or willfully, maliciously, and repeatedly harassing another person by means of any verbal, electronic, digital media, mechanical, telegraphic, or written communication.
 3. Harass defined: a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.
 4. Threatening or harassing contacts by telephone or other electronic communication device defined: using or knowingly permitting a telephone or other electronic communication device under his or her control for any of the following purposes:
 - (1) to contact another person with intent to terrorize, intimidate, threaten, harass or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act,
 - (2) to contact another person with intent to threaten to inflict physical harm or injury to any person or property,
 - (3) to contact another person with intent to extort money or other things of value,

- (4) to contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.
- (5) Bullying differs from conflict. Two or more students can have a disagreement or conflict.

SECTION 3 – Reporting Procedure

Any individual who believes that he or she has been or is being subjected to bullying or has reason to suspect another person has been or is being subjected to bullying should immediately report it to a staff member. The report may be made verbally or in writing. A report may be made anonymously, although disciplinary action may not be based solely on an anonymous report. If disciplinary action is being requested, the individual reporting the bullying will be asked to either submit a signed written complaint or sign a completed Bullying Report Form, Exhibit AH-E(1), verifying the accuracy of its content. The written complaint or Bullying Report Form must include the following:

- the date the written complaint was filed or the Bullying Report Form was completed,
- the school employee receiving the complaint (if applicable),
- the name of the person reporting the bullying,
- the address/phone # of the person reporting the bullying,
- the specific conduct or nature of the bullying complaint including the person(s) alleged to have bullied the complaining party or another person, the date(s) and location where the conduct occurred, witnesses, etc.,
- the date the school employee completed the form (if applicable),
- the date and signature of the person reporting the bullying.

If the signed written complaint was given to a teacher, or if the Bullying Report Form was completed by a teacher, the teacher shall forward the complaint or Bullying Report Form to the staff member building principal.

SECTION 4 – Procedure for Addressing Bullying Complaints

STEP 1: Principal.

Should there be a report which alleges a District student, parent, employee, guest, visitor, volunteer or vendor has been subjected to bullying, an investigation into the alleged bullying will be initiated. The District's investigation may include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct negatively affects the educational opportunities or employment condition of the target, identifying prior history of a similar nature by any of the individuals involved, and attempting to obtain possible verification from other persons. The investigation shall be conducted promptly and completed in a reasonable time frame given the nature of the complaint.

The person alleged to have bullied another person will be notified that a complaint has been filed pursuant to this policy and that the complaint is being investigated. The name of the person making the complaint will not be disclosed to the person alleged to have violated this policy unless and until the investigation results in a determination that there is reasonable cause to suspect that bullying did occur.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of bullying may be true, the employee, student or other person accused of

bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, including a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged target.

The person alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond to the allegation of bullying but is not required to submit a response.

Pending the outcome of the investigation the school administrator responsible for conducting the investigation may take such action consistent with school policy and state law as deemed appropriate in order to facilitate the investigation and protect the rights of all persons involved. If there is reasonable suspicion to believe that a person bullied another person while at school or at a school activity on non-school property in violation of this policy, the administration may prohibit that person from being on school property or at school activities. Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of bullying may be true, the employee, student or other person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged target and complaining individual(s).

The person alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond in writing to the notification of alleged bullying but is not required to submit a written response.

At the conclusion of the investigation, the Principal shall make a determination as to whether bullying did occur or whether the facts are insufficient to determine that a determination that bullying occurred. The complainant and the person alleged to have bullied another person will receive written notice of the Principal's determination. Should the Principal conclude that bullying did occur, the Principal shall take such action as deemed appropriate, which may include imposing disciplinary consequences on the person found to have violated this policy prohibiting bullying.

STEP 2: Appeal to the Superintendent

The following procedure shall be used to address an appeal of the Principal's decision in Step 1 to the Superintendent :

1. If either party is not satisfied with the Principal's decision, or if the Principal does not render a written decision within fourteen (14) calendar days of the request for a decision on the merits of the complaint, that party may appeal to the Superintendent by filing form AH-E(2). The appeal must be filed within ten (10) calendar days of receipt of the Principal's written decision, or ten (10) days of the deadline for the Principal's written decision, whichever comes first. The appealing party must attach the Principal's written decision.
2. Within fourteen (14) calendar days from the date the appeal was filed, the Superintendent shall render a decision in writing. All parties shall receive copies of the decision. The Superintendent shall uphold, reverse, modify the principal's decision, or the Superintendent may refer the matter back to the Principal for further investigation and supplemental decision which decision may restate, modify or reverse the Principal's initial decision. A supplemental decision by the Principal after a referral back to the Principal is subject to appeal to the Superintendent. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to all parties, which

notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.

