

LANGFORD AREA MS/HS

2024-2025 Student – Parent Handbook



Guided by Tradition, Focused on the Future

Let today be the start
of something new!

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Paraprofessional Aide

Secretary
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Welcome to Langford Area Middle School & High School. It is our aim to provide the best educational experiences possible in a safe and caring environment. To accomplish this goal, it becomes necessary to have certain rules and guidelines for all of us to follow. As students practice following rules in school, their education becomes more meaningful as they prepare to live in a complex society after they graduate.

The purpose of this handbook is to help Langford Area students and parents become better acquainted with our school. We hope it will provide you with information and a better understanding of the policies and daily procedures of our school. It is not intended to cover all the situations that may occur during the school year, so please feel free to contact me with any questions you may have at 605-493-6454.

We look forward to working closely with you, as together we track the success of your child.

Shad Storley
Superintendent/Principal/SPED Director

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OUR MISSION STATEMENT

WE (teachers, parents & community members) **WILL EMPOWER** (actively engage through school interventions, parental involvement and community support) **ALL STUDENTS** (persons attending Langford Area Public School) **TO MAXIMIZE THEIR SUCCESS** (meet high academic standards and achieve full educational potential) **IN OUR GLOBAL COMMUNITY** (world-wide).

VISION: Langford Area School District creates a safe and positive educational environment that is achievement oriented by promoting high expectations through academic excellence, high quality teaching, rich co-curricular activities and strong parental and community support.

BELIEFS:

- *The students of this school are the reason we are all here.
- *All children can learn in many different ways.
- *Effective learning involves a variety of instructional strategies and activities.
- *The school environment should be safe and conducive to learning.
- *Education is a responsibility shared by the school, parents and the community.
- *Supportive parental involvement contributes significantly to a child's achievement and development.
- *The teachers of a school are its greatest resource.
- *The students of a school are the community's greatest resource/asset.

I. PART ONE

SCHOOL SAFETY PLAN:

The District has developed a Safety and Emergency Plan to provide guidelines and a plan of action to maintain a safe environment and meet the emergency needs of students and staff impacted by a tragic accident or crisis situation that interrupts the safety and operation of the school. The school staff has been trained and drilled in the emergency procedures that will be taken in the event of a crisis.

SCHOOL HOURS:

The school day begins at 8:30 AM and ends at 3:30 PM. All doors to the school will be locked at 8:30 AM. Visitors will need to enter the school using the **east main entrance**. All visitors must stop in the main office and register at the front desk. This is a safety precaution so that we know everyone who is in the building in case of an emergency.

ATTENDANCE:

The entire educational process requires regular continuity of instruction, classroom participation, and involvement. Daily attendance is necessary for you to get the most out of these educational opportunities. It is critical for both students and parents to understand that students miss an essential part of their education when they are absent from class.

ATTENDANCE POLICY:

Parents should call the office (605-493-6454) before 8:30 AM to report that their child will be absent from school that day. In the case of prearranged absences, a phone call or note should be forwarded to the school at least one day before the planned absence.

All absences (other than sickness/Dr. appointments or emergencies) should be prearranged or the absence will be classified as “unexcused.”

Every absence from school will require the student to complete the necessary make-up work as assigned by each instructor. **If we do not receive a phone call or note documenting your absence, a phone call will be made to the parents.**

Steps to follow when absent:

1. Have a parent/guardian call the office or write an excuse giving name, day(s) absent, and reason for absence.
2. Obtain a pass (make up slip) from the office.
3. Present pass to each of your teachers for assignments missed.
4. Students will have two days to make up work for the first day missed and an extra day for each consecutive day missed after that.

ABSENCES: After a student misses the following number of days:

- A. **4 Days** An email or text will be sent to the parents/guardians and will serve as notification of the cumulative absences for the semester.
- B. **8 Days** Contact will be made with the parents/guardians to discuss the attendance policy and the consequences of further absences.
- C. **12 Days** A conference will be held to inform the parents/guardians the student will be required to make-up excess absences before or after school, serving one hour of detention for every ½ day missed. The student may also be referred to the district truancy officer for further investigation and/or action concerning the number of absences.

Parents/guardians are encouraged to send their children to school every day except when they are sick. **If sick, students are to be fever free for 24 hours before returning to school.** Regular attendance is expected of all students attending the Langford Area School District. This is in accordance with state law and school board policy.

TYPES OF ABSENCES

Absences are categorized as exempt, excused, or unexcused.

Exempt absences will be marked in the attendance record but will not count against the number of days you can miss in a semester. Exempt absences include: school sponsored activities, doctor/dentist appointments verified by note from doctor, doctor ordered absences verified by note from doctor, funerals/religious observations, one college visit per semester.

Excused absences are absences that are known about by staff and parents. These will count against the number of days you may miss each semester. When your absence is recorded as "Excused" you will be allowed to do whatever make-up work is available, and you will receive full credit for the quality of the work you do, provided it is completed within the time frames established by your teachers. These include doctor/dentist appointment not verified by note from doctor, doctor ordered absences not verified by note from doctor, illness, parent request, weather related absences.

Unexcused absences are not approved by the staff and/or known by parents. Students needing to leave the school for any reason during the day must first receive permission from the office. These will count against the number of days you may miss each semester. Failure to follow this procedure will result in an unexcused absence. Any portion of the day counts as one violation. These include skipping school for any amount of time, oversleeping.

MAKE-UP WORK

For any absence from school, students will be given the opportunity to make up missed work. The time allowed for makeup work will be two days to make up work for the first day missed and an extra day for each consecutive day missed after that. It is the student's responsibility to get all work made up.

