# BURKE PUBLIC SCHOOL DISTRICT

## BURKE, SD

# MS/HS HANDBOOK

# 2026-2027

OUR SCHOOL WILL BE A PLACE WHERE KIDS FEEL SAFE, FIND THEIR PASSION, INCLUDE OTHERS, AND LEARN.

*Revised by board action July 13, 2026*

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## Welcome to Burke Middle and High School!

At Burke, we take great pride in fostering a school culture where students feel supported, challenged, and connected. Our goal is to provide meaningful educational experiences in a safe, respectful, and caring environment—one that prepares students not only for academic success, but also for life beyond graduation.

This handbook is designed to help students and families become familiar with our daily procedures, expectations, and guiding policies. While it won't answer every possible question, we hope it serves as a helpful resource throughout the school year. Please don't hesitate to reach out if you ever need clarification or support—we are here to help.

We believe that strong relationships between students, families, and staff are the foundation for success. We're excited to partner with you to help each student grow, lead, and thrive.

Mary Hosford
K-12 Principal

## MS/HS Staff

| | |
|---|---|
| **Mollie Andrews** | **Agriculture Education / CTE** |
| **Tamara Bull** | **Technology Coordinator** |
| **Mandy Frank** | **High School English** |
| **Heather Fuhrer** | **7th &8th Grade ELA, Spanish, 7th Grade Math** |
| **David Indahl** | **High School Science / CTE** |
| **Kara Johnson** | **Grades 5–12 Band, Grades K–12 Chorus** |
| **Jamie Kellen** | **6th Grade, Middle School Social Studies** |
| **Matt Lindholm** | **Middle School / High School Science** |
| **Lynell Martin** | **Special Education** |
| **Mike Sebern** | **High School Social Studies, Activities Director** |
| **Turner Serr** | **8th Grade & High School Math** |
| **Charles Hosford** | **K-12 Physical Education / Health** |
| **Kate Witt** | **K–12 Art** |
| | |
| **Erika Van Nieuwenhuyse** | **Paraprofessional Aide** |
| **Amanda Klein** | **Paraprofessional Aide** |
| **Carter Bull** | **Paraprofessional Aide** |
| | |
| **Cheryl Baxa** | **Secretary** |
| **Nicole Harnack** | **Registrar/ Admin Assistant** |
| **Laurie Bauchaump** | **Counselor** |
| **Cecelia Hosford** | **Business Manager** |
| **Mary Hosford** | **K-12 Principal/ SPED Director** |
| **Tim Sanderson** | **Superintendent** |

**NONDISCRIMINATION**
The Board is committed to a policy of nondiscrimination in relation to race, sex, religion, national background, handicap and other human differences. Respect for the dignity and worth of each individual will be paramount to the establishment of all policies. The Constitutions of our nation and state, pertinent legislation enacted at those two levels of governments, as well as court interpretations regarding citizens' rights, undergird this statement.

In keeping with these statements, the following will be objectives of this school district:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various social, economic, racial and ethnic groups
3. To carefully consider, in all decisions made which affect the school, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To initiate a process of reviewing all policies and practices of this school district in order to achieve to the greatest extent possible the objectives of society.
5. To work toward a more integrated society and to enlist the support of individuals as well as that of groups and agencies, both private and governmental, in such an effort.

The Board policy on nondiscrimination will extend to students, staff, the general public and individuals who it does business with. The person designated to coordinate Title IX, Affirmative Action and the Americans with Disabilities Act is:

Tim Sanderson, Superintendent of Schools
Telephone: (605) 775-2644

**NOTICE TO STUDENTS**
You forfeit your chance for life at its fullest when you withhold your best effort in learning. When you give only the minimum to learning, you receive only the minimum in return. Even with your parents' best example and your teachers' best efforts, in the end it is your work that determines how much and how well you learn. You must work to create your future and control your destiny. If you do not, you will have your future thrust upon you by others. Take hold of your life, apply your gifts and talents, and work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into an opportunity.

This Handbook, at times, will be subject to interpretation. The final decisions rest with the administration and/or the school board. There may be times when the administration sees fit to ADJUST some rules and regulations to fit the situation.

# STUDENT CONDUCT & EXPECTATIONS

## STUDENT CONDUCT

Our society is granting adult rights and privileges to people at a younger age than ever before. Accompanying these rights and privileges are the responsibilities that go with adulthood. This demands that young people demonstrate a high level of maturity to show themselves worthy of these responsibilities. A student's school career affords the opportunity for the young person to demonstrate their readiness for adulthood.

It is expected that each student will govern their own behavior by using good judgment and common sense. This applies to all school functions as well as the regular school day. All students are expected to show proper respect for faculty, administrators, school personnel, and their fellow students. Respect should be displayed to the individuals themselves as well as their personal property. Pride in your school and in yourself will be built by demonstrating mature attitudes and behavior and will lead to the development of a strong reputation for the school.

## DRESS AND APPEARANCE

Good taste and self-respect should be exemplified in the appearance of all Burke High/Middle School students. Students are expected to dress with standards that enhance a safe learning environment.

Unacceptable clothing may include:

- Items with profanity or suggestive themes such as alcohol, drugs, sex, death, suicide, or violence
- Hats, caps, bandannas and sunglasses are not to be worn during school day (if you wear one to school, leave it in your locker until you leave).
- Pants/Jeans/Shorts/shirts, which allow undergarments to be seen, or which are worn in a revealing manner will not be allowed.
- No midriff-baring or exposed navel will be allowed.

The administration will have the final decision on what is appropriate.

Students may be asked to go home and change when possible, or the school may supply T-shirts and sweatpants for students to wear until they attain appropriate attire.

## SCHOOL INTERNET

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner. Parent permission is required. Access entails responsibility. Access is a privilege – not a right and inappropriate use will result in cancellation of those privileges.

Network storage areas may be treated like school lockers. School personnel may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private.

All users, including students, faculty and community members should keep in mind that when they use the Internet, they are entering a global community, and any actions taken by them will reflect upon the Burke School District as a whole. All users must behave in an ethical and legal manner. As such, the following list of activities will not be permitted while using the school network:

- Sending, viewing, or displaying offensive messages or pictures
- Using obscene language

- Using or engaging in chat line conversations without the direct permission and supervision of school personnel
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Trespassing in another's folders, work or files – respect others' privacy
- Intentionally wasting limited resources
- Use the network for commercial purposes
- Unauthorized playing/downloading of computer games
- Unauthorized copying of software
- No use of the network shall serve to disrupt the use of the network by others
- Hardware or software shall not be destroyed, modified, or abused in any way
- Harassment, hate mail, discriminatory remarks and other antisocial behavior
- Use of network to access or process pornographic materials
- Violations will result in a loss of access to the Internet and e-mail as well as other disciplinary or legal action.

**A user agreement and parent permission form must be signed and returned for a student to have access to the Internet. The permission form will be distributed by the technology coordinator.**

The administration will deem what is inappropriate use and this decision is final. The administration reserves the right to limit use to any person who violates any part of this policy.

**BEHAVIOR ON SCHOOL BUSES**

Students riding on school buses are expected to obey the rules as set forth in the **South Dakota School Bus Driver's Manual**. The rules are as follows:

The driver is in full charge of the students and the bus. The driver's relationship with the students should be on the same plane as that of a teacher in the classroom. Bus transportation for students is not entirely a right, but a privilege, conditioned upon courteous behavior and obedience to the established rules. The safety of the bus and its passengers demands complete cooperation from the students. It shall be the duty of the driver to report to the school administrator the names of any students who persist in violating the rules and regulations. The administrator may find it necessary to temporarily withhold the privilege of riding on the bus from those students who fail to cooperate accordingly.

Students shall obey all instructions from the school bus driver. Students must occupy the seat assigned to them, if seats are assigned. The same courteous conduct, which is expected in the classroom, must be observed while on the bus. Ordinary conversation is permitted. Loud and vulgar language is not permitted. Students must refrain from unnecessary conversation with the driver. The driver's job requires his or her full attention.

Students must be on time at the designated bus stop; the bus cannot wait beyond its regular time schedule for tardy students. A time schedule will be followed as closely as possible.

Students must not stand in the traffic lanes while waiting for the bus.

Students will assist the driver in keeping the interior of the bus clean, sanitary, and in orderly condition. Students must not throw waste paper or rubbish on the floor or out of the windows of the bus.

Students will not open or close the windows without the permission of the bus driver.

Students must not, at any time, put hands, arms, or heads out of the windows.

Students must not move about inside the bus or try to get on or off while the bus is in motion.

Students will immediately report to the driver any damage occurring to the bus.

Students must follow the instructions of the driver when entering or leaving the bus, and when they must cross the road or highway. Students must wait for the signal from the driver to cross a road or highway, then cross promptly. The crossing should be made approximately 10 feet in front of the bus, in full view of the driver.

Students desiring to leave the bus at other than their designated bus stop must have a parent/guardian notify the office prior to the bus route.

Students will be courteous to the driver, fellow students, and the general public.
If the student behavior is extreme or egregious, the administration may immediately remove a student from the bus route.

# ACADEMIC INFORMATION

**REQUIREMENTS FOR GRADUATION**
The following minimum requirements have been established by the state of South Dakota Board of Education

1) Four units of Language Arts-must include:
    - Writing-1 unit
    - Literature-1 unit (must include .5 unit of American Literature)
    - Speech or Debate-.5 unit
    - Language Arts elective-1.5 units

2) Three units of Mathematics-must include:
    - Algebra I-1 unit
    - Mathematics electives: 2 units

3) Three units of Lab Science-must include:
    - Biology-1 unit
    - Science electives: 2 units

4) Three units of Social Studies-must include:
    - U.S. History- 1 unit
    - U.S. Government- 0.5 unit
    - Social Studies electives: 1.5 units

5) One unit of the following-any combination:
    - Approved Career & Technical Education
    - Capstone Experience or Service Learning
    - World Language

6) One unit of Fine Arts
7) One-half unit of Personal Finance or Economics
8) One-half unit of Physical Education
9) One-half unit of Health or Health Integration
10) Minimum of 5.5units of electives
11) Total 22 units required for graduation

Students that don't meet graduation requirements will NOT be allowed to graduate.

