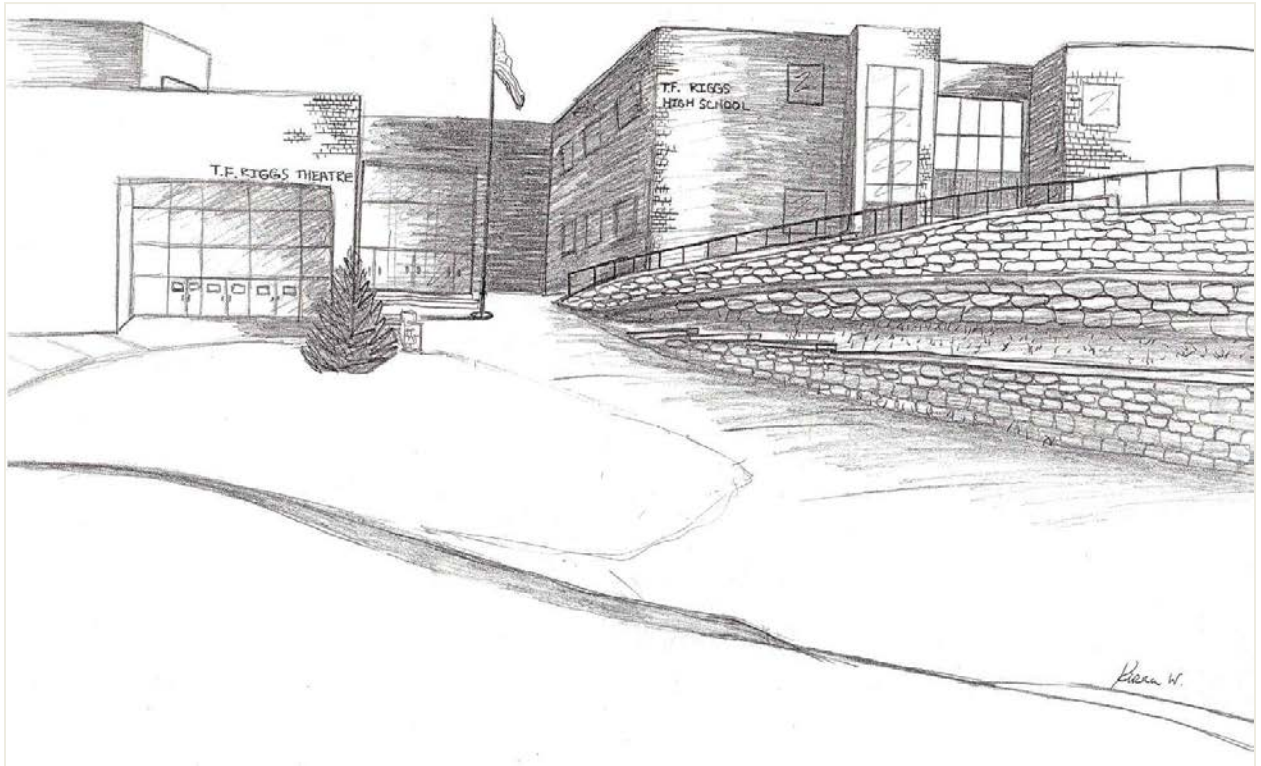


T. F. RIGGS HIGH SCHOOL

2018-2019

STUDENT HANDBOOK



Welcome To Riggs High School Students

Welcome to T.F. Riggs High School. We hope your year will be filled with many exciting and rewarding experiences. It is our wish that all students will “**enter to learn & go forth to serve**”, taking full advantage of the many opportunities available to them.

The policies and procedures contained in this handbook are designed to help establish a positive school climate and to help ensure a successful year at Riggs. It is your responsibility to become familiar with the content of the handbook and we hope you will share it with your parents as well. This information will help you adapt successfully to the school setting. All staff members are anxious to help you achieve academic success and to meet your personal goals. Please feel free to approach them with any questions or concerns.

In addition to your academic studies we encourage you to become involved in the various co/extra-curricular activities available to you. There is ample evidence to indicate that well-rounded, active students are happier and more productive.

All of our interactions at Riggs High School should be based upon mutual respect. We acknowledge the worth and dignity of all individuals involved with the school in any way and our expectations for students are based upon that premise. You alone have the primary responsibility for your conduct, your success and your contributions to your school.

Have a great school year!

T.F. RIGGS HIGH SCHOOL IS ACCREDITED BY THE NORTH CENTRAL
ASSOCIATION, SOUTH DAKOTA STATE EDUCATION DIVISION

CONFIDENTIALITY OF INFORMATION
PIERRE SCHOOL DISTRICT 32-2
ANNUAL NOTIFICATION OF RIGHTS

The Pierre School District 32-2 adheres to policies and procedures on the confidentiality of information consistent with Part B of the Individuals with Disabilities Act and the Family Educational Rights and Privacy Act.

As the parent of a student currently in attendance in the Pierre School District 32-2, or as a student who has reached the age of eighteen years, you have the right to do the following:

- 1.1 Inspect and review the student's education records;
- 1.2 Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- 1.3 Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent;
- 1.4 File with the U.S. Department of Education a complaint under Sec. 99.64 concerning alleged failures by the Pierre School District 32-2 to comply with requirements of the Act and this part; and
- 1.5 Obtain a copy of the Pierre School District's policy.

Copies of the Pierre School District 32-2 Confidentiality of Information Policy are available at the Office of the Superintendent, 211 South Poplar, Pierre, South Dakota 57501 as well as at the office of the building principal in each school.

Concerns may be addressed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

TRADITIONS	4
SCHOOL NAME	4
NICKNAMES	4
COLORS.....	4
CORONATION	4
SCHOOL NEWSPAPER	4
SCHOOL SONG.....	4
YEARBOOK.....	4
NONDISCRIMINATION POLICY	5
PHILOSOPHY OF EDUCATION	5
RIGGS HIGH MISSION STATEMENT AND BELIEFS.....	5
STUDENT MISCONDUCT.....	6
RULE 1 DISRUPTION OF SCHOOL.....	6
RULE 2 DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY.....	6
RULE 3 DAMAGE OR DESTRUCTION OF PRIVATE PROPERTY	6
RULE 4 ASSAULT ON A SCHOOL EMPLOYEE.....	7
RULE 5 PHYSICAL ABUSE OF A STUDENT OR OTHER PERSON NOT EMPLOYED BY THE SCHOOL.....	7
RULE 6 WEAPONS & DANGEROUS INSTRUMENTS.....	7
RULE 7 NARCOTICS, ALCOHOL, TOBACCO & STIMULANT DRUGS.....	7
RULE 8 HARASSMENT	8
RULE 9 REPEATED SCHOOL VIOLATIONS.....	11
TITLE IX	11
STUDENT DUE PROCESS.....	12
DEFINITIONS OF TERMS	12
SUSPENSION “SHORT-TERM” HEARING PROCEDURE	12
SUSPENSION “LONG-TERM” HEARING PROCEDURE	12
EXPULSION PROCEDURE	14
SCHOOL DISCIPLINE MATRIX	17
TIME SCHEDULE FOR PERIODS	18
ABSENT - SCHOOL ACTIVITY	19
ADVANCE ABSENCES	19
ANNOUNCEMENTS/DAILY BULLETIN	19
ASSEMBLIES/PEP RALLIES	19
ATHLETIC ITEMS LOST	19
ATTENDANCE	19
BACKPACKS, BOOK BAGS, DUFFLE BAGS.....	21
BEVERAGES.....	21
CHURCH - SUNDAY & WEDNESDAY EVENING	21
CLASS DESIGNATION.....	21
COMPLAINT POLICY	21
COMPUTER USE POLICY	22
COMPUTING CLASS RANK	22

COURSE WITHDRAWAL/DROP-ADD POLICY.....	22
CREDITS EARNED	22
CRISIS HOTLINE.....	23
DEATH.....	23
DETENTION	23
EARLY GRADUATION	24
EIGHTEEN YEAR OLD STUDENTS	24
ELECTRONIC EQUIPMENT.....	24
ELIGIBILITY - ATHLETICS	27
ELIGIBILITY - FINE ARTS.....	28
EMERGENCY EXITS/FIRE DRILLS.....	25
EXTRACURRICULAR AND/OR SOCIAL ACTIVITIES	25
EXTRACURRICULAR PARTICIPATION POLICIES	25
FALSE FIRE ALARM	30
FIGHTING	30
FINES	31
GANG AFFILIATION.....	31
GRADING.....	31
GRADUATION ELIGIBILITY	31
GRADUATION REQUIREMENTS/UNIVERSITY ENTRANCES REQUIREMENTS.....	32
GRIEVANCE PROCEDURES.....	33
GUIDANCE & COUNSELING	33
HEALTH SERVICES.....	33
HOMEROOM	33
HONOR GRADUATION.....	33
HONOR ROLL	33
INAPPROPRIATE LANGUAGE	33
INAPPROPRIATE TOUCHING.....	34
INCOMPLETES	34
INTERNET	34
JOINTLY ENROLLED STUDENTS	34
LOCKERS	34
LOST & FOUND.....	34
LUNCH	34
MAP.....	76
MEDIA CENTER REGULATIONS	35
MEDICATION POLICY	35

NATIONAL HONOR SOCIETY	36
OPEN CAMPUS POLICY	37
PAGE - SOUTH DAKOTA STATE LEGISLATURE	38
PREGNANT STUDENTS.....	38
PROM	38
REPORTING PERIODS.....	38
RIGGS STAFF	43
SCHEDULING AND ACADEMIC LOAD	38
SCHOOL CANCELLATIONS.....	39
SEMESTER TESTS.....	39
SOLICITATION, FUNDS.....	39
STATE EVENTS (PARTICIPANT OR SPECTATOR)	39
STUDENT ATTIRE AND APPEARANCE	39
STUDENT IDENTIFICATION CARDS.....	40
SUSPENSION.....	40
IN-SCHOOL SUSPENSION.....	40
OUT-OF-SCHOOL SUSPENSION	41
TARDIES.....	41
TEACHER QUALIFICATIONS.....	41
TELEPHONE/MESSAGES	41
TRAFFIC	42
TRANSFER OF ACADEMIC CREDIT	42
TUTORIAL PROGRAMS	42
VEHICLE PARKING	42
VISITORS.....	42
APPENDIX A: ACCEPTABLE COMPUTER USE POLICY	47
APPENDIX B: TABLET COMPUTER POLICIES.....	49
APPENDIX C: RIGGS ACADEMY ENROLLMENT FORM	67
APPENDIX D: RIGGS ACADEMY HANDBOOK	69
APPENDIX E: GED POLICY.....	73

OUR TRADITIONS

OUR SCHOOL	- T. F. RIGGS SENIOR HIGH
NICKNAME	- LADY GOVS - GOVERNORS
COLORS	- GREEN & WHITE
CORONATION	- GOVERNOR - FIRST LADY
NEWSPAPER	- THE GOVERNOR
YEARBOOK	- GUMBO

SCHOOL SONG

(1) PIERRE HIGH AWEIGH, AWEIGH
PIERRE HIGH AWEIGH
FAREWELL TO GLOOM AND SADNESS
SHOW THAT WE HAVE PEP TODAY, HEY
FIGHT FOR THE GREEN AND WHITE
COME ON TEAM, FIGHT
SHOW THEM THAT WE MEAN BUSINESS
GANG GET GOING, ALWAYS SHOWING, FIGHT

(2) PIERRE STANDS FOR SPORTSMANSHIP
PIERRE STANDS FOR FAME
PIERRE HIGH MUST NEVER,
LET A FOE WIN ANY GAME, HEY
CUZ IT'S THE GREEN AND WHITE
THAT'S ALWAYS SEEN
FIGHTING TO KEEP HER LAURELS
EVER, EVER, WHITE AND GREEN
P-I-E-R-R-E, P-I-E-R-R-E, P-I-E-R-R-E
PIERRE, PIERRE, PIERRE

NONDISCRIMINATION POLICY

The Pierre School District #32-2 does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, handicap, national origin or ancestry.

Inquiries concerning the application of Title VI, Title IX, or Section 504 may be referred to Superintendent Kelly Glodt at 211 S. Poplar, 773-7300, Pierre, SD 57501 or to the **U. S. Department of Education, Office for Civil Rights, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, Phone: (816) 268-0550.**

Completely Revised and Adopted by Board on	
November 8, 1978	September 9, 1991
October 9, 1979	September 14, 1992
August 10, 1987	September 13, 1993
August 8, 1988	September 12, 1994
September 10, 1990	July 10, 1995

PHILOSOPHY OF EDUCATION

Preamble:

Recognizing that the future of America depends upon an informed and educated citizenry; and acknowledging that it is the responsibility of the public schools to provide the opportunity to acquire knowledge, to inspire learning, and to foster personal responsibility in the young people entrusted to them, the Pierre Board of Education sets forth the following statement of philosophy.

Statement of Philosophy

It is the intent of the Pierre Board of Education that each student who attends the Pierre Public Schools be encouraged to develop his or her academic and social potential to its fullest.

Furthermore, it is the intent of the Pierre Board of Education that students in the Pierre Public Schools be afforded the opportunity to acquire and develop intellectual and physical skills and aesthetic appreciation, under conditions which stimulate ethical choices, responsible citizenship, effective leadership, and respect for the rights and freedoms of others.

In striving to attain these goals, the Pierre Board of Education acknowledges the obligation to seek and maintain (a) academic and social participation of students regardless of race, sex, creed or economic background; and (b) open lines of communication among students, parents, teachers, administrators, and counselors for effective understanding and guidance of students within the Pierre School District.

T. F. Riggs High School Mission Statement and Belief Statements:

The mission of T. F. Riggs High School is to provide students with the necessary knowledge, skills, and attitudes to become life-long learners and productive members of society.

- Each student is a valued individual with unique physical, emotional, and intellectual needs; therefore, instructional practices should incorporate learning activities that take into account the differences in learning styles.
- Students learn best when they have appropriate opportunities for success and are actively engaged in the learning process.
- A student's self-esteem is enhanced by positive relationships and mutual respect among students and staff.
- The school should promote student learning by providing a safe and physically comfortable environment.
- School personnel, parents, and the community share the responsibility for the support of the school's mission.

PIERRE PUBLIC SCHOOLS

**School Board Policy Prohibiting
Serious Student Misconduct**

Adopted 12/9/74

While these rules are not all inclusive, they give some idea of the types of misconduct which can result in long-term suspension or student expulsion.

RULE 1. DISRUPTION OF SCHOOL

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Neither shall he/she engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result.

Neither shall he/she urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his/her urging.

While this list is not intended to be exclusive, the following acts -- when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process or function of the school -- illustrate the kinds of offenses encompassed here:

- (1) occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
- (2) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
- (3) setting fire to or substantially damaging any school building or property;
- (4) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose;
- (5) prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus;
- (6) preventing students from attending a class or school activity;
- (7) except under the direct instruction of the principal or assistant principal, blocking normal pedestrian or vehicular traffic on a school campus; and,
- (8) continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct his/her class.

SDCL 13-32-6 Disturbance of school as misdemeanor. A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order or management of a public or nonpublic school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor.

RULE 2. DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY

A student shall not intentionally cause or attempt to cause substantial damage to valuable school property or steal or attempt to steal school property.

RULE 3. DAMAGE OR DESTRUCTION OF PRIVATE PROPERTY

A student shall not intentionally cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity function, or event off school grounds.

RULE 4. ASSAULT ON A SCHOOL EMPLOYEE

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee.

This applies to incidents occurring on school property at any time and at any school activity, function, or event.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

RULE 5. PHYSICAL ABUSE OF A STUDENT OR OTHER PERSON NOT EMPLOYED BY THE SCHOOL

A student shall not intentionally do serious bodily injury to any person.

This applies to incidents occurring on school property at any time and at any school activity, function, or event.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

RULE 6. WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon.

This applies to incidents occurring on school property at any time and at any school activity, function, or event.

This rule does not apply to normal school supplies like pencils or compasses but does apply to any firearms, any explosive including firecrackers, any knife and other dangerous objects of no reasonable use to the pupil at school.

When the school administrator or certificated staff member has probable cause to suspect that a student or students have in their possession weapons or dangerous instruments on the school grounds or off the school grounds while at or on a school activity, a search of the person's locker, personal effects, etc. may be conducted.

Staff members should obtain administrative approval if it is feasible prior to the search being conducted.

In case of possession of a firearm, expulsion shall be for at least one calendar year; however, the superintendent may make exception concerning the length of expulsion on a case-by-case basis.

RULE 7. NARCOTICS, ALCOHOLIC BEVERAGES, TOBACCO, AND STIMULANT DRUGS

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco, or intoxicant of any kind.

This applies to incidents occurring on school property at any time and at any school activity, function, or event.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

When the school administrator or certificated staff member has probable cause to suspect that a student or students have in their possession narcotics, alcoholic beverages, tobacco, or stimulant drugs on the school grounds or off the school grounds while at or on a school activity, a search of the person's locker, personal effects, etc. may be conducted.

Staff members should obtain administrative approval if it is feasible prior to the search.

Any student attempting to distribute information, collect money, or solicit attendance for an illegal activity, (e.g. Kegger), shall be subject to long-term suspension/expulsion from school following a due process hearing before the Board of Education.

RULE 8. HARASSMENT

Pierre School District

Personnel/ Student

Harassment

The **Pierre School District** is committed to providing a learning and working environment free of unlawful harassment based on an individual's race, color, religion, creed, ancestry, gender, sexual orientation, national origin, disability, age or other basis prohibited by law.

It shall be a violation of this policy for any student or any school personnel of the School District to harass a student, any school personnel, or any visitor through conduct or communication of a sexual nature or communication disparaging a person's race, color, religion, creed, ancestry, national origin, gender, sexual orientation, disability, or age. For the purpose of this policy, "school personnel" includes School Board members, all school employees and agents, volunteers, contractors, or persons subject to the supervision and control of the School District. This policy applies on all School District property and to all School District sponsored, approved, or related activities at any location.

The School District will investigate all complaints of harassment and will discipline or take appropriate action against any student or school personnel who is found to have violated this policy.

Every employee will be provided a copy of this policy and its regulation annually and will sign an acknowledgement form indicating having received a copy and having read the material. Supervisors and school principals shall submit the signed form to the Title IX coordinator.

Adopted January 8, 2007

A. Definitions

1. **Harassment:** Harassment consists of physical or verbal conduct related to a person's race, color, religion, creed, ancestry, gender, sexual orientation, national origin, age, disability, or other basis prohibited by law when the conduct is so severe, pervasive, and objectively offensive that it:
 - a. has the purpose of effecting or creating an intimidating, hostile, or offensive working or academic environment;
 - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work performance, which deprives the staff member access to employment or academic opportunities.
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:
 - a. submission to such conduct or communication is made, either explicitly or implicitly, a term of a person's initial employment; or
 - b. submission to or rejection of such conduct or communication by an individual is used as the basis for employment or educational decisions affecting the individual; or
 - c. such conduct or communication has the purpose or effect of interfering with an individual's work or education, creating an intimidating, hostile, or offensive working or educational environment; or
 - d. such conduct is so severe, pervasive, and objectively offensive that such conduct or communication has the purpose or effect of depriving the employee access to employment opportunities or benefits provided by the School District or depriving a student of educational opportunities.

