



2018-2019

# Aberdeen Central High School

This Agenda belongs to:

Name \_\_\_\_\_

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

- Your agenda is yours and not to be loaned out
- You need your agenda to leave the classroom
- You need your agenda to use the library
- Policies referred to do not appear in their entirety

All Aberdeen School Board Policies may be found in their entirety on the ASD website- <http://www.aberdeen.k12.sd.us/nepn/index.html>

## **Schedule of Events**

### **August**

21—School Begins PM grades 9-12 (am new students only)

### **September**

3—Labor Day

27 - CHS Evening P/T Conferences

### **October**

5- Staff Development

8 - Native American/Columbus Day

19 - End of 1st Quarter

### **November**

9- CHS Comp Day- No school 9-12

20- CHS Evening P/T Conferences

21- AM K-12 School in Session; PM—K-12 Staff Development

22 & 23- Thanksgiving Vacation

### **December**

21- Winter Vacation begins at end of school day

21- End of 2nd Quarter/1st Semester

### **January**

2 - K-12 Staff Development

3- School Resumes

### **February**

7- CHS Evening P/T Conferences

15- K-12 Staff Development

18- Presidents' Day, No School

### **March**

8- End of 3rd Quarter

13- K-12 Staff Development

14-15- Spring Break No School

### **April**

4- CHS Evening P/T Conferences

18- - K-12 Staff Development

19 – Good Friday, No School

22 – Easter Monday, No School

### **May**

17- AM Last Day of School

19-CHS Graduation

# ABERDEEN SCHOOL DISTRICT

## Mission Statement

Empowering All Students to Succeed in a Changing World

## Vision

The Aberdeen School District creates a safe and positive educational environment that is achievement oriented by promoting high expectations through academic excellence, high quality teaching, rich co-curricular activities, and parental and community involvement.

## Beliefs

- All students can and want to learn, given appropriate instruction and sufficient time.
- All District employees and their roles are important in educating children.
- The District should promote all staff, parents, and students to be positive role models.
- Students' success is enhanced by school, parental, and community partnerships.
- All students are provided continuous opportunities to learn and succeed.
- All students benefit from a safe and nurturing learning environment.
- All students benefit from participation in a wide variety of academic experiences and involvement in activities.

## **WELCOME**

The administration and staff would like to take this opportunity to welcome you to Central High School. This handbook has been carefully prepared to help you succeed at Central. It is your responsibility to read this information and share it with your parents.

## **ELASTIC CLAUSE**

This handbook will not cover all possible events that will occur during the school year; thus, if a situation arises that is not specifically covered in this handbook, the administration will act fairly and quickly to resolve the situation. In reaching a solution, the interest of the students, parents, school district, and community will be taken into consideration.

## **NON-DISCRIMINATION STATEMENT**

The Aberdeen School District 6-1 does not discriminate in its employment policies and practices or in its educational programs on the basis of race, color, creed, religion, age, gender (including pregnancy), handicap, national origin, or ancestry. Inquiries concerning the application of Title VI, Title IX, or Section 504 may be referred to the Superintendent's office, 1224 S. 3<sup>rd</sup> Street., Aberdeen, SD 57401, Telephone (605)725-7111, or to the U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone (816) 268-0550, TDD: (877) 521-2172, FAX (816) 823-1404.

## **CONFIDENTIALITY OF INFORMATION**

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

Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-4605

*\*The entire Policy JLDAA can be obtained through the ASD website or Superintendents office.*

## **RESTRICTION OF DIRECTORY INFORMATION**

Each year schools in Aberdeen maintain school directories that list student names, addresses, and phone numbers. This information is available to public access upon request. Types of information that may be disclosed as directory information include: student's name, degrees and awards received, address, most recent previous institution attended, phone number, participation in officially recognized sports, activities, date and place of birth, dates of attendance, major fields of study, e-mail address, class schedule, full or part time status, and photograph. Under PL 107-110, Section 9528 (a) (2), a student or parent of a student has the right to prohibit the release of the student's personal data which the school would otherwise supply for military recruitment. Under No Child Left Behind, all schools that receive federal funds must give military recruiters the same information they provide to colleges so one cannot be restricted without the other. If you wish to restrict the release of any of this information, please contact the Principal's Office for the necessary form.