**CREDIT FOR COURSE**
A student will receive a 0.5 credit for each semester course they have passed and completed.

Students who do not meet the requirements to earn credit for a required class may take the class through the SD Virtual School over the summer at the students' expense. If the student chooses to do this, the school will assist in getting them enrolled, but the school will not provide tutoring or other academic support throughout the summer. Classes taken over the summer need to be completed prior to the first day of school in the fall. Students who fail an online course must **reimburse the district** for the full cost of the course.

Burke High School (BHS) will not accept the transfer of distance learning credits from providers not approved by the South Dakota Virtual School (SDVS), except for credits taken outside of SDVS that have been previously accepted and transcripted by a South Dakota Department of Education (SDDOE) accredited school district. This rule does not apply to online curriculum taken as a part of a course offered by BHS and taught by a SDDOE certified instructor of record. Students can prove grade level and course proficiency through end-of-course exams, MAP testing, ACT scores, or other standardized test approved by the administration. Students who are able to prove grade level or course proficiency are able to receive transcripted credit from BHS.

Legal Reference SDCL 13-33-20, 13-33-29

**STUDENT CLASSIFICATION**
To be classified as a 10th grade student, you must have at least 5 credits.
To be classified as an 11th grade student, you must have at least 10 credits.
To be classified as a 12th grade student, you must have at least 15 credits

**DUAL CREDIT CLASSES**
Eligible juniors and seniors may take approved dual credit courses through South Dakota public universities or technical colleges. These courses allow students to earn both **high school and college credit** and are offered at a **reduced tuition rate** set by the South Dakota Board of Regents or participating technical colleges. **Students and families are responsible for the cost of tuition, fees, and textbooks.**

Eligibility Requirements:

1. High school junior eligible to enroll in a high school in South Dakota; OR
    a. earn an ACT composite score of 24 reflective of the 70% percentile; or
    b. rank in upper one-third of their graduating class; or
    c. earn a cumulative GPA of at least 3.50 on a 4.0 scale;
2. High school senior eligible to enroll in a high school in South Dakota; OR
    a. earn an ACT composite score of 21 reflective of the 50% percentile; or
    b. rank in the upper one-half of their graduating class; or
    c. earn a cumulative GPA of at least 3.25 on a 4.0 scale;
3. High School junior or senior eligible to enroll in a high school in South Dakota meeting Undergraduate admissions requirements:
    a. ACT score of 18 (or 21 for USD & SDSM&T); and
    b. Successful completion of coursework Requirements
        - Four units of English
        - Three units of advanced mathematics
        - Three units of laboratory science
        - Three units of social studies
        - One units of fine arts

Juniors and Seniors wishing to take classes through a South Dakota technical school need to meet the following criteria as set by the Burke School Board of Education.

1. Students will register for the classes with assistance from the Burke School registrar

2. The student must have a minimum of a 3.2 cumulative GPA or a 3.2 GPA within the desired area of study to enroll in any dual credit classes
3. Students need to earn at least a "C" in a dual credit course to be eligible to take future DC courses.
4. 0.5 high school credits will be granted per 3 credits of dual credit classes with no partial credit being granted for classes which are between 3 and 6 credits. All dual credit classes will be transcripted as a minimum of 0.5 high school credit.

Juniors and seniors may take dual credit classes following the policies set forth beginning as soon as they have earned enough credits to be considered a junior or senior. For most students, this will be in May at the conclusion of their sophomore or junior year. If a student chooses to take dual credit courses during the summer, they will not have academic support from the school available. Laptops may be available upon request from the technology coordinator.

A list of courses is available at www.sdmylife.com.

**VIRTUAL/ONLINE COURSES** – While virtual courses are not dual credit courses, the following rules will apply to students enrolled in online Virtual Classes:

1. A student needs administrative approval before enrolling
2. Online courses cannot replace courses offered at Burke High School
3. If a student fails the course, the student is responsible to reimbursing the district for the full cost of the course

**ALGEBRA I FOR EIGHTH GRADERS**

Algebra I, a high school graduation requirement, will normally be taken in ninth grade. Eighth graders may take Algebra I for high school credit only if they meet all of the following requirements.

1. A grade of A or better in seventh grade math
2. Approval by the middle/high school math teacher(s)
3. Parental approval
4. Student intends to take Calculus or other advanced math courses as a junior and senior

The purpose of taking Algebra I as an eighth grader is to provide an accelerated option, giving students room in their schedules to take an extra credit of math in high school. It is not designed to give students the opportunity to be "done" with math a year early.

**DRIVER'S EDUCATION**

Driver's Education is offered each year to students of the Burke School District. To be eligible for an upcoming class, students need to be 13 years old before January 1st.

**DROP/ADD A COURSE**

Students **must** enroll in 5 or 6 courses each semester. Band or chorus may count as one of the 6 courses. Students have **4 school days** at the beginning of each semester to request schedule changes. Changes must be approved by the **principal** and must not interfere with graduation requirements or academic progress. Schedule changes after the first 4 school days of the semester are discouraged and will only be approved in **special circumstances**.

**TRANSFERRING/DROPPING FROM SCHOOL**

If a student transfers to another school or plans to withdraw from Burke School District, they must first complete the checkout process through the school office. A parent/guardian must be involved in this process.

**OPEN ENROLLMENT OPEN ENROLLMENT**

Burke School District abides by the South Dakota Open Enrollment Policy as stated in the SD Law 13-28-43

# GRADING AND ASSESSMENT

**BURKE HIGH SCHOOL & MIDDLE SCHOOL GRADING SYSTEM**

| | |
|---|---|
| A | 93–100% |
| B | 85–92% |
| C | 77–84% |
| D | 69–76% |
| F | 0–68% |

**REPORT CARDS**
Parents will pick up report cards at Parent-Teacher Conferences for first nine weeks and third nine weeks. If parents do not pick up report cards and do not have access to the Internet, report cards will be mailed on request. Students and parents should study these reports carefully. Grades can be monitored on the Parent Portal at any time. If you do not have access to a computer, you may come to the school and ask to use one for this purpose.

**INCOMPLETE GRADES**
There is no such thing as a final incomplete grade. If the assignments are not completed by the date due, they will automatically become a zero. If there are unusual circumstances, the administration will make the final decision as to whether the student should be given more time to complete his or her assignment.

**SEMESTER TESTS**
All high school students will be required to take semester tests. This is a very important part of their education. It will help them prepare for post-secondary education and future endeavors.

# STUDENT RECOGNITION

**HONOR ROLL**
Honor roll will be published at the end of the first nine weeks, first semester, third nine weeks, and second semester. To be eligible for the honor roll a student must have a GPA of 3.0 or higher with no grade less than a “C”.

The following points are awarded for high school level classes:

A is worth 4 pts.
B is worth 3 pts.
C is worth 2 pts.
D is worth 1 pt.
F is worth 0 pts.

| **Honor Roll Status** | **GPA Range** | **Description** |
|---|---|---|
| **Distinguished Honors** | 4.0 only | All A's |
| **High Honors** | 3.51 – 3.99 | A/B with no grade less than a “B” |
| **Honors** | 3.0 – 3.5 | B with no grade less than a “C” |

**HONOR GRADUATES**
The senior with the top-grade point average will be the valedictorian and the senior with the second-best grade point average will be the salutatorian. Honor students must have a 3.0 or higher.

**NATIONAL HONOR SOCIETY**
The NHS constitution provides eligibility for sophomores, juniors and seniors (10th, 11th and 12th grades). Selection is based on four criteria: scholarship, leadership, service, and character. To fulfill the scholarship requirement, students must have a cumulative scholastic average of 3.4 on a 4.0 scale and they must fill out the entire application themselves. Qualified students are selected for NHS membership by majority vote of the faculty council. Membership is an honor bestowed upon a select group of students by the faculty council on behalf of the school faculty.

# SCHOLARSHIPS

**SOUTH DAKOTA OPPORTUNITY SCHOLARSHIP**
The South Dakota Opportunity Scholarship provides **$6,500 over four years** to a qualifying student who attends an eligible higher education institution in South Dakota:

$1300 - 1st year of attendance
$1300 - 2nd year of attendance
$1300 - 3rd year of attendance
$2600 - 4th year of attendance

One-half of the annual scholarship awards will be distributed at the beginning of the fall semester and the other half distributed at the beginning of the spring semester.
Note: If the number of eligible recipients exceeds the amount of money appropriated for the scholarship by the South Dakota Legislature, the scholarship may be prorated and distributed to each recipient proportionately.

**ELIGIBILITY REQUIREMENTS:**

(1) Be a resident of South Dakota at time of high school graduation.

(2) Have an ACT composite score of **24** or higher. If using SAT score, the sum of the verbal and mathematics scores of the SAT must be at least 1070.

(3) Complete high school course requirements commonly known as the **Regents Scholar curriculum** with **no final grade below a C** (2.0 on a 4.0 scale) and a cumulative high school GPA of 3.0 on a 4.0 scale (grade of B). The Regents Scholar curriculum is as follows: **4 units of English, 3 units of Social Studies, 4 units of Algebra or higher mathematics, 4 units of Science (including 3 units of approved laboratory science), 1 unit of Fine Arts, and 2 units of either of the following or a combination of the two: Approved Career and Technical Education Courses or Modern or Classical Language, ½ unit of Personal Finance or Economics, ½ unit of PE, ½ unit of Health.**

**(4)** Attend a university, college, or technical school accredited by the North Central Association (NCA) that provides instruction from a campus located **in South Dakota.**

**(5)** Enter into program within 5 years of high school graduation, or within 1 year of the student's release from active duty military service (if that release is within 5 years of date of the student's high school graduation). **Eligibility is lost if the student attends full time (12 or more credit hours per term on a semester basis) an institution of higher education located outside South Dakota.**

(6) May participate in South Dakota Opportunity Scholarship Program for the equivalent of four academic years (eight consecutive fall and spring terms), or until attaining a baccalaureate, associate, or technical degree, whichever comes first.

