CENTRAL

HIGH SCHOOL

STUDENT HANDBOOK 2026-2027

Aberdeen School District | 2026-2027 Calendar

AUGUST 3/10						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10, 13-New Certified Staff
11, 12, 17-All Certified Staff Development
18-School Begins
Grades 1-9 School in Session AM & PM
Grades 10-12 School in Session PM

JANUARY 1/19						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4-School Resumes
18-Staff Dev-No School Grades K-12

SEPTEMBER 0/21						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7-Labor Day-No School Grades K-12
24-CHS Evening Conferences

FEBRUARY 1/19						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

4-CHS Grades 9-12 Evening Conferences
12-Staff Dev-No School Grades K-12
15-Presidents' Day (Teacher Comp)-No School Grades K-12

OCTOBER 1/20						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

9-Staff Dev-No School Grades K-12
12-Native Americans' Day-No School Grades K-12
16-End Quarter 1
22-Grades K-8 Evening Conferences
23-Grades K-8 Conferences-No School Grades K-8

MARCH 2/16						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12-End Quarter 3
15-16-Staff Dev-No School Grades K-12
17-19-Spring Break-No School Grades K-12
23-Grades K-8 Evening Conferences
25-Grades K-8 Conferences-No School Grades K-8
25-CHS Comp Day-No School Grades 9-12
26-Good Friday-No School Grades K-12
29-Easter Monday-No School Grades K-12

NOVEMBER 1/18						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

19-CHS Grades 9-12 Evening Conferences
25-Staff Dev-No School Grades K-12
26, 27-Thanksgiving-No School Grades K-12

APRIL 0/22						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

15-CHS Grades 9-12 Evening Conferences

DECEMBER 0/17						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23-Winter Vacation begins at end of school day
23-End Quarter 2

MAY .5/10.5						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18*	19*	20*	21*	22
23	24*	25*	26*	27*	28*	29
30	31					

16-CHS Graduation
17-AM Last Day of School;
PM Staff Dev-No School Grades K-12
End Quarter 4
31-Memorial Day

School Not in Session
Staff Development-School Not in Session
Parent/Teacher Conferences
* Make-Up Days

172.5 Student Days (due to 10 minutes extra per day)
9.5 Staff Development Days

Early Dismissal Schedule (May 17*):
11:30 AM Elementary
11:45 AM Middle School & High School

School Day Schedule:
Elementary 8:00 am-3:00 pm
Middle School 8:00 am-3:10 pm
High School 8:10 am-3:20 pm

Approved 12-8-25

REGULAR SCHEDULE	
Block 1	8:10 - 9:37
Block 2	9:43- 11:10
A Lunch Block 3	11:16-11:46 11:52-1:19
Block 3.1 B Lunch Block 3.2	11:16-12:00 12:00-12:30 12:36-1:19
Block 3 Lunch C	11:16-12:43 12:49-1:19
Block 4	1:25-2:52
Super Study	2:58-3:20

Aberdeen School District Website

http://www.aberdeen.k12.sd.us

Dr. Jason Uttermark, Principal

Dr. Tina Board, Assistant Principal

Kent Hansen, Assistant Principal

Roby Johnson, ATEC Director

2200 South Roosevelt Street

605-725-8100

Aberdeen School District Strategic Plan

VISION:

To provide all students with the knowledge and skills necessary to reach their potential in a global community through high expectations of academic achievement, diverse educational opportunities, and community involvement in a safe environment.

MISSION:

Empowering all students to succeed in a changing world.

BELIEFS:

- All students can succeed when given the opportunity to learn through appropriate instruction, academic experiences and involvement in activities.
- All students benefit from a safe and nurturing learning environment.
- All students benefit from positive role models.
- Student progress is achieved by holding all students, parents and the school district accountable.
- Students' success is enhanced when the school, parents and community work together as partners.

GOALS:

- To meet academic targets in all schools in the areas of math and reading.
- Provide a safe and supportive learning environment for all students and staff.
- Provide equitable access to current and developing technology tools for all students and teachers.
- Ensure a positive climate/culture that promotes collegiality among/between staff, parents, and students.
- Promote active partnerships within the community.

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-A-

ABSENCES

Parents should utilize the Campus Parent App to request absences. This should be done prior to the absence. If necessary, you can call the attendance office at 725-8108 prior to 9:00am. Please leave a message that includes parent/guardian name, student's name and reason for absence if you get voice mail. Absences for school related activities need not be called in. If the student is not called in prior to the absence, a maximum of five days will be allowed to clear the absence. All absences not cleared by a parent/guardian will be considered unexcused. Family trips over three days should be pre-approved by a principal.

ACTIVITY CODE **(School Board Policy JICDA)**

The Code of Conduct's body of rules is in force year-round for all students in grades K-12 within the Aberdeen Public School system. The Code of Conduct involves all activities including, but not limited to, athletics, music, debate, drama, National Honor Society, Homecoming Royalty, clubs, student government, and any other student activity – henceforth defined as a public presentation, performance, competition, trip, or school-sponsored public event.

ACTIVITY ELGIBILITY **(School Board Policy JJAA)**

CHS encourages student participation in activities. The opportunity for participation is a privilege, not a right, and the following are exceptions and/or requirements for participation:

1. Interscholastic Athletics: a) a current, acceptable physical examination is required; b) academically, a student must be enrolled in a minimum of two classes each term and have passed courses valued at two credits during the previous two terms; and c) student and a parent/guardian must be present for a review of the Athletic Code and indicate (sign) their understanding of the policies and rules presented.
2. Fine Arts Activities: Academically, a student must be enrolled in a minimum of two classes each term and have passed courses valued at two credits during the previous two terms.
3. Students must be present at all classes during the day in which they wish to participate in an activity. Exceptions are made for doctor appointments, etc., but not normally for illness.

ADDRESS CHANGE

It is important that the school office be notified immediately of a change of address, home or office telephone number, or emergency information during the academic year.

ARRIVAL/DROP-OFF/PICK-UP PROCEDURES

The school building is open for students from 7:30am to 3:45 pm. Student drop-off should take place on the east parking lot. Pick up after school occurs in the west parking lot. If you have business in the school, please park your vehicle in the visitor parking. There is no loading or unloading of students from a private vehicle in the bus loading zones (North Lot).

ASSESSMENTS

Students may be given several District and State mandated tests during the school year.
These assessments are given to determine student needs, guide instruction, and monitor programs.
*Results of standardized assessments are made available to parents each year.

ATTENDANCE POLICY **(School Board Policy JH, JH-R)**

Our desire is to cultivate a successful learning climate in the classroom, but it is difficult for students to succeed in school if they do not attend regularly. It is essential that students attend school on a consistent basis to ensure continuity of instruction. When students are absent or tardy, they miss out on important lessons where key concepts or skills are introduced. This puts them at a disadvantage when they return because of gaps in learning and the need to play "catch-up" with lessons that have already been taught in class.