LATE ASSIGNMENTS:

It is important that all students complete and hand in all schoolwork assigned throughout the school year on time. The results of not completing or handing in assignments on time will result in either lowering a student's cumulative grades significantly or in some cases failure of the class.

All assignments are due in the teacher's hands on the day and time designated by the instructor. Extension may only be given by the teacher under extraordinary circumstances. Assignments returned on the day designated by the instructor will receive full credit based on the criteria established by the teacher.

Late assignments: All assignments not completed by the start of class on the day designated by the instructor:

Up to one (1) day late—grade reduction of 20%.

Up to two (2) days late—grade reduction of an additional 20%.

If any assignment is returned beyond this time frame no more than half credit will be given for any work completed. Credit will not be given for late work turned in beyond the quarter grading period.

In the event students are absent for a school function, all work is expected to be turned into the teacher prior to being dismissed for the activity unless arrangements are made with the teacher.

ABSENCE ON DAY OF ACTIVITY (after school or evening):

Students must be in **attendance for at least ½ of the school day** in order to be eligible to participate in after school activities. This includes both participants and spectators at all school related activities. Doctor/dentist appointments, etc. may be excused in advance by the principal.

ADMIT SLIP:

All tardies to Period 1 require an admit slip from the office and tardies to periods 2-7 will be recorded in CAMPUS by the teacher.

TARDINESS:

1. If a student arrives late to school, he/she reports to the office for an admit slip. If a student arrives late to class, the teacher will mark the offense in the attendance system.
2. If a student has been detained in the office or by another teacher, the student should ask for a slip from the person who detained them before going to the next class.
3. Four (4) unexcused tardies to any block class or study lab will be recorded as one (1) absence.
4. The 4th tardy to any class and/or study labs per semester will result in serving after school detention.
5. Subsequent tardies after four (4) will result in after school detention and may also require the removal from privileges and/or suspension from school.
6. The Tardy Policy starts over each semester.

NOTE SPOT CHECK:

Parents may be called to verify a written note. Any unauthorized written excuse will result in half day of in-school suspension.

ILLNESS AT SCHOOL:

If a student becomes ill during the school day, he/she must go to the office so that it can be determined if the student should remain in school. The office will attempt to call a parent for permission to send the student home. Students may NOT make their own arrangements for going home when ill. No student may leave the school building during the school day without the approval of administration. Students who do not follow this procedure will be treated as having an unexcused absence and will face disciplinary action.

MEDICATIONS

All medications will be kept in the office in a locked cabinet. Staff will assist students with the correct dose and timing. Medicine must be brought in a bottle from the pharmacy with the child's name, correct dose, and instructions clearly labeled for administering the medicine. Parents' permission must be given for any medication taken, including non-prescription medications such as Tylenol.

No medications can be taken without parental consent. Cough drops may be given to a child on occasion unless a parent specifically requests it not be given.

DRIVING:

Students are NOT allowed to drive any vehicle during school hours (8:30 AM-3:30 PM). Should a driving need arise, special permission may be obtained from the administration. All student vehicles are to be parked in the lots north and west of the school building.

II. PART TWO

DISCIPLINARY POLICY:

Good discipline is always based on self-discipline. The Langford Area MS/HS operates on the philosophy that students are self-disciplined and behave in an acceptable and productive manner. Nevertheless, we recognize that some students will violate rules and interfere with the majority's right to a good education. Every teacher and staff member, including janitors, cooks, and bus drivers, has the authority to control student behavior. Depending on the seriousness of the infraction, the following tools are available to be used at the discretion of the administration:

1. Detention
2. Suspension (in and out of school)
3. Expulsion

Please see the attached Disciplinary Action Guidelines that will be followed as closely as possible.

DETENTION:

It is sometimes necessary for the teacher and/or principal to keep a student after school – be it for special help, make-up work, or for disciplinary measures. There will be advanced notice given by the student, teacher and/or principal.

- Parents will be notified by the student, teacher and/or principal. Alternate transportation arrangements for bus or out of town students are the responsibility of the parent or guardian.
- A student riding a bus will not be given preferential treatment or modified measures during after school detention; however, the student may stay the following night for disciplinary measures if alternate transportation cannot be arranged.
- Students may be assigned detention for behavior problems, unfinished schoolwork or other reasons as needed. Detention time will be used for schoolwork and will be held in the teacher's room or the office. Failure to report to an assigned detention may result in suspension.

Note: All discipline is subject to the principal and/or superintendent's discretion.

SUSPENSION:

Behavior disruptive to the educational process may place a student on suspension. There are three types of suspension:

1. Short term from class --- students may be assigned to in-school suspension (ISS). This means that they may be removed from class or classes and placed in a designated area of the office. Only the principal will assign in-school suspension from classes until a parental conference is held.
2. Short term from school --- Students may be assigned out of school suspension (OSS). This means that they may not attend any part(s) of the school day. The suspension period may be from 1 to 10 days. Only the principal or superintendent may assign out of school suspension.
3. The Board of Education may suspend or expel a pupil from school for more than 10 days.
4. Students are expected to complete all class work assigned during the suspension. Credit will be given following the guidelines under "Late Assignments" (page 7) in the student handbook.

EXPULSION:

The Langford Area Board of Education shall reserve the right, after due process, to permanently expel a student from attending the Langford Area School.

FIGHTING:

Students involved in fighting may be suspended from school immediately and then face additional disciplinary later. It will not be the school's intention or responsibility to establish the blame.