Sexual harassment may include but is not limited to:

- a. unwelcome verbal harassment or abuse based upon gender;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, gender-motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupils by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- d. unwelcome behavior or words, based upon gender, including demands for sexual favors, accompanied by implied or overt threats concerning the individual's employment or educational status;
- e. unwelcome behavior or words, based upon gender, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.

B. 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 supervisor, or the Superintendent's Office. The report shall be on a form available from the principal of each building or available from the Superintendent's Office.

1. **Designated Personnel.** The building principal is the person designated by the School District for receiving written reports of harassment at each school building. All other written reports shall be directed to the applicable department supervisor. Upon receipt of a report, the principal or director shall immediately notify the Title IX Coordinator and Superintendent and forward the written report form to Title IX Coordinator. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building principal or department director, the complaint shall be filed directly with the Title IX Coordinator.
2. **District wide.** The School Board hereby designates the Middle School Principal as the School District's Title IX Coordinator to receive reports or complaints of harassment from any individual, employee or victim of harassment and also from the building principal or department director as outlined above. If the complaint involves the Title IX Coordinator, the complaint shall be filed directly with the Superintendent. The School District shall post on employee bulletin boards and on the web site the name of the Title IX Coordinator including a mailing address and telephone number.
3. **Submission of a complaint or report of harassment.** Submission of a complaint or report of harassment will not affect the individual's employment or work assignments.
4. **Confidentiality.** The School District will make attempts to respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible consistent with the School District's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.
5. **Procedure.** The complaining employee will be asked to put the facts surrounding the conduct in writing on a form provided by the School District that includes the following: Complainant's name and address; date of the incident; type of harassment; description of the incident; name of any witnesses; what action, if any, has been taken; and signature of the complainant.
6. **Required Reporting.** If the accusations include possible criminal activity such as molestation, sexual battery, or similar contact, the Title IX Coordinator shall comply with all mandatory state reporting requirements.

C. Investigation

Upon receipt of a written report alleging harassment, the Title IX Coordinator shall immediately authorize an investigation. This investigation may be conducted by School District officials or by a third party designated by the School District. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the Superintendent and the Title IX Coordinator.

In determining whether alleged conduct constitutes harassment, the School District should consider the surrounding circumstances, the nature of the advances, relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigating party.

In addition, the School District may take immediate steps at its discretion to protect the complainant, students, and employees pending completion of an investigation of alleged harassment.

During the investigation, all parties directly involved in the complaint may have legal or other representation. If any party elects to be represented at any step of the complaint procedure, the name of the representative must be declared in writing to the Title IX Coordinator within two (2) days of the filing of the complaint, notification of any investigation, or the filing of any appeal.

D. School District Action

1. Upon receipt of the recommendation that the allegations of the complaint constitute a violation of School District policy, the School District will take such action as appropriate based upon the results of the investigation.
2. The results of the investigation of each complaint will be reported in writing and kept on file in the Title IX Coordinator's office. The report shall include findings of fact and will document the disciplinary action taken, if any, as a result of the complaint.
3. The complainant will be advised of the District decision in writing on a form supplied by the School District.
4. If either party is not satisfied with the written decision rendered by the School District, he or she may appeal the decision in writing to the Superintendent within ten (10) working days following receipt of the decision. The appeal must include the original complaint form, a copy of the written decision, and a written statement as to the reason for appeal.
5. The Superintendent will review the material submitted, investigate the circumstances and respond in writing within fourteen (14) working days of the appeal with a determination to uphold, modify, or reverse the District decision. At the Superintendent's discretion, an additional investigation may be conducted, including interviews with the complainant, the individual(s) against whom the complaints filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaints. The appeal may include any other methods or documents deemed pertinent by the Superintendent.
6. If either party is not satisfied with the decision rendered by the Superintendent, he or she may request a hearing in executive session with the School Board. The request for hearing must be submitted in writing through the Superintendent's Office within ten (10) working days following receipt of the Superintendent's response. The appeal must include the original complaint form, a copy of the written decision from the Superintendent, and a written statement as to the reasons for appeal. The hearing will be scheduled within thirty (30) working days of the request for hearing. The parties involved will be notified in writing of the time and date of the scheduled hearing.
7. The School Board will render a decision in writing within ten (10) working days of the hearing.

E. 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.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Retaliation is itself a violation of federal and state laws prohibiting discrimination and may lead to separate disciplinary action against an individual.

If any school personnel or student who has filed a complaint or has testified, assisted, or participated in the investigation of harassment believes that he or she has been retaliated against because of his or her participation, he or she should follow the procedures set forth above.

F. False Charges

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

G. 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 employment effect requires a determination based on all the facts and surrounding circumstances. False accusations can have a serious detrimental effect on innocent parties.

H. 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 reoccurrence.

RULE 9. REPEATED SCHOOL VIOLATIONS

A student who repeatedly fails to comply with the directions of teachers, student teachers, substitute teachers, teacher aides, administrators or other authorized school personnel may be suspended or expelled.

TITLE IX INFORMATION

PROVIDED FOR: PARENTS & STUDENTS OF THE PIERRE SCHOOL DISTRICT #32-2

Several years ago, Congress passed Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted programs. On May 27, 1975, President Ford signed the final version of the regulations which govern that legislation.

Title IX is the portion of the Education Amendments of 1972 which prohibits sex discrimination in federally assisted education programs. Specifically Title IX states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

The governing regulations -- effective July 21, 1975 -- cover all aspects of sex discrimination in schools with regard to admissions, treatment of students, and employment.

In an effort to comply with Title IX, the Pierre School District affirms that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity.

In a further effort to comply with Title IX, the Pierre School District has appointed the Superintendent to coordinate its Title IX effort. The Coordinator is assigned to investigate non-compliance complaints and to disseminate information and affirmative action policies. The Superintendent can be reached at the District Administration Building, 211 S. Poplar Ave., or by calling 773-7300.

STUDENT DUE PROCESS DEFINITION OF TERMS

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

- (1) **“Board,”** the duly constituted board of a school district;
- (2) **“Superintendent,”** a superintendent of a school district or authorized designee;
- (3) **“Principal,”** “Assistant Principal,” the person designated to be in charge of an attendance center in a school district;
- (4) **“Parent,”** a parent or guardian or a person in charge of a pupil;
- (5) **“Expulsion,”** the action of the school board to terminate a pupil’s membership in school for not more than twelve consecutive months;
- (6) **“Short-term suspension,”** the exclusion of a pupil by a principal or superintendent from a class or from school for not more than ten school days;
- (7) **“Long-term suspension,”** the exclusion by the superintendent of a pupil from a class or classes for more than ten school days; but not more than ninety school days.

SHORT-TERM SUSPENSION HEARING PROCEDURE

Section

24:07:02:01 Short-term suspension hearing procedure.

24:07:02:01 **Short-term suspension hearing procedure.** If a short-term hearing suspension from a class, classes, or school is anticipated because of a pupil’s violation of a rule, regulation, or policy, the principal or superintendent shall give oral or written notice to the pupil as soon as possible after discovery of the alleged violation, stating the basis for the suspension. The pupil shall be given the opportunity to answer the charges. When a pupil is suspended following the hearing, the parent shall be given oral notice, if possible, or sent a written notice; however, a pupil shall not be removed from the school premises before the end of the school day without contacting a parent.

Source: 20 SDR 223, effective July 7, 1994

General Authority: SDCL 13-32-4.

Law Implemented: SDCL 13-32-4, 13-32-4.2.

LONG-TERM SUSPENSION HEARING PROCEDURE

Section

24:07:03:01 Written report required.

24:07:03:02 Notice of hearing.

24:07:03:03 Right of waiver.

24:07:03:04 Hearing procedure.

24:07:03:06 Right of appeal.

24:07:03:07 Attendance policies.

24:07:03:08 Referral to placement committee of expelled or long-term suspended pupils.

24:07:03:01 **Written report required.** If a long-term suspension or expulsion is anticipated because of a pupil’s violation of a rule, regulation, or policy, the Superintendent shall file a written report with the Board of Education by the end of the fifth school day following the day of discovery of the alleged violation.

Source: 20 SDR 223, effective July 7, 1994

General Authority: SDCL 13-32-4.

Law Implemented: SDCL 13-32-4, 13-32-4.2.

24:07:03:02 **Notice of hearing.** If the superintendent deems that there are grounds for a long-term suspension from a class or classes, or for expulsion from school, the superintendent may exclude the pupil from a class or classes before the hearing by using the short-term suspension procedure in 24:07:02:01. The superintendent shall give notice of the necessity for the hearing in writing to each school board member. A written notice shall be given to the pupil’s parents. The parent’s notice shall contain the following minimum information:

- (1) The rule, regulation, or policy allegedly violated;
- (2) The date, time, and place for the hearing;
- (3) A description of the hearing procedure;
- (4) The reason for the disciplinary proceedings;
- (5) A statement that the pupil's records are available at the school for examination by the pupil's parents or his/her authorized representative; and
- (6) A statement that the pupil may present witnesses.

Source: 10 SDR 223, effective July 7, 1994

General Authority: SDCL 13-32-4.

Law Implemented: SDCL 13-32-4, 13-32-4.2.

24:07:03:03. **Right of Waiver.** The pupil, if of the age of majority or emancipated, or the pupil's parent may waive the right to a hearing in writing to the superintendent. If the hearing is not waived, the hearing shall be held on the date, time, and place set in the notice unless a different date, time, and place are agreed to by the parties.

Source: 11 SDR 112, effective July 1, 1985

General Authority: SDCL 13-32-4.

Law Implemented: SDCL 13-32-4.

24:07:03:04. **Hearing Procedure.** The school board shall constitute the hearing board and shall conduct the hearing in the following manner:

- (1) A school board member or a school board designee who is not an employee of the school district shall be appointed as presiding officer;
- (2) Each party may make an opening statement;
- (3) Each party may introduce evidence, present witnesses, and examine and cross-examine witnesses;
- (4) Each party may be represented by an attorney;
- (5) The administration shall present its case first;
- (6) The hearing shall be closed to the public. A verbatim record of the hearing will be made and will be sealed pending court order.
- (7) Witnesses may be present only when testifying. All witnesses shall take an oath or affirmation to be administered by the school board president or business manager;
- (8) Each party may raise objections; however, objections shall be limited to relevancy and scope of the question;
- (9) All relevant evidence shall be admitted; unproductive or repetitious evidence may be limited by the presiding officer;
- (10) The presiding officer may ask questions of witnesses and may allow other school board members to interrogate witnesses;
- (11) Each party may make a closing statement;
- (12) After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the presiding officer of the hearing shall meet with the school board during deliberation. The school board may seek advice during deliberation from an attorney not present at the hearing. Consultation with any other person during deliberation shall occur only if a representative of the pupil is present; and
- (13) The decision of the school board shall be based solely on the evidence presented at the hearing and must be formalized by a motion made in an open meeting. The motion must omit the name of the pupil and must state the reason for the board's action. The pupil or pupil's parents shall be notified in writing of the decision. The notice shall state the length of the suspension or expulsion.

Source: 20 SDR 223, effective July 7, 1994

General Authority: SDCL 13-32-4.

Law Implemented: SDCL 13-32-4, 13-32-4.2.

24:07:03:05 Repealed.

24:07:03:06 **Right of Appeal.** The student may appeal an adverse decision by the school board to the Circuit Court.

General Authority: SDCL 13-32-4.

Law Implemented: SDCL 13-32-4, 13-32-4.2.

24:07:03:07 **Attendance Policies.** No attendance policy may exclude a pupil from a class or from school for more than ten days without providing due process procedures pursuant to this chapter.

Source: 20 SDR 223, effective July 7, 1995

General Authority: SDCL 13-32-4.

Law Implemented: SDCL 13-32-4, 13-32-4.2.

24:07:03:08 **Referral to Placement Committee of Expelled or Long-Term Suspended Pupils.** Whenever a pupil 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 pupil's disabling condition. If the placement committee determines that the long-term suspension or expulsion of a pupil is based upon action, behavior, or activity by the pupil arising from the pupil's disabling condition, the placement committee shall immediately prepare a revised individual educational plan to provide educational services to the pupil. The pupil's long-term suspension or expulsion shall terminate upon implementation of the pupil's revised individual educational plan.

Source: 20 SDR 223, effective July 7, 1994

General Authority: SDCL 13-32-4.

Law Implemented: SDCL 13-32-4, 13-32-4.2.

EXPULSION PROCEDURE

24:07:04:01. Written report required.

24:07:04:02. Request and notice of hearing.

24:07:04:03. Right of waiver.

24:07:04:04. Hearing procedure.

24:07:04:05. Right of appeal.

24:07:04:06. Attendance policies.

24:07:04:07. Referral to placement committee of students in need of special education or special education and related services.

24:07:04:01. **Written report required.** If expulsion is anticipated because of a student's violation of a rule or policy or for insubordination or misconduct, the superintendent must file a sealed written report with the school board no later than the end of the fifth school day following the first day of the student's removal from one or more classes or from school and schedule a hearing before the school board. The report must include the facts of the situation, the action, the reasons for the action and the superintendent's recommendation. The report must remain in the possession of the school board secretary sealed and unavailable for review by individual school board members, until the time set for a hearing.

At the same time that the report is filed with the school board's secretary, the superintendent must send a copy of the report to the student's parent or to the student if the student is 18 years of age or older or is an emancipated minor.

Source:

General Authority: SDCL 13-32-4.

Law Implemented: SDCL 13-32-4, 13-32-4.2.

24:07:04:02. **Notice of hearing.** If the superintendent finds grounds for expulsion from one or more classes or from school, the superintendent may exclude the student immediately by using the short-term suspension procedure in 24:07:02:01. The superintendent shall give a written notice to one or both of the student's parents or to a student who is 18 years of age or older or an emancipated minor. The notice must contain the following information at a minimum:

(1) The rule, regulation, or policy allegedly violated;

(2) The reason for the disciplinary proceedings;

(3) Notice of the right to request a hearing;

- (4) A description of the hearing procedure;
- (5) A statement that the student's records are available at the school for examination by the student's parent or parents or another authorized representative;
- (6) A statement that the student may present witnesses; and
- (7) A statement that the student may be represented by an attorney.

The superintendent shall set the date, time, and place for the school board hearing. The superintendent shall send notice of the hearing to each school board member by first class mail and to the student's parent or to a student who is 18 years of age or older or an emancipated minor by certified mail, return receipt requested. If the superintendent recommends expulsion, the school board must act on the recommendation before it is implemented.

Source:

General Authority: SDCL 13-32-4.

Law Implemented: SDCL 13-32-4, 13-32-4.2.

24:07:04:03. **Right of waiver.** The student, if of the age of majority or emancipated, or the student's parent may waive the right to a hearing in writing to the superintendent. If the hearing is not waived, the hearing shall be held on the date and at the time and place set in the hearing notice unless a different date, time, and place are agreed to by the parties. If the hearing is waived in writing, the school board may consider the matter at a regular or special meeting without further notice to the student or the student's parents.

Source:

General Authority: SDCL 13-1-12.1.

Law Implemented: SDCL 13-32-1, 13-32-4.

24:07:04:04. **Hearing procedure.** The school board is the hearing board and shall conduct the hearing in the following manner:

- (1) The school board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer;
- (2) Each party may make an opening statement;
- (3) Each party may introduce evidence, present witnesses, and examine and cross-examine witnesses;
- (4) Each party may be represented by an attorney;
- (5) The school administration shall present its case first;
- (6) The hearing is closed to the public. The school board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
- (7) Witnesses may be present only when testifying. All witnesses must take an oath or affirmation administered by the school board president, hearing officer, or other person authorized by law to take oaths and affirmations;
- (8) Each party may raise any legal objections to evidence;
- (9) The hearing officer shall admit all relevant evidence; however, the hearing officer may limit unproductive or repetitious evidence;
- (10) The hearing officer may ask questions of witnesses and may allow other school board members to interrogate witnesses;
- (11) Each party may make a closing statement;
- (12) After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the hearing officer may meet with the school board during deliberation. The school board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of the student is present; and
- (13) The decision of the school board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The motion shall omit the name of the student and shall state the reason for the board's action. The school board shall notify the student's parent or parents or a

student who is 18 years of age or older or who is an emancipated minor in writing of the decision. The notice shall state the length of the expulsion.

Source:

General Authority: SDCL 13-1-12.1.

Law Implemented: SDCL 13-32-1, 13-32-4.

24:07:04:06. **Right of appeal.** The student may appeal an adverse decision by the school board to the circuit court.

Source:

General Authority: SDCL 13-1-12.1.

Law Implemented: SDCL 13-32-1, 13-32-4.

24:07:04:07. **Attendance policies.** The attendance policy of a school district may not exclude a student from one or more classes or from a school for more than ten consecutive school days without providing the due process procedures in this chapter or chapter 24:07:03.

Source:

General Authority: SDCL 13-1-12.1.

Law Implemented: SDCL 13-32-1, 13-32-4.

24:07:04:08. **Referral to placement committee of students in need of special education or special education and related services.** If a student identified as in need of special education or special education and related services pursuant to SDCL 13-37-1 is the subject of proposed expulsion, the procedure in 24:05:26:01:08 applies.

Source:

General Authority: SDCL 13-32-4, 13-37-1.1.

Law Implemented: SDCL 13-32-4, 13-32-4.2.

