

**Dear Parents/Guardians:**

**Attached you will find the 2022-2023 Student Handbook for grades 6<sup>th</sup>-12<sup>th</sup> which has been adopted by the White Lake Board of Education.**

**Please read through the handbook so you are familiar with its contents. Each student in grades 6-12 has received a copy to keep during the school year.**

**Please sign, remove, and return this page by Friday, August 26th, 2022. It will be necessary to return only one sheet per family for grades 6-12.**

**We are looking forward to a great school year. Please feel free to visit the school at any time. We do ask that you stop at the appropriate principal's office prior to your going to the classroom(s).**

**Sincerely,**

**White Lake Secondary Teachers**

.....

**Yes, we have read the 2022-2023 Secondary Student Handbook.**

**Names of Students in grades 6-12:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Parent(s)/Guardian(s) Signature**

**Date:** \_\_\_\_\_

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## **GREETINGS**

This handbook is prepared to acquaint the students and parents with the program offerings and the rules and regulations of the White Lake Middle and Senior High Schools. We urge all parents, students, and teachers to read it carefully to aid in the understanding of our school.

Any society must be governed by rules. In a democratic society, these rules must not abuse the rights of the individual. However, the rights of the individual are accompanied by responsibilities. It is intended that the rules in this handbook will safeguard the rights of the individual and insure the responsibilities mentioned. Further, in a democratic society the only real freedom that we have is the freedom of self-discipline. Those who practice this freedom will encounter no burden in these rules.

From the time that you register at the White Lake High School, you are building your permanent high school record. This is a record of your academic achievement, and this record goes to the college or vocational school that you may attend. This information from these is very important to employers. **THE RECORD YOU MAKE WILL BE YOUR OWN.** You will be able to point with pride to the fine record you have made or you may wish to forget it, depending upon what you wish to make the record.

Achievement in high school is important and each student should be encouraged to rise to the highest level of which he/she is capable. The parents can enhance good study habits by providing a place to study at home and by insuring regular attendance at school.

It is the parent' obligation to see that their children understand that a school is set up for the primary purpose of academic achievement. All other activities are merely of secondary importance.

### **PARENTS HAVE THE RIGHT TO EXPECT:**

1. That the middle and high school will be operated in a business-like and responsible manner with both requirements and regulations being reasonable.
2. That parental inquiries, visits, and complaints will receive prompt and courteous attention, and that the school's response to these inquiries or complaints reflects a constructive and helpful attitude.
3. That teachers' grading will be as fair and impartial as possible and the basis for such grading will be understood by both students and parents.
4. That assignments will be definite with a reasonable amount of assistance given in class. That, on the initiative of the students, as much more individual help be given as resources will permit.

## **THE SCHOOL HAS THE RIGHT TO EXPECT FROM PARENTS:**

1. That parents will assure that their student's attendance be regular and punctual.
2. That a student absent from school will make up work missed.
3. That extra help in a subject, beyond that which can be given during class time, should be on the initiative of the student.
4. The parents who expect their student to earn university entrance grades should demand a regular routine of home study. The total amount of such study should be from one to two hours a day. Its distribution among different subjects will be an individual matter.
5. That parent complaints be first registered with the lowest level as to provide the school an opportunity to make adjustments.

Finally, for us all

## **GOLDEN RULES FOR EASIER LIVING**

1. If you open it, close it.
2. If you turn it on, turn it off.
3. If you unlock it, lock it up.
4. If you break it, admit it.
5. If you can't fix it, call in someone who can.
6. If you borrow it, return it.
7. If you value it, take care of it.
8. If you make a mess, clean it up.
9. If you move it, put it back.
10. If it belongs to someone else and you want to use it, get permission.
11. If you don't know how to operate it, leave it alone.
12. If it's none of your business, don't ask questions.
13. If it will brighten someone's day, say it!

The Administration, Faculty, and Staff at White Lake High School are here to help you learn and be successful.

Have a rewarding year!  
Principal/Superintendent  
White Lake School Faculty

## **MISSION STATEMENT**

The mission statement of White Lake School District #1-3 is as follows:

“WE ARE HERE TO HELP YOU LEARN AND BE SUCCESSFUL.”

-----THE WHITE LAKE STAFF

## **WHITE LAKE SCHOOL DISTRICT 1-3 PHILOSOPHY**

The White Lake School District 1-3 believes that people are our most valuable resources. We further believe in the supreme worth, dignity, and uniqueness of each individual.

