STUDENT HANDBOOK OF
NORTHWESTERN AREA SCHOOL DISTRICT #56-7
(Revised August 2026)

EDUCATIONAL PHILOSOPHY

It is the philosophy and purpose of the Northwestern Area School to give each individual student the best education possible. We recognize that in today's society, education is a continuous process of learning, not only for the present but also for the future. Therefore, the Board will provide an educational environment that promotes and enhances learning as a life-long endeavor. In addition, the Board believes that education is not just the development and refinement of mental capacity but a process that assists the students in meeting their physical, social, aesthetic, and emotional requirements.

The philosophy is to consider each student separately, giving consideration to different attitudes and abilities with the welfare of the student the most important factor. We will strive to provide a good environment for learning by providing good instructors, up to date materials, and classroom atmosphere conducive to learning. The Northwestern Area School Board and Administration will continue to improve by searching for new ideas and methods to provide the learning environment in the school that fosters maximum student growth.

It is further realized that mutual rapport among the home, student, staff, administration, School Board and total community is necessary to implement this policy.

BEHAVIOR

The behavior of Northwestern Area School students will befit that of respectable young adults.

Students will show respect to **all staff members** of the Northwestern Area School District.

School spirit is a term we apply to that enthusiasm and loyalty which will reflect honor and credit on the school.

ATTENDANCE

Regular school attendance is a state law and is important to much of the success students attain from their elementary and high school programs. Students should remain out of school **only when absolutely necessary.**

Students' participation in class discussions, listening to lectures, clarifications, and explanations, viewing or listening to audiovisual materials, and attending school assemblies are considered integral parts of the educational program. It is impossible to gain the full significance of any class presentation through make-up work. Therefore, students, parents, teachers, and administrators must make every effort possible to ensure regular school attendance. In order to achieve perfect attendance for the school year, the student must be present the entire day.

Students must accept their responsibility for regular school attendance by attending and participating in each class regularly and at the assigned time. Parents must accept their responsibility for their child's regular school attendance by stressing the significance of the school day and year. Parents must notify the school when students are absent.

Teachers must accept their responsibility for regular school attendance by providing interesting, stimulating and meaningful educational experiences for each student.

Administrators must accept their responsibility for regular school attendance by developing a positive approach to clearly stated attendance regulations and their application. The education of every student is a joint responsibility to ensure that every student receives all educational advantages available.

REPORTING ABSENCES

We all share responsibility for the health, safety, and welfare of the students attending school. For this reason, it is essential that the school be notified of any absence **BEFORE IT OCCURS.** If your child is to be absent or more than 15 minutes late, **please send a note in advance or telephone our school office at 887-3467 between 7:30 – 9:00 a.m.**

ADMINISTRATIVE PROCEDURES

1. If the school has not received prior notice of absence, an effort will be made to contact the parents of the absent student. It is important that reasons for absences be provided because: a. It is helpful to the student and parents to maintain an accurate and updated accounting of the student's attendance record; b. It is required by state law. 2. School absence should normally be for reasons such as: personal illness, professional appointments (medical or legal) that *could not* be scheduled outside of the regular school day, or other serious personal or family problems. Absences due to work may only be in the case of student performing work for their parents.

3. Extenuating circumstances which cause students to be absent over a specified period of time, such as lengthy illness, hospitalization, prolonged medical treatment, serious personal or family problems, acceptable educational experiences, or such other causes which the administration and parents may agree upon prior to the absence, shall be considered by the administration and the parents in conference. At the time of this conference, arrangements can be agreed upon in order that the student may successfully complete the course requirements. These arrangements may include home-bound, tutoring, and/or special assignments by the teacher. Family trips may be considered as extenuating circumstances if such vacations cannot be scheduled when school is closed and the student's grades and attendance record are satisfactory.

4. Students who are ill or have minor injuries must report to the office and to the principal's secretary before leaving school.
5. Absences resulting from participation in school sponsored or approved activities **will not** be recorded under this policy.
6. Students may be exempt and counted for school attendance up to five (5) days per year to attend events of state or nationally recognized youth programs of educational value. These are not school related activities.
7. Students may be exempt and counted for school attendance for (2) days per year to attend college visits as a high school junior or senior or as approved by administration.

SKIPPING OF SCHOOL

Students which have been determined as deliberately skipping of one or more periods of school will be considered truant. If a parent/guardian fails to contact the school regarding an absence and the school is unable to reach the parent/guardian, the student will be considered unnecessarily absent.

TARDINESS

Students arriving within twenty minutes of the period will be considered tardy. After twenty minutes, it will be recorded as an absence. Students will receive a detention for every three unexcused tardies.