1. School Discipline Matrix

School Discipline Matrix				
Inappropriate Behaviors	Consequences			
	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Class One				
1. Classroom Disturbances 2. Insubordination/Disrespect 3. Profanity/Graffiti 4. Inappropriate Dress 5. Skipping 6. Leaving w/o Authorization 7. Parking Violations 8. Cell Phone Violation	Teacher Intervention or DRF* or Detention	Teacher Intervention or Detentions or In-School Suspension	In- School Suspension	In-School Suspension or Out-of – School Suspension w/ Mandatory Parent Conference
Class Two				
1. Significant Insubordination/Disrespect 2. Offensive/Profanity/Graffiti 3. Pornographic/Obscene Material 4. Falsifying Information 5. Excessive Tardies	Parent Contact and In- School Suspension	In-School Suspension	In-School Suspension or Out-of-School Suspension	Parent Contact and Out-of-school Suspension w/ Mandatory Parent Conference
Class Three				
1. Cheating/Plagiarism 2. Theft 3. Tobacco Possession or Use (including e-cigarettes) 4. Vandalism 5. Harassment /Bullying/Cyberbullying	Parent Contact and In-School Suspension	Parent Contact and Out-of-School Suspension	Out-of-school Suspension w/ Mandatory Parent Conference	10 Days Out-of-School Suspension and Possible Long Term Suspension
Class Four				
1. Fighting/ Physical Violence 2. Gross Insubordination/Disrespect 3. Excessive In-School Suspension 4. Expulsion From In-School Suspension 5. Sexual Harassment 6. Hazing 7. Computer or Device Hacking 8. Use of Hate Symbols/Speech	Parent Contact and Out-of-School Suspension	Parent Contact and Out-of-School Suspension	Parent Contact 10 Days Out-of-School Suspension and Possible Long Term Suspension	Parent Contact Long Term Suspension or Expulsion
Class Five				
1. Alcohol Consumption/Possession/ Distribution 2. Drug Consumption/Possession/ Distribution 3. Arson 4. Dangerous Weapons 5. Bomb Threat	Referral to Law Enforcement Authorities and either Suspension, Long Term Suspension or Recommended Expulsion from School			

- DRF – Discipline Referral Form (anytime student is referred to office)

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

TIME SCHEDULE FOR BELLS

7:30.....Team/Planning

1st Period

8:15..... Instruction Starts (Tardy Bell)

9:05..... End of 1st Period

2nd Period

9:09..... Instruction Starts (Tardy Bell)

9:59..... End of 2nd Period

3rd Period

10:03..... Instruction Starts (Tardy Bell)

10:53..... End of 3rd Period

4th Period

10:57-12:20 with lunch periods as follows:

LUNCH PERIODS

10:57-11:22..... "A" Lunch

11:26-11:51..... "B" Lunch

11:55-12:20..... "C" Lunch

5th Period

12:24..... Instruction Starts (Tardy Bell)

1:14..... End of 5th Period

6th Period

1:18..... Instruction Starts (Tardy Bell)

2:08..... End of 6th Period

7th Period

2:12..... Instruction Starts (Tardy Bell)

3:02..... End of 7th Period

ABSENT - SCHOOL ACTIVITY

Students who must be absent from school due to a school-sponsored trip or activity must make up all their work in advance.

ADVANCE ABSENCES

If a student knows in advance that he/she will be absent from school because of a medical, dental, or eye appointment or any problems of this nature, they should have their parent or guardian call Riggs High School or bring a note from them. Students may then make arrangements for the completion of their work in advance prior to the absence.

ANNOUNCEMENTS/DAILY BULLETIN

Information can be submitted for the daily bulletin by writing the announcement and having it signed by a faculty member. These announcements should be placed in the guidance mailbox in the office or dropped off in the Student Services office by 3:30 the day before the announcement is to be posted. The bulletin includes information concerning assemblies, athletic activities, social activities and other general announcements. **Announcements will be emailed daily to all students. It is the student's responsibility to know what is in the daily announcements. Students will not be excused from mandatory school activities due to failure to read the announcements.**

ASSEMBLIES/PEP RALLIES

Students are to attend all assemblies unless prior arrangements are made with the principal/assistant principal. It is the student's responsibility to know when an assembly is scheduled. Non-attendance will be considered a skip. Students with scheduled classes who do not wish to attend a pep rally may report to the lunchroom.

ATHLETIC ITEMS LOST

Students are responsible for all items checked out to them. If items are lost, stolen or not returned for any reason, a fine may be assessed.

ATTENDANCE

Students are allowed 6 absences each semester for each course taken. Additional absences for reasons other than the following will put a student in violation of the attendance policy and he/she may be dropped from the class or classes from which the absences occur. Oversleeping is considered an unexcused absence. Parents are expected to call the main office between 7:00 a.m. and 4:00 p.m. (or leave a message on the automated answering system) within twenty-four hours of the absence. If the school is not contacted within the twenty-four hours, the absences will be marked as unexcused.

- (1) Personal illness of more than three (3) consecutive days will require a note from a physician stating the student should not be in school. For cumulative absences for illness in a semester beyond 6, parents must submit a doctor's statement of necessity of the continued absences.
- (2) Funerals.
- (3) Appointments, either legal or medical, which cannot be arranged outside of school time.
- (4) Suspended from school,
- (5) An unforeseen circumstance or emergency that arises and is cleared by an administrator.

Note – Students are considered to be in attendance when representing Riggs High School in a school-sponsored activity or function as well as when serving as a page in the South Dakota Legislature.

When a student is being dropped from one or more classes, the parent/guardian of the student will be notified in writing by the administration. Students who are dropped from any class due to violations of the attendance policy may appeal that decision to a building attendance committee. That committee will consist of a building administrator, the student's counselor, and at least two classroom teachers, one of whom shall be one of the

student's current teachers. At the hearing students may present evidence regarding why they should be allowed to continue their enrollment in the class/classes. Students permitted to continue in the class/classes in question will be placed on probationary status, which will include an attendance contract with clear expectations for their class attendance and performance.

Students who are dropped from class due to attendance will receive a "DF" (dropped fail) for the semester on their transcript. Students will be assigned to study hall for the period/periods from which they are dropped. The mark of "DF" (dropped fail) will be computed in the student's grade point average.

Exceeding 6 absences in a period each semester may result in referral to legal authorities for violation of compulsory attendance laws.

Any student who is gone from school for 20 consecutive days without contact will be dropped from the rolls. Students under the age of 18 will be referred to the appropriate states attorney's office for truancy.

Parents/guardians should call the high school office prior to 9:00 a.m. or as soon as they determine their child will not be attending one or more classes. The office is open and receiving calls by 7:00 a.m. each day.

Students wishing to participate in extracurricular activities or social activities or any function sponsored by the school or one of its organizations held that day or evening must be in school for three periods prior to leaving for the event. If the event is held in the evening or after school, the student must be in attendance periods 5, 6, and 7.

Students becoming ill or needing to leave the building for any reason during the school day must report to the office prior to leaving so they may be excused to leave. **A student who leaves school for any reason without being excused by the office personnel will be considered to have skipped school.**

If students become ill while they are home for noon lunch or are unable to return to school for scheduled classes, the **parent/guardian must call prior to the start** of the student's **next class period**. If the school does not receive this phone call, the student will be considered to have skipped.

If a student does not return to school after a free period, the parent/guardian must call prior to the start of the next class period. If the school does not receive this phone call, the student will be considered to have skipped and will lose his/her open campus or attend detention depending upon their open campus status.

If the student cannot reach a parent/guardian to call prior to the start of the next class period, the student is to call the office prior to the start of the next class period to explain the absence and when a parent will be available to call the school.

Unplanned Absences:

Students absent a full day for excused reasons will have two full school days to make up the work for any day missed, and all work is due to the teacher at the start of the class period on the third day. For example, if a student missed the full day on Monday, he or she would have Tuesday and Wednesday to complete assignments and turn them in no later than the start of the class period on Thursday. For a multi-day absence, students have two days for every day missed, up to a maximum of five school days, with all work due to the teacher at the start of class on the sixth day. Extensions may be granted upon recommendation of the teacher and administrator. Students who fail to turn in work by the due date will receive no credit for the work unless prior arrangements have been made with the teacher.

Planned Absences:

When students know in advance that they will be absent for reasons such as student activities, vacations, and legal or medical appointments, they must make arrangements with teachers for the completion of their work prior to the absence. All assignments are due upon return unless alternate arrangements have been made with the teacher. Failure to do makeup work in advance when the teacher requires it may result in receiving no credit for that work.

Unexcused Absences:

Any student who skips a period of school will lose his/her open campus for the remainder of the quarter (minimum of five days) and/or will be assigned detention. Additionally, any student who chooses to skip will receive no credit for work done in class that day.

Partial-Day Absences:

Students who are absent for a partial day must contact all teachers of missed classes that same day. Students must turn in assignments due that same day unless alternate arrangements are made with the teacher. If a test is missed, the student must take the test before the next meeting of the class (either during open/study hall or after school that day or before school the next morning) unless other arrangements are made with the teacher. Failure to take tests before the next meeting of the class may result in a reduction in the test score.

BACKPACKS, BOOK BAGS, DUFFLE BAGS

School issued and other school approved backpacks and computer cases are permitted.

BEVERAGES

Access to beverages outside the lunchroom is a privilege. Abuses of the privilege may result in the beverage machines being turned off or eliminated. Students may have beverages only in designated areas including:

1. In the lobby where the machine is located.
2. Any place outside the school buildings.
3. In the cafeteria.
4. Beverages of any kind other than water are never to be taken to the classroom or hallways.

CHURCH - SUNDAY AND WEDNESDAY EVENING

There are no scheduled school activities, rehearsals, group meetings or other school functions on Sunday or after 6:00 p.m. on Wednesday evening. This is to allow students to participate in church group activities. Any deviation from this policy must be cleared through the principals.

CLASS DESIGNATION**Class Designation:**

Freshman: 1st year of high school

Sophomore: completed 1 year of high school and earned 5 or more credits

Junior: completed 2 years of high school and earned 10 or more credits

Senior: completed 3 years of high school, earned 15 or more credits, and completed State-mandated Dakota Step testing

Student ID tags colors will match their grade classification in the computer: seniors – green, juniors – blue, sophomores – red, freshmen – yellow.

COMPLAINT POLICY

Any resident or community group shall have the right to present a request, suggestion or complaint concerning district personnel, school programs or the operation of the district. At the same time, the Board has a duty to

protect its staff from unnecessary harassment. It is the intent of the District's complaint policy to provide a fair and impartial manner for seeking appropriate remedies.

Complaint Policy for Federal Programs: A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent. Disputes addressing the enrollment, transportation and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure.

Copies of the District's complaint policies are available at the District Office as well as at each attendance center.

COMPUTER USE POLICY

The District's acceptable use internet policy and tablet computer policies will apply to all student use of school computers. (See Appendix A and B.)

COMPUTING CLASS RANK

All students in the class are included in the class rank with number 1 being the highest possible position. All classes will be used in determining honor roll status. Class rank is computed at the end of each semester.

These numbers will be used to compute grade point average:

A = 4.0/semester

D = 1.0/semester

B = 3.0/semester

F = Failure

C = 2.0/semester

COURSE WITHDRAWAL/DROP-ADD POLICY

Students wishing to withdraw from courses must do so either prior to the start of the semester or before the end of the 10th school day following the beginning of the semester. Students may only add a course prior to the start of each semester or during the first five days of each semester. Students must be in compliance with the scheduling and academic load policy. Students must carry a minimum of five credits per year (5 classes per semester). Students who withdraw within this time frame will be considered as having not enrolled and no grade will be recorded. Students may drop a year-long course at the end of the first semester. Each of the aforementioned processes begins with a visit to a counselor.

Students wishing to withdraw from a course due to special circumstances (as determined by the administration) after the 10th day must make an appointment and visit with a principal to make this request and complete the required form. Parents, teachers, and counselors may be requested to meet as needed.

Students allowed to withdraw due to special circumstances after the 10 day period will receive a "DR" (dropped with no credit) on their transcript. Students may be assigned to a study hall during that period. The mark of "DR" will not be computed into the student's grade point average.

Students who are withdrawn from a course by the administration for any reason not considered a special circumstance after the 10 day period will receive an "F" for the semester on their transcript. Students will be assigned to study hall for the period from which they were dropped from class. The mark of "F" will be computed into the student's grade point average.

CREDITS EARNED

To earn a full unit of credit a student must successfully complete two semesters of course work. A student's transcript is the official, permanent record of all courses attempted at the high school level and indicates the semester grades for all courses taken. Students earn credit in half units at the end of each semester for successfully completed courses. A grade of "D" or better is required to earn credit. All classes taken, or retaken will show on a student's transcript and will figure in their grade point average. Students wishing to retake a course for which they have already earned credit must have the approval of a counselor to do so. Students will not receive additional credit for the courses retaken.

CRISIS HOTLINE

When students feel afraid, worried, scared, sad, guilty, abandoned, lonely, embarrassed, confused or wish it would all just go away—they can call this 24 hour hotline at 1-800-691-4336. There are people that care and want to help. All calls are confidential.

DEATH

Crisis/Bereavement Management for Death of Student/Staff

- 1) Principal or Assistant Principal will immediately notify the Superintendent and/or other Administrative Office Staff. The Superintendent, and those staff he designates, will meet with the Community Crisis Management Team.
- 2) The Principal will notify the Building Level Crisis Management Team to develop a plan of action and responsibilities to be delegated at that time. The Building Level Crisis Management Team will consist of Principal, Assistant Principals, Counselors, and other staff if so designated.
- 3) A building-level meeting for all staff will be held to:
 - a. Present facts of crisis and answer questions
 - b. Relate school district policy in a crisis
 - c. Identify high risk students and relate strategies to deal with student reactions
 - d. Plan individual classroom meetings if deemed necessary
- 4) If appropriate, an announcement will be prepared for teachers to read to students in their classrooms. If teachers are uncomfortable reading this announcement they can ask that it be done for them by one of the principals or counselors.
- 5) Teachers in the classroom will:
 - a. Acknowledge student feelings
 - b. Dispel rumors
 - c. Let students know where counseling is available
- 6) Counselors will:
 - a. Communicate with local counseling agencies and the ministerium if additional counseling resources are needed.
 - b. Meet with students on individual or in groups to counsel through grief.
 - c. Work with administrators to be sure that the emotional needs of staff and students are being met and, if not, communicate what additional resources are required.
- 7) T.F. Riggs High School facilities will not be used for funerals, vigils, or wakes. We will work with the family to disseminate information in regards to funerals and/or prayer services to our students and staff.

Each crisis is unique. The Building Level Crisis Management Team will always operate in a manner that respects the privacy and dignity of families and may deviate from this procedure if necessary.

DETENTION

Detention will be located in the ISS room and will be held from 7:30-8:00 each morning and Saturday from 9:00-12:00. Students who are assigned a detention are required to serve those detentions during a morning detention or Saturday school (any detentions that are not served during the week **must** serve Saturday detention to avoid further consequence). Students who are assigned a detention on Th-F have the option of serving the following week before further consequence is taken to allow the student to make arrangements to attend.

Saturday School hours are 9:00-12:00 on the days scheduled below:

*indicates a Friday detention (on 3 day weekends)

9/1, 9/8, 9/15, 9/22, 9/29, 10/6, 10/13, 10/20, 10/27, 11/3, 11/10, 11/17, 12/1, 12/8, 12/15, 1/5, 1/12, 1/19, 1/26, 2/2, 2/9, *2/15, 2/23, 3/2, 3/9, *3/15, 3/23, 3/30, 4/6, 4/13, *4/19, 4/27, 5/4, 5/11

1 detention = ½ hour; students with multiple detentions will be expected to consecutively serve all of them on Saturday.

Rescheduling Saturday School:

- *Funeral of a close family member or doctor's verification for illness = no additional penalty but must serve the detentions in the following week.*
- *Illness verified by parent, but no doctors verification = reschedule + 1 extra detention (maximum of one per semester)*
- *Other special situations will need to be approved in advance through the administration = reschedule + 1 detention*

(Rescheduling will need to be done through the administration only and will not be done to accommodate work schedules)

Consequences for missing Saturday School:

- *1st & 2nd offense: 1 Day ISS*
- *3rd offense: 1 Day OSS and mandatory parent meeting*
- *4th and subsequent offenses: long-term suspension or expulsion.*

If the student has a school activity on the day he/she is assigned a Saturday School:

- *If the activity begins after the student has completed his/her Saturday School obligation then the student can participate in the activity.*
- *If the activity is in session while the student is in Saturday School the student will not participate in the activity.*
- *If the bus for an out-of-town activity leaves after the student has completed his/her Saturday School obligation, then the student can ride the bus and participate in the activity.*
- *If the bus for the out-of-town activity leaves while the student is in Saturday School the student will not participate in the activity*
- *If a student skips Saturday School, they will not be allowed to attend or participate in any school function that day (examples: dances, prom, ball games).*

EARLY GRADUATION

Students must attend high school a minimum of seven semesters before being permitted to graduate. Students who desire to graduate after seven semesters must follow the steps indicated below.

- A. Students wishing to graduate *one semester early* must make arrangements with their counselor prior to the 2nd semester of their Junior year.
- B. Students wishing to graduate *one year early* must make arrangements with their counselor prior to the 1st semester of their Junior year.

PRELIMINARY ARRANGEMENTS:

- A. Return the proper form signed by the parents giving permission and a statement of the reason for early graduation. These are to be filed in the Counselors' Office.
- B. A personal or phone conference to include counselor, student, and parent regarding this request must be held.

EIGHTEEN YEAR OLD STUDENTS

Students who have reached 18 years of age are expected to meet all school rules and regulations required of all the other students. Eighteen-year-old students and legally emancipated students under 18 may submit their own excuses only if they are residing outside the home of their parent/parents or guardian. The school will require legal notice of the emancipation of any minor student.

The Pierre School District #32-2 is in compliance with the Privacy Act of 1974 (p. 93-579) and the Family Educational Rights and Privacy Act of 1974 (p. 93-380) as it relates to adult aged students.

ELECTRONIC EQUIPMENT

Student owned electronic equipment including CC/Mp3 players, pagers and cell phones, Google glasses, Smart Watches, and other electronic audio, photo, or video recording devices are not allowed in classrooms. Students will be expected to place their cell phone in a designated place within the classroom by the time the bell rings to

start a class. The use of photographic equipment (including but not limited to camera phones) in school bathrooms, locker rooms, dressing rooms, or anywhere that students and staff have a strong expectation for privacy is prohibited. Laser pointers will not be permitted in the building at any time. Students violating this policy will have the equipment confiscated and will be subject to disciplinary consequences and will be required to have their parent or guardian retrieve the phone from the administration. A second confiscation of the student's cell phone will result in the student losing all cell phone privileges for the remainder of the school year. The Pierre School District is not responsible for any electronic devices that are lost or stolen.

EMERGENCY EXITS/FIRE DRILLS

Detailed instructions for emergency exits from the school are posted in each individual room. Students should be certain they KNOW these rules. In case it becomes necessary to EXIT from the building because of the sounding of the warning system, please remember the following:

1. Never assume it is merely a drill.
2. Always leave the building using established routes when an alarm has sounded or is sounding.
3. Walk single file, do not run.
4. The first two students should hold the doors open.
5. No visiting.
6. Move at least **100 feet** away from the building.
7. Stay with your group (class).
8. Wait for a signal before you re-enter the building.
9. Do not go to your locker.

In case of an emergency which requires confinement **within** the building, each room will report to an assigned location. These instructions will also be posted in each classroom.

EXTRACURRICULAR AND/OR SOCIAL ACTIVITIES

Art Club	Governor (newspaper)	Pierre Police Cadets
Athletics	Gumbo (yearbook)	Sideline Cheer
Competitive Cheer	Intramural Activities	Student Manager/Trainer
Competitive Dance	Jazz Band	Student Senate
Close-Up	National Honor Society	Teen Court
Drama	Nerdvana	Trap Shooting
Flag Corp	Oral Interp	Venus Pro Team
FBLA	Peer Tutoring	Warriors of Light

If you have any questions on any of these activities, please feel free to stop in the Administration or Guidance Office and discuss your questions.

Students who have outstanding detentions, or who are in or out of school suspended may not participate in extracurricular activities until assigned detention and/or suspension time has been served. Extracurricular participation policies apply to intramural activities as well as to other extracurricular activities.