# ATTENDANCE

**ATTENDANCE POLICY**
The regular Monday through Thursday school day runs from 8:05 a.m. to 3:40 p.m.

At the middle and high school levels, students will be allowed eight absences per semester that can be excused by a parent for reasons such as illness, appointments, or other reasons at the parents' discretion. Burke School District also recognizes and grants unlimited absences from the following reasons:

1) Illness or injury with **doctor's written excuse**
2) Family emergencies, such as death, serious injury, etc.
3) Medical or dental appointments with **doctor's written excuse**
4) Participation in school-sponsored activities
5) Other reason at administrator's discretion-examples includes special circumstances with prior permission, inclement weather, etc.

The following procedures will be followed to handle student absences.

- Parents should contact the school before 8:30 AM for a student to be counted as excused due to illness for the day.
- All absences except for illness and emergency situations must be cleared with the principal for the absence to be excused.
- Written note or phone calls from parents are necessary for all absences and should include the following: Student name, date of absence, reason for absence & Parent/Guardian signature. Note should be given to the principal or secretary.
- Students going to an appointment (doctor, dentist, etc.) should produce a note from the doctor stating the date & time of the appointment for the absence to be excused.
- Students should have their schoolwork made up in advance of a planned absence. Extra time may be allowed at the teacher's discretion.
- Students will not be allowed to leave the school during the day unless the parent contacts the school in advance.
- Students who participate in school related activities that require periodic absence from school will be required to make up their work prior to the absence and the student will not be counted absent from school.
- Students who plan to participate in an evening school activity must be in attendance by the start of 5$^{th}$ period on that day. Exceptions must be approved prior to the date by administration. Students who leave school due to illness or are absent will not be allowed to participate in events that day or attend evening events/activities.
- Special circumstances will be addressed by the administration (prolonged illness, hospitalizations, etc)

The following procedures will be followed in regard to limited absences.

- After 4 (four) limited absences (from any given class or cumulative whole days) in a semester, a call will be made to caregivers reminding parents of our attendance policy, their statutory obligation, and the school's obligation to file truancy reports.
- After 6 (six) absences in a semester, a follow-up letter will be made to the parents.
- Any absences beyond the 8 (eight) limited absences will be treated as truant and a report will be filed with the State's Attorney.

**TRUANCY**
The South Dakota Department of Education defines a truant student as: Students *of compulsory school age, not excused from school attendance, who have not or who have irregularly attended an accredited school.* When a student's absenteeism is beyond that allowed in school policy, 8 (eight) limited absences, that student is truant. Once a student becomes truant, it becomes a legal matter, and the following guidelines will be followed.

- Upon the eighth limited absence (either whole day or from any given class) for the semester, the administration will hold a meeting with the parents and the students.
- Parents will be warned in writing of the legal ramifications of truancy and the school's obligation to file a report.
- Upon the ninth limited or unexcused absence, a truancy report will be filed with the court.
- In addition to the legal proceedings, consequences for continued absence will also follow those outlined in school policy.

**STUDENTS UNACCOUNTED FOR**
These procedures apply to situations in which a student's whereabouts are unknown, or if a student is skipping, but may also apply if the principal or superintendent determine that the absence is unexcused. When a student's whereabouts are unknown, safety is the first concern, so the school will aggressively seek the student out.

- Immediately upon finding that a student is unaccounted for, the principal, superintendent, or school secretary will attempt to contact the parents by phone.

- When the student is located or returns to school, he or she will face the following consequences.

    - Time missed will be made up, to the minute, before and after school.
    - The student will be placed in ISS.
    - The student will lose open campus privileges for a period of time determined by the principal or superintendent.
    - The above consequences take priority over any school activities.

**MAKE UP WORK**
It is the student's responsibility to ask each teacher for assignments missed due to absence. The student must approach the teacher during non-instructional time upon the first day back to school. The student must complete the make-up work according to the deadline established by the teacher.

**TARDINESS**
Tardiness is considered unnecessary and avoidable.

After the 2nd bell rings, student(s) who do not have a pass will be considered tardy at the teacher's discretion. When a student receives their 4th tardy in a quarter, they will serve a 30 minute detention in the office. Each subsequent tardy in the quarter will result in another 30 minutes of time in the office. A student's tardy count will reset with each new quarter.

# GENERAL INFORMATION

**COUGAR DAYS**
Some Fridays are scheduled as Cougar Days (see district calendar). Cougar Days run from 8:05 a.m. until 12:00 p.m. Cougar Days are an excellent time for students to receive 1-on-1 help from their teachers. It is recommended the student set up a time with a teacher in advance if they plan to attend a Cougar Day. Attendance at Cougar Days is optional, unless notified by the district attendance is required. Eligibility Reports will be printed each Thursday. Students who have been failing the same course for 2 consecutive weeks or have 2 or more Fs will need to report to school on Cougar Days. Parents and students will be notified by the office on Thursday afternoons preceding a Cougar Day. Transportation and meals are available on Cougar Days. A student who participates in Cougar Day intervention work, and receives a teacher sign off, will be removed from the ineligibility list for 1 week.

**CLASS OFFICERS AND STUDENT COUNCIL**
Each class will elect three class officers -- 1 President, 1 Vice-President, 1 Secretary/Treasurer.

The Student Council is composed of the four class presidents, two representatives from each class, and four student council officers as follow: President, Vice-President, and Secretary/Treasurer

The student council members must elect officers of the student council. A petition that may be circulated by an interested party makes nomination for student council officers. Petitions may be secured from the office. If more than one student is nominated for the same officer position, the selection will be determined by a **vote of the full student body**. Election dates and procedures will be announced in advance.

**LOCKERS**
Lockers will be assigned to each student, and students are to use only that locker. The school assumes no responsibility for articles lost or stolen from lockers. Students are to keep their books and outerwear inside the lockers. Lockers are to be kept neat and clean. Lockers are not designed to be kicked, slammed, marked, or abused. Permanent materials may not be placed on the inside or outside of the locker. **The school retains total jurisdiction over them and reserves the right to inspect them at any time for maintenance searches or when reasonable suspicion exists.**

Students will be issued a combination lock from the school to use on their lockers. Students may not place any other locks on school lockers. Any non-school issued locks will be cut off. Students will return their locks at the end of the school year as part of the checkout procedure. Students are responsible for their locks and will be charged for the price of a missing lock. Administration will have access to opening the locks as needed, according to the locker policy stated above. Additional locks may be checked out for lockers in the locker room for a season, subject to availability. *Students who steal from other students' lockers will be turned over to the police.*

**LUNCH (OPEN LUNCH)**
Middle School students will eat their meals in the lunchroom. Space will be provided in the lunchroom for those who wish to carry their own lunch. No pop can be brought into the lunchroom during lunch hours. Middle school students may go home for lunch if their parents pick them up. Exceptions to this rule must be cleared with the principal.

High school students may leave the building and school grounds during their assigned noon hours. Students are not permitted to eat in their vehicles.

Upon completion of lunch, all students will congregate in the lunchroom, or outside of the building. Students will not be permitted to be in classrooms unless given a pass from a teacher to be there.

Administration reserves the right to REVOKE open noon hour.

**LUNCH ACCOUNTS**
The Burke School Board's policy regarding lunch accounts is as follows:

- Lunch accounts are set up as Family Accounts.
- Each student has an individual account number that they should memorize (given to them at the beginning of the school year).
- Lunch money must be received and deposited to the business manager or school secretary.

The policy will be enforced to all students as follows:

- When a student account falls below $5.00, a printed family account statement will be mailed home to the family.
- Students will not be denied a school lunch due to low or negative account balance.
- Students with a negative balance will not be allowed to purchase second or ale carte items.
- Statements for students with a low or zero balance will be sent home weekly
- Parents and/or students can check their account balance at any time by calling the school at 605-775-2644, or by accessing the Campus Parent Portal. Account balances are also on statements that are mailed home at the beginning of each month.
- If a family account has a negative balance for 30 days, the board will pursue collection measures.

**STUDENT DRIVING**
Students driving cars or motorized vehicles to school are to park them on arrival at school. Students are to park vehicles only in designated areas, on the west side of the high school and the parking lot south of the high school building. Students must abide by all parking laws, including being 15 feet from the stop sign. Students are not to drive vehicles during school or noon hours. Also during the school day, students are not to ride in any motorized vehicle unless it is driven by one of their parents or they have been given permission by the principal or superintendent. Violations of these driving regulations will result in disciplinary action.

**SENIOR PRIVILEGES**
The seniors will be allowed open campus all year. The open campus privilege includes the right of any senior to leave the building after completion of their structured time if they are willing to abide by the rules and regulations covering senior open campus privileges.

Open campus is designed to give the senior more freedom to responsibly accomplish outside work. These privileges are **not guaranteed** and may be revoked by administration at any time for academic, behavioral, or attendance concerns.

**ELEVATOR**
The elevator's main use is for a person with a disability or anything that prevents that person from using the stairs. The elevator is **OFF LIMITS** to all students unless they would qualify as stated above. The staff may use the elevator at any time. The administration can grant special permission to use the elevator, as they deem necessary. The administration will decide the appropriate action for those who violate this policy.

**MEDICATION IN SCHOOL**
The school highly discourages the administration of prescription or non-prescription medication to students. The Board recognizes that students may need to take medications at one time or another. We encourage parents to set up student medications during non-school hours. If it is impossible to avoid school hours, medications will be administered only by the supervision of staff trained to administer such medications. Medications must be kept in the office in a locked container.

**PREGNANT/MARRIED STUDENTS**
The marriage or pregnancy of students will not affect their rights to receive a public education, their privileges as students of the district, nor their opportunities to take part in any extracurricular activities or honors offered by the school.