The White Lake School District believes that the responsibility of the school is the education of children. While the home, the church and the community yield important influences, the best education outcomes can be attained through a joint effort of students, school staff, and the community. Our school not only must serve as a force of intellectual stimulation, but should foster social development. It should provide the highest level of academic training consistent with the needs of the community and offer a basic program of practical skills. The school shall strive to equip its students with the fundamental concepts necessary for life in a democratic society, supporting and re-enforcing the cultural, political, ethical, and moral values of this community and this nation.

The White Lake School District is concerned with the mental, emotional, and physical health of our youth. In accordance with this belief, we should strive to cooperate with law and health officials in the eradication of drug and alcohol problems.

We encourage and support those student activities that will give experience in the democratic process and demonstrate sound educational value. Our school is a community as well as a place of learning, and we strive to keep the various activities in a reasonable balance.

The ultimate purpose of the education process in the White Lake School District is to prepare each student to accept responsibilities to self, family, community, and country, thus becoming a contributing member in our changing global society.

# **White Lake District Parental Involvement Policy**

*In support of strengthening student academic achievement, the White Lake School District receives Title I, Part A Funds. Title I is a federally funded program designed to improve educational opportunities by providing aide to elementary and secondary education. The intent of Title I is to expand learning opportunities while supplementing basic skills instruction in reading and math. This program serves students who have need of improving their reading and/or math skills. As part of this program, we will jointly develop, agree on with, and distribute to, parents of participating children a written parental involvement policy. This policy establishes the district's expectations for parental involvement and describes activities and opportunities for parents within the district.*

*The goals of the Title I program are to:*

- *Develop positive attitudes towards reading/language arts and math*
- *Individualize reading/language arts and math instruction according to student needs*
- *Increase reading/language arts and math achievement*
- *Increase student self-esteem*
- *Involve children with parent(s) in reading/language arts and math activities at school and at home*

## **STATEMENT OF PURPOSE**

*The White Lake School District is committed to the goal of providing quality education for every student within the district and recognizes that some students may need the extra assistance available through the Title I program. It also recognizes the extremely important role a parent plays in the educational success of a student. As such, this School Parent Involvement Policy has been established to promote parental involvement within the school.*

## **PARENT ADVISORY COMMITTEE (PAC)**

*The White Lake School District recognizes that one of the best methods to maintain positive communication with parents, and to establish sound public relations, is through temporary Parent Advisory Committees. These committees will be appointed when needed for specific time and purpose, and will be under the supervisory control of the superintendent or designee. Parents will be notified of PAC meetings through phone calls, newsletter, and e-mail communication. The PAC will help with the planning, reviewing, and an improvement of the Title I program. The committee will coordinate and integrate parental involvement strategies with all applicable programs including Head Start, preschool facilities, as well as, transition services.*

## **TYPE OF PARENTAL INVOLVMENT**

*Parents can become involved with their child's education in many ways. The White Lake School District values the at-home contributions of families, and those that take place at school. Reading to students at home, helping with homework, and discussing the day's activities over the dinner table are as important as volunteering at school. We believe the education of children is a team effort, so the White Lake School District will work to assist parents in understanding the academic standards, help parents work their child(ren) to raise achievement, and plan activities throughout the year for families.*

## **TITLE I PARENT INVOLVEMENT GUIDELINES**

*The Board of Education believes that activities to increase involvement are a vital part of the Title I Program. Parents will have an opportunity to design, implement, evaluate, and suggest changes to improve the program. They will be provided with a description of current curriculum used at the School, the Content Standards adopted by the South Dakota Department of Education, and explanation of what assessment will be used to measure student progress and what goals and expectations have been set in relation to those assessments. Other major components of the Title I program include parental notification, parental in-service, student program reports, parent-teacher conferences, parent visitation, parent advisory committees, meetings, in-service for teachers, announcements, and policy dissemination.*

*A copy of the Title I Handbook will be distributed to all families who have a child in the program. The handbook and Title I Consolidated Application are on file in the office.*