STEP 3: Appeal to the Board

If either party is not satisfied with the Superintendent's decision, or if the Superintendent does not render a written decision within fourteen (14) calendar days of the receipt of the appeal, that party may appeal to the School Board by filing with the Business Manager using Form AH-E(3) within ten (10) calendar days of receipt of the Superintendent's written decision, or ten (10) days of the deadline for the Superintendent's written decision, whichever comes first. The appeal shall be in writing and the appealing party must attach to the appeal the Principal's written decision, the appeal to the Superintendent, and the Superintendent's written decision or notice of the Superintendent's failure to render a written decision.

The following procedure shall be used by the Board to address an appeal of the Superintendent's decision on the merits related to a bullying complaint:

1. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the person alleged to have violated the bullying policy.
2. Upon receipt of an appeal, the Board shall at its next meeting schedule a date, time and location for the appeal hearing.
3. The following procedure shall be applicable at the appeal hearing before the Board:
 - A. The Board shall appoint a board member or a person who is not an employee of the school district as the hearing officer;
 - B. Within thirty (30) calendar days of an appeal being filed with the Board, the Board shall conduct a hearing in executive session;
 - C. The Complainant, person alleged to have violated the bullying policy, and Superintendent each have the right to be represented at the hearing;
 - D. The Board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
 - E. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified;
 - F. All parties shall be given the opportunity to make an opening statement, with the appealing party being given the first opportunity, followed by the other party, and then the Superintendent;
 - G. The appealing party shall present his or her case first, and the other party shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The hearing officer and board members may ask questions of any witness;
 - H. The Superintendent shall present the basis of his/her decision which led to the appeal. Both parties shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent;
 - I. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the hearing officer rules otherwise. All witnesses must take an

oath or affirmation administered by the School Board president, hearing officer or other person authorized by law to take oaths and affirmations;

- J. The hearing officer shall admit all relevant evidence. The hearing officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 595. 602 (S.D. 1979).
- K. All parties shall be given the opportunity to make a closing statement, with the appealing party having the first opportunity, followed by the other party, and then the Superintendent. The appealing party shall be given the opportunity for a brief rebuttal;
- L. After the evidentiary hearing, the Board shall continue to meet in executive session for deliberations. No one other than the hearing officer may meet with the Board during deliberations. The Board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of both parties and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date; Within twenty (20) calendar days of the hearing, the Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to both parties and the Superintendent, and the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered;
- M. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will convene in open session and a motion to uphold, reverse, or modify the Superintendent's decision shall be made and voted upon. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion shall be in writing and approved by the Board. Both parties, the Principal and the Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the Board.
- N. Following the Board hearing, should the Board determine there has been a violation of this policy prohibiting bullying, Board action may include but is not limited to the following: (1) suspend or expel a student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities; (2) pursuant to statute, reprimand, suspend without pay, or terminate the contract of an employee, or (3) prohibit a person from being on school property or at school activities for such time as may be determined by the Board.
- O. If either party is dissatisfied with the Board's decision, that party may appeal the decision by filing an appeal to circuit court pursuant to SDCL 13-46-1.

Revised: 7/14/2021

NEPN Code: AH-E1

**BULLYING
COMPLAINT
REPORT FORM**

Date Form Completed:

Form Completed by:

Person Reporting the Bullying:

Address/Phone # of the Person Reporting the Bullying:

Nature of Complaint: (With specificity, identify the person(s) alleged to have bullied, the conduct which is the basis of the bullying complaint, when/where the conduct occurred, the person(s) alleged to have bullied, witnesses, and any other pertinent information):

(use additional sheets if necessary).

Date School Employee Completing the Bullying Report Form

Date Person Reporting the Bullying

*Please reference section 2 of policy AH for the definition of Bullying.

I/We Appeal the Principal's Step 1 decision for the following reason(s): [With specificity, Complainant should state how or why the Complainant believes the Principal's decision is wrong]:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Date _____

Complainant

Date Received

Superintendent

65

Parent / Student / Public Complaints Policy

Constructive criticism of the schools will be welcomed by the board when it is motivated by a sincere desire to improve the quality of the education program or to equip the schools to do their tasks more effectively.

Whenever a complaint is made directly to the board as a whole or to an individual board member, the individual and group involved will be advised to take their concern to the appropriate staff member.