It is our goal to provide each student with the best possible education. Please assist us in achieving this goal by helping to assure your child's regular attendance at school. School board policy, ***JH-R Student Absences and Excuses***, will be implemented by all District schools as follows:

Grades 9-12

1. On the fifth to seventh partial or full day absence (whether excused or unexcused) or the tenth tardy during a school quarter, a referral will be made to the Principal, Assistant Principal, or Student Assistance Team Coordinator. Communication will be made with the parent(s) or guardian(s) outlining attendance responsibilities, possible consequences of escalating absences, and other instructions.
2. On the eighth partial or full day absence (whether excused or unexcused) or the twentieth tardy during a school term, if warranted, truancy charges will be filed, a letter will be sent home, and a phone call made to the parent(s) or guardian(s) re-emphasizing responsibilities, stating probable consequences (includes loss of credit*), and SAT referral or SAT meeting instructions.
3. In cases of truancy or unexcused absence, parents/legal guardians will be notified, and the progressive discipline policy (JK-High School) will be followed.

Due to SDCL 13-27-1 (Compulsory School Attendance), caregivers are required by law to send their child(ren) (six years-eighteen years old) to school on a regular basis. After 12 absences or 20 tardies, the Aberdeen School District will consider submitting a truancy report to the Deputy State's Attorney's office.

-B-

BACKPACKS/PURSES/COATS

All personal items need to be stored in a student's locker. Students will not be allowed to carry backpacks/purses/bulky coats from class to class and are prohibited in the classroom. Students will be allowed to stop at lockers between classes to exchange books or put books away for lunch and elective classes.

BEFORE/AFTER SCHOOL HOURS

The building will be open for students at 7:30 a.m. If a student arrives between 7:30 and 7:55, they will be required to wait in designated areas in the building. Our schools have a closed campus and students must remain on campus during the school day. ***Students who are not participating in an activity should be on their way home by 3:30.*** Students will not be allowed to enter and exit the building, nor should they "hang out" on school grounds. School campus must be cleared by 3:45. ***Please pick your students up on time**

BIRTH CERTIFICATES

According to State law, all students are required to have a certified copy of their original birth certificate in their cumulative file. A copy of the birth record from the hospital is not a certified copy. State Law reads:

Any person who is required pursuant to § 13-27-1 to cause any child to attend any public or nonpublic school or alternative instruction program pursuant to § 13-27-3 in this state shall, either at the time of enrollment in any school in this state or upon being excused from school attendance pursuant to § 13-27-3 or within thirty days of initial enrollment or excuse, provide the public or nonpublic school or the alternative instruction program with a certified copy of the child's birth certificate or affidavit in lieu of birth certificate as issued by the Department of Health in such cases where the original birth certificate is deemed unattainable. A violation of this section is a Class 2 misdemeanor.

BIRTHDAY CELEBRATIONS

Anything sent to students will **not** be delivered to the student. **It is recommended that flower and balloon deliveries be made to the student's home.**

BREAKFAST

School Breakfast is available 7:30 – 8:00 a.m. when school is in session.

BULLYING **(School Board Policy JFCE, JFCE-R, JFCE-E)**

The Aberdeen School District is committed to maintaining a constructive, safe school climate that is conducive to student learning and fostering an environment in which all students are treated with respect and dignity.

Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. The bullying of students by students, staff or third parties is strictly prohibited and shall not be tolerated.

Bullying is an intentional isolated act or pattern of repeated conduct toward another person that is sufficiently severe and offensive to the person, and

1. has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, 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.
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.

This policy is in effect while students are on property within the jurisdiction of the Board; while students are in school-owned or school-operated vehicles; while students are attending or engaged in school-sponsored activities; and while students are away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

This policy shall not be interpreted or applied to prohibit civil exchange, opinions, or debate protected under the state or federal constitutions. Conduct which substantially interferes with the work of the school, intrudes upon the rights of others, or reasonably leads the school authorities to forecast that they will cause substantial disruption or material interference with school activities is not constitutionally protected speech, and is therefore, prohibited under this policy.

-C-

CALENDARS

School year calendars can be found on the District website at http://www.aberdeen.k12.sd.us.

CELL PHONES

Cell phones and watches will be confiscated if they are seen, heard, or used in the classroom during the school day, or in detention.

Consequences:

1st Offense: Student may pick up after school, parent notified.
2nd Offense: Parent pick up plus 30 min. detention.
3rd Offense: Parent pick up plus one day ISS**.**
4th Offense: Two days ISS, student may no longer bring the device to school.

COMPLAINT POLICIES **(School Board Policy KLB, KLD, KED)**

In accordance with federal Title regulations, the Aberdeen School District must inform students and parents of Policy KLB (Public Complaints about the Curriculum or Classroom Instructional Materials), Policy KLD (Public Complaints about School Personnel), and Policy KED (Public Complaints about Federal Programs). The Aberdeen School District welcomes constructive criticism of the schools when it is motivated by a sincere desire to improve the quality of the educational program and to help the school personnel in performing their tasks more effectively. The policies provide the specific procedures for contacting district personnel with this feedback. The policies are available on the district's website at http://www.aberdeen.k12.sd.us and can also be obtained in all district buildings.

COMPUTER USE **(School Board Policy IJNDC, IJNDC-R, IJNDC-E)**

Internet usage is a privilege. Students must have a computer use agreement signed in order to use the Internet at school. Violations of the computer use policy will result in disciplinary action.

COUNSELING PROGRAM

School Counseling Services are an integral part of our school's total educational program. These services are developmental by design and include sequential activities organized and implemented by a certified, professional school counselor with the support of teachers, administrators, students, and parents. The Counseling Program addresses the needs of students by helping them to acquire competencies in academic, career, and personal/social development which include:

- Classroom Counseling Curriculum
- Individual Planning
- Responsive Services (individual and small group)
- System Support

School counselors do not offer long-term personal counseling or family counseling but can help find resources available in the community. Parents are encouraged to contact the school counselor anytime they have questions or concerns about their child's school experience.

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DANCES REGULATIONS AND GUIDELINES

CHS students must be in good standing to attend dances.
Dances are considered a school activity. School Board Policy JICDA requirements must be met to participate in dances. Prom is considered a formal event and formal attire is required.
You must be a Senior or Junior to take a date to Prom. (Junior = 3rd year student)

- All dates must be a freshman and at least 15 years old. Dates may not exceed 20 years of age.

DETENTION

Detention is held Monday through Friday. Failure to serve a scheduled detention may result in one day of in-school suspension plus the rescheduling of the detention. Subsequent failures may result in out-of-school suspension until the detention is served. All detentions must be served by the end of each school year, and diplomas may be withheld due to unserved detentions.

DISCIPLINE **(School Board Policy JK)**

We expect courtesy, cooperation, friendliness and respect for people and property. In the event that a student needs help with self-discipline, he/she needs to realize that he/she will receive appropriate consequences for his/her behavior. Parents/guardians will be notified. The consequences received will depend on the nature and the seriousness of inappropriate behavior and the number of prior offenses. Out of School suspension will cancel a student's participation in any school events on that day. Violations that are against the law will result in suspension and/or police/court referral. The district's progressive discipline plan can be found on page 20-22 of handbook or at https://aberdeen.k12.sd.us/nepn/j/JK_Conduct%20Discipline.pdf.