*Adopted: 5/12/08*

*Amended: 7/15/13*

## **WHITE LAKE SCHOOL-PARENT COMPACT**

### **School District Responsibilities**

The White Lake School District will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows: Teachers will utilize textbooks, guided reading strategies in grades PreK-5, MAPS testing, SD Interim Assessments, and supplemental materials to ensure that all students master the South Dakota State Standards for their grade level. Every effort is made to make certain that curriculum is chosen to directly correlate to the SD Content Standards. Teachers and staff will provide an environment conducive to learning, provide meaningful and appropriate homework activities, maintain open lines of communication with the student and his/her parents, and demonstrate professional behavior and a positive attitude.
- **Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held two times during the school year. The first conference will be held shortly after the end of the first quarter and the second conference will be held shortly after mid-term of the third quarter.
- **Provide parents with frequent reports of their children's progress.** Specifically, the school will provide reports to parents at the end of each quarter, as well as, providing parents with student deficiency reports when the need arises in grades 6-12. Parents will have continuous access to the DDN Campus Parent Portal which will include their child's daily assignments and grades for each subject area. Those grades will be updated a minimum of once a week.
- **Provide parents reasonable access to staff.** Staff will be available for consultation with parents before and after school. They may be available during their planning time by appointment. Teachers will make every effort to find a time to meet with a parent at the convenience of the parent.
- **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.** Parents are continuously invited to visit their child's classroom.



### **Parent Responsibilities**

**As parents, we will support our children's learning in the following ways:**

- Seeing that my child attends school regularly and on time.
- Let the teacher know if my child has any problems with learning.
- Work with my child to ensure that all homework assignments are completed.
- Taking an active role in my child's life by talking to him/her about school issues.
- Volunteering in my child's classroom.
- Encouraging my child to read at home and challenge themselves academically.
- Read to my child 20 minutes a day.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time by monitoring TV time, computer time, game system time, etc.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on advisory teams.
- Showing respect and support for my child, the teacher, and the school.

### **Student's Responsibilities**

**As a student, I will share the responsibility to improve my academic achievement and achieve the high standards by:**

- Always trying to do my best in my school work and in my behavior.
- Completing my homework every day and asking for help when I need to.
- Sharing all notices and information received by me from my school every day.
- Attending school regularly.
- Conforming to rules of student conduct.
- Taking pride in my school.
- Respecting and working cooperatively with my teachers and classmates.

**HAND IN HAND WE WILL WORK TOGETHER TO CARRY OUT THE  
AGREEMENT OF THIS CONTRACT.**

Adopted: 5/12/2008

Amended: 7/15/13

# WHITE LAKE SCHOOL CRISIS PLAN

## **GOAL**

The White Lake School Crisis Management Plan is meant to provide a guide to maintain order and operation of the school. It is also meant to meet the needs of the students, their families, and the staff in the unlikely event that a crisis or tragic loss might occur.

## **OBJECTIVES**

1. To maintain a safe school environment for the students and staff of the White Lake School.
2. To meet the needs of the students, staff and community members affected by the crisis.
3. To recognize that the possible problems encountered by an affected family take precedence over problems of the school.
4. To effectively communicate with students, staff and parents through the use of the most practical methods.
5. To continue effective instruction and carry out established routines, rules and regulations.
6. To present a unified and predictable plan of action by the school in the event of a crisis.

## **PROCEDURE**

When any individual within the school becomes aware of a crisis situation (death, suicide, fire, tornado, severe weather, school accidents, gas leaks, bus accidents, intruders/weapons, missing child), it is the responsibility of that individual to immediately call, Mr. Robert Schroeder, Superintendent, and inform him of all the known facts.

If the crisis situation happens when school is not in session, BrightArrow and BrightChat will be used to notify all school employees of the crisis.

If the crisis situation happens when school is in session, then Mr. Schroeder will notify the staff while they are in school. Toni Haines, Will Gottlob, and Kim Meier will be convened to finalize further action.

This administrative team will decide what procedures will be taken. Ie.

1. Notify all parents to come for their children if situation warrants.
2. Notify local law officials.
3. Move all of the students to pre-designated areas.
4. Release students and take them home and/or allow them to drive home.
5. Delay or terminate the school day.

## **ANNOUNCING THE EVENT TO STUDENTS**

If the crisis occurs during school hours, all students will be notified after staff members have been briefed of the situation if situation warrants.

If the crisis occurs during non-school hours, all of the student's families will be notified via BrightArrow and BrightChat.

If the crisis has the possibility of causing emotional stress for students, then counselors from the surrounding schools and the CORE Educational Cooperative will be asked for assistance.