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

If a complaint which was presented to the board and referred back through proper channels, is adjusted before it comes back to the board, a report of the disposition of the matter will be made to the board and then placed in the official files.

COMPLAINT PROCEDURE

1. The party making the complaint shall do so in writing on the COMPLAINT FORM and file it with the Superintendent or Board President within 10 calendar days of the person making the complaint knew or should have known of the circumstances giving rise to the complaint.

2. Within 5 school days of filing the complaint, a meeting shall be held between the individual filing the complaint and the school employee whose conduct or decision resulted in the complaint being filed.

3. If the matter is resolved at the meeting referred to in #2, the resolution shall be documented and filed with the Superintendent or Board President. If the matter is not resolved it may be appealed to the Principal, then the Superintendent and the Board of Education.

a. An appeal is to be in writing, signed and dated by the party filing the appeal, and indicating why in the opinion of the appealing party the decision was not appropriate.

b. Should the complaint be with respect to conduct or decision of a principal, the appeal is initiated at the Superintendent level. If the complaint relates to conduct or a decision of the Superintendent, the appeal is initiated at the Board level.

c. During the appeal at the Principal or Superintendent level, the Principal or Superintendent shall within 5 days of the appeal being filed meet with the party filing the appeal and with any other individual deemed necessary. Within 10 days of the appeal being filed, the Principal or Superintendent shall issue a written decision. The party filing the appeal shall receive a copy of the decision; copies shall also be given to the decision maker's immediate supervisor and the school employee from whose decision was appealed and filed.

d. Any decision by the Superintendent relative to a complaint, or should the Superintendent's conduct or decision be the basis of the complaint, may be appealed to the Board of Education in writing, consistent with #1, #2 and #3a above. The Board shall conduct an evidential hearing relative to the complaint, with the appealing party, the Superintendent, and other persons as may be deemed necessary in the discretion of the Board being present. Any individual whose attendance is necessary may be accompanied by a representative. The Board hearing shall be in executive session. The Board shall issue its decision in writing, within 45 days of the hearing. The appealing party, the Superintendent, and school employee whose conduct or decision was the basis of the complaint shall be provided copies of the Board's decision and a copy of the decision will be filed.

e. Any Board decision may be appealed to Circuit Court pursuant to SDCL 13-46-1.

f. Any person having a complaint shall be advised of this policy and procedure. Neither the principal, superintendent, board or individual board members shall make any decisions nor judgments regarding any complaint unless and until involvement of the principal, superintendent or board is required as set forth in this policy.

COMPLAINT FORM

A complaint shall be in writing presented to the school staff/authorities alleging one or more of the following:

- A. That a rule is unfair; and/or
- B. That a rule in practice discriminates against or between student; and/or
- C. That school personnel used an unfair procedure in assessing a form of punishment against a student.
- D. Other

COMPLAINT:

I, _____ hereby file a complaint to _____.
 My complaint is based on A. _____ B. _____ C. _____ D. _____ above. (More than one blank may be checked) Specifically, my complaint is that on or about _____ (date), the rule, procedure, policy, law or regulation alleging to have been violated is: _____

The complaint is specifically that (include all relevant facts): _____

DATE SIGNATURE

The complaining party may be represented at all conferences and at the Board hearing by an adult. Failure to appear at the appointed time and place waives the right to the conference provided by the school, unless extenuating circumstances exist.

SCHOOL' S RECORD

Check One Blank

Teacher Level 1 _____

Principal Level 2 _____

Superintendent Level 3 _____

Board of Education Level 4 _____

DATE RECEIVED _____ DATE OF

CONFERENCE _____

PLACE OF CONFERENCE _____ TIME OF

CONFERENCE _____

COMMENTS: _____

RESOLUTION: _____

 SIGNATURE OF SCHOOL REPRESENTATIVE

DISPUTE RESOLUTION/COMPLAINT POLICY FOR FEDERAL PROGRAMS

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

Disputes addressing the enrollment, transportation (including 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 with the Timber Lake School.

Whenever a complaint is made directly to the board as a whole or to an individual board member, the individual and group involved will be advised to take their concern to the appropriate staff member.

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

If a complaint which was presented to the board and referred back through the proper channels, is adjusted before it comes back to the board, a report of the disposition of the matter will be made to the board and then placed in the official files.