Senior Privileges:

Beginning with the 2nd quarter senior students who maintain a C (70%) or higher course grade will have senior privileges. Students will have privileges removed for a period of one week if any grade falls below a 70%. Grades will be checked on a weekly basis. Before the start of 2nd quarter, the principal will meet with the seniors to review the Senior Privileges policy and what privileges they are entitled too.

Seniors that get a tardy will not have privileges for 5 school calendar days.

Seniors that accumulate 10 combined absences for any reason in a semester lose their senior privileges during that semester.

Seniors will not be allowed to drive OUT OF TOWN during their senior privileges unless special permission has been granted by the principal or superintendent. The result of driving out of town will result in disciplinary action and could lead to losing senior privileges.

Seniors will have dedicated parking places.

SCHOOL ACTIVITY POLICIES:

School Activity Policies apply to all activities of the school including but not limited to athletics, cheerleading, speech, student publications, student council, and music.

The School Activity Policies are intended to promote positive student behaviors in all school activities. Student participation in school activities is a privilege, not a right. Students who choose to participate in school activities are expected to positively represent their school and community by demonstrating appropriate behavior all year round.

Specifically, the purposes of school activities and policies are:

1. To encourage growth and responsible citizenship.

2. To emphasize the schools' concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.
3. To promote equity and a sense of order and discipline among students.
4. To confirm and support existing state laws which restrict the use of mood-altering chemicals.
5. To establish standards of conduct for those students who are leaders and standard-bearers among their peers.
6. To assist students who desire to resist peer pressure which directs them toward the use of mood-altering chemicals.
7. To provide consistency among all student activities in student behavioral expectations.

Any middle school or high school student wishing to participate in school activities shall not possess, use, sell, or distribute tobacco, alcohol, and any other controlled, mind-altering, or illegal substance or commit any crime against a person or against property.

These activity policies will be enforced beginning with the first day of fall sports practice to the last day of the state track and field meet, regardless of whether or not the student is participating in an activity at the time of a violation. A student who violates these policies shall be ineligible to participate in activities according to the policy.

The following activity policies apply for all students participating in activities whether the offense occurs in a school, on school property, in District vehicles or buses, at District events, or away from District property.

Each student and his/her parents/guardians will be required to sign one set of School Activity Policies per year instead of one per activity since policy revisions include all activities in the policies; this will provide unity among all activities in the District.

SCHOOL EVENTS PUBLIC CONDUCT

We welcome fans and visitors to our school. However, these persons must adhere to our Public Conduct policy while attending school events. The District's Public Conduct on School Property policy is printed in the back of this handbook. Please acquaint yourself with the acceptable rules and appropriate penalties associated with its enforcement.

ACADEMIC REQUIREMENTS FOR EXTRA CURRICULAR ACTIVITIES:

Academic:

1. All students must be passing all subjects in order to be eligible to participate in any school activity. Grade checks will be determined on a weekly basis each Friday. (Eligibility starts over at the beginning of each quarter)
 - a. Student grades will be checked each week starting the 2nd full week of each quarter.
 - b. If a student is failing a class, he/she will have one week to raise the grade to passing to remain eligible for games.
 - c. **If a grade is not brought up to passing after the one week of probation, the student will become ineligible for games the following Monday and remain ineligible until the grade is brought up to passing. Students are still required to attend practice.**
2. Failure to pass a minimum of four credits per semester will result in the student being ineligible for SDHSAA activities for the entire following semester. (SDHSAA rules)

STUDENT POLICIES AND PRIVILEGES

ALCOHOL, TOBACCO, SMOKELESS TOBACCO/VAPING, NARCOTICS

Possession and use of alcohol and tobacco are forbidden by state law to anyone under the age of 21.

Possession and use of narcotics without a prescription is illegal at any age. State law also requires schools to hold all students to the same rules and regulations of conduct, regardless of whether the student is older than or younger than 21. The school board does not permit the use of possession of tobacco, alcohol, or narcotics on school premises, at school activities, or school buses. Items containing tobacco, alcohol or narcotics are subject to confiscation by school authorities and, in the event of confiscation, will be made available to the student's parents or guardian, by appointment, or to the legal authorities if proper under the circumstances. Any student breaking any of these rules may face suspension or expulsion from school and/or all school activities. The use of tobacco (including smokeless) in any form, by students on or in all school properties belonging to the Langford School District, is hereby prohibited. Any student violating this policy may be subject to suspension or expulsion from school. Smoking devices will not be carried in the school building or at school functions. The use or possession of alcoholic beverages is prohibited on school property or at school-sponsored activities or events. Teachers and administrators will at all times have authority to exclude students from participating or attending school activities and events if it is suspected that alcoholic beverages have been consumed. Any students breaking this rule will face suspension or expulsion. Those placed on suspension will lose the privilege to participate in all school activities. The period of suspension will be determined by the administration. Any student attending a school function at home or away who is known to have been drinking either during or prior to arriving at the school function will be held at the school and required to call his/her parents. Further disciplinary action will be taken. Procedures for dealing with cases of suspected and admitted drug use will include counseling and referral, as well as procedures for dealing with illegal drug use or traffic on school property. A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco, alcoholic beverage or intoxicant of any kind.

STUDENTS PARTICIPATING IN CO-CURRICULAR ACTIVITIES: (ALCOHOL, TOBACCO/VAPING, DRUGS)

This policy applies to students during the time the activity season is in progress. Penalties may be carried over to the next activity season if it becomes necessary.