Female students who become pregnant and wish to remain in school will be permitted to do so with the approval of their physician. The physician will state whether or not attendance and full participation in the regular school program is medically advisable. If the physician does not advise attendance, the principal is authorized to make special arrangements for the instruction of the student and to provide an educational program designed to meet her special needs.

**OBJECTIONAL MATERIALS**
If materials assigned in a class or materials found in the library are objectionable to you or your parents, please first discuss the matter with the teachers, the librarian, and /or the principal. If the matter cannot be resolved by this means, please see the superintendent.

**TELEPHONE**
Students who must use the telephone are to use the phone in the administration offices that is designated for students. Teachers will not dismiss students from class to use the phone. Students will not be taken out of a class for a telephone call, only during a study hall, or for an emergency. Messages will be given to students during study hall or between classes. Students/staff are not to use the phones in the superintendent's office, business manager's office, or principal's office.

**STUDENT RECORDS**
Cumulative school records shall be kept for all students enrolled in grades Pre-K through Grade 12. The school will abide by the "Family Educational Rights and Privacy Act of 1974" in regard to the student's record. Student records may be obtained in the high school office.

**PARENT-TEACHER CONFERENCES**
The specific dates for Parent-Teacher Conferences can be found on the School Calendar. All parents are invited to come visit with the teachers and administration about their child(ren) at any time throughout the school year. If a parent has questions or problems concerning their child(ren)'s grades or anything they want to discuss about the school, they are welcome at any time.

## WEIGHT ROOM

**STUDENT USE OF FACILITIES DURING NON-SCHOOL DAYS/HOURS**
The School Board recognizes that the facilities are supported with taxpayer resources and supports their use for the betterment and development of skills and overall health of all that use the facilities. The School Board recognizes that the access to district weight room, while supported, is a privilege not a right. The School Board in support of and along with the administration may revoke user privileges at any time for violations of the expectations embedded in the Acceptable User Agreement.

**FACILITIES DEFINED**
Designated as the following areas and access is limited to these areas only: Weight Room. The Weight room and adjacent areas are under surveillance 24/7 for monitoring of appropriate use of facilities. Violators will lose privileges per handbook discipline grid or for a length of time as determined by Administration.

**STUDENT DEFINED**
Are those that are currently enrolled in the Burke school district and students participating in the district's sports programs during the active school year. Students must be in grades 9-12 or middle school students with weight room orientation and proper techniques by a school official to gain access to the weight room facilities during Non-School Days/Hours without parent/guardian/adult supervision.

**AVAILABILITY**
Access to the weight room facilities will be available from 6 AM to 10:00 PM seven days a week when school is not in session. The facilities will not be available during regular school hours. Students whose parent/guardians/adult have a signed Acceptable Use Agreement Form on file are allowed access to the facilities. However, the responsibility and liability for violations, vandalism, destruction, theft, and misuse will remain with the student/parent/guardian who signed the Acceptable Use Agreement. Entry and Exit to the facilities will be through the Northwest Activity Entrance only, NO Exceptions! All individuals will need to use their assigned FOB to gain access.

**SCHEDULED ACTIVITIES**
All Burke School District sponsored and scheduled activities or community groups or events on the school activities calendar scheduled via the Activities Director will take precedence over any other use by an individual. Access to the activities calendar is located on the district's website. Individuals are advised to check the calendar prior to using the facility to help determine availability of the facilities. Shared access to the facilities will be expected when multiple patrons are present, and NO district sponsored or any other Activity Director scheduled activities are being conducted.

**FACILITY ACCESS**
Access will only be granted to students enrolled at Burke Public School District. Access can be obtained by submitting a Facility Acceptable Use Agreement Form. The form will outline expectations for facility use, and a signature will signify agreement with the expectations and guidance for facility use. Students will be given a key fob for access purposes with a signed agreement and a $20.00 per year deposit. Key fobs will be registered in the security system by number for tracking and utilization purposes. Key fobs can only be used during non-school days and hours of operation. Students in possession of a key fob are NOT to use it to gain access to the facility while school is in session and during school hours. This use is prohibited and considered a violation of the Acceptable Use Agreement. Those that do so will have their key fob inactivated. All key fobs will be inactivated yearly on May 31st. Owners of key fobs can reactivate their key fob by submitting their yearly $20.00 deposit. Replacement of a lost fob will require another $20.00 deposit. A family membership is defined as students living in the same household will be charged a maximum deposit of $60.00. Each student family member will fill out a Facility Acceptable Use Agreement Form.

**FACILITY USE EXPECTATIONS**
- You turn it on; you turn it off.
- You open it; you close it.
- You use it; you return it to its proper place.
- Use equipment for its designed use only.
- Leave the facility better than you found it.
- Appropriate Footwear will be expected. Street shoes will be discouraged.
- Be respectful, kind, and considerate of all users while sharing the facility when multiple users are present.
- The responsibility and liability for violations, vandalism, destruction, theft, and misuse will remain with the parent/guardian/adult who signed the Acceptable Use Agreement.

# EXTRA-CURRICULAR ACTIVITIES

**GENERAL ACTIVITIES POLICY**
Practices: All students enrolled in a specific activity are required to attend all practices, meetings and/or rehearsals of that activity group. Students will be excused with a valid excuse.

Events, contests and meets: Students enrolled in a specific activity are expected to participate in all events, contests, and meets of that activity as the supervisor, director or coach directs. Students will not be allowed to "scratch" from any event unless they are injured or ill and the coach or advisor deems that the student is unable to participate. Students who fail to participate or fail to make an activity trip when they are a member of a specific activity, will be dropped from that activity unless the failure to participate has been cleared with the activity supervisor and the principal.

**CONDUCT OF ACTIVITY PARTICIPANTS**
Students who participate in activities are expected to conform to the standards and regulations of that specific activity. Training rules, conduct and other rules are an integral part of any activity and part of the learning process involved. Students of Burke High School have compiled an enviable record of achievement and conduct while participating in school activities. It is the intention of the school to maintain and improve this record. A student gets out of an activity what he/she puts into it. Maximum effort leads to maximum results. The key to top performance is practice, dedication, and following the leadership of the advisor or coach. Extra-curricular activities are an extension of the school day and students involved in these activities are subject to the same rules and regulations that apply during the regular school day.

Curfew for activities is set at 1:00 a.m. on nights when there is not a scheduled practice, meeting, or game the next day and 11:00 p.m. on nights when there is a scheduled practice, meeting, or game the next day. Students involved in activities in which the bus returns from a contest after the curfew times stated above will be given ½ hour after the return of the activities bus to be home. Punishment for curfew violations will be at the coach's discretion.

It is the responsibility of the individual to tell the coach if he/she is going to miss practice or meetings. It will be the coach's discretion to discipline the individual student. IT IS THE COOPERATIVE RESPONSIBILITY OF THE PARENTS, TEAM MEMBERS AND COACHES TO SEE THAT TRAINING RULES ARE ENFORCED. It is necessary for all students to show proper respect toward advisor or coach, and abide by the rules of the activity as given by advisor or coach either in writing or orally.

Students involved in extracurricular activities are expected to uphold high standards of conduct as representatives of Burke School District. A coach or activity director may remove a student from participation for violations of team or activity rules. If a suspension extends beyond one game, event, or activity, the matter will be referred to the principal. In all cases, the coach or activity director must provide a written notice of the infraction to the principal.

The principal may suspend a student from an activity for up to five school days. The student and their parent or guardian will receive oral or written notice of the infraction as soon as possible. This notice will include the rule or policy violated and an opportunity to request a hearing. The student has the right to appeal the suspension and to present information at a hearing before the principal. The principal will render a decision as soon as possible, provided the hearing is requested within five school days of the disciplinary action.

If a suspension is recommended for more than five school days, the matter will be referred to the superintendent. The same hearing and appeal procedures apply. In serious cases of misconduct, a student may be suspended from the activity for the remainder of the season or activity. This action may be taken by the superintendent upon recommendation of the coach or activity director and principal, following a student hearing.

Additionally, any student who is serving an in-school or out-of-school suspension (ISS or OSS) is not eligible to participate in extracurricular activities for the duration of that suspension.

All S.D. High School Activities Association Rules & Regulations will also apply. Coaches may also have training rules pertaining to their individual sport.

**PARTICIPATION ON DATES ON WHICH ACTIVITIES CONFLICT**

The following guides will be used to determine where a student will participate when two or more of their activities are holding meets, contests, or events on the same date. This pertains to conflicts between different sports during the same season.

(1) SDHSAA events will have initial preference over activities not sponsored by this organization.
(2) State elimination contests will be given preference over contests, meets, or events of a local nature and over noncompetitive activities.
(3) The student will participate where they and the school most benefit from their participation.
(4) The administration will make the final decision in all cases in which the conflict of activity participation is difficult or impossible for the activity sponsors to resolve.
(5) Coaches and administration may override these guidelines if it is in the best interest of the student involved.

**MIDDLE SCHOOL/HIGH SCHOOL JOINT PARTICIPATION**

If a coach wants to move a MS athlete up to the JV/V level, the coach needs Administrative approval. The head coach and the Administration will determine jointly , the most appropriate level for the student-athlete based on the following criteria: 1) the best path for growth and development of that athlete in that sport, 2) the choice that puts the most competitive varsity team forward, 3) whether the athlete will play significant varsity minutes on a regular basis. The athlete and parents will be notified and consent will be requested.

It may be advantageous to the individual athletes and for the benefit of the program for MS athletes, for whom MS is the appropriate level of competition, to sometimes practice with the JV/V team and to dress for and participate in some games. For most MS athletes participating in the HS programs, they will follow these guidelines.

- All MS games take precedence over JV/V games, when a scheduling conflict exists.
- When there is MS practice, the athlete will attend MS practice. On days when there is no MS practice, the athlete may attend HS practice at the head coach's discretion.
- If participating in a JV/V contest would cause the MS athlete to miss MS practice, the head coach will determine whether the MS athlete participates in the game or go to practice.
- If there is a JV/V game and not a MS game, the athlete will be allowed to play in the JV/V game. (the MS athlete can practice with the MS team and also play in the JV/V if possible)
- To pull a MS student up for varsity-only participation (contest and practice) a student must have parent, coach, AD, and administrative approval.

