Chamberlain School District 7-1
Board of Education Agenda
Annual Board Meeting Monday, July 10, 2023
CHS/CMS Library 1000 Sorensen Drive
7:00 PM

| ITEM | SUMMARY/JUSTIFICATION | ACTION RECOMMENDED |
|---|---|---|

I. Opening
   a. Call Meeting to Order
   b. Roll call
      Reuer_____ Anderson_____Blum_____Haak_____Ashley_____Pazour_____Isburg_____
   c. Determination of a Quorum
   d. Approval of Agenda

II. Consent Agenda
   a. Board Minutes (Attachment 1)
   b. Personnel (Attachment 2)
   c. Bill List Payable 6-30-23 (Attachment 3)
   d. Open Enrollment
   Action_____

III. Board Consideration to adjourn the 2022-2023 School Year Board of Education.
Recommend Action: School Board President to call for a motion and second to adopt a motion to adjourn the meeting.
Action_____

IV. Re-Opening of Board Meeting
   a. Call Meeting to Order
   b. Administer Oath of Office to Newly elected Board Members (Amos Isburg, Jay Blum)
      Business Manager is to issue oath. Each member signs with Superintendent and Business Manger as witnesses.
   c. Roll Call
      Reuer _____ Isburg_____Anderson_____Blum_____Haak_____Ashley_____Pazour
   d. Determination of a Quorum
   e. Approval of Agenda

V. Re-Organization of the Board for 2023-2024
   a. Nominations will be made, and a President of the Board will be elected from the membership. The elected President will then assume leadership of the meeting.
      BOARD ACTION_____
   b. Nominations will be made, and a Vice President will be elected from the membership.
      BOARD ACTION_____

VI. Consent Agenda
   a. Board Consideration of approval to designate the District's Official Newspaper as the Central Dakota Times for the 2023-2024 School Year is recommended.
   b. Board consideration of approval of Rodney Freeman as the District's Attorney for the 2023-2024 School Year is recommended.

   c. Board consideration to approve designation of Superintendent, Dr. Justin Zajic, as District 7-2 Representative for Federal Programs excluding Title IX, Authority to cancel school, set chain of communication for the 2023-2024 School year, section 504 Compliance Officer, and District Purchasing Agent is recommended.

d. Board consideration to approve designation of Business Manager, Michelle Willrodt, as District 7-2 Treasurer of District Funds, District Representative for Federal Programs excluding Title IX, District Purchasing Agent, District Representative to Invest Funds and District Representative to Electronically Transfer Funds for Specifically authorized purchases is recommended for school year 2023-2024.

e. Board consideration to approve designation of Activities Director, Anna Pazour, as Compliance Officer for Title IX is recommended.

f. Board consideration to approve designation of Patrick Purdy, Jeff Steckelberg, and Adam Nelson as Truant Officers is recommended.

g. Board consideration to approve designation of First Dakota Bank as Official Depository for the General Fund Accounts, Wells Fargo for the Payroll Account, and First Interstate Bank for Trust & Agency and Food Service Accounts for the 2023-2024 school year is recommended.

h. Board consideration to approve Bond for School Business Manager at $200,000 is recommended.

i. Board Consideration of the approval of the adoption of Roberts Rules of Order with the modification to permit the President to participate in discussion and vote.

j. Board consideration to re-adopt School Board Policy BD and set the meetings for the second and fourth Mondays of each month as regular dates with the start time as 7:00 PM.

k. Board consideration of the approval of the School Board President and Vice-President to have the authority to countersign checks drawn by the business manager.

l. Board consideration to approve designation of School Board Committee Representatives for the 2023-2024 school year as follows:

School Board Committee Assignments
2023-2024

| | **Member** | **Member** | **Member** |
|---|---|---|---|
| **Budget/Finance** | Anderson | Reuer | Pazour |
| **Busing** | Anderson | Haak | Reuer |
| **Hall of Fame** | Blum | Isburg | |
| **Safety/Security** | Blum | Ashley | Haak |
| **Armory Board** | Reuer | Pazour | |
| **Maintenance** | Reuer | Blum | Anderson |
| **Native American/Parent Advisory** | Anderson | Haak | Isburg |
| **Curriculum** | Isburg | Anderson | |
| **Technology** | Isburg | Ashley | |
| **Negotiations** | Blum | Reuer | Haak |
| **Negotiations Sub Committee** | Reuer | | |
| **Board of Equalization** | Isburg | Reuer | |
| **Calendar** | Isburg | Pazour | |
| **Wellness Committee** | Anderson | Haak | |
| **Insurance** | Anderson | Blum | |

Action_____

VII. Consent Agenda:

a. Bill List 7-10-23 (Attachment 4 )
b. Conflicts of Interest (Attachment 5)
   Action:_____

VIII. Resolution to comply with Civil Rights Restoration Act of 1987.
Recommended Action: Adopt the Administrative Resolution, CSD School Board Policy AC, to comply with the Civil Rights Restoration Act of 1987 for 2023-24 as presented or amended.
Board Action_____

IX. Discussion Items:

a. Review of Handbooks, CHS/CMS (Attachment 6), CES (Attachment 7)
b. Review Activity Prices, Rates (Attachment 8)
c. Food Services Rates (attachment 10)
d. Public Hearing 2023-2024 Budget (attachment 9)
e. Preliminary Pre-Service Agenda
   i. Friday August 11, 2023-Annual School Board Lunch 11:30-12:30
   ii. Thursday, August 10, 2023, 5:00-7:15 PM Building Open Houses
f. SDHSAA Election Ballot (Attachment 13)
g. Public Commentary

X. Items for Board Consideration:

a. Set activity prices for 2023-24 School Year
   Recommendation: Approve Activity prices, rates and meal prices as presented.
   Board Action_____

b. Set Board Member Salaries for 2023-24 School Year.
   Recommendation: Board Determination (Current Pay is $60/board meetings for members, $70/board meeting for President, $25/member for special meetings)
   Board Action_____

   Motion to approve the 2023-2024 CSD Budget
   Board Action_____

c. Motion to Approve CMS/CHS and CES Handbook.
   Board Action_____

d. Motion to approve the SDHSAA ballot as discussed:
   Board Action_____

XI. Adjournment
Board Action_____

Chamberlain School District No. 7-1
School Board Meeting
Agenda Item

For presentation at the July 10, 2023 of the School Board.

Subject: Consent Agenda

From: Justin Zajic, Superintendent

Nature of Action Requested from the Board:

| | |
|---|---|
| Board Action | X |
| Board Information | |
| Scheduled Report | |

a. Board Minutes(Attachment 1)
b. Personnel (Attachment 2)
c. Bill List (Attachment 3)
a. Open Enrollment

Individual(s) who will attend the board meeting and speak to the item:

Dr. Justin Zajic, Superintendent, Michelle Willrodt, Business Manager

I will be able to review the item further at the school board meeting, if requested:

Name: Justin Zajic_____Date: July 10, 2023

Chamberlain School District #7-1
Board of Education – Regular Meeting
June 26, 2023

A regular meeting of the Chamberlain School District #7-1 Board of Education was held at 7:00 P.M. at the High School Media Center with the following members present: President Keith Reuer, Board Members Jay Blum, Joel Pazour, Amos Isburg, Nikki Ashley, and Jerri-Ann Haak (by phone). Also present were Superintendent Justin Zajic, Principals Adam Nelson, Patrick Purdy and Business Manager Michelle Willrodt.

President Reuer called the meeting to order and noted a quorum present to conduct business.

Motion #22-149, duly made by Mr. Anderson, seconded by Mrs. Haak, all votes yes to approve the agenda.

Motion #22-150, duly made by Mr. Isburg, seconded by Mr. Blum, all votes yes, to approve the consent agenda which included the minutes of the June 12, 2023 Regular Meeting and personnel: approval of Amanda Longhenry MA +12 advancement and Laurie Thompson BA +15 advancement, and the resignation of C. Swanson Armory Custodian, the June 26, 2023 Bill list and June Payroll Bill List, and the financial reports. Motion Carried.

**Chamberlain School District #7-1**
**Cash Balance Report**
**May 31, 2023**

| | | Adjusted Balance 5/1/23 | Revenue | Expenses | Balance 5/31/23 |
|---|---|---|---|---|---|
| **General Fund** | | **($813,818)** | **$1,299,610** | **$790,833** | **($305,041)** |
| | Local | | $805,106 | | |
| | State | | $276,677 | | |
| | Federal | | $217,827 | | |
| **Capital Outlay** | | **$5,248,801** | **$841,896** | **$159,632** | **$5,931,065** |
| | Local | | $841,896 | | |
| | Federal | | $0 | | |
| **Special Education** | | **($9,671)** | **$524,242** | **$186,519** | **$328,052** |
| | Local | | $454,751 | | |
| | State | | $34,754 | | |
| | Federal | | $34,737 | | |
| **Impact Aid Fund** | | **$3,985,084** | **$137,670** | **$0** | **$4,122,754** |
| | Federal | | $137,670 | | |
| **Bond Redemption Fund** | | **$32,419** | **$121,087** | **$0** | **$153,506** |
| | Local | | $121,087 | | |
| | Federal | | | | |
| **Special Projects Fund** | | **$12,410,576** | **$1,923,440** | **$959,407** | **$13,374,609** |
| | Local | | $65,639 | | |
| | Federal | | $1,857,801 | | |
| **Enterprise Fund** | | **$17,788** | **$20,469** | **$11,708** | **$26,549** |
| | Local | | $11,230 | | |
| | Federal | | $9,239 | | |
| **Food Service** | | **$364,177** | **$53,517** | **$54,509** | **$363,185** |
| | Local | | $19,188 | | |
| | Federal | | $34,329 | | |
| **Total** | | **$21,235,355** | **$4,663,174** | **$2,162,608** | **$23,994,678** |

Discussion Items:

A. Board Policy DA-DN, Fiscal Management Second Reading
B. Updated Budget Proposal
C. Transfer of Funds-Impact Aid Transfer
D. Superintendents Report
E. Public Commentary-None

Motion #22-151, duly made by Mrs. Haak, seconded by Mr. Pazour, all votes yes to approve the Board Policy DA-DN on second reading. Motion Carried.

Motion #22-152, duly made by Mr. Anderson, seconded by Mr. Isburg, all votes yes to approve the IA Aid Transfer as discussed. Motion Carried.

Motion #22-153, duly made by Mr. Blum, seconded by Mrs. Haak, all votes yes to adjourn at 7:11 P.M. Motion Carried.

Date: _____

President: _____

Business Manager: _____

## Personnel Items/Regular Board Meeting- July 10, 2023

- Adri Mastel 1.0 FTE Paraprofessional CMS/CHS 2023-2024 School Year
- Nikki Rodas, Lane Change, BA +20
- Hillary Giese, Lane Change, BA +15
- Lucas Giese, Lane Change ,BA +15

| Vendor Name | Invoice Number | Description | Amount |
|---|---|---|---|
| Checking Account ID 1 | Fund Number 10 | GENERAL FUND | |
| AMAZON CAPITAL SERVICES | 1K43-LQN4-VLT9 | OCTO LIGHT COVERS | 34.98 |
| | | | 34.98 |
| CENTRAL DAKOTA TIMES | 59501 | SUBSCRIPTION | 312.03 |
| | | | 312.03 |
| CHAMBERLAIN BLDG SUPPLY | 204743 | PAINT, ROLLERS & BRUSHES | 560.58 |
| CHAMBERLAIN BLDG SUPPLY | 204796 | HASP,SCREWS,TILE,KEYS MADE | 43.92 |
| CHAMBERLAIN BLDG SUPPLY | 204911 | CEILING TILES | 109.50 |
| | | | 714.00 |
| CHAMBERLAIN FOOD CENTER | 001065901257 | SUMMER SCHOOL SUPPLIES | 41.34 |
| CHAMBERLAIN FOOD CENTER | 001086410728 | SUMMER SCHOOL SUPPLIES | 86.25 |
| | | | 127.59 |
| COZINE ELECTRIC | 102741 | BALLASTS, BULBS | 395.18 |
| COZINE ELECTRIC | 102770 | BULBS | 147.24 |
| | | | 542.42 |
| HOPKINS PLUMBING, HEATING & A/C LLC | 22596 | SERVICE ON ROOF TOP AC - ARMORY | 204.08 |
| HOPKINS PLUMBING, HEATING & A/C LLC | 22599 | INSTALL METER ON SPRINKLER LINE | 901.54 |
| | | | 1,105.62 |
| INTERSTATE GLASS & DOOR, INC. | 64008 | REPLACE BROKEN INSULATED UNIT - MS/HS | 593.05 |
| | | | 593.05 |
| LAKEVIEW SINCLAIR | 36975 | DAKOTA DREAMS TRAVEL | 71.16 |
| LAKEVIEW SINCLAIR | 36986 | SUMMER TRANSITION TRAVEL | 46.30 |
| LAKEVIEW SINCLAIR | 36997 | MOWER FUEL | 40.27 |
| LAKEVIEW SINCLAIR | 38006 | SUMMER TRANSITION PROGRAM TRAVEL | 58.78 |
| LAKEVIEW SINCLAIR | 38007 | SUMMER SCHOOL FT THOMPSON TRAVEL | 50.62 |
| LAKEVIEW SINCLAIR | 38055 | DAKOTA DREAMS TRAVEL | 47.48 |
| LAKEVIEW SINCLAIR | 38078 | MOWER FUEL | 41.77 |
| LAKEVIEW SINCLAIR | 38107 | PUPIL TRANSPORTATION | 52.40 |
| LAKEVIEW SINCLAIR | 38115 | PUPIL TRANSPORTATION | 23.57 |
| LAKEVIEW SINCLAIR | 38203 | PUPIL TRANSPORTATION | 24.87 |
| LAKEVIEW SINCLAIR | 38209 | MOWER FUEL | 83.34 |
| LAKEVIEW SINCLAIR | 38252 | MOWER FUEL | 41.86 |
| LAKEVIEW SINCLAIR | 38266 | MOWER FUEL | 41.05 |
| | | | 623.47 |
| MIDWEST ALARM COMPANY | 347392 | REPAIR HEAT DET. ZONE 2 | 1,103.94 |
| MIDWEST ALARM COMPANY | 347421 | REPAIR SMOKE DETECTORS - ELEM | 536.83 |
| MIDWEST ALARM COMPANY | 347480 | ALARM TESTING -HEAT DETECTOR ISSUE | 450.00 |
| | | | 2,090.77 |
| MIDWEST FIRE & SAFETY | 058176 | EXTINGUISHER SERVICE & INSPECTION -ELEM | 588.00 |
| MIDWEST FIRE & SAFETY | 058177 | EXTINGUISHER SERVICE/INSPECTION -ARMORY | 199.00 |

| Vendor Name | Invoice Number | Description | Amount |
|---|---|---|---|
| MIDWEST FIRE & SAFETY | 058178 | EXTINGUISHER SERVICE/INSPECTION -HS/MS | 1,460.50 |
| MIDWEST FIRE & SAFETY | 058179 | FIRST AID RESTOCK - ELEM | 86.10 |
| | | | 2,333.60 |
| OFFICE PRODUCTS CENTER | 01KV6325 | BINDINGS,WITEOUT TAPE | 54.84 |
| OFFICE PRODUCTS CENTER | 01KV7348 | PAPER, RED FOLDERS | 164.47 |
| | | | 219.31 |
| TAYLOR MUSIC | 152326-IN | CONGA HEAD REPLACEMENT | 50.00 |
| | | | 50.00 |
| Fund Number 10 | | | 8,746.84 |
| Checking Account ID 1 | Fund Number 21 | CAPITAL OUTLAY | |
| ON SIGHT LLC | 31449 | SECURITY CAMERAS & INSTALL | 8,220.42 |
| | | | 8,220.42 |
| POWERCOM ELECTRIC & COMMUNICATION | 82799 | LIGHTS IN LIBRARY,GYM, SPRINKLER WORK | 2,673.74 |
| | | | 2,673.74 |
| Fund Number 21 | | | 10,894.16 |
| Checking Account ID 1 | Fund Number 22 | SPECIAL EDUCATION FUND | |
| CHAMBERLAIN FOOD CENTER | 001096370958 | SPED/ESY SUMMER SCHOOL SUPPLIES | 104.95 |
| | | | 104.95 |
| LIFESCAPE | 06/30/2023 | TUITION SPED SERVICES - JUNE 2023 | 6,500.00 |
| | | | 6,500.00 |
| SD DEPT OF HUMAN SERVICES | 06012023-06302023 | NON FEDERAL MATCH - JUNE 2023 | 5,585.00 |
| | | | 5,585.00 |
| TEACHWELL | 8032300327 | JUNE SLP SERVICES - SOLOMON | 1,903.93 |
| TEACHWELL | 8032300328 | JUNE SLP SERVICES - KAPPERMAN | 922.00 |
| | | | 2,825.93 |
| Fund Number 22 | | | 15,015.88 |
| Checking Account ID 1 | Fund Number 53 | ENTERPRISE | |
| CHAMBERLAIN FOOD CENTER | 002006751704 | PAWS SUPPLIES | 68.29 |
| CHAMBERLAIN FOOD CENTER | 002021411903 | PAWS SUPPLIES | 45.72 |
| CHAMBERLAIN FOOD CENTER | 002039311704 | PAWS SUPPLIES | 93.53 |
| CHAMBERLAIN FOOD CENTER | 002059131907 | PAWS SUPPLIES | 68.03 |
| | | | 275.57 |
| LAKEVIEW SINCLAIR | 36979 | DRIVERS ED FUEL | 32.22 |
| LAKEVIEW SINCLAIR | 38026 | DRIVERS ED FUEL | 33.16 |
| LAKEVIEW SINCLAIR | 38132 | DRIVERS ED FUEL | 38.86 |
| LAKEVIEW SINCLAIR | 38214 | DRIVERS ED FUEL | 41.43 |
| LAKEVIEW SINCLAIR | 38251 | DRIVERS ED FUEL | 34.59 |
| | | | 180.26 |

| Vendor Name | Invoice Number | Description | Amount |
|---|---|---|---|
| Fund Number 53 | | | 455.83 |
| Checking Account ID 1 | | | 35,112.71 |

Chamberlain School District No. 7-1
School Board Meeting
Agenda Item

For presentation at the July 10, 2023 of the School Board.

Subject: Consent Agenda

From: Justin Zajic, Superintendent

Nature of Action Requested from the Board:

| | |
|---|---|
| Board Action | X |
| Board Information | |
| Scheduled Report | |

See Agenda for items covered in this consent agenda.

Individual(s) who will attend the board meeting and speak to the item:

Dr. Justin Zajic, Superintendent, Michelle Willrodt, Business Manager

I will be able to review the item further at the school board meeting, if requested:

Name: Justin Zajic_____Date: July 10, 2023

Chamberlain School District No. 7-1
School Board Meeting
Agenda Item

For presentation at the July 10, 2023 of the School Board.

Subject: Consent Agenda

From: Justin Zajic, Superintendent

Nature of Action Requested from the Board:

| | |
|---|---|
| Board Action | X |
| Board Information | |
| Scheduled Report | |

a. Bill List (Attachment 4)
a. Conflict of Interest Declarations (attachment 5)

Individual(s) who will attend the board meeting and speak to the item:

Dr. Justin Zajic, Superintendent, Michelle Willrodt, Business Manager

I will be able to review the item further at the school board meeting, if requested:

Name: Justin Zajic_____Date: July 10, 2023

| Vendor Name | Invoice Number | Description | Amount |
|---|---|---|---|
| Checking Account ID 1 | Fund Number 10 | GENERAL FUND | |
| ASSOC SCHOOL BOARDS SD | 2023-2024 DUES | 2023-2024 ASBSD DUES | 1,938.90 |
| | | | 1,938.90 |
| BOOK SYSTEMS, INC. | 134397 | AASP ANNUAL SUBSCRIPTION & OPAC SNAPSHOT | 2,285.00 |
| | | | 2,285.00 |
| BURKE OIL COMPANY | 07/03/2023 | PUPIL TRANSPORTATION | 16.51 |
| | | | 16.51 |
| BYRE BROTHERS | 07/2023 | GARBAGE SERVICES - JULY 2023 | 1,096.00 |
| | | | 1,096.00 |
| CITY OF CHAMBERLAIN | 07/2023 SRO | RESOURCE OFFICER | 10,820.00 |
| | | | 10,820.00 |
| DICE BENEFITS CONSULTING, LLC | 07/2023 | JULY CONSULTANT FEES | 380.00 |
| | | | 380.00 |
| MIDSTATE COMMUNICATIONS | 11039740 | PHONE/CABLE SERVICE | 2,427.24 |
| | | | 2,427.24 |
| NAFIS | 2023-2024 DUES | 2023-2024 MEMBERSHIP DUES | 1,757.23 |
| | | | 1,757.23 |
| NORTHWESTERN ENERGY | 2591382-3 07/2023 | PUBLIC UTILITY SERVICE-HS | 8,248.81 |
| NORTHWESTERN ENERGY | 2591790-7 07/2023 | PUBLIC UTILITY SERVICE - MAINTENANCE SHOP | 246.89 |
| NORTHWESTERN ENERGY | 2591849-1 07/2023 | PUBLIC UTILITY SERVICE - ARMORY | 2,361.23 |
| NORTHWESTERN ENERGY | 2591852-5 07/2023 | PUBLIC UTILITY SERVICE - ELEM | 5,835.69 |
| NORTHWESTERN ENERGY | 3606640-5 07/2023 | PUBLIC UTILITY SERVICE - SHOP | 27.47 |
| | | | 16,720.09 |
| SASD | 07/01/2023 DUES | ELEM PRINC DUES | 4,334.00 |
| | | | 4,334.00 |
| TIE | MBR24-27697 | TIE MEMBERSHIP DUES 2023-2024 | 1,650.00 |
| | | | 1,650.00 |
| Fund Number 10 | | | 43,424.97 |
| Checking Account ID 1 | Fund Number 21 | CAPITAL OUTLAY | |
| CREATIVE LEARNING SYSTEMS | INCSA-335 | CURRICULUM & SUPPORT AGREEMENT | 4,875.00 |
| | | | 4,875.00 |
| GRAVES IT SOLUTIONS | 0701202338 | 2023-2024 SUPPORT CONTRACT,CLOUD STORAGE | 5,436.00 |
| | | | 5,436.00 |
| KAMI - NOTABLE INC | INVOICE-225033 | KAMI LICENSE RENEWAL 2023-2024 | 2,160.00 |

| Vendor Name | Invoice Number | Description | Amount |
|---|---|---|---|
| | | | 2,160.00 |
| MIDSTATE COMMUNICATIONS | 11039740 | EQUIPMENT LEASE | 315.06 |
| | | | 315.06 |
| RIDDELL | 60480975 | FB HELMETS,SHOULDER PADS | 4,739.45 |
| RIDDELL | 951741367 | RECONDITION FOOTBALL EQUIPMENT | 2,799.49 |
| RIDDELL | 951809508 | EXTREME SHOULDER PAD - FB | 818.89 |
| | | | 8,357.83 |
| SHI INTERNATIONAL CORP | B17061900 | M365 EDU SUBS,CORE PACKS,REM DESK | 7,130.70 |
| | | | 7,130.70 |
| TIME MANAGEMENT SYSTEMS | 289650 | MONTHLY SOFTWARE HOSTING | 323.00 |
| | | | 323.00 |
| US BANK ST PAUL | 2313473 | INTEREST | 185,000.00 |
| US BANK ST PAUL | 2313666 | INTEREST | 490,250.00 |
| | | | 675,250.00 |
| Fund Number 21 | | | 703,847.59 |
| Checking Account ID 1 | Fund Number 22 | SPECIAL EDUCATION FUND | |
| SASD | 07/01/2023 DUES | SPED DIR DUES | 615.00 |
| | | | 615.00 |
| SOUTH DAKOTA DCI | 07/03/2023 | BACKGROUND CHECK - N RODAS | 43.25 |
| SOUTH DAKOTA DCI | 07/07/2023 | BACKGROUND CHECK - M. MCMURCHIE | 43.25 |
| | | | 86.50 |
| TOTEM PD | 1432 | TOTEM PD COURSE SUBC,PARAPRO WORKBOOKS | 1,395.00 |
| | | | 1,395.00 |
| Fund Number 22 | | | 2,096.50 |
| Checking Account ID 1 | Fund Number 31 | BOND REDEMPTION FUND | |
| US BANK ST. PAUL | 2315508 | DEBT SERVICE INTERES PAYMENT SERIES 2023 | 149,614.66 |
| | | | 149,614.66 |
| Fund Number 31 | | | 149,614.66 |
| Checking Account ID 1 | Fund Number 41 | SPECIAL PROJECTS | |
| NORTHWESTERN ENERGY | 4017409-6 07/2023 | PUBLIC UTILITY SERVICE - TEMP CONTRSUCT | 213.21 |
| | | | 213.21 |
| Fund Number 41 | | | 213.21 |
| Checking Account ID 1 | | | 899,196.93 |

**7/10/23**

**Possible Conflict of Interest/Disclosure Items**

| Staff Member | Item | Amount |
|---|---|---|
| **Business Manager**<br>Michelle Willrodt | *Spouse is manager of Willrodt Motors | |
| **Jerri Ann Haak** | Employed by Sanford, Chamberlain | |
| | | |
| | | |
| | | |
| | | |

Chamberlain School District No. 7-1
School Board Meeting
Agenda Item

For presentation at the July 10, 2023 of the School Board.