DISTRICT AND SCHOOL REPORT CARD

The state of South Dakota has recently changed the way student achievement is calculated and considered. More emphasis has been placed on how kids are growing academically through the entire school year, instead of how they perform on a test one time a year. This new system is being put in place a piece at a time with input from the United States Department of Education and other educational groups. Student test scores, along with other information, are being used to help determine a School Performance Index or SPI, which allows our schools to be compared to others in the state to see how we are doing. Detailed reports of how all students in South Dakota scored may be found by going to the Department of Education's webpage at http://doe.sd.gov/reportcard/index.aspx and looking at the state level reports. District and school level reports may also be found on the same website by selecting the school year and the type of report you would like to look at. For help locating reports or interpreting these reports, please call contact your child's school.

DRESS GUIDELINES

Students are expected to dress with standards that enhance a safe learning environment. Attire that creates a health or safety hazard, invades the rights of others, detracts from decency and decorum in school, or disrupts the educational environment will not be permitted. Profanity and suggestive themes, such as alcohol, drugs, tobacco, sex, death, suicide, or violence will not be permitted on school attire. Undergarments are to be covered at all times.

If the appropriateness of clothing is in question, the administration will determine if it is suitable. Students may be asked to refrain from wearing the garment in question again or be required to wear something else for the remainder of the school day. Parents may need to be contacted to bring other clothing to school.

DRIVING/PARKING

Students who drive cars to school must park east of the school **ONLY**. Cars parked inappropriately may be towed away at the owner's expense. Misbehavior on school grounds is subject to disciplinary action. Cars should only be parked in the lot overnight if student is involved in a school-related activity.

DRUG DOG SEARCH

Periodically, the Aberdeen School District partners with the Aberdeen Police department to conduct random searches on school property with the drug search dogs. These searches are short in nature and are intended to keep illegal substances off school property.

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E-MAIL ADDRESSES

All staff working for the Aberdeen School District has a State e-mail address. Access to staff e-mail is accessible on the school's website at http://www.aberdeen.k12.sd.us.

EARLY DISMISSAL DAYS

There is always the possibility that, without much forewarning, circumstances may force us to dismiss school early. Our major concern at that time will be the safety of students returning home when the parent or another responsible person may not be there to receive them.

To assure that each of our students will know what to do in this situation; we ask that you assume these responsibilities:

1. Work out with your son/daughter a contingency plan should he/she be dismissed early from school, such as going to a neighbor, or entering the house and remaining there.

2. The School Communication System will notify you of any instances regarding early dismissal, no school, or late start. In addition, an announcement will be made over local media outlets and the School District app. For more information on School Communication System please look under the letter "S."

ELECTRONIC DEVICES

The primary focus of the school is to create a productive learning environment. Electronic devices can be a distraction. Students choose to bring these items to school, they may be confiscated and will only be released to a parent or guardian.

EMERGENCY DRILLS

Fire and tornado evacuation drills, along with safe area drills, are held throughout the year. Each teacher will explain the drill procedures and evacuation schedule in his/her class. Students should move out quietly and orderly, stand away from the building, and return to class when directed by the adult supervisor in evacuation drills. For a lockdown, students should listen to all staff instructions.

-F-

FEES AND FINES

Fees and fines should be paid in full in a timely manner. The records of a student may not be released if the student has a debt to the school. Students may not be allowed to participate in the graduation ceremony until all fees and fines are paid.

FIELD TRIPS

You must have parent permission and medical release to attend any field trip. Forms must be completed on the Campus Parent App.

FERPA (School Board Policy JLDAA)

Annual notice of confidentiality of information

In compliance with the Family Educational Rights and Privacy Act, Part B of IDEA, and Section 504 of the Rehabilitation Act of 1983, parents and eligible students have the right to do the following:

- Inspect and review the student's educational records;
- Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- Consent to disclosure of personally identified information that is contained in the student's educational records, except to the extent that the act or District Policy authorizes disclosure without consent;
- File with the U. S. Department of Education a complaint concerning alleged failure by the agency or institution to comply with the requirements of the act of this Chapter; and
- Obtain a copy of the district's policy. This right extends to all approved schools located within the Aberdeen School District boundaries.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 year of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask (this school district) to amend a record that they believe is inaccurate or misleading. They would write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to

review an education record in order to fulfill his or her professional responsibility.
Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue. S.W., Washington, D.C. 20202-4605

Public Notice of Directory Information:

a) An educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency or institution of
   1) The types of personally identifiable information that the agency or institution has designated as directory information;
   2) A parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and
   3) Parent/guardian must notify the school district in writing within (15) days after notice has been given if they elect to "opt-out" of disclosure of Directory Information.

b) An educational agency or institution may disclose directory information about former students without meeting the conditions in paragraph (a) of this section.

Authority: 20 U.S.C. 1232g(a)(5) (A) and (B)]

Directory Information:

Information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed, such as the student's name, address, telephone listing, date and place of birth, major field of student, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency of institution attended. A copy of these policies and regulations may be obtained in the building principal's or superintendent's office of the Aberdeen School District. Complaints regarding violation of rights accorded parents and students should be submitted to the Superintendent of Schools of the Aberdeen School District, or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

FOOD AND DRINK

Students are allowed to have beverage in a spill-proof container with them in class. Other food and drink will not be allowed in the classrooms with the exception of limited special activities. Students will be asked to dispose of the food and drink immediately.

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GRADING (School Board Policy IKA)

The adopted grading scale will be used by all teachers, for all subjects requiring a letter grade for students in grades 6 – 12. Letter grades will be assigned using the following percentages:

Policy IKA District Grading Scale:

A + = 100%	C = 81-77%
A = 99-95%	C - = 76-75%
A - = 94-93%	D + = 74-73%
B + = 92-91%	D = 72-69%
B = 90-86%	D - = 68-67%
B - = 85-84%	F = 66-0%
C + = 83-82%	"I" = Incomplete

GRADUATION REQUIRMENTS

The South Dakota Board of Education and the Aberdeen Public Schools have adopted requirements for graduation from high school. These requirements must be met in order for a student to receive a high school diploma from Central High School. Please reference your Gold book for appropriate course requirements.

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HALLWAY CONDUCT

Students are expected to obey.

1. Do not loiter or congregate in groups in the halls.
2. Unnecessary noise or boisterous conduct is forbidden.
3. Do not run in the halls or on the stairs.
4. You must keep the halls clean and neat. Do not litter.
5. Observe the rules of courtesy and consideration of others.
6. Public displays of affection are not appropriate in the school setting and are not permitted on campus.

HONOR ROLL and MERIT ROLL

Students with a grade point average (GPA) of 3.75 or more are recognized on the Honor Roll each term. Students with a GPA of 3.25 to 3.74 are recognized on the Merit Roll.