CHECK OUT PROCEDURES

1. If it is necessary to leave school before the end of the day, report to the office with your excuse **BEFORE SCHOOL STARTS. Remember, no one will be allowed to leave during the school day without an excuse.**
2. Students that have not brought in an excuse before school will not be allowed to leave unless a phone call is received from the parent, parent picks up their student, or an illness/emergency occurs. (Written excuses should be brought in the following day.)
3. **DO NOT LEAVE THE SCHOOL BUILDING (THIS INCLUDES THE PARKING LOT) OR GROUNDS WITHOUT INFORMING THE ADMINISTRATION AND SIGNING OUT.**

ATTENDANCE POLICY

The administration and teaching staff of Northwestern Area School believe that a student's contribution to classes and achievements are directly related to attendance. Therefore, any students with excessive absences will usually be subject to a special attendance program. Phone calls, School Messenger messages, or letters will be used to contact parents to inform them of concerns. Most students have fewer than five absences a year. In order to encourage regular attendance, the following procedures will be in place.

For each semester (Grades 6-12):

1. If a student is absent from a class for 8 Carnegie periods of a class, the parents will receive a letter of concern from Administration.

2. If a student is absent from a class for 18 Carnegie periods of a class*, a truancy (Child in Need of Supervision) petition will be filed with the State's Attorney, parents will receive a letter of notification of the truancy, and a counselor or principal will be assigned to monitor absences.

*If a student is absent from a particular class for 18 Carnegie periods, the student will receive a grade of F for that course and parents will receive a letter of notification of that failure. **Parents do have the opportunity to appeal to the Northwestern Area Board of Education if absences are due to extenuating circumstances.**
*On average a Carnegie schedule allows for 84 class meetings per semester. If a child missed 18 of these 84 meetings they would be missing 20% of the class.

STUDY HALLS

Students may have a maximum of one study hall in their schedule. Exceptions may be approved by administration.

DUAL CREDIT

Juniors may have a maximum of two Dual Credit courses per semester.

HOMEWORK ASSIGNMENTS

It will be the responsibility of the student to make arrangements to receive assignments for missed work. (Call a friend or utilize Planbook) Students will have one day for each missed day to make up assignments (i.e 1 day for 1 day missed, 2 days for 2 days missed, etc.). For planned absences (i.e. school event, family vacation) students should have work completed prior to the absence(s), unless other arrangements have been made with the teacher. Special arrangements can be made for prolonged illnesses.

MISSING ASSIGNMENTS

Middle School – E-mail sent each day at 5:00 p.m.
High School –E-mail sent out each Thursday at 5:00 p.m. with all current missing assignments.

ONE-ON-ONE TIME

In the effort to ensure each student receives the best possible education, teachers may assign extra time either before or after school, or during a time during the school day that fits the student's schedule to meet with students to receive extra instruction or remedial work when needed to ensure individual success. Failure to attend the meeting at the scheduled time without

making prior arrangements with the teacher will not be acceptable.

Consequences of skipping an assigned meeting time:
1st Offense: Principal will issue a detention.
Subsequent Offenses: Will be considered insubordination and students will be assigned ISS, Saturday School, or OSS (at the discretion of the principal). Out of school suspension will be an unexcused absence from school.

EXTRA-CURRICULAR ELIGIBILITY
The South Dakota High School Activities Association, of which Northwestern Area High School is a member, sets the following standard for extra-curricular eligibility: Students are required to have passed at least twenty hours of coursework per week from the previous semester. Students must also be enrolled and attending at least twenty hours of coursework per week during the current semester. Four academic subjects per week generally constitute twenty hours of coursework per week. Students not passing a minimum of twenty hours of coursework per week at the conclusion of the semester are ineligible the following semester.

Northwestern Area School District places a higher importance on the academic performance of our students and sets the following standard for extra-curricular eligibility: Students participating in extra-curricular activities are required to pass all courses.
Extra-curricular eligibility will be determined after the 2nd week of each quarter every Monday morning. If a student is failing a class, they will be put on probation for a week. Students may fully participate in extra-curricular activities while on probation. If a student is failing the same class during the next eligibility check, they will be ineligible for one week. Ineligible students may still participate in practices and rehearsals, but may not take part in games, contests, performances, etc.
Students with incomplete assignments may be deemed ineligible at the discretion of the administration. The ineligible student is required to attend all practices and rehearsals. This applies to all extra-curricular activities and co-curricular competitions and activities that require a student to miss school, those that are SDHSAA sanctioned and those that aren't.