## **ABERDEEN SCHOOL DISTRICT POLICY ACT**

### **SECTION 504 COMPLIANCE PLAN**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. Section 504 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 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 is regarded as having such an impairment

Aberdeen Public Schools acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding students and personnel. No discrimination against any person with a disability shall knowingly be permitted in programs or practices in the school district.

Under Section 504, the school district has the responsibility to provide notice to parents, to identify, to evaluate, and, if the student is determined to be eligible under Section 504, to provide access to appropriate educational services.

If the parent or person in parental relationship disagrees with the determination made by the professional staff of the school district, he/she has a right to file a grievance or request a due process hearing with an impartial hearing officer.

## ATTENDANCE

### ATTENDANCE POLICY

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

The student may be assigned detention and make up work by their teachers to compensate for the classes missed for tardiness and absenteeism. Excessive tardiness can result in disciplinary action, including detention, suspension, or removal from class. Students who are absent 8 or more times in a term will be referred to Administration.

### Guidelines for reporting student absenteeism

Please call the attendance office at 725-8108 prior to 9:00am. The attendance office can be contacted any time of day or night to excuse absences. Please leave a message that includes parent/guardian name, student's name and reason for absence if you get voice mail. Absences for school related activities need not be called in. If the student is not called in prior to the absence, a maximum of five days will be allowed to clear the absence. All absences not cleared by a parent/guardian will be considered unexcused. Family trips over three days should be pre-approved by a Principal.

### LEAVING SCHOOL DURING THE DAY

You may not leave school between classes without observing the following procedure:

1. Have your parents/guardians call the attendance office to receive approval for your planned absence.
2. Student must sign out and receive an "Off Campus Pass" from the attendance office.
3. If the student returns to school that day, they must report directly to the attendance office and sign in.
4. If a student becomes ill during the school day, he/she must see the nurse before leaving school. If the nurse is gone, you must see a Principal.
5. Senior lunch and open campus periods are exceptions to the above rule.
6. Failure to abide by the above rules will be considered a Class I offense.

### MAKE-UP WORK

When you return to school after an excused absence, it is your responsibility to ask your teachers to explain your make-up work. As a general rule, you will have two days to make up work for each day you are absent. An exception to this rule is work that was due on the day you were absent i.e. a research paper due or a test scheduled for the day you are gone must be handed in or taken the day you return to school.

## **DISCIPLINE**

### **PARKING LOT USE AND BEHAVIOR**

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

### **HALL RULES**

It is important that all students obey the hall rules drawn up by the Student Senate. They are:

1. Do not loiter or congregate in groups in the halls.
2. Unnecessary noise or boisterous conduct is forbidden.
3. For safety's sake, please do not run in the halls or on the stairs.
4. You must keep the halls clean and neat. Do not litter.
5. Observe the rules of courtesy and consideration of others.

### **RULES OF STUDENT CONDUCT AND DISCIPLINE – Policy JK**

Students are required to conduct themselves with respect for self and others through their actions, their language, and their dress. Students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. When a school employee acts to assist a student in proper conduct, the emphasis shall be toward student growth in self-discipline.

#### **APPLYING THE DISTRICT-WIDE RULES**

1. The consequences for misbehavior described in this regulation are for misbehavior resulting in a referral to the principal's office. Consequences are designed to be fair, firm, and consistent for all students in the Aberdeen School District 6-1. They apply to all students in any school or other District building, on District property, in District vehicles or school buses, and at school or District events. Consequences listed are minimums. The building administrator has the latitude to enforce other reasonable disciplinary action found to be warranted by the situation.
2. Because it is not possible to list every misbehavior that occurs, the administration and staff reserves the right to respond to misbehaviors not included in this regulation. This regulation is based on the assumption that misbehaviors are dealt with by bus drivers, chaperones, classroom teachers, counselors, administrators, and other appropriate District staff.
3. Progressive discipline will be used in conjunction with existing District policy. Complete copies of the District suspension and expulsion policy (JGD & JGD-R) are available from all principals' offices. Rights and responsibilities of the District personnel, parents or guardians, and students are described in this policy.
4. Actions which may be used by District staff to discipline students and/or encourage them to modify their behavior include but are not limited to: student conference, parent or guardian notification, parent or guardian conference, fine, restitution, detention, removal from class, in-school suspension, dismissal from school, out-of-school suspension, exclusion, expulsion, referral to law enforcement authorities, conflict resolution training, and recommendations to alternative community services.
5. Each building may develop a discipline handbook with rules and regulations specific to their unique needs. A copy of school rules will be provided to the parent/guardian and student.