**Specific Procedures for the Evacuation Plan, Shelter-In-Place, and Lock-down procedures will be displayed in each classroom throughout the building. Periodic drills will take place to practice such incidences. Aurora Brule Care & Rehab (Nursing Home) will be the Far Evacuation site if such need arises.**

## REGISTRATION

Keep these items in mind when registering for classes:

1. Have you met the requirements of your present grade? If you are behind in any required subject or in the customary number of earned credits, you should discuss your problem with the Principal and/or Counselor. You should have a definite plan for making up all back work, preparatory to your graduation at the expected time.
2. Are you planning rather definitely about the type of work you hope to do? Are you selecting courses that will help to prepare you for that work? Discuss these matters with your teachers.
3. Are you going to college? Will your selection of subjects help to prepare you for the vocation you have chosen?
4. If you are not going to college, will your selection of subjects help to prepare you for the vocation you have chosen?
5. Make sure that your selection of subjects includes all requirements for graduation.
6. It is ordinarily wise for each student to engage in at least one extra-curricular activity.
7. There are 4 options for meeting graduation requirements as outlined below:
  - a) **Base Diploma**-meets basic requirements
  - b) **Advanced Endorsement**-Indicates a student has pursued coursework consistent with entrance requirements for postsecondary education at a university.
  - c) **Advanced Career Endorsement**-Indicates a student has career experience in a concentrated area, based on academic and/or workplace experience and a related credential.
  - d) **Advanced Honors Endorsement**-Indicates a student has pursued advanced rigorous, academic coursework consistent with SDCL13-55-3.1. (High school course requirements for the Opportunity Scholarship.)
8. Changes in your schedule cannot be made after the first week of each semester.

A High School Diploma certifying the completion of the requirements for graduation will be awarded each student having completed such requirements. Those who do not qualify for a diploma will not participate in the graduation ceremony.

Students are expected to be enrolled in no less than 6 classes per day/semester.

# HIGH SCHOOL GRADUATION REQUIREMENTS AS SET BY THE WHITE LAKE SCHOOL BOARD

BASE DIPLOMA (22 Credits)	ADVANCED ENDORSEMENT REQUIREMENTS (22 credits)
<b>4 UNITS OF ENGLISH/LANGUAGE ARTS (must include:)</b> *Writing- (1 unit) *Speech/Debate- (.5 unit) *Literature- (1 unit) <b>-must include .5 unit of American Lit.</b> *Language Arts Elective- (1.5 units)	<b>4 UNITS OF ENGLISH/LANGUAGE ARTS (must include:)</b> *Writing- (1 unit) *Speech/Debate- (.5 unit) *Literature- (1 unit) <b>-must include .5 unit of American Lit.</b> *Language Arts Elective- (1.5 units)
<b>3 UNITS OF MATHEMATICS(must include:)</b> *Algebra 1- (1 unit) *Mathematics Electives- (2 units)	<b>3 UNITS OF MATHEMATICS(must include:)</b> *Algebra 1- (1 unit) *Geometry- (1 unit) *Algebra 2- (1 unit)
<b>3 UNITS OF SCIENCE (must include:)</b> *Biology- (1 unit) *Science Electives- (2 units)	<b>3 UNITS OF SCIENCE (must include:)</b> *Biology- (1 unit) *Science Electives- (2 units)
<b>3 UNITS OF SOCIAL STUDIES (must include:)</b> *U.S. History- (1 unit) *U.S. Government- (.5 unit) *Social Studies Electives- (1.5 units)	<b>3 UNITS OF SOCIAL STUDIES (must include:)</b> *U.S. History- (1 unit) *U.S. Government- (.5 unit) *Social Studies Electives- (1.5 units)
<b>1 UNIT OF FINE ARTS</b>	<b>1 UNIT OF FINE ARTS</b>
<b>.5 UNIT OF PERSONAL FINANCE OR ECONOMICS</b>	<b>.5 UNIT OF PERSONAL FINANCE OR ECONOMICS</b>
<b>.5 UNIT OF PHYSICAL EDUCATION</b>	<b>.5 UNIT OF PHYSICAL EDUCATION</b>
<b>.5 UNIT OF HEALTH OR HEALTH INTEGRATION</b>	<b>.5 UNIT OF HEALTH OR HEALTH INTEGRATION</b>
<b>1 UNIT OF ANY COMBINATION OF THE FOLLOWING</b> -Approved CTE -Capstone Experience -World Language	<b>1 UNIT OF ANY COMBINATION OF THE FOLLOWING</b> -Approved CTE -Capstone Experience -World Language
<b>5.5 UNITS OF ELECTIVES</b>	<b>5.5 UNITS OF ELECTIVES</b>