1st offense: Student(s) will be suspended from said activity for five (5) school days to include one (1) Football Game, two (2) Basketball Games, two (2) Volleyball Games, two (2) Track Meets, one (1) Cross Country Meet and two (2) Band Performances, one (1) Chorus Performance and all practices (exception: band and chorus) during said days.

2nd offense: The student(s) will be suspended from said activity for the remainder of the present school term.

South Dakota Codified Law 13-32-9

Any person adjudicated, convicted or the subject of a suspended imposition of sentence for possession, use or distribution of controlled substances or marijuana as defined in chapter 22-24 is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education and Cultural Affairs for one year. The one-year suspension may be reduced to sixty school days if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Upon a subsequent adjudication, conviction, or suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity while that person is attending any school accredited by the Department of Education and Cultural Affairs. Upon such a determination in any juvenile proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the Chief Administrator of the school in which the person is enrolled.

The term extracurricular activity means any activity sanctioned by the SDHSAA

POSSESSION OR USE OF A WEAPON:

Prohibition: No person shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any weapon on any school premises, (or in any vehicle on any school premises), in any school vehicle used by the school or any school purposes in any school building or other building or premises used for school functions, whether or not any person is endangered by such action.

For the purpose of this policy, the term “Weapon” shall include:

- a. Any controlled weapon including a firearm, silencer, machine gun, or short shotgun, those terms defined in SDCL 22-1-2 (17), (23), and (46).
- b. Any “dangerous weapon” material or substance, whether animate or inanimate which is calculated or designed to inflict death or serious deadly harm, or by the manner in which it is used is likely to inflict death or serious bodily harm.
- c. Any “destructive device” including any bomb, grenade, explosive missile or similar device.
- d. Any “explosive” including any substance or combination of substances, that is used for the purpose of detonation.
- e. Any “firearm” including any weapon from which a projectile or projectiles may be discharged by gunpowder.
- f. Any “stun gun” including any battery-powered, pulsed electrical device of high voltage and low or no amperage that can disrupt the central nervous system and cause temporary loss of voluntary muscle control.
- g. Any “knife,” “club,” “num-chuk,” “sling-shot device” or similar item which is designated to, intended to, or used in such a manner as to incapacitate or cause any bodily injury or any threat of bodily injury by the designer or user of the item.

This policy does not apply to starting guns while in the use of athletic events and supervised schools or sessions for training in the use of firearms.

Penalty:

Violation of this policy may result in expulsion for a period of not less than 12 months according to the suspension policies of the School District. The Superintendent or chief administrating officers of the school district may increase or decrease the length of the weapon-related expulsion on a case by case basis.

Unless there are unusual mitigating factors, the penalty for the offense will be expulsion for a period of not less than twelve (12) months.

SEXUAL HARASSMENT:

It is the intent of the Langford Area School District to provide a learning environment free of sexual harassment. To that intent, the Langford Area School will use all available resources and means to assure that no student is subjected to any harassment or intimidation. Any unwelcome sexual advances, solicitation or sexual activity by promise of reward, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitutes unacceptable harassment.

It is the district’s policy that sexual harassment is illegal, unacceptable and shall not be tolerated. Any student or employee will be subject to disciplinary action that may include suspension or expulsion from school. Students who feel he or she has been subject to sexual harassment should report the incident immediately to his or her teacher, principal or counselor. Resolutions of complaints or problems may be pursued informally or formally at the option of the person who feels he or she has been subject to sexual harassment. All complaints will be thoroughly investigated. Confidentiality consistent with due process will be maintained.

HAZING:

Committing an act against a student or coercing a student to commit an act that creates risk of harm to a person, in order to be initiated into a student organization or class, or for any other purpose is unacceptable. At no time will the Langford Area School sponsor or condone any forms of hazing of its students. Any such actions during the school day, at school sponsored activities or on school premises may result in suspension from school for a period of 1-5 days.

BULLYING/CYBER BULLYING:

The Langford Area School is committed to maintaining a constructive, safe, and bullying-free school climate that is conducive to all students' educational opportunities and which fosters an environment in which all students are treated with respect and dignity. Please refer to the Bully Policy, located on the school website, for a complete definition, reporting, complaint, and appeal procedures.

DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY, STEALING OR ATTEMPTING TO STEAL SCHOOL PROPERTY OR ANOTHER'S PERSONAL PROPERTY:

A student shall not intentionally cause or attempt to cause damage to school property or another person's private property. A student shall not steal or attempt to steal school property or another person's private property on school grounds, while at a school-sponsored function or attending a school event off school grounds.

The student will be required to pay the cost of repairs or replacement of damaged property. Should property be stolen, replacement or restitution will be made to the school or parties involved. The first violation may also result in suspension (ISS/OSS). Subsequent violations will be reported to the School Board who may recommend further disciplinary action which may include but is not limited to long-term suspension or expulsion. If warranted, law enforcement may be notified.

CHEATING / PLAGIARISM:

Plagiarism by students is illegal. Plagiarism as defined in *The American Heritage College Dictionary* (1). To use or pass off as one's own (the ideas or writings of another.) (2). To appropriate for use as one's own passage or ideas from (another). Plagiarism by a student could result in being asked to redo the work at a reduction in grade or, in certain circumstances, receive a failing mark for the work/assignment turned in. Staff members will review the act of plagiarism and its possible consequences with their students at the beginning of each semester and at appropriate times during the semester.