-I-

IDENTIFICATION CARDS (SCHOOL ID)

Each student must have a current CHS school student ID card and must be properly displayed on a lanyard around your neck. If a student should lose their ID, there is a $5 replacement fee. Failure to comply may result in disciplinary action. IDs are to be worn visibly around the neck by the student at all times during the school day. Replacement IDs are available in Student Services.

IMMUNIZATIONS

State law requires that all children entering a South Dakota school for the first time meet certain immunization requirements. These requirements can be waived only if a properly signed medical or religious exemption is filed with the school. Students who transfer to the Aberdeen School District during the school year must meet the minimum immunization requirements. Compliance must be shown within 45 days. Failure to meet these requirements is a basis for excluding a student from attending school until immunizations are complete.

INCLEMENT WEATHER

If school is closed due to inclement weather, an announcement will be made over local media outlets and the School Communication System.

INCOMPLETES

A grade of "I" (incomplete) may be assigned for unfinished course work. Failure to complete the work by the deadline will result in an "F", and no credit will be issued.

INTERNET POLICY **(School Board Policy EHAA, IJNDC, IJNDC-R, IJNDC-E)**

As our school's curriculum is tied to ever evolving technology including the Internet, students will be using internal and external software and sites. All of Aberdeen schools have Internet filtering provided by the State of South Dakota to minimize unwanted sites. No filter is 100% effective so we educate our students who could possibly see an offensive site to report the site to a teacher, leave the site immediately, and continue their schoolwork. Parents must give permission for their child to use the Internet independently for educational purposes by signing the "Acceptable Use Policy Agreement" form. Permission for Internet use is effective during a student's attendance at a site (i.e., K-5, 6-8, 9-12). Photographic images of students may be published without student names. Our District policy, EHAA Internet Safety, is in effect for all buildings and is located at the District web page, http://www.aberdeen.k12.sd.us.

-L-

LEAVING AND RETURNING TO SCHOOL DURING THE DAY

Students may not leave school without observing the following procedure:

1. Parents/guardians must utilize the "Absence Request" on Campus Parent app to receive approval for the planned absence.
2. Sign in and out at the attendance kiosk before leaving and upon return.

The high school has closed lunch periods except for seniors in good standing.

LIBRARY and RESOURCE CENTER

The library is open between the hours of 7:35 a.m. and 3:55 p.m. IDs must be worn when using the CHS library and library rules must be followed at all times. Students must also have an electronic hall pass from the teacher to be out of class to use library.

LOCKERS

School lockers are the property of the school district and are subject to inspection by school officials or School Resource Officers. Lockers need to be locked at all times, and students should not share their locker combinations with others. Possessions are the responsibility of the student. If a student mistreats his/her locker, he/she will lose the privilege of using it and have to carry items from class to class. At the end of the year, he/she will be financially responsible for any mistreatment of a school locker. Do not bring large amounts of money or other valuables to school. The school is not responsible for lost or stolen items.

LOST AND FOUND

Visit the office to return or recover any lost and found items such as coats, hats, etc. Valuable items will be in the administration office.

LUNCH POLICY

All freshmen, sophomores, and juniors will have closed lunch. Juniors with Dual Credit and Internships in conjunction with lunch may have open lunch. Underclassman may not leave the building during their lunch period and must report to the Commons Area. The following rules apply to the CHS open lunch:

1. Parents may suspend their child's open lunch privileges at any time.
2. Open lunch privileges can be restricted at the discretion of administration.

Paying for School Meals

Campus Payments through Infinite Campus is a districtwide secure online meal payment system that allows you to make deposits into your student's school meal accounts, view account balances, create payment reminders and review purchase history, all in one secure online location. This prepayment system assigns each student a four-digit ID number, the account is set up at enrollment and goes with the student to the next grade level. Meal purchases are subtracted from the account balance.

Parents will be able to use Infinite Campus Parent Portal Accounts to access this online meal payment system. Checks may also be sent to the schools for deposit into accounts.

Please make checks payable to Lunch Time Solutions. Sending cash to school with students is discouraged. If you have questions, please call the Food Service Office at 725-7105.

Free/Reduced Price Meals

Students from households receiving Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (RANF) qualify for free meals based on direct notification from the state agency. Households may also qualify for free/reduced price meals based on income guidelines. For information on applications please call 725-7105.

Menus

Menus are available on the District Website at http://www.aberdeen.k12.sd.us.

Special Diets/School Lunch Menu
A student with a disability, food allergy or other medical condition may submit a "Special Diet Prescription For Meals" form. The form is available online on the District Website at http://www.aberdeen.k12.sd.us; it must be completed, signed by a physician and turned in to the Food Service Office for implementation. For more information on special menus please call Food Service Office at 725-7105.

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MAKE-UP WORK (School Board Policy JHA)

When you return to school after an excused absence, it is your responsibility to ask your teachers to get your make-up work. As a general rule, you will have two days to make up work for each day you are absent. An exception to this rule is work that was due on the day you were absent.

Students who know they will be absent, are expected to ask for their work ahead of time. School-related absences do not grant additional make-up days.

MANDATORY REPORTING

South Dakota Codified Law mandates that school personnel having reasonable cause to suspect that any child under the age of 18 years has received physical or emotional injury as the result of abuse or intentional neglect shall immediately report to the Department of Social Services or the Police Department. Failure to report is a misdemeanor.

MEDIA RELEASE

There are times when our students are photographed for the newspaper or other media. Information will be released in accordance with FERPA regulations that are provided within this handbook.

MEDICATION (School Board Policy JLCD, JLCD-R, JLCD-E)

PRESCRIPTION MEDICATIONS

1. Early Childhood through Grade 8 - The parent/guardian must deliver prescription medication to the school nurse or a qualified staff member.

2. Grades 9-12: Prescription medications must be delivered to the school nurse or a qualified staff member. Students may not personally carry and self-administer prescription medication unless approved for asthma, anaphylaxis, or diabetes.

3. Prescription medications brought to school shall be in pharmacy-labeled containers, including the student's name, the name of the drug, dosage to be taken, name of the physician and the date of the prescription.

4. The school nurse or a qualified staff member will count and document all prescription medications received. The medication will be stored in a locked location. Any unused medication will be returned to the parent/guardian at the end of the school year. If the parent/guardian does not pick up the medication, it will be disposed of properly.

5. The parent must complete the Parent Request for Assistance with Medication Form (NEPN Policy JLCD-E). In the event that written permission is not received from the parent, medication will be given for one day only, upon

telephone consent.

6. It is the responsibility of the child to come to the office to take the medication. The child shall be supervised by qualified school personnel when taking medication.

7. All medications administered by qualified school staff will be documented on the "Daily Medication Recording Form." Recording should be done immediately after medications have been taken.

8. Each school shall maintain the "Parent Request for Assistance with Medication Form" and the "Daily Medication Recording Form." Parent request and recording forms will be retained at the Nurses' Office for one year and then destroyed.