Subject: Civil Rights Resolution

From: Justin Zajic, Superintendent

Nature of Action Requested from the Board:

| | |
|---|---|
| Board Action | X |
| Board Information | |
| Scheduled Report | |

Adopt the administrative resolution, CSD School Board Policy AC< to comply with the Civil Rights Restoration Act of 1987 for the 2023-2024 school year.

Individual(s) who will attend the board meeting and speak to the item:

Dr. Justin Zajic, Superintendent, Michelle Willrodt, Business Manager

I will be able to review the item further at the school board meeting, if requested:

Name: Justin Zajic Date: July 10, 2023

Chamberlain School District No. 7-1
School Board Meeting
Agenda Item

For presentation at the July 10, 2023 of the School Board.

Subject: CES, CMS/CHS Handbooks

From: Justin Zajic, Superintendent

Nature of Action Requested from the Board:

| | |
|---|---|
| Board Action | X |
| Board Information | |
| Scheduled Report | |

Review of the changes made to the Elementary and Ms/HS handbooks. Principals will be on site to answer any questions the Board may have.

Individual(s) who will attend the board meeting and speak to the item:

Dr. Justin Zajic, Superintendent, Michelle Willrodt, Business Manager

I will be able to review the item further at the school board meeting, if requested:

Name: Justin Zajic Date: July 10, 2023

# 2023-2024

## Chamberlain Elementary

## “Building a Bridge to the Future”

# K-5 Parent/Student Handbook

Patrick Purdy, K-5 Principal
This handbook can be viewed on-line at
https://ces.chamberlain.k12.sd.us/o/ces

# Chamberlain Elementary School K-5
# Parent/Student Handbook

Dear Parents and Students:

Greetings from Chamberlain Elementary School and welcome back to another great school year! We are very excited about the upcoming school year. I am delighted to be serving the students, staff, and parents.

Our motto is “Building a Bridge to the Future.” Our motto speaks volumes for this year, as every year; you will see firsthand how hard we work in our quest to give your child the best. Every student will be offered choice, enrichment activities, and remediation opportunities. These choices will be found in the grade level curriculum throughout the instructional day. We want all children to feel secure and excited about learning and we vow to continually look at ways to improve our instruction.

Here are a few tips for a successful school year:

- Talk to your child’s teacher frequently. Together you are a team for your child’s academic success.
- Provide a quiet place and a consistent time to do homework. Support your child in homework efforts but refrain from doing the homework for them.
- Help your child learn to follow directions. Give one- and two-step directions and see that the task is completed.
- Teach your child to show respect for others by using polite phrases such as “please,” “thank you,” and “excuse me.”
- Model and reinforce appropriate behavior.
- Help your child learn his/her address and telephone number.
- Guide and monitor your child’s television and technology viewing.
- Listen to your child and encourage your child to talk about new experiences.
- Explain the meaning of new words to your child.
- Encourage your child to succeed by encouraging his/her best work, but do not expect more than your child can do.
- Involve your child with reading and writing activities.
- See that your child gets a good night’s sleep and has a nutritious breakfast.
- Write your child's name on all personal items brought to school such as coat, hat, gloves, boots, sweater, lunch box, etc.
- Refrain from sending a sick child or one who has had a fever within the past 24 hours to school. This precaution will help preserve the health of other children. Please telephone the school when your child will be absent or send a written excuse upon returning to the classroom.
- Dress your child according to the weather. Outside activities will take place when the weather permits. A note from you or a doctor will be required if your child should remain inside because of a physical condition.
- Provide the teacher with a correct telephone number where parents or a family friend may be reached during the school day, in case of an emergency.
- Discuss with your child what to do and where to go in the event you are not at home when he/she arrives.
- Encourage and support the importance of good attendance at school.

Have a great year!

Patrick Purdy, K-5 Principal

## School Telephone Numbers

| | | |
|---|---|---|
| Elementary Office | Office Number | 234-4460 |
| Principal | Patrick Purdy | 234-4460 |
| Counselor | Kayla DeJong | 234-4460 |
| Administrative Assistant | Chantelle Jones | 234-4460 |
| Campus Coordinator | Chantelle Jones | 234-4460 |
| Media Center | Judi Ketron | 234-4460 |
| Title I Director | Tami Brown | 234-4460 |
| Special Education Director | Calico Hunjah | 234-4467 |
| After School Program Director | Danita Allen & Linda Todd | 234-4460 |
| School Nurse | Bridget Steckelberg | 234-4460 |
| Lunchtime Solutions | Christina Hoffer | 234-4460 |
| Superintendent | Dr. Justin Zajic | 234-4477 |
| Business Manager | Michelle Willrodt | 234-4478 |
| Activities Director | Anna Pazour | 234-4467 |

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## Motto

Building a Bridge to the Future

## Chamberlain School District 7-1 Foundation Statements

## Mission

Provide a quality education that empowers all students for success.

## Vision

Motivate…Educate…Empower

We believe that the most promising strategy for achieving the mission of the CSD 7-1 is to develop our capacity to function as a professional learning community. We envision a school district in which staff:

- Unite to achieve a common purpose and clear goals.
- Work together in collaborative teams.
- Seek and implement promising researched-based strategies for improving student achievement on a continuing basis.
- Monitor each student's progress; and
- Demonstrate a personal commitment to the academic success and general well-being of all students.

## Collective Commitments

To achieve the vision of a school district that functions as a professional learning community, the CSD 7-1 staff has made the following collective commitments:

- Align and utilize the South Dakota Content Standards to provide a guaranteed and viable curriculum for all students.
- Develop, implement, and evaluate on a regular basis a School Improvement Plan that targets specific instructional areas and students identified by data analysis.
- Engage in meaningful, job-embedded staff development to enhance professional skills.
- Initiate individual and small group instructional programs to provide additional learning time for students.
- Provide parents with resources, strategies, and information to help children succeed academically.
- Utilize a variety of researched-based instructional strategies to promote success for all students; and
- Develop and implement effective local assessments and administer state assessments as directed.

## Philosophy

The Chamberlain Board of Education has adopted a statement of philosophy for the Elementary School, as recommended by the administration and faculty of the Chamberlain School District 7-1. The education program of the Chamberlain Elementary School is designed to help provide a framework where each student may attain his or her highest fulfillment as an individual and as a responsible member of society. Students must be prepared to meet the daily challenges of the present environment and the constantly changing

problems of the future. Education is a continuous process that involves the acquisition and application of knowledge and skills. Since students vary in ability, attitude, cultural background, and motivation, the school must provide varied adaptable educational programs. The school becomes partners with the home and other community forces in the educational development of the students. In order that the child may find the situation in life best suited to his or her individual needs, and those of society, the school will provide a program of individual analysis, and counseling.
The staff of the Elementary School subscribes to the premise that education is the shared responsibility of the student, school, home, and community.

## Advanced Education School

The Chamberlain Elementary School is a member of the Advance Education and has been accredited since 2000.

## FERPA Statement

The Family Educational Rights and Privacy ACT (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's educational records. A copy of these policies and regulations may be obtained in the building principal's office or superintendent's office of the Chamberlain School District 7-1. Complaints regarding a violation of rights accorded parents and students should be submitted to the Superintendent of Schools of Chamberlain School District 7-1, 301 East Kellam, Chamberlain, SD, 57325 or the Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, S. W. Washington, DC, 20202-4605.

## AHERA Regulation

The facilities of the Chamberlain School District have been inspected during the last three-year period. All areas of concern regarding friable asbestos in the buildings have been corrected by removal or encapsulation for the protection of our students and others who work in, or have access to, the district buildings. Non-friable asbestos containing materials have been properly sealed to prevent alteration or destruction. A complete report of inspection information, testing results for the presence of asbestos and corrective actions taken in each building is available to any interested district citizen through either the office or building of the school involved, or in the administrative office for the entire school district facility arrangement. If you wish further information or have questions about the district compliance with the AHERA regulations as directed by the Environmental Protections Agency of the federal government, please contact Chamberlain School District Administrative Offices, 1000 Sorensen Drive, or phone 234-4477.

## Non-Discrimination Policy

The Chamberlain School District 7-1 does not discriminate based on race, color, creed, religion, national origin, gender, age, or disability in admission or access to, or treatment or employment in its educational programs and activities.
Inquiries concerning Title VI, Title IX, or Section 504, should be directed to:

Superintendent of Schools
PO Box 119 1000 Sorensen Drive
Chamberlain, SD 57325
Phone 234-4477

## Sexual Harassment

The Chamberlain School District 7-1 acknowledges and endorses laws against sexual harassment. The district forbids any manner or form of infringement on the rights of others between and among the students and/or adults connected with the operation of the school district. Any student or employee who believes that they have been the object of physical or verbal harassment by another student or employee, shall file a grievance with the appropriate administrator. Students or employees accused of sexual harassment of others shall be reported to the appropriate legal authorities, and if found guilty, shall be subject to expulsion from school or termination of employment.

## Due Process

All students and district employees are guaranteed due process rights as set forth by SDCL 13-32-4. Chamberlain School District 7-1 is in compliance with the standards established by the State Board of Education. These standards are:

1) Adequate notice of charges made.
2) Reasonable opportunity to prepare for and meet the charges will be given.
3) An orderly hearing adapted to the nature and circumstances of the situation will be conducted.
4) A fair and impartial decision will be rendered.
5) Article 24-07 of the Administrative Rules of South Dakota will be used to outline procedures and the definition of due process.

## Grievance Procedure
## For Parents, Students, and Other Patrons of the District

**Step 1 – Informal:**
If a person has a grievance, they should first discuss the matter with the person who is directly responsible for the grievance to resolve the problem informally. Grievances (complaints) directed to the school board, administration, supervisors, or other staff should be re-routed to include this informal step. If the informal meeting fails to solve the situation, the grievance shall be filed with the immediate supervisor on a form supplied by the administration. The immediate supervisor will provide copies to both parties and seal one in an envelope to be delivered to the superintendent.

**Step 2 – Formal: Principal/Immediate Supervisor**
Once a grievance form has been filed, a meeting shall be scheduled within five school or working days. If more than one school or supervisor is involved, they all will be asked to participate. At the meeting both sides will present their side of the story. The principal/supervisor shall render a decision and its rationale in writing to both sides within five days.

**Step 3 – Formal: Superintendent**
If either side is not in agreement with the decision, **Step 2** will be repeated with the superintendent.

**Step 4 – Formal: School Board**
In the event of this formal appeal, the Superintendent will schedule a Grievance Hearing with the School Board within five school or working days unless there are extenuating circumstances. The resolution offered by the School Board shall be the district's final decision.

## Highly Qualified Teachers

Parents may request information regarding the professional qualifications of their children's classroom teachers. The district will provide a response to the parents' request in a timely manner. The request can be made to the Building Principal or Superintendent.

Parents must be provided timely notice that their children have been assigned or have been taught for four or more consecutive weeks by teachers who are not highly qualified.

If a parent makes a request for this information, the district will provide:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under "authority to act" status
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

The notice and all information provided to parents will be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

## School Staff K-5 2023-2024

| | | |
|---|---|---|
| **K** | Mrs. Katie Long<br>Mrs. Valerie Nelson | Ms. Haley Jenner<br>Mrs. Dee Resick<br>Ms. Willow Kott |
| **1st** | Mrs. Karen Ristau<br>Mrs. Lindsay Chilson | Mrs. Paige Steiner<br>Ms. Laurie Thompson |
| **2nd** | Mrs. Brandy Hetland<br>Mrs. Madeline Hutchison | Ms. Madison Birkel<br>Mrs. Hilary Giese |
| **3rd** | Mrs. Kristy Nelson<br>Ms. Tori Ahrendt | Mrs. Amanda Goodrich<br>Mr. Evan Steiner |
| **4th** | Mr. Craig Wiekamp<br>Ms. Hannah Hartman | Ms. Rachel Selland<br>Ms. Brooklyn Ketcham |
| **5th** | Mrs.Sara Speer<br>Mrs. Michelle Schoenfelder | Mrs. Vanessa Munger |

| Special Education | Title I | Paraprofessionals |
|---|---|---|
| Mrs. Calico Hunjah - Director | Mrs. Tami Brown, Director of Title 1 | Mrs. Rachel Brown |
| Mrs. Megan Padgett | Mrs. Lynn Herder | Ms. Marena Moore |
| Ms. Brianna Samuelson | | Ms. Felita Ellsworth |
| Ms. Ann Gabutan | Mrs. Amber Stone | Ms. Barb Blasius |
| Mr. Jordan Maurice | Mrs. Pam Fleury | Mrs. Zimri Pickner |
| Mrs. Angie Sherwood – Early Childhood | Mrs. Kim Phillips | Ms. Danita Allen |
| Ms. Hayley Schroeder – SLPA | Mrs. Jennifer Kurtz | Mrs. Diane Paszek |
| Ms. Laura Kapperman – SLP | Mrs. Desirae Surat | Mrs. Shaylee Thaler<br>Mrs. Rabia Dakam |
| Ms. Meghan Solomon - SLP | Mrs. Stacey Tveit | Mrs. Jennifer Carver<br>Mrs. Alissa Houska |

| Specialized Staff | Office Personnel | Custodial Staff |
|---|---|---|
| Mrs. Kayla DeJong, Counselor | Mr. Patrick Purdy, Principal | Mr. David Hrdlicka |
| Mrs. Lachelle Olivier, vocal music | | Mr. John |
| Mrs. Holly Evans, Physical Education | Ms. Chantelle Jones<br>Administrative Assistant | Mr. Danny Selland |
| Mrs. Judi Ketron, Media Center | Ms. Chantelle Jones,<br>Campus Coordinator | |
| Ms. Marissa Hanley, 5 Band | Mrs. Bridget Steckelberg, School Nurse | |

**Before/After School Program** Ms. Linda Todd & Ms. Danita Allen

**Lunch Services-Lunchtime Solutions** Christina Hoffer

## Chamberlain School District 7-1
## Line of Authority

As established in school board policy, the line of authority for the operation of district programs and facilities shall begin with the Board of Education. The daily operation of the district shall be delegated by the board to the Superintendent. If a designated officer is not present or otherwise unable to provide management, the following lines of authority are:

## General District Operation

Board of Education
Superintendent of Schools – Dr. Justin Zajic
6-12 Principal – Jeff Steckelberg
Asst. Principal – Adam Nelson
K-5 Principal – Patrick Purdy
Counselor, Grades 6-12 –Chelsey Tyrell
Counselor, Grades K-5 – Kayla DeJong

## 6-12 High School Operation

Principal – Jeff Steckelberg
Asst. Principal – Adam Nelson
Counselor – Chelsey Tyrell
Detention Supervisor – Lisa Schlaffman

## K-5 Elementary School Operation

Principal – Patrick Purdy
Counselor – Kayla DeJong
Persons assuming the authority for the operation of the district or any division of its operation shall coordinate and communicate all decisions with:
David Hrdlicka – Supervisor of Buildings and Grounds
Sheila Foreman – Director of Student Transportation
Christina Hofer – Lunchtime Solutions Director

## School Day

| | |
|---|---|
| Office Hours | 8:00 - 4:00 |
| Teachers' Day | 8:00 - 4:00 |
| Students' Day | 8:30 - 3:30<br>(Children are not allowed in the building before 8:05 unless they are signed up for the PAWS program)<br>Plan your drop off accordingly. |

## Inclement Weather

1. Make sure your phone numbers are updated with the office and you sign up for the school reach phone messaging system. Contact Chantelle Jones at 605-234-4460
   a. You can also download the school APP by choosing CSD with the "Cub Bear" logo in the APP store.
2. When school has a late start of 10:30, students are not allowed into the building until 10:10. Do not drop your child off before then as our playgrounds and hallways are unsupervised until that time. Breakfast is not served on these days. On late start days, there is no morning PAWS.
3. Early dismissals may arise anytime with our weather. You will be notified through the school reach messaging system, or it will be on the school website. Also check your local television and radio stations.

## Chamberlain Elementary School – Bill of Rights and Responsibilities

1. Students and adults have the right to learn – This means that everyone has the responsibility to conduct themselves in a manner that will not disturb others.
2. Students have the right to be treated with kindness and respect - This means that every student has the responsibility to be cooperative and to treat others the way they would like to be treated.
3. Adults have a right to be treated respectfully - This means that everyone has the responsibility to be courteous and cooperative towards adults.
4. Students and adults have the right to have all property respected - This means that everyone has the responsibility to protect all property from damage and to keep our school litter free.
5. Students and adults have the right to be safe - This means that everyone has the responsibility to use self-control and not to harm others.

## Enrollment

All students attending Chamberlain Elementary School must have an enrollment sheet filled out and kept current in the office. The school will send enrollment sheets home with students near the end of each school year to be completed and returned to school. All new students to the school district must have an enrollment sheet, birth certificate and his/her immunization records on file in the office before starting school.

## School Security / Visitors

The main office is located off Kellam Avenue by the "Big Bear". The front doors to this building will not be open during the school day. Visitors must identify themselves using the surveillance system and will be buzzed in. The side doors and K-5 building will be locked. This will assist us in monitoring people entering the campus. All visitors need to check in at the office. This includes school board members, spouses, relatives, friends, and children. We do have security cameras in place around the school building. These cameras are not always monitored and should not provide a false sense of security. As with any electronic device they tend to malfunction from time to time. If you need to drop off tennis shoes, birthday treats, homework, lunch, etc. to your child, please bring them to the office. The secretary will take the items to the classroom, thus causing less of a disturbance to the learning process. If a parent or guardian plans to visit a classroom, they must check in at the office and receive a visitor's badge. Visitors to classrooms should have prior approval from the classroom teacher. Younger siblings are discouraged from visiting the classroom. No school age friends/relatives will be allowed to visit/stay for the day in a classroom, but they are welcome to have lunch with the student.

## Breakfast and Lunch Programs

Our school offers a breakfast and lunch program. Breakfast is served from 7:50 to 8:25 am in the elementary gym. The cost for these programs is:

**Elementary Site (K-5)**

Breakfast……$2.00
2nd Breakfast Entrée…….$1.15
Extra Cereal……...$ .95
Extra Juice……..$ .60
Lunch (K-5)……$3.10
2nd Lunch Entrée……$2.00
Extra Milk……$ .50
*Same for sack lunch if wanting milk*

**Adult/Staff Meals**

Breakfast……. $2.70
Lunch……$4.85

## Lunch Times

| | |
|---|---|
| Kindergarten | 11:00-11:30 |
| Fifth Grade | 11:25-11:45 |
| Fourth Grade | 11:40-12:00 |
| Third Grade | 11:55-12:15 |
| First Grade | 12:05-12:25 |
| Second Grade | 12:20-12:40 |

Our school participates in the National School Lunch and Breakfast Programs. We have a policy for free and reduced-price meals. The forms for participation are sent out during the summer. There are also applications available in the school office or food service office.

## Lunchroom Expectations

Students will be escorted to lunch by teachers. A student may not leave the lunchroom without the approval of a supervisor. The school board has adopted a policy which does not allow borrowing meals or running any negative balance on a meal ticket. Students must have a sufficient credit balance on their card or use cash to purchase a meal. No student will be denied lunch- however, a student with a negative credit balance will receive a cheese sandwich and the salad bar. All students will be EXPECTED to take a balanced meal including fruit, a vegetable, and a carton of milk, along with the main entrée. Milk will be sold in cartons only, and SNACKS WILL NOT BE SOLD. **No fast-food** items will be brought in for the child to eat in the lunchroom. Pop is not allowed in the lunchroom. Bubblrs are not allowed in a student's lunch box. They are high in caffeine and contain 5.75mg of caffeine per fluid ounce. That's a total of 69 mg in a 12oz can.

In the lunchroom:
1. Remain seated until excused.
2. Speak in a quiet voice/ Enter and exit in a quiet and orderly fashion.
3. Clean up your space.
4. Do not share food.
5. All food must be eaten in the cafeteria.
6. Balls or other play equipment are set in the assigned area.