III. PART THREE

ELECTRONIC DEVICES

No electronic device shall be used in any manner to disrupt a class or impede learning. Use of headphones during the school day is prohibited unless approved by the classroom instructor. *Cell phones and ear buds will not be permitted from 8:30 AM to 3:30 PM. Cell phones will be permitted in classrooms upon teacher request of the principal for academic purposes. No cell phones are to be in the school bathrooms or locker rooms during school hours. Videos and pictures are prohibited on school grounds. If these items are being used by students during school instructional time without permission, the student will forfeit their property to the teacher and may pick it up in the office after school. If a student's device(s) are turned in to the office 3 or more times, the device will need to be picked up by a parent or guardian.*

POP/VENDING MACHINES

1. Absolutely NO pop or **energy drinks** will be allowed in school during the school day (8:00 AM to 4:00 PM)! Exception for class parties.
2. Food, covered mugs, cups, etc. will be allowed in the classroom at the discretion of the instructor.
3. Milk, water, and juice machines will be open all day. Do not leave any milk, water or juice containers in your lockers.
4. In the event of a spill, notify the custodian or the office immediately.

Violation of these rules could result in the loss of food and beverage privileges for **everyone**.

IV. PART FOUR

DISMISSAL:

1. Students in grades 6-12 will be excused at 3:30 PM.
2. All students will leave in an orderly manner.
3. You are reminded to be careful as you exit the school grounds. There are many students leaving the buildings at this time. Slow down to keep everyone SAFE.

LIBRARY:

1. All students wishing to use any of the resource materials in the library during the school day will be required to have a written pass from the instructor assigning the research.
2. A student may still check out of study halls to get a book or magazine (limit 5 minutes). This also is at the discretion of the study hall supervisor. The only students to be working in the library are those with passes.

LOCKERS:

1. Lockers are the property of the Langford Area School District and therefore are subject to search with or without the student being present.
2. Every student is assigned a locker in which they may keep their books and personal belongings.
3. Students shall not store any items in their locker that is expressly prohibited or that violates safety, health or moral standards.
4. Lockers must be kept clean (no unapproved decals, etc.).
5. No inappropriate words or signs will be allowed inside or outside.
6. Gym lockers are available for students participating in sports and PE classes. Students will need to bring their own locks.
7. The school will not be held responsible for lost or stolen items in the locker rooms.

ANNOUNCEMENTS:

Announcements will be emailed to the classroom teachers daily and posted to the school webpage.

STUDENT COUNCIL:

Elected members of the Student Council will meet during lunch periods and T-Block periods. However, there may be times when council members will be excused from class for a council meeting or activity. Any missed schoolwork must be made up for such absences.

MEETINGS AND PRACTICES:

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

POST HIGH SCHOOL COLLEGE VISITATION:

College representatives will schedule visitation times with the counselor and/or principal. Students wishing to visit with college representatives are required to sign up in the office.

Students planning to visit a college campus **are required to have parents notify the principal either in writing or with a phone call in advance of the scheduled visit.**

LOST AND FOUND:

The main office is the Lost & Found Center ---**please report or return items lost to the principal's office.**

PASSES:

Students are permitted to have a pass which gives them permission to move from room to room, study halls, etc., working on a project or participation in an activity; please have this done in advance.

PHONE CALLS:

1. No student or teacher will be called from class except in emergency situations.
2. Students making phone calls may use the phone in the office and must sign the record sheet in the office.
3. Students will not be allowed to receive phone calls during class.
4. Exceptions will be made in the case of emergencies.
5. **All phone calls for students in MS/HS must be placed through the office.**
6. The best time for phone calls is during noon and 4A & 4C study halls.

INDIVIDUAL CONFERENCES AND PARENT-TEACHER CONFERENCES:

The specific dates can be found on the school calendar. If parents are not able to attend on the scheduled nights, they are welcome to schedule a conference with the MS/HS teachers at any time that is mutually convenient.

SCHOOL BUS TRANSPORTATION:

All eligible students in the Langford School district may ride buses without charge. The driver is in full control of the bus and pupils are expected to obey the following rules:

1. Observe the same conduct as in the classroom.
2. Be courteous: use no profane language.
3. Do not eat or drink on the bus without disposing of your own garbage.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke or use smokeless tobacco.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands, and feet inside bus.
10. The bus driver is authorized to assign seats. Students who are disruptive may be removed from the bus for up to three (3) days for the first infraction and could be denied bus service for the remainder of the year for additional infractions. If your child is having bus problems, **first please contact the bus driver. If the problems continue contact the school administration!**

ACTIVITY BUS POLICY:

All students riding activity buses are expected to act in a responsible manner. You not only represent yourselves, but you also represent our school and community.

1. It is preferred that students ride the activity bus to school sponsored activities and home again.
 - a. In the event of specific circumstances, a parent may check their son/daughter off the bus by signing a check off sheet after the event. A parent must **personally** sign their child out at the activity.

- b. Parents may request that another parent take their child home from an activity. This request must be approved by either Mr. Storley or Mr. Gibbs.
2. Students will be picked up at the school and returned to the school following the activity.
 - a. Parents may request their son/daughter to be picked up or dropped off at a designated point when the bus is traveling their direction. A drop off form will be available at the beginning of the year where parents will give their permission for school designated drop off points other than the school.
3. Upon returning from an activity, coaches will remain at the school until all students have left the facility. There are phones in both the kitchen and the coaches' offices for students to call home after an activity.

Penalty for violating this policy:

1. 1st Offense: Student will not be permitted to ride the bus or participate in the next activity.
2. 2nd Offense: Student may not be permitted to ride the activity bus for the remainder of the school year.