EXTRACURRICULAR PARTICIPATION POLICIES PIERRE SCHOOL DISTRICT RULE:

Students enrolled in the Pierre School District are eligible to participate in extracurricular activities and school sanctioned club sports if they meet the requirements set forth under the policies outlined below. Consistent with District policy *C57 Extracurricular Participation Policies*, students in an accredited private school or pursuing alternative instruction under SDCL § 13-27-3 are also eligible to participate if they enroll on a part-time basis (defined as enrollment in at least one half-unit of coursework pursuant to the appropriate grade level through the Pierre School District during the term of eligibility in co-curricular activity) in the district and comply with the rules outlined within this section.

Pierre School's Rule:

Participants in Pierre School District extracurricular activities and school sanctioned club sports shall not engage in the substance abuse or conduct violations as defined below:

Substance Abuse Violations: Possession¹, usage, purchase or distribution of alcoholic beverages, tobacco products or any substance defined by law as a drug except nonprescription, over-the-counter medications or those specifically prescribed for the student's own use by his or her doctor.

Conduct Violations: Commit crimes against persons or property, engage in exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination, hazing or harassment of others.

A single incident of substance abuse or conduct violation that result in multiple training rule violations may result in the enforcement of multiple training rule penalties pending the seriousness of the violations. All training rule policies will be in effect for those students traveling to other countries or states with laws that would allow such violations.

Violation of Training Rules

<u>Student Does Not Self Report/Admit</u>	<u>Student self-reports within 48 hours of Violation:</u>
First Violation: Participant will be eliminated for the remainder of the season that they are participating in. If student is not currently participating in an inter-school season then, the violation transfers to the next season that said student participates in.	For a student that is in a sport at the time of a violation, the student will be suspended for the lesser of the two consequences: <ul style="list-style-type: none">• Three inter-school competitions (see definition)• The remainder of the season For a student that is not in an activity at the time of a violation, the student will be suspended for the first three inter-school competitions of the next season in which they choose to compete.

Students found to be in violation of conduct violation by a school administrator shall be assessed the penalty established for "Student self-reports of substance abuse within 48 hours of Violation" as outlined above.

• Second Violation: Student will be suspended from all inner-school competitions for the remainder of the season that they are currently participating in. *If student is not participating in an inter-school season at the time of the violation (or is currently under a first violation suspension) then the suspension transfers to the next inter-school season that the student participates in.

¹ *The act of having one or more illegal substances in one's possession, either for personal use, distribution, sale or otherwise. A person has possession of illegal substances if he or she has actual physical control of the substance (in their hands) or if the substances are on that person with power and intent to control their distribution and use.*

- **Third Violation:** Student is not eligible to participate in inter-school competitions for one calendar year from the time of the Violation.

Definition of Inter-school competition²:

- **Football:** Completion of all 4 quarters of play, or when game is considered complete and a winner declared.
- **Volleyball:** Completion will occur when one team reaches 3 sets or when match is considered complete and a winner declared. (If team enters into a tournament it would be the completion of the entire tournament.)
- **Golf:** Completion of an entire dual or tournament.
- **Tennis:** Completion of an entire dual, triangular, quad and or tournament. Multiple day event only counts for a single inter-school competition:
- **Soccer:** Completion of 2 halves of competition or when game is considered complete and a winner declared.
- **Cross Country:** Completion of an entire cross-Country race.
- **Competitive cheer/Dance:** Completion of an entire Spirit Invitational. One Cheer Competition and 3 dance completion within each Invite.
- **Sideline Cheer:** See Football and basketball for definition.
- **Basketball:** Completion of 4 quarters of play or when game is considered complete and a winner declared.
- **Gymnastics:** Completion of a single dual, triangular or entire gymnastics meet and a winner is declared.
- **Wrestling:** Completion of a single dual, triangular or tournament. Multiple day events only counts for a single inter-school competition.
- **Track:** Completion of all events of the meet.

During the course of a student’s career, participants will be allowed to have the opportunity to continue to participate in extra-curricular activities after their first and second violation once they have completed their suspension. If a participant wishes to go out for an inter-school activity or event to fulfill their obligation for their violation, daily attendance and full participation must occur for the entire inter-curricular activity for the violation to be suspended. If a participant does not fulfill the entire obligation, the consequences will be transferred to the next inter-school activity.

VERIFICATION OF VIOLATIONS

Beginning with the 2018-19 Academic school year the implementation of penalties shall be based upon legal citation or arrest, an admission of violation by a participant, or direct observation by a school staff member or community member. Alleged violations will be investigated, and the assignment of penalties will be based upon confirmation of the allegations made. Individuals bringing allegations must be willing to identify themselves and may be called upon to meet with the person/persons against whom the allegations are made and/or their parents or guardian.

DETAILS FOR IMPLEMENTATIONS

1. The rule is for the entire calendar year.
2. The rule involves all students in grades 7-12. Students will start with a clean slate at the end of their 8th grade year once any pending suspensions are served.
3. Violations accumulate throughout the student’s high school career.

²If an inter-school competition is suspended due to weather and postponed to a later time and date. The athlete will remain on suspension until the completion of that meet. If the meet is suspended and not postponed, then this will be considered a completion of one inter-school competition.

4. Students will need to work with building administration and their coach to decide if practice should continue for the athlete or not necessary for their situation.
5. At the beginning of each extracurricular activity the coach/director will give out a copy of the training regulations, explain them, and ask the student to sign a form stating that he/she has read and understands the training regulations. Once the form is signed by the student and his/her parents, it be in effect through the student's senior year (grades 7-12)
6. Students new to the district will not become eligible to participate until any existing periods of ineligibility have been satisfied.

SUSPENSION FROM EXTRACURRICULAR ACTIVITIES FOR CONTROLLED SUBSTANCE VIOLATIONS:

• **As per current SDCL: 13-32-9³ (See Athletic Handbook)**

• **All substance abuse violations that fall under SDCL: 13-32-9 must also be self-reported to administration within the 48 hours of the time of citation in order to be able to benefit from the 48 hour self-report violation policy.**

STUDENT DUE PROCESS

A student who is informed by school officials of his/her ineligibility may request a hearing with school administrators. The request must be made so that a hearing can be held within 24 hours of the notification of ineligibility. In the event that a student/athlete or parent requests a hearing regarding a student's suspension from participation the activities director shall:

- A. Designate a date, time and place for a hearing.
- B. Notify the building administrator and coach, director or advisor of the date, time and place of the hearing.
- C. Conduct the hearing in such a manner that the student/athlete has an opportunity to review the alleged violations, to ask questions and to respond to those alleged violations.
- D. Along with the school administration determines the disposition of the alleged violation and notifies the parents and the student/athlete in a timely fashion.
- E. A decision of the athletic director and school administration may be appealed in the following manner:
 1. To the superintendent of schools
 2. To the Pierre School District Board of Education
- F. Any student who is ruled ineligible following an initial hearing with building administrators shall remain ineligible pending appeals to the superintendent and board of education.

PROCEDURES FOR DISMISSAL OF ATHLETES FROM THE TEAM:

In the event it becomes necessary to drop an athlete for a violation of one of the training rules, coaches should take the following steps:

1. Advise the athlete orally or in writing of the violation.
2. Allow the athlete to explain his/her position.
3. Notify the parent of the problem and explain the reason for potential dismissal.

³SDCL: 13-32-9: Suspension From Extracurricular 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 extracurricular activity at any secondary school accredited by the Department of Education and Cultural Affairs for one year. Upon a subsequent adjudication, conviction, or suspended imposition of sentence for possession, use, or distribution of controlled substances or marijuana by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity while that person is attending any school accredited by the Department of Education and Cultural Affairs. Upon such a determination in any juvenile proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is enrolled.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association.

4. Provide a parent conference, which may include coaches, athletic director, principal, superintendent and athlete, if requested by the athlete or parent.

Athletic Eligibility

Athletics -Each sport will have its own rules and regulations that you must follow if you plan to take part in that event. Following are the rules set by the South Dakota High School Activities Association:

You are Eligible If:

1. You are under the age of 20.
2. You have not attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester. Once a student enrolls as a ninth grader, all semesters must be consecutive unless verified in writing by a physician that withdrawal from school is necessary due to a serious illness or injury.
3. During the preceding semester you passed a minimum equivalent of four full time subjects for which you earned at least 2.0 units of high school credit that will be used in the issuance of a diploma.
4. During the current semester you are enrolled in and attend a minimum of 20 hours of high school work per week for which you earned at least 2.0 units of high school credit that will be used in the issuance of a diploma.
5. You have enrolled by the 16th school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
6. You have on file in the principal's office a signed physical examination and parent's permit form.
7. You have not transferred from one high school to another without a corresponding change in the residence of your parents. (Exception made for students who transfer pursuant to the open-enrollment By-Law.)
8. You have a copy of your transcript on file in the principal's office prior to competition.
9. You have not been absent from school more than 10 consecutive school days. (Illness of the student or death in the immediate family excepted.)
10. During a high school sport season, you do not compete on an unattached basis as an individual or as a member of a non-school team.
11. You have not participated in an athletic contest under an assumed name.
12. You have not participated in athletics in any institution of learning of higher rank than a standard secondary school.
13. You have not violated your amateur standing.
14. You are not graduated from a regular four-year high school or institution of equivalent rank.
 - Consult your Coach or Principal for additional information.

Fine Arts Eligibility

The following are the eligibility requirements set by the South Dakota High School Activities Association for students participating in any contest or festival involving music, journalism, speech and drama activities.

You Are Eligible If:

1. You are under the age of 20.
2. You have not attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester. Once a student enrolls as a ninth grader, all semesters must be consecutive unless verified in writing by a physician that withdrawal from school is necessary due to a serious illness or injury.
3. During the preceding semester you must have passed a minimum equivalent of four full time subjects for which you earned at least 2.0 units of high school credit that will be used in the issuance of a diploma.
4. During the current semester you are enrolled in and attend a minimum of 20 hours of high school work per week for which you earn at least 2.0 units of high school credit that will be used in the issuance of a diploma.
5. You have enrolled by the 16th school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
6. You have a copy of your transcript on file in the principal's office prior to any competition after transferring school.
7. You have not been absent from school more than 10 consecutive school days. (Illness of the student or death in the immediate family excepted.)
8. You have not participated in a fine arts competition under an assumed name.
9. You have not graduated from a regular four-year high school or institution of equivalent rank.
 - Consult your Principal or Fine Arts Coach/Director for additional information.

PARTICIPATION OF PRIVATE SCHOOL AND ALTERNATIVE INSTRUCTION STUDENTS IN INTERSCHOLASTIC ACTIVITIES

The Pierre School District will grant permission for students enrolled in an accredited private school to participate in interscholastic activities if they are enrolled on a part-time basis in the district. Additionally, students who are excused from attendance if provided alternative instruction under SDC § 13-27-3 are also eligible to participate in interscholastic activities if they are enrolled on a part-time basis in the district. As a condition of participation, private school and alternative instruction students must annually fulfill the following conditions:

1. Enroll in at least one half-unit of coursework pursuant to the appropriate grade level through the Pierre School District during the entire school year (online courses DO NOT apply to this policy).
2. Comply with all the District's eligibility requirements which shall be verified per the District's administrative policy following the same procedure used to accept credits towards graduation.
3. Any student, who was unable to maintain academic eligibility in an accredited school, shall be ineligible to participate as a private school student for a period of one year. After one year, the student may regain eligibility per the District's administrative policy.
4. Satisfy the responsibilities and standards of behavior and performance, including related class or practice requirements, as expected of other student participants as a condition for both the initial acceptance and continued membership in the activity including but not limited to:
 - o All the District training rules and codes of conduct will be applicable.
 - o In order to be eligible to audition for and participate in Region Music Contests, All-State Chorus, All-State Orchestra or All-State Band, the student must be currently enrolled and attending the District's parallel musical organization.
 - o A student who is a member of a high school team may not participate in games, practice, tryouts, etc. in that particular sport during the same season on an independent or non-high school team or as a member of any "all- star" team, or completely unattached on an individual basis.
 - o All references to calendar shall refer to the District's calendar.
5. A student who leaves the Pierre School District for any reason to enter private school instruction or engage in alternative instruction, shall be ineligible for interscholastic competition for a period of one year, beginning on the date of enrollment.

Adopted: July 11, 2005

Amended: August 8, 2011

Revised: July 29, 2015 C57 – Pg. 6 of 5

Revised: May 14, 2018

FALSE FIRE ALARM

Any person who creates a false fire alarm has committed a Class 1 Misdemeanor which carries a one year jail sentence and a \$1,000.00 fine. If there happens to be any bodily injury the sentence could be five years in jail and a \$5,000.00 fine. Any student who creates a false fire alarm may be dropped from the rolls at Riggs High School.

FIGHTING

Fighting between students will **not** be tolerated in the hallways, classrooms, or the school grounds, or by any student who represents the school, or is at any school function.

The consequence for fighting will generally be suspension for the first offense. Repeat offenders will be subject to more serious consequences.

FINES

Textbooks

Students who lose or have books stolen are responsible for replacement costs.

Library Books (See Media Center Regulations.)

GANG AFFILIATION

No indications of gang affiliation will be tolerated at Riggs High School. This includes dress, signs, tattoos, colors, and graffiti. Students who exhibit any indications of gang affiliation will be suspended from school.

GRADING

Students will be graded on the following basis:

- | | |
|-------------------------------------|------------------------|
| A - Superior 93 – 100% | Inc - Incomplete |
| B - Excellent 85 – 92.99% | DR - Dropped no credit |
| C - Good 76 – 84.99% | |
| D - Lowest Passing Mark 65 – 75.99% | |
| F - Failure 0 – 64.99% | |

GRADUATION ELIGIBILITY

In order to participate in the graduation activities and graduation ceremony, seniors must be within ½ credit of the total required for graduation. An eligible senior may **not** have an unresolved incomplete on the transcript or final report card in order to be eligible for graduation. In addition, students with outstanding fines will not be permitted to participate. Seniors who are unable to participate in the graduation ceremony will attend school to the conclusion of the normal year.

GRADUATION REQUIREMENTS/UNIVERSITY ENTRANCE REQUIREMENTS

The requirements to graduate from Riggs High School and the requirements to attend a college or university may differ. To graduate from Riggs High School, you must attend at least seven semesters of school and earn twenty-two (22) credits. For specific information on requirements, see the chart below. Please go to our guidance office for help on the requirements needed.

High School Graduation Requirements

As approved by the South Dakota Board of Education and the Pierre School District

These requirements are for the classes of 2019, 2020, 2021 & 2022

A student's Personal Learning Plan must document a minimum of **22** credits that include:

(1.) Four credits of Language Arts – must include:

- a. English 9 – 1 credit
- b. English 10 Literature/Writing–.5 credit and Speech – .5 credit.
- c. English 11 – 1 credit
- d. English 12 – 1 credit

(2.) Three credits of Mathematics – must include:

- a. Algebra I – 1 credit
- b. *Geometry – 1 credit
- c. *Algebra II – 1 credit

(3.) Three credits of Lab Science – must include:

- a. Physical Science – 1 credit
- b. Biology – 1 credit
- c. *Chemistry or Physics – 1 credit

(4.) One credit of Fine Arts

(5.) One-half credit of Physical Education

(6.) Three credits of Social Studies – must include:

- a. World History – .5 credit
- b. Geography – .5 credit
- c. U.S. History – 1.5 credits (or AP History plus .5 credit elective social studies)
- d. U.S. Government – .5 credit

(7.) One-half credit of Personal Finance OR Economics

(8.) One-half credit of Health or 8th grade health.

(9.) One credit- any combo of the following:

- a. Approved CTE Courses
- b. Capstone experience or Service Learning.
- c. World Languages

(10.) Electives of the student's choice

*With school and parent/guardian approval, a student may be excused from this course in favor of a more appropriate course. A student may be excused from Algebra II or Geometry, but not both. A student is still required to take three units of Math. If a student is excused from Chemistry or Physics, the student must still take three units of Lab Science.

South Dakota Opportunities Scholarship High School Course Requirements:

4 units of English

4 units of Science, including 3 units of approved laboratory science

4 units of Algebra or Higher Mathematics

3 units of Social Studies

1 unit of Fine Arts

2 units of either of the following or a combination of the two: Approved Career and Technical Education Courses or a Modern or Classical Language (same language)

1/2 unit of Personal Finance or Economics

1/2 unit of Physical Education

1/2 unit of Health or 8th grade Health

Plus- GPA 3.0 or higher, ACT 24 Composite or higher and attend Technical or 4 year School in South Dakota.

RESIDENCY REQUIREMENT

In order to qualify for and receive a Riggs High School diploma, students must be enrolled and attending at Riggs during their entire final semester.

GRIEVANCE PROCEDURES

Any misunderstanding between the public, including students and parents, shall be resolved by direct discussions of an informal type among the interested parties. When such meetings fail to resolve the differences, more formal procedures will be employed using the district's adopted complaint procedures. Forms for filing complaints are available in the school and district offices.

GUIDANCE & COUNSELING

The counselors are available to students during the school day. Students may make an appointment with one of the counselors or stop in during an open period or with permission from a study hall. Counselors discuss a variety of issues with students including personal, vocational, and educational plans. The counselors are located in the Student Services Center adjacent to the administration offices.

HEALTH SERVICES

There is a nurse's office in the main office for those students who are injured or become ill during the school day. Students who are ill or injured should report to this office.

HOMEROOM

All students are required to attend homeroom meetings even at times when they have free periods. Failure to attend will result in the loss of open campus or other disciplinary action. Although the purpose of homeroom may vary, from time to time it is necessary and mandatory for students.

HONOR GRADUATION

Students who graduate with a grade point average of 3.7500 or higher are listed as graduating WITH HIGH HONORS. Students who graduate with a grade point average of 3.5000 to 3.7499 are designated as graduating WITH HONORS.

For honor graduation purposes, grade point averages are computed at the end of the fourth quarter, and averages therein established are used to determine the honor graduates. In determining honor graduates, all courses are considered. Final class rank is established after the completion of eight semesters.

HONOR ROLL

The honor roll will be compiled and published at the end of each quarter.
"A" Honor Roll includes students with a quarter GPA of 4.0.

Roll of Excellence includes students with a quarter GPA of 3.5 to 3.99.

Roll of Merit includes students with a quarter GPA of 3.0 to 3.49.

Incomplete grades will exclude students from all honor rolls.

INAPPROPRIATE LANGUAGE

Inappropriate language includes a student's use of profanity, obscenity or abusive language. This will not be tolerated whether the communication is written, spoken verbally, or is a gesture that would communicate profanity, obscenity or would be considered abusive. Inappropriate language will not be tolerated in the hallways,

classrooms, on the school grounds, or by any student who represents the school district at any school-sponsored activity or function.

The consequences for inappropriate language will be determined on a case by case basis. Possible consequences may range from a verbal reprimand to detention to short term or long term suspension.

INAPPROPRIATE TOUCHING

Students are reminded to show respect for fellow students by avoiding inappropriate displays of affection including hugging or kissing in the building or on the school grounds before, after or during school hours. Holding hands is permissible but other demonstrations of affection are not.