## Gum Policy

Chewing gum is prohibited during school in the classrooms, hallways, cafeteria, playgrounds, etc. When gum is not discarded appropriately it creates a mess in a variety of ways. Gum is difficult to remove, and it leads to unnecessary maintenance and cleaning expenses. Chewing gum can also be a distraction for the chewer and peers. The consequences for chewing gum in class will be that the student throws their gum into the trashcan. If the student is a repeat offender, the consequences may result in disciplinary action from the principal. The teachers will inform the students of the gum policy at the beginning of each school year. There may be exceptions to this policy when approved by the teacher and administration.

## CES Library Policies and Procedures

**Welcome!** We believe the library is the heart of our school and should always be an exciting, comfortable, and welcoming environment. The library helps to develop skills in information literacy and an appreciation for reading and literature. It is a true blessing to work with all the students and staff at CES!

**Mission:** The mission of the Chamberlain Elementary School Library is to support the school's curriculum, provide a variety of resources for students and faculty, and to encourage students to become lovers of reading, informed users of information, and life-long learners.

**Circulation Policies:** Students may check out the following number of books based on grade level.

**Kindergarten** One book 2nd sem. **and First Grade:** One Book

**Second Grade:** Two Books

**Third, Fourth, and Fifth Grade:** Three Books

Students will have the opportunity to check out new books each time they visit the library. Students may check out books for a period of up to 2 weeks and are welcome to renew an item if they need more time with a book. Overdue notices will be delivered weekly. No fines are charged for overdue materials but, if a student has an overdue book, he/she may not check out another item until the overdue book is returned to the library. Students are encouraged to return books on time so that others may enjoy them, and new books can be checked out.

**Book Care:** Please help your child select a safe, dry place to keep their library books at home. It's a good idea to always put them in the same place, away from areas where pets and toddlers could cause damage, and where they can be located quickly. Some choose to keep their books in their backpack in a high and secure place. Keeping the book(s) in a plastic bag inside the backpack is a good idea during wet weather. If a book is damaged, please return it to the library for mending. Please do not try to mend it at home. We have special materials for repairing books.

**Lost or Damaged Books:** If a book is lost or damaged beyond repair, the book must be paid for before additional books can be checked out. Notification of replacement cost will be sent home. Payment for a lost book will be reimbursed should the book be found and returned in good condition.

**Library Instruction:** The Library Media Core Curriculum for grades K-5 consists of three strands: information literacy, literature, and media literacy. The elementary library program is designed to encourage children to become lifelong readers by giving them access to an abundance of books and other resources of varied interest and ability levels. In addition, students participate in learning activities that help them acquire library/information literacy skills that teach them how to locate, evaluate and use information to increase learning and solve information problems.

**Looking forward to a great year in our CES Library!**

## Playground

Students should bring hats, coats, mittens or gloves, and boots on days of bitterly cold winter weather. We will expect students to go out unless we have a note from the parent. Extended staying in the building at recess times may require a doctor's note. Students are not allowed to go out for any extended period when the temperature is below 0 with the wind chill factor. Students need to wear boots and snow pants to be off the black top when snow is on the ground. We ask that students bring a pair of shoes to wear inside on days they are wearing boots.

## Playground Behavior Expectations

Disclaimer: Each grade level may adjust rules if they are the only grade on the playground.

1. Use playground equipment appropriately
    - Swing back and forth; no jumping off the swing
    - One person per swing
    - Sit on your bottom
    - Don't throw swings over the bar
    - No underdogs or running between the swings
    - Go down slide feet first on your bottom
    - Only one student at a time on a slide
2. Leave electronic toys, trading cards and other toys from home at home.

3. Tag or ball tag are not to be played on playground equipment.
4. Leave rocks, snow, and sticks on the ground.
    - No writing on the asphalt, unless it is chalk approved by the teacher.
5. Keep hands, feet, and objects to yourself.
6. Follow the Character Counts Pillars
    - Be respectful.
    - Play fair.
    - Be trustworthy.
    - Be a good citizen.
    - Be caring.
    - Be responsible.

## Roof

Students are not to go on the roof to get basketballs, kickballs, etc. If a ball goes on the roof, students are to come to the office and write a note to the custodian. Suspension will be given to anyone on the roof.

## Grading Philosophy

It is the obligation of each teacher to develop a fair and consistent grading process. It is to have the flexibility to customize to a particular area and teaching strategy. The grading policy for classes should be available upon request. Students will be held accountable for turning in all assignments on time. It is unacceptable not to turn in homework on time.

**Excused Absences:** Students will make up missed work. The teacher is allowed to set up guidelines as to how this is to be done. If the students know in advance they will be gone, the work is to be completed in advance.

**Unexcused Absences:** Regardless of the unexcused situation, all students will need to do all assigned work.

**Incompletes:** An incomplete is given only in those cases of absence or emergencies.

**Cheating:** Teachers and or Principal will address the consequence of being involved in any cheating actions with classes.

## Grading System

CES will be utilizing **Standards Based Report Cards** in all grade levels and subjects.

| | |
|---|---|
| **3** | **Exceeding grade level expectations** |
| **2** | **Progressing at grade level** |
| **1** | **Not yet at grade level requirements** |
| **0** | **Not assessed for this standard(s)** |
| **M** | **Modified standards for this content** |

There will be a letter provided for each standard and sub standard per quarter on the report card.

## Attendance

We would like to encourage student attendance every day, as good attendance helps to ensure a child's success in school. This is one of our major focus points for the year. A parent or guardian will need to sign and return the attendance policy to the Elementary office.

**Attendance:** Attendance will be taken twice a day, in the morning and following lunch, in K-5th grade. **STUDENTS LEAVING SCHOOL AND RETURNING FROM AN APPOINTMENT AND/OR OTHER REASONS MUST SIGN OUT/SIGN IN WITH THE OFFICE.**

**Tardy:** Students are marked tardy if they come to school after the starting time or class bell.
Students who are late or absent for 60 minutes or less will be marked tardy during the attendance period.

**Communication Regarding Absences:** If a student cannot be in school, the office must be informed by the parent. The parent should call the school between 7:45-8:30am to report an absence. A note explaining the absence may be sent with the student upon return if a call cannot be made. The school will call the parent/guardian if a student is not in attendance and no call has been received.

**Appointments:** If a student has an appointment, the office needs to be advised. Students must remain in school until a parent/guardian picks them up. Students must check in at the office before leaving and upon returning. Parents/guardians are required to stop at the office when picking up their child for an appointment or in case of illness.

**Closed Campus:** The students MAY NOT leave the immediate school grounds from the time school begins in the morning until dismissal. All students in K-5, who for some reason must leave, need to sign out in the office and have parental permission.

**Admission Slips (4/5):** Students who know they will be absent from school ahead of time need to get an ***Advanced Makeup Slip*** from the office at least two days before the scheduled day. Students who are absent due to illness or short notice must get an ***Admit Slip*** from the office when returning to school. All students are required to have an excuse note or phone call from their parent/guardian to receive either the admission slip or the advance makeup slip. Admission slips notify teachers of the student's excused absence and therefore are assured to receive credit for completed assignments.

**Make-Up of Work:** Students are allowed two days to do make-up work for each day absent.

## Request for Homework

Parents requesting homework need to call the school office by 10:00 am.

## Absences

Chamberlain Elementary School (CES) will be implementing an updated attendance policy. At CES, we strive to improve the attendance of all students. The CES staff has proven through numerous evaluations that they maximize each minute of learning throughout the school day. Each minute of the day provides opportunities for learning, and it becomes noticeable when students miss class time. Research shows that missing two or more days a month can cause low academic achievement. Please help get your student(s) to CES each day for the teachers to provide the best education possible to your child on a consistent basis.
We will continue to use the plan from 2022-2023 school year, to stress the importance of attendance in school each day. The school secretary, counselor and principal will work with the parents/guardians in achieving regular attendance. The school Principal, along with the School Resource Officer (SRO) and the District's Attorney Office will enforce the truancy policies.

1. Following 5 total absences in a school year, the parents/guardians will be notified with a letter sent home from the school Principal. Letter number 1 is to inform parents/guardians that their student is trending towards chronic absences.
2. Following 10 total absences in a school year, the parents/guardians will be notified with a letter from the school Principal and the SRO will be informed. Letter number 2 is for continued communication to express the importance of the student(s) being in school. A meeting with parents/guardians and the student may be set up to establish a plan to have the student present at school.
3. Following 15 total absences in a school year, a truancy letter will be delivered to the parents/guardians from the SRO or local law enforcement. This letter will be final notice to address the student(s) chronic absenteeism with the parents/guardians.
4. Following the truancy letter delivered by the SRO or local law enforcement, if there is no apparent indication of attendance increasing then the District's Attorney will be notified.

At CES we understand there are absences that you do not have control over. If you need to be gone for a funeral, your child is sick, or you need to quarantine. If the school is notified ahead of time and a doctor's note is provided, those days will be noted and forgiven. Family vacations that are not reported to the school district before being gone will count towards the truancy policy. It's vitally important that you inform the school secretary and teacher of a prolonged absence of any kind. The school will work with the parents/guardians to have work sent home. If your child misses multiple days in a row to an illness, please provide a doctor's note to the office. That doctor's note will be filed with the office.

EXCUSED Absences: Personal illness, serious injury or death in immediate family, professional appointment, school activity (not counted in 10-day limits for truancy), other unavoidable reasons.

UNEXCUSED Absences: Truancy, suspensions, trips not approved in advance, absence unaccounted for/leaving school without permission, child overslept/parent forgot to wake child, missed the bus.

## Medication

It is the policy of the Chamberlain School District 7-1 that the giving of medicine to students during school hours be closely monitored and be reported to the office by parents.

When medication is to be administered at school, it must be in a container affixed with a label from the pharmacy or physician. It must have the student's name, medication name, dosage and schedule of administration, the date prescribed and the physician's name.
The parent needs to make a request that the medications be administered and fill out the authorization form available in the office.

Administration of medications will be limited to the school nurse or school personnel who have received the medication administration course.

No medication can be kept in the student's locker or desk.

On a case-by-case basis, and with the approval of the school nurse, some students may carry his/her own medications for the day with them. Students may carry inhalers and cough drops with them.

It is suggested that medications be administered at home if possible. For example, if medication is given three times a day; it can be given before school, after school and at bedtime. If medications are given four times a day or specified by a physician to be given during school hours, it can be given at a time during school hours.

## Head lice at school

Chamberlain School district 7-1 will follow standard practice recommended by the Center for Disease Control (CDC), American Academy of Pediatrics, the National Association of School Nurses, the American School Health Association, and many others in guidelines for referral of students with head lice.

Any student(s) may be screened for head lice upon referral, whether individual or classroom setting. Parents will be notified by telephone if possible and treatment/care information will be sent home with students if live lice or viable nits are found. Follow-up will be done upon return to school following the treatment. Parents have the responsibility to follow the treatment guidelines and do follow-ups as needed to rid students and households of these pests. Most students have had head lice infestation for 3-4 weeks before they are found. Specific information/guidelines are available from the school Nurse.

## Drug Policy

In an effort to maintain a safe environment for children, the school district has a drug policy against the use of alcohol, drugs, or inhalant use/abuse. Disciplinary action and assistance will be given to a child in accordance with the policy listed in the School District Policy Handbook.

## Vape Pen Policy

This policy aims to ensure a safe and healthy environment for all students, staff, and visitors at CES. Vape pens, being tobacco products and smoking devices, are strictly prohibited within the premises of the school and during school-related activities. This policy aligns with our commitment to promoting the well-being and welfare of our students.
Policy Guidelines:

1. Prohibition of Vape Pens:

a. Vape pens, including any similar electronic smoking devices, are strictly prohibited on school grounds, which includes the school building, classrooms, playgrounds, buses, and all other school-owned or leased properties.
b. This policy applies to all individuals, including students, staff, parents, volunteers, and visitors, regardless of age.

2. Prevention and Education:

a. The school will conduct age-appropriate educational programs that emphasize the dangers and health risks associated with tobacco products, including vape pens, to educate students about the importance of making healthy choices.

3. Disciplinary Actions:

a. Any student found in possession of a vape pen will be subject to disciplinary actions in accordance with the school's discipline matrix.

b. Staff members or visitors found in violation of this policy will be turned over to the School Resource Officer or local authorities.

4. Support and Intervention:

a. Students who are struggling with vaping or have been found in possession of a vape pen will be provided with appropriate support and intervention measures. This may include referral to counseling services, educational resources, or other interventions deemed necessary by the school administration.

## Vision and Hearing Screening

Vision screening is usually done on grades Kindergarten, 1st, 3rd, 5th, 7th, and 9th graders. Other students will be screened upon the request of a parent or teacher. We will use the Lions Club vision screeners when scheduling allows.

Hearing screening is usually done in kindergarten, 1st, 3rd, and 5th grade. Other students will be done upon request of a parent or teacher.

If a parent does NOT want a child screened, they must call the elementary office or middle/high school office at the beginning of the year.

## Bus Transportation

School bus transportation is provided for rural students. In addition, sixth seventh and eighth grade students will be picked up at the Armory in the morning and transported to the 6-12 site. They will return after school in the afternoon and be unloaded at the Armory. Other students will board and unload at the K-5 building site. Riding the bus is a privilege and students will be expected to follow bus rules.

Bus Rules:

1. Obey the bus driver. Disrespectful behavior will not be tolerated.
2. Keep hands, arms, and belongings to yourself and inside the bus.
3. Remain seated on the bus until the bus comes to a complete stop, facing the front with legs out of the aisles.
4. Speak in quiet tones.
5. Do not use profanity or obscene gestures.
6. No fighting, spitting, or throwing objects.
7. No destruction of property or mishandling of bus safety features.

Discipline issues will be referred to the principal. Repeated disobedience will result in the loss of privilege to ride the bus. Bus services are provided by Foreman Busing.

**There is NO PARKING in front of the K-5 site during bus drop-off and pick-up times. (8-8:30am and 3:10-3:40pm).**

## Exemplary Programs

Chamberlain Elementary School has several exemplary programs that enable us to offer an appropriate education for your child:

**Special Education:** There is a Learning Resource Room staffed with instructors and aides to help provide an appropriate program for students. Our staff works with students in the regular classroom using an inclusion model. Our services for students depend on their needs. Calico Hunjah, the Special Education Director, can be reached at the Elementary Building at 234-4460.

**Title I Program:** The Chamberlain K-5 Elementary School has a school-wide Title I Program. This program is funded with federal dollars and allows us to assist students to be successful in the regular classroom. Tami Brown, the Title I Director, can be reached at the Elementary Building at 234-4460.

**All Day Everyday Junior Kindergarten**: Our school district provides an All-Day Everyday Junior Kindergarten (JK) Program. Our purpose is to provide children with more "hands-on," developmentally appropriate experiences at this level and firmly establish kindergarten skills. With the addition of this program, we feel we have happy, confident children entering kindergarten the following year. All kindergarten students will leave at the end of the day by the bus landing exit. They can be picked up in the classrooms by older siblings if they need to exit at the bear.

## Positive Behavioral Interventions & Supports (PBIS)

In our efforts to establish Chamberlain Elementary School as a safe, welcoming, and purposeful learning environment, we have implemented a program called Positive Behavioral Interventions & Supports (PBIS). PBIS actively encourages students to achieve their academic potential while also behaving with good character. At Chamberlain Elementary School the focus is on teaching and encouraging appropriate behavior in all areas of the school, concentrating on the instruction of the 4 B's, Be Respectful, Be Responsible, Be Safe, and Be Here. Students should be respectful, responsible, and act appropriately so they may maximize their learning opportunities and do not retract or interfere with the learning opportunities of their classmates.

Students are actively involved in learning what the 4 B's mean and look like in all areas of our school through activities, lessons, demonstrations, videos, and role-playing. In addition to learning the 4 B's, teachers and staff will recognize and reward students for better-than-expected behavior. Rewards for these positive behaviors can include but are not limited to verbal praise, phone calls to parents and special privileges throughout the school. These rewards will be given when students are found in the act of exceptional behavior.

## Character Counts

The Character Counts Program has been adopted by the Chamberlain School District. The program instructs and guides students through the six-character pillars:

| | | |
|---|---|---|
| **Trustworthiness** | **Respect** | **Fairness** |
| **Caring** | **Responsibility** | **Citizenship** |

This program is a framework that is used in guidance classes and interwoven into the school community.

## Bicycles, Skateboards, Roller Skating, Scooters

Students may ride bicycles to school if you, as the parent, choose to grant that permission. The bikes must be parked in the designated area only and locked. Students will not be allowed to ride them on the playground during recess or across the parking lot during pick-up and drop-off times. There will be no skateboarding, roller skating, or scooter riding on the playground during recess time and before/after-school. Heelies (shoes with wheels in the heel) may be worn to school, but the wheels are not to be in place. The wheels are not allowed at school at any time.

## School Clothing

School clothing should be appropriate for the kind of weather and reflect the attitude of the student toward the school environment. Do not send students in short-shorts or abbreviated tops such as halter tops, spaghetti strap tank tops or midriff shirts. Do not send students to school in high heels, platform shoes or clogs. Clothing promoting alcohol, drugs, sexual innuendo, tobacco, racial slurs, obscene or questionable printing or slogans in direct opposition to school goals is prohibited. Leggings, yoga pants, and tights (etc.) are acceptable to wear when your front and backside are covered to mid-thigh. Hats, caps, and coats must be kept in the appropriate place (hooks in rooms or lockers). They are not to be worn or carried around the building. If inappropriate clothing is worn, parents will be called to bring in different items or to take the student home to change. No face painting (including tattoos) or hair painting will be allowed at school. Any questions regarding "appropriateness" will be determined by the principal and school counselor.

## Lost and Found

Items that have been lost are placed in the Lost and Found bin near the front entrance. Students and parents are encouraged to examine the Lost and Found bin on a regular basis. Items not claimed by the end of each quarter are taken to Goodwill or St. Joe's. Children's clothing should be plainly marked with the child's name. The school is not responsible for lost items.

## Fire, Tornado or Disaster Drills

The law requires periodic fire and disaster drills to be conducted throughout the school year. Teachers will go over proper fire and disaster drill procedures at the beginning of the school year. Each classroom has an emergency exit map posted indicating the route to be taken when evacuating the school. Students must stay with their class as they leave the building as well as when outside of the building.

## Immunizations, Birth Certificates

A copy of a complete immunization record and a certified birth certificate is required to enroll and start school.

## Child Custody

The school division recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent or a legal guardian may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during

the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school division will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school principal.

## Lockers (4th-5th Grade)

Students should report any damage to lockers at the time of issue. Lockers are the property of the school and are provided for student use. Lockers and locks are issued to students at the beginning of the year. If a lock is lost during the school year, a $6.00 fee will be charged before the student is issued another lock. If the original lock is found, the $6.00 fee will be reimbursed. Locks must be always kept on lockers. All book bags and back packs are to be kept in lockers during the school day. School personnel may search lockers when there is reason to believe that they may contain tobacco, drugs, weapons, alcohol, or other illegal or stolen items.

## Textbooks

At the beginning of the year, the student is issued textbooks needed for each class. These books become the responsibility of the student and must be paid for if they are damaged or lost.

## Internet Use

All students and parents must sign on the enrollment form for the Chamberlain School District Acceptable Use Policy (AUP) Agreement before access is given to use the Internet.

## Toys, Games, Radios

Items which may distract or disrupt others are not to be brought to school. Such items include-but are not limited to- MP3/ iPods, video games, cameras, trading cards, rubber bands, CD players, lasers, etc. These items may be taken away at school by staff and returned at the request of the parent/guardian.

## Telephone

Students should limit the use of the telephone at school. Permission must be received from the teacher to use the phone. The office also requires a reason for making the phone call before a student will be given permission for its use. Because the nurse is stationed in the office, students wanting to make calls due to illness need to do so in the office - not in classrooms.

## Cell Phones/Smart Watches

Cell phones are to be turned off during the school day and will not be carried by the student during the school day. If a violation occurs, the phone is taken away, turned into the office, and returned to a parent, or the student at the end of the day. The same policy will be in effect for Gizmo watches, Apple watches, or any other form of Smart watch. If they are used during the school day, they will be taken away and turned into the office for a parent to pick up.

## Elective Course

Band is the only elective course for fifth grade students. Students and parents sign up for band on the elementary enrollment form before school starts. Students may drop or add band within the first 10 days of school and at semester time by having the student's parent notify the principal in writing.

## Bullying

Chamberlain Elementary School is committed to providing a caring, friendly, and safe environment for all our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. Here is a direct link to our bullying tipline: https://www.p3campus.com/tipform.aspx?ID=5350#

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending himself or herself.

The forms of bullying:

Physical - involves harmful actions against another person's body.

Verbal - involves speaking to a person or about a person in an unkind or hurtful way.
Emotional - involves behaviors that upset, exclude, or embarrass a person.
Sexual - involves singling out a person because of gender and demonstrates unwarranted or unwelcomed sexual advances.
Racial - involves rejection or isolation of a person because of ethnicity.

See full district bullying policy at https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1612144/SchooL_Board_Policy_Book.pdf

## Expectations for Students

General Rules:

1. Be prepared. Have all the necessary materials for class.
2. Be seated and ready to work on time.
3. Be polite and respectful of others.
4. Show respect for the school property and property of others.
5. Wear clothing that promotes a positive learning experience.
6. Do not eat food, candy, gum, or drink pop in school or on school property except when approved by teachers and administration.

Indoor Recess:

1. Students must be seated at their own desks and participating in an activity designated by their teacher.
2. Students must remain in their classroom unless they have permission from an adult to leave the room.
3. Students must use quiet, indoor voices.

Line Basics:

1. Keep hands and feet to yourself.
2. Stand directly behind the person in front of you.
3. Face the front.
4. Do not talk.
5. Walk on the right side of the hallway.

Assembly Basics:

1. Sit flat.
2. Keep hands and feet to yourself.
3. Act respectfully.
4. Focus on the speaker.
5. Look to your teacher at the end of the program.

## Reasons for Disciplinary Actions

*Fighting, intimidation, harassment, or violence.
*Carrying, displaying or use of a weapon.
*Deliberate destruction or stealing of school property.
*Oral or written use of obscene, threatening, or flagrantly disrespectful language.
*Use of tobacco in school or on school property.
*Coming to school under the influence of, using or possessing alcohol or other controlled, mood-altering substances.
*Possession of pornographic matter in school or on school property.
*Habitual tardiness, truancy, or repeated acts of misbehavior.
*Bomb threats or false fire alarms.
*An act deemed to be insubordinate (defiant) by the building principal.
*Any infraction of rules, which constitutes breaking the law, will be reported to the proper authorities.