BREAKFAST/LUNCH:

6-12 students may purchase breakfasts for \$1.70 and lunches for \$3.25. Seconds are not included in Free and Reduced Prices. An extra milk/juice may be purchased for \$.50. Free and reduced applications should be returned as soon as possible so that eligibility can be determined. Until a student's eligibility can be determined, breakfast and meals eaten will be charged to the student's account and must be paid.

Students must have a positive balance in the school lunch account in order to purchase seconds. Parents will be notified when their child's lunch balance is nearing the negative. **Please read the District Meal Charge Policy located at the end of the handbook.** It is recommended that students bring monthly checks to be deposited in their lunch accounts; 20 meals is the average monthly number (\$34 for breakfast/\$65 for lunch). **If your child has special dietary needs, please inform the school. Medical documentation is required. Children may bring sack lunches from home. Microwaves are available. Pop and candy are not allowed in the lunchroom during lunch serving time (11:00 AM – 1:00 PM).**

Students are not allowed to leave the campus during lunch period unless they have senior privileges.

DRESS CODE:

It is important to remember, we are preparing you academically, socially and for a future occupation. There are group standards and you will need to conform and be responsible to other people.

Generally, it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual student, the school, and the community. Appearance should be nonrestrictive, nondisruptive and respectful.

1. For health and safety reasons, shoes are to be worn in the building at all times. Parents should see that children are dressed properly for weather conditions.
2. Caps, scarves, bandannas and hats are not appropriate and are not to be worn in the school building during the day.
3. T-shirts, jackets or other items of apparel that have markings, pictures, or lettering that convey profane language, tobacco/alcohol/illegal drug messages, nudity or offensive meanings are not appropriate and should not be worn during school or at school functions.
4. Clothing that is too revealing or causes a distraction is not appropriate and should not be worn during school. No pajama pants, bare midriff tops, spaghetti straps, strapless tops and low-cut tops are allowed.
5. Excessively baggy or tight clothing are prohibited.

6. Shorts are permitted. Please use good judgment.
7. Undergarments should be covered.

As a general rule, if in doubt, it's probably not appropriate.

If in question, it will be the administration's discretion whether or not a student has violated the dress code. If a student is dressed offensively, any staff member has the right to ask the student to:

1. Cover up
2. Turn the garment inside out, or
3. Exchange for school issued apparel

BACKPACKS:

Students will not be allowed to carry backpacks or large bags from class to class. Backpacks may be used to transport books, etc. to and from school and then stored in student lockers.

Student will be permitted to carry school issued device bags.

V. PART FIVE

GRADUATION REQUIREMENTS:

LAHS Graduation Requirements (7/11/13)

Credits (22)

English	4
Science (Lab)	3
Math	3
Fine Arts	1
Social Sciences	3
CTE/Capstone/WL	1
Personal Finance	.5
Physical Education	.5
Health	.5
Electives	5.5
Total Credits	22

SD BOR College Entrance Requirements

Credits (22)

English	4
Science (Lab)	3
Math	3
Fine Arts	1
Social Sciences	3
CTE/Capstone/WL	1
Personal Finance/Econ	.5
Physical Education	.5
Health	.5
Electives	5.5
Total Credits	22

Regents Scholar Diploma

4 years of English, Algebra or above Math, Science (including 3 of approved lab sciences)

3 years of Social Science

2 years of Foreign Language

1 year of Fine Arts

½ year of Computer Science

**No final grade below a "C" and an overall GPA of at least 3.0

SCHOOL GRADUATION POLICY:

Because of the importance of a high school diploma, the State Board of Regents and State Board of Education have imposed specific requirements on all students for graduation from high school and entrance into a college supported by the State of South Dakota. All graduates of LHS must successfully complete 22 credits as specified by the above-mentioned authority.

Deficiencies recorded during the freshman and sophomore years of school will be discussed and a plan of action will be recommended by the principal. All students will be required to attend a credit review with the principal or counselor during the sixth semester of high school. Each student, along with his/her parents/guardians, with identified deficiencies, will meet with the principal to develop a plan to correct such deficiencies.

In the event a student does not meet the minimum requirements for graduation he/she will not be permitted to (1) be on stage at commencement exercises, (2) name will not be called, and (3) will not receive a diploma.

A decision by the School Board “not to graduate” will mean that the student involved will not receive a signed diploma until their deficiency has been corrected and approved by the committee and the School Board.

ACADEMIC AWARDS

LHS BEST AND BRIGHTEST

This award is presented to those students who have earned honor roll status all four quarters of the school year. Students will be presented with a plaque recognizing their accomplishment at our Awards Night program.

PRINCIPAL’S AWARD

This award is presented each year to the top two in each of the high school classes with the highest cumulative grade point average. It requires a student to maintain a 3.0 GPA or better to qualify. These students will receive recognition at the Awards Night program with their names also engraved on a plaque.

STUDENT OF THE YEAR AWARD

This recognition is given to students in each of the areas of (1) Business (2) English (3) Math (4) Science (5) Social Studies and (6) Vocational Studies who most exemplifies all the qualities of a superior student. Consideration is given to Scholastic Ability, Seriousness of Approach to Studies and Cooperative Attitude. Each student receives a “Student of the Year” award.

REGENTS’ SCHOLAR DIPLOMA AWARD

This is awarded to graduating seniors who have completed the following curriculum: 4 units each of English, Math and Science; 2 units each of Social Studies and foreign language and ½ unit of computer science. Students receiving the Regent’s Scholarship Diploma automatically qualify for entry into any of South Dakota’s state-supported universities.