INCOMPLETES

All course work must be completed to the satisfaction of the teacher/principal to include all requirements, prior to the issuance of a grade/credit for the course. Attendance in the class must be to the satisfaction of the teacher/principal. Failure to satisfactorily complete the total requirements of the course will result in the student receiving an incomplete until he/she either removes the incomplete through completion of the course requirements or until two weeks after the grading period is complete. After two weeks, the grade will become an "F" unless it is determined that an extension is warranted by the teacher/student with written approval of the principal. An incomplete on the report card at the end of the school year will also become an "F" after two weeks unless it is determined by the teacher/student with written approval of the principal that an extension is warranted.

An incomplete may be removed by an agreement between the student, the teacher, and the principal or his designee. Courses not completed will not be used in determining the final grade point average until the incomplete has been resolved.

INTERNET

Student use of the District's computer network and the internet shall be regulated by the District's Acceptable Terms and Conditions Policy. (See Appendix A.)

JOINTLY ENROLLED STUDENTS

Students enrolled in classes at Riggs High School who are also enrolled in another district must attend Riggs High School classes until the end of the scheduled school term regardless of when classes are completed in their other district.

LOCKERS

Lockers are subject to inspection by school personnel at any time. It is strongly recommended that students do not leave any personal property of substantial value in the lockers at any time. (This includes P.E. lockers.) The school is not responsible for items stolen from lockers. Students may bring personal property of substantial value to the office for temporary storage. If students wish to have a combination changed, please visit with the assistant principal.

LOST & FOUND

Lost and Found is located in the lobby near the elevator. Please ask any of the secretaries for assistance in locating any item that has been lost. If an item is found, please turn it in to the office.

LUNCH PROGRAM

The lunch period is approximately an hour and one-half in length. It is divided into three equal periods. A student's account may be used to purchase a lunch, a second lunch, or any a la carte item. Students will need to do this when they go through the line. Up to date school lunch prices can be found on the Food Service tab on the District Website.

Students may not loan or borrow a lunch from another student. Each individual account number can only be used by the person to whom it belongs. Each student is responsible for knowing their account number and keeping it confidential, the student will be liable for any charges to their account. Cash may be paid when going through the line.

Riggs students will be allowed to charge the value of up to 5 lunch meals to their account except for the last two weeks of school when no charging is allowed. After a student's account reaches a negative balance equivalent to 5 lunch meals, the student will no longer be allowed to charge meals but may continue to purchase meals using cash. During the time the student has a negative balance, no extras or Ala carte items may be charged, and only the main meal will be served until the account balance is positive. Once a student has \$10.00 remaining on their account, the student will receive a verbal warning that their account is low or negative. Parents also may sign up to receive electronic notification of low balances via the online school lunch payment system.

Please check the TIME SCHEDULE for the exact time of each lunch period.

Lunch periods are closed for all 9th and 10th grade students. They will be required to report to the lunchroom regardless if they choose to eat school lunch or not. Students will remain in the lunchroom for the duration of their assigned lunch period. Skips from lunch periods by 9th and 10th grade students will be treated the same as skips from assigned classes and study halls.

MEDIA CENTER REGULATIONS

Use of the media center should be considered a privilege to be enjoyed by all students as long as their citizenship warrants it. The media center is for reading and research, and in order to serve students, it is necessary to maintain regulations as follows:

1. Please keep voices low out of respect for those studying or reading. Any person causing an undue disturbance will lose media center privileges. The facility is not a place for any continuous discussions.
2. Materials are checked out for four weeks unless otherwise specified. Materials on reserve, reference material and magazines may not be checked out. One renewal is allowed.
3. No food, drink, or candy will be allowed in the media center due to the nature of the materials stored and used in the area. The only exception will be bottled water.
4. Students from study hall or classes that are in session must use a pass slip to come to the media center unless they are in a class group accompanied by a teacher. Slips must include the student's full name, the room they are coming from, and the time they left the classroom or study hall. Passes are stamped at the time students arrive in the media center, and when leaving the media center, slips must be stamped with the time for returning to class.
5. Students without pass slips must sign in on the clipboard at the counter.
6. Students are subject to having reports cards held and to being assigned detention if materials are not returned. Fines will only be imposed for lost or damaged materials.
7. The media center has a "reading room" donated in memory of Michael Isenberg. Up to three students may use the room at any one time. Students must sign in to use this room.
8. Violations of media center rules will result in removal of students from the center for a time specified by the staff and may result in referral to the office.

MEDICATION POLICY

The presence of medicines on school property and/or taking of medicine by students during school hours must be carefully monitored to prevent harmful situations to students. Whenever possible, students are encouraged to receive medicines outside of school hours. In cases where medicine must be taken during the student's time at school, the following procedures are to be followed:

1. All medicines must be brought to the administrative offices of the school and placed in the custody of the principal or his/her designee.
2. Prescription medicine is to be stored in a locked cabinet or storage area. Medications to be refrigerated must be stored in a locked box in the refrigerator.
3. Any medication to be administered to a student during school hours must be ordered by a physician.

4. All medications must accompany a School Health Services Request and Authorization for Medication Form. The form must be completed and signed and dated by a physician and parent.
5. The prescription medication to be administered or stored must be in a pharmacist's labeled container specifying the student's name, date of prescription, directions for use and prescribing physician's name.
6. It is the student's responsibility to come to the office to take his/her medicine.
7. A record of all prescribed medications given to all students must be kept. These will be retained for one year and then destroyed.
8. Secondary level parents may choose Option 1 or Option 2 on the School Health Services Request and Authorization for Medication form.
9. If Option 2 is chosen, only one dose per day may be carried by a student during school hours. Exceptions to this will have to be approved by the principal or his/her designee.
10. Violation of the Option 2 policy will result in the withdrawal of the privilege of the student carrying his/her own medication.
11. Unused medication must be picked up on or before the last day of school or one (1) week after the last dose is given. Medications not picked up will be destroyed.

No "Over the Counter" medications will be given without a doctor's written order.

ADMINISTRATION OF MEDICATIONS TO STUDENTS

The administration of medications to students shall be provided at school when the principal has determined it is a necessary and appropriate service for the district to provide.

1. Diagnosis and treatment of illness are not the responsibilities of the District and shall not be practiced by school personnel.
2. School personnel shall not provide aspirin or any other medication to students.
3. No "over-the-counter" medications will be given without a doctor's written order.
4. Medication shall be stored in a locked location or locked box provided for medication storage.
5. Students requiring medications at school shall be identified by the parent to authorized school personnel.
 - a. A completed "Request and Authorization for Medication" form shall be submitted to the school office.
 - b. Medication shall be brought to school by the parent in a bottle labeled by the pharmacy, including student's name, medication name, physician, and dosage of the drug to be taken.
 - c. The medication shall be supervised and recorded immediately after supervision by school personnel as delegated by the principal and supervised by the school nurse.
 - d. In specific situations, students at the secondary level (Riggs High School) may be responsible for their own medication and self-administration. Parents shall send only the medication dosage needed for the school day with the students.
6. Pierre Public Schools will not be responsible for any medication self-administered by a student with or without our knowledge.

NATIONAL HONOR SOCIETY

To be eligible for National Honor Society membership, a student must have an accumulative grade point average of at least 3.5 and be a junior or senior. Membership in the National Honor Society is based upon excellence in three areas: SCHOLARSHIP, LEADERSHIP AND SERVICE, AND CHARACTER. Each category is judged independently. There is a maximum of 100 points. They break down as follows: 40 points for grade point average, 30 points for leadership and service, and 30 points for character. In addition to the academic requirement, participation and leadership in school activities are required.

After students become members of the National Honor Society, they must maintain the high standards of the Society. Active members in the National Honor Society are required to maintain a minimum scholastic grade point of 3.5 and live up to the character, leadership, and service ideals of the National Honor Society. The National Honor Society Constitution states that members with flagrant violations of school rules or civic laws constitute or may constitute dismissal from National Honor Society. In the case of academic violations, the member should be given at least one semester to raise his or her cumulative grade point average.

The final decision for membership is based on eligibility and review by the faculty committee. If you have any questions regarding the Society or membership, please contact your guidance counselor.

GUIDELINES FOR HELP IN THE DEFINITION OF LEADERSHIP, SERVICE AND CHARACTER

1. **Leadership.** The student who exercises leadership: Is resourceful in proposing new problems, applying principles and making suggestions; Demonstrates leadership in promoting school activities; Exercises influence on peers in upholding school ideals; Contributes ideas that improve the civic life of the school; Is able to delegate responsibilities; Exemplifies positive attitudes; Inspires positive behavior in others; Demonstrates academic initiative; Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively and is reliable and dependable without prodding; Demonstrates leadership in the classroom, at work and in school activities; and Is thoroughly dependable in any responsibility accepted.
2. **Service.** The student who serves: Is willing to uphold scholarship and maintain a loyal school attitude; Participates in some outside activity (Girls Scouts, Boys Scouts, church groups, volunteer services for the aged, poor, or disadvantaged, family duties); Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance; Works well with others and is willing to take on difficult or inconspicuous responsibilities; Cheerfully and enthusiastically renders any requested service to the school; Is willing to represent the class or school in inter-class and inter-scholastic competition; Does committee and staff work uncomplainingly; and Shows courtesy by assisting visitors, teachers and students.
3. **Character.** The student of character: Takes criticism willingly and accepts recommendations graciously; Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability); Upholds principles of morality and ethics; Cooperates by complying with school regulations concerning property, programs, office, halls, etc.; Demonstrates the highest standards of honesty and reliability; Shows courtesy, concern and respect for others; Observes instructions and rules, punctuality and faithfulness both inside and outside of the classroom; Has powers of concentration and sustained attention as shown by perseverance and application to studies; Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and showing unwillingness to profit by the mistakes of others; and Actively helps to rid the school of bad influences or environment.

OPEN CAMPUS POLICY

All of the policies listed below will be followed in the administration of the open campus program for junior and senior students.

Students meeting any of the following criteria will lose open campus/open period privileges when not assigned to class. This includes periods one through seven of the school day.

- 1) Students with "F's" or incompletes at any mid-term or quarter-end will lose their open periods and be assigned to a study hall until the next mid-term/quarter-end. For an incomplete, the student will lose open periods until the incomplete is properly resolved with a grade change processed in the office by the appropriate teacher. Students with incomplete semester grades will also have open periods closed until they are resolved.
- 2) Students with incompletes will attend all study halls until the grade has been changed on the student's report card and the student has verified the change with the administrative office.
- 3) A student who has an unexcused absence from school or Saturday detention will have his/her open campus closed for the remainder of the quarter (not less than 5 days).
- 4) Open campus privileges may be withdrawn at the request of parents or guardians.
- 5) Students must attend all homeroom meetings and assemblies. If a student fails to attend them, his/her open periods will be closed.
- 6) Any student dropped from a class due to attendance will have his/her open campus closed for the remainder of the course. Example, if a student is dropped from a semester course, he/she will have his/her open campus closed for the remainder of that semester.
- 7) Students will lose open campus periods for the remainder of the quarter (not less than 5 days) if they earn a tardy-sweep.
- 8) Students will lose open campus periods for the remainder of the quarter (not less than 5 days) if they exceed 6 absences (excused or unexcused) in any class during a semester.
- 9) Violation of other school policies may also cause a student to lose open campus.

Any questions that a student has relating to the above policies should be directed to the school administrators.

PAGE AT SOUTH DAKOTA LEGISLATURE

Arrangements for school work must be made two weeks before the student is to take his/her post. There is a form that must be completed prior to the principal's final decision as to the student's participation as a Page.

PREGNANT STUDENTS

The Pierre School District encourages pregnant students to continue their education. Their needs will be evaluated on an individual basis.

A pregnant student may be excused from school when her physical condition warrants it and her physician so states in writing. A pregnant student in the Pierre School District must, as soon as possible, advise a counselor or school administrator of her pregnancy. The school counselors will request a meeting with the student and her parent or guardian and the school nurse. In implementing this policy of the Pierre School District, it is necessary that the guardian/parents of the pregnant student fill out the appropriate forms. A principal and the Young Moms Coordinator will be available to meet upon request. Participation in class or extra-curricular activities that could be detrimental to a pregnant student's health or safety will be contingent upon the written statement of the student's physician. Pregnant students may be given information about available resources in the community. The Pierre School District does not have a home bound program.

PROM

Students must be of Junior or Senior status to attend prom. Student dates who do not attend Riggs High School must be under 20 years of age and have completed a Guest Consent Form which has been approved by a principal.

REPORTING PERIODS

Report cards will be distributed to students and parents two (2) times per year. These times will be at the end of each semester. Grades will be posted on DDN Campus under both the parent and student portal for access at 2nd and 4th midterm and quarter ends. Progress reports will be distributed at mid-term during first and third quarter Parent-Teacher Conferences.

SCHEDULING & ACADEMIC LOAD

1. In grades 9 and 10, students must carry a minimum of six credits per year (**6 classes per semester**).
2. In grades 11 and 12, students must carry a minimum of five credits per year (**5 classes per semester**).
3. A student requesting **more** than **6** credits per year must have a conference with a counselor.
4. Schedule changes will be made where additional course work is needed in order to meet graduation and/or credit needs.
5. A student who has an unresolved conflict on his/her schedule following the completion of the computer scheduling will be allowed adjustments in order to settle the conflicts. This may require changing other previously scheduled classes. Students should advise a counselor if problem arises.
6. Three study halls in succession will generally **not** be permitted.
7. Students may be changed from one section to another for class balance.
8. Administrative adjustments due to recommendations of faculty and the guidance department will be made when appropriate.
9. Some elective subjects are offered only one period per day. If there is little demand for a specific elective it may be dropped from the schedule. In some cases, a class may be dropped because there is no teacher available.
10. **A minimum of 10 students must be signed up for a course before it is offered unless the course has specific approval of the BOARD OF EDUCATION.**

SCHOOL CANCELLATION

Information relative to the cancellation of school because of inclement weather will be broadcast over radio stations KCCR and KGFX, and KELO TV will also carry the announcement.

SEMESTER TESTS

Semester tests will be administered in all classes each semester and will count 20% of the semester grade.

Attendance Vouchers:

Students who have not exceeded two absences in any of their classes during each semester (not counting school-sponsored activity absences, or study halls) and who have no tardy sweeps, unexcused absences, ISS, or OSS will be eligible for one semester test voucher that they may use to exempt the semester test score of one of their semester tests. Students must take all tests. If their test score is more than a 20% deviation from the average of their quarter grades, they will not be allowed to exempt that test. EXAMPLE: A student has an 85% in English when first and second quarter grades are averaged. If the student scores less than a 65% on his semester test in English, they would not be allowed to exempt that test score. This rule would ensure that students will still work hard on all tests and will still benefit from taking the test. Attendance vouchers are not cumulative beyond the semester in which they are earned.

State Assessment Vouchers:

9th and 12th grade students who scored proficient or advanced on both the Math and ELA portions of the statewide assessment the previous spring will be eligible for one semester test voucher which can be used in the same manner as an attendance voucher. The state assessment voucher can be used either 1st or 2nd semester.

SOLICITATIONS, FUNDS

There will be no solicitations of money and/or contributions of the students or their parents, nor dispensing of literature soliciting money and/or contributions nor dispensing of literature relative to the sale of print or non print educational materials, foodstuffs, general merchandise, etc. by any organization, group, or agency that is not part of the Pierre Public Schools. This policy is to include religious and political solicitations. A school sponsored organization may raise funds for its own organization with prior administrative approval. Booster clubs and the Pierre Athletic Coaches Association may have three major fund raising projects per sports season and minor fund raising promotions throughout the year all of which will be scheduled with the building principal.

STATE EVENTS: STUDENT PARTICIPANT AND/OR SPECTATOR

You are representing yourself, your parents, your community, and your school when you attend a state event. Your conduct and actions at the event are constantly being judged. At all times you should display the highest caliber of sportsmanship and expect the same from others.

All work and procedures for being absent are the same for you as when you know in advance that you will be absent from school.

The participants at a state event are representing Riggs High School and are under the school's supervision. The student spectators are under only the school's rules and regulations at the state event when Riggs' team is about to participate and also during the contest. All the rules and regulations that we follow when we have a home contest at Riggs High School are in effect at this time.

STUDENT ATTIRE AND APPEARANCE

Student dress and appearance should be non-disruptive and acceptable in style and taste. All students are expected to be clean and well groomed. While the grooming and general appearance of students is primarily the responsibility of the students and their parents, dress, grooming, cleanliness, and manners are also a part of the general educational process and thus become, in part, a responsibility of the school. Students and parents are

reminded that attire or dress that is disruptive to the normal operation of the classroom or the overall operation of the school will not be acceptable.

The following (by way of example) is a partial list of clothing, which is prohibited as unacceptable:

- Clothing which displays lewd, obscene or profane language or graphics.
- Clothing, which displays language or graphics promoting the use of, or advertising alcohol, tobacco, or drugs.
- Clothing with language or graphics relating to sex or having sexual innuendos.
- Hats or caps being worn in the school building except in the gym during evening activities.
- Hats or caps worn in the theatre at any time.
- Short shorts or skirts, clothing which exposes undergarments, tube tops, see through and bare midriff garments, backless garments, and other clothing which results in inappropriate exposure.
- Pants, which do not fit around the waist or which are not properly fastened.
- Large chains and sharp, protruding studs or studded garments.

Students who are found to be in violation of this policy will be asked to immediately comply with it. If they do not the administration will take any action it deems necessary including suspension or expulsion in conformance with Board policy.

EXTRACURRICULAR ACTIVITY ATTIRE: Because activity programs traditionally require uniforms of various types, as well as uniform appearance of the students who are participating, the activity directors will require definite standards of dress and appearance while participating in the activity. This will be true for both home and away activities. It should be remembered that participation in an extracurricular activity is a voluntary privilege. Finally, it should be kept in mind by all the people of the community, regardless of age, that the desire of the administration, faculty, and the majority of the student body is simply to provide the best possible educational environment of the Pierre School System. Only by cooperation can this be done.

STUDENT IDENTIFICATION CARDS

Student identification cards will be provided for every student and staff member at T. F. Riggs High School. The purpose of having identification cards is to be used as a student library card, lunch card, activity card, and band pass, and to personalize T. F. Riggs High School beyond knowing one another by faces alone.

Replacement cards will cost \$5.00. Each student must have a current student ID card each school year. The student ID cards are issued at the beginning of the school year. Students who purchase an activity ticket will be provided an amended student ID card at no cost to the student. Students new to the district and students who did not have a school picture taken will have an ID card made in the front office of T. F. Riggs High School.

SUSPENSION

IN-SCHOOL SUSPENSION

Students will be assigned to the in-school suspension area during the time they are suspended. These students have no study hall or computer privileges (unless assigned) and will have an extended day with a 3:15 dismissal time. The length of the suspension may vary based on the seriousness of the rules violation. After 10 days of cumulative in-school suspension, students will generally be out-of-school suspended for subsequent violations.