Due Process: Students shall be afforded the rights of fair procedure or due process. This includes the right to (1) be informed of conduct which would result in disciplinary action against the student; (2) notice of any rule violation; (3) explanation of the evidence supporting the charge; (4) an opportunity to present the student's side of the story; (5) a penalty that is proportionate to the violation.

Infraction	Class	Infraction Definition	Minimum Consequences/ Violation			
			1 <sup>st</sup>	2nd	3rd	4th (or more)
Academic Infractions	3	<b>Academic Dishonesty</b>  <b>Neglecting Obligations</b>	Parent call by teacher  No credit Detention	Class removal Restriction Detention	ISS (1-3 days)	ISS (3-5 days)
Attendance Related Infractions	1	<b>Tardy</b>	Handled at building level	Handled at building level	Handled at building level	Handled at Building level
	1	<b>ID Badge</b>	Detention Replace fee	Detention Replace fee	Detention Replace fee	Detention Replace fee
	2	<b>Closed Campus Violation</b>  <b>Skipping Class</b>	Student conference and/or Detention	ISS or Detention (1-3 days) Student conference	ISS (3-5 days) Student contract Counselor referral	OSS (1-3 days)
Bullying/ Harassment and Hazing	4	<b>Bullying</b> <b>Harassment</b> <b>Hazing</b>	ISS (1-5 days)	OSS (1-3 days)	OSS (3-5 days)	LTS

Infraction	Class	Infraction Description	Minimum Consequences			
			1st Violation	2 <sup>nd</sup> Violation	3rd Violation	4 <sup>th</sup> (or more)
Illegal Activities	5	<b>Weapons-No Malicious Intent</b>	OSS (5 days)	OSS (10 days)	LTS or Expulsion Police referral	
	6	<b>Bomb Threat</b>	LTS or Expulsion Police referral			
	6	<b>Fires/ Misuse of Fire Alarms/Extinguisher</b>	Police referral			
	6	<b>Weapons</b>				
	6	<b>Engaging in Illegal Activities</b>				
7	<b>Firearms</b>	Expulsion (12months) Police				
Property Infractions	4	<b>Destruction of Property</b>	ISS (3-5 days) Restitution and/or Community Service	OSS (1-3 days) Restitution and/or Community Service	OSS (3-5 days) Restitution and/or Community Service	OSS (5-10 days) Restitution and/or Community Service
	4	<b>Theft</b>				
	4	<b>Trespassing</b>				
Tobacco, Alcohol, and Drugs	4	<b>Tobacco</b>	ISS (1-3 days) Police referral	ISS (3-5 days) Police referral	OSS (1-3 days) Police referral	OSS (4-10 days) Police referral
	5	<b>Mood Altering Chemicals, Substances, and Paraphernalia Under the Influence</b>	LTS Police referral SAT referral	LTS or Expulsion Police referral		
	6	<b>Distribution</b>	LTS or Expulsion Police referral			
Sexual Misconduct	3	<b>Pornographic Materials.</b>	ISS (1 day)	ISS(1-3 days)	ISS(3-5 days)	OSS(1-3 days)
	4	<b>Sexual Activity</b>	ISS (3-5 days) Police referral	OSS (1-3 day) Police referral	OSS (3-5 day) Police referral	OSS (4-10 day) Police referral
	6	<b>Sexual Violence</b>	LTS or Expulsion Police referral			