## Procedure for Student Discipline

The classroom teachers will handle minor infractions on their own. For more serious discipline matters which will involve the principal:

1. A discipline referral form will be filled out online.
2. The student will be advised of the situation and have a chance to give her/his side of the story.
3. The appropriate consequences will be administered, and the student will be informed of the decision.
4. In serious instances, the parent will be called.

## Detentions/Suspensions/Expulsions

**Detentions:** Detentions may be assigned after school by staff for inappropriate behavior. If a detention is assigned the student will call home and inform the parent. If the student does not attend the teacher's assigned detention, the teacher completes the Detention slip by assigning Official Detention (do not double the time, but make the minimum half hour), gives a copy to the student for proper notification. Students who miss the Official Detention will have their detention time doubled or disciplinary actions assigned by the principal.

**(ISS) In School Suspensions:** There is an ISS room in the office. ISS may be assigned for more severe misconduct or habitual misbehavior. Students spend time working independently in an isolated area under direct supervision. Credit is given for work completed.

**(OSS) Out of School Suspension:** OSS may be assigned for more severe misconduct or habitual misbehavior. Students will not be in school. Credit is given for work completed. OSS is considered an unexcused absence and does count toward truancy. For the duration of the OSS the student may not be on school property, attend school functions, nor participate in co-curricular athletics or activities.

**Expulsion:** Student may receive a long-term suspension or expulsion by school board action.

**Elementary School Discipline Matrix**

| Inappropriate Behaviors | Consequences | Consequences | Consequences | Consequences |
|---|---|---|---|---|
| Class One | 1st Offense | 2nd Offense | 3rd Offense | 4th Offense |
| 1.Classroom Disruption<br>2.Horseplay<br>3. Inappropriate Physical Contact (Minor)<br>4. Off Task<br>5. Out of Seat<br>6. Running<br>7. Talking Interruptions<br>8. Unprepared<br>9. Skipping Class<br>10. Dress code | Conference with student<br><br>Restrict Activity<br><br>Parent Phone Call<br><br>Parent pick up after school | Restrict Activity<br><br>Parent Phone Call<br><br>Parent pick up after school<br><br>ISS – 1 day | Restrict Activity<br><br>Parent Phone Call<br><br>Parent pick up after school<br><br>ISS – 2 days | Parent Phone Call<br><br>Parent pick up at school<br><br>OSS – 1-5 days May lead to expulsion |
| Class Two | 1st Offense | 2nd Offense | 3rd Offense | 4th Offense |
| 1.Aggressive Behavior<br>2. Cheating<br>3. Defiance/Disrespect (Minor)<br>4. Forgery<br>5. Harassment<br>6. Inappropriate Display of Affection<br>7. Inappropriate Language or Gestures (Minor profanity, non-directed at individual)<br>8. Inappropriate Physical Contact (Major)<br>9. Insubordination<br>10. Lying<br>11. Misuse of School Property<br>12. Third Level 1 Offense | Conference with student<br><br>Restrict Activity<br><br>Parent Phone Call<br><br>Parent pick up after school<br><br>ISS – 1 day | Conference with student<br><br>Restrict Activity<br><br>Parent Phone Call<br><br>Parent pick up after school<br><br>ISS – 2 days | Conference with student<br><br>Parent Phone Call<br><br>Parent pick up at school<br><br>OSS – 2 days | Conference with student<br><br>Parent Phone Call<br><br>Parent pick up at school<br><br>OSS – 1-5 days May lead to expulsion |
| Class Three | 1st Offense | 2nd Offense | 3rd Offense | 4th Offense |
| 1.Abusive/Inappropriate Language<br>2. Defiance/Disrespect (Major)<br>3. Disruption (Major)<br>4. Harassment/Bullying<br>5. Inappropriate Language or Gestures (Major profanity, non-directed at individual or sexual)<br>6. Inappropriate Location<br>7. Inappropriate Use of Technology*<br>8. Skipping Class/Failure to Report<br>9. Theft<br>10. Vandalism<br>11. Fifth Level 2 Offense | Restrict Activity<br><br>Parent Phone Call<br><br>Parent pick up after school<br><br>Contact School Resource Officer<br><br>ISS – 1 day | Restrict Activity<br><br>Parent Phone Call<br><br>Parent pick up after school<br><br>Contact School Resource Officer<br><br>ISS – 2 days | Parent Phone Call<br><br>Parent pick up at school<br><br>Contact School Resource Officer<br><br>OSS – 1 day | Parent Phone Call<br><br>Parent pick up at school<br><br>Contact School Resource Officer<br><br>OSS – 1-5 days May Lead to Expulsion |

| Class Four | 1st Offense | 2nd Offense |
|---|---|---|
| 1.Assult<br>2. Arson<br>3. Bomb Threat<br>4. Threatening of Violence to Self or Others<br>5. Use/Possession of Alcohol*<br>6. Use/Possession of Illegal Drugs*<br>7. Use/Possession of Combustibles*<br>8. Use/Possession of Tobacco*<br>9. Use/Possession of Weapons<br>*Confiscate Items | Parent Phone Call<br><br>Parent pick up at school<br><br>Contact School Resource Officer<br><br>OSS – 1-5 days May Lead to Expulsion | Parent Phone Call<br><br>Parent pick up at school<br><br>Contact School Resource Officer<br><br>OSS – 5-10 days May Lead to Expulsion |

--Administration reserves the right to deviate from the discipline matrix to fit the needs of individual students, school personnel, or the situation--

# Chamberlain Elementary School
# Parent and Family Engagement Policy
# 2023-2024

## Revised: July 1, 2023

Chamberlain School
Patrick Purdy, Principal
1000 Sorensen Drive
Chamberlain, SD 57325
(605) 234-4460

1. The **Chamberlain Elementary School** will take the following actions to involve families in the joint development of its Districtwide Parent and Family Engagement Policy.

   The policy will be discussed and updated at our Annual Title I Parent/Community meeting and survey held during Chamberlain School District's Open House on August 10, 2023.

   The policy will be available during the first parent/teacher conference on September 28, 2023, and parent input will be documented.

   The policy will be included in the Student Handbook, which is available to all parents at the beginning of the school year. It is located on the CES website and/or can be printed at the Elementary office.

2. The **Chamberlain Elementary School** will take the following actions to involve parents in the process of school review and improvement.

   A Title I presentation will be shared in August (Open House), September (Fall Conferences), and February (Spring Conferences) to which all parents and community members will be able to view via social media, school websites, newsletters, and calendars. The purpose of this presentation will be to discuss the programs and activities carried out with Title I Part A funds, inform parents of their right to consult in design and implementation of Title I projects, solicit parents' input, provide assessment, and program evaluation information, and provide information on school improvement goals and strategies. Parents and community members will be encouraged to establish and maintain on-going communication with teachers and administration.

3. The **Chamberlain Elementary School** will provide the following necessary coordination, technical assistance, and other supports to implement effective parental involvement activities to improve student academic achievement and school performance.
   - Teachers will be encouraged to continuously involve and inform parents of all activities utilized in their classrooms to improve student academic achievement and school performance.
   - Parents will be invited into the classrooms for class presentations on curriculum.
   - Parent/Teacher Conferences will be held two times per year.
   - The South Dakota SD Statewide Family Engagement Center materials and training will be made available to teachers and parents.

4. The **Chamberlain Elementary School** will coordinate and integrate parental involvement strategies with other programs.

   Coordinate and integrate parent involvement strategies with our Head Start Programs and pre-schools which are included in our Kindergarten Transition Plan.

   Review and update our Kindergarten Transition Plan with the transition committee.

5. The **Chamberlain Elementary School** will build the school's and parent's capacity for strong parental involvement, to ensure effective involvement of parents and to support a partnership among the CES parents, and the community to improve student academic achievement.

A. **CES** will provide assistance to parents of children served by the school district or school, as appropriate, in understanding the following topics.

- Materials and training provided by the SD Statewide Family Engagement Center will be utilized to help parents understand academic content standards and student academic achievement standards.
- The requirements of part A will be explained and disseminated at Open House and Conferences.
- Parents will receive training to access their child's daily progress on the DDN Campus Parent Portal and Seesaw at Open House
- Provide parents information in a timely manner about Title I programs that includes a description and an explanation of the school's curriculum, the forms of academic assessments used to measure children's progress, the proficiency levels students are expected to meet, State content standards, and the State assessments including alternate assessments.

B. **CES** will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

- Parents will be invited and encouraged to attend State and National Title I conferences, reading conferences, math conferences, and parent conferences, if monies are available.
- Disseminate pamphlets from the SD Statewide Family Engagement Center and SD Parent Connection to parents to help improve their child's academic achievement.
- Disseminate a weekly newsletter Cub News

C. **CES** will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Mail each parent, or notify when results are sent home with child, an individual student report about the performance of their child on the Smarter Balance Assessment in Math and Reading.
- Notify parents if or when their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.
- All information sent to parents will be in an understandable and uniform format. Alternate formats will be available, if requested by a parent, such as large print or in the language a parent will understand.

# Project PAWS

## Before and After School Program Overview

**Director –Lindsay Chilson Co-Directors - Linda Todd & Danita Allen**

***Project PAWS*** will conduct extended learning opportunities that will include before school, after school and summer school programming. The Cub Club was created to provide a safe and healthy environment for our community's school age children before and after their school day; with Project PAWS this will continue. The program was developed to provide recreational, academic, cultural, and fun programs to children. Students will be offered a variety of developmentally and age-appropriate activities. The focus of Project Paws is to provide a safe, loving, and supportive atmosphere.

### Enrollment

***Project PAWS*** is for students currently enrolled in **kindergarten through fifth grade** at Chamberlain Elementary School**.** Services are available to children with disabilities or special needs in compliance with the Americans with Disabilities Act.

### Location

***Project PAWS*** is located in room 416 of Chamberlain Elementary School. Children are to meet there for the **Before School Program** (7:30-8:05am) and the **After School Program** (3:30-5:30pm) when school is dismissed. If the location needs to change due to a school function or activity, the location will be posted that afternoon on the front doors of the building, and the elementary office will make an announcement to the children during the school day as to where the children should meet.

### Hours and Days of Operation

***Project PAWS,*** will be open Monday through Friday, 7:30-8:05 am and 3:30–5:30 pm on all scheduled school days. ***Project PAWS* will be closed anytime that school is closed,** including holidays, snow closure days, Christmas break, and spring break. If school has a late start due to inclement weather, Project PAWS will not have before school program. If school is dismissed early due to inclement weather, Project PAWS will also be closed that afternoon. If school is dismissed at 2:00 or 2:30 due to teacher in-service or conferences, Project PAWS will be open immediately after the children are dismissed from school at no extra charge. On days school is dismissed at 12:30 or 2:00 for teacher professional development, there will be NO Project PAWS.

### Admissions

A pre-admission interview, either by telephone or in person, is required to determine whether our program will meet the needs of your child(ren). All the child's information must be obtained by the program director before the first day they attend the program. All parents/guardians will also receive a copy of the policies and procedures. Because the Chamberlain School District holds copies of each child's health history and vaccination forms, they are not required by Project PAWS. Applications for admission to the PAWS program are available through the office or from the PAWS director. **The first day of *Project PAWS* will be the first day of school for those who have turned in required paperwork.**

### Fees

***Project*** PAWS Before and After School Program is partially funded by community donations, fundraisers, and weekly admission fees. Parents are required to pay a minimal fee for their child(ren) to attend the program. There is weekly fee of $10 per-child. This is for attending one or all before school or after school times during that week. Payment is due the last day of the month. If a parent does not pay on time, they will be reminded the next PAWS day, and their child will not be allowed to attend the program unless payment is received. The program director will give out bills, but all payment will be received in the office so a receipt can be given.

## Releasing Children

Children may only be released to the parents or adults stated in our records. Parents or other adults will be required to sign their child out at the end of each day. In an emergency, the child may be released to an adult for whom the child's parents have given permission or verbal authorization. However, whenever possible, a written note is preferred and the PAWS staff member releasing the child will ask for identification and that person will still need to sign the child out. A message needs to be left by the parents for the staff at the school, (234-4460), or with the director, Lindsay Chilson, (ext. 4626), or the PAWS cell phone (730-1144) if there has not been a note sent with the child.

## Late Pick-Up

***Project PAWS*** ends at 5:30 pm. Students must be picked up by a parent/guardian and signed out of the program by 5:30 pm. If a parent is running late, another authorized person needs to pick up the child. Parents must contact Project PAWS staff as soon as possible to let them know when they can get there. There will be a late charge of $1.00 for every 5 minutes after 5:30 pm. After three warnings, the child will not be allowed to return to the program.

## Termination of Services

In the event that a child will no longer be attending Project PAWS, parents/guardians are asked to provide a written notice to the PAWS director stating that their child will no longer participate in the program.

## Discipline and Communication

Children are offered a variety of activities to enjoy at the program and are expected to be considerate of each other and the staff. Because the program is located on school property, it is important that the children follow the same rules as they would during the school day. Please review those rules in this handbook. Students must respect the areas we are permitted to use. ***Project PAWS*** supports the belief that well developed social skills are essential in a successful and happy life. Our program provides a natural learning environment for the development of those skills. In addition, our staff is dedicated to helping the children learn a variety of possible ways to communicate and work out their differences or problems that they may have with others. If necessary, a child may be given a "time out" when poor decisions are made.

***Project PAWS*** will always use positive guidance. We prohibit humiliating and frightening punishments, physical discipline, verbal abuse, and derogatory remarks about a child. Parents will be notified regarding any problems that may have occurred during the program day. In that way, we work as a team, and help the child understand how to handle a similar situation. If problems continue to persist, such as physical fighting, foul language, open disrespect of staff or other children, or necessary contact with the principal, the Club's write-up will be applied. This write-up will be at the discretion of the staff member involved and the program director.

### *CONSEQUENCES*

1st – The child will get a warning.
2nd – The child will be asked to sit out for a time (usually 5 minutes)
3rd - The child will be asked to take a break from the next activity and a warning write up will be made. This write up warning will last the Monday-Friday of the write up. If in that week the student has another verbal warning, 5-minute sit out and break from activity, the student will go to the next step.
4th – The child will be asked to take a break from PAWS for one week. This step will be "active" for 2 weeks. If the student comes back to PAWS after the break and again has a verbal warning, 5-minute sit out, activity sit out and then has another incident, the student will go to the next step. This also will be used if a student has gone through all 1 through 4 in one day.
5th – The student will not be allowed to come back to PAWS for the rest of the year.

## Nutritional Guidelines

Every afternoon, upon arrival to ***Project PAWS***, students are served a snack provided by the school. Food is served and prepared according to the requirements of the state of South Dakota. If a child has special nutritional needs and/or allergies, please inform the PAWS director immediately.

## Failure to Arrive at Project PAWS

If a child will be in school but will not attend PAWS on his/her schedule day, notification to the school is required. If a child fails to arrive at Project PAWS on his/her scheduled day, the staff will contact the office to see if the child was absent from school. If the child was not absent from school, the PAWS staff will ask the child's classroom teacher, and call parents/guardians as necessary.

## Injuries and Illnesses

Any injuries that occur while a child is at Project PAWS will be documented by a staff person, and parents will receive a copy of the documentation. If a child is sick, the parents/guardians will be notified and will need to pick up their child.

## Reporting Suspected Child Abuse and Neglect

Reports required from mandated reporters shall be made immediately by telephone or otherwise to the State's attorney, the Department of Social Services, or a law enforcement agency. Upon receipt of a report, the Department of Social Services or law enforcement officers shall investigate. Investigating personnel may personally interview a child out of the presence of the child's parents, guardian, or custodian without advance notice or consent. If the investigation and report indicate that child abuse or neglect has occurred, the State's attorney shall take appropriate action immediately.

The department shall provide for 24-hour receipt of reports of child abuse or neglect through agreements with law enforcement agencies, hospitals, courts, or other community-based human service agencies. The department shall provide immediate or prompt investigation of situations in which a child is alleged to be in need of protective service by reason of a report to the department by a State's attorney, or by any person who shall or may make a report under the reporting laws.

The report to the department shall include:

- The child's name, address, date, and place of birth
- The name and address of the child's parents, guardian, or custodian
- The date of the report
- Suspected or proven instances of abuse

Any person who knows or has reasonable cause to suspect that a child has been abused or neglected may report. A report is required when a reporter has reasonable cause to suspect that child has been abused or neglected.

## Parental Involvement

Parents/guardians are welcome to observe their child(ren) at any time. Access will be denied with the restriction of a court order. Parents/guardians are invited to volunteer in Project PAWS activities at any time. Programs are set up to actively involve parents/guardians in the after-school activities of their children including a math night and literacy night. Parents/guardians are crucial to successful center operation and the staff welcomes ideas and assistance in program development and center operation. Please visit with the Project PAWS director if you are interested in becoming involved with the program.

## Confidentiality of Student Records and Information

The Family Educational Rights and Privacy ACT (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's educational records. A copy of these policies and regulations may be obtained in the building principal's office or superintendent's office of the Chamberlain School District 7-1. Complaints regarding a violation of rights accorded parents and students should be submitted to the Superintendent of Schools of Chamberlain School District 7-1, 301 East Kellam, Chamberlain, SD, 57325 or the Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, S. W. Washington, DC, 20202-4605.

## Jurisdictional and Disclaimer Statement

All handbook and school rules apply to all school-sponsored events, even those activities occurring off-campus. This handbook reflects the current status of rules and policies for the Elementary School and the Chamberlain School District 7-1.

# Chamberlain Middle/High School
# 2023-2024
# Student Handbook

**#CubNation** **Go Cubs!**

Mission: Motivate… Educate… Empower
Vision: Provide a quality education that empowers students for success

Approved by the Chamberlain School Board of Education: July 2023

# Welcome to Chamberlain Middle/High School!

Welcome to the 2023-2024 school year at Chamberlain Middle/High School. We have a very excited staff who are ready to help every student achieve their highest levels of success. The mission of the Chamberlain School District is to Motivate, Educate, and Empower! At Chamberlain Middle/High School, we are dialed in and focused on providing each student with a well-rounded education which develops the skills essential to success beyond CSD. We encourage each of you to get involved in your classes, as many extracurricular activities as you can, and take ownership in your personal growth as a student. We look forward to having an awesome school year!

# Chamberlain Middle/ High School Expectations

Be Respectful, Be Responsible, Be Safe, & Be Here

## *Motivate… Educate… Empower*

We believe that the most promising strategy for achieving the mission of the CSD 7-1 is to develop our capacity to function as a professional learning community.
We envision a school district that:

- ✓ Works collaboratively to achieve a common purpose and goals;
- ✓ Seeks and implements researched-based strategies for improving student achievement
- ✓ Monitor each student's progress; and
- ✓ Demonstrates a personal commitment to the academic success and general well-being of all students.

## COLLECTIVE COMMITMENTS

In order to achieve the vision of a school district that functions as a professional learning community, the CSD 7-1 staff has made the following collective commitments:

- ✓ Align and utilize the South Dakota Content Standards to provide a guaranteed and viable curriculum for all students;
- ✓ Develop, implement and evaluate on a regular basis a School Improvement Plan that targets specific instructional areas and students identified by data analysis;
- ✓ Engage in meaningful, job-embedded staff development to enhance professional skills;
- ✓ Initiate individual and small group instructional programs to provide additional learning time for students;
- ✓ Provide parents with resources, strategies, and information to help children succeed academically;
- ✓ Utilize a variety of researched-based instructional strategies to promote success for all students; and
- ✓ Develop and implement effective local assessments and administer state assessments as directed.

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## NON-DISCRIMINATION POLICY

The Chamberlain School District 7-1 does not discriminate on the basis of race, color, creed, religion, gender, national origin, age or disability in admission or access to, or treatment or employment in its educational programs and activities. Inquiries regarding Title VI, Title IX or Section 504 should be directed to Superintendent of Schools, 1000 Sorenson Drive, Chamberlain, SD 57325. Phone (605) 234- 6867. Complaints may also be filed with: US Department of Education (816) 880-4202 Office of Civil Rights (816) 891-0552 10220 North Executive Boulevard, 8th Floor Kansas City, MO 64153-1367

## FERPA STATEMENT

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's educational records. A copy of the policies and regulations may be obtained in the building principal's office or the superintendent's office of the Chamberlain School District 7-1. Complaints regarding a violation of rights accorded parents and students should be submitted to the Superintendent of Schools of Chamberlain School District 7-1, 1000 Sorenson Drive, Chamberlain, SD 57325 or the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202- 4605.

## AHERA REGULATION

The facilities of the Chamberlain School District CMS/CHS Staff Handbook Page 8 8/15/2018.19 have been inspected during the last seven-year period, the last being, 2015. All areas of concern regarding friable asbestos in the buildings have been corrected by removal or encapsulation for the protection of our students and others who work in, or have access to, the district buildings. Non-friable asbestos containing materials have been properly sealed to prevent alteration or destruction. A complete report of inspection information, testing results for the presence of asbestos, and corrective actions taken in each building is available to any interested district citizen through either the office or building of the school involved, or in the administrative office for the entire school district facility arrangement. If you wish further information or have questions about the district compliance with AHERA regulations as directed by the Environmental Protection Agency of the federal government, please contact Chamberlain School District Administrative Offices, 1000 Sorenson Drive or phone 234-4477.

## SEXUAL HARASSMENT

The Chamberlain School District 7-1 acknowledges and endorses laws against sexual harassment. The district forbids any manner or form of infringement on the rights of others between and among the students and/or adults connected with the operation of the school district. Any student or employee who believes that they have been the object of physical or verbal harassment by another student or employee shall file a grievance with the appropriate administrator. Students or employees accused of sexual harassment of others shall be reported to the appropriate legal authorities and, if found guilty, shall be subject to expulsion from school or termination of employment.

## SURVELLIANCE CAMERAS

Surveillance cameras are used on school premises. They are not monitored on a constant basis and may be periodically inoperable.

## POLICY ON GANG ACTIVITIES

A gang as defined in this policy means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying symbol, and whose members individually or collectively engage in or whose members engage in a pattern of gang activity. Gang Activity means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the gang.

No student on or about school property or at any school activity:

- ✓ Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing, which is evidence of membership in or affiliation with any gang.
- ✓ Shall commit any act or omission or use any communication, either verbal or nonverbal (gestures, handshakes, written symbols, etc.) showing membership in or affiliation with any gang.
- ✓ Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
    - Soliciting others for membership in a gang.
- ✓ Request any person to give consideration for "protection" or otherwise intimidating or threatening any person.
- ✓ Committing any illegal act or violation of school district policies Inciting another person to act with physical violence upon any other person.