9. Grades Early Childhood – Grade 8: Students **will not** be allowed to self-administer prescription or nonprescription medication unless approved for asthma, anaphylaxis, or diabetes, which is supervised by a school nurse, or any other medication included in this policy. Students are allowed to carry and self-administer cough drops.

10. Grades 9 – 12: Students **will be** allowed to personally carry and self-administer **nonprescription** medication, providing it is in the original container. The building principal maintains the right to discontinue the privilege if the student is abusing the intent of this regulation.

11. School personnel shall not provide medications for student use.

Epinephrine

School buildings may acquire and maintain a stock of epinephrine auto-injectors or nasal spray pursuant to a prescription issued by an authorized health care provider for use in an emergency situation of a severe allergic reaction causing anaphylaxis. Any school nurse or staff member may administer an epinephrine auto-injector or nasal spray to a student, in accordance with the standing protocol, if they believe that the student is experiencing anaphylaxis. Prior to administering an epinephrine auto-injector or nasal spray, staff members shall be trained by a licensed healthcare professional to:

- Recognize the symptoms of a severe allergy or anaphylactic reaction.
- Know the procedure for the administration of an epinephrine auto-injector or nasal spray.
- Know the procedure for storage of an epinephrine auto-injector or nasal spray.
- Know the emergency care and aftercare for a student who has an allergic or anaphylactic reaction.

Asthma, Anaphylaxis or Diabetes

Any student with asthma, anaphylaxis, or diabetes may possess and self-administer prescription medication if:

1. The prescription medication has been prescribed for that student as indicated by the prescription label on the medication.
2. The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider.
3. A parent/guardian of the student provides to the school:
    a. Written authorization for the student to self- administer the medication.
    b. A written statement in which the parent releases the school district and its employees from liability for an injury arising from the student's self-administration of a prescription medication while at school.

c. A written statement from the student's physician or other licensed health care provider that states that the student has asthma, anaphylaxis, or diabetes and that the student is capable of self- administration. The statement should include the name and purpose of the medication, the dose, time, frequency and circumstances under which the medication can be administered, and the period for which the medication is prescribed.

Misuse

Students are prohibited from transferring, delivering or receiving any medication to or from another student. All violations will result in confiscation of the medication and subject student(s) to discipline in accordance with the District's progressive discipline policy. Students who use medication for purposes other than for its intended use will be disciplined and will no longer be allowed to carry and self-administer medications.

MOOD -ALTERING CHEMICALS, SUBSTANCES, AND TOBACCO **(School Board Policy JLCD/JLCD)**

Using, possessing, or being under the influence of any mood-altering chemicals, substances, controlled substances or controlled substances without a valid prescription, or drug paraphernalia, including vapor pens/e-cigarettes.

This includes transferring, delivering, or receiving any medications to or from another student and using medication for purposes other than for its intended use.

-N-

NEWSLETTERS

Each school will post on-line event information on the District Website at including pertinent information about activities and upcoming events affecting the students at their school.

NON-DISCRIMINATION POLICY **(School Board Policy AC, AC-R, AC-E)** Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding negotiated agreements or professional agreements with the school district are hereby notified that this district does not discriminate on the basis of race, color, creed, religion, age, gender, disability, national origin, or ancestry in admission or access to, or treatment or employment in, its programs and activities. Inquiries can be directed to Camille Kaul, Title IX Coordinator, 1224 3rd Street South, Aberdeen, SD 57401 605-725-7111; Nicole Olson, 504 Coordinator, 1224 3rd Street South, Aberdeen SD 57401 605-725-7106; Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City MO 64106.

NURSE SERVICES

The School District is concerned with the health and welfare of your child and every child in the school. To ensure complete medical attention to your student, the nurses need information regarding any health problem your child has or any changes in your child's health such as asthma, diabetes, seizure disorders, and allergies. Completed blue emergency cards will be reviewed by the school nurse. The school nurse may call you to clarify any documented health concerns. If the health concern is a special diet or food allergy the parent should inform the school lunch coordinator. When all the necessary medical and emergency contact information is gathered the school nurse will make a health plan to be given to appropriate school staff. Training for staff will be provided for any specialized health services required for the student and will be documented on content and attendance.

Please inform the school when your child has a communicable disease (chickenpox, strep throat, head lice, pink

eye, etc.). When the nurse is aware of a communicable disease in the classroom, information may be sent home about signs and symptoms that parents can watch for in their children. Keeping the nurses informed with health care needs is appreciated and aids in the safety of all students.

GUIDELINES FOR KEEPING YOUR CHILD AT HOME

We are concerned with the health and welfare of every child at school. Sometimes it is difficult to determine whether to keep your child home or send your child to school when your child has been ill.

Keep your child at home if he or she:

- Has a fever of 100 degrees or higher
- Has vomiting or diarrhea
- Has symptoms of an eye infection (red, itchy, watering or mattering)
- Has symptoms that prevent him or her from participating in school, such as:
    - Excessive tiredness or lack of appetite
    - Productive coughing, sneezing
    - Headache, body aches, earache
    - Severe sore throat

Keep your child home until his or her fever has been gone 24 hours without medication. Returning to school too soon may slow the recovery process and unnecessarily expose others to illness. Children may return to school 24 hours after starting an antibiotic if symptoms are no longer present.

-O-

OFFICE HOURS

High school offices are open and staffed from 7:30 AM until 4:00 PM. You may leave a message such as absences, tardies, and appointments on the school phone 24 hours a day. School Office numbers are as follows:

- Aberdeen Central School 725-8100
- Aberdeen Central Attendance office 725-8108

OPEN CAMPUS

Seniors may earn Open Campus privileges if they meet the following requirements:

1. Seniors must have no F's or Incompletes on previous report card and be on track for graduation.
2. Seniors must have an acceptable record of attendance- including super study on Wednesdays, punctuality, behavior, and effort.
3. Students and their parents must sign a contract to confirm the privilege.
4. During Open Campus, students must be in the Commons Area, Library, or completely off campus.
5. If you drop a class with an "F" after the first three days, you may lose open campus immediately.
6. The Administration reserves the right to deviate from this policy to fit the needs of individual students.

-P-

PARENT PORTAL

The Aberdeen School District is committed to providing effective opportunities to enhance school-home communication. Educational research cites parental involvement as one of the most important components contributing to student success. Schools need parents to share in the responsibility and accountability for the

outcome of their children's education.

In an effort to facilitate this communication, the Aberdeen School District will make the Parent Portal component of the Infinite Campus Student Management Software accessible to parents/guardians of students attending the Aberdeen School District. The Parent Portal allows parents/guardians to monitor the attendance, assignments, behavior infractions, and grades of their children. Parents/Guardians electing to take advantage of Parent Portal will be expected to follow the guidelines outlined in Aberdeen School Board Guidelines KDA-R. Any parent who, by court order, has been deprived of visitation rights or of access to school records, shall not be permitted computer access to the school records.