**THE REQUIREMENTS BEYOND THE BASE DIPLOMA REQUIREMENTS ARE HIGHLIGHTED IN EACH ADVANCED ENDORSEMENT**

ADVANCED CAREER ENDORSEMENT REQUIREMENTS (22 credits)	ADVANCED HONORS ENDORSEMENT REQUIREMENTS (22 credits) (All high school coursework must be "C" or higher)
<b>4 UNITS OF ENGLISH/LANGUAGE ARTS (must include:)</b> *Writing- (1 unit) *Speech/Debate- (.5 unit) *Literature- (1 unit) <b>-must include .5 unit of American Lit.</b> *Language Arts Elective- (1.5 units)	<b>4 UNITS OF ENGLISH/LANGUAGE ARTS (must include:)</b> *Writing- (1.5 units) *Speech/Debate- (.5 unit) *Literature- (1.5 units) <b>-must include .5 unit of American Lit.</b> *Language Arts Elective- (.5 units)
<b>3 UNITS OF MATHEMATICS(must include:)</b> *Algebra 1- (1 unit) *Mathematics Electives- (2 units)	<b>4 UNITS OF MATHEMATICS(must include:)</b> *Algebra 1- (1 unit) *Geometry- (1 unit) *Algebra 2- (1 unit) *Advanced Math- (1 unit)
<b>3 UNITS OF SCIENCE (must include:)</b> *Biology- (1 unit) *Science Electives- (2 units)	<b>4 UNITS OF SCIENCE (must include:)</b> *Biology- (1 unit) *Any Physical Science- (1 unit) *Chemistry or Physics- (1 unit) *Science Elective- (1 unit)
<b>3 UNITS OF SOCIAL STUDIES (must include:)</b> *U.S. History- (1 unit) *U.S. Government- (.5 unit) *Social Studies Electives- (1.5 units)	<b>3 UNITS OF SOCIAL STUDIES (must include:)</b> *U.S. History- (1 unit) *U.S. Government- (.5 unit) *World History- (.5 unit) *Geography- (.5 unit) *Social Studies elective- (.5 unit)
<b>1 UNIT OF FINE ARTS</b>	<b>1 UNIT OF FINE ARTS</b>
<b>.5 UNIT OF PERSONAL FINANCE OR ECONOMICS</b>	<b>.5 UNIT OF PERSONAL FINANCE OR ECONOMICS</b>
<b>.5 UNIT OF PHYSICAL EDUCATION</b>	<b>.5 UNIT OF PHYSICAL EDUCATION</b>
<b>.5 UNIT OF HEALTH OR HEALTH INTEGRATION</b>	<b>.5 UNIT OF HEALTH OR HEALTH INTEGRATION</b>
<b>2+ UNITS OF ANY COMBINATION OF THE FOLLOWING:</b> -Approved CTE unit from the same career cluster OR -Capstone Experience AND -Attainment of an industry recognized credential or National Career Readiness Certificate of Silver or higher	<b>2 UNIT OF ANY COMBINATION OF THE FOLLOWING</b> -Approved CTE OR -Modern or Classical Language (including American Sign Language); Must be in the same language
<b>4.5 UNITS OF ELECTIVES</b>	<b>2.5 UNITS OF ELECTIVES</b>

**THE REQUIREMENTS BEYOND THE BASE DIPLOMA REQUIREMENTS ARE HIGHLIGHTED IN EACH ADVANCED ENDORSEMENT**

It will be required by the White Lake Board of Education that any high school student who fails a required course of study will hereby do one of the following:

- A. Take the course over again during the regularly scheduled class period or through independent study.
- B. Take the course through on-line Credit Recovery at own expense with supervision of the Principal.
- C. Exceptions to (A) and (B) above must be taken to the White Lake Board of Education for approval by and before the regular September meeting of the Board.

## **PERSONAL LEARNING PLANS**

A personal Learning Plan identifies the specific coursework a student needs to take to reach his/her academic and career goals. It is based on the student's skills and interests. The new rules state that all students in grades 9-12 must have a Personal Learning Plan, which documents a minimum of 22 units of credits.

A student's Personal Learning Plan will be kept on file in Principal's Office.