Infraction	Class	Infraction Description	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th(or more)
Disrespect and Disobedience	2	Failure to Comply instruction	Student conference and/or Detention	ISS or Detention (1-3days) Student conference	ISS (3-5 days) Student contract Counselor referral	OSS (1-3 days)
	2	Disrespectful Behavior				
	2	Offensive Language/ Gesture				
	3	Insubordinate	ISS(1-3 days)	ISS(3-5 days)	OSS(3 days)	OSS(4-10 days)
	3	Offensive Language Directed				
Disruption	2	School Disruption	Student conference and/or Detention	ISS or Detention(1-3 days)	OISS (3-5 days) Student contract Counselor referral	OSS(1-3 days)
Dress Code	2	Inappropriate Dress	Student conference Change clothes	Student and Parent Conf. Detention (1-3 days) Change	ISS (1 day) Student contract Counselor referral Change clothes	See insubordination 2 <sup>nd</sup> violation Change clothes
Electronic Devices	2	Cell Phones/ Electronic Devices	Device confiscated until end of school day	Device confiscated until picked up by parent or held in office for 5 days	Detention Device confiscated until picked up by parent or held in office for 10 days	Detention Student may no longer bring phone or device into school
	3	Technology Misuse	ISS (1 day) Restrictions	ISS (3-5 days) Restrictions	OSS (1-2 days) Restrictions	OSS (2-3 days) Restrictions
Gang Activity	3	Gang Activity-Low Level	Warning	ISS (1-3 days) Counselor referral	ISS (3-5 days) Restrictions	OSS (1-3 days) SAT Referral
	5	Gang Activity High Level	LTS Police referral SAT referral	LTS or Expulsion Police referral		

Infraction	Class	Infraction Description	Minimum Consequences			
			1st Violation	2nd Violation	3rd Violation	4th (or more)
<b>Verbal and Physical Altercations</b>	2	<b>Verbal Dispute</b>	Detention	ISS (1-3 days)	ISS (3-5 days)	
	3	<b>Verbal Altercation</b>	ISS (3-5 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (4-10 days)
	4	<b>Physical Aggression</b>				
	4	<b>Intimidation/Threat-Student</b>	ISS (3-5 days)	OSS (1-3 days)	OSS (3-5 days)	OSS (4-10 days)
	5	<b>Physical Injury-Student</b>	OSS (1-3 days) SAT referral	OSS (3-5 days) SAT referral	OSS (4-10 days) SAT referral	LTS
	5	<b>Fighting</b>	Counselor referral	Counselor referral	Counselor referral	
	5	<b>Intimidation/Threat-Staff</b>	OSS (5-10 days)	LTS or Expulsion		
	6	<b>Physical Injury-Staff</b>	Police referral SAT referral	Police referral		
	7	<b>Endangering the Lives of Others or Causing</b>	LTS or Expulsion			
<b>Vehicle Infractions</b>	2	<b>Parking Lot Violations-School Rules</b>	Student conference Restrictions	Detention Restrictions (short-term) Student contract	ISS (1-3 days) Restrictions (long-term)	Restrictions (long-term) Vehicle may be towed
	3	<b>Parking Lot Violations-Laws</b>	Student conference Detention Restrictions Police referral	ISS (1 day) Restrictions Police referral	Loss of parking Privilege Vehicle may be towed Police referral	

## **STUDENT HANDBOOK DEFINITIONS & CLARIFICATIONS**

**ACTIVITY (PARTICIPATION) RULES:** Any student who violates Classes Four or Five above, and who is involved in co- and extracurricular activities, shall be removed from the activity(ies) as specified in the activity rules that student and parent sign for each activity. *Policy JICG.*

**BACKPACKS/PURSES:** All personal items need to be stored in student's locker during the day. Students will not be allowed to carry backpacks from class to class. Backpacks/Purses will not be allowed in the classroom. Students will be allowed to stop at their locker between classes.

**COMPUTER VIOLATION:** Consequences for computer violations will be applied according to the nature of the offense on the Discipline Plan (i.e., copying files = theft; destroying files = destruction of property; not following computer rules = insubordination). Violations may result in restriction and/or loss of computer privileges.

**DETENTION:** Detention is held Monday through Friday. Failure to serve a scheduled detention may result in one day of in-school suspension plus the rescheduling of the detention. Subsequent failures may result in out-of-school suspension until the detention is served.

**DRESSCODE:** Students are expected to dress with standards that enhance a safe learning environment. Profanity and suggestive themes, such as alcohol, drugs, sex, death, suicide, or violence will not be permitted on school attire. See JICA. **Shorts and skirts should be 2 inches above knee.** All shirts must have sleeves and cover torso. Underclothing should not be visible. Pants shall be worn at the waist and must not have excessive holes or holes located above mid-thigh. No bandanas, headgear, chains, studs, or face paint or gang related items. You may be asked to go home and return when dressed appropriately. Repeated infractions will be considered a Class Two offense.