HONOR STUDENTS:

There will be three (3) levels of recognition for Langford High School students. Students earning a 3.9 Grade Point Average or higher will graduate with Highest Honor. Students earning a 3.7-3.89 Grade Point Average will graduate with High Honor. Students earning a 3.5-3.69 Grade Point Average will graduate with Honor. The grade point will be cumulative after the 7th semester of high school.

REGISTRATION CHANGES:

You will be allowed to change your registration anytime between pre-registration each spring and final registration during the first day of school. Changes will require a signed “Change of Registration” form which includes signatures from the parent, teacher, and principal. Permission may or may not be granted following that conference.

HONOR ROLL:

1. Students in grades 6-12 qualifying for the honor roll will have their name listed in the hall bulletin board and the Marshall County Journal.
2. A “B” average, no grade less than a “C” will qualify a student for the “Excellent” honor roll.
3. 3.5 grade point average or better, with no grade less than a “B” qualifies for the “Superior” honor roll.
4. All “A’s” qualify for the “Straight A” honor roll.

GRADING SCALE:

All instructors in grades 6-12 will use the following grading scale:

The numerical scores for grades are as follows: A = Excellent 90-100; B = Above Average 80-89.9; C = Average 70-79.9; D = Below Average 60-69.9; and F = Failing 59.9 and below.

Parents/guardians and students should check Infinite Campus for grading and academic performance feedback.

REPORT CARDS:

1. Report cards will be sent home at the end of each semester.
2. Teachers will grade according to the student’s academic and achievement in each class.
3. A record of absences and tardies will be included.

VI: PART SIX

TORNADO DRILL INSTRUCTIONS:

1. Go to an inside wall or designated area.
2. Stay away from glass.
3. Get down on your knees.
4. Put your head on your knees.
5. Remain in that position until you hear the “all clear” signal or your administrator/teacher tells you that “all is clear.”

FIRE DRILL INSTRUCTIONS:

1. Exit in a single file line—walk briskly.
2. Go directly to your designated grouping area and wait for further directions.
3. **NO TALKING** during the fire drill so emergency directions may be issued.
4. The first two students to the exit doors should hold them open during the drill; except high school students should relieve elementary students.
5. Instructors shall lead their class from the building. A class roster should be taken for taking roll in the grouping area.

SCHOOL CLOSINGS/LATE STARTS/EARLY DISMISSALS:

We will be using Apptegy texting and voice system to notify families of school closings, late starts, and early dismissals. In addition to the Apptegy system, we will continue to use some of the traditional methods of posting weather related closings. They include:

- School website: www.langford.k12.sd.us
Keloland’s Closeline: www.Keloland.com
Dakota News Now: www.dakotanewsnow.com.

Make sure your child knows what to do if they arrive home early and no one is there.

VII: PART SEVEN

DISTRICT COMPLAINT POLICY

Constructive criticism of the school is welcomed by the Langford Area School District when it is motivated by a sincere desire to improve the quality of the educational program and to help the school personnel in performing their tasks more effectively. The Board recognizes that situations arise in the operations of the school system which are of concern to parents or the public. Such concerns are best dealt with through communication with the appropriate staff members.

The Board believes that complaints and grievances are best handled and resolved as close to the origin as possible, and that staff members should be given every opportunity to consider the issues and attempt to resolve the problem prior to the involvement by the Board. Therefore, the proper channeling of complaints will be as follows:

1. Teacher/staff member
2. Principal
3. Superintendent
4. Board of Education

Procedure for Filing a Complaint

Whenever a complaint is made directly to the school board as a whole, or to a school board member as an individual, it shall be referred to the school administration for study and possible resolution. Matters referred to the school board must be in writing and should be specific in terms of the complaint and action desired.

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

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents/guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school if they choose, as well as at the district or district's homeless liaison's office.

The parent/guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are investigated.

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision within two weeks after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent, guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.
- Unresolved complaints may be forwarded, by the stakeholder, to the South Dakota Department of Education for review. Consult SD Department of Education Complaint Procedure by calling: 605-773-6400

STUDENT RECORDS:

Parents or legal guardians of students attending the Langford Area School have the following rights regarding student records:

1. To inspect and review the student's educational record.
2. To request an amendment of the student's educational record to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. To consent to disclosure of personally identifiable information contained in the student's educational record except to the extent the Family Educational Rights and Privacy Act authorizes.
4. To file a complaint concerning alleged failures to comply with these requirements.
5. To obtain a copy of the district's policy on file in the superintendent's office.

LANGFORD AREA SCHOOL DISTRICT	Food Service
Policies	

DISTRICT MEAL CHARGE POLICY

Federal Requirement: This policy will address the need for school food authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy to the families served. Because all students in participating schools may receive reimbursable meals, all SFAs must have a policy in place for students who are participating at the reduced price or full pay rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families and students have a shared understanding of expectations in these situations.

More information about this US Department of Agriculture (USDA) Food and Nutrition Service requirement can be found at <https://www.fns.usda.gov/school-meals/unpaidmeal-charges>. Food Service personnel will be responsible for maintaining account records and notifying the student's parent/guardian when meals charges have exceeded negative balance limits. It is the District's expectation that families will pre-pay for meals before they are served. Families are encouraged to apply for free and reduced-price meal benefits.