### ***SOUTH DAKOTA OPPORTUNITY SCHOLARSHIP***

#### **Eligibility Requirements:**

The South Dakota Legislature established five (5) requirements that all South Dakota high school graduates must meet in order to establish their initial eligibility in the Opportunity Scholarship program. These requirements specify that a recipient must:

1. Be a resident of South Dakota at time of high school graduation.
2. Have an ACT composite score of 24 or higher before the beginning of postsecondary education. If using a SAT score, the sum of the verbal and mathematics scores on the SAT must be a least 1090.
3. Complete high school course requirements with no final grade below a C (2.0 on a 4.0 scale) and a cumulative high school GPA of 3.0 on a 4.0 scale (grade of B) prior to graduation. (NOTE: One unit of high school credit equals 1 year of instruction).
4. Effective for those students entering into postsecondary education for the first time on or after August 2013, the curriculum requirements specified in section 3 above are not required for any student who has received a composite score on the ACT of at least 28 and meets the ACT college readiness benchmarks scores equaling or exceeding 18 for English, 22 for Reading, 22 for Math, and 23 for Science.
5. Attend a university, college or technical school accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and that provides instruction from a campus located in South Dakota.
6. Enter into programs within 5 years of high school graduation, or within 1 year of the student's release from active duty military service (if that release is within 5 years of the student's high school graduation). Students seeking to transfer from a regionally accredited university, college, or technical school located outside of South Dakota may do so within two years following high school graduation and be eligible to receive a partial award.

#### **(STUDENTS ENTERING HIGH SCHOOL AFTER JULY 2010)**

**\*4 units of English** (courses with major emphasis upon grammar, composition, or literacy analysis; one year of debate instruction may be included to meet this requirement);

**\*3 units of Social Studies** (i.e. history, economics, sociology, geography, government – including U.S. and South Dakota, American problems, and similar courses);

**\*4 units of Algebra or higher mathematics** (algebra, geometry, trigonometry, or other advanced mathematics, as well as accelerated or honors mathematics; (algebra) at the 8<sup>th</sup> grade shall be accepted). **NOT INCLUDED** are arithmetic, business, consumer, or general mathematics or other similar courses;

- \*4 units of Science**, including 3 units of approved laboratory science (courses in biology, chemistry, or physics in which at least one regular laboratory period is scheduled each week). Accelerated or honors science (biology, physics, or chemistry) provided in the 8<sup>th</sup> grade shall be accepted. Qualifying physical science or earth science courses (with lab) shall be decided on a case-by-case basis;
- \*1 unit of Fine Arts** (in art, theatre, or music, Such credit may be in appreciation, analysis, or performance);
- \*2 units of either of the following or a combination of the two-approved career and technical courses and/or modern or classical Language (includes American Sign Language);**
- \*1/2 unit of Personal Finance or Economics;** and
- \*1/2 unit of Physical Education**
- \*1/2 unit of Health or Health integration** (students entering high school after July 2013).

To qualify for the South Dakota Opportunity Scholarship a 2014 Graduating Senior must have taken either:

- 1) 2 credits of foreign language OR
- 2) 2 credits of Career and Technical Education through a DOE approved program of study OR
- 3) 1 credit of each – foreign language and CTE.

CTE clusters approved and offered at White Lake are as listed:

<u>Cluster Type</u>	<u>Courses</u>
1. Business, Management, Finance	-Accounting I -Foundations of Technology -Advanced Computer Applications -Personal Finance -Business Education (Business Law) -Entrepreneurship -Accounting 2

Approval to offer these credits as CTE credits has to be obtained on a yearly basis from the South Dakota Department of Education. The application includes a course syllabus, a standards based curriculum, teacher certification, and a method of assessing to the standards – i.e. An end of the year exam.

### **Scholarship Amounts**

The South Dakota Opportunity Scholarship provides \$6,500.00 over four years to a qualifying student who attends an eligible higher education institution in South Dakota. Recipients may participate in the South Dakota Opportunity Scholarship Program for the equivalent of 4 academic years (eight consecutive Fall and Spring terms), or until attaining a baccalaureate degree. During each academic year, one-half of the annual scholarship award will be distributed at the beginning of the Fall Semester and the other half at the beginning of the Spring semester:

- \$1,300.00 – 1<sup>st</sup> year of attendance
- \$1,300.00 – 2<sup>nd</sup> year of attendance
- \$1,300.00 – 3<sup>rd</sup> year of attendance
- \$2,600.00 – 4<sup>th</sup> year of attendance

### **Continuing Eligibility Requirements for Scholarship Recipients While in College**

After a South Dakota high school graduate becomes an Opportunity Scholarship Recipient, he/she must meet a number of continuing eligibility requirements each semester. Recipients must maintain a cumulative 3.0 grade point average on a 4.0 scale, attempt and complete 15 credit hours of instruction per semester; and sit for and pass all sections of a college proficiency examination.