**5th Graders and MS Sport Participation**

- 5th graders participating in MS sports is contingent upon coach, AD, and administrative approval on a sport by sport basis.

**PRACTICE PARTICIPATION FOR DUAL SPORT ATHLETES**

For the purposes of this policy, a dual sport athlete is defined as a student participating in two or more activities during the same season (fall, winter, or spring), or participating in two or more activities in which the seasons overlap. The Burke School District is committed to providing opportunities for students and to helping students make the most of those opportunities, and that philosophy will guide the implementation of this policy. This policy applies to all school sponsored activities (both sanctioned and non-sanctioned by SDHSAA) that hold practices on a regular basis. The following rules will apply for practice participation of dual sport athletes.

(1) When a game or competition directly conflicts with the practice for another sport or activity, competition will take precedence over practice.

(2) This rule applies only to conflicts around practices. The rule regarding the conflict of two competitions still stands.
(3) Within the first week of practice, each head coach will provide a list of dual sport athletes to the principal and CC that list to the athletic director. The list will be amended immediately if a new student arrives or if a student's dual sport status changes.
(4) The principal or superintendent will devise a practice schedule or set of guidelines for each dual sport relationship each season. For example, cross-country and football, or cross country and volleyball.
(5) Exceptions to the practice schedule or guidelines determined by administration must have administrator approval.
(6) Exceptions not requiring administrator approval include instances in which a competition or practice in one sport is canceled or postponed, and thus the conflict for that day has been eliminated. In that case, the student will automatically report to the practice of the other activity. Also, in the case of a conflict being eliminated on a given day by an activity scheduling a morning practice, the student will then also report to the afternoon practice of the other activity.

**STUDENT TOBACCO, ALCOHOL AND DRUG USE/POSSESSION WHEN SCHOOL IS IN SESSION**
A student caught in the possession of tobacco, alcohol, and drugs/paraphernalia, regardless of whether the student was caught in school or out of school, will also serve the following extracurricular disciplinary consequences:

1. First offense - The student will sit out from competition for 2 events or 2 weeks, whichever is greater. The student can still practice but will not be allowed to be on the sideline/bench during games and cannot ride school transportation to away events. If a student chooses to attend an event, they can do so as a student not associated with the team and as a spectator.
2. Second Offense (same school year) - The student will sit out from competition for 4 events or 4 weeks, whichever is greater. The student can still practice but will not be allowed to be on the sideline/bench during games and cannot ride school transportation to away events. If a student chooses to attend an event, they can do so as a student not associated with the team and as a spectator.
3. Third Offense (same school year) – The student will be removed from extracurricular participation for the remainder of the school year, this includes practices.
4. If a student is found to be in violation of this policy at the end of a school year, where the student will be returning to school in the fall, consequences may be imposed during the subsequent school year.

**ELIGIBILITY**
In order to be eligible for co-curricular activities students must be passing all classes. This rule will be monitored and enforced as follows.

- A failing (F grade) and danger (D grade) list will be sent out to all staff via email at the end of each week. It is the coaches' responsibility to check the list for eligibility. It is the students' responsibility to monitor their grades and maintain eligibility.
- Eligibility will be determined based on grades for the current quarter.
- Reports will be sent out starting week 1 of the quarter, but students will not be deemed ineligible until the **third report of the quarter**.
- To be deemed ineligible a student must be failing any one class for two consecutive weeks or be failing more than one class in any one week. This provision will allow for a "fluke" grade or one bad test that can bring a student's grade down, without making the student ineligible. The purpose of the policy is to help students to prioritize academics first and to identify trends that lead to failing grades, rather than to penalize students for an occasional slip.
- Eligibility Reports will be printed each Thursday. Students who have been failing the same course for 2 consecutive weeks or have 2 or more Fs will need to report to school on Cougar Days. Parents and students will be notified by the office on Thursday afternoons preceding a Cougar Day. Transportation and meals are available on Cougar Day.
- A student who participates in Cougar Day intervention work, and receives a teacher sign off, will be removed from the ineligibility list for 1 week.
- The Burke School will also abide by all eligibility criteria set forth by the SDHSAA which includes that students must earn at least 2 credits towards graduation the previous semester in order to participate this semester.

**LETTERING**
Each sport will have a specific system for awarding letters. The head coach will determine the criteria for that sport. However, the student must be in good standing. (i.e. no legal issues). The head coach should explain the lettering system at the beginning of each season.

**SUMMER TRANSPORTATION FOR EXTRA-CURRICULAR ACTIVITIES**
Each extracurricular activity will be allowed to use school transportation during the summer for off season camps or clinics. Travel must be within state; out of state travel must be approved by the administration. The school must insure drivers, and coaches should reserve vehicles in advance at the school office.

**FUNDRAISING**
There will absolutely be no fundraising unless the principal and superintendent give approval.

**PURCHASING AND DONATION BY ORGANIZATIONS**
Supplies for student organizations, etc. to be paid by funds belonging to the organization can be charged to the organization only on a purchase order requested by an officer of the organization and signed by the business manager.–This requisition is made for proper accounting and to avoid spending without proper authority. **The student** becomes liable for any purchase not purchased in the proper manner.
At the close of each school year, the senior class shall donate the remaining funds from the class activity account to a school project as approved by the majority of the class and the administration.

If the class and administration cannot reach an agreement, the **Board of Education** will make the final decision on how the funds are used.

The senior class will be **formally recognized** for its contribution to the selected project.

**SCHOOL TRANSPORTATION POLICY FOR OUT-OF-TOWN EVENTS**
All participating students will be provided transportation by the Burke School District 26-2 to and from school sponsored events. Students at all times will be under the direction of a chaperone. Cooperation will be mandatory. During the time of chaperoning responsibility, no student will ride in any other vehicle. **Parents or guardians may sign their student(s) out at the location of the contest, at which point the student becomes the responsibility of the parent or guardian.** Students will not be released from the event to any other person, other than the parent or guardian. If a parent or guardian wishes to have the student released to any person other than the parent or guardian, whether it be another relative, friend or other adult, that request must be made in writing with a note in the school office prior to the event. Participating students will not be allowed to ride to or from an event in which they participate with another student. All students will be on time for the bus or they will be left behind.

Off color songs, jokes, or literature will not be allowed. In some instances seating will be assigned and you are to remain in your seat. We do not allow gambling on trips, nor do we allow games that cause hard feelings among riders. Anything that detracts from our original purpose will cause discipline action from the chaperone or administration.

Any violation of school travel policy such as drinking of alcoholic beverages, use of drugs, tobacco, etc. will be dealt with in the same manner as if it were on the school grounds. Violation of travel policy such as not riding the bus when you are supposed to be riding the bus can result in school suspension or suspension from the next contest. This decision will be made by the administration.

**DRIVING TO EXTRA-CURRICULAR EVENT/COMPETITION**
Students will not drive to or from events or competitions in which they participate unless a parent requests it and both the coach and administration approve.

**FAN BUS RULES**
Students will conduct themselves in an orderly and polite manner while on the bus. If no school adult personnel are on the bus, the bus driver is in charge. Students will be banned from the fan bus and subject to punishment if they misbehave.

## DISCIPLINE

Burke Middle and High School is committed to maintaining a safe, respectful, and productive learning environment. Students are expected to behave in a way that supports their own learning and that of others. We believe in teaching self-discipline and holding students accountable for their actions. All staff members—including teachers, paraprofessionals, custodians, and bus drivers—have the authority to redirect student behavior. Most discipline will be handled at the classroom level when appropriate. Serious or repeated violations will be referred to the principal.
Disciplinary action will be based on the **nature and severity of the behavior**, the student's prior conduct, and the potential impact on the learning environment. Consequences may include:

- Verbal warning
- Parent contact
- Detention
- "Quiet lunch" means that the student eats lunch away from peers with no interaction with other students.
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Loss of privileges
- Suspension from activities
- Recommendation for expulsion

All disciplinary decisions are subject to **administrative discretion**.

**DETENTION**
Detention may be assigned by teachers or the principal for reasons including—but not limited to—behavior concerns, missing work, or failure to meet classroom expectations. Detention will begin after school. There is no in-school detention. If you receive detention, it will begin at 3:40. You will not be excused from detention for any activity. Riding the bus is **NO** excuse for missing detention. You must find another way to get home.

A student who fails to show up for detention will automatically, on the 1st offense, receive 1 day of ISS and parents will be notified. On the 2nd offense the student will receive 2 days ISS. On the 3rd offense the student will receive 3 days of ISS. On the 4th offense the student will receive 4 days of ISS and the parents and student are to meet with the Board of Education for further consequences.

Students assigned detention may be asked to complete school service tasks during their detention period. Detention will be supervised and administered as part of the school's disciplinary procedures.

**SUSPENSION**
Suspension is viewed as the ultimate in student punishment (with the exception of expulsion) from school and may be used when student behavior disrupts the educational process or violates school policies. Parents will have prior notice of suspension by phone or letter
There are two primary types:

- In-School Suspension (ISS): Students remain in the building under supervision but are removed from the general classroom setting. They are expected to complete all assigned classwork.
- Out-of-School Suspension (OSS): Students are not permitted on school grounds or at school events during the suspension period. OSS may be assigned for 1 to 10 days by the principal or superintendent.

Students are responsible for completing all schoolwork assigned during a suspension. Work must be turned in according to the deadline established by the teacher.

**EXPULSION**
In cases of serious or repeated misconduct, the student may be recommended for long-term suspension or expulsion. Only the **Board of Education** may expel a student, and only after the student has been granted appropriate due process.

**FIGHTING OR PHYSICAL AGGRESSION**
Students involved in fighting or physical aggression may be immediately removed from the school setting and placed on suspension. Additional consequences may follow pending administrative review. It is not the responsibility of the school to determine fault in such incidents; all students involved will be held accountable for their actions.