EXTRA-CURRICULAR ACTIVITY GUIDELINES
The code of conduct set forth by the Northwestern Area Board is considered to be a <u>minimum</u> standard. Each coach, director, supervisor, etc. may set codes above and beyond those minimums set by the school board. The code of conduct applies to all extra-curricular participants and is in effect from the first practice to 24 hours after the last event of the school year.
1. <u>Transportation</u> - Students will ride to and from out of town activities in school transportation when provided, unless driven by a parent or a note is provided to a school official from the parent granting permission to ride <u>only with another parent.</u>
2. <u>Conduct</u> - Students should always act in the best interest of their school.
3. <u>School Suspension</u> - If a student is suspended from school he/she will miss all events during the suspension.
4. <u>Dress</u> - Dress will be determined by the individual coach/supervisor.
5. <u>School Attendance</u> -Students must be in school by noon to participate in any school sponsored activity. Any exceptions to the above rule will require prior permission from the administration.
6. <u>Return to Play</u>: If a student has received temporary academic accommodations because of a concussion or concussion-like symptoms, those accommodations will cease once they've been fully cleared to return to play.
7. <u>Student Absences</u>: Students may only miss school one day per week per activity they're involved in. Exceptions may be made for post-season contests, state/national conventions, etc.
8. <u>Alcohol, Nicotine and Other Drug Abuse</u> -
The School Board and staff at Northwestern School recognize their share of responsibility for the health, welfare, and good of the students who attend the district's school. Alcohol, tobacco use, vaping and other drug abuse are wrong/illegal and harmful and can interfere with a student's ability to learn and function responsibly in the school setting and community. To support and model a healthy lifestyle for our students, the Board adopted the following 4-pronged approach to address the issue of drug and alcohol use: prevention/treatment, education, intervention, and discipline.

A. Prohibited Conduct
A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, not be under the influence of alcohol, nicotine, and/or other drugs. Students shall not engage in alcohol, nicotine, vaping and/or other drugs, nor do they possess paraphernalia specific to the use of alcohol, nicotine or other drugs. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

This policy applies to all Northwestern School buildings and property owned, leased or maintained by the school 24 hours a day, 365 days a year and applies to all students, employees, and visitors. This includes all days when school is not in session and all school-related functions taking place on and off school grounds, such as athletic functions and other activities not associated with, or sponsored by, the school or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school. This policy also applies to vehicles used to transport students to and

from school or other activities and vehicles parked on school property.
This policy prohibits tobacco, vaping products, alcohol and other drug advertising on signs, clothing, or through sponsorship of school events, in school buildings, at school functions, and in school publications.

B. Enforcement

All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Policy enforcement is designed to educate students, staff, and others about the health risks associated with tobacco, vaping, alcohol and other drugs. Punitive measures, in accordance with district policy, will be used for repeat offenders.

Students. Students observed to be in violation of this policy shall be asked to refrain from the behavior. Repeated violations of this policy will be handled on a case-by-case basis by an authorized district official and may result in a directive to leave school property.

Employees. Any district employees found in violation of this policy may be subject to disciplinary action pursuant to district policy.

Visitors. Other adults observed to be in violation of this policy shall be asked to refrain from the behavior. Repeated violations of this policy will be handled on a case-by-case basis by an authorized district official and may result in a directive to leave school property.

C. Disciplinary Action

Definition of Activity

Activities that fall under the rules and guidelines set forth in this section are as follows: all athletic participation, FBLA, FCA, FFA, Oral Interp, Drama, Cheer/Dance, Robotics, Student Council, school sponsored dances including homecoming and prom, co-curricular activities not part of the curriculum (marching band performance, music contests, etc.), and other school sponsored events and activities not associated with the curriculum. Items not included are: graduation ceremony, band and chorus concerts that are included in the curriculum, and field trips or other curriculum items. If a student does not participate in any extra-curricular activities, they will not be allowed to attend events as a spectator at home-school sponsored events until restitution and suspension have been completed.