Parents/guardians will be provided an activation key to setup their Parent Portal Account, upon registering their child.PARENT/TEACHER CONFERENCES
Parent-Teacher Conferences are offered for all students of each quarter. Other conferences may be arranged by appointment with your child's teacher when you feel it necessary. Parent-Teacher Conferences are a valuable tool to be used in helping children to be successful at school.

PARENT/STUDENT COMMUNICATION

Students are allowed to use the student phone at the office with permission from the secretary. We ask that students limit their calls to three minutes and only use the phone when absolutely necessary.

Parents are encouraged to email rather than text their student to give them a message. See cell phone policy. Students will not be called out of class to receive messages unless they are of extreme importance.

PICTURES

Student pictures will be taken in the fall and spring by School Time Photos. The fall photo will be used in the yearbook. Parents who wish to have their child's picture omitted from the yearbook need to provide written notice to the office.

-R-

REPORT CARDS

Electronic report cards are available online through Parent Portal on Infinite Campus. Parents/guardians may have access to parent portal to track attendance, assignments, and grades. Feel free to contact teachers with any questions you may have regarding your child's classroom performance and behavior. It is important that students attend conferences with parents/guardians to keep on top of their progress.

RESTRAINT AND SECLUSION **(School Board Policy JGB, JGB-E)**

As part of the emergency procedures in place in our schools, any student who poses an imminent danger of serious physical harm to self or others may be physically restrained and/or placed in seclusion by school personnel in accordance with the District's Restraint and Seclusion policy, as well as in accordance with all applicable laws and regulations. Significant violations of the law, including assaults on students and school personnel, will be reported to the police. Parents/guardians will be informed as soon as possible after any such incident.

-S-

SCHEDULES FOR EARLY RELEASE and DELAYED START

Schedules for early release days or delayed starts may be found on page 25.

SCHOOL COMMUNICATION SYSTEM

In our efforts to improve communications between parents and school, Aberdeen School District uses a broadcasting system that enables school personnel to notify all households and parents by phone, or text message within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may also be used from time-to-time to communicate general announcements or reminders. Aberdeen School District will continue to report school closings due to snow or weather as before on regular media outlets and will use this system as an overlay to the public announcements.

You should get an automated phone call or text message from the school if a cancellation should occur. Again, this does not replace the radio and TV for school closings, but rather gives us another tool to use to contact you. When used, the service will simultaneously call/text all listed phone numbers in our parent contact list and will deliver a message from one of the school administrators.

SCHOOL SUPPLIES

Each teacher/class will make a syllabus available on the first day of classes that will explain what supplies are needed.

SEXUAL HARASSMENT **(School Board Policy GBAA, GBAA-R, GBAA-E)**

Because sexual harassment is a form of sexual discrimination and compromises the attainment of educational and work excellence, the Aberdeen School District 6-1 strictly prohibits sexual harassment of its employees or students. Such behavior may occur between members of the same or opposite sex and may be cause for disciplinary action up to and/or including expulsion for students and termination for employees. This policy applies to employees and students attending any event on district property, and at any event or location when the behavior involves district employee(s) or students.

SPECIAL EDUCATION

The Aberdeen School District Special Education Program provides direct services to students in need of special education or special education and related services. To receive these services, a student is referred to the special education program either by a parent or via the Student Assistance Team in the building. If the District determines that an evaluation is warranted, staff from the District will conduct a comprehensive evaluation to assess if the student's educational needs meet the criteria for being in need of special education. After the completion of a comprehensive evaluation, the multidisciplinary team, which includes the parent, determines if a student meets the criteria for special education services. If the student does, with the parent's consent, they will then develop a plan to address the student's areas of need. This plan, called an Individualized Education Program (IEP), functions as the roadmap to meet the student's goals and identify related services. Services may be delivered across a variety of settings, with emphasis being placed on ensuring the student remains with their same-age peers to the highest extent possible.

STATE CERTIFIED STAFF

Under the Every Student Succeeds Act (ESSA) all teachers are required to be highly qualified for their teaching assignments. It is our district's policy to hire only highly qualified teachers and paraprofessionals. If you would like information regarding the professional qualifications of your student's teacher, please contact the school principal.

STUDENT ACTIVITIES

Students are strongly encouraged to participate in co- and extra-curricular activities. Participating in these activities is a privilege. Schoolwork comes first and athletes may, on occasion, have to miss a practice, competition, or activity for academic reasons. Students must be in school the entire day to be allowed to participate in after-school events and activities. Exceptions to this rule would be scheduled medical appointments, death or serious illness in the student's family, or special circumstances beyond the student's control. Prior notification must be provided whenever possible.

STUDENT RECORDS

The Aberdeen School District has developed and implemented policies and procedures on the confidentiality of information consistent with the Family Education Rights and Privacy Act.
The parent/guardians of a child who is now, or was, enrolled in the Aberdeen Public Schools shall be afforded, in accordance with the policy, an opportunity to inspect and review all education records concerning that child. Confidentiality procedures are assurances that personally identifiable data shall be used for the purpose for which it is collected and be released only in the manner provided by the law.

Parents have the rights to:

1) Review and inspect records.
2) A listing of types and location of records.
3) Request an explanation of or an amendment to the records and a hearing regarding all records affecting your child, should there be a disagreement as to any part of the contents of such file. Any other information relative to records or procedures in handling of records can be secured from the Principal or Superintendent.

STUDENT SCHEDULE- ADDING / DROPPING COURSE WORK

Students may request permission to add or drop a class without penalty, provided the request in within the first three days of the class. Students must complete the online REQUEST FOR SCHEDULE CHANGE form on Student Services Site.

-T-

TARDIES

Being on time is an important habit to build. Students will be counted tardy if they are not seated in their assigned seat when the bell rings.
Consequences for excessive tardiness during the school day include:

- Violations 1 through 4 – warnings only.
- Fifth violation and further violations will result in detention.

*The Administration reserves the right to deviate from this discipline plan to fit the needs of all students and/or school personnel.

TEXTBOOKS

Good care of the books is each student's responsibility. Students will be assessed fines for any of the following:

- Ink on a page, torn pages, missing page or pages requiring a new book
- Lost or destroyed book
- Any cause for rebinding the book
- Fines will be levied for unnecessary damage to all books

-V-

VALUABLES

It is strongly recommended any items of significant value be left at home. The school will not be responsible for valuables that are lost or stolen.

VISITORS

ALL VISITORS ARE REQUIRED TO REPORT TO THE OFFICE! We ask that you please make arrangements with the classroom teacher/office prior to your visits.

-W-

WEAPONS AND THREATS **(School Board Policy JK)**

Schools have no tolerance for weapons (real or facsimile). Students who carry, bring, use or possess a weapon (real or facsimile), create a threat of physical harm, or physically harm a student or school personnel shall face possible suspension or expulsion from school, depending on the nature of the violation.

Fire starting equipment, such as matches and lighters, and tools that could be construed as weapons are also considered contraband. If students bring such items to school, parents will be contacted, and students may face school suspension.