The following steps are taken when filing a complaint:

1. The party making the complaint shall do so in writing and file it with the Superintendent or Board President within 10 calendar days the person making the complaint knew or should have known of the circumstances giving rise to the complaint.
2. Within 5 school days of filing the complaint, a meeting shall be held between all parties involved.
3. If the matter is resolved at the meeting referred to in #2, the resolution shall be documented and filed with the Superintendent or Board President. If the matter is not resolved it may be appealed to the Principal, then the Superintendent, and the Board of Education.
4. An appeal is to be in writing, signed and dated by the party filing the appeal, and indicating why in the opinion of the appealing party the decision was not appropriate.
5. During the appeal at the Principal or Superintendent level, the Principal or Superintendent shall within 5 days of the appeal being filed meet with the party filing the appeal and with any other individuals deemed necessary. Within 10 days of the appeal being filed, the Principal or Superintendent shall issue a written decision. The party filing the appeal shall receive a copy of the decision; copies shall also be given to the decision-maker's immediate supervisor and the school employee from whose decision was appealed, and filed in the Complaint Log.
6. 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 or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.

7. Any board decision may be appealed to Circuit Court pursuant to SDCL 13-46-1.
8. Any unresolved complaint may be forwarded to SD DOE and will be handled pursuant to the DOE's complaint policy.

Adopted 3/12/12

**ACCEPTABLE USE POLICY ON
COMPUTERS/ NETWORKS/EMAIL/INTERNET ACCESS**

For

Parents, Students, Faculty

Timber Lake School 20-3

Please read the **Following Terms and Conditions for use of computers/networks/ email/Internet access** carefully before signing this document. This document is intended to be binding upon those signing.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and faculty have access to:

1. electronic mail communication with people all over the world.
2. information and news.
3. public domain and shareware of all types
4. discussion groups on a vast range of topics.
5. access to many university catalogs.

With access to computers and people all over the world also comes availability of material that may not be considered to be of educational value in the context of the school setting. Timber Lake School has taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with our educational goals.

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

Internet Etiquette

All users of the Timber Lake School computers and networks are expected to abide by accepted rules of network etiquette. Breaches can result in harsh criticism by others on the Net and

restricted access to some sources on the Internet. These rules of acceptable behaviors are as follows:

1. Use of the school district's Internet access is a privilege, not a right.
2. Use of the school district's Internet is voluntary on the part of students, teachers, administrators and the community.
3. Students who continue to download music, games, MSN, and chat rooms will lose network access privileges which includes storing files and internet access.
4. Be polite and don't become abusive to others.
5. Use appropriate language. Swearing and the use of vulgarities will not be tolerated.
6. Do not reveal your personal address or phone number or that of other people.
7. The electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to the e-mail. Illegal activities may be reported to authorities.
8. Communication and information accessible via the network should be assumed to be private property.
9. Focus on one subject per message and keep messages short and to the point.
10. Do not place unlawful information on any network system
11. Abbreviate when possible. For an example: FYI (For Your Information)
12. Capitalize words only to highlight an important point or to distinguish a title or heading. "Asterisks" surrounding a word can be used to make a stronger point.
13. Place your signature at the bottom of the e-mail. Your signature should include your name, position, affiliation, and Internet address.

Inappropriate Use

Inappropriate use includes, but is not limited to: intentional uses that violate the law, that are specifically named as violations in this policy, that violate the regulations of the school district or

any other use that hampers the integrity or security of the school district's computer network or any computer networks connected to the Internet.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the NSFNET - Internet backbone. Vandalism of any kind will result in cancellation of privileges. This includes, but is not limited to, the intentional uploading of computer viruses.

Security

Computer system security is a high priority, especially due to the fact that the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will in turn notify the system administrator. Do not use another individual's account without permission from that individual. Any attempts to log-in as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Violation Consequences

Transmission of any material in violation of any international, United States, or state law is prohibited. This includes, but is not limited to: copyright materials and threatening, harassing or obscene material. Use of the school district Internet access for commercial "for profit" activities or product advertisements is prohibited. Vandalism and mischief while using the school district's Internet access is prohibited. Forgery of electronic mail messages, changing files belonging to users and downloading of any files into the school district's computers is prohibited. **Changing configuration of desktop in anyway** is prohibited.

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

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

1. Preliminary determination. The school administrators with assistance of the teacher will make the initial determination of a policy violation.
2. Student due process. Violations will be accorded due process as per school district policy. Student will be under direct supervision.
3. Network Access. The school administrator, as per school district policy

disciplinary procedures, may deny, suspend, revoke any Internet access as deemed appropriate.

- a. First offense, 9 weeks after due process.
- b. Second offense, 1 year after due process.