Additional information on the South Dakota Opportunity Scholarship may be found at [www.sdbor.edu/opportunityscholarship/sdos/htm](http://www.sdbor.edu/opportunityscholarship/sdos/htm).

## COURSE OFFERINGS FOR 2022-2023

(No more than two study hall periods per day unless approved by the Superintendent.)

### SENIORS:

English IV  
Algebra I  
Pre-Calculus (DDN or on-line)  
Chemistry\* (Alternating years)  
Physics\* (Alternating years)  
AP Biology  
Accounting I  
Accounting 2  
Psychology  
American Government  
Advanced Computer Applications  
Band/Chorus  
Music Appreciation/Guitar  
Business Education  
Algebra II  
Career and Technical Education  
Geometry  
Spanish I or Spanish II (DDN or on-line)  
Senior Project  
Industrial Tech (Kimball)

**College Internet Classes/DDN Classes are Available**

### SOPHOMORES:

English II  
Biology I\*  
Spanish I or Spanish II (DDN or on-line)  
Geometry  
American History  
Computer Applications  
Band/Chorus  
Accounting I  
Consumer Math 1  
Pre-Algebra

\*Denotes Lab Science

### JUNIORS:

English III  
Algebra II  
Chemistry\* (Alternating Years)  
Physics\* (Alternating years)  
Accounting I  
Accounting 2  
Geometry  
AP Biology  
Psychology  
Band/Chorus  
Music Appreciation/Guitar  
World History (1<sup>st</sup> Semester)  
Personal Finance (2<sup>nd</sup> Semester)  
Algebra I  
Reading Comp. (1<sup>st</sup> Semester)  
Spanish I (DDN or on-line)  
Spanish II (DDN or on-line)  
Business Education  
Health (2<sup>nd</sup> Semester)  
Career and Technical Education  
Industrial Tech (Kimball)

### FRESHMAN:

English I  
Algebra I  
Physical Science\*  
SD History/Geography  
Band/Chorus  
Spanish I (DDN or on-line)  
Physical Education (1<sup>st</sup> Semester)  
Multi Media Design  
Computers  
Consumer Math I  
Pre-Algebra  
Photography



## **TRANSFERS FROM NON-ACCREDITED SCHOOLS**

The White Lake School District will accept credits of students transferring from non-accredited schools subject to the following conditions or guidelines:

1. A standardized achievement test shall be administered and evaluated by the building principal and staff of the school.
2. The student will be placed in English and mathematics courses at the level of achievement demonstrated by the tests, as evaluated by the principal and appropriate staff. The student's placement may not be in a grade level higher than warranted by the student's chronological age, assuming entry into the first grade at age six and annual grade advancement thereafter. After initial placement, the child may be advanced according to the student's demonstrated performance.
3. In all other subjects the student shall be interviewed and shall take a departmental examination in each course for which the granting of credit is being considered. After the examination and interview with the student, the department chairperson and staff will recommend to the building principal whether or not credit be granted for the course.
4. No credit will be granted for any science course which is normally a laboratory course, unless clear documentation is provided demonstrating experience which are parallel or are consistent with those required in this district's science courses.
5. Any parent or guardian who is dissatisfied with the secondary placement of a student may appeal it to the Superintendent of schools. Final appeal after the appeal at district level may be made to the state Secretary of Education.

Legal Reference: SDCL 13-27-92 Placement of child who has attended unaccredited school or alternative program.

## **WHITE LAKE SCHOOL DISTRICT 1-3 DUAL CREDIT**

The Board of Education believes that the educational program should be suited to the needs of each individual. To this end, on a selected basis, a pupil may receive dual credit enabling him/her to receive simultaneous high school and college credits.