Specific Violations and Penalties

A. First Violation

1. Penalty--after confirmation of the first violation, the student shall immediately lose eligibility for participation in extra-curricular and co-curricular activities and school sponsored dances for 12 days, including the 12th day, two events or 25% of the season, whichever is longer. This does not include practices.
2. The student shall carry out an educational program of five hours under the direction of the counselor. A student will not be allowed to participate in any activities during the current school year or following years until the required restitution is completed.
3. The student will be suspended for 1-3 days, which will be determined by administration.
4. The school will offer the parent/guardian information on an assessment for potential chemical abuse.
5. Administration will contact Law Enforcement

B. Second Violation

1. Penalty--after confirmation of the second violation, the student shall immediately lose eligibility for participation in extra-curricular and co-curricular activities and school sponsored dances for 45 days, including the 45th day, 5 events or 50% of the season whichever is longer. This does not include practices.
2. Before being re-admitted to activities following suspension for the second violation, excluding tobacco, the student shall show evidence in writing that he/she has sought an assessment and/or counseling from an certified Chemical Dependency Counselor. The assessment, counseling and/or drug treatment will be at the student's expense.
3. The student shall carry out an educational restitution program of five hours under the direction of the counselor. A student will not be allowed to participate in any activities during the current school year or following years until the required restitution is completed.
4. The student will be suspended for 1-3 days, which will be determined by administration.
5. Administration will contact Law Enforcement.

C. Third Violation

1. Penalty--after confirmation of the third and subsequent violations, the student shall immediately lose eligibility for participation in extra-curricular and co-curricular activities and school sponsored dances for the remainder is the school year or athletic season whichever is longer. If another violation occurs during the school year, the year suspension will start on the date of this violation.
2. Before being re-admitted to activities following suspension for the third violation, excluding tobacco, the student shall show evidence in writing that he/she has sought an assessment and/or counseling. The assessment, counseling and/or drug treatment will be at the student's expense.
3. The student shall carry out an educational restitution program of five hours under the direction of the counselor. A student will not be allowed to participate in any activities during the current school year or following years until the required restitution is completed.
4. The student will be suspended for 1-3 days, which will be determined by administration.
5. Administration will contact Law Enforcement.

D. Instances in which other school rules and regulations have been violated on a school sponsored trip, in a school

building, or on school property, the administration shall deal with the student in addition to this policy.

E. Any student convicted for drugs will be suspended from school activities in accordance with state statute which can be found in the SDHSAA Handbook. If the student completes the prescribed treatment plan they will receive suspension for the number of events under the corresponding violation.

Appeals
1. In the event the student or parents believe the student's rights have been violated, they may appeal the principal's decision within five school days to the superintendent or designee. The superintendent or designee has five school days to respond to the appeal.
2. The student or parent may appeal the superintendent or designee's decision to the local board of education within 30 days. The board of education has 30 days to render their decision.
3. The student will remain ineligible during the appeal process.

D. Prevention/Education
The school will provide students with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use. Programs shall teach students that the use of drugs and alcohol is wrong and harmful; how to resist peer pressure; and address the legal, social, and health consequences of drug and alcohol abuse. Evidence-based programs, such as Project SUCCESS, not only provides classroom curriculum, but also school-wide prevention awareness campaigns and activities. Drug and alcohol education should be integrated across the curriculum.

E. Intervention
The principal and/or counselor will intervene with students with drug/alcohol problems by providing intervention services such as information, individual counseling, group counseling and additional educational services for those students in need. Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program and cessation resources.

F. Treatment
For students needing more intensive assistance, the principal and/or counselor will refer them to counseling, treatment and/or relapse prevention support at their own expense. For further assistance, students and their families may contact:

Avera Addiction Care Center 605-622-5800
Quitline (tobacco/vaping) 1-866-SDQUITS

G. Communication
This policy will be printed in the student handbook on a yearly basis and be available on the school website. Parents and guardians shall be sent notification in writing, including, but not limited to, through the school registration packet. Teachers, staff, coaches, and students will be informed through, but not limited to, staff meetings, school announcements and student orientations. The local media will also be asked to communicate this policy community-wide. Signage shall be placed in appropriate locations throughout the district's buildings and grounds. Event programs and similar documents that are often viewed by visitors shall contain a notification of the policy. Coaches will disseminate this information during collective sports and/or individual team meetings such as the Fall Sports Meeting.

Violations must be observed by any coach, certified staff member, administrator, law enforcement agent, the student's parents or guardian, or any adult 21 years of age or older.

Violations will be noted by a signed complaint of the person who observed the infraction. The coach, administrators, and possibly law enforcement will investigate the validity of the complaint. If it is determined that the complaint is valid, a hearing involving the student, student's parent or guardian, coach and administrators will be conducted and determination of offense will be made in compliance with the above mentioned guidelines The hearing may be waived if the student chooses to admit to the infraction and accept the consequences as outlined above.

7. Academic Requirements - please see extra-curricular eligibility guidelines.
8. Acceptance of Regulations - Each student and his/her parent/guardian must sign the **Acceptance of Extra-Curricular Participation Regulations Form** before being allowed to participate in any extra-curricular activities.