Timber Lake School – Title 1 District Parental Involvement Plan

Part I – District Expectations

Parental involvement is an extremely important aspect of the Title 1 Schoolwide Program. Parents know their children best and want to see their children succeed. Research has shown that parental involvement strengthens the program considerably and students learn better and progress at a faster rate. Parents are a very important resource to all programs aiding the staff in gaining knowledge of their child's abilities, interests, and ways of learning. Parents are full partners in their child's education and are included, as appropriate, in decision-making and on committees to assist in the education of their child.

Part II- District Parental Involvement Policy Components

1. Timber Lake School will take the following actions to involve parents in the joint development, review, and improvement of its school parental involvement plan:
 - Encourage parents to attend the annual Timber Lake School Title 1 meeting. The meeting will be held in the spring of every year. Parents are notified of the annual meeting through the local newspapers, posters, and letters sent home to parents and posting on the school website.
 - At the annual meeting parents will be given information about Title 1 programs, description and explanation of the curriculum in use at the Timber Lake School, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
 - There will be time set aside for parents to share input and concerns.
 - Evaluation of the Timber Lake School Title 1 Parent Involvement Policy will take place at the annual meeting. Parents will be given the opportunity to review, evaluate and comment on the effectiveness of the current plan. They will be given the opportunity to make suggestions on ways to improve the plan.

2. Timber Lake School will take the following actions to provide the coordination, technical assistance and other support necessary to assist in the planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - To plan school activities when it is most convenient for parents.
 - Communication is a vital part of the program. Staff will make every effort to communicate with the parents regularly and attempt to keep them informed about Title 1 and their child's progress throughout the school year.
 - Title 1 information along with other school information can be found on the school website.
 - All students are given a Student Handbook which includes information and school policies and procedures.
3. Timber Lake School will take the following actions to help build the schools' and parents' capacity for strong parental involvement:
 - Parents will be kept informed through notes sent home from the offices, weekly classroom newsletters in grades Prek – 5th, quarterly newsletters from the Principals, school calendar, school website, and quarterly superintendent corners in the local newspapers.
 - Parents will be informed of their child's progress through quarterly progress reports and quarterly report cards that are mailed home.
 - Parent Teacher Conferences are held twice a year.
 - Parents can access students' grades any time through the DDN Campus Parent Portal.
 - Parents are encouraged to volunteer their time and talents at the school by serving as chaperones, classroom helpers or class guests.
4. Timber Lake School will take the following actions to help coordinate and integrate parental involvement strategies under Title 1 with parental

involvement strategies under other programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters, state-run preschool programs, and Title III language instructional programs:

- There is a coordination and transition plan that the school will follow to ensure students have a positive transition from one program into another. This plan is looked and evaluated each year by a committee.
5. Timber Lake School will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served with Title 1 funds:
- Parents will be provided information through the annual Title I meeting, school handbooks and school website of the district complaint procedure. If any parent wishes to make a formal complaint they will be instructed to follow the procedure.
 - Parents are welcome any time to ask questions.
 - Opportunities for regular meetings (if requested by parents) to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and to respond to any suggestions as soon as practicably possible.
 - Giving parents the opportunity to write down concerns, comments, and praises and this information will be passed along to staff for future consideration.
 - Setting aside time during staff development to study and discuss how to reach out to, communicate with, and work with parents as equal partners.
 - Information related to school and parent programs, meetings and other activities is sent to the home of participating children in the language used in the homes.
 - To the extent that is practical, Timber Lake School will provide full opportunities for the participation of parents with limited

English proficiency or with disabilities, including providing information and school profiles in a language and format that parents understand.

- When necessary revisions will be made to the District's Parental Involvement Plan.

6. Timber Lake School will take the following actions to involve parents in the activities of schools served under the Title I program:

- Timber Lake School will provide support for parental involvement activities as parents may request. They will take suggestions from parents by e-mail, verbally or in written form.
- Parents are invited and encouraged to volunteer their time and talents.
- Parents will be informed of any school activities in a timely manner through the school website, elementary classroom newsletters, notes sent home and the local newspapers.

Timber Lake Public School #20-3

Title 1 Timber Lake Middle School-Parent-Student Compact

The Timber Lake School and the parents of the students participating in activities, services, and programs funded by Title 1, Part A of the Elementary and Secondary Education Act (ESEA), agree that

compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2025-2026 school year.