Receiving simultaneous high school and college credit is an excellent opportunity for high school students planning to pursue post secondary education. Dual credit will be afforded at White Lake High School under the following conditions:

1. Dual credit is available only to junior and senior level students.
2. A general conference including student, parent/guardian, counselor, teacher(s), and building principal is mandatory. The participants in the general conference will recommend approval or disapproval of the dual credit request. In the case of an approved request, they will also determine which course(s) will receive dual credit and how much high school credit of value.
3. The student or parent/guardian may request to reverse this decision process at any time prior to the third week of the class. This request will be submitted in writing to the building principal.
4. The student may enroll in only two college level dual credit courses each semester for two consecutive years.
5. Each approved dual credit college class must be equivalent to at least a 3 hour or 4 hour semester credit level course and each student will receive either ½ or 1 credit towards high school graduation at the discretion of the Principal.
6. The dual credit course(s) must meet the approval of the college institution involved and the local public high school.
7. A student will be classified as a full-time student at White Lake High School and must adhere to all the rules, regulations, and policies of the local school system.
8. Graduation requirements and course load requirements will not be waived by the administration for dual credit students.
9. Fees and costs associated with dual credit course(s) are the responsibility of the student and family (guardian).
10. Students will not be allowed to withdraw from dual credit classes after 1<sup>st</sup> week of semester.
11. If Student Fails a Dual Credit Class he/she will not be eligible to take further dual classes.

## **INDEPENDENT STUDY POLICY AT WHITE LAKE HIGH SCHOOL**

White Lake High School will recognize credits toward graduation from independent study courses taken at White Lake High School or correspondence courses taken through an approved independent study program which meet the requirements of the State of South Dakota and the White Lake Board of Education. These courses must be for enrichment or for make up only. All correspondence courses must receive approval from the White Lake administration and the local school board prior to enrolling in the course. An independent study course will not replace the regular curriculum set forth by the White Lake School Board.

If a student has not completed the work in a normally scheduled class at the end of the term, he/she may receive an incomplete. After two weeks, this incomplete may become an "F." An "F" may not be removed from a student's permanent record.

White Lake High School will allow students to take independent study courses taught by members of the White Lake Public School faculty under the following conditions:

- A. The student must demonstrate some extraordinary need that cannot be met by the regular curriculum within the regular schedule.
- B. The class must meet the requirements as set forth by the state board of education and local school board.
- C. An independent class does not replace White Lake required classes.

### **WHITE LAKE SCHOOL DISTRICT 1-3 EARLY GRADUATION**

Graduation in less than four full academic years will be discouraged. However, students who will meet the graduation requirements by the end of their first semester senior year or final semester of the junior year, must submit a letter of application to the principal not later than the second week in the second semester prior to the date of the intended graduation. This letter of application must be signed by the student and by the student's parent(s) or legal guardian(s). The secondary principal will then establish a conference with the appropriate teachers, the parents, the student, and himself. If the committee recommends early graduation, a letter will be sent to the superintendent and the school board that must be signed by all committee members. A final determination will be made by the school board at their next regularly scheduled meeting. Criteria for early graduation may include:

1. A student must have earned a minimum grade point average of "C" or 2.0 on a 4.0 scale in all required courses to be eligible for early graduation.
2. Family moving from the district (parent(s) verification required).
3. Getting married (verification required).
4. Student pregnancy.
5. Entering post-secondary education-vocation/technical school or college (verification required from a school official where the student will be enrolling).
6. Student is one year or more behind in grade level from the year in which the student entered first grade.
7. No student will receive a signed diploma until all credits for graduation are verified (completed).

8. The school board reserves the right to award early graduation to students for any unusual circumstances that they deem valid.

Student criteria for early graduation shall include:

1. The student must have a minimum of a 2.0 cumulative grade point average for grades 9-11, with a 2.5 grade point average in the last semester of attendance in high school.
2. The early graduation application form signed by the parents and committee members as well as a statement indicating the reason for early graduation, is to be filed in a timely manner in the guidance office, principal's office, and in the student's permanent file.
3. A committee meeting to include all required members as stated above must be held.
4. A student must not need more than 3 total (six ½ unit courses) in the last semester in order to graduate early. In addition, only 1 (one) independent study class, extension class, or 2 (two) dual enrollment courses may be counted in the 3 total credits necessary the last semester.
5. Student Status: A student approved for early graduation shall be classified as class and grade appropriate: 1 year attendance (all courses passed-Freshman); 2 years attendance (all courses passed-Sophomore); 3 year attendance (all courses passed-Junior); and 4 years attendance (all courses passed-Senior).

## MUSIC

General music classes will be required for all students in Grades K-8. These classes will stress music and basic fundamentals. Students will also have the opportunity to participate in