**SCHOOL POLICY ON CHEATING & PLAGIARISM**
The teacher and administration will determine whether cheating or plagiarism has taken place. The severity of the cheating will determine the consequences. Severity will be determined by the teacher and administration. Teachers need to report all cheating violations to the office.

1st Offense: Student will receive a zero for the assignment. Parents will be contacted by phone or letter. 1 Day ISS. 1st Offense for severe cheating (Term papers, tests, etc.), 2nd Offense cheating: Receive a grade of zero. Parents will be contacted by phone. 500-word paper on the reason why a student shouldn't cheat or why plagiarism is a form of cheating. 2nd Offense for severe cheating, 3rd Offense cheating: Receive a zero for the assignment. Parents will be required to come to the school and discuss consequences. 500-word paper on the reason why a student shouldn't cheat or why plagiarism is a form of Cheating. 2 days suspension with no credit for the classes missed. Chronic cheating: The student will have a hearing before the school board with administration recommending to the board of education appropriate consequences which may or may not include expulsion.

**TECHNOLOGY MISUSE**

The school district provides internet and computers for students to be used in a manner that supports their classroom education. As a 21st century learner, having a functioning, fully charged, computer each day in school is a requirement. Students can be disciplined or fined for any of the following infractions:

- Damage to computer
- Loss of computer or other school property
- Accessing games, unauthorized sites, and social media sites during school hours

Disciplinary action should first be handled by the classroom teacher. In severe, or repeat, cases the school administration should be notified. Disciplinary action may include, but is not limited to, detention, ISS, OSS, or suspension of privileges.

**CELLULAR PHONES & WIRELESS COMMUNICATION DEVICES**

To promote student engagement, reduce distractions, and support a focused learning environment, Burke School District requires students in grades 6–12 to secure personal electronic devices during the school day using a school-issued locking box.

Personal electronic devices include, but are not limited to: Cell phones, smart watches, wireless communication devices, music devices, similar personal electronic devices, etc.

Students may not use personal electronic devices during the school day unless specifically authorized by school staff or administration.

**Violations of Cell Phone & Locking Pouch Procedures**

| Offense Level | All Grades 6–12 Consequences | Grades 9–12 Consequences | Grades 6–8 Consequences |
|---|---|---|---|
| **1st Offense** | • Phone/locking box confiscated<br>• Parent/guardian must pick up the phone at the end of the school day<br>• Student must call home to report the infraction | • Loss of open campus/senior privileges for 5 school days<br>• 5 days of 30 minute after-school detention | • 5 days of 30 minute after-school detention |
| **2nd Offense** | • Phone/locking box confiscated<br>• Parent/guardian must pick up the phone at the end of the school day<br>• Student must call home to report the infraction | • Loss of open campus/senior privileges for the remainder of the quarter<br>• 30 minute after-school detention for the remainder of the quarter | • 30 minute after-school detention for the remainder of the quarter |
| **3rd Offense** | • Phone/locking box confiscated<br>• Parent/guardian must pick up the phone at the end of the school day<br>• Student must call home to report the infraction | • Loss of open campus/senior privileges for the remainder of the semester<br>• 30 minute after-school detention for the remainder of the semester | • 30 minute after-school detention for the remainder of the semester |

**CAMERAS IN LOCKER ROOMS/RESTROOMS**

Use of cameras in the locker rooms and restrooms at school is prohibited, and all cases will result in some level of disciplinary action. Camera use is defined as using any digital or photographic device to capture an image. Taking pictures of people in these areas can have far reaching and unintended consequences, both for the person taking the picture and for anyone who may be in the picture; therefore, for the protection of all, such cases will be taken seriously. In cases in which it is suspected that an image was taken of someone in a state of undress, administration will report the incident to law enforcement, so that the authorities can determine whether a crime has been committed. Even in cases reported to law enforcement, the school will continue to make its own investigation and impose appropriate consequences, regardless of the decision made by law enforcement regarding any criminal act. Disciplinary action may include, but is not limited to the following:

- 1 to 3 days ISS.
- 1 to 10 days OSS.
- Suspension or removal from an extra-curricular activity.
- If the incident happened in correlation to an activity, the coach will also have the right to take action.
- A hearing before the school board to determine more serious consequences.

Administration will investigate reported cases, and disciplinary action will be determined based on the following criteria, in addition to other pertinent facts that may not have been foreseen at the writing of this policy.

- What was the nature or intent of the photo?
- Was the subject of the photo a willing participant?
- To what degree did the photo violate someone's privacy?
- How revealing was the photo?
- Was the photo sent, posted or shared with anyone else?

**CELL PHONE PRACTICES AND EXTRACURRICULAR ACTIVITIES**

Students are discouraged from carrying or using cell phones during school activities, including preparation for games and practices, as well as during the activities themselves. Because of wide range of activities offered by the Burke School District, and due to the differences in all of those activities, each program has discretion in creating its own policy. Coaches will be in charge of enforcing their own cell phone policies for their activities. If there is a cell phone policy for an activity, that policy must be approved by the administration, made in writing, and posted in a prominent place (for instance – by the door of the locker room that the team uses).

**INITIATIONS**

Initiation of any student or group of students in any class, organization or club which causes physical injury or harm, humiliates, embarrasses or sets off the student or students from the rest of the group shall be strictly prohibited.

**PRANKS**

The Burke School District does not tolerate pranks of any kind at any time because they interfere with the learning environment and present danger to people and property. Severe penalties will be applied to students involved in prank activities. Penalties may include Saturday Detentions, suspension, a referral to the police if a law has been violated, exclusion from the graduation ceremony, community service, revocation of early dismissal, recommendation for expulsion, or a combination of these consequences.

**DAMAGE TO SCHOOL PROPERTY**

Students are responsible for all textbooks, library books, computers, and other materials issued to them by the school. If an item is **damaged, lost, or not returned**, the student may be charged a **replacement or repair fee**. Students will be liable for payment to repair and/or replace damaged property. The administration will determine what will be the dollar amount to have the property repaired or replaced and any disciplinary action to be taken.

**ANTI-BULLYING/HARRASSMENT OF STUDENTS**

Bullying and harassment of students is not tolerated by the Burke School District. The school district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Therefore, the school district prohibits harassment or bullying.

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

1. has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, parents, employees, guests, visitors, volunteers or vendors, and/or
2. has the purpose or effect of substantially or unreasonably interfering with a student's educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment), employee's and volunteer's work environment or performance, or access by parents, guests, visitors or vendors, and/or
3. places a person in reasonable fear of harm to his or her person or damage to his or her property, and/or
4. causes physical hurt or psychological distress to a person, and/or
5. constitutes retaliation against any person for asserting or alleging an act of bullying, and/or
6. disrupts the orderly operation of a school.

B. Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking (SDCL 22-19A-1), harassment (SDCL 22-19A-4), and threatening or harassing contact by telephone or other communication devices, commonly referred to as cyberbullying (SDCL 49-31-31). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in SDCL 13-32-15.

1. Hazing defined: any verbal or physical act or acts done on school property or at a school activity which directed toward another person and done for the purpose of initiation into any group, regardless of whether the group is a school sanctioned organization, when the act or acts causes or may create a reasonable risk of causing mental, emotional or physical harm to the person who is the recipient of the act or acts.
2. Stalking defined: willfully, maliciously, and repeatedly following or harassing another person; making a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or willfully, maliciously, and repeatedly harassing another person by means of any verbal, electronic, digital media, mechanical, telegraphic, or written communication.
3. Harass defined: a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.
4. Threatening or harassing contacts by telephone or other electronic communication device defined: using or knowingly permitting a telephone or other electronic communication device under his or her control for any of the following purposes:

(1) to contact another person with intent to terrorize, intimidate, threaten, harass or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act,
(2) to contact another person with intent to threaten to inflict physical harm or injury to any person or property,
(3) to contact another person with intent to extort money or other things of value,
(4) to contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.

This policy applies while students are on school property; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities, or while using school equipment. The policy also applies outside the above parameters if the conduct creates a hostile learning environment while the student is at school.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false

harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated or filed a false complaint in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

The building principal or principal's designee will be responsible for investigating all complaints by students alleging bullying or harassment. All documentation associated with a complaint shall be maintained by the building principal.

ANTI-BULLYING/HARASSMENT FORMAL COMPLAINT FORM

Name of complainant: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident or incidents: _____

_____

Description of misconduct: _____

_____

_____

Name of witnesses (if any) : _____

_____

_____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

_____

_____

Any other information: _____

_____

_____

*I agree that all of the information on this form is accurate and true to the best of my knowledge.*

Signature: _____

Date: _____/_____/_____

- A digital version of this form is available online under Student Resources

ANTI-BULLYING/HARASSMENT WITNESS STATEMENT FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

_____

_____

_____

_____

Any other information: _____

_____

_____

_____

_____

*I agree that all of the information on this form is accurate and true to the best of my knowledge.*

Signature: _____

Date: _____/_____/_____

- A digital version of this form is available online under Student Resources

**BULLYING/HARASSMENT INVESTIGATION PROCEDURES**

Students who feel that they have been bullied or harassed should:

- Communicate to the perpetrator that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the perpetrator, the individual should ask a teacher, counselor, bus driver or principal to help.
- If the bullying or harassment does not stop, or the individual does not feel comfortable confronting the perpetrator, the individual should:
    - -- tell a teacher, counselor, bus driver or principal; and
    - -- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
        - * what, when and where it happened;
        - * who was involved;
        - *exactly what was said or what the perpetrator did;
        - *witnesses to the bullying or harassment;
        - *what the student said or did, either at the time or later;
        - * how the student felt; and
        - * how the perpetrator responded.
    - -- teachers, counselors, or bus drivers receiving a report, or who witness bullying or harassment, must report the incident to the building principal by the end of the school day in which the event occurred, but in no case later than the morning of the next school day.