A student found in violation of this policy may face suspension and/or expulsion pursuant to established discipline policies of the Chamberlain School District 7-1. Due Process and Grievance Policies will be afforded the student in all cases regarding the enforcement of this policy. Yearly notification of students of the existence of this policy is required.

## HIGHLY QUALIFIED TEACHERS

Parents may request information regarding the professional qualifications of their children's classroom teachers. The district will provide a response to the parents' request in a timely manner. The request can be made to the Building Principal or Superintendent. Parents must be provided timely notice that their children have been assigned or have been taught for four or more consecutive weeks by teachers who are not highly qualified. If a parent makes a request for this information, the district will provide: Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. Whether the teacher is teaching under "authority to act" status. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree. Whether the child is provided services by paraprofessionals and, if so, their qualifications. The notice and all information provided to parents will be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

## ELASTIC CLAUSE

The handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student, school, and community will be considered. Each situation is different and will be handled on an individual basis. It is sincerely hoped that each one of you will have a successful and enjoyable school year. Take the time to know the rules and regulations you are expected to follow and many of the little problems can be avoided.

DUE PROCESS

All students and district employees are guaranteed due process rights as set forth by SDSL 13-32-4. Chamberlain School District 7-1 is in compliance with the standards established by the Board of Education. Those standards are:

- ✓ Adequate notice of charges made Reasonable opportunity to prepare for and meet the charges will be given.
- ✓ An orderly hearing adapted to the nature and circumstances of the situation will be conducted
- ✓ A fair and impartial decision will be rendered Article 24:07 of the Administrative Rules of South Dakota will be used to outline procedures and the definition of due process.

GRIEVANCE PROCEDURE FOR PARENTS, STUDENTS, AND OTHER PATRONS OF THE DISTRICT

**STEP 1– Informal**: If a person has a grievance, they should first discuss the matter with the person who is directly responsible for the grievance in an effort to resolve the problem informally. Grievances (complaints) directed to the school board, administration, supervisors or other staff should be rerouted to include this informal step. If the informal meeting fails to solve the situation, the grievance shall be filed with the immediate supervisor on a form supplied by the administration. The immediate supervisor will provide copies to both parties and seal one in an envelope to be delivered to the superintendent.

**STEP 2 – Formal**: PRINCIPAL/IMMEDIATE SUPERVISOR: Once a grievance form has been filed, a meeting shall be scheduled within five school or working days. If more than one school or supervisor are involved, they all will be asked to participate. At the meeting both sides will present their side of the story. The principal/supervisor shall render a decision and its rationale in writing to both sides within five days.

**STEP 3 – Formal:** SUPERINTENDENT: If either side is not in agreement of the decision, STEP 2 will be repeated with the superintendent. STEP 4 – FORMAL: SCHOOL BOARD: In the event of this formal appeal the Superintendent will schedule a Grievance Hearing with the School Board within five working or school days unless there are extenuating circumstances. The resolution offered by the School Board shall be the district's final decision.

**STEP 4** – **Formal**: SCHOOL BOARD: In the event of this formal appeal the Superintendent will schedule a Grievance Hearing with the School Board within five working or school days unless there are extenuating circumstances. The resolution offered by the School Board shall be the district's final decision.

| **HS/ MS Staff** | | Room |
|---|---|---|
| Azures, Junelyn | Special Education | B9 |
| Carlson, Phil | HS Band | A19 |
| Carruthers, Tom | CMS Math | E2 |
| Cox, Carrie | HS Science - Chemistry | A4 |
| Donovan, Amy | HS English | C9 |
| Donovan, John | MS Science | E4 |
| Duffy, Allison | MS English | B13 |
| Dyson, Melissa | MS English | B11 |
| Garry, Sara | CTE STEM | C12 |
| Giese, Lucas | PE/Health | B8 |
| Giuffre, Robert | HS CTE Computer Science | C4 |
| Glaus, Teil | CTE Building Trades | E7 |
| Graves, Justin | CTE Agriculture Science | D11 |
| Hanley, Marissa | MS Band | A19 |
| Hilson, Matthew | HS Social Science- Government | D8 |
| Hoffer, Shelly | HS English | C3 |
| Hoppe, Colin | MS Math/ SS | B4 |
| Juelfs, Alyssa | HS Math – Algebra 1 | A9 |
| Kurtz, Bill | SS/ Accelerated Education | B3 |
| Longhenry, Amanda | HS Science – Biology | A5 |
| Miller, Allison | Special Education | C3 |
| Moody, Madison | Math | B6 |
| Pazour, Anna | Activities Director | A2 |
| Pazour, Kelli | HS Math | A8 |
| Rademacher, Jeff | HS Math | C6 |
| Richter (Eimers), Brenna | PE/Health | B10 |
| Rodas, Nikki | Special Education | C2 |
| Roland, Renee | HS English | C7 |
| Roland, Rusty | HS Social Science - Geography | D6 |
| Powers, Cadena | MS Science | B1 |
| Schlaffman, Lisa | MS Social Science | E3 |
| Swenson, Brittany | Special Education | B7 |
| Thaler, Jordan | Art | A11 |
| Toupal, Kari | MS Language Arts | E1 |
| Tyrell, Chelsey | Guidance Counselor | A3 |
| Uthe, Jaylen | HS Speech | C11 |
| VanderLey, Carissa | HS Social Science - US History | D5 |
| West, Sandy | HS CTE Business | D7 |
| Willoughby, Joni | Vocal Music | A17 |
| Graves, Evelyn | Custodian | |
| Killion, Jim | Custodian | |
| Onyekwe, Marshal | Custodian | |
| Skustad, Sarah | Custodian | |
| Barth, Michelle | Special Education Para | |
| Gahm, Tiana | Special Education Para | |
| Mastel, Adrianna | Special Education Para | |
| Norton, Ashley | Special Education Para | |
| Sperl, Bobbi | Special Education Para | |
| Sperl, Dan | Special Education Para | |
| Titterington, Botany | Special Education Para | |
| Todd, Linda | Special Education Para | |
| Konechne, Nicki | Sub | |
| Madison, Ron | Sub | |
| Mosel, Meghan | Library | MC |

## CHAMBERLAIN HIGH/MIDDLE SCHOOL FACULTY AND SUPPORT STAFF

### Administration, Counseling, and Support Staff

CMS/CHS School Office....Marlo Natwick .....234-4467
Principal 6-12.....Jeff Steckelberg.....234-4467
Assistant Principal 6-12 .....Adam Nelson .....234-4467
Activities Director.....Anna Pazour.....234-4467
Superintendent .....Justin Zajic…… 234-4477
Technology Director .....Nathaniel Winter.....234-4467
Counselor 6-12.....Chelsey Tyrell.....234-4467
SPED Director .....Calico Hunjah .....234-4463
Title Director.....Tami Brown .....234-4463
Business Manager .....Michelle Willrodt.....234-4477
Public Health Nurse .....Bridget Steckelberg.....234-4463
Lunch Room.....Lunch Time Solutions.....234-4460

## ALTERNATIVE ACADEMIC PROGRAMMING

Our educational system provides alternative learning options for students who meet the criteria for assistance. In most cases, a referral is necessary to initiate the formal process of developing an alternative plan for the student. Prior to making a formal referral, it is beneficial to communicate with educators about the student in question. Much is to be gained by informal discussions prior to making a referral. Referrals are encouraged when enough information has been obtained. Referrals are not to be used as a strategy to remove a student from a classroom for convenience of the teacher. Several people may refer a student. Parents/guardian, teacher, advocates, principal, and the student are examples of persons who may refer a student. Initially, referrals are to be made to the principal. In most cases the immediate director of the program will be contacted. The director will coordinate the necessary procedures such as obtaining parental permission to allow the district to plan for further analysis, select IEP teams, and coordinate further multi-facetted testing, etc.

### Student Assistance Team (SAT)

The SAT is a cooperative, school-based group of people that assists students, parents, and teachers in seeking positive solutions for concerns about individual students. The goal of the SAT is to help improve specific areas of skill deficits that are impacting educational performance. Often, students will improve with several weeks of intervention and further interventions will not be necessary. The SAT's role is to be a support and a resource to the parents and the teacher – not to replace or relieve the teacher of his or her responsibility for educating the student.

The SAT addresses problems found through screening of all students or those brought up as concerns for parents, teachers, or other staff through a cooperative team effort. The SAT designs interventions for those students who show the need for individual consideration through what is called the SAT intervention process.

While the SAT may refer to a special education evaluation a student who has a suspected disability or one who does not show a significant response to a SAT Intervention in the regular education setting, the SAT is not a special education evaluation or services. The SAT encourages and supports teachers in implementing and documenting interventions before considering a referral to special education. The SAT may also assist in reducing the number of students facing retention.

## ACCELERATED EDUCATION PROGRAM

CHS provides an educational opportunity for students who have needs that cannot be addressed in a traditional classroom setting. Our goal is to create a school experience that affords each student the opportunity to achieve academic success. Chamberlain High School Alternative Classroom serves grades 9-12. Edgenuity is a computer-based classroom program that allows students to work independently at their own pace on a variety of course offerings. Edgenuity will be utilized for Credit Recovery during the school year and during the summer school. CHS has a limited number of licenses for Edgenuity, therefore a student must meet certain criteria to be enrolled in the program (Credit Recovery, Alternative path of graduation, IEP/504 Plan, or Transfer student.)

## INCLEMENT WEATHER

Occasionally inclement weather prevents school from starting on time or even being held. Parents will be notified via the School Reach program if school is postponed or cancelled. We encourage you to follow the Chamberlain School District social media pages. Facebook: Cub Nation

## TRANSPORTATION

School bus transportation is provided for students, grades 6-9th (1st year 9th grade students). To take advantage of this service, students are expected to follow school expectations. Discipline issues will be referred to the Administration. Disobedience may result in the loss of the privilege to ride. Bus services are provided by Foreman Sales and Service. Please contact Foreman Sales and Services to inquire about specific pick-up times for route riding students: Phone Contact @ 605-390-9880. All 6th-12th grade students are welcome to ride the bus up the hill from the Chamberlain Armory in the morning or ride down the hill after school to the Chamberlain Armory. Students should be at the Armory at 8:00am to catch the bus. No supervision is provided before 8:00 am so students should not be dropped off before.

## ARRIVAL TO SCHOOL

No students in grades 6th-8th grade are to be dropped off at school prior to 8:00 am unless approved arrangements have been made with a specific teacher. The school district staff report for supervision duties at 8:00 am and no students can be on campus without supervision. The arrival time of 8:00 am is the expectation for all bus students who ride from the Armory up the hill as well. Depending on the weather, the doors to CMS will open at 8:00 am or 8:20 am.

## STUDENT ACTIVITIES**:**

Membership and participation in co-curricular athletics and activities can have a very positive effect in the development of appropriate constructive attitudes for future citizenship. It is important for participants to be aware of the rules and regulations pertaining to CHS activities. All cocurricular athletics and activities are subject to these policies.

**SPORTSMANSHIP**: Enthusiasm and pride in our co-curricular athletics and activities programs play a vital role in their success. Keep in mind that the participants are doing their best and as spectators we should do the same to support a positive climate of hard work and sportsmanship. Officials are in a difficult position. They are trained professionals doing their best, and no matter the call one team or the other may disagree. All players and spectators should be humble in victory and gracious in defeat.

## BEHAVIOR EXPECTATIONS AT SCHOOL ACTIVITIES

When games or other school activities are in progress, all students are to be seated in the bleachers or other seating that may be provided. Students are asked to stay in the gym or designated area when games or other activities are in progress. If a student leaves the facility, they will be asked to leave school property and will not be admitted again without paying admission.

## General Operations

| Class Schedules for Regular, Late Start, and Early Release | | |
|---|---|---|
| **Period** | **Regular Schedule** | **2-Hour Late Start** |
| 1st | 8:25-9:15 | 10:25-10:59 |
| 2nd | 9:18-10:08 | 11:02-11:36 |
| 3rd | 10:11-11:01 | CMS lunch 11:36-12:04<br>CMS 3rd Period: 12:07-12:41<br><br>CHS 3rd Period: 11:39-12:13 |
| 4th | CMS Lunch: 11:01-11:29,<br>CMS 4th Period: 11:32-12:22<br>CMS Advisory: 12:22 – 12:37<br>CHS 4th Period: 11:04-11:54<br>CHS Advisory: 11:54 – 12:09<br>CHS Lunch: 12:09-12:37 | CHS Lunch: 12:13-12:41<br>CHS 4th Period: 12:44-1:22<br><br>CMS 4th Period: 12:44-1:22 |
| 5th | 12:40-1:30 | 1:25-2:00 |
| 6th | 1:33-2:23 | 2:03-2:38 |
| 7th | 2:26-3:21 (Bus Bell 3:14) | 2:41-3:21(Bus Bell 3:14) |

| **Period** | **Early Dismissal 12:30** | **Early Dismissal 2:00** | **1-Hour Late Start** |
|---|---|---|---|
| 1st | 8:25-8:51 | 8:25-9:05 | 9:25-10:08 |
| 2nd | 8:54-9:20 | 9:08-9:48 | 10:11-10:54 |
| 3rd | 9:23-9:49 | 9:51-10:31 | 10:57-11:40 |
| 4th | 9:52-10:18 | 10:34-11:14 | CMS Lunch: 11:40-12:08<br>CMS 4th Period: 12:11-12:58<br><br>CHS 4th Period: 11:43-12:26<br>CHS Lunch: 12:26-12:58 |
| 5th | 10:21- 10:47 | CMS Lunch: 11:14-11:42<br>CMS 5th 11:45-12:29<br><br>CHS 5th 11:17-11:57<br>CHS Lunch: 11:57-12:29 | 1:01-1:44 |
| 6th | 10:50 – 11:16 | 12:32-1:12 | 1:47-2:30 |
| 7th | CHS Lunch: 11:16 - 11:42<br>CHS 7th Period: 11:45 - 12:30<br>CMS 7th Period: 11:19-11:45/<br>12:20 – 12:30<br>CMS Lunch: 11:45-12:20<br>(Bus Bell 12:15) | 1:15-2:00<br>(Bus Bell 1:45) | 2:33-3:21<br>(Bus Bell 3:14) |

**MS Lunch:** Students are to bring lunch from home or purchase a lunch at school. The lunch period is a regularly scheduled class. Students will be escorted to lunch by teachers. A student may not leave the multipurpose room without the approval of the supervisor. All food is to be eaten in the multi-purpose room and should not be taken out. Students must have sufficient credit balance in their account to purchase a meal. Students in 6th grade will eat at the tables on the West side of the gym.
Please contact the office for information regarding the free and reduced lunch program 605-234-4467.

**Lunchroom Expectations:**

- ✓ Walk to and from the lunchroom.
- ✓ No walking around and visiting other students.
- ✓ No saving seats.
- ✓ Stay in line until served.
- ✓ Stay at tables when finished eating.
- ✓ Snacks will be offered on a rotation.
- ✓ No more than eight students/table
- ✓ Teachers will dismiss students from the lunchroom.
- ✓ Quiet when returning to classrooms.
- ✓ No pop/ energy drinks can be brought into the multi-purpose area (including faculty)

**HS Lunch:** Students are to bring lunch from home or purchase lunch at school and are responsible for cleaning up their eating area. Students are to stay in the lunchroom/commons area until the bell rings.
Expectations of All Students in the Lunchroom:

- ✓ Walk to and from the lunchroom.
- ✓ Students are expected to be in the multi-purpose area, commons area, outside, or A Hallway between the multi-purpose area and the locker rooms.
    - o A limited number of students will be allowed in the bathrooms.
- ✓ Regardless of grade, all food (meals, beverages, and snacks) must be consumed in the multi-purpose room or outside.
- ✓ No pop/ energy drinks can be brought into the multi-purpose area (including faculty).
- ✓ Students should clean up the area and stack chairs in groups of 8 after eating.

**Privileges:** A senior is designated as someone who has met the requirements of at least 16 credits earned and is on track to graduate at the end of the current school year. A junior is designated as someone who has met the requirements of at least 11 credits earned and is on track to graduate at the end of the next school year. Juniors & Seniors who earn the open privileges stated under the general operations will qualify for open campus lunch. The student on the list will have the ability to leave campus at the start of advisory time/ lunch period and return to campus by 5th period. Students will be required to demonstrate responsible, appropriate management of this accommodation.
Students with 5 or more credits at the start of the school year are considered Sophomores. On the last scheduled school day of the week, the student on the list will have the ability to leave campus at the start of advisory time/ lunch period and return to campus by 5th period. Students will be required to demonstrate responsible, appropriate management of this accommodation. All freshmen and sophomores with a study hall will be required to attend their Study Hall at CHS.

**Privilege Expectations:** A new list will be posted at the start of the year, midterms, and at the end of each quarter. During these times, students must meet the following expectations: Students must have at least a "C" in all their courses (this includes Dual Credits). Students may have a total of 2 or less tardies from the previous checkpoint. Students cannot have any "unexcused" absences from the previous checkpoint. Detention, ISS, or OSS may lead to a loss of earned privilege for remainder of the quarter/semester.

**Dual Credit - Junior & Senior Privilege Expectations:** If a student has met the Junior or Senior Privilege list, they will not be required to be at CHS for their Dual Credit Course if the course is at the start or end of the day.

**Study Hall/ Privileges:** All freshmen and sophomores with a study hall will be required to attend their Study Hall at CHS. Juniors and Seniors that have met the Senior Privilege Expectations will have earned "open" may spend this period in the commons or media center. Students with open periods are not to be in the halls. Juniors and seniors that have earned Juniors and Seniors Privileges will not be required to be at CHS if their study hall is at the start or end of the day.

**Closed Campus:** Students are to remain in school throughout the day and may not leave without permission from the office and following proper checkout procedures. If the parent/guardian wishes their son/daughter to be excused because of an appointment or other necessary reasons they must provide the school with notification prior to departure and the student must checkout in the office. If a student leaves the building without checking out in the office, the student will be recording as "skipping." This policy includes advisory/ lunchtime and "free" periods. CMS/CHS is not an open campus; therefore, students are counted absent for every period they are not present during the school day. Advisory and lunch is recorded as part of 4th period, so any student excused by parents to leave for lunch (other than students that have earned Junior & Senior Privileges) will be marked absent for period 4.

**Student Passes:** CMS 6th Grades are required to use their agenda as a hallway pass for any reason they need to leave the classroom. Students need to fill the agenda pass section out with time, date, and details on where they are going before having the teacher sign. Students in the hallway without the agenda may be issued a detention. Students should take the most direct route possible to their destination, and always return to their original classroom before the bell rings.

**College Day:** CHS Juniors and Seniors are allowed two college day visits per school year with verification from the college. This absence does not count as an attendance point. Notification of College Day Absences must be provided to the office prior to absence. All work should be made up following the same protocol as missing school for a school activity.

**Care of Campus:** At CMS/CHS we have an exceptional facility. We ask students to use their best judgment in taking care of the facility. Students will be allowed to have beverage containers with screw on lids which seal the liquid in the container. Students will be allowed only containers for water; no other beverages will be allowed by students in the school. All beverages can be checked by teachers, SRO, or administration. Beverages such as coffee and soft drinks will not be allowed at any time at CMS/CHS. No food items will be allowed in classrooms without permission from the principal. The school building and equipment have been provided at taxpayers' expense. Each student will take care of all the school property and will be required to pay for damage. Students may be suspended or expelled if school property is willfully destroyed. Each student is responsible for keeping the building clean. This includes properly disposing of litter and refraining from marking furniture, walls, and restrooms.

**Lost and Found:** There is a lost and found area located in the office. Lost articles may be claimed by properly identifying them.

**Library:** The library is available for student use from 8:00 AM – 3:25 PM. On occasion the Library may be closed to regular student use because of the number of classes using the facility at that time or the type of instruction taking place. Students are responsible for all lost materials, returning books on time and paying fines.

**Books:** Students should have an appropriate recreational reading book with them in all classes.

**Deliveries:** Balloon and flower deliveries will be placed in the office.

**Remaining in Class:** Students are to remain in classes for the entire period. Time between classes and the lunch break are to be used for bathroom breaks, drinks, phone calls from the office, etc. If a student asks a teacher to use the bathroom, phone, etc. before class begins, the teacher may give permission. However, if class begins and the student is late for class, a tardy can be issued. Emergency situations will be handled by classroom teachers. Teachers are accountable for all students that leave their room.

**Restrooms:** It is to everyone's benefit to maintain clean and healthy restrooms. Appropriate hygiene products will be made available, and students have the responsibility to use them and the facilities properly. Cell phones should not be used in the restroom or locker room.

**Communication with your student:** If you need to get in touch with your student, please feel free to call the main office at 234-4467 and leave a message with the office. Parents/guardians are asked to leave all messages for students before 2:30 pm. All bus students leave at 3:14 pm and we need as much time to share the message with the student as possible**.** Call the office and we will help share the message!

**CMS Cell Phone/ Electronic Device:** Cell phones are to be turned off and in lockers from 8:25 a.m.-3:21 p.m. No social media or other apps will be allowed to be checked or used between class periods. At any time, if a student is in possession of a cell phone during the school day, in a classroom or not, the phone will be turned over to the staff member addressing it, who will turn the phone into the office.

**CHS Cell Phone/ Electronic Device:** Students will be allowed to utilize their cell phones during lunch period and between classes.

1. Students will be assigned a numbered pouch in each class period. All classrooms will have numbered pouches.
2. Students will place their cell phone in the pouch at the beginning of each class period (including study hall). Students will be expected to silence their cell phone. Teachers may utilize cell phones for educational purposes (Notes, Photos, Videos, Apps, Etc.)
3. Students will pick up their cell phone from the pouch at the end of each class period.