### **ELECTRONIC DEVICES**

Students are not allowed to use any form of electronic devices during school hours. All electronic devices must be kept in school locker. Violation of using electronic devices will result in being confiscated and consequences will be administered by administration. If there is reasonable suspicion that a student has been inappropriately using electronic devices the administration reserves the right to inspect the device.

### **FOOD AND DRINK**

There will be NO food or drink allowed outside of the Common's Area without administrative approval. The exception to this is bottled water.

### **INTERNET USE**

Parent permission is required before students can use the Internet. Inappropriate use will result in loss of Internet privileges and/or suspension.

**MOOD-ALTERING CHEMICALS, SUBSTANCES, AND TOBACCO:** Using, possessing, selling, dispensing, or being under the influence of any mood-altering chemicals, substances, or tobacco, or possessing drug paraphernalia at school, on school property, or at a school-sponsored activity. Tobacco-related items such as lighters, electronic cigarettes and matches are not allowed. *Policy JICG & JICH.*

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

**THEFT:** Stealing or attempting to steal private or school property. This includes illegal confiscation of the school's or another student's computer files and documents. Appropriating another's property in excess of \$200 is grand theft.

**WEAPONS:** Knowingly possessing, handling, or transmitting any object or material that ordinarily or generally is considered or appears to be a weapon including air guns, bows, etc. Intentional possession of a firearm will result in a mandatory 12-month expulsion. *Policy JICL.*

**ABERDEEN SCHOOL DISTRICT**  
**POLICY JFA**  
**STUDENT DUE PROCESS POLICY**

**STUDENTS**

The Aberdeen School Board hereby adopts the following Student Due Process procedure.

Definitions: Terms used in this article, unless the context plainly requires otherwise, mean:

1. **"Expulsion"** - the action of the School Board to deny a student's membership in school for a period of time that may extend beyond the end of the school year.
2. **"Long-Term Suspension"** - the exclusion by the School Board or Superintendent of a student from a class or classes for more than ten (10) school days, not to exceed ninety (90) days; (according to SDCL 13.32.4.2)
3. **"Parent"** - parent, guardian, or person in charge of a student.
4. **"Policy"** - a rule, regulation or standard enacted by a school district board;
5. **"Short-Term Suspension"** - The exclusion of a student by a Principal or Superintendent from a class or from school for not more than ten (10) school days.
6. **"Insubordination"** - shall mean failure in a single instance to comply with reasonable rules, regulations, policies, orders or instructions given by the School Board or school staff who act on behalf of the School Board.

**SHORT-TERM SUSPENSION HEARING PROCEDURE- Policy NEPN Code: JFA**

**LONG-TERM SUSPENSION HEARING PROCEDURE- Policy NEPN Code: JFA**

**EXPULSION HEARING PROCEDURE: Policy NEPN Code: JFA**

**ATTENDANCE POLICIES:**

No attendance policy may exclude a student from a class or from school for more than ten days without providing due process procedures pursuant to this chapter.

**REFERRAL TO PLACEMENT COMMITTEE OF EXPELLED OR LONG-TERM SUSPENDED STUDENTS:**

Whenever a student identified as in need of special assistance or prolonged assistance pursuant to SDCL 13-37-1 is expelled or subjected to long-term suspension, a referral shall be made by the superintendent to the district's placement committee. The placement committee shall determine whether the action, behavior, or activity which resulted in the long-term suspension or expulsion is the result of the student's handicapping condition. If the placement committee determines that the long-term suspension or expulsion of the student is based upon action,

behavior, or activity by the student arising from the student's handicapping condition, the placement committee shall immediately prepare a revised individual educational plan to provide education services to the student. The student's long-term suspension or expulsion shall terminate upon implementation of the student's revised individual educational plan.