**FORMAL COMPLAINT PROCEDURE**

An individual who believes that he/she has been harassed or bullied will notify the principal in his/her building. The alternate investigator is the superintendent. The investigator may request that the individual complete the Harassment/Bullying Formal Complaint form and turn over evidence of the incident, including, but not limited to, letters, digital media, or pictures. Information received during the investigation is kept confidential to the extent possible.

The principal or the alternate investigator, with permission from the principal, has the authority to initiate an investigation in the absence of a written complaint.

**INVESTIGATION PROCEDURE**

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The length of the investigation is governed by the facts and complexity of each individual case but should be completed within 14 days of the complaint. The superintendent may approve an extension in special circumstances. The investigator will interview the complainant and the alleged perpetrator. The alleged perpetrator may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of bullying or harassment and produce written findings and conclusions. An alternate investigator will provide a copy of the written findings of the investigation to the principal.

**RESOLUTION OF THE COMPLAINT**

Following the completion of his/her own investigation or an alternate investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

The principal will file a written report documenting any disciplinary action taken or any other action taken in response to the complaint. The remedial actions taken by the principal, including disciplinary action where appropriate, should be designed to prevent further bullying or harassment. The principal, or designee, will monitor the effectiveness of the remedial actions taken by contacting the complainant at least twice during the

month following the investigation resolution. These contacts should be included in the documentation. If further remedial actions are necessary, the case shall remain open with ongoing monitoring and documentation. The complainant, the alleged perpetrator and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of all complaints, findings, and actions taken, and will maintain all documentation related to a complaint investigation for the duration of school years.

Any party dissatisfied with the outcome of an investigation may appeal in writing to the Superintendent and, if needed, to the School Board. Forms and detailed procedures are available upon request or in board policy JFCD.

**POINTS TO REMEMBER IN THE INVESTIGATION**

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and promptly investigated.
- No retaliation will be taken against complainant/individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

**SEXUAL HARASSMENT POLICY**

**Policy:** It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of the policy.

**Definition:** Any unwelcome sexual advances, solicitation, or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

**Responsibility:** School district officers, employees, and students are responsible for maintaining a working and learning environment free from sexual harassment. False allegations that are malicious or ill founded may constitute libel or slander

.

**Complaints:** Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the guidance counselor and/or principal. All reported incidents would be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

**SOUTH DAKOTA LAW defines Sexual Harassment as follows:**

*Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.*

Anyone who feels they have been the victim of sexual harassment, or who witnessed such an act, should fill out the Title IX form and return it to the Title IX Coordinator.

**DANGEROUS WEAPONS IN THE SCHOOL**

State and federal laws, as well as board policy, forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a student shall be reported to the student's parents. Confiscation of weapons may be reported to the police. The superintendent shall pursue appropriate disciplinary or legal action or both.

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

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

Any student bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of any explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas. Specific disciplinary action regarding knives and weapons can be found in the disciplinary rubric on page (insert page number).

**DRUG USE AND RELATED ACTIVITIES IN SCHOOL**

The Burke School District strives to provide a safe and healthy learning environment for all students; therefore, the following types of activities (referred to as drug-related behaviors) are prohibited:

1) Use of illegal drugs or inappropriate use of any controlled substance in school.
2) Being under the influence of illegal drugs, controlled substances not prescribed to that student, controlled substances ingested in a manner other than recommended, or controlled substances taken in a dosage not recommended.
3) Distribution of illegal drugs or controlled substances.
4) Inappropriate use of any chemical, substance or household product, in such a way that it is ingested, snorted, huffed, etc. with the intent to get high, alter one's mood, alter one's physical feeling, or to emulate drug use.

If it is reported that a student is engaged in any of the behavior described above, or in any similar dangerous behavior, the following actions will serve as a guide for staff and administration to effectively deal with the situation.

- Staff will attempt to secure the area by restricting students coming and going, and if possible, locking any doors that will keep people out of the area. If possible, staff will stay in the area until it is secured to ensure that no evidence is destroyed or altered.
- Staff will immediately notify administration.
- If a crime is suspected, law enforcement will be called as soon as is reasonably possible.
- Students suspected of the drug-related behavior will be monitored as the situation is contained, and if there are multiple students involved, every reasonable effort will be made to separate them or to prevent them from conferring with one another.
- Administration will notify parents of students being accused of drug-related behaviors. Notification from the school administration may come after the investigation has started.
- Staff and administration will not interfere with law enforcement investigation.
- School administration will conduct its own investigation, separate from the criminal investigation conducted by law enforcement.
- Administration will share information with law enforcement, in order to help each entity gather the most complete and accurate information.
- The matter will be treated as confidential.

- Investigative procedures may include the following: statements by parties involved, video surveillance, eye witness statements, information shared with the school by law enforcement, staff statements.
- Hearsay will not be used as proof or evidence of guilt. Any statements from eyewitnesses that are used to build a case will be things that the witness observed or heard first-hand. Hearsay may be used as a lead, from which further investigation is warranted.

Consequences

The school district does not have the same burden of proof as the criminal judicial system. Consequences established by the school district will be based upon a combination of the school district's own investigation, application of district policy, and information gained from law enforcement. Consequences set forth by the school district are not dependent upon a criminal conviction and may be carried out before a criminal case is brought to trial, or even sometimes in a case in which no criminal charges are filed.

- At the discretion of administration, the student may be assigned a time-out period in which the student is removed from contact with other students. This time-out period is intended to be like a hold-harmless period, to give the administration time to gather the facts and to avoid any hasty or imprudent decisions, based on incomplete information. The time-out period will include isolation of the student from others, and it may include the parents opting to keep the student at home during that period of time. The time that the student spends in the time-out period will be excused, will not count towards the limited absences outlined in the attendance policy, and the student will be allowed to make up work for full credit. The time-out period will typically last 1-2 school days but may be somewhat longer if needed.
- Prior to any punishment being determined, the accused student will have the opportunity to make a statement and present facts. This may be done before, during, or after the time-out period.
- Typically, a first offense will be handled at the administrative level, and consequences will include any combination of the following, based on circumstances: detention, restricted lunch, restricted access, ISS, OSS (short term, 10 days or less), community service within the school, or other penalties deemed appropriate for the offense.
- If the administration believes it is in the best interest of the student and the Burke School District to do so, the administration may count some or all of the student's time-out days towards a suspension. Any student work that was done during the time-out days that get converted to suspension will be subject to the same level of credit granted for work done during the suspension.
- In severe cases, a first offense may be referred to a hearing before the Board of Education, in which case a long-term suspension or expulsion may be considered. An extreme case may include consequences handed down at the administrative level in addition to the higher level consequences determined by the Board of Education.
- If a first offense is going to be referred for a board hearing, the student and his or her parents will be notified prior to other penalties being imposed. The exception is if a punishment has been determined, and then new information comes forward that shows the case to be more severe than it appeared in the initial investigation.
- Second offenses, or any subsequent offenses, will be referred to the Board of Education for a hearing. The Board of Education may impose a long-term suspension, expulsion, or any of the penalties at the administrative level.

**FOSTERING DRUG CULTURE**

In addition to the drug-related behavior described above, the Burke School District recognizes that other behaviors contribute to a "drug culture" that is undesirable in an educational setting. Any student who is found to be fostering a drug culture will be subject to disciplinary action. The behaviors that foster a drug culture include things like the following: wearing drug-themed clothing, talking about drug use, pretending to do drugs, ingesting a non-harmful or non-controlled substance in a way that emulates illicit drug use, misrepresenting any substance or product as drugs, etc. The disciplinary actions for fostering a drug culture may be less severe than the penalties for drug-related behaviors listed above, but they are still considered dangerous and inappropriate behaviors and will be punished.

# PARTIES AND SOCIAL EVENTS

School dances will be held only during the school year. The following events have been held in past years:

**HOMECOMING**
Sponsored by the Student Council.
The following rules are in effect for float building during Homecoming:

- There will be no driving of any motorized vehicle by a student.
- Students will be counted absent if not in attendance to build floats.
- The Homecoming Dance is only for students in grades 9 – 12 and dates.

**PROM**
Sponsored by the Junior Class. All juniors will be expected to take part in the fundraising and meet the goals set by the junior class and the junior class advisors. The juniors will also need to participate in decorating for prom, as needed, to be determined by the junior class advisors. Juniors who do not meet these requirements will forfeit any items to be paid for out of the funds raised by the class to include but not limited to prom meals and glasses as well as their graduation cap and gown.
The following rules will be in effect for the Prom.

- Only formal dress will be allowed at the banquet, grand march and dance.
- Only juniors, seniors and their dates will be allowed at the banquet, grand march and dance.
- A closed-door policy will be in effect 1/2 hour after the grand march. Spectators are welcome until the doors are closed and then the dance will be a private one for juniors, seniors and their dates.
- Once the doors are closed and you decide to leave, you will not be allowed back in.
- Students in possession of, or use of tobacco (smoking or chewing), alcohol, or any controlled substance will not be allowed to participate in the banquet, grand march, dance or After-Prom party.
- During the banquet, the students are to conduct themselves in an orderly and respectful manner. If not, you will be asked to leave and will not be permitted to attend the grand march, dance, or After-Prom party.
- If decorations get destroyed or student action gets out-of-hand, the dance will be canceled, and the band/DJ will leave.
- This is a school-sponsored activity, so all the school rules and regulations are in effect.
- Banquet - 7:00; Grand March - 8:30. Dance 9:00 – 11:30
- Between 11:30-12:00 the principal will give each student a ticket, which will be their admission to the After-Prom party. The After-Prom door will be locked 1/2 hour after the high school principal gives tickets out!
- If students attend the prom, they must attend the banquet, grand march, and dance.
- Students and dates are encouraged to participate in the grand march. Students who do not want to participate **must** get permission from the administration and must attend grand march.
- The Administration reserves the right to change any part of the Prom.
- All students and guests will be breathalized before the grand march and before the After-Prom party. Any student failing the breathalization will be turned over to the authorities.
- Prom dates must be under 21 or be a high school student in good standing.