If a student does not follow this daily procedure, puts their phone case in the cell phone holder, brings another phone to put in the holder and keeps their cell phone, argues with a staff member during confiscation of the phone when procedures are not being followed, or does some other action that does not align with the daily procedures outlined above, the following disciplinary guidelines will be utilized:

> **CHS and CMS Behavior Matrix for Cell Phone Violation**: 1st & 2nd offense - phone is held in the office for the student to pick up at the end of the school day. 3rd offense – student is issued detention and the phone is held in the office until a parent or guardian picks it up. These offenses accumulate per school year. If a student refuses to turn over the cell phone, it will be considered a Class Three on the Behavior Matrix
>
> If a student takes another student's cell phone, that is considered stealing/theft. Theft defined: knowingly possessing stolen property and/or the unauthorized taking of property of another or possessing such property. If a student takes another student's cell phone, it may be considered theft and will be considered a Class Three on the Behavior Matrix

**Outside Electronics**: (Smart Watch, Wired/wireless earbuds and headphones, iPad, iPod, kindle, nook) may be utilized in the classroom by the discretion of the teacher. If at any time the technology becomes a distraction to the student or others, it may be confiscated and returned to the student at the end of the day (1st & 2nd offense). The 3rd offense will result in the student being issued detention and the technology is held in the office until a parent or guardian picks it up. These offenses accumulate per school year. If a student refuses to turn over the technology, it will be considered a Class Three on the Behavior Matrix

**Computer Information**: CSD is pleased to offer students and staff access to technology resources for schoolwork. The purpose of the CSD's technology recourses is to provide additional educational resources and communication tools for the students and staff. These resources include but are not limited to the following resources: network, Internet, computer hardware, computer software, printers and copiers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available. The use of the CSD's technology is a privilege, not a right. Users are to be aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the Terms and Conditions, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. User Terms and Conditions

1. The use of the technology resources must be in support of education and research and consistent with the educational objectives of the CSD.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.
3. Prohibited technology resources activities include, but are not limited to, the following:

Computer Laptop/iPad Violations:

a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, violent, pornographic, obscene, or sexually explicit materials.
b. Downloading or transmitting multi-player games, music, or video files using the school network.
c. Vandalizing, damaging, or disabling property of the school or another individual or organization.
d. Accessing another individual's materials, information, or files without permission.
e. Using the network or Internet for commercial, political campaign, or financial gain purposes.
f. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
g. Promoting or soliciting illegal activities.
h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
i. Violating copyright or other protected material laws.
j. Subscribing to mailing lists, mass email messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
k. Intentionally wasting school resources.
l. Using proxy servers.

**Textbooks:** At the beginning of each school year the student is issued textbooks, or equivalent of a textbook needed for each class. These items become the responsibility of the student and must be paid for if they are damaged or lost.

**Book Bags/ Back Packs:** Book bags and back packs are to be kept in lockers during the school day.

**Lockers:** Students should report any damage to lockers at the time of issue. Lockers are the property of the school and provided for student use. The school is not responsible for lost or stolen items. School personnel may search lockers.

**Locker Posters/signs:** Locker posters and signs designated for CHS/CMS sports/activities will be allowed on the outside of lockers during the season. No other locker posters/signs will be allowed on the outside of lockers. Sports and clubs not sponsored by CSD will be able to hang posters during the week of regional/ state/national competition.

**Student Appearance:** Students are encouraged to "dress for success" as mature young adults and to make clothing choices that are consistent with a positive and safe learning environment. To encourage student respect for an educational environment, students shall maintain a reasonable standard of cleanliness and good personal hygiene, as well as wear apparel that is not disruptive to the educational process. Questionable apparel will be addressed by a teacher or may be brought to the attention of the administration. An administrator may request a change in attire when a student's dress is not appropriate. Dress & Grooming: Dress and grooming on a school location in the following manner is prohibited:

- ✓ Wearing clothing or accessories that include words, pictures, or symbols which are obscene, vulgar, abusive, discriminatory, or which promote or advertise alcohol, chemicals, tobacco, drugs, violence, sex, gangs, inappropriate language, or any product that is illegal for use by minors.
- ✓ Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups including gangs or supremacist groups.
- ✓ Wearing any headwear, coats, or trench coats in the building during the school day without permission from the school administration
    - Hats should be removed when entering the school building and throughout the school day.
    - A student wearing a hood or any other inappropriate headwear during the day will be treated as Inappropriate Dress/ Dress Code Violation and will be issued a detention by the teacher/office.
- ✓ Wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others such as chains and spikes.
- ✓ Wearing pants/shorts that are sagging.
- ✓ Midriff exposed (abdominal skin should not be visible), and/or extreme mini-skirts and shorts are too informal for the school/ professional setting.
- ✓ Footwear is to be always worn.
- ✓ Students may not wear or utilize blankets.
- ✓ Students may not wear sunglasses during the school day.

**Violation of the dress code will be handled in the following manner:**
Students will be asked to put away or remove the offending item(s). It may be necessary to call a guardian to provide alternate clothing items. Students may be given an alternate item of clothing to wear for the day. The Behavior Matrix will be used for Inappropriate Dress/ Dress Code Violation.

**Fire, Tornado, and/or Disaster Drills:** Periodic fire and disaster drills to be conducted throughout the year. Teachers will go over proper fire and disaster procedures at the beginning of the semester. Each classroom has emergency exit maps posted indicating the route to be taken when evacuating the school. Students must stay with their class as they leave the building as well as when outside the building.

**Visitors:** Arrangements for student visitors (discouraged) must be made with the principal at least one day in advance of their visit. All visitors to CHS & CMS must check in at the office.

**Extracurricular/school event happening at the same time:** From time-to-time extracurricular activities may fall on dates/times when other school events are taking place. These school events are part of a class (example band or vocal concerts) and are for a grade. These extracurricular activities will take on a secondary role. The students will go to the graded activity and forgo the extracurricular event.

**Parking:** Student parking is restricted to the East Parking lot. Students are restricted to only utilizing the west parking; this includes before, during, and after school. All students are required to check out in the office if leaving the building for any reason. Appropriate disciplinary action will result for parking improperly, unsafe driving, etc.

**School Dances:** School dances are for current CHS students only, with the exceptions of Homecoming and Junior/Senior Prom. CHS students may bring high school age or older dates (age 20 or younger) that are not CHS students to the dances at Homecoming and Prom by registering them in advance in the office. CHS Juniors and Seniors may bring a student from CHS in grades 9-12. Students may not return to a school dance after they have left the building. There will be no admission to a school dance 30 minutes after the event begins.

**Prom Attire: N**o blue jeans, no t-shirts, and no hats outside (Cowboy hats/Military attire is allowed). Refer to the district dress code policy before purchasing a dress. All two-piece dresses cannot expose excessive mid-drift areas. Please remember we want CHS students to be viewed in a positive light by the community. Tickets to prom will be sold the month of prom.

**Homecoming Parade:** Drivers of all vehicles must hold a valid state driver's license. The Chamberlain School District does not allow Equine in the Homecoming Parade.

## Graduation Requirements

Students should be aware of minimum requirements for graduation. Please carefully check the information below. Students with 5 or more credits are considered Sophomores, those with 11 or more credits are considered Juniors, those with 16 or more credits are considered Seniors and those with 23 or more credits have achieved Graduate status. A student's grade status is designated each fall and remains the same for the school year.

**REQUIRED CREDITS/COURSES—CHS GRADUATION YEARS 2022**

| | | | |
|---|---|---|---|
| **Language Arts** | **4.5 credits** | **Fine Arts** | **1.0 credits** |
| English I | 1.0 credits | | |
| English II | 1.0 credits | **Mathematics** | **3.0 credits** |
| **Speech** | **0.5 credits** | *Students must complete:* | |
| English III | 1.0 credits | Algebra I | 1.0 credits |
| English IV | 1.0 credits | | |
| **Social Studies** | **3.0 credits** | | |
| Includes : | | **Science** | **3.0 credits** |
| World Geo/Cult/History | 1.0 credit | *Students must complete:* | |
| US History | 1.0 credit | Biology | 1.0 credit |
| Government | 1.0 credit | | |
| **Computer Science** | **0.5 credit** | | |
| **Personal Finance or Economics** | **0.5 credit** | | |
| **Physical Education** | **0.5 credit** | | |
| **World Language or CTE** | **1.0 credit** | | |
| **Health*** | **0.5 credit** | | |
| | | **Elective Classes** | **6.0 credits** |
| | | **TOTAL** | **23.0 credits** |

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***This requirement can be fulfilled in 7th & 8th grade, so CMS Health Completes this requirement. It will be record on the CHS transcript for zero credit.**

***Students should be sure they are taking the required courses needed for their educational plan. Please remember there are **different requirements** for a State Board of Education High School Diploma than those set by the Board of Regents, regarding proper admission to a South Dakota state supported college. Likewise, **requirements for graduation are not the same as those for entrance into a college or technical school**. Students who expect to enroll for further education in a post-secondary institution should contact the school counselor or the school of their choice for their specific requirements.

**CMS students that earn high school credit:** Students taking Physical Science or Algebra I in the 8th grade may receive up to one high school credit if they demonstrate the following: pass the exit exam (or a semester test) with at least a 74%, demonstrate mastery learning objectives as required for HS students, exhibit essential skills required for success as 9th grade student, and successfully complete the course with at least an 83% overall in the course. The grade will be recorded on the high school transcript, with the unit of credit included in the requirements for high school graduation. The letter grade will be included in the high school cumulative grade point average.

## Academics

### Grading Scale and GPA Table

| Percent Grade | Letter Grade | GPA | GPA Weighted Class |
|---|---|---|---|
| 100-99 | A+ | 4.00 | 4.83 |
| 98-95 | A | 4.00 | 4.50 |
| 94-92 | A- | 4.00 | 4.17 |
| 91-90 | B+ | 3.00 | 3.83 |
| 89-86 | B | 3.00 | 3.5 |
| 85-83 | B- | 3.00 | 3.17 |
| 82-81 | C+ | 2.00 | 2.83 |
| 80-77 | C | 2.00 | 2.50 |
| 76-74 | C- | 2.00 | 2.17 |
| 73-72 | D+ | 1.00 | 1.83 |
| 71-69 | D | 1.00 | 1.50 |
| 68-66 | D- | 1.00 | 1.17 |
| 65-below | F | 0.00 | 0.00 |

The following guidelines are established to guide staff in determining grades for students:

1) Grading procedures shall be related directly to the stated learning goals.
2) Criterion-referenced standards shall be used to distribute grades.
3) Individual achievement of stated learning goals shall be the basis for grades. Effort, participation, attitude, attendance, and other behaviors shall be included in grades if stated as part of a learning goal.
4) Teachers may set due dates and deadlines for all marked work that will be part of a student's grade. Work handed in late shall be marked 91% of what is earned, which is equivalent to a letter grade deduction. All work is due and will be graded in the midterm it is assigned. Teachers may dock a maximum of 34% for any late assignment. Teachers may exempt students from penalties. Care should be taken to ensure that penalties do not distort achievement or motivation.
    a. Homework not turned in during the midterm that it was assigned shall be recorded as a zero.
5) Students shall not be penalized only for absence. How make-up work is handled for grading purposes is prescribed in each school handbook. Absent students shall be given make-up opportunities for all missed work without penalty.
6) Work not submitted will be identified as M (Missing). Students are expected to complete all work and will be given opportunities to do so. Where credits are involved, an M means no credit for that assignment until the missing work is completed and the grade is updated. Teachers may choose to put an X (Exempt), this means the assignment is exempt which has no effect on the grade.
7) Grades shall be determined to ensure that the grade each student receives is a fair reflection of his/her performance. Grades shall be weighted carefully to ensure the intended importance is given to each learning goal and to each assessment.
8) Teachers shall properly record evidence of student achievement on an ongoing basis.

**CMS Grade:** CMS classes will be set up on a quarter system. If a class is being offered at CMS for high school credit, then the class will be set up as a semester grade.

**CHS Semester Grade:** The **s**emester grade will consist of a combination of the two quarters within the semester (85% of the overall grade) and the semester test (15% of the overall grade). At the completion of each midterm/quarter, all missing assignments will become zeros. Therefore, the final grade of a Semester is valued at 85% and the Semester Test is valued at 15%. The final grade will be documented on the transcripts.

**Semester Tests:** Semester tests are given at the end of each semester. The semester test will be weighted as 15% of the semester grade. The last three days of each semester are set aside for final testing. Semester test days are open campus with students only required to be in school during their testing times. A master schedule will be set up to accommodate semester testing and will be posted. Semester tests will need to be taken on the assigned dates of the tests. No tests will be allowed to be taken before the scheduled dates. Any tests that do need to be made up will take place after the assigned testing dates. Students are eligible to be exempt from taking semester tests during second semester if they have zero unexcused absences, 2 or less tardies to the class, and have at least an "A-" (92%) in each individual class (not cumulative). Semester test exemptions only apply for CHS students taking courses taught by CHS teachers.

**Weighted Classes**: AP English (11th & 12$^{th}$), AP Government, Advanced Bio Labs, Physics, Pre-Calculus, Trigonometry, & Probability and Statistics

**Academic Honesty:** All students are required to abide by the basic principles of honesty in fulfilling both out-of-class and in-class expectations. Trying to pass someone else's work off as one's own contradicts what honesty is all about – integrity, truth, and genuineness. Work submitted under a student's name must be his/her own independent effort unless credit is given for specific assistance. With the growth of technology, also please remember the importance of giving credit when using your own computer and the internet. Students adhering to academic honesty do not engage in the following:

- Cheating – deliberately giving or receiving improper assistance as defined by the teacher on assignments, projects, or tests during class or outside of class.
- Plagiarism – using the words, work, or ideas of another without giving credit.
    - Artificial Intelligence – Misusing AI (Example: Chat GPT)

**Cheating/ Plagiarism Policy:** Any student in violation of cheating on an assignment will have the following consequences:

1) ISS for a length of 1 to 3 periods depending on the occurrence. (Office handles)
2) The student will be required to redo the assignment with the teacher, either before or after school, at a time set up by the teacher. (Teacher handles)
3) The student will be given 50 percent credit upon successful completion of the assignment. (Teacher handles)
4) If a student fails to come in and complete the assignment, teachers can leave the assignment missing as well as mark it as cheating through Infinite Campus. (Teacher handles)
5) Parent Notification will take place. (Teacher handles)
6) A student that is caught cheating on their semester final will receive a zero.

**Make up work**: Students have the right to make up assignments, tests, or other academic work missed when their absence is excused. Students have two days for the first day absent and one day for each consecutive absence thereafter. Work should be made up for absences due to school activities and preplanned absences before the student is gone or make arrangements with the teacher.
**NOTE: All students that have missed an assignment at school regardless of activity, illness, etc. will be marked with a "M" for missing.

**Missing Assignment Policy**: All students are expected to turn in their homework at CMS/CHS. A centralized location for staff to track missing work is set up (the list) and will be utilized to run the missing assignment program. If a student is on the list, teachers can issue detention and they can be required to work on missing work before or after school. Students may not be allowed to participate in extracurricular practices until after 4:00 if missing assignments.

**After School Academic Program:** CMS/CHS will offer an after-school academic room where any student is welcome to stay and complete daily assignments or missing assignments.

**MS Retention Policy**: The promotion/retention of a student in any grade level should be in the best interest of the student. The first consideration for student retention is failure to meet minimum levels of knowledge and skills at this grade level, or minimum goals prescribed on the Individualized Education Program. However, academics will not be the sole factor in the determination of retention. The student's age, maturity level, emotional and social criteria must also be considered on an individual basis. Retention shall occur only if it presents the possibility of allowing the student to function successfully at grade level in these areas.
CMS students will meet the following criteria to be promoted to the next grade level:
1. To be promoted to the next grade level, students are expected to pass their core classes (language arts, math, science, and social studies). Successful completion of a class will be determined by a passing final grade according to the district grading scale. The final grade will be determined by using the average of the four quarter grades.
2. If students do not pass the core classes, they must meet four out of the following six requirements:

- ✓ The student must have passed at least two quarters in each of the core classes.
- ✓ The student must demonstrate grade-level ability on STAR Test.
- ✓ The student must demonstrate grade-level ability on the State Assessment.
- ✓ The student must have no more than two in-school or out-of-school suspensions.
- ✓ The student must have a 95% attendance rate for at least two quarters of the school year.
- ✓ The student must successfully attend summer school.

**8th Grade enrollment into HS credit:** Class size is limited to the highest qualifying students that choose to take the class. Students who would like to enroll in 8th Grade Algebra I or Physical Science must meet 3 of the 4 requirements:

- A Smarter Balanced score average in Language and Math of at least a 2.5
- Must have at least a C in all core classes. At least a B average in 7th grade Math class
- NCE average score of 56 or above on the STAR Reading and Math STAR Test.

**Dropping/Adding Courses**: Students may not drop, discontinue, or add subjects without the permission of the principal and are subject to the following conditions: 1. Students may make adjustments to their schedules during the first week of the semester. No class may be added after that date. 2. Students must have the approval of parents. 3. Changes may be made only after consultation with appropriate instructors. 4. Classes dropped after the first week will be recorded as a "W" on the student's transcript. 5. Classes dropped after the second week of a semester will result in an automatic failing grade for that semester. 6. Class changes will be based on academic rigor and class size balance.

**Graduation Requirements**: In addition to the base requirements for the High School Diploma, students may earn advanced endorsements that are in alignment with the student's personal learning plan. Advanced endorsements outline specific coursework within the base diploma requirements to denote specific emphases. Students may earn one or more of three advanced endorsements: Advanced Endorsement, Advanced Career Endorsement and Advanced Honors Endorsement. Requirements beyond the base high school diploma requirements for CHS are listed in the registration book.

**Commencement:** All requirements for graduation must be met prior to the day of scheduled commencement exercises before a student will be allowed to participate in the ceremony. All school equipment must be returned, and any fines or money owed to the school must be paid prior to participation in the ceremonies. **As per school board policy no mortar board will be decorated for the graduation ceremony.

**Graduation Ceremony:** The Senior class will meet with Jostens in the Fall of their graduating year. Students will purchase their own cap, gown, and stole from Jostens. All students taking part in the CHS graduation ceremony will be expected to wear an administration approved CHS cap, gown, and stole. Only cords and/or medallions that are awarded by Chamberlain School District and/or the State of South Dakota may be worn in the Chamberlain High School Graduation Ceremony. Any cords or other graduation regalia received from outside sources or affiliations will not be allowed. Caps and gowns are required for Chamberlain High School Graduation. The high school graduation cap is worn flat on the head (parallel to the floor), one point of the square facing forward (like a diamond). Tassels are worn on the right side at the start of the graduation ceremony and are moved to the left when graduates receive their diplomas. Graduation is a formal event. Adult behavior is expected. Students need to come to the ceremony appropriately dressed for the occasion. (Business casual or casual dressy: Dress trousers/khakis, dress shirt, dresses, skirts, dress slacks, blouses, shoes, and socks.) No jewelry, pins or anything extraneous to the ceremony should be worn outside of the cap and gown. The only expectation will be the flower provided by CHS. Decoration and writing on caps and gowns is not permitted. Eagle feathers or eagle plumes are allowed to be attached to caps. In accordance with South Dakota Codified Law 13-1-66. The state or any of its political subdivisions may not prohibit any Native American student from wearing an eagle feather, eagle plume, or an appropriate beaded graduation cap at a school honoring or graduation ceremony. A school administrator may determine if a beaded graduation cap is appropriate. Students will be required to submit a beaded graduation cap for approval prior to graduation which will be set by administration. **Attending graduation practice is REQUIRED to participate in the Graduation Ceremony.**

**Board Policy IKF/IKFA Graduation Requirements:** The academic graduation ceremony is a school district celebration. Therefore, the Board will oversee the academic graduation ceremony. Students and the public are asked to act in a manner that is respectful of the CHS Graduates and the CHS Graduation Ceremony. Therefore, a disruption of the CHS Graduation Ceremony through the use of noise devices, items brought into the ceremony, or through personal actions will result in removal from the ceremony. Examples of items may include but not be limited to artificial noise makers, silly string, beach balls, water guns, etc. If the ceremony is disrupted by a graduating senior, a meeting will be set up with administration and disciplinary action may follow.

**Early Graduation:** Students who will meet the graduation requirements, in less than four years, by the end of their first semester senior year or final semester of the junior year must submit a letter of application to the principal no later than the end of the semester prior to graduation. This letter must be signed by the student's parents and have the approval of the guidance counselor, and the principal. The student may graduate early with board approval. Any student, who graduates early, will have the option of taking part or not taking part in the graduation ceremony.

**Diploma:** Students will be able to pick up their signed diploma beginning the week after graduation in the CHS office, provided all requirements have been met.

**Class Rank:** The class for Valedictorian and Salutatorian competition is based on the Infinite Campus transcript calculated weighted GPA. The Valedictorian and Salutatorian competition ends at the completion of the 1st semester of a student's senior year. A student must have attended CHS full time for a minimum of 6 semesters to qualify for the honors of Valedictorian and Salutatorian

**Transcripts:** Students may request copies of their official transcript in the office. Expect processing such requests to take a minimum of one day.

**Honor Roll:** Students must maintain an "A" or "B" average.

**Honor Graduates:** Students who have a GPA of 3.5 or better (on a weighted scale) will be considered an honor graduate.

**Regents Scholar Diploma:** Students must graduate with the "Distinguished" course requirements with a cumulative GPA of 3.0 or better and no grade less than a "C."

**Regents Basic Admissions Requirements**

4 Credits Language Arts
4 Credits Algebra I or higher Mathematics
2 Credit ** Career & Technical Ed.
4 Credits Science (with 3 being lab)
3 Credits Social Science
1 Credit Fine Arts

South Dakota high school graduates with the required coursework in six designated areas (and an average grade of "B" or 3.0 on a 4.0 scale) shall be designated as Regents Scholars and may be eligible to receive a Regents' Scholar Diploma upon request by a high school administrator to the Board of Regents. High school graduates designated as Regents' Scholars automatically are admitted to all six public universities.
** May have the option of completing two units of modern/classical language, career and technical education, or a combination of the two.

**South Dakota Opportunity Scholarship:**

4 Credits Language Arts
4 Credits Algebra I or higher Mathematics
1 Credit Fine Arts
½ Credit Health or Health Integration
2 Credit ** Career & Technical Ed.
4 Credits Science (with 3 being lab)
3 Credits Social Science
½ Credit Personal Finance or Economics
½ Credit of PE
2 Credit ** Modern or Classical Language

**National Honor Society:** The National Honor Society (NHS) was established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. In all cases must be approved by the principal and NHS advisor of the high school.

**Requirements for Admittance to NHS Membership:**

1. The candidate must be a second semester sophomore or a junior.
2. The candidate shall exemplify the following criteria:
   a. Scholarship- minimum 3.5 grade point average on 4.0 scale. GPA does not round.
   b. Leadership- involvement in a group or organization, in or out of school
   c. Service- 10 hours of service per year
   d. Character- short essay: explain the maxim, "Character is what you do when no one else is looking."
3. A candidate must provide three teacher recommendations – two of which must be A CORE TEACHER from the current school year, the other must be from a teacher within the last two school years.
4. A candidate must have the approval of the majority of their teachers to be considered for membership.

## Attendance

Research is very clear on the impact positive attendance at school has on student achievement. For learning to occur at the required pace we expect students to be in school participating in their classes. Students can only miss up to 10 periods per course per semester to be elidable to earn credit. These absences include excused, unexcused and unknown. Please be aware of this expectation and plan vacations and trips accordingly. Any absent due to medical reason (Note from medical provider required), an absent related to a school function (field trip, competition, etc.), Funeral (with communication to the building Principal), or other pre-authorized reason approved by the Principal will be marked "Absent Exempt" and not count towards the 10-day limit.