REF: JK-Conduct

**ABERDEEN SCHOOL DISTRICT**  
**POLICY GBAA-R (in part) HARASSMENT**

1. **Harassment:** Harassment consists of physical or verbal conduct related to a person's race, color, religion, creed, ancestry, national origin, age, disability, or other basis prohibited by law when the conduct is so severe, pervasive, and objectively offensive that it:

2. **Sexual Harassment:** Sexual harassment is any unwelcome sexual advance(s), request(s) for sexual favors and/or other verbal, physical, and/or visual contact(s) of a sexual nature, or communication of a sexual nature when:

**Reporting Incidents of Harassment-**Any person who believes he or she has been the victim of harassment as defined above by a student or an employee of the School District shall report the alleged acts immediately to the building principal, the department director, or the Superintendent. or his/her designee.

**Prohibition against Retaliation-**The School District will discipline any individual who retaliates against any person who reports alleged harassment or who retaliates against any person who testifies, assists, or participates in any investigation, proceeding, or hearing related to a harassment complaint.

**False Charges-** Charges found to have been intentionally dishonest or made maliciously without regard for truth may subject complainants to disciplinary action.

**Uncomfortable Situations-**The School District recognizes that not every uncomfortable situation constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory effect on employment or learning environment requires a determination based on all the facts and surrounding circumstances.

**Discipline-** Any School District action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements and School District policies. The School District will take such disciplinary action it deems necessary and appropriate, including but not limited to, warning, suspension, or immediate discharge to end harassment and prevent its recurrence.

(The entire policy is available from the Aberdeen School District website)

**STUDENT BULLYING**                      NEPN Code: JFCE (In Part)

The Aberdeen School District is committed to maintaining a constructive, safe school climate that is conducive to student learning and fostering an environment in which all students are treated with respect and dignity. The bullying of students by students, staff or third parties is strictly prohibited and shall not be tolerated. Bullying consists of physical, verbal, written, or electronic conduct directed toward a student that is so severe, pervasive and objectively offensive that it:

1. has the purpose of effecting or creating an intimidating, hostile, or offensive academic environment, or
2. has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

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

## **ACADEMIC & ADMINISTRATION**

### **REPORT CARDS**

Report cards are issued each term.

### **INCOMPLETES**

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

### **PARENT / TEACHER CONFERENCES**

Parent / Teacher Conferences are held the middle of each term. Calendar is on ASD website please reference for specific dates.

### **HONOR ROLL AND MERIT ROLL**

Students with a grade point average (GPA) of 3.75 or more are recognized on the Honor Roll each term. Students with GPA's of 3.25 to 3.74 are recognized on the Merit Roll. Students with an Incomplete on their report card will NOT be recognized on the Merit and Honor Rolls.

### **ADDING / DROPPING COURSE WORK**

Students may request permission to add or drop a class without penalty, provided the request is within the first three days of the class. Students must complete a REQUEST FOR SCHEDULE CHANGE form. No student may average less than three academic classes per term unless permission is granted by the Principal due to extraordinary circumstances.

### **OPEN CAMPUS**

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

1. Seniors must be in an average of three (3) classes per term.
2. Seniors must have no F's or Incompletes on previous report card and be on track for graduation.
3. Seniors must have an acceptable record of attendance- including super study on Wednesday's, punctuality, behavior, and effort.
4. Students and their parents must sign a contract to confirm the privilege.
5. During Open Campus, students must be in the Commons Area, Library, or completely off campus.
6. If you drop a class with an "F" after the first three days, you will lose open campus immediately.
7. Must have received a minimum of a 2 (proficient) on all portions of Smarter Balance Testing.
8. Students with a failing grade within the current term will lose OPEN campus privileges until a passing grade is achieved in all classes.
9. The Administration reserves the right to deviate from this policy to fit the needs of individual students.

## **GRADUATION REQUIREMENTS**

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

## GRADING SYSTEM

The adopted grading scale will be used by all teachers, in all subjects, in middle school and senior high school for all students attending the Aberdeen Public Schools.

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

Other grades you may receive are "N" (no credit), "I" (incomplete), "M" (medical waiver for PE), and "WA" (withdraw for lack of attendance). Each course is designated as "ALT" (alternative level), "G" (general level), "H" (Honors), or "AP" (Advanced Placement level).