The in-school suspension coordinator will contact the student's instructors who will in turn make assignments available for the student through the ISS coordinator. Students in-school suspended who fail to comply with reasonable directions and who do not actively work to complete assignments will be subject to further disciplinary action, including increasing the length of time in ISS or out-of-school suspension.

The assignments are to be completed and returned to the ISS coordinator on the same day the student receives the work unless other arrangements are made. If that day's work is not turned in by 3:15 p.m., the student will receive zero credit. It is the responsibility of the student to get his/her work turned in to the In-School Suspension Coordinator.

Students who are in-school suspended will have closed lunch and are required to sit at a designated table.

OUT-OF-SCHOOL SUSPENSION

Students who are out-of-school suspended must see their teachers before or after school to obtain class assignments. The amount of time allowed for make up work is the same as the number of days a student is suspended. A student who is suspended for three days will be expected to hand in his/her work when returning to class. Students should make arrangements with teachers to make up any tests missed due to out-of-school suspension. Any work completed during this time will receive a maximum of 75% credit. If the suspension happens concurrent with semester testing the student will not be allowed to take the semester tests unless granted special approval by a building principal. Work not completed on time will receive no credit. Any student subject to an out-of-school suspension will not be allowed to participate in or attend any school activities during the duration of the suspension.

After 15 days of cumulative out-of-school suspension, students will generally be recommended for long-term suspension for any subsequent violations.

TARDIES

At the start of each class period a student is to be in his/her assigned room when the final bell rings or he/she will be considered tardy for the period. If a student is late for class or school during the first 5 minutes, he/she will be considered tardy for that period. If the student comes to school or class after the first 5 minutes of the class period, he/she will be considered absent. Students who are in school, but tardy and intentionally stay out of class until the first 5 minutes have passed in order to avoid a tardy will be assigned a skip and given appropriate consequences.

Examples of student tardies that will generally be excused are parent excused medical appointments, legal appointments and emergencies in the home or in transit to school. Examples of student tardies that will not be excused are "running late" and oversleeping. Parent notes and phone calls will be accepted to support excused tardies meeting these criteria.

All students will be allowed two (2) tardies per semester without consequence. A student who has his/her third (3rd) tardy that is unexcused will be assigned detention/detentions for that tardy and for each subsequent unexcused tardy in the semester. In addition students earning detention for unexcused tardies exceeding two will be denied entrance to class for the period in question and will be assigned to the ISS room for the duration of the period. Students who are tardy and assigned to ISS will be allowed to make up work missed including tests and quizzes and will receive a maximum of 75% for work made up.

Students assigned to the ISS room will email their teacher that hour and send a copy of the email to the ISS supervisor. It will be the responsibility of the student to see teachers of classes missed due to unexcused tardies on the same day of the missed class/classes to obtain assignments, to turn in assignments due and to schedule time to make up any tests or quizzes. Assignments due on the swept day will be expected to be turned in that day. Assignments given in class that day will be due as directed by the teacher.

When students are denied entrance to a class in accordance with this policy, they will be provided due process pursuant to State Law and administrative rules. Students with excessive, unexcused tardies will have a brief conference with one of the principals prior to being excluded from class.

TEACHER QUALIFICATIONS

Teacher qualifications are available upon request from the superintendent's office.

TELEPHONES/STUDENT MESSAGES

There is a student phone available for use in the front office. Phone calls for students during class are discouraged. Students will be called from the classroom only in extreme emergencies. Students will be notified about any message at the end of said class period.

TRAFFIC

School officials will not allow violations of traffic rules on school grounds. Complaints will be filed against those who continually violate the accepted traffic regulations.

TRANSFER OF ACADEMIC CREDIT

Insofar as Riggs High School is accredited by both the State of South Dakota and the North Central Association of Colleges and Schools, no credit will be granted for any course work taken at a non-accredited school in grades nine through twelve.

High school credit will be accepted from high schools accredited by state departments of education and/or regional accrediting agencies similar to the North Central Association of Colleges and Schools.

TUTORIAL PROGRAM

Tutoring is available and can be arranged through the Guidance Office. All expenses for the tutoring are the responsibility of the student/parent requesting the service.

VEHICLE PARKING

Student parking is restricted to the main student parking lot southwest and west of the school and on the street. Student parking spaces are clearly designated with white lines. Students who park inappropriately, in restricted areas will be assigned appropriate consequences. Students who park inappropriately in handicapped areas or fire zones will be ticketed by the city.

VISITORS

All visitors must report to the office upon entering the building so that their presence may be properly noted by school officials. Visitors will be required to sign in and out in the office and to wear a visitor badge while they are in the building. While visitors are welcome, loitering in or near the school building will not be permitted. Students wishing to bring guests with them to school must check with the principals for approval. In addition to securing the approval of a principal, students must also gain the approval of each individual teacher they have during the day. No students will be allowed to bring guests during the last two weeks of a semester.

T. F. RIGGS STAFF

ADMIN. OFFICE - Mr. Mutchelknaus, Mrs. Boutchee, Mr. Coverdale, Ms. Held, Mrs. Hardwick, Mrs. Madden
AG – Mr. Jakobson, **ART** – Ms. Kokesh, Ms. Staskewich, **ATHLETIC DIRECTOR'S OFFICE** - Mr. Moser, Mrs. Minihan, **BUSINESS** - Mrs. Ulmen, **COMPUTER SCIENCE** – Mrs. Olson, **CUSTODIANS** – Mr. Costa, Mrs. Custer, Mr. Novak, Ms. Shattuck, Ms. Sorensen, Ms. Taylor, **DISTRICT COMPUTER TECHNICIAN** – Mr. Lloyd, **DISTRICT TECHNOLOGY ADMINISTRATOR** – Mr. Linn, **ELL** – Mrs. Slaathaug, **ENGLISH** – Mrs. Benham, Mrs. Blanchette, Mr. Bonhorst, Mrs. Boone, Mrs. Goodman, Mrs. Hodges, Mr. Stluka, Mrs. Vogt, **FOOD SERVICES** – Ms. Damien, Mr. Derzab, Ms. Hanson, Mrs. Herman, Mrs. Nelson, Ms. Smedley, Ms. Wolf, **FOREIGN LANGUAGE** – Mrs. Gibson, Mrs. Kramer, Mr. Mickelson, **GUIDANCE OFFICE** – Mrs. Barber, Mrs. Hettich, Mrs. Krogstrand, Mr. Munson, **FAMILY and CONSUMER SCIENCE** – Mrs. Jordan, **G2G ADVISOR** – Mrs. Terri Johnson, **INDUSTRY TECHNOLOGY** - Mr. Hieb, Mr. Rogers, **JSC INSTRUCTOR**, Mr. Bonhorst, **LEARNING CENTER** – Mrs. Schlekeway **LIBRARY** – Mrs. Kringel, **MATHEMATICS** – Ms. Blaseg, Ms. Hoff, Ms. Kjetland, Ms. Postma, Ms. Vockrodt, Mr. Schwartz, **MUSIC** – Mr. Bauck, Ms. McKeithan, **NATIVE AMERICAN PROGRAMS** – Mrs. Hindman, Mrs. Stroup, **NURSE** - Mrs. Wiebe, **P.E./HEALTH** Mr. Snyder, Mr. Greg Starr, **RESOURCE ROOM** –Ms. Gaetze, Mrs. Gortmaker, Mrs. Haberman, Mr. Johnson, Mrs. Kearney, Mrs. Kleinschmidt, Mrs. Kludt, Ms. Long Fox, Mr. Naasz, Mrs. Rowse, Mrs. Stewart, Mrs. Stalling, Mrs. Townley, Mrs. Willis **RIGGS ACADEMY** – Mrs. Starr, Mr. Starr, **SCIENCE** – Mr. Brandt, Mr. Kalda, Mr. Lewis, Mrs. Linn, Mr. Steele, Mr. Swiden, **SCHOOL RESOURCE OFFICER** – Mr. Juso, **SOCIAL SCIENCE** – Mr. Bradfield, Mr. Becker, Ms. Bierle, Mr. DeBoer, Mr. Spoehr, **STUDENT SUPPORT SPECIALIST** – Mrs. Fullerton, **TECHNOLOGY ASSISTANTS** – Mrs. Kruger, Mrs. Mangan

Mrs. Barber
Secretary
Guidance Office

Mr. Bauck
Vocal Music
Room 301

Mr. Becker
Social Science
Room 225

Mrs. Benham
English
Room 224

Ms. Bierle
Social Studies
Room 319

Mrs. Blanchette
English
Room 223

Ms. Blaseg
Mathematics
Room 324

Mr. Bonhorst
English/JSC Instructor
Room 228

Mrs. Boone
English
Room 322

Mrs. Boutchee
Assistant Principal
Admin. Office

Mr. Bradfield
Social Science
Room 226

Mr. Brandt
Science
Room 314

Mr. Costa
Custodian

Mr. Coverdale
Assistant Principal
Admin. Office

Mrs. Custer
Custodian

Ms. Damien
Food Service
Lunchroom

Mr. DeBoer
Social Studies
Room 227

Mr. Derzab
Food Services
Lunchroom

Mrs. Fullerton
Student Support Specialist
Room 202

Ms. Gaetze
Resource Teacher
Room 310

Mrs. Gibson
Foreign Language
Room 327

Mrs. Goodman
English
Room 320

Mrs. Haberman
Resource Teacher
Room 204

Ms. Hanson
Food Service
Lunchroom

Mrs. Hardwick
Secretary
Admin. Office

Ms. Held
Secretary
Admin. Office

Mrs. Herman
Food Services
Lunchroom

Mrs. Hettich
Counselor
Guidance Office

Mr. Hieb
Industrial Tech.
Room V103, V104

Mrs. Hindman
Native Am. Programs
Room 330

Mrs. Hodges
English
Room 328

Ms. Hoff
Mathematics
Room 325

Mr. Jakobson
Ag/Industrial Tech.
Room V201

Mr. Austin Johnson
Resource Teacher
Room 204

Mrs. Terri Johnson
G2G Advisor & Project
Skills Coordinator
Guidance Office

Mrs. Jordan
Family/Consumer
Science
Room 308

Mr. Juso
Resource Officer

Mr. Kalda
Science
Room 317

Ms. Kjetland
Mathematics
Room 219

Mrs. Kleinschmidt
Special Ed. Tutor
Room 310

Mrs. Kludt
Special Ed. Tutor
Room 311

Ms. Kokesh
Art
Room 304

Mrs. Kramer
Foreign Language
Room 305

Mrs. Kringel
Librarian
Library, Room 203

Mrs. Krogstrand
Counselor
Guidance Office

Mrs. Kruger
Technology Assistant
Room 109

Mr. Lewis
Science
Room 313

Mr. B. Linn
Dist. Technology
Administrator
Room 109

Mrs. S. Linn
Science
Room 315

Mr. Lloyd
District Computer
Technician
Room 109

Ms. Long Fox
Special Ed. Tutor
Room 204

Mrs. Madden
ISS Supervisor
Room 203

Mrs. Mangan
Technology Assistant
Room 109

Mrs. McKeithan Jensen
Instrumental Music
Room 300

Mr. Mickelson
Foreign Language
Room 326

Mrs. Minihan
Admin. Assistant
Athletic Office

Mr. Moser
Athletic Director
A.D. Office

Mr. Munson
Counselor
Guidance Office

Mr. Mutchelknaus
Principal
Admin. Office

Mr. Naasz
Resource Teacher
Room 204

Mrs. Nelson
Food Services
Lunchroom

Mr. Novak
Custodian

Mrs. Olson
Computer Science
Room 107

Ms. Postma
Mathematics
Room 221

Mr. Rogers
Industrial Tech.
Room 105, V102

Mrs. Rowse
Special Ed. Tutor
Room 311

Mrs. Schlekeway
Learning Center
Room 202

Mr. Schwartz
Mathematics
Room 220

Ms. Shattuck
Custodian

Mrs. Slaathaug
ELL
Room V200

Ms. Smedley
Food Services
Lunchroom

Mr. Snyder
Physical Education
Gym

Ms. Sorensen
Custodian

Mr. Spoehr
Social Science
Room 318

Mrs. Stalling
Special Ed Tutor
Room 311

Mr. Greg Starr
Physical Education
Gym

Mrs. Lisa Starr
Riggs Academy
Room 105

Ms. Staskewich
Art
Room 306

Mr. Steele
Biology
Room 316

Mrs. Stertz
Food Services
Lunchroom

Mrs. Stewart
Special Ed. Tutor
Room 310

Mr. Stluka
English
Room 321

Ms. Stout
Special Ed. Tutor
Room 204

Mrs. Stroup
Native Am. Programs
Director
Room 330

Mr. Swiden
Science
Room 312

Ms. Taylor
Custodian

Mrs. Townley
Resource Teacher
Room 204

Mrs. Ulmen
Business
Room 108

Ms. Vockrodt
Mathematics
Room 323

Mrs. Vogt
English
Room 222

Mrs. Wiebe
School Nurse
Admin. Office

Mrs. Willis
Special Ed. Tutor
Room 312

Ms. Wolf
Food Service
Lunchroom

PIERRE SCHOOL DISTRICT #32-2

ACCEPTABLE TERMS AND CONDITIONS FOR USE OF THE INTERNET & DISTRICT NETWORK

Please read the following carefully before signing this document.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Pierre student violates any of these provisions his or her use may be terminated, future access could be denied, and the school district's discipline policy be applied. The signature(s) at the end of this document is legally binding and indicates that the parties who have signed have read and agreed to the terms and conditions and understand its significance.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Pierre School district has taken some precautions to restrict access to objectionable materials. However, on a global network it is impossible to control all materials and an industrious user may discover objectionable information.

INTERNET – TERMS AND CONDITIONS AS OUTLINED IN THE CHILD INTERNET PROTECTION ACT

Acceptable Use – Internet use must be in support of education and research and consistent with the educational objectives of the Pierre School District. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret, etc. Use for commercial activities by Pierre School District users is not acceptable. Use for product advertisement or political lobbying is also prohibited.

Privileges – The use of Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The district administration will deem what is inappropriate use and its decision is final. The network administrators may cancel privileges at any time as required. The administration, faculty, and staff of Pierre School district may request the network administrator to deny, revoke, or suspend specific user privileges. Staff and student use is subject to review by district personnel and is considered neither private nor confidential.

Etiquette – Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Use appropriate language. Do not use abusive, vulgar communications with others. No swearing or cursing may be used.
2. Do not give your home address or phone number to others nor share your password with anyone.
3. Electronic mail is not guaranteed to be private. Anonymous messages may not be sent. Because we value the safety and security of minors, electronic mail outside the district system, chat rooms, and other forms of direct electronic communications are not allowed.
4. Do not use the network in a way that would disrupt the network nor interfere with others' use of the building's or district's networks.
5. All communications are the property of the author and can be used only with permission.
6. The network may not be used for any illegal activity nor may it be used for private financial gain.
7. No one may gain unauthorized access to resources or entries on the network for which they are not authorized. The Pierre schools' network may not be used to invade any other networks.
8. Home pages may be created when authorized by the building administrator and network administrator. Location for storage of home pages shall be set by network policy.

Warranties – The Pierre School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Pierre School District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or users' errors or omissions. Use of any information obtained via the Internet is at one's own risk. The Pierre School District specifically denies any responsibility for the accuracy or quality of information obtained through Internet or network services.

Security/Filtering/Monitoring – Security on any computer system is a high priority, especially when the system involves many users. Filtering software is used on all computers with access to the Internet. This will block or filter access to visual depictions that are obscene and found harmful to minors. If a user feels he/she can identify a security problem on Internet or any district network, he/she must notify a network administrator/teacher. Do not share or demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log in to Internet as a network administrator may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet or other district networks.

Vandalism – Vandalism may result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user on the district's networks, the Internet, or other networks that are connected to the district's or Internet backbone. This includes, but not limited to, the uploading or creation of computer viruses and programs designed to gain access to networks via illegal means. Intentional damages to equipment or software and other forms of vandalism may result in the cancellation of computer privileges and the district's discipline policy shall be invoked. Cost of damages will be billed to the user.

Updating User Information – Internet may occasionally require new registration and account information from a user to continue the service. A user must notify the building or network administrator of any changes in his/her account information (address, etc.) Currently, there are no user fees for this service.

Telephone Charges – Pierre School district assumes no responsibility or liability for any phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by user. Any disputes or problems regarding phone service are strictly between user and his or her local phone company and/or long distance service provider.

Exception of Terms and Condition – All terms and conditions as stated in this document are applicable to the Pierre School district. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of South Dakota and the United States of America.

I understand and will abide by the above terms and conditions for Internet. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action taken.

User's Full Name (please print): _____ Grade: _____

User's Signature: _____ Date: _____

PARENT OR GUARDIAN (If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student I have read the terms and conditions for Internet and network access. I understand that this access is designed for educational purposes and that the Pierre School district has taken available precautions to eliminate objectionable materials, and I will not hold it responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in the school setting. I hereby give permission for my child to use the Internet and district network and certify that the information contained on this form is correct.

Parent/Guardian (please print): _____

Signature: _____ Date: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

_____ **NO, I DO NOT WANT MY CHILD TO INDEPENDENTLY USE THE INTERNET.** (This does not apply to direct classroom instruction where the teacher uses the Internet as a classroom demonstration or in a situation where students are using computers and being supervised by district staff in the directed use of specific Internet sites as part of the class curriculum.)

Tablet Computer Policy Manual

Procedures and Information

Riggs High School, Pierre School District

Pierre, South Dakota

Riggs High School Tablet Computer Program

We believe that the use of the tablet computers and access to available technology, integrated throughout our program of instruction, will help prepare students for their future. The use of technology will allow our students to collect, analyze, consider and communicate ideas and information from an enormous pool of available resources. Through effective planning, our staff will guide students in the analysis, synthesis and evaluation of this vast store of information and help them apply it to complex and practical real-world problems in the classroom. Through the use of the tablet computers, the teaching and learning process will change over time with students assuming more responsibility for their learning and teachers becoming coaches in the classroom rather than dispensers of knowledge.

Establishing this new environment for learning requires careful planning and consideration as well as the application of effective policies and procedures. In many ways this program will demand an increased level of responsibility on the part of all students, parents and school staff. This policy manual is intended to provide the critical information and infrastructure necessary to insure the tablet program's success. Since this is a new and complex project, the policies and procedures covered in this document are not "all inclusive" and will evolve over time.

All Riggs High School students will be issued Fujitsu P727 Tablet PC computers at the beginning of the 2018-19 school year. The computers will be checked out and registered to the students. The computers students receive will be re-issued to them in subsequent years. Students and parents will be required to sign a computer protection agreement and also a pledge for the use of the computers. We ask that you familiarize yourselves with the content of this policy document and follow the guidelines closely in the use of the school's computer equipment.

We are excited about this opportunity to enhance learning at Riggs High School and to help us prepare students to function effectively in a technology driven world.