School Responsibilities

The Timber Lake School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows.
As a Teacher or Staff member, I will:
 - a. Create a partnership with every family in my class
 - b. Make sure all students get help as soon as it's needed
 - c. Explain my approach to teaching, expectations, and grading system to students and their families
 - d. Continually work on my teaching strategies so that I can successfully teach all children
 - e. Assign work that is relevant and interesting
 - f. Make sure students understand the assignment and what they'll learn from it, and grade it promptly
 - g. Respect cultural differences of students, their families and other staff members
2. Hold parent-teacher conferences during which this compact will be discussed as it is appropriate and relevant to the individual child's achievement.
Parent-Teacher Conferences will be held:
Wednesday, October 8, 2025 (4:00-7:00pm)
Thursday, October 9, 2025 (4:00-7:00pm)
Wednesday, February 11 2026 (4:00-7:00pm)
Thursday, February 12, 2026 (4:00-7:00pm)
3. Provide parents with frequent reports on their children's progress.
The School will provide reports as follows:
 - a. Quarterly Report Cards
 - b. Mid-Term Reports sent home each Quarter
 - c. Parent Access to grades through parent portal of Infinite Campus
 - d. School website as a tool to keep parents informed
 - e. Call to schedule a meeting to discuss any concerns or progress with parents as needed
4. Provide parents reasonable access to staff.
Staff will be available for consultation with parents as follows:
 - a. During Parent Teacher Conferences

- b. E-mail Addresses are made available to parents through the website and classroom newsletters.
 - c. Staff will schedule to meet with parents as needed before school after school or by appointment.
 - d. Daily Middle School Team Meeting – parents can use this time to discuss their child’s performance because all teachers are available.
5. Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows:
- a. Parents are welcome to come in any time to take part in their child’s education
 - b. Parents may volunteer and are asked to volunteer to help with classroom activities, field trips, etc.

Parent Responsibilities

We, as parents will support our children’s learning in the following ways:

- 10. See that my child attends school regularly and on time.
- 11. Let the teacher know if my child has any problems with learning.
- 12. Maintain and foster standards of high academic achievement and positive behavior.
- 13. Make sure all homework is completed and returned on time.
- 14. Help my child to see how to use reading and math to pursue his/her interests and goals.
- 15. Promote positive use of my child’s extracurricular time.
- 16. Communicate on a regular basis with my child’s teachers.
- 17. Show respect and support for my child, the teachers, and the school.
- 18. Volunteer and participate, as appropriate, during school events.

Student Responsibilities

I, as a student will:

- 1. Let my teacher and family know if I need help.
- 2. I will be responsible for my own behavior.
- 3. Work cooperatively with my classmates and teachers.
- 4. Show respect for myself, my school, teachers and others.
- 5. Obey the school and bus rules.
- 6. Take pride in my school and schoolwork.
- 7. Come to school prepared with my homework and materials/supplies needed.
- 8. Get proper rest for the best school performance.
- 9. Attend and be on time to all classes.
- 10. Believe that I can and will learn.
- 11. Seek out and utilize available tutor sessions.

Timber Lake Public School #20-3

Title 1 Timber Lake High School-Parent-Student Compact

The Timber Lake School and the parents of the students participating in activities, services, and programs funded by Title 1, Part A of the Elementary and Secondary Education Act (ESEA), agree that compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2025-2026 school year.

School Responsibilities

The Timber Lake School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows.

As a Teacher or Staff member, I will:

- a. Create a partnership with every family in my class
 - b. Make sure all students get help as soon as it's needed
 - c. Explain my approach to teaching, expectations, and grading system to students and their families
 - d. Continually work on my teaching strategies so that I can successfully teach all children
 - e. Assign work that is relevant and interesting
 - f. Make sure students understand the assignment and what they'll learn from it, and grade it promptly
 - g. Respect cultural differences of students, their families and other staff members
2. Hold parent-teacher conferences during which this compact will be discussed as it is appropriate and relevant to the individual child's achievement.

Parent-Teacher Conferences will be held:

Wednesday, October 8, 2025 (4:00-7:00pm)

Thursday, October 9, 2025 (4:00-7:00pm)

Wednesday, February 11, 2026 (4:00-7:00pm)

Thursday, February 12, 2026 (4:00-7:00pm)

3. Provide parents with frequent reports on their children's progress. The School will provide reports as follows:
 - a. Quarterly Report Cards
 - b. Mid-Term Reports sent home each Quarter
 - c. Parent Access to grades through parent portal of Infinite Campus
 - d. School website as a tool to keep parents informed
 - e. Call to schedule a meeting to discuss any concerns or progress with parents as needed
4. Provide parents reasonable access to staff.