District-Wide Grades Nine through Twelve School Rules

Infraction	Class	Infraction Definition	1st Violation	2nd Violation	3rd Violation	4th (or more)
Academic Infractions	3	**Academic Dishonesty:** Using or submitting work that is not your own, also known as cheating, plagiarism, copying, transferring computer files, etc. Students will be expected to follow classroom instructions relating to academic integrity.	Parent call by teacher Alternate assignment Detention	ISS (1-3 days) Restriction	ISS (3-5 days)	OSS (1-3 days)
	3	**Neglecting Obligations:** Neglecting to complete disciplinary obligations such as detention, suspension after school, or community service.				
Attendance Related Infractions	1	**Tardy:** Late to class or school.	Handled at building level	Handled at building level	Handled at building level	Handled at building level
	1	**ID Badge:** Unable to produce the school ID badge when requested	Detention Replacement purchase	Detention Replacement purchase	Detention Replacement purchase	Detention Replacement purchase
	2	**Closed Campus:** Leaving school without the permission of administration.	Student conference and/or Detention	ISS or detention (1-3 days) Student Conference	ISS (3-5 days) Student Contract Counselor Referral	OSS (1-3 days)
	2	**Skipping:** Unapproved absence from a class period within the school day, including leaving class without permission.				
Bullying/ Harassment Hazing	4	**Bullying:** Physical, verbal, written or electronic conduct directed toward a student that is 1) Unwanted, 2) Repeated, and 3) Involves an imbalance of power. These actions are so pervasive, severe and objectively offensive that they: 1) have the purpose of creating or resulting in an intimidating, hostile, or offensive academic environment, or 2) have the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities. See Policy JFCE/JFCE-R/JFCE-E, JFCD/JFCD-E	ISS (3-5 days)	OSS (1-3 days)	OSS (3-5 days)	LTS
	4	**Harassment**: Harassment is a form of discrimination. Physical or verbal conduct related to a person's race, religion, national origin, age, gender (including pregnancy), disability, sexual orientation, military status, genetic information or other category protected by law. The District specifically prohibits any form of harassment that is sexual in nature. Includes, but is not limited to, verbal harassment or abuse, name calling, implied or overt threat(s), physical acts of aggression, and intimidating behavior, which have the effect of substantially or unreasonably interfering with a students, education, use of services, or participation in activities. See Policies AC/AC-R and JICFA/JICFA-R.				
	4	**Hazing:** Committing an act against a student or coercing a student to commit an act that creates risk of harm to a person, in order to be initiated into a student organization or class, or for any other purpose. See Policy JICFA/JICFA-R.				

District-Wide Grades Nine through Twelve School Rules

Infraction	Class	Infraction Description	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
Disrespect and Disobedience	2	**Failure to Comply with School Rules:** Failure to complete or fulfill a task assigned by a staff member.	Student conference and/or Detention	ISS or Detention (1-3 days) Student Conference	ISS (3-5 days) Student Contract Counselor Referral	OSS (1-3 days)
	2	**Disrespectful Behavior:** Communication or actions that demonstrate a lack respect or courtesy toward an individual.				
	2	**Offensive Language/Gesture:** Use of disgusting, hurtful, obscene, or foul language, communication, or action.				
	2	**Deception:** Intentionally falsifying information				
	4	**Insubordination:** Student conduct deemed as repeated unwillingness to submit to authority or refusal to respond to a reasonable request (including providing false information)	ISS (1-3 days)	ISS (3-5 days)	OSS (1-3 days)	OSS (4-10 days)
	4	**Offensive Language Directed at a Staff Member:** Offensive language or gesture as defined above directed at another person				
	4	**Weapon -No Malicious Intent:** Possession of an item considered to be a weapon when student brought the item to school by accident, without knowing it was a weapon, and without the intent to harm others.				
Disruption	2	**Classroom Disruption:** Creating or contributing to a moderate disturbance that disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others.	Student Conference and/or Detention	ISS or detention (1-3 days) Student Conference	ISS (3-5 days) Student contract Counselor Referral	OSS (1-3 days)
Dress Code	2	**Inappropriate Dress:** Violation of the school's dress code including but not limited to wearing clothing that displays profanity, suggestive themes such as alcohol, drugs, sex, death, or violence.	Student Conference Change clothes	Student and Parent Conference Detention (1-3 days) Change clothes	ISS (1 day) Student Contract Counselor Referral Change clothes	See Insubordination 2nd violation Change clothes
Electronic Devices	2	**Cell Phones/Electronic Devices:** Possessing a cell phone, or other personal device, that is turned on and/or within view, on school property between the first bell or last bell of the school day, or on buses contracted by the District, unless otherwise authorized by school officials and/or using an electronic device for a non-educational purpose.	Device confiscated student pickup at end of day	Device confiscated parent pick up required Detention	Device confiscated parent pick up required ISS (1 day)	Device confiscated – parent pick up required Restrictions ISS (2 days)
	2	**Technology Misuse:** Unauthorized use of electronic devices/technology. Use of District technology is a privilege and not a right and acceptable use is set forth in Policy IJNDC/IJNDC-R. If the misuse constitutes another violation, consequences consistent with the other violation may also be given.	Detention	ISS (1-3 days) Restrictions	ISS (3-5 days) Restrictions	OSS (1-3 days) Restrictions
Gang Activity	3	**Gang Activity- Low Level:** Wearing or possessing gang-related apparel and/or communication, whether verbal, gestures, handshakes, drawings, or writings, to convey membership or affiliation with a gang.	Student Conference and/or Detention	ISS (1-3 days) Counselor Referral	ISS (3-5 days) Restrictions	OSS (1-3 days) SAT Referral
	5	**Gang Activity – High Level:** Participation or association with a group in which the student's conduct presents a threat to himself/herself or others, is not in the best interest of the school, or causes a substantial disruption in the school	LTS Police Referral SAT Referral	LTS or Expulsion Police Referral		