Riggs Administration

TABLE OF CONTENTS

1. TABLET SPECIFICATIONS
2. RECEIVING YOUR TABLET
3. TAKING CARE OF YOUR TABLET
 - 3.1 General Precautions
 - 3.2 Carrying Tablets
 - 3.3 Screen Care
4. USING YOUR TABLET AT SCHOOL
 - 4.1 Tablets Left at Home
 - 4.2 Tablets Undergoing Repair
 - 4.3 Charging Your Tablet's Battery
 - 4.4 Screensavers
 - 4.5 Sound
 - 4.6 Printing
 - 4.7 Deleting Files
 - 4.8 Music, Games, Programs
5. MANAGING YOUR FILES & SAVING YOUR WORK
 - 5.1 Saving to the Home Directory
 - 5.2 Saving data to Removable storage devices
6. SOFTWARE ON TABLET
 - 6.1 Originally Installed Software
 - 6.2 Virus Protection
 - 6.3 Additional Software
 - 6.4 Inspection
7. ACCEPTABLE USE
 - 7.1 General Guidelines
 - 7.2 Privacy and Safety
 - 7.3 Legal Propriety
 - 7.4 E-mail
 - 7.5 Consequences
 - 7.6 Student Responsibilities
 - 7.7 Parental Responsibilities
8. PROTECTING & STORING YOUR TABLET COMPUTER
 - 8.1 Tablets Identification
 - 8.2 Password Protection
 - 8.3 Storing Your Tablet
 - 8.4 Tablets Left in Unsupervised Areas
9. REPAIRING OR REPLACING YOUR TABLET COMPUTER
 - 9.1 School District Protection
 - 9.2 Claims

10. TABLET TECHNICAL SUPPORT

11. TABLET FAQ'S

12. USE OF TECHNOLOGY RESOURCES POLICY

13. TABLET COMPUTER PROTECTION

14. STUDENT PLEDGE FOR TABLET USE

The policies, procedures and information within this document apply to all tablets used at Riggs High School. Teachers may set additional requirements for computer use in their classroom.

1. TABLET SPECIFICATIONS

Fujitsu P727 Tablet PC

Intel Core i3-7100U Processor

Windows 10 Education

8GB RAM

128GB SSD

12.5" Dual Digital Display

802.11ac/Bluetooth

Webcam

Stylus

2. RECEIVING YOUR TABLET

Tablets will be distributed each fall before school begins. **Parents & students must sign and return the Tablet Computer Protection plan and Student Pledge documents before the tablet can be issued to their child.** The Tablet Computer Protection plan outlines three options for families to protect the tablet investment for the school district. Please review the Tablet Computer Protection plan included in this handbook (see pg. 61). Tablets will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original tablet each year while enrolled at T. F. Riggs.

3. TAKING CARE OF YOUR TABLET

Students are responsible for the general care of the tablet they have been issued by the school. Tablets that are broken or fail to work properly must be taken to the technology Help Desk located in the Technology Center Room 109.

3.1 General Precautions

- No food or drink is allowed in close proximity to your tablet while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the tablet and should be removed before tablets are placed in carrying cases.
- Students should **never** carry their tablets while the screen is open or by the battery.
- Tablets should be shut down before moving them to conserve battery life.
- Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of the Pierre School District. All Pierre School District and Hewlett-Packard identification labels must remain on the computer.
- Tablets must never be left in a car or any unsupervised area.
- Students are responsible for keeping their tablet's battery charged for school each day.

3.2 Carrying Tablets

The tablets must be carried in a backpacks that have sufficient padding to protect the tablet from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Students must transport their tablets in a protective backpack.
- The tablet must be turned off before placing it in the backpack.
- Cords, cables, and removable storage devices should be removed before tablets are placed in the backpack.
- The stylus should be stored in the computer when not in use.

3.3 Screen Care

The tablet screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the tablet when it is closed.
- Do not place anything near the tablet that could put pressure on the screen.
- Always return the screen towards the keyboard when transporting.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with the cleaning cloth supplied with your tablet - **never use chemical cleaners on your tablet screen.**
- Only rotate your screen when it is at a 90 degree angle to the computer.

4. USING YOUR TABLET AT SCHOOL

Tablets are intended for use at school each day. In addition to teacher expectations for tablet use, school messages, announcements, calendars and schedules will be accessed using the tablet computer. Students must be responsible to bring their tablet to all classes, unless specifically advised not to do so by their teacher.

4.1 Tablets Left at Home

If students leave their tablet at home, they must immediately phone parents to bring them to school. Repeat violations of this policy will result in disciplinary action.

4.2 Tablets Undergoing Repair

Loaner tablets may be issued to students when they leave their tablets for repair at the Help Desk Room 109.

4.3 Charging Your Tablet's Battery

Tablets must be brought to school each day in a fully charged condition. Students need to charge their tablets each evening. Repeat violations of this policy will result in disciplinary action. In cases where use of the tablet has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class or exchange batteries at the Technical Help Desk located in the Technology Center Room 109.

4.4 Screensavers and Backgrounds

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers and backgrounds are prohibited.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

4.5 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

4.6 Printing

Students will use designated printers in various locations around the school with teachers' permission. Limits will be established to the number of pages students will be allowed to print during the course of the school year.

4.7 Deleting Files

Do not delete any files that you did not create. Deletion of certain files can affect your tablets performance.

There will be a \$25 Re-Image Fee to Correct These Problems

4.8 Music, Games

Music and games are not allowed on the tablet during school hours without written permission from the teacher. All software must be district provided.

There will be a \$25 Re-Image Fee to Correct These Problems

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to the My Documents Folder

Students will be logging onto the district network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work. Students will save school related files under *My Documents Directory* which will synchronize with the school's server upon logging in and logging out. Do not store music or image files which are not school related files in this

directory. Music, image files or personal files should be stored in C:\My Music or C:\My Stuff. Only files stored in the *My Documents Directory* will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the high school server.

5.2 Saving data to Removable storage devices

Students should also backup all of their work at least once each week using removable file storage. Removable USB devices may be purchased at a local retailer. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

6. SOFTWARE ON TABLETS

6.1 Originally Installed Software

The software originally installed must remain on the tablet and it must be easily accessible at all times. The tablet is supplied with Hewlett-Packard's proprietary version of Microsoft Windows XP Professional operating system and with additional software.

From time to time the school may add software applications for use in a particular course. Periodic checks of tablets will be made to ensure that only appropriate software is installed on student's computers.

6.2 Virus Protection

The tablet has virus protection software. This software will scan the hard drive for known viruses on boot up. The virus software will be periodically upgraded from the network.

6.3 Additional Software

It is the responsibility of individual students to ensure that no additional software or files are installed on their tablets without the Pierre School Districts permission. Any software installed, but not approved by the district will require a system re-image and may be subject to disciplinary consequences.

There will be a \$25 Re-Image Fee to Correct These Problems

6.4 Inspection

Students may be selected at random to provide their tablet for inspection.

7. ACCEPTABLE USE

7.1 General Guidelines

- 1) Students will have access to all available forms of electronic media and communication that support the educational goals and objectives of the Pierre School District.
- 2) Students are responsible for their ethical and educational use of the technology resources of the Pierre School District.
- 3) Access to the Pierre School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Use of Technology Resources Policy. (See pgs. 57-59.)
- 4) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- 5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the discipline procedures.

7.2 Privacy and Safety

- Do not access chat rooms or send chain letters without permission.
- Do not access, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential; **the district may access anything on your computer at anytime.**
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher or principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

7.3 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Pierre School's disciplinary procedures. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary procedures. Violation of applicable state or federal law, including the South Dakota Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

7.4 E-mail

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam.
- Students should maintain high integrity with regard to email content.
- No private chatting during class.
- Student e-mail is subject to inspection by the school officials at all times.
- Students should check their e-mail regularly, at least weekly.

7.5 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Tablet Computer Handbook or Pierre School District's Computer Use & Care Policy will result in disciplinary action as outlined in the disciplinary procedures. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

7.6 Student Responsibilities

- Students are responsible at all times for their tablet, whether at home or school.
- Students may only log in under their assigned username. Students may not share their password with other students.
- All tablet components are to be carried in approved tablet cases ***at all times.***
- Students may not loan tablet components to another student ***for any reason.***
- Students may not play games, load or download any software, music, pictures, etc. on the tablets during school hours without permission of Riggs High School staff.
- Students are responsible for charging and maintaining battery units daily.

- Tablets come with a standardized image already loaded. These images may not be altered or changed in any way. *There will be a \$25 Re-Image Fee to Correct These Problems*
- All students have access to a network drive on which to store data. *It is the responsibility of the student to see to it that critical files are backed up regularly.*
- All use of the Internet must comply with district guidelines. Log files are maintained on each tablet with a detailed history of all sites accessed. These files will be reviewed periodically.
- **Do not** leave the power cord plugged into the tablet while in the tablet bag. This will cause damage to the tablet.
- Stylus pens should always be stored in the tablet when not in use.

7.7 Parental Responsibility

- Parents will be responsible for monitoring student’s use of the tablet at home.
- Parents will be responsible for reviewing the Acceptable Use Policy with their student(s).
- Parents are asked to monitor their student’s activities on the Internet on a regular basis. Remember, parents are responsible for overseeing their child’s use of the Internet while at home. Log files showing Internet activity are available to parents upon request.

8. PROTECTING & STORING YOUR TABLET COMPUTER

8.1 Tablet Identification

Student tablets will be labeled in the manner specified by the school. All Pierre School District and tablet identification must remain on the computer.

8.2 Password Protection

Students will be given a password to the local machine, the network and the email system. Students are expected to keep the passwords confidential.

8.3 Storing Your Tablet

When students are not using or monitoring tablets, they should be stored and locked securely in their lockers. Nothing should be placed on top of the tablet when stored in the locker. Students are encouraged to take their tablet home every day after school regardless of whether or not they are needed. Tablets **should not** be stored in a student’s vehicle at school or at home.

8.4 Tablets Left in Unsupervised Areas

Under no circumstances should tablets be left unsupervised. Disciplinary action may be taken for tablets left unsupervised.

9. REPAIRING OR REPLACING YOUR TABLET COMPUTER

9.1 School District Protection

School District Protection is available for students and parents to cover tablet replacement in the event of theft, loss, or accidental damage by fire or flood. The protection cost is \$25.00 annually for each tablet with a maximum cost of \$50.00 per family and includes a \$200.00 additional charge for each claim. Students or parents may wish to carry their own personal insurance to protect the tablet in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the tablet computer.

9.2 Claims

All insurance claims must be reported to the Technology Help Desk located in the Technology Center Room 109. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before a tablet can be repaired or replaced with School District Protection. Fraudulent reporting of theft, loss, or accidental damage by fire or flood will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action. The District will work with the Pierre Police Department to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

10. TABLET TECHNICAL SUPPORT

Students experiencing technical difficulties should take their tablets to the Help Desk in the Technology Center (Room 109). Students should make an effort to address these issues before school whenever possible.

11. TABLET FAQ'S

1. What is the configuration of my Fujitsu P727 Tablet Computer?

See page 48.

2. Can I use the Fujitsu P727 Tablet Computer and software throughout my career at Riggs?

Yes. While the rapid pace of computer technology guarantees that more advanced units will be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at Riggs. The available software will be usable in upper level as well as entry-level course work. Of course, just as upper level courses require different textbooks, you may need additional software as you move through the curriculum.

3. What if I already have another model or brand of tablet computer?

You will be required to use the school district issued tablet for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Pierre School District is also limited to provide maintenance service or assistance for only the Fujitsu P727 Tablets. For these reasons, other tablet computers will not be used on the Pierre School District network at school.

4. Can I have my tablet computer this summer?

No. All tablets will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their tablets prior to school starting each fall to ensure that everyone receives necessary updates and complete information about the computer, including its warranty, insurance coverage, software usage and Pierre School's policy regarding the ethical use of computers.

5. Where do I find a Fujitsu P727 authorized service technician?

Pierre High School will work with the authorized service technicians placed in the State of South Dakota as part of the Classroom Connections Project. If you have a question or a service need, take your tablet to the Help Desk located in the Technology Center Room 109.

6. What about insurance against theft or breakage through carelessness?

Your tablet computer is very portable and very valuable, making it an attractive target for thieves. Therefore, the Pierre School District tablet protection is recommended. The protection covers the tablet for a \$25.00 payment. You will be responsible for paying an additional charge of \$200.00 for each theft or loss claim. The best insurance is to take care of your tablet. Do not leave your tablet in the building, classroom, commons, or car unattended. Always know where your tablet is! Above all, take your computer home each night.

7. Does Riggs provide maintenance on my Fujitsu P727 tablet computer?

Yes. The Technical Services Help Desk staff will coordinate maintenance for students.

8. What will I do without a computer in my classes if my tablet unit is being repaired or while I am replacing it if it is lost or stolen?

Pierre High School stocks a limited number of tablet computers that can be loaned out on a first come, first served basis. You will be able to apply for a loaner unit at the Help Desk in the Technology Center Room 109, the same area where you will go for service on your tablet computer. If you are in possession of a loaner, treat it as if it were your own computer. You will be responsible for any damage to the unit or for its loss.

9. If I purchase software in addition to the available software provided through Pierre school, will the Technical Help Desk staff load it for me?

Yes – but only if the software is found to be needed for a specific class.

10. Do I need a printer?

You need not own one since printers will be made available at the school as needed. If you want to use your own printer at home, you will need to visit the technology Help Desk and ask to have your printer installed.

11. Will I need to buy a modem?

No. A modem is built into the Fujitsu P727.

12. How do I connect to the Internet at home?

You may connect to the Internet using a cable Ethernet connection or wireless Ethernet connection. If you have service with Midcontinent Communications, you simply need to plug the Ethernet cable into the Ethernet port on the tablet computer. If you maintain a wireless home network, you must set the tablet to connect to your wireless connection. Dial-up Internet connections will not work on the school tablet until the Pierre High School technicians format your tablet for a dial-up connection. Please take your tablet to the technology Help Desk in Room 109 if you want your tablet configured for your home dial-up Internet access.

13. Will there be facilities to back up the files I create on my tablet?

Yes. When you save your documents to the **My Documents** folder and are on the district network, your files are automatically synchronized to the school storage server. When you are offline or not connected to the district network save your files in **My Documents** and they will synchronize when you return to school and log onto the network. You are also encouraged to save your documents to a removable memory card that can be inserted into the USB drive on the tablet. Only school related work should be saved to the **My Documents** folder since there is limited space on the server.

14. What if I want to add options to my tablet later?

Only the Pierre School District is authorized to add options and upgrades to your tablet computer.

15. What if I want to run another operating system on my tablet?

Only the operating system chosen by the Pierre School District will be authorized to run on a student-issued tablet computer.

16. Will I be given a new battery if mine goes bad?

The tablet battery will be replaced by the manufacturer for confirmed defects.

17. What has the school done to help prevent students from going to inappropriate sites?

We have a software product which is designed to help monitor all Internet sites that students attempt to access. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites will be directed to the Principal's Office.

18. Are Student Tablets subject to school “snooping”; what if they bring their tablet in for repairs and “objectionable data” is detected?

Inappropriate material on tablets should be reported to the classroom teacher, assistant principal, Integrationist or Help Desk immediately upon identification. Students who have “objectionable data” on their tablet, but have failed or chosen not to report it, will be referred to the Principal’s Office.

19. If the accessories to my tablet are lost or stolen, how much will it cost to replace them?

In the event that tablet accessories are stolen, you should report the lost items to the Help Desk. You will be responsible for the cost of replacement of lost or stolen accessories

20. What is unacceptable behavior?

Unacceptable conduct includes, but is not limited to the following:

- A. Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as (but not limited to) hacking and host file sharing software.
- B. Using the network for financial or commercial gain, advertising, or political lobbying.
- C. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as (but not limited to) pornographic sites.
- D. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- E. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- F. Intentionally wasting finite resources, i.e., on-line time, real-time music.
- G. Gaining unauthorized access anywhere on the network.
- H. Revealing the home address or phone number of one’s self or another person.
- I. Invading the privacy of other individuals.
- J. Using another user’s account, password, or allowing another user to access your account or password.
- K. Coaching, helping, observing or joining any unauthorized activity on the network.
- L. Forwarding/distributing E-mail messages without permission from the author.
- M. Posting anonymous messages or unlawful information on the system.
- N. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- O. Falsifying permission, authorization or identification documents.
- P. Obtain copies of, or modify files, data or passwords belonging to other users on the network.
- Q. Knowingly placing a computer virus on a computer or network.

21. What are some general guidelines?

- A. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Pierre School District.
- B. Students are responsible for their ethical and educational use of the computers on-line services at the Pierre School District.
- C. All policies and restrictions of computer on-line services must be followed.
- D. Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- E. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the T.F. Riggs High School student disciplinary procedures.

22. What is Network Etiquette?

- A. Be polite; messages typed in ALL CAPITAL LETTERS are the computer equivalent of shouting and are considered rude.
- B. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- C. Pretending to be someone else when sending/receiving messages is considered inappropriate.
- D. Transmitting obscene messages or pictures is prohibited.
- E. Revealing personal addresses or phone numbers of the user or others is prohibited.
- F. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

23. Can I use any backpack to carry my tablet?

Students must store and carry their tablet computers in a backpack that has a padded sleeve to store the tablet in.

12. Use of Technology Resources Policy

Pierre School District

Purpose

The Pierre School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Pierre School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Pierre School District.

Definition – Technology Resources

The Pierre School District's technology resources include but are not limited to the following resources: network, internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, digital images, and new technologies as they become available.

Regulations

The use of the Pierre School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Pierre School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Pierre School District's adopted student policies shall be applied to student infractions.

User Terms and Conditions

The use of Pierre School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Pierre School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.

3. Prohibited technology resources activities include, but are not limited to, the following:

Computer Tablet Violations:

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

Consequences

Consequences for violations will be determined by the administration following consultation with the technical staff and may include suspension of computer privileges and other disciplinary consequences.

Computer Network Violations:

- a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- b. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- c. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- d. Creating, uploading, or transmitting computer viruses.
- e. Attempting to defeat computer or network security.
- f. Tablets may not be used for file sharing.

Consequences: Suspension of tablet computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

4. Pierre School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the

accuracy or quality of the information obtained on or by the network. Access to the network is provided on an “as is” basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person’s account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.
6. Any security or equipment problems arising from the use of technology resources must be reported to the Computer Help Desk or Principal’s Office.
7. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.
 - a. Computer batteries must be charged and ready for school each day.
 - b. Only labels or stickers approved by the Pierre School District may be applied to the computer.
 - c. Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.
 - d. Computers that malfunction or are damaged must first be reported to the Computer Help Desk located in the Technology Center Room 109. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.

Accidental tablet damage: Students who have recorded 3 or more instances of accidental tablet damage may be asked to check their tablet in at the Help Desk after school. Tablets may be checked out again before classes begin the next day. Special permission to take a tablet home for class work may be permitted by the administration.

- e. Computers that are stolen must be reported immediately to the Principal’s Office and the police department.
- f. Individual school tablet computers and accessories must be returned to the T.F. Riggs High Schools Help Desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at T.F. Riggs High School for any other reason must return their individual school tablet computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at T.F Riggs High School, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Pierre Police Department. Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Tablet Computer Protection plan and must return the computer and accessories to the T.F. Riggs High School Help Desk in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

13. TABLET COMPUTER PROTECTION

Pierre School District

The Pierre School District recognizes that with the implementation of the tablet initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various options for insurance coverage.