**Absence Notification:** If prior arrangements have not been made, parents or guardians are to call the school office at 234-4467 on the day of an absence or the first day of an extended absence. If no phone is available a signed note from the parent will be accepted, but the note or phone call must be received in the office by 4:00 PM of the first day the student returns to school. The same procedure applies if it is necessary for the student to leave the school during the day. Parents must call or supply written verification before the student checks out and leaves school, or the absence will be automatically recorded as "unexcused." When returning from or leaving for an appointment, the student must check in at the office.
***STUDENTS SHOULD ALWAYS CHECK OUT IN THE OFFICE BEFORE LEAVING THE BUILDING.***

**Request for Homework:** Students are encouraged to check their online learning platform and/or the CSD teacher lesson plans page: http://www.cubs.org/start/Lesson%20Plans.html. Students are also encouraged to email their teacher for their homework. Parents requesting homework for students who are missing school due to sudden illness need to contact the school before 10:00 am.

**Withdrawal for excessive Absences Policy (WEAP):** A student who accumulates more than 10 attendance points in one or more for-credit classes during a semester will be withdrawn from those classes with grades recorded as "F" and a resulting loss of credit. If one or more of these classes are at the start or end of the school day, the student is not to be on school property during those time periods. If one or more classes are in the middle of the student's daily schedule, he/she will be assigned to study hall. A student who accumulates more than 10 attendance points during a study hall period will be permanently assigned to study hall and further absences or unexcused tardies will be dealt with through the school discipline policy, starting at Stage 3.
The following procedures for notification of absence status will be enforced, although rapid accumulation of absences may preclude some steps. After a student has received absences from a class during a semester totaling:

**Five absences** – If a student is absent for a period 5 times or 35 cumulative periods per semester, the guardian will receive a written notice.

**Ten absences** – If a student is absent for a period of 10 times or 70 cumulative periods of school per semester, the attendance will be reviewed by the administration and a decision will be made based on the districts WEAP policy. Contact will be made with guardian & truancy may be filed.

**WEAP** — The weaping of a student will be handled on an individual basis. If a student is weaped the student will be withdrawn from the class(es) and a failing grade(s) will be recorded. A letter of this action will be mailed to notify guardian. A student in grades 6-8 missing more than 10 days in a semester may not be promoted to the next grade.

**Excused Absences:** Each excused absence counts one attendance point. At the point of ten absences per period, an Attendance Agreement will be created for the student. Make-up credit will be given when class work or assignments are completed in the allotted make-up time, which is two days for the first day missed and one day for each additional day missed. The note or phone call must be received in the office by 4:00 PM of the first day the student returns to CHS or the absence will be recorded as unexcused.

Examples of excused absences include personal illness excused by guardians prior to the student's return to class.

Medical Excused: Appointments including doctor, dentist, counselor, etc. (A doctor's note must be provided for the student which indicates specific time and date(s).)

Absent Exempt: Professional appointments including court ordered appearances, attorney, etc. that could not be scheduled outside of the regular school day. (Documentation may be required)

Days missed for family/relative funerals do not count as attendance points, and therefore do not apply toward the WEAP Policy (maximum 3 days/year in-state, 2 additional days/year out-of-state.)

Days missed for school activities do not count attendance points, and therefore do not apply towards the WEAP Policy.

**Unexcused Absences:** Each unexcused absence counts as one attendance point. Credit recovery for class work or assignments will be given. Some unexcused absences may result in other disciplinary action. Examples of unexcused absences include: Suspensions, absences unaccounted for by the school or home, and leaving school without properly checking out.

**Tardy:** A student not present for any part of the first 5 minutes of any class, any period, will be counted "tardy." After 5 minutes the student will be counted absent. When a student has earned five cumulative tardies, the student will be issued detention. Students that reach more than fifteen cumulative tardies may be issued detention, In-School Suspension (ISS), or Out-Of-School Suspension (OSS).

**Skipping:** Students in school but not in class will be considered skipping which will be recorded as an unexcused. A student that leaves the building without checking out in the office will be marked as skipping. If a student is skipping, a grade reduction may occur on the assignments or assessments missed. The student skipping will also be expected to turn in any new assignments or take the assessment as required by all other students. Although there are various ways a student may skip, each time it will progress on the # of offense on the Discipline Matrix.

**Infractions:** These rules apply on school property and at school activities. In addition to the following infractions, other behavior, which is inappropriate, disruptive, or unsafe, will receive appropriate consequences.

**Is it Bullying?**
When someone says or does something unintentionally hurtful and they do it once, that's Rude.
When someone says or does something intentionally hurtful and they do it once, that's Mean.
When someone says or does something intentionally hurtful and they keep doing it, even when you tell them to stop or show them that you're upset – that's Bullying.

**Bullying Policy**: Persistent bullying can severely inhibit a student's ability to learn effectively or a member of the staff's ability to do their job. The negative effects of bullying can have an impact on a person for their entire life. We are committed to providing a caring, friendly and safe environment for all of our students, so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively.
Bullying is a pattern of repeated conduct that causes physical hurt or psychological distress on one or more students that may include threats, intimidation, stalking as defined in chapter 22-19A of SDCL, physical violence, theft, destruction of property, any threatening use of data or computer software, written or verbal communication, or conduct directed against a student that:

1. Places a student in reasonable fear of harm to his or her persons or damage to his or her property; and either
2. Substantially interferes with a student's educational performance; or
3. Substantially disrupts the orderly operation of a school.
4. Bullying may also include retaliation against a student for asserting or alleging an act of bullying.

The forms of bullying:

- Physical involves harmful actions against another person's body.
- Verbal-involves speaking to a person or about a person in an unkind or hurtful way.
- Emotional-involves behaviors that upset, exclude, or embarrass a person.
- Sexual-involves singling out a person because of gender and demonstrating unwarranted or unwelcome sexual advances.
- Racial-involves rejection or isolation of a person because of ethnicity.

**Cyber bullying** is a form of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the materials they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyber bullying includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been victims of such misuses of technology, as described in this policy, should not erase the offending material from the systems. A copy of the material should be brought to the attention of a principal or teacher.

Malicious use of District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or change the components of an entity on the network is prohibited.

**Consequences of Bullying/Cyber Bullying** Disciplinary action will follow the School Discipline Matrix. Reporting: If you need to report a potential bullying situation you can do so by contacting and school employee or utilizing the online form found here: https://www.p3campus.com/tipform.aspx?ID=5350#

**PDA Policy:** Students are reminded to show respect for fellow students by avoiding inappropriate displays of affection including hugging or kissing in the building, on school grounds before or after school, and at school activities. Holding hands is permissible but other demonstrations of affection are not. Any student violating the PDA Policy will have the following Behavior Matrix consequences.

**Vaping/ Tobacco/ Nicotine:** The possession of use of tobacco products including, but not limited to, cigarettes, cigars, pipes, electronic cigarettes, vaporizers, smokeless tobacco or snuff is prohibited on District and/or school property, school buses and/or at District-sponsored or school-sponsored activities, whether on or off District property. This also applies to after-school sponsored activities. Students in violation of this policy shall be disciplined in accordance with the discipline matrix. CSD has installed Vape Detection devise in various locations.

**Detention:** Students first offense detention will be assigned by the classroom teacher for up to 30 minutes of time. The staff member will inform the student of the time, date and location of the detention. All detentions issued will be served with the issuing teacher except if assigning teacher has after school commitments, detention will be served with the assigned detention supervisor. If a student skips a detention with the teacher, it will be turned over to administration. If a student skips detention from administration, a student will receive In-School Suspension or Out-Of-School Suspension.
**Detention Expectations**:
1. Students will report to assigned detention on time.
2. All electronic devices (cell phones, iPod, iPad, etc.) will be turned over to the detention teacher or detention supervisor.
3. Students will be expected to do academic course work or read.

**In-School Suspension (ISS)**: Students may receive ISS for more severe misconduct or habitual misbehavior. Students spend from one class period to a full day working independently in an isolated area. Credit is given for completed schoolwork and assignments handed in the following day.
**In-School Suspension Expectations**:
1. All electronic devices (cell phones, iPod, iPad, etc.) will be turned over to the ISS supervisor or Administrator.
2. Students will be expected to do academic course work or read.
3. Failure to comply with these expectations will result in further intervention aligned with discipline levels.

**Out-Of-School Suspension (OSS)**: Serious or repeated violation of school policy will result in an out-of-school suspension. During this time, the student will not be allowed to attend/participate in any school activities until the day in which the student returns to school. In addition, Students on OSS will be given maximum of 66% credit for assignments turned in from missed school days. OSS is considered an unexcused absence and will count towards truancy/losing credit.

**Expulsion:** The School Board may expel a student for flagrant acts of misbehavior.

# CMS/ CHS School Discipline Matrix 2023-24

| Inappropriate Behaviors | Consequences | | | |
|---|---|---|---|---|
| **Class One** | **1st Offense** | **2nd Offense** | **3rd Offense** | **4th Offense** |
| 1. Classroom Disturbances<br>2. Insubordination/Disrespect<br>3. Unacceptable Behavior<br>4. Profanity/Graffiti<br>5. Missed Detention<br>6. Parking Violations<br>7. Inappropriate Dress/ Dress Code Violation<br>8. Technology Violation (Additional consequences)<br>9. Skipping (In building/ Additional consequences) | Teacher Intervention with documentation shared with the office.<br>Detention. | Teacher Intervention with documentation shared with the office. Detention. or office referral w/ ISS | Parent contact and in-school suspension (ISS) | Parent contact and in-school suspension (ISS) or Out-of-school suspension (OSS) |
| **Class Two** | **1st Offense** | **2nd Offense** | **3rd Offense** | **4th Offense** |
| 1. Skipping & leaving building w/o permission (Additional consequences)<br>2. Severe offensive profanity/graffiti<br>3. Falsifying information<br>4. Significant Insubordination/Disrespect<br>5. Tardy Marks (Follow handbook policy)<br>6. Accumulated Detention<br>7. Public Display of Affection<br>8. Cheating/plagiarism (Additional consequences) | Parent contact and in-school suspension (ISS) | In-school Suspension | ISS or OSS | Parent contact and out-of-school suspension (OSS) |
| **Class Three** | **1st Offense** | **2nd Offense** | **3rd Offense** | **4th Offense** |
| 1. Skipping & leaving campus w/o permission<br>2. Insubordination towards administration<br>3. Bullying/Cyberbullying/Harassment<br>4. Vandalism<br>5. Theft<br>6. Disruption of education<br>7. Cell Phone Violation | Parent contact and in-school suspension (ISS)/ out-of-school suspension (OSS)<br>* Additional consequences | Parent contact and out-of-school suspension (OSS)<br>* Additional consequences | Parent contact and OSS<br>* Additional consequences | Up to 10 days OSS or possible long-term suspension<br>* Additional consequences |
| **Class Four** | **1st Offense** | **2nd Offense** | **3rd Offense** | **4th Offense** |
| 1. Physical Assault/ Fighting on school property or at school sponsored activity.<br>a. Assisting or recording the event<br>2. Making threats towards staff or students<br>3. Using Profane gestures or swearing at staff member<br>4. Gang Activity<br>5. Possession or use of nicotine/ e-cigarette/ tobacco on or at school property<br>6. Possession or use of alcohol on or at school sponsored activities.<br>7. Possession of drug paraphernalia/electronic vaping device on school property or at school sponsored activities. | Parent contact and out-of-school suspension (OSS) | Parent contact and out-of-school suspension (OSS) up to 10 days and possible long-term suspension | Parent contact and out-of-school suspension (OSS) up to 10 days and possible long-term suspension | Parent contact and out-of-school suspension (OSS) up to 10 days and possible long-term suspension |
| **Class Five** | **Each Incident** | | | |
| 1. Physical Assault/ Fighting while being transported.<br>2. Alcohol Consumption/Possession/Distribution on or at school sponsored activities.<br>3. Drug Consumption/Possession/Distribution on or at school sponsored activities.<br>4. Arson<br>5. Weapons: Use/Possession/Distribution on or at school sponsored activities.<br>6. Dangerous Threats | Referral to Law Enforcement Authorities (SRO) and either suspension, long term suspension, or recommended expulsion from school.<br><br>Suspensions: 1-10 days<br>Long term suspensions: 10+ days<br>Expulsion: Remainder of school days<br><br>Additional consequences may be tied to the behavior. | | | |

* Administration reserves the right to deviate from the discipline matrix to fit the needs of individual students, school personnel, or the situation.

## WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

**FEVER:** Any student with a fever of 100.0 or greater, should not return to school until they are fever free for 24 hours. This is WITHOUT the use of fever reducing medications.
**VOMITING:** Vomiting 2 or more times in 24 hours. Student should stay home for 24 hours after last time they vomited.
**DIARRHEA:** 2 or more watery stools in 24 hours, especially if the student acts or looks ill. Students should stay home for 24 hours after the last watery stool.
**STREP THROAT**: Keep child home until she/he is free of fever and on antibiotics for 24 hours.
**PINK EYE (CONJUNCTIVITIS):** May return to school after 24 hours of treatment.
**IMPETIGO:** Keep child home until cleared by provider to return to school.
**SCABIES:** Keep child home until after treatment is started.
**RINGWORM:** Child may return to school once treatment is started.
**MRSA**: Keep child home until cleared by provider to return to school.
**FLU (INFLUENZA):** Keep child home until there is no fever without using fever reducing medications for 24 hours. This usually takes 5-7 days.
**CHICKENPOX:** Keep child home until all the bumps have scabbed over and no new bumps appear for 2 days.
**STUDENT SENT HOME BY SCHOOL NURSE:** If the nurse sends a student home for illness or injury, they should not return to school for the rest of the day. If sent home for fever, follow fever guidelines.

## HEAD LICE (PEDICULOSIS) or NITS (EGGS):

Head lice are often a fact of life for school-aged children. While inconvenient, they are not a health hazard or a sign of poor hygiene; they are not responsible for the spread of any disease. The presence of head lice is the cause of much emotion and unnecessary absence from school which, may negatively affect academic performance. Research indicates children rarely catch lice at school. The vast majority of cases are spread by direct head-to-head contact with friends and family members who play or live together.
Chamberlain School District operates on a no exclusion evidence-based policy. This means that a student suspected or confirmed to have head lice or nits shall remain in school and will not be isolated or otherwise be subjected to restrictions to his/her activities.
CSD does not conduct mass screening per the recommendation of the National Association of School Nurses and the American Academy of Pediatrics. Therefore, parents need to take responsibility and check their children on a regular basis.
If a child is identified as having head lice or nits, the parent/guardian shall be informed either by phone or letter and will be given information and guidance on how to treat and manage the condition.
If a child has a severe case of head lice, they will be sent home immediately to begin treatment. They may return to school after treatment has been started.
If a student has repeated infestations of live lice or viable nits and there is no apparent adequate follow through by parent/guardian, the nurse will consult with the principal to determine appropriate action based on the individual student's situation.
At the discretion of the school nurse or at the request of the school principal, letters will be sent home with student's in K-5$^{th}$ if a classmate has been identified as having head lice or nits. The student that has been identified as having head lice or nits will remain confidential.

**MEDICATION ADMINISTRATION POLICY**
**CHAMBERLAIN SCHOOL DISTRICT**

MEDICATION: All prescribed medications, all over-the-counter (non-prescribed medications) and all chemical/homeopathic substances and compounds, including but not limited to natural remedies, herbs, and vitamins*, which purport to aid in a person's health or well-being or to treat illness or disease. *Chemical/homeopathic substances and compounds and natural remedies, herbs and vitamins are not tested by the US Food & Drug administration for safety or effectiveness and this lack of safety information limits their appropriate use at school. In accordance with the American Academy of Pediatrics Policy Statement – Guidance for the Administration of Medication in School, these substances are subject to the same restrictions and requirements in this regulation for prescribed medications.
Self-Administration: Taking of any medication without the intervention of a school nurse or qualified staff after receiving approval through this regulation.
Emergency/Urgent: An illness or allergic reaction that requires an immediate response that if left untreated may lead to potential loss of life.
Qualified Staff Member: A licensed nurse or unlicensed assistive personnel with a minimum of a high school education or the equivalent who has completed an approved South Dakota Board of Nursing Medication Administration Training Program for Unlicensed Assistive Personnel.

**Transportation and Storage of Medication**

**Grade 6-12**
Students shall transport prescription medication and chemical/homeopathic substances and compounds, including but not limited to natural remedies, herbs and vitamins from home to the school nurse or a qualified staff member. The medication shall be in the original properly labeled container.

**Storage ALL Grade Levels**
The school nurse or a qualified staff member will promptly count all controls and document all medication received. The school nurse must be the second count on all controlled medications. All medications will be entered into campus by the licensed school nurse ONLY. Received medication shall be secured with only the school nurse and a qualified staff member allowed access to the medication. Controlled substances will be double locked. 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 within 14 days of medication being discontinued, or by the last day of school, it will be disposed of properly by the school nurse.

**Administration of Medication**

**For a student to ingest medication in a school setting, the applicable District Medical Consent form must be completed, signed and submitted to the school nurse.**

**Staff Administration**:
Medication shall be administered by a school nurse or a qualified staff member. All medication administration by school staff will be properly documented in Campus.

**Asthma or Anaphylaxis**:
Any student with asthma or anaphylaxis may possess and self-administer prescription medication while on school property or at a school related event or activity if:

- The prescription medication has been prescribed for that student or indicated by the prescription label on the medication;
- The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider; and
- A parent of the student provides to the school:
    - Written authorization, signed by the parent, for the student to self-administer; and
    - A signed statement from the student's physician or other licensed health care provider indicating that the student is capable of self-administration. The statement should also

include the name and purpose of the medication, the prescribed dosage, the time and circumstances under which the medication maybe administered, and the period for which the medication is prescribed.

**Self-Administration**:
Prescription and chemical/homeopathic substances and compounds, including but not limited to natural remedies, herbs and vitamins:

- **Students in grade 6-12**
  - May possess and self-administer prescription medication (including chemical/homeopathic substances and compounds and natural remedies, herbs, and vitamins) while on school property or at a school related event or activity if signed statement by student's physician or other licensed health care provider is provided indicating that the student is capable of self-administration. The statement should also include the name and purpose of the medication, the prescribed dosage, the time and circumstances under which the medication is prescribed. Possession is limited to the dose(s) necessary during school hours or the school event or activity for one day.

**Over-the-Counter (non-prescription):**

- **Students in grades 6-12**
  - May possess and self-administer over-the-counter (non-prescribed) medication if parental consent is updated annually on the School Enrollment Forms. Possession is limited to the dose(s) necessary during school hours or the school event or activity for one day.

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## MISUSE OF ALL MEDICATION

Students are prohibited from transferring, delivering or receiving any medications 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 medication.

## IMMUNIZATION:

South Dakota Codified Law (SDCL 13-28-7.1) requires that any child entering school in this state, shall, prior to admission, be required to present the appropriate school authorities' certification from a licensed physician that the child has received or is in the process of receiving adequate immunizations against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, tetanus, meningitis, and varicella, according to recommendations provided by the Department of Health. The Department of Health may modify or delete any of the required immunizations.

Immunizations **REQUIRED** for Kindergarten Entry in South Dakota:

- FOUR or more doses of Dtap with at least ONE dose after the age of 4
- FOUR or more poliovirus, with at least ONE dose after the age of 4
- TWO doses of MMR
- TWO doses of Varicella

Immunizations **REQUIRED** for 6th grade Entry in South Dakota:

- ONE dose of Tdap vaccine IF child is 11 years old or older
- ONE dose of Meningococcal vaccine IF child is 11 years old or older

If immunizations could not be given due to age, it is **REQUIRED** to get them after child turns 11. Failure to complete necessary immunizations may result in exclusion from school until the requirements are met. Exclusion from school for failure to complete health requirements does not exempt a child from mandatory school attendance. Truancy procedures will be followed.

## IMMUNIZATIONS FOR TRANSFER STUDENTS

Any student transferring to the CSD, will need to have immunizations updated, or be in the process of getting immunizations updated before starting school. This will be verified by the CSD nurse.

## IMMUNIZTION EXEMPTIONS:

If you choose **NOT** to get your child vaccinated due to religious or medical reasons, please contact the school nurse, 234-4460, to fill out the state form for exemptions. All medical exemptions will require a doctor's signature.