Staff will be available for consultation with parents as follows:

 - a. During Parent Teacher Conferences

- b. E-mail Addresses are made available to parents through the website and classroom newsletters.
 - c. Staff will schedule to meet with parents as needed before school after school or by appointment.
- 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
 - a. Parents are welcome to come in any time to take part in their child's education
 - b. Parents may volunteer and are asked to volunteer to help with classroom activities, field trips, etc.

Parent Responsibilities

We, as parents will support our children's learning in the following ways:

- 19. See that my child attends school regularly and on time.
- 20. Let the teacher know if my child has any problems with learning.
- 21. Maintain and foster standards of high academic achievement and positive behavior.
- 22. Be available to assist my child with homework as needed.
- 23. Help my child to see how to use reading and math to pursue his/her interests and goals.
- 24. Promote positive use of my child's extracurricular time.
- 25. Communicate on a regular basis with my child's teachers.
- 26. Show respect and support for my child, the teachers, and the school.
- 27. Volunteer and participate, as appropriate, during school events.

Student Responsibilities

I, as a student will:

- 6. Let my teacher and family know if I need help.
- 7. I will be responsible for my own behavior.
- 8. Work cooperatively with my classmates and teachers.
- 9. Show respect for myself, my school, teachers and others.
- 10. Obey the school and bus rules.
- 11. Take pride in my school and schoolwork.
- 12. Come to school prepared with my homework and materials/supplies needed.
- 13. Get proper rest for the best school performance.
- 14. Attend and be on time to all classes.
- 15. Believe that I can and will learn.
- 16. Seek out and utilize available tutor sessions.

Timber Lake Middle School

Title 1 Parent Involvement Plan

2025-2026

In collaboration with parents, Timber Lake Middle School, has created a Parent Involvement Policy which includes activities as outlined in section 1118 of the Elementary and Secondary Act (ESEA). In accordance with this policy, Timber Lake Elementary agrees to:

- Convene an annual meeting to explain the Title I program to parents and inform them of their right to be involved in the program. The annual meeting will be held at the Timber Lake School in April.
- Offer a flexible number of meetings at different times to meet parent's needs. Depending on the need of the parents more than one meeting will be arranged and at varying times to accommodate schedules.
- Involve parents, in an organized, ongoing and timely way, in planning, review and improvement of Timber Lake School Title I Program.
- Provide timely information about Title I Programs to parents. A description of the curricula, the student assessments and proficiency levels students are expected to meet will all be discussed. Parents are given information to help them understand how to read the state assessment testing (Dakota Step) along with the other assessments that are used which include Star Reading, DDN Campus Parent Portal. This information is shared with parents through newsletters, school website and parent teacher conferences.
- Provide parents with an opportunity to submit dissenting views regarding Timber Lake Middle School school-wide program if the program is not acceptable to them. The suggestions will be taken to the annual meeting where changes can be made. If a parent is not satisfied a formal complaint can be filed and parents are provided with the information on how to file the formal complaint. The information is in the student handbook, on the school website and available in any office at the school.
- Provide materials and trainings to help parents work with their children to improve achievement. Materials are available upon request.
- All staff members will be educated on the value of parent involvement and the positive impact it has on student success and in understanding how to utilize parents as equal partners. Time will be set aside at staff development meetings to discuss how to reach out to, communicate with, and work with parents as equal partners.
- Parents will be invited to be an active part in the transitioning of their child from elementary to the middle school setting and from the middle school setting to the high school setting. There will be a visitation night for the new middle school students and their parents each fall before the start of the school year.
- Will ensure that information related to school activities, meetings and other activities are sent to the parents of participating children in a format and, to the extent possible, in language the parents can understand. This will be accomplished through the use of:

- Quarterly Newsletter from Principal
 - Informational Notes/Reminders
 - Local Newspapers
 - School Website
 - Implement the following strategies to increase parent involvement:
 - Parents will be encouraged to attend the annual Title 1 meeting each spring in April.
 - Parent Teacher Conferences will take place 2 times a year. They will occur in the spring and winter of every year.
 - Mid-term progress reports are mailed home every quarter along with report cards at the end of each nine weeks. Parents can request at any time to have a conference to discuss their child.
 - Parents will be encouraged to sign up for the Parent Portal on DDN Campus so they have access to check students' grades.
 - Encourage parents to volunteer in classrooms with activities.
 - Parents will be invited to attend various programs activities at the school.
 - Parent Resource Cabinet is located in the Elementary Principal Office. It is full of resources for parents to check out and use. Another resource is the Parent Information Resource Network website www.sdpirc.org
-