	ALT	G	H	AP
A+ =	3.50	4.00	4.50	5.00
A =	3.50	4.00	4.50	5.00
A- =	3.17	3.67	4.17	4.67
B+ =	2.83	3.33	3.83	4.33
B =	2.50	3.00	3.50	4.00
B- =	2.17	2.67	3.17	3.67
C+ =	1.83	2.33	2.83	3.33
C =	1.50	2.00	2.50	3.00
C- =	1.17	1.67	2.17	2.67
D+ =	0.83	1.33	1.83	2.33
D =	0.05	1.00	1.50	2.00
D- =	0.17	0.67	1.17	1.67
F =	0.00	0.00	0.00	0.00

Grades of "P" or "F" will be assigned to Pass/Fail courses. A grade of "I" will be assigned when course work is incomplete.

## FOOD SERVICE

All meals provided in the Aberdeen School District meet the nutrition guidelines established by the US Dept. of Agriculture (USDA). Breakfast is available from 7:30 – 8:00 a.m. Lunch is served 11:00 a.m. – 1:19 p.m.

### LUNCH SCHEDULE / OPEN LUNCH

All seniors are allowed to leave school for lunch. The following rules apply to the CHS open lunch:

1. Seniors leaving campus for lunch must be off school grounds. Loitering in the academic halls or parking lot will not be permitted.
2. Seniors returning to school tardy from lunch, or creating disturbances in the parking lot or Commons Area may have their open lunch privileges suspended.
3. Parents may suspend their child's open lunch privileges at any time.
4. Seniors may lose open lunch at the discretion of the administration.

### LUNCH SCHEDULE / CLOSED LUNCH

All freshmen, sophomores, and juniors will have closed lunch. They may not leave the building during their lunch period and must report to the Commons Area.

1. Students who do not eat and/or finish eating early must remain in the Commons Area or report to a teacher's classroom with whom they have made previous arrangements.
2. Students whose lunch behavior is inappropriate may lose their Commons Area privileges.

## **LOCKERS**

You will be assigned one locker to be used during your tenure at CHS. Your locker is property of the school. Your locker is subject to inspection by school officials or School Resource Officer.

## **STUDENT SERVICES**

The Counselors are available in Student Services. These services include assistance with educational planning, occupational and career planning, help with home, school, and/or social concerns.

## **LIBRARY AND RESOURCE CENTER**

Library is open between the hours of 7:35 a.m. and 3:55 p.m. ID tags must be worn and agendas are required when using the CHS library and library policies/rules must be followed at all times.

## **HEALTH SERVICES**

If you become ill during school hours, you must get permission from the school Nurse before you can leave school. If the Nurse is absent, you must have permission of a Principal before leaving school. Students **MUST** check medications in with the school nurse.

## **STUDENT ASSISTANCE TEAM**

The Student Assistance Program (SAT) is designed to prevent and reduce student behavior problems.

## **TEXTBOOKS**

Textbooks are furnished by the school district for your use at no cost. When you finish or drop a course, you are expected to return all textbooks. If a textbook is lost or defaced, you will be charged for the loss or for the repair costs.

## **IDENTIFICATION CARDS**

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

## **FEES AND FINES**

The records of a student will not be released if the student has a debt to the school. No one will be allowed to participate in the graduation ceremony until all fees and fines are paid.

Activity Tickets: You are not required to buy an activity ticket. The ticket gives you admission into most athletic events, regular school plays, and music events.

## **FIELD TRIPS**

You must have parent permission and medical release to attend any field trip.

## **COMMONS AREA**

The school building is open for students from 7:30am to 3:45pm.

All school policies apply to students when using the Commons Area. Trays, food, paper products, etc., are to be disposed of properly.

## **PUBLIC DISPLAY OF AFFECTION**

The inappropriate display of affection does not have a place at any time in our school.

## **WEATHER - SCHOOL CLOSING ANNOUNCEMENTS**

School closing will be announced on the Aberdeen radio stations, school district app. and television prior to 7:00 a.m. School Reach calls will be made to available phone numbers.

## **JUNIOR / SENIOR PROM REGULATIONS & GUIDELINES**

CHS students must be in good standing to attend Prom

Prom is considered a school activity. JICDA requirements must be met to participate in prom.

Formal attire required (tuxedo or formal dress).