District-Wide Grades Nine through Twelve School Rules

Infraction	Class	Infraction Description	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
Illegal Activities	6	**Threat to School:** A threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists or any other substantial threat made toward the school.	LTS or Expulsion Police Referral			
	6	**Fires/ Misuse of Fire Alarms/Extinguishers:** Causing, or attempting to cause, a fire on school grounds, pulling a fire alarm, or using a fire extinguisher without valid cause.				
	6	**Weapons:** Possessing, handling, or transmitting any object or material that is ordinarily considered a weapon, look-alike weapons, or any object that could place a person in reasonable fear of physical harm. Includes, but not limited to knives, razor blades, mace, and pepper spray.				
	6	**Engaging in Illegal Activities:** Any other law breaking event which poses a threat to the student or others, causes a substantial disruption in the school setting, and/or is not in the best interests of the school.				
	7	**Endangering the Lives of Others or Causing Serious Bodily Injury:** Actions causing serious bodily harm or actions that significantly jeopardize an individual(s)' safety or well-being.				
	7	**Firearms:** Carrying, possessing, storing, keeping, leaving, placing, or putting into the possession of another person, any firearm including an air gun.	Expulsion (12 months) Police Referral			
Property Infractions	4	**Destruction of Property**: Causing or attempting to cause damage to private or school property, or the repeated damage involving private or school property. This includes the alteration of student or school computer programs or systems.	ISS (1-3 days) Police Referral Restitution	ISS (3-5 days) Police Referral Restitution	OSS (1-3 days) Police Referral Restitution	OSS (3-5 days) Police Referral Restitution
	4	**Theft:** Taking something that does not belong to you. Stealing, or attempting to steal, private or school property.				
	4	**Trespassing:** Entering or remaining on school grounds or facilities without authorization and with no lawful purpose.				
Tobacco, Alcohol, and Drugs	4	**Tobacco:** Using, possessing, selling, or dispensing of tobacco products, and related items such as, but not limited to, lighters, matches, vapor pens, e-cigarettes, and e- liquids and oils. See Policy JICG.	ISS (1-3 days) Police Referral	ISS (3-5 days) Police Referral	OSS (1-3 days) Police Referral	OSS (4-10 days) Police Referral
	5	**Mood Altering Chemicals, Substances, and Paraphernalia:** Using, possessing, or being under the influence of any mood altering chemicals, substances, controlled substances or controlled substances without a valid prescription, or drug paraphernalia, including vapor pens/e-cigarettes. This includes transferring, delivering, or receiving any medications to or from another student and using medication for purposes other than for its intended use. See Policy JLCD/JLCD-R.	OSS (5-10 days) Police Referral SAT Referral	OSS (5-10 days) Police Referral SAT Referral	LTS Police Referral	OSS (4-10 days) Police Referral LTS or Expulsion
		Under the Influence: Any detectable amount of a mood altering substance, such as steroids, marijuana, inhalants, alcohol, or other drugs.				
	6	**Distribution:** Selling, dispensing, or possessing an amount that suggests distribution of a mood altering chemical or substance.	LTS or Expulsion Police Referral			
Sexual Misconduct	3	**Pornographic Materials:** Possessing, creating, or viewing obscene writings, drawings, photographs, videos, sound recordings, or the like.	ISS (1-3 days)	ISS (3-5 days)	OSS (1-3 days)	OSS (3-5 days)
	4	**Sexual Activity:** Touching of a sexual nature, attempting to engage or engaging in sexual activity, or exposing private body parts.	ISS (3-5 days) Police Referral	OSS (1-3 days) Police Referral	OSS (3-5 days) Police Referral	OSS (4-10 days) Police Referral
	6	**Sexual Violence:** Physical sexual acts against a person's will, or where a person is incapable of giving consent.	LTS or Expulsion Police Referral			

Infraction	Class	Infraction Description	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
Verbal and Physical Altercations	2	**Verbal Dispute:** A confrontation between two or more students without physical aggression or injury.	Detention	ISS (1-3 days)	ISS (3-5 days)	OSS (1-3 days)
	3	**Verbal Altercation:** A hostile confrontation between two or more students involving the use of profanity and causing a substantial disruption.	ISS (1-3 days)	ISS (3-5 days)	OSS (1-3 days)	OSS (3-5 days)
	4	**Physical Aggression:** Aggressive behavior with the potential to cause physical harm towards others.	ISS (1-3 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (6-10 days)
	4	**Intimidation/Threat-Student:** Use of coercion, force, threats, violence, intimidation or similar conduct that constitutes a threat to another student's safety or interferes with school purposes, including a forceful action, attitude, or behavior that is expressed physically toward another student.	ISS (3-5 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (4-10 days)
	5	**Physical Injury-Student**: Causing physical injury to another student. Cases in which physical injury are caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.	OSS (3-5 days) SAT Referral Counselor Referral	OSS (6-10- days) SAT Referral Counselor Referral	LTS	
	5	**Fighting:** A physical conflict involving two or more students or the promotion of an altercation.				
	5	**Intimidation/Threat-Staff:** Use of coercion, force, threats, violence, intimidation or similar conduct that constitutes a threat to a staff member's safety or interferes with school purposes, including a forceful action, attitude, or behavior that is expressed physically toward a staff member.	OSS (5-10 days) Police Referral SAT Referral Removal from class	LTS or Expulsion Police Referral		
	6	**Physical Injury-Staff:** Causing physical injury to a staff member. Cases in which physical injury are caused by accident or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute a violation of this rule.				
Vehicle Infractions	2	**Parking Lot Violations-School Rules:** Failure to comply with school parking lot rules and regulations. Students are expected to park in parking lots and spaces as assigned by administration.	Student conference Restrictions	Detention Restrictions (short-term) Student contract	ISS (1-3 days) Restrictions (long-term)	Restrictions (long-term) Vehicle may be towed
	3	**Parking Lot Violations-Laws:** Failure to comply with City and State traffic laws in school parking lots and on District property.	Student conference Detention Restrictions Police Referral	ISS (1 day) Restrictions Police Referral	Loss of parking Privileges Vehicle may be towed Police Referral	

Additional Infractions:

Accessory: Students who cause someone else to commit a violation, help in the commission of a violation, or encourages, advises, or acts with another to commit violation will be disciplined as if they committed the violation themselves.

Transportation behavior: While on district-provided transportation, students shall adhere to the same behavior expectations, standards, and consequences as at school. Consequence will be consistent with the violation committed which may include suspension of riding privileges. See Policy EE/EE-R**.**

Infractions off school grounds: Activities that occur outside of the school environment but substantially disturb the school environment are subject to the consequences listed in this matrix. Infractions directed at school staff that could be deemed a class 5 or above offense will be considered a substantial disruption of school.

Other campuses: Any violation committed by a student on another campus shall be punished in the same manner as if the violation had been committed at the student's assigned school.

Activity (Participation) Rules: The District's Activity Rules apply for a Class FOUR (4) violation or above and consequences for participation in co-curricular or extracurricular activities are **in addition** to the above listed consequences, See Policy JJAA

EARLY RELEASE SCHEDULE ½ DAY	
Block 1	8:10 – 8:59
Block 2	9:05 – 9:54
Block 3	10:00 - 10:49
Block 4	10:55– 11:45

ONE HOUR LATE START SCHEDULE	
Block 1	9:10 – 10:23
Block 2	10:29-11:42
A Lunch	11:48-12:18
Block 3	12:24-1:30
Block 3.1	11:48-12:21
B Lunch	12:24-12:54
Block 3.2	12:57 -1:30
Block 3	11:48-12:54
Lunch C	1:00– 1:30
Block 4	1:36-2:49
Super Study	2:55-3:20

TWO HOUR LATE START SCHEDULE	
Block 1	10:10 – 11:13
A Lunch	11:19-11:49
Block 3	11:55-1:01
Block 3.1	11:19-11:52
B Lunch	11:55 12:25
Block 3.2	12:28 -1:01
Block 3	11:19-12:25
Lunch C	12:31-1:01
Block 2	1:07-2:10
Block 4	2:16-3:20