HONOR ROLL
When averaging grades, the listed values below are assigned to each letter grade. For the purpose of ranking, calculating will be carried out two decimal places.

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

a. Honor roll listing – at least 3.0 average without any failing grades. Honor roll designations and corresponding GPA requirements are as follows: "Straight A" – 4.0; "A" – 3.5 – 3.99; "B" – 3.0 – 3.499
b. Graduating with honors – 3.5 – 3.74
c. Graduating with highest honors – 3.75 – 4.0
d. Academic letter – 3.5 (**letter awarded once –** pin will be presented each year to those in grades 9 – 12 who

maintain a 3.5 grade average with no grade being lower than a B).
e. All classes receiving a letter grade (including band, art, and health) will be included in the calculation of the honor roll list.
f. Grade point average will be calculated only at semester.

FAILED CLASSES

Students failing a required class must retake the class during the appointed time on the class schedule. **No** independent study will be allowed. In certain circumstances, correspondent courses or summer school may be allowed.

CLASS CHANGES – HIGH SCHOOL

1. No class changes will be allowed after the first week of each semester. Contact principal for class changes.
2. Any student that drops a class after the second week will receive a failing grade for that class.

CLASS CHANGES - MIDDLE SCHOOL

1. Students must have parental permission to drop a class.

GRADUATION REQUIREMENTS

Each student will need 24 credits to graduate. This will include both required and elective courses. **Eight** semesters of attendance are required for graduation.
Click here for DOE Graduation Requirements

GRADUATION CEREMONY

Students in danger of not fulfilling requirements for graduation will be notified at the end of their 7th semester. Students within 2 classes of fulfilling graduation requirements of Northwestern Area School as set forth by the State of South Dakota and the Northwestern Area School Board *may* be allowed to participate in commencement exercises provided they have made arrangements to complete the required classes.

STUDENT OF THE MONTH CRITERIA

1. Positive cooperation with students and teachers.
2. Students with grade of "D" or "F" average in any subject area are ineligible for that month.
3. Involvement in extra-curricular activities.
4. Attendance.
5. Volunteer work – self-motivated.
6. Citizenship.
7. Trustworthiness.
8. Responsibility.
9. Respect.
10. Fairness.
11. Caring.
12. Interaction with Peers.
13. Students 6-12 are eligible.
14. Improvement

BAND INSTRUMENT RENTALS

There will be a $7.00 per month *rental fee* for those students who play a school-owned instrument. There will be no fee during the summer months. In addition, students renting instruments from the school will be required to leave a $50.00 *damage deposit* at the beginning of the school year. If at the end of the school year there is no major damage to the instrument, the deposit will be returned to the renter if requested or rolled forward to the next year. If a student already owns an instrument and is asked by the instructor to play a school-owned instrument, the student will not be required to pay a *rental fee*. Percussionists will not be asked to pay a $7.00 per month rental fee, but will be asked to pay a one-time per year user fee of $15.00. This covers the use of all the school percussion instruments and mallets. This policy applies to all students who do not own their own instrument including percussionists.

NORTHWESTERN HONOR SOCIETY CRITERIA

To be eligible students must be junior or senior and meet the following the criteria:
A. Scholarship - student must maintain a 3.50 or above cumulative GPA for grades 9-12.
Note: the Northwestern Area School Honor Society is a high school organization, therefore dual credit university courses will not be considered in the calculation of GPA.
B. Character - student must not have been assigned Saturday School. Students summoned for illegal activity will have eligibility determined by administration.
C. Leadership/Service - student must have participated in three or more extra-curricular activities, organizations or service projects.

STUDENT COUNCIL

The Student Council is the governing agency of the student body and operates under the rules of the constitution for the Student Council and the advice and supervision of the administration. The duties and powers of the Student Council of Northwestern Area shall be set forth in the constitution which is on file in the principal's office. All school social activities must be approved by the administration.

BUS POLICY

In such instances where a student's behavior or actions may jeopardize the safety of other students on the bus, the student in violation may be suspended or expelled from school transportation at the discretion of the administration.

SEVERE WEATHER – SCHOOL CLOSING
INCLEMENT WEATHER - SCHOOL CLOSING

School closing will be broadcast over the following Aberdeen radio stations: AM: ESPN 1420 AM, KSDN - 930 AM; FM: Pheasant Country 103.7 FM, KOOL 97.7

FM, The Rock 94.1 FM, The Point 106.7 FM, Dakota Country 105.5 FM, Aberdeen's Best 107.7 FM. TV stations (KABY/KFSY, KDLT, KDLO/KELO) will be used in the evening in the event of known closing for the following day. **Apptegy** has been implemented to keep you informed within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. This service may also be used periodically to communicate announcements or reminders. Please do not rely solely on Apptegy. Please take the initiative to watch the news stations and listen to the radio if you suspect these delays or cancellations.