You must be a Senior or Junior to take ask a date to Prom. (Junior = 3<sup>rd</sup> year student)

- A Prom Date that is NOT currently a student at CHS you must fill out a consent form and return to a principal. This form must be accompanied by a \$100 deposit
- All dates must be a freshman and at least 15 years old. Dates may not exceed 20 years of age.

## ACTIVITIES

### ELIGIBILITY FOR ACTIVITIES

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

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

STATE LAW REGARDING ELIGIBILITY: During the 1997 State Legislative Session, HB 1256 was passed to require any student who is convicted of possession, use or distribution of any controlled substance or marijuana, from participation in any extra-curricular activity or from receiving financial aid. The first violation is a one-year ban from participation; the second violation is a permanent ban from participation.

### SUSPENSION AND ABSENCE GUIDELINES

Students who are serving in-school suspension may practice and/or compete on the day(s) they are suspended from regular classroom participation. Students who are serving out-of-school suspension may not practice and/or compete on the day(s) suspended from regular classroom participation.

In order to practice or compete on any given day, a student must be in school the entire day. Exceptions to this rule would be scheduled medical appointments, death, or serious illness in their family, or special circumstances beyond the control of the student. Students who would be absent for ten (10) consecutive days in any one semester are by SDHSAA rules ineligible to participate, unless due to illness of the student or death in their immediate family.

### ACTIVITY CODE - NEPN Code: JICDA

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

### STATEMENT OF POLICY

The possession or use of tobacco is a violation of the Code of Conduct as is the possession, use, or distribution of mood altering substances, i.e., alcohol, illegal drugs, marijuana, etc., a violation of the Code of Conduct and/or SDCL 13-32-9. Crimes against any person or property are a violation of the

Code of Conduct. Conduct by a student that is inconsistent with the philosophy and purpose of the Aberdeen School District is considered a violation of the Activity Code.

Students in violation of the Code of Conduct are subject to the consequences outlined below.

### CONSEQUENCES:

**First Violation** - Suspension from participation in all student activity events for fourteen (14) consecutive calendar days or two (2) student activity events, whichever is greater. Penalty not to exceed fifty percent (50%) of the scheduled events in any one (1) student activity.

**Second Violation** - Suspension from participation in all student activity events for 42 consecutive calendar days or 6 activity events, whichever is greater.

**Third Violation** - Suspension from participation in all student activity events for 84 consecutive calendar days or 12 activity events, whichever is greater.

**Subsequent Violations** - Suspension from participation in all student activity events for 365 consecutive calendar days or 1 calendar year.

**SDCL 13-32-9 SUSPENSION FROM EXTRA-CURRICULAR ACTIVITIES  
FOR CONTROLLED SUBSTANCE VIOLATIONS**

Any person adjudicated, convicted, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana, as defined in Chapter 22-42, is ineligible to participate in any extra-curricular activities at any secondary school accredited by the Department of Education and Cultural Affairs for up to one (1) calendar year. Upon a subsequent adjudication, conviction, or suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana, that person is ineligible to participate in any extra-curricular activity under the South Dakota High School Activities Association for the entire period of time said student attends a school under the accreditation of the Department of Education and Cultural Affairs.

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

<b>ONE HOUR LATE START SCHEDULE</b>	
Block 1	9:10 – 10:23
Block 2	10:29-11:42
A Lunch	11:48-12:18
Block 3	12:24-1:30
Block 3.1	11:48-12:21
B Lunch	12:24-12:54
Block 3.2	12:57 -1:30
C Lunch	1:00– 1:30
Block 3	11:48-12:54
Block 4	1:36-2:49
Super Study	2:55-3:20
<b>TWO HOUR LATE START SCHEDULE</b>	
Block 1	10:10 – 11:13
A Lunch	11:19-11:49
Block 3	11:55-1:01
Block 3.1	11:19-11:52
B Lunch	11:55 12:25
Block 3.2	12:28 -1:01
C Lunch	12:31-1:01
Block 3	11:19-12:25
Block 2	1:07-2:10
Block 4	2:16-3:20
No Super Study	

<b>Early Release SCHEDULE ½ Day</b>	
Block 1	8:10 – 8:59
Block 2	9:05 – 9:54
Block 3	10:00 - 10:49
Block 4	10:55– 11:45