Collection Procedures:

- Notices of negative account balances will be e-mailed and sent home weekly.
- When a student's negative balance exceeds the total of 5 meals, personal phone calls will be made to parents to resolve delinquent accounts.
- When the negative balance has exceeded the total of 10 meals, the parent will be notified that the student may be denied further credit and will need to bring a sack lunch from home.
- No charges are allowed for seconds or a la carte items on accounts with a negative balance or a zero balance. If a student has money to purchase a meal at the time of service, the child must be provided a reimbursable meal. SFAs may not use the money to pay account balance if the child wishes to purchase that day's meal.

Personal contact will be made to families to discuss payment plan options for accounts with negative balances.

Adopted: August 14, 2017

Amended: December 2018

LANGFORD AREA SCHOOL DISTRICT	KGB
Policies	

PUBLIC CONDUCT ON SCHOOL PROPERTY

Although the Board welcomes the use of its facilities for public events, and public visitations to the schools, the Board expects all visitors to abide by acceptable rules of conduct. To maintain public order on school property, the Board prohibits the following conduct or acts on school property by students, parents, teachers, staff members, licensees or invitees:

1. The willful physical injury of any person or the threat to use force which would result in such injury.
2. The harassment or coercion of any person.
3. The willful damage to, or destruction of property.
4. The willful disruption of the orderly conduct of classes or of any other school program or activity.
5. The entry of any school building or upon any portion of the school premises unless such entry is made in connection with official business with the district or to attend an activity or function authorized thereby.
6. The willful interference with the lawful and authorized activities of others.
7. The possession, consumption, or exchange of unauthorized drugs or narcotics on school property.
8. The possession or use of a weapon, or any object that reasonably can be considered a weapon, on property of the school district.
9. The violation of any federal or state statute, local ordinance, or Board policy.
10. The refusal or failure of any person to comply with a lawful order or direction of an official of the school district in the performance of his duties.
11. The distribution or posting of any written material, pamphlets, or posters without prior approval of the administration.

Enforcement and Penalties

Any violation of the above shall be reported immediately to the building principal. He will investigate the case thoroughly and make a written report to the superintendent. Penalties that may be imposed by the principal and/or the superintendent include:

1. A reprimand.
2. An order will be given to violators to leave school property immediately.
3. A call to the police and a specified charge made under the penal code.

Other Penalties

The penalties mentioned above are not considered to be inclusive or to preclude in any way the prosecution and conviction of any person for the violation of any federal or state law or local ordinance and the imposition of a fine or penalty provided for therein.

Adopted: January 9, 2017

Langford School District 45-5 Disciplinary Action Guidelines

The purpose of this matrix is to ensure that our school has a safe and orderly environment in which learning is not jeopardized by disruptions. Each teacher provides students with a clear set of classroom rules and expectations and will administer consequences for minor offenses within the classroom. A discipline referral will result if students do not correct classroom misbehavior. The following matrix contains consequences that may be administered if classroom behavior is not corrected, or more serious violations occur. The type of discipline will depend upon the student's disciplinary background and the seriousness of the student's action. The disciplinary action outlined below serves as a suggested disciplinary action to be taken by the administration. The principal may modify disciplinary action at his/her discretion. Other infractions not listed will be reviewed on a case-by-case basis. Multiple or repetitive violations of behavior rules may result in long-term suspension or expulsion.

Classroom Pre-Referral Interventions	Level 1 Offense	Level 2 Offense	Level 3 Offense	Level 4 Offense
Examples: <ul style="list-style-type: none"> • Warning to student(s) • Contact parent/guardian • Conduct parent/guardian conference • Detention (before, after, lunch) 	Examples: <ul style="list-style-type: none"> • Disruption/insubordination • Dress code violation • Inappropriate language • Inappropriate behavior • Out of class without permission • Skipping/tardies • Unauthorized use of electronic devices 	Examples: <ul style="list-style-type: none"> • Bullying • Cheating • Computer policy issues • Disruption/insubordination • Inappropriate/threatening language • Inappropriate behavior • Encouraging others to fight • Repeated Level 1 offenses 	Examples: <ul style="list-style-type: none"> • Fighting/Use of physical force • Gang related activity • Harassment, ongoing bullying, intimidation • Sexual harassment • Inappropriate behavior • Theft • False fire alarm • Possession/use of tobacco/alcohol/vape • Vandalism • Repeated level 2 offenses 	Examples: <ul style="list-style-type: none"> • Inappropriate behavior • Possession or use of controlled substances • Possession of drug paraphernalia • Premeditated fighting • Offering or selling drugs to others • Bomb threat • Arson • Assault • Knives, weapons, dangerous objects • Physical attack on staff • Group/gang fight • Repeated level 3 offenses
1 st Offense	Discipline	Discipline to Short Term ISS	Short Term ISS to Long Term ISS	Long Term ISS to Expulsion
2 nd Offense	Discipline to Short Term ISS	Discipline to Short Term ISS	Short Term ISS to Long Term OSS	Long Term ISS to Expulsion
Further Offenses	Discipline to Short Term ISS	Discipline to Short Term ISS	Short Term ISS to Long Term OSS	Long Term ISS to Expulsion

Definitions:

Discipline: Any form of corrective action other than suspension or expulsion. Examples include: Warning, conference, referral, detention, loss of privileges

Short Term ISS: Denial of regular classroom attendance for more than a period or subject up to and not exceeding five consecutive school days.

Long Term ISS: Denial of regular classroom attendance for more than five consecutive school days.

Short Term OSS: Denial of school attendance for one to ten consecutive school days.

Long Term OSS: Denial of school attendance for eleven to ninety consecutive school days.

Expulsion: Denial of school attendance for an indefinite period of time.