CIVIL RIGHTS INQUIRIES

Parents or students concerned about civil rights may contact: U. S. Department of Education
Office for Civil Rights
10220 North Executive Hills Blvd., 8th Floor
Kansas City, Missouri 64153-1367

Phone: (816) 880-4200
TDD: (816) 891-0582
FAX: (817) 891-0644

REGULATIONS:

Behavior – the following will result in disciplinary action:

1. **Fighting**: Physical violence in an angry or quarrelsome manner with intent to harm another person or to disrupt the process of education while on school property, including parking lot and school buses.
2. **Insubordination** – Refusing to obey; failure to follow instructions or directions of a staff member; defiance; rebelliousness; or lack or cooperation.
3. **Profanity –** Swearing, use of obscene, threatening or flagrantly disrespectful oral or written language, gestures.
4. **Threatening or intimidating behavior, harassment** – Threatening attitude and/or sexual, verbal, physical, or electronic harassment of students and staff. Threats include any words or behavior that indicates the intent to harm. Harassment includes teasing, taunting or bullying.
5. **Lying** – purposely giving false information.

Disciplinary action defined; may be assigned one of the following disciplinary measures depending on the severity and frequency of the infraction (at principal discretion): clean up duty, detention, in-school suspension, Saturday School, out of school suspension, expulsion.

Building Information – students will not be allowed to use any equipment in the office without permission. This includes the telephone. A telephone is provided in the lobby area.

Cell Phone Policy

Every teacher who has students 1st period will have a clear plastic bag with their name attached to it. Students will put their phones in their 1st period teacher's bag as they enter the room. Bags will be kept in a secure location for the remainder of the day. After the last bell, students will go back to their 1st period classroom to retrieve their phone.

Students who arrive after 1st period will turn their phone into the office. Students who will be leaving before the school day is over will need to notify their 1st period teacher as they turn their phone in. These phones may be kept in the main office so students can get them as they sign out.

Punishment (being caught with a cell phone during school hours)

1st offense: 30-minute detention, cell phone will be returned upon the completion of the detention

2nd offense: 30-minute detention, cell phone will be returned once a parent/guardian comes to school to get it

3rd offense: Saturday school, cell phone will be returned once a parent/guardian comes to school to get it

Cheating or Acting in a Dishonest or Unfair Manner – teachers will take the paper of any student cheating on an assignment/project/test and give a zero grade for that task. Teachers should be alert to possibilities of cheating, and will notify the parent/guardian in all cases of suspected misconduct. Plagiarism (using another's work as one's own) will result in the same action by the teacher. Students selling assignments will be considered just as responsible for plagiarism as those buying the assignments.

Students who break and/or enter rooms, desks or files and take unauthorized materials (tests, assignments, answer keys, etc…) may be dropped from the course. Students who have such materials in their possession may also be dropped from the course. Students enrolled in DDN/online classes may be dropped from the class for cheating.

DDN/Online Classes - Special consideration must be given to student conduct in the DDN/online classes taught using the VTel equipment, as these classes involve not only the students at Northwestern Area but those at many other schools. The instructors of these classes are based at Northern State University, and must be able to address a variety of issues at <u>all</u> of the participating schools. Students taking these classes are necessarily placed on the honor system to a great degree, and are expected to maintain the highest ethical standards. Essential resources are provided, and tests are proctored as are other events when necessary, however it is the responsibility of the student to carry out the day-to-day assignments and other requirements. Cheating or other highly inappropriate activity by a

student in a DDN/online class will therefore be subject to the usual discipline measures as a minimum. Each event will be handled on a case-by-case basis, however, and the student(s) involved may be removed from the class, whether at the discretion of the administration at Northwestern Area or at the request of the instructor at Northern State University.

Internet Policy – access to network services is given to students who agree to act in a considerate and responsible manner. **Access is a privilege – not a right.** That access entails responsibility. Inappropriate use will result in a suspension or cancellation of internet privileges. See complete Internet Policy for details.

Closed Campus – Northwestern Area High School maintains a closed campus policy, which states that no student is allowed to leave the school building or grounds without permission from the administration.