**MIDDLE SCHOOL** DANCES
Must be approved by the Administration. The organization sponsoring the dance is responsible for decorating and clean up after the dance. Students will not be dismissed from class to prepare for the dance. All preparations must be made during unscheduled time or after school. Sponsors are responsible for finances and chaperoning.

# HEALTH, SAFETY, AND EMERGENCY

**FIRE DRILL**
In the event of a fire alarm or emergency, students and staff will evacuate the building immediately using the designated exit routes for their rooms. Do not stop for personal items. Everyone is expected to move quickly, remain calm and quiet, and follow staff instructions. Exit procedures are reviewed regularly and practiced during scheduled fire drills.

**TORNADO DRILL**
In the event of a tornado emergency, staff will direct students to designated shelter areas within the building. Students are expected to move quickly, remain calm and quiet, and follow adult instructions at all times. Shelter locations are assigned based on room location and reviewed regularly as part of our emergency preparedness.

**INCLEMENT WEATHER**
On days when school is dismissed due to weather, students will only be allowed to stay at school if accompanied by their parent. Parents will be notified of school closings, late starts, and early dismissals through the Apptegy (Thrillshare) texting and voice notification system. Updates will also be posted on the school website at burke.k12.sd.us and the Burke School Facebook page.

**EMERGENCY PROCEDURES FOR THE BURKE SCHOOL DISTRICT**
The Burke School District has a comprehensive **Crisis Management Plan** in place to address a variety of emergency situations, including severe weather, fire, lockdowns, and other safety threats. It is impossible to foresee all the potential emergencies, but we have worked with law enforcement officers, fire fighters, and other emergency responders to plan the most effective ways to use our resources to respond immediately to those emergencies that cannot be avoided.

Staff members receive **annual training** on emergency procedures, and safety drills are conducted regularly throughout the school year.
In the event of a real emergency, the district will notify families through the school messaging system. Please make sure your contact information is up to date with the school office.

**IMMUNIZATIONS**
As per South Dakota Codified Law 13-28-7.1, beginning in school year 2016-17, the Tdap (Tetanus, Diphtheria, Pertussis) and MCV4 (Meningococcal ACYW) vaccines will be required for entry into the 6th grade. The requirements will also apply to transfer students in 6th–12th grades.

# STUDENT SUPPORT & SAFETY RESOURCES

Burke School District is committed to supporting the emotional, mental, and physical well-being of all students. If a student is struggling or in danger, we encourage them to reach out to a trusted adult—such as a teacher, counselor, or administrator.

**REGISTRAR SERVICES**
The school registrar is available to assist students and families with a variety of academic and post-secondary needs, including:

- Academic Planning – course scheduling, credit checks, transcript requests, personal learning plans
- Post-Secondary & Career Readiness – dual credit enrollment, SD Opportunity Scholarship guidance; college, tech, and miliary exploration; ACT/SAT registration support

**COUNSELING SERVICES**
A school counselor is available to assist students with:

- Conflict resolution
- Social-emotional support
- Crisis intervention and referrals

**MENTAL HEALTH & CRISIS SUPPORT**
Students experiencing emotional distress, depression, anxiety, or suicidal thoughts are urged to speak with a counselor or administrator immediately. All concerns are handled with discretion and care. Help is also available through 24/7 resources:

- **Suicide & Crisis Lifeline:** Call or text **988**
- **Crisis Text Line:** Text "HOME" to **741741**

**REPORTING ABUSE OR NEGLECT**
All school staff are **mandatory reporters** under South Dakota law and are required to report any suspected abuse or neglect to the Department of Social Services. Reports are made confidentially and in the best interest of the child's safety.

**SECTION 504 OF THE REHABILITATION ACT OF 1973**
Section 504 is an Act that prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

In order to fulfill obligations under Section 504, the Burke School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the record; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact Mary Hosford, Section 504 Coordinator for the school district, at phone number, 775-2644.

**GRIEVANCE PROCEDURE FOR DISCRIMINATION**
A grievance procedure is a means of inviting communication on matters of concern to the school, its employees, and students; short of their having to engage in disruptive behavior in order to be noticed and to have a grievance redressed. In no way is the grievance meant to lessen the legal authority of the school officials to deal with the disruptive students.

A grievance is defined as a complaint lodged by an employee or student with a member of the staff or administration alleging one or more of the following unfair practices: (1) That a school rule is unfair, (2) That a school rule or regulation discriminates against or between employees or student, (3) That unfair procedure has been used in arriving at a punishment.

Grievances are addressed through two steps (1) the principal, (2) the superintendent, in that order. On both levels an informal conference is to be held within five days of the date filing of the complaint so that no complaint shall consume more than 15 days at a time in all. The burden of proof is upon the grievant to show that a rule is unfair, is discriminatory, or that unfair procedure (lack of due process) has occurred.

Administrative resolution of the grievance is to be in writing at the superintendent level and designed to provide the grievant with a basis for resolution of the problem as originally stated in the complaint. Whenever the decision of a hearing officer substantially affects board policy, the matter will be referred to the Board of Education for final resolution.

**Grievance Procedure: A** grievance should be presented in writing to:

Level 1: The principal should schedule with the grievant an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The principal must hold a conference within five school day's of the date of filing.

Level 2: If a grievant is not satisfied with the resolution made at level one, the grievant may appeal to the superintendent for an informal conference and discussion of said grievance. The grievant may be represented at the conference with the superintendent by any adult, but the grievant must be present to elaborate on the grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the grievant's right to the conference provided by the school, unless extenuating circumstances make it impossible for the grievant to appear. The decision at this level is considered final unless the grievant and/or adult representative wishes to appear before the Board of Education. A grievance form can be obtained in the office.

**RULES AND REGULATIONS**

Any rules and regulations not covered in this handbook will be determined by the administration and/or Board of Education.

**STUDENT COMPACT**

**As a student, I will:**

Always try to do my best in my work and in my behavior.
Work cooperatively with my classmates.
Show respect for myself, my school and other people.
Obey the school and bus rules.
Take pride in my school.
Come to school prepared with my homework and supplies.
Believe that I can learn and will learn.

## Weight Room Use Form

**Burke Public School Acceptable Use Agreement Form:**
Student Facility Acceptable Use Agreement Form: We/I understand and agree to the following Acceptable Uses to obtain access and use of Burke Public School Facilities during Non-School day and hours:
_____. We/I understand that access and use is defined as 6 AM to 10:00 PM seven days a week when school is not in session.

_____. We/I understand that access is limited to the following space(s): Weight Room. All other areas of school are excluded.

_____We/I understand that all areas are under surveillance 24/7.

_____. We/I understand that all Burke Public School District sponsored and scheduled activities or community groups or events on the school activities calendar scheduled via the Activities Director will take precedence over any other use by an individual, family, or group.

_____ . We/I understand that shared access to the facilities will be expected when multiple patrons are present, and NO district sponsored or any other Activity Director scheduled activities are being conducted.

_____. We/I understand that the responsibility and liability for violations, vandalism, destruction, theft, and misuse will remain with the student who signed the Acceptable Use Agreement.

_____. We/I understand that Violators of the Acceptable Use Agreement will lose privileges for a length of time as determined by Administration and or School Board.

_____. We/I understand that the student will be given a key-fob for access purposes with a signed agreement and a $20.00 per year deposit.

_____. We/I understand that an assigned number for tracking and utilization purposes will register Key fobs in the security system.
_____. We/I understand that students in possession of a key fob are NOT to use it to gain access to the facility while school is in session and during school, hours and doing so will result in the deactivation of the key fob.
_____. We/I understand that All key fobs will be inactivated yearly on May 31st. Owners of key fobs can reactivate their key fob by submitting their yearly $20.00 deposit and the replacement of a lost fob will require another $20.00 deposit.

_____. We/I agree to follow the Facility Use Expectations:
- *You turn it on; you turn it off.*
- *You open it; you close it.*
- *You use it; you return it to its proper place.*
- *Use equipment for its designed use only.*
- *Leave the facility better than you found it.*
- *Appropriate Footwear will be expected. Outside everyday shoes will be discouraged.*
- *Be respectful, kind, and considerate of all users while sharing the facility when multiple users are present.*

Name: _____ Grade: _____ Signature: _____

Name: _____ Grade: _____ Signature: _____

Name: _____ Grade: _____ Signature: _____

Name: _____ Grade: _____ Signature: _____

## INTERNET USER AGREEMENT AND PARENT PERMISSION FORM

As a user of the Burke Public Schools computer network, I have read and hereby agree to comply with the rules stated in the Acceptable Use Policy – communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.
I agree not to participate in the transfer of inappropriate or illegal materials through Burke School Internet connection. I realize that the use of the Internet is a privilege, not a right. I accept that inappropriate behavior may lead to penalties including loss of access to the Internet, disciplinary action, and/or legal action.

Student Signature_____ Date_____

As a parent or legal guardian of the student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet according to the rules stated in the Acceptable Use Policy. I realize the Burke School District has taken precautions to help eliminate controversial materials. However, I also recognize that it is impossible for the school district to restrict access to all controversial materials and will not hold them responsible for materials acquired on the Internet.

Parent Signature_____ Date_____

## FIELD TRIP PERMISSION

My child has permission to attend all field trips to be taken by his/her class during the 2025/2026 school year.

Parent Signature_____Date_____

## PHOTO/NAME RELEASE FORM

The Burke School District has my permission to use my child's/children's photograph(s) and/or name(s) to be published in local newspapers, school website, state publication and any other venue promoting or publicizing our school and student activities.

Parent Signature_____Date_____

## MILITARY INFORMATION RELEASE

The Burke School District **DOES NOT** have permission to release my student(s) name to any military entities.

Parent Signature_____Date_____

## HANDBOOK AGREEMENT FORM

We have read and understand the contents of this handbook. This covers cheerleading and athletics, also.

Parent Signature_____Date_____

Student Signature_____ Date_____

The Burke School District has my permission to release my personal information to entities such as colleges and the Board of Regents.

Parent Signature_____Date_____

Student Signature_____Date_____