INSURANCE FOR THEFT, LOSS FROM FIRE OR FLOOD: Following are the three options that are available for theft, loss or damage by fire or flood. Student/Parent must commit to one by checking the appropriate box.

No Insurance: You agree to pay for the replacement of the tablet computer at a cost not to exceed \$1,048.00 should the tablet be stolen, lost or damaged by fire or flood.

Personal Insurance: You will cover the tablet computer under your own insurance policy and in the case of a theft, loss or damage by fire or flood you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the tablet replacement not to exceed \$1,048.00.

School District Protection You choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire or flood in the amount of \$25.00 or \$50.00 for family coverage when there are two or more children in high school using tablet computers. The \$25.00 payment is non-refundable. This protection coverage has a **\$200.00** additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place.

A copy of the police/fire report must be provided to the principal's office.

The \$200.00 additional charge is the responsibility of the student/parent and must be paid before the tablet can be repaired or replaced.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to tablets including negligence in the use and care of the computers. School District Tablet Protection **DOES NOT** cover intentional damage of the tablets.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

14. Student Pledge for Tablet Use

1. I will take good care of my tablet and know that I will be issued the same tablet each year.
2. I will never leave the tablet unattended.
3. I will never loan out my tablet to other individuals.
4. I will know where my tablet is at all times.
5. I will have my tablet's battery charged fully when I arrive at school and charge it as necessary throughout the day.
6. I will keep food and beverages away from my tablet since they may cause damage to the computer.
7. I will not disassemble any part of my tablet or attempt any repairs.
8. I will protect my tablet by only carrying it while in the bag provided or an approved case.
9. I will use my tablet computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District tablet.
11. I understand that my tablet and accounts are subject to inspection at any time without notice and remains the property of the Pierre School District.
12. I will follow the policies outlined in the *Tablet Computer Policy Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
13. I will immediately report to the help desk in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery, stylus or tablet case in the event any of these items are lost or stolen.
16. I agree to return the District tablet and power cords in good working condition.
17. I will not reveal my own or anyone else's personal address, phone number, or passwords using the schools computer network.
18. I agree to abide by all copyright and license agreements.
19. I agree that no financial transactions of any kind will be allowed using the school account.
20. I understand that access to the Internet will be allowed, as well as, the possibility of student work and photos being published on the Internet.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

**Riggs Academy
 Enrollment Form
 2018-2019**

Student Name _____ Grade _____

School Counselor _____

Edgenuity Courses Available

English

English 9 (A)
 English 9 (B)
 English 10 Lit
 English 11 (A)
 English 11 (B)
 English 12 (A)
 English 12 (B)

Social Studies

World Geography
 World History
 US History (A)
 US History (B)
 US History (C)
 Government

Math

Pre-Algebra (A)
 Pre-Algebra (B)
 Algebra I (A)
 Algebra I (B)
 Geometry (A)
 Geometry (B)
 Algebra II (A)
 Algebra II (B)

Science

Phys. Sci. (A)
 Phys. Sci. (B)
 Biology (A)
 Biology (B)
 Chemistry (A)
 Chemistry (B)
 Env. Sci. (A)
 Env. Sci (B)

Electives/Other

*Sociology
 *Psychology
 *Intro to Art
 *Art History
 *Spanish I (A)
 *Spanish I (B)
 *Personal Finance
 **Consumer Math (A)
 **Consumer Math (B)
 Economics
 World Geo Elect.
 World Hist. Elect.
 Health

* Course is NOT available through AGS paper/pencil curriculum.

** Course is ONLY available through AGS paper/pencil curriculum.

Classes needed through Academy (please list in order of preference):	cr. recovery	initial credit
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Comments:

Period(s) in the Academy _____

Riggs Academy Student Handbook

After School Program

Students wishing to recover credits after school should see their guidance counselor to obtain an Academy application. Academy staff are available in the Academy after school Monday through Thursday 3:10-4:00 PM.

Once scheduled in the Academy after school, students are required to attend Monday, Tuesday, Wednesday, and Thursday 3:00-5:00 PM. Conflicts with the after school schedule (school sponsored activities, church activities, medical appointments, work) should be approved with documentation on a case-by-case basis prior to the student's missing after school time. Students accumulating 12 unexcused absences will be removed from the after school program. Students may re-apply the following semester for consideration for the program. If a waiting list for the program exists, the student will be put at the bottom and notified when a slot opens.

Even though this program is after school hours, all Academy and school rules apply.

Attendance

All attendance is based on semesters. Students are allowed 12 absences each semester for each course taken. Additional absences for reasons other than the following will put a student in violation of the attendance policy and he/she may be dropped from the Academy.

- (1) Personal illness,
- (2) Funerals,
- (3) Appointments, either legal or medical,
- (4) Suspended from school,
- (5) An unforeseen circumstance or emergency that arises and is cleared by an administrator.

When a student is in jeopardy of being dropped from one or more classes, the parent/guardian of the student will be notified in writing by the administration. A meeting may be requested to discuss and attempt to resolve the student's attendance situation.

Any student who is gone from the Academy for 12 consecutive days without contact will be dropped from the rolls.

Beverages

Access to beverage machines outside the lunchroom is a privilege. Abuse of the privilege may result in students losing the privilege to access the machines. Students are responsible for cleaning up waste from beverage containers.

Students may have the following beverages in the Academy:

1. Bottled water, juices, sports drinks.
2. Bottled beverages that are sold in the beverage machines in school.
3. Hot beverages in containers with lids.

Students may NOT have the following beverages in the Academy:

1. Energy drinks
2. Pop

Calendar

Riggs Academy follows the Pierre Public School's schedule and calendar including holidays and early releases

Cell Phone Use

Cell phones must be turned off and put away in a pocket or backpack while in the Academy. Students cannot talk on the cell phone or text while in the Academy. Students found using cell phones during school time will have phones confiscated and may pick them up after school from the Academy teachers. Students may be allowed to talk or text outdoors between classes as needed. If a student is determined to be wasting time because of the phone, phone privileges will be taken away. Chronic violators will lose phone privileges and will be referred to the administration.

Credits Earned

To earn ½ credit, students must successfully complete an Apex or direct instruction course with a minimum of 65% on all assignments, quizzes, and tests.

Eighteen and over Year Old Students

Students who have reached 18 years of age are expected to meet all school rules and regulations required of all the other students. Eighteen-year-old and over students and legally emancipated students under 18 may submit their own excuses, only if they are residing outside the home of their parent/parents or guardian. The school will require legal notice of the emancipation of any minor student.

Electronic devices

Academy students may use CD players or MP3 players at the discretion of staff while working in the Academy. Students must use headphones while listening to such devices. Volume should be at a level that can only be heard by the student. The devices are the responsibility of the student. Pierre School District does not resume any responsibility for lost or stolen devices.

Food

Students may bring and eat snacks while in the Academy as long as it does not interfere with their studies. Students must throw away any trash and leftovers and clean up after themselves. Full meals should be consumed outside of the Academy.

Harassment

The Pierre School District is committed to providing a learning and working environment free of unlawful harassment based on an individual's race, color, religion, creed, ancestry, gender, sexual orientation, national origin, disability, age or other basis prohibited by law.

It shall be in violation of this policy for any student or any school personnel of the School District to harass a student, any school personnel, or any visitor through conduct or communication of a sexual nature or communication disparaging a person's race, color, religion, creed, ancestry, national origin, gender, sexual orientation, disability, or age. For the purpose of this policy, "school personnel" includes School Board members, all school employees and agents, volunteers, contractors, or persons subject to the supervision and control of the School District. This policy applies on all School District property and to all School District sponsored, approved, or related activities at any location.

The School District will investigate complaints of harassment and will discipline or take appropriate action against any student or school personnel who is found to have violated this policy.

Every employee will be provided a copy of this policy and its regulation annually and will sign an acknowledgement form indicating having received a copy and having read the material. Supervisors and school principals shall submit the signed form to the Title IX Coordinator.

Inappropriate Language

Inappropriate language includes a student's use of profanity, obscenity or abusive language. This will not be tolerated whether the communication is written (including tattoos), spoken verbally, or is a gesture that would communicate profanity, obscenity or would be considered abusive.

The consequences for inappropriate language will be determined on a case by case basis. Possible consequences may range from a verbal reprimand to short term or long term suspension.

Narcotics, Alcoholic Beverages, Tobacco, and Stimulant Drugs

A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco, or intoxicant of any kind.

This applies to incidents occurring on school property at any time and at any school activity, function or event.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

When the school administrator or certificated staff member has probable cause to suspect that a student or students have in their possession narcotics, alcoholic beverages, tobacco, or stimulant drugs on the school grounds or off the school grounds while at or on a school activity, a search of the person's locker, personal effects, etc. may be conducted.

Staff members should obtain administrative approval if it is feasible prior to the search.

Procedure for entering the Academy:

All Pierre students wishing to recoup high school credit through Riggs Academy must meet with a high school counselor.

If eligible for enrollment consideration, students will complete an Academy application form and return it to their counselor.

Student application will be evaluated based on academic need, personal situation, and potential for academic success in the Academy. Priority will generally be given to students closest to meeting the high school graduation requirements.

Students will be scheduled into the Academy based upon available slots.

Students may be placed on a waiting list.

Procedure for exiting the Academy:

Students meet monthly with the program director to review progress and set completion goals.

At each bi-monthly team meeting, individual student progress is discussed.

Students successfully completing all scheduled academic course work will be dismissed from the Academy. Freshman and sophomore students exiting the Academy will be scheduled into a study hall during their former Academy period.

For students not making academic progress the team (counselors, principals, Academy teachers, other resource personnel as needed):

- Outlines interventions that have been made (student intervention sheet filled out)
- Brainstorms interventions that could be done in order to ensure student success.

A plan of action is written which may include:

- Student/parent meeting with team members- with specific improvements outlined.
- Development of an academic progress contract with student.

Student progress will be evaluated at the next Academy Team meeting (or earlier).

The Academy Team will have the final authority to determine if a student continues in the Academy or is dropped from the program.

Students dismissed from the program may re-apply for enrollment in the following semester but will not be given top priority.

TF Riggs GED Policy 2018

Admissions

Prerequisite Requirements

1. All applicants must be at least 16 years of age.
2. Applicants must be unable to graduate with their cohort class.

Process of Admission

1. Applicants must submit a GED Program Application with all required signatures. Application forms are in the counseling office.
2. Applicants with completed applications must complete all 4 GED pre-tests to determine program eligibility.
3. Applicant pre-test scores, attendance records, and behavior records will be reviewed and submitted to the Academy GED Committee for approval.
4. If the applicant is admitted to the GED program and there are no vacant GED slots, he or she will be placed on the GED waiting list for admission at a later date.

Suspension of Termination of Active Application

If a student meets one or more of the following criteria, his or her application may be suspended or terminated.

Categories for Suspension of Application

1. Student takes an extended leave from school for medical reasons or other permitted leave.
2. Three or more scheduled testing appointments are missed, whether excused or unexcused.

Categories for Termination of Application

1. Academic dishonesty is committed by the student during testing.
2. Excessive unexcused absence hinders the application process.
3. Student demonstrates a consistent unwillingness to follow procedure and policy during the admissions process.

Examples: failure to follow staff directions when transitioning between normal classroom activities and GED admissions—including skips, failure to return with a pass, and rules violations while in transition; repeated disruption of classroom learning environments during the admissions process; insubordination, fighting, or other serious offenses directly related to the admissions process.

GED Preparation Process

1. Student will take the four practice tests for Social Studies, Science, Math and English
 - a. These tests are \$6 each and need to be paid for before tests are taken
 - b. Student needs to score a 145 to be likely to pass the actual exam
2. If the student is likely to pass a test
 - a. We will schedule a test through the Right Turn
 - i. These tests are proctored usually on Thursday afternoons
 - ii. Tests cost \$32.50 each and need to be paid for before tests are taken
 - b. The student will need to have an Age Form signed by a guardian and principal if under the age of 18

3. If the student is too close to call (a) or not likely to pass (b)
 - a. The student will complete GED prep work through the Academy
 - b. The student will be placed in the regular classroom to build content knowledge
 - c. Student will be expected to follow all school rules, including the attendance policy

GED Preparation Program

GED Program Evaluation and Assessment

Students in the GED program do not receive letter grades. Assessment will be based on rate of work, rate of progress, and attendance. Students must maintain attendance, progress, and acceptable behavior as per Riggs Academy standards.

Removal from Program

There are three instances in which a student may be removed from the GED program prior to graduating from the program:

1. Students no longer attending the Pierre Public School District or other affiliated service areas will be removed from the GED Program roster.
2. Students who have completed the intervention process and have failed to meet intervention requirements may be removed from the GED Program roster at the end of their current semester.
3. Students who have turned 18 may be referred to continue their GED preparation at their local testing center and subsequently dropped from the GED Program roster.

GED Testing and Graduation

GED Testing

Students must achieve passing scores on the GED Official Practice Tests (OPT) in two or more GED subjects before receiving the required permission forms to be dropped out of regular classes and be assigned to the Academy only for GED preparation. Students who have not completed all four GED subject-tests must stay on attendance and attend class.

Students are responsible for and must have all associated documentation and fees by the GED testing date. All fees are non-refundable. Students must also provide their own transportation to the GED testing center on the day of testing.

Graduation

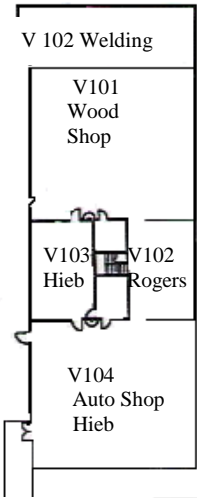
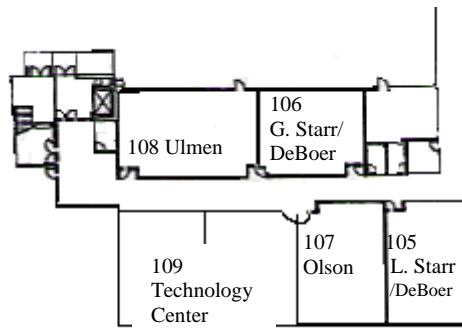
Graduation

A minimum score of 145 is required to pass a GED subject test. Students must sign a test score release notification or otherwise provide proof of their test scores to have their scores documented in their high school file. Students will not be dropped from the High School roster until proof of passing scores in all 4 GED subject tests are submitted.

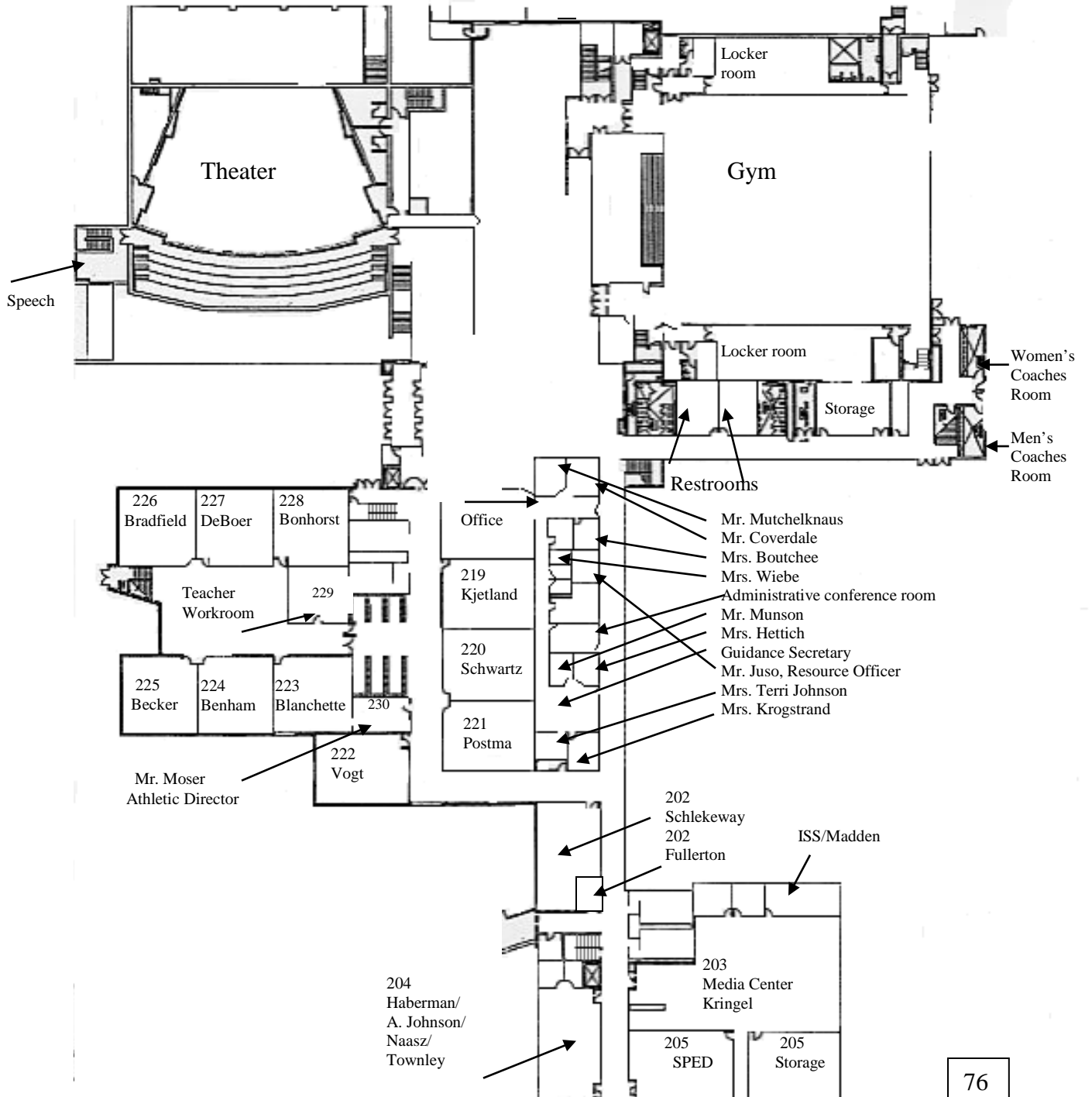
Score and Certificate Copies

Riggs High School does not maintain official copies of GED scores or Certificates. Current and prior students of the GED program must contact their testing center for information about obtaining copies of their scores and/or certificates.

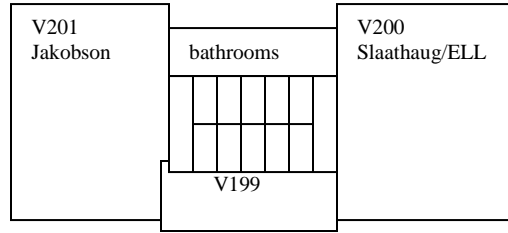
1st floor



2nd floor Riggs



Riggs Academy



3rd Floor Riggs