Driving

1. No vehicles are to be moved from the school grounds during the school day without permission from the principal.
2. Reminder: Please **do not** drive in the bus loading zone between 8:00-8:30 am and 3:30-3:45 pm or when buses are present.
3. Avoid parking three deep. Areas along building are reserved for staff.
4. **No one** is to be in the parking lot during the school day without permission from the principal.

Senior Privileges

1. Open campus will be allowed during lunch period, study hall, and dual credit/online courses. This would require the student to make one of two choices. One choice is to leave the school building during his or her study hall. The second choice is to stay in the designated study hall or high school library if available. Walking throughout the school is prohibited.
2. Seniors will be allowed to sign out during free periods.
3. Senior students will be able to drive and/or ride with another senior to the Mellette Travel Plaza during lunch with parent's permission waiver.
4. Senior privileges will go into effect on their designated date upon return of permission slip.

Exceptions

1. Senior Privileges will be suspended for one week if the student is failing any class he/she is enrolled in.

2. Driving privileges are only for going home or to the MTP. No driving around Mellette or surrounding areas will be allowed.

3. If found driving excessively, the student privileges will be suspended.

4. Using Senior Privileges when not allowed will result in suspension of privileges for one week.

Earning Senior Privileges

1. All seniors will have Senior Privileges during the fourth quarter.

2. Seniors may earn extra days depending on their state assessments scores and their school attendance in grades 9-11. Students will get an extra 15 days for a 19 in ELA and 21 in Math/Science on their state assessments and for 95-97.4% attendance. Students will get an extra 30 days for every 26 on their state assessments and for 97.5%+ attendance.

Dress Code – Northwestern Area students should be commended on their dress and appearance. To help maintain these standards: Caps/hats will not be allowed in class or in hallways. They may be stored in your locker. Examples of unacceptable dress would be boxer shorts, cropped tops, bare midriff tops, excessively baggy or torn clothing, pants that are falling off, underpants showing, t-shirts with alcohol, tobacco, vaping products advertisements or vulgar statements. Appearance should be nonrestrictive, non-disruptive, and respectful. All dress code violations will be at the discretion of administration.

Forgery – (Act of forgery, fabricating, or producing falsely). Students committing forgery involving all types of passes and/or parental excuse notes as well as false phone calls will be subject to having a written report placed in their cumulative file and points and disciplinary measures determined by administration. Parents will be notified in all instances.

Lockers – if students must bring valuables to school, either secure them in lockers or check valuables at office. It is recommended that P.E. equipment should be kept in a ***locked*** locker. Padlocks will be provided for grades 6-8. A fine of $5 will be assessed if not turned in at the end of the year.

Medications – Northwestern Area School staff will not participate in the administration of medication.

Pass or Transfer Slips – Students not in their classroom or activity area will be required to have a pass slip. Slips must be signed by the instructor of the student they will be seeing.

Purchases – No purchases can be made without permission from the administration.

Throwing Snowballs – Throwing snowballs on or onto the school grounds is strictly prohibited.

Stealing – Stealing school or personal property could result in suspension. Referral may be made to law enforcement officials and restitution may be made by the student or his/her parent.

Students are encouraged to do the following:
1. Use common sense and do not leave purses or personal belongings in classrooms, hallways, or gym.
2. Check valuables into the office if they must be brought to school.
3. Accept responsibility for your own possessions.
4. Mark gym clothes, band uniforms, band instruments, athletic shoes, and all other personal equipment or items.

Tobacco, Alcohol and Other Drugs – There will be no possession, use or influence of tobacco, any electronic or other nicotine delivery system, such as vaping, alcohol, or other illegal drugs in or on school premises or at any school activity. Violations will result in a 1-3 day suspension. Law enforcement may also be notified. This policy is located under the Activity Guidelines section.

Vandalism/Breaking and/or Entering – (Willful or malicious destruction or defacement of public or private property). The student will be counseled and the parent/guardian notified. The student will be subject to possible detention, suspension, expulsion and/or possible referral to law enforcement agency, depending on seriousness of offense, and total financial responsibility. Failure to accept financial responsibility will be dealt with by expulsion of student and/or referral to proper law enforcement agency.

Visitors – Students bringing visitors to school must first obtain prior approval by the administration. **ALL VISITORS MUST OBTAIN A VISITOR PASS FROM THE MAIN OFFICE!**

Weapons – In accordance with state and federal regulations, anyone found with a knife, gun or any item considered a potentially lethal weapon will be expelled. The C.E.O. of the local L.E.A. may modify in accordance with state law.