# Chamberlain High School Supply List

**9th-12th**
**12-24 Pens**
**24 Pencils**
**College rule Notebooks**
**Folders w/pockets**
**12 Colored Pencils**
**100 index cards**
**1-inch binder or larger- for all Science classes**
**Clear Water Bottle**
**Headphones**

**Biology & Advanced Biology Supplies**
**3-Ring Binder 1" or 2", 200 Lined Notecards**

**Pre-Algebra and Algebra I**
**Eraser, TI-30XIIS Calculator, 100 (5x8) lined index cards**

**Mrs. Hoffer's Literature Class**
**One, 1-2 inch, 3-Ring Binder, 1 Pack College-Ruled Loose-Leaf Paper, & 1 Pack (of at least 5) Tabbed Dividers for the binder**

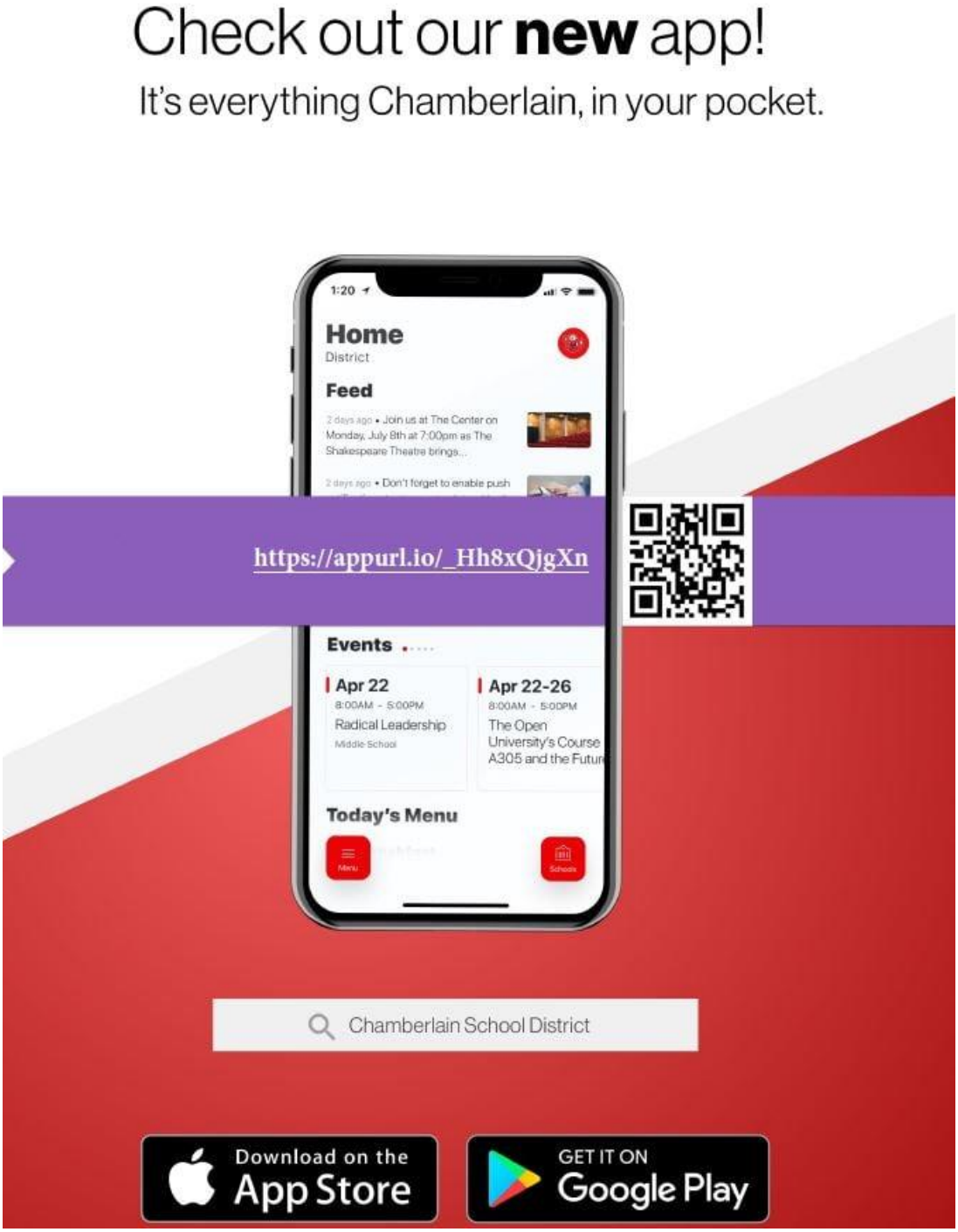
**Senior English**
**1 inch Binder and Clear Sheet Protectors**

**All Art Classes:**
**Pocket folder, 12 pack of pencils, 2 pink erasers, pen, and a notebook**

# Chamberlain Middle School Supply List

| 6th Grade | 7th Grade | 8th Grade |
|---|---|---|
| Agenda Book (Office $3.00)<br>Earbuds (No Bluetooth)<br>5 pens (3 red, 2 blue)<br>Pencils<br>1 zippered pencil bag<br>3 college-ruled spiral notebooks<br>5 plain double-pocket folders<br>2-inch D-Ring Binder (Math)<br>1-3 Subject notebook (Social Studies)<br>Three-ring binder - 1.5 in. – (Social Studies)<br>Colored Pencils – Box of 12<br>6 Elmer's glue sticks<br>2 Highlighter pens (different colors –1 per semester)<br>2 large boxes of tissues<br>Erasers<br>Dry erase marker – black (low odor)<br>Old clean sock<br>2 pkgs. Post-It flags<br>1 handheld scientific calculator<br>PE – Deodorant, t-shirt, shorts, and tennis shoes | Earbuds<br>Pens<br>Pencils<br>Erasers<br>Stylus for iPad<br>6 notebooks<br>5 two-pocket folders<br>2 Glue Sticks<br>1 zippered pencil bag<br>Highlighters<br>2 Three-ring binder - 1.5 in. – (Powers and Social Studies)<br>1- tub disinfectant wipes<br>PE – Deodorant, t-shirt, shorts, and tennis shoes | Earbuds<br>Pens<br>Pencils<br>Erasers<br>Stylus for iPad<br>5 notebooks<br>5 two-pocket folders<br>Glue Sticks<br>Highlighters<br>1 pkg. 3x3 sticky notes<br>Zippered Pencil Bag<br>2 - Three-ring binders - 1.5 inch – (Powers, Dyson)<br>Make sure notebooks fit inside binder<br>1 – tub disinfectant wipes<br>PE – Deodorant, t-shirt, shorts, and tennis shoes |

CHS/CMS Website: https://chs.chamberlain.k12.sd.us/o/cmhs



Chamberlain School District No. 7-1
School Board Meeting
Agenda Item

For presentation at the July 10, 2023 of the School Board.

Subject: Consent Agenda

From: Justin Zajic, Superintendent

Nature of Action Requested from the Board:

| | |
|---|---|
| Board Action | X |
| Board Information | |
| Scheduled Report | |

a. Board Minutes(Attachment 1)
b. Personnel (Attachment 2)
c. Bill List (Attachment 3)
a. Open Enrollment

Individual(s) who will attend the board meeting and speak to the item:

Dr. Justin Zajic, Superintendent, Michelle Willrodt, Business Manager

I will be able to review the item further at the school board meeting, if requested:

Name: Justin Zajic_____Date: July 10, 2023

## 2023-2024 SCHOOL YEAR RATES

**Tax Exempt Number: 1019-0134-RS**

### SUBSTITUTE PAY

| | | NON-CERTIFIED | CERTIFIED |
|---|---|---|---|
| *Teacher | | $100Day ($11.43/hr.) | $120 Day ($17.14/hr.) |
| *Teacher-expired teaching certificate from the State of SD & former teacher in the CSD | | $120 Day ($14.29/hr.) | |
| *Teachers who Sub | $20.00/Hour | | |
| *Bus Monitor | $17.00/Hour | | |
| Crowd Control | | $25.00-Game | |
| Scorekeepers | | $25.00-Game | |
| Timers/Etc. | | $25.00-Game | |
| Foreman Bus Driver | $13.25/Hour | | |

CSD coach drives the bus of the activity that he/she coaches, payment will be made as follows/activity:
100 miles or less round trip = $40
Over 100 miles = $60

### TRAVEL ALLOWANCE

#### IN-STATE TRAVEL

**FACULTY MEALS:**

| | | | |
|---|---|---|---|
| Breakfast | $6.00 | Leave Before 5:31 A.M. | Return After 7:59 A.M. |
| Lunch | $14.00 | Leave Before 11:31 A.M. | Return After 12:59 P.M. |
| Dinner | $20.00 | Leave Before 5:31 P.M. | Return After 7:59 P.M. |

**STUDENT MEALS:**

| | |
|---|---|
| Breakfast | $4.00 |
| Lunch | $6.00 |
| Dinner | $7.00 |

#### OUT OF STATE TRAVEL

**FACULTY MEALS:**

| | | | |
|---|---|---|---|
| Breakfast | $10.00 | Leave Before 5:31 A.M. | Return After 7:59 A.M. |
| Lunch | $18.00 | Leave Before 11:31 A.M. | Return After 12:59 P.M. |
| Dinner | $28.00 | Leave Before 5:31 P.M. | Return After 7:59 P.M |

### MOTEL ROOMS

| | |
|---|---|
| In South Dakota | $75.00 + tax or actual cost if less-Sept. 1-June 1 ($90 + tax June 1-Sept. 1) |
| Out of South Dakota | $175.00 + tax or actual cost |

### FACULTY MILEAGE

| | |
|---|---|
| If no school car available | .42 per mile |
| If school car is available | .23 per mile |

**Chamberlain School District 7-1**

**2023-2024 Activity Prices**

| | |
|---|---|
| Single Event Admission, Student | $3.00 |
| Double Header Admission, Student | $3.00 |
| Single Event Admission, Adult | $5.00 |
| Double Header Admission, Adult | $6.00 |
| Season Pass, Student | $30.00 |
| **Student Reduced Rate: after the first student in same family** | $25.00 |
| Season Pass, Adult | $50.00 |
| Golden Age Pass, 60 and Over | Complimentary |

**Activity passes may be used for all activities with the exceptions of Homecoming, Prom, District, Regional and State events.**

Chamberlain School District No. 7-1
School Board Meeting
Agenda Item

For presentation at the July 10, 2023 of the School Board.

Subject: Review of Proposed Budget FY 24

From: Justin Zajic, Superintendent

Nature of Action Requested from the Board:

| | |
|---|---|
| Board Action | X |
| Board Information | |
| Scheduled Report | |

The official budget hearing will be at the first meeting in July. Business Manager Michelle Willrodt will review the proposed budget for FY 24 with the School Board.

Individual(s) who will attend the board meeting and speak to the item:

Dr. Justin Zajic, Superintendent, Michelle Willrodt, Business Manager

I will be able to review the item further at the school board meeting, if requested:

Name: Justin Zajic_____Date: July 10, 2023

Notice is hereby given that the School Board of the Chamberlain School District #7-1 will conduct a public hearing at the Media Center at the Chamberlain High School in Chamberlain, South Dakota, on Monday the 10th day of July at 7:00 P.M. The purpose is to consider the proposed Budget of the School District for the fiscal year of July 1, 2023 through June 30, 2024, and it's supporting data.

Michelle Willrodt, Business Manager

## CHAMBERLAIN SCHOOL DISTRICT #7-1 2021-22 (PROPOSED) BUDGET AND MEANS OF FINANCE

| | General | Capital Outlay | Special Education | Special Projects | Bond Redemption | Impact Aid | Enterprise | Food Service |
|---|---|---|---|---|---|---|---|---|
| Appropriations: | | | | | | | | |
| Instruction | | | | | | | | |
| Elementary Program | $2,700,200 | $122,000 | | $600,000 | | | $149,900 | |
| Middle School Program | 1,085,600 | 220,000 | | | | | | |
| High School Program | 1,581,800 | 279,320 | | | | | 4,100 | |
| Technology | -- | 105,000 | | | | | | |
| Special Programs | -- | -- | 1,404,830 | | | -- | | |
| Total Instruction | 5,367,600 | 726,320 | 1,404,830 | 600,000 | -- | -- | 154,000 | -- |
| Supporting Services | | | | | | | | |
| Guidance Services | 168,700 | | | | | | | |
| Health Services | 38,400 | | | | | | | |
| Psychological Services | | | 67,900 | | | | | |
| Speech Pathology Services | | | 267,100 | | | | | |
| Student Therapy Services | | | 47,000 | | | | | |
| Improvement of Instruction | 90,700 | | 13,925 | | | | | |
| Educational Media | 196,600 | | | | | | | |
| Board Services | 65,100 | | | | | | | |
| Executive Services | 233,400 | | 100,100 | | | | | |
| Office of the Principals | 315,200 | | | | | | | |
| Title/Administration | 192,600 | | | | | | | |
| Other Support Services | 1,500 | | | | | | | |
| Fiscal Services | 193,600 | 5,000 | | | | | | |
| Acquisition & Construction | -- | 600,000 | | 20,824,792 | | | | |
| Operations & Maintenance | 1,042,800 | 70,000 | | | | | | |
| Security Services | 43,280 | 32,515 | | | | | | |
| Transportation Services | 403,700 | 63,000 | 58,000 | | | | | |
| Early Retirement | 30,000 | | | | | | | |
| Food Service | 20,000 | 5,000 | | 500,000 | | | | 715,000 |
| Nonpublic school program | 207,835 | | | | | | | |
| After School Program | -- | | | | | | 7,500 | |
| Redemption of Principal & Interest | -- | 833,675 | | | 280,346 | | | |
| Total Support | 3,243,415 | 1,609,190 | 554,025 | 21,324,792 | 280,346 | -- | 7,500 | 715,000 |
| Co-Curricular Activities | | | | | | | | |
| Athletics | 377,500 | 35,000 | | | | | | |
| Combined Activities | 145,800 | 5,000 | | | | | | |
| Total Co-Curricular Activites | 523,300 | 40,000 | -- | -- | -- | -- | -- | -- |
| Transfer Out | -- | 6,000,000 | -- | -- | -- | 1,670,768 | -- | -- |
| TOTAL APPROPRIATIONS | $9,134,315 | $8,375,510 | $1,958,855 | $21,924,792 | $280,346 | $1,670,768 | $161,500 | $715,000 |
| Means of Finance: | | | | | | | | |
| Revenue from Local Source | $ 2,492,205 | $ 2,370,000 | $ 1,046,679 | $ 50,000 | $ 280,346 | | $ 25,000 | $ 228,500 |
| Revenue from County Sources | 75,765 | -- | -- | | | | | |
| Revenue from State Sources | 3,936,911 | -- | 620,347 | | | | | |
| Revenue from Federal Sources | 2,099,237 | 395,511 | 291,829 | 1,670,071 | | 800,000 | 136,500 | 373,000 |
| Reserves | | 5,609,999 | | 13,062,850 | | | | 113,500 |
| Transfer In | 530,197 | -- | -- | 7,141,871 | -- | -- | -- | -- |
| TOTAL ESTIMATED REVENUES | $9,134,315 | $8,375,510 | $1,958,855 | $21,924,792 | $280,346 | $800,000 | $161,500 | $715,000 |

Publish July 5

Chamberlain School District No. 7-1
School Board Meeting
Agenda Item

For presentation at the July 10, 2023 of the School Board.

Subject: Preservice Agenda

From: Justin Zajic, Superintendent

Nature of Action Requested from the Board:

| | |
|---|---|
| Board Action | X |
| Board Information | |
| Scheduled Report | |

Update on the preservice agenda for the 2023-2024 school year including dates for the school board lunch and open house.

Individual(s) who will attend the board meeting and speak to the item:

Dr. Justin Zajic, Superintendent, Michelle Willrodt, Business Manager

I will be able to review the item further at the school board meeting, if requested:

Name: Justin Zajic Date: July 10, 2023

Chamberlain School District No. 7-1
School Board Meeting
Agenda Item

For presentation at the July 10, 2023 of the School Board.

Subject: SDHSAA Ballot

From: Justin Zajic, Superintendent

Nature of Action Requested from the Board:

| | |
|---|---|
| Board Action | X |
| Board Information | |
| Scheduled Report | |

Review the candidates for the two open positions on the SDHSAA board. CSD's school board will cast vote on which candidate will best represent them on this board.

Individual(s) who will attend the board meeting and speak to the item:

Dr. Justin Zajic, Superintendent, Anna Pazour, Activities Director

I will be able to review the item further at the school board meeting, if requested:

Name: Justin Zajic Date: July 10, 2023

**SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION**

# 2023 OFFICIAL ELECTION BALLOT

## Division 1 Representative

## TERM: JULY 1, 2023 TO JUNE 30, 2025

**Division I Representative-** To be filled by a Principal

This position was vacated by Mike Talley of Rapid City Public Schools. The Division I Representative may be a Principal or Assistant Principal from any SDHSAA member school with a 2021-22 ADM from 1517 to 1152. Division 1 schools include Rapid City Central with a 2021-22 ADM of 1517 to Harrisburg with a 2021-22 ADM of 1152. Any
member school may nominate a person for this position and **all member schools have the opportunity to vote**. The person elected will serve a two-year term on the SDHSAA Board of Directors and is unable to run for re-election. Member schools in Division 1 include: Rapid City Central, Sioux Falls Washington, Sioux Falls Lincoln, Sioux Falls Jefferson, Rapid City Stevens, Sioux Falls Roosevelt, and Harrisburg.

You may vote for one candidate.

The deadline for the return of this ballot is **July 21 , 2023.**

☐ **Dan Conrad, Sioux Falls Jefferson High School**

☐ **Krista Inman, Rapid City Stevens High School**

☐ **Ryan Rollinger, Harrisburg High School**

_____ _____

Name of Member School Date

_____ _____

Signature (Superintendent or Principal) Signature (School Board President)

**Unless there are TWO signatures, this ballot will be unacceptable and declared void.**

# Division I Representative Bios

**Dan Conrad, Sioux Falls Jefferson**

Dan Conrad was born and raised in Sioux Falls, South Dakota. He is a graduate of Roosevelt High School, Augustana University, and has completed graduate work at University of Sioux Falls and University of South Dakota. Dan has served the Sioux Falls School District as a teacher & coach for 11 years, and as a principal/assistant principal for 14 years. He is currently serving as the principal Jefferson High School. Dan has been involved in activities throughout his educational career. As a student, he benefited from the SDHSAA as he participated in football and basketball, and in college he played baseball at Augustana University. As a teacher, coach, and administrator, he has seen first-hand the importance of students being involved in high school activities and the impact it has on students.

**Krista Inman, Rapid City Stevens**

Hello, my name is Krista Inman. I have been in the educational system for 28 years. I began my teaching career at Watertown High School teaching special education. I worked in that capacity for 23 years from 1995-2018. In 2019, I moved to Rapid City and was a Special Education Program Specialist that oversaw our middle schools, high schools, and 18-21 special education programs for students with moderate to severe disabilities. This was a great job, however; I was missing the piece I loved the most, being a part of a school. Last year, I was fortunate enough to be offered a position at Stevens High School as an assistant principal. I am back where I belong, in a high school where I can be a part of everything I love – a family of students, teachers, and coaches. The pride in our athletic and fine arts programs and doing what's best for them is a pivotal and rewarding piece not only for our high school but for all of the high schools in the state of South Dakota.

While in Watertown, I was the sideline cheer coach from 1995-2013 and competitive cheer coach from 2008-2018. As a sideline coach, I was very involved with and provided support in all the sports which the girls cheered for (football, boys & girls basketball, wrestling). I attended every game and enjoyed each sport. In addition, both of my children were involved in a variety of school athletics. When competitive cheer began as a new sport, I was an integral piece in the creation of the current rubric and building the sport to where it is today. Currently I am a judge for competitive cheer and dance.

**Ryan Rollinger, Harrisburg**

My name is Ryan Rollinger, and I have just completed my 23rd year in education in the state of South Dakota; 7 of those teaching in the classroom, 10 as an assistant principal, and most recently 6 years as the high school principal of Harrisburg High School, in Harrisburg, SD. Athletics and coaching were a big part of my journey as I served as a head girls and boys basketball coach, an assistant girls and boys basketball coach, and an assistant football coach for the first 17 years of my career.

In my educational career, I have been a part of the fastest-growing district in our region. I have helped create policy and change as we grew from a high school of 300 to now topping 1,700. I have been on several educational committees, state boards, and national advocacy groups, along with SDHSAA on the basketball advisory committee. As I feel the activities we offer to our student-athletes are an extension of the classroom and an important part of their development, I would be honored to represent the Division I schools in the principal position on the SDHSAA Board of Directors.

# SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION

# 2023 RUNOFF ELECTION BALLOT

## DIVISION III REPRESENTATIVE- SECONDARY PRINCIPAL

## TERM: JULY 1, 2023 TO JUNE 30, 2028

**Division III Representative**- To be filled by a SDHSAA member school Secondary Principal.

This position is currently held by Dani Walking Eagle of St. Francis High School. The Division III representative may be a secondary principal from any SDHSAA member school with a 2021-22 ADM from 443 to 125. The Division III schools include Tea Area with a 2021-22 ADM of 543 to Redfield with a 2021-22 ADM of 125. This position must be filled by a secondary Principal. **Any member school may nominate a person for this position and all member schools have the opportunity to vote.** The person elected will serve a five-year term on the SDHSAA Board of Directors and is unable to run for re- election in the Division III Representative slot. Member schools in the Division III Representative group include: Tea Area, Todd County, Lakota Tech, Belle Fourche, Dakota Valley, West Central, Vermillion, Sioux Falls Christian, Lennox, Madison, Cheyenne-Eagle Butte, Little Wound, Milbank, Sisseton, Canton, Custer, Dell Rapids, Chamberlain, Tri-Valley, Pine Ridge, Beresford, Hot Springs, Hamlin, Lead-Deadwood, Flandreau, Rapid City Christian, Elk Point-Jefferson, Mobridge-Pollock, Wagner, Sioux Valley, St. Francis, Winner, Red Cloud, St. Thomas More, McLaughlin, Groton, Baltic, Deuel, and Redfield. Groton is ineligible as they already have representation on the Board.

You may vote for one candidate.

The deadline for the return of this ballot is **July 21, 2023.**

☐ **Adam Shaw, Madison High School**

☐ **Jeff Sheehan, Hamlin High School**

_____ _____

Name of Member School Date

_____ _____

Signature (Superintendent or Principal) Signature (School Board President)

**Unless there are TWO signatures, this ballot will be unacceptable and declared void.**

# Division IIII Principal- Candidate Biographies

**Adam Shaw- Madison Central High School**

Thank you for taking the time to read through this quick bio. My name is Adam Shaw, and I am currently the high school principal for the Madison Central School District. I live in Madison with my wife Kate, and we have three wonderful children Brandon (22), McKenna (18), and Daveney (16). This year will conclude my 22nd year in public education. I was born and raised in Rochester, NY and graduated from high school in 1995. During the fall of 1995 I arrived in Madison, South Dakota to obtain a degree from Dakota State University and play football for the Trojans. At the conclusion of my collegiate career in 2000, I was hired by the Flandreau School District to teach Middle School Science. While teaching in Flandreau I coached football, wrestling, track, and summer boys' softball.

In 2004 I enrolled at the University of Sioux Falls and completed two master's degrees in school administration and technology integration. In 2006 I began my administrative career for the Marion School District. My role at Marion was high school principal from 2006-2010 and superintendent from 2010-2013. In 2013 I was hired to be the high school principal in Madison. During my time in Madison, I have had the opportunity to work with the SDHSAA through state events and also serving on the financial board of directors representing the SDASSP for the last five years.

Having children who have participated in athletics, and knowing the importance of the SDHSAA is what drives me to take on the challenge of serving on the SDHSAA Board of Directors. This would provide me with the chance to work on behalf of school districts and the SDHSAA to enhance the opportunities for the current and future students in our amazing state. I would appreciate your vote of support.

**Jeff Sheehan- Hamlin High School**

Hello, my name is Jeff Sheehan. I graduated from Watertown High School where I was a 4-sport athlete. I received my Bachelor's degree in Physical Education and Master's in Educational Leadership from North Dakota State University and my Specialist from University of Sioux Falls. I have been in education for 23 years, 8 as a classroom teacher and 15 years as a principal. I have also served as Athletic Director for 9 years at 3 different schools throughout those years. I have been a coach all 23 years of my career, coaching several sports at various levels, including volunteer coaching Special Olympic athletes.

I am currently finishing my 14th year as the middle/high school principal at Hamlin Education Center and am also the head football coach and assistant athletic director. I have always been passionate about sports and believe there are many life lessons to be learned from participation in athletics. They are an extension of the classroom and can be character building. I believe I can bring a unique perspective to the board, being from Hamlin with our distinctive population and circumstances and I would appreciate the opportunity to represent fellow coaches, athletes and educators as a member of the board of directors.