Timber Lake High School Title 1 Parent Involvement Plan

2025-2026

In collaboration with parents, Timber Lake High School, has created a Parent Involvement Policy which includes activities as outlined in section 1118 of the Elementary and Secondary Act (ESEA). In accordance with this policy, Timber Lake Elementary agrees to:

- Convene an annual meeting to explain the Title I program to parents and inform them of their right to be involved in the program. The annual meeting will be held at the Timber Lake School in April.
- Offer a flexible number of meetings at different times to meet parent's needs. Depending on the need of the parents more than one meeting will be arranged and at varying times to accommodate schedules.
- Involve parents, in an organized, ongoing and timely way, in planning, review and improvement of Timber Lake School Title I Program.
- Provide timely information about Title I Programs to parents. A description of the curricula, the student assessments and proficiency levels students are expected to meet will all be discussed. Parents are given information to help them understand how to read the state assessment testing (Dakota Step) along with the other assessments that are used which include Star Reading, DDN Campus Parent Portal. This information is shared with parents through newsletters, school website and parent teacher conferences.
- Provide parents with an opportunity to submit dissenting views regarding Timber Lake High School school-wide program if the program is not acceptable to them. The suggestions will be taken to the annual meeting where changes can be made. If a parent is not satisfied a formal complaint can be filed and parents are provided with the information on how to file the formal complaint. The information is in the student handbook, on the school website and available in any office at the school.
- Provide materials and trainings to help parents work with their children to improve achievement. Materials are available upon request.
- All staff members will be educated on the value of parent involvement and the positive impact it has on student success and in understanding how to utilize parents as equal partners. Time will be set aside at staff development meetings to discuss how to reach out to, communicate with, and work with parents as equal partners.
- Will ensure that information related to school activities, meetings and other activities are sent to the parents of participating children in a format and, to the extent possible, in language the parents can understand. This will be accomplished through the use of:
 - Quarterly Newsletter from Principal
 - Informational Notes/Reminders
 - Local Newspapers
 - School Website

- Implement the following strategies to increase parent involvement:
 - Parents will be encouraged to attend the annual Title 1 meeting each spring in April.
 - Parent Teacher Conferences will take place 2 times a year. They will occur in the spring and winter of every year.
 - Mid-term progress reports are mailed home every quarter along with report cards at the end of each nine weeks. Parents can request at any time to have a conference to discuss their child.
 - Parents will be encouraged to sign up for the Parent Portal on DDN Campus so they have access to check students' grades.
 - Encourage parents to volunteer in classrooms with activities.
 - Parents will be invited to attend various programs activities at the school.
 - Parent Resource Cabinet is located in the Elementary Principal Office. It is full of resources for parents to check out and use. Another resource is the Parent Information Resource Network website www.sdpirc.org

ELASTIC CLAUSE

This student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the school and community will be considered. Each situation is different and will be handled on an individual basis. Please note that if there should be a discrepancy, Timber Lake District policy takes precedence over the Student Handbook.

USE OF COMPUTERS/NETWORKS/EMAIL/INTERNET ACCESS

Student's Agreement

I understand and will voluntarily abide by the Timber Lake School District's "**Acceptable Use Policy on Computers/Networks/Email/Internet Access**". I further understand that any violation of this policy may result in the loss of my Internet access privileges and school disciplinary action may be taken. The signature on this document indicates that I have read the

school district's Acceptable Use Policy, understand its significance, and voluntarily agree to comply fully with all terms and conditions.

Date _____

(Print) _____ USER NAME

_____ USER SIGNATURE

Parents'/Guardians' Agreement

As parent/guardian of the student who has signed above, I have read the Timber Lake School District's **"Acceptable Use Policy on Computers/Networks/Email/Internet Access"**. I understand that the school district's Internet use is designed for educational purposes. Further, I recognize it is possible that my son/daughter may procure material that is not consistent with the educational goals of the district. I hereby give my permission to the school district to provide Internet access for my son/daughter and certify that the information on this form is accurate.

Date _____

(Print) _____ Parent/Guardian

_____ Parent/Guardian

Signature

_____ Address

_____ HOME PHONE

I acknowledge that I have been informed where to access the Timber Lake Student & Title I Handbooks. These are available at www.timberlakeschool.org or in paper form by request.

Parent/Guardian Signature _____

Student Signature _____

Return this page to the Timber Lake School as soon as possible to ensure access to computers and the internet.