SATURDAY SCHOOL
1. Saturday School will be assigned by the Principal.
2. Saturday School will be Saturday from 8:00 a.m. to 12:00 p.m. or as scheduled by the administration.
3. The Saturday School room will be open at 7:40 a.m.
4. Students who have not arrived by 8:00 a.m. will not be allowed in the room.
5. Students must be seated by or before 8:00 a.m.
6. Students will receive one scheduled break during this time.
7. Hats, talking, food, liquids, cell phones, putting heads down to sleep etc. will NOT be allowed.
8. Students missing a Saturday School will be assigned a one day in-school suspension to be served the next full day of school. Classroom work for that day will be given to the student's principal which in turn will be given to the student to work on during each respective block time. The completed work will be reduced one letter grade upon completion. With a valid excuse for missing, the time served will be doubled.

DETENTION
The use of detention will be left up to the individual instructor as a form of discipline or extra work. If this form of discipline is to be used, the instructor will inform the administration and the parents will be informed by the administration, teacher, or student. Detentions will be held after classes have ended until 4:00 p.m. at a location designated by administration. Students need to bring work. Teachers may keep students in their own room if necessary. Detentions may be assigned by the high school principal and are typically scheduled for the next school day. Alternate dates or alterations to the detention schedule will be determined by the administration. Detention assignment will take precedent over any other school activity in which the student may be scheduled to participate. Consequences of skipping an assigned meeting time:
1st Offense: Principal will issue a warning.
Subsequent Offenses: Will be considered insubordination and students will be assigned ISS, Saturday School, or OSS (at the discretion of the principal). Out of school suspension will be an unexcused absence from school.

DUE PROCESS
In compliance with SDCL 13-32-4 (1973), on January 22, 1974, the South Dakota State Board of Education adopted a resolution defining the minimal standards for procedural due process guaranteed a public school student when suspended or expelled from school. The Northwestern School District is in compliance with this resolution, which sets forth the following minimum standards.

1. Adequate notice of charges
2. Reasonable opportunity to prepare for and meet the charges
3. An orderly hearing adapted to the nature and circumstances of the situation
4. A fair and impartial decision

Due process as defined in Article 24:07 Administration Rules of the Division of Education (DOE).

Handbook policies cover all school sponsored events/activities on or off school premises.

NOTE ANYTHING NOT COVERED IN THIS POLICY WILL BE HANDLED BY THE ADMINISTRATION.

PARENTS RIGHT TO KNOW
ESEA Statute (Section 1112)(e)(1)(B)(ii)
Section 1112 (e) covers the Parents Right to Know, which includes the following required notifications to parents:
(1) INFORMATION FOR PARENTS.—
(A) IN GENERAL.—At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
(i) Whether the student's teacher—
(I) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
(II) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
(III) is teaching in the field of discipline of the certification of the teacher.
(ii) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
(B) ADDITIONAL INFORMATION.—In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent of a child who is a student in such school, with respect to such student—
(i) information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and
(ii) timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.
(2) TESTING TRANSPARENCY.—
(A) IN GENERAL.—At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the local educational agency will provide the parents on request (and in a timely manner), information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, February 2018 which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
(B) ADDITIONAL INFORMATION.—Subject to subparagraph(C), each local educational agency that receives funds under this part shall make widely available through public means (including by posting in a clear and easily accessible manner on the local educational agency's website and, where practicable, on the website of each school served by the local educational agency) for each grade served by the local educational agency, information on each assessment required by the State to comply with section 1111, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency, including—
(i) the subject matter assessed;
(ii) the purpose for which the assessment is designed and used;
(iii) the source of the requirement for the assessment; and
(iv) where such information is available—
(I) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
(II) the time and format for disseminating results.
(3) LANGUAGE INSTRUCTION.—
(A) NOTICE.—Each local educational agency using funds under this part or title III to provide a language instruction educational program as determined under title III shall, not later than 30 days after the beginning of the school year, inform parents of an English learner identified for participation or participating in such a program.

February 2018
1. Do parents have the right to know the qualifications of the educational staff working with their child?
Yes. Title I Part A, (Section 1112)(e)(1)(B)(ii) specifies the following requirement. At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner).
The information must include, at a minimum, the following:
(i) Whether the student's teacher—
(I) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

(II) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
(III) is teaching in the field of discipline of the certification of the teacher.
(ii) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
Parents may also request information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part and timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.
The notice and information provided to parents must be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.
Sample 2:
What do I know about my child's teacher? The federal education law put in place by the Elementary & Secondary Education Act (ESEA) requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers and paraprofessionals instructing their child. You may also request information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments. If you are interested in this information, you may send your request to the building principal who will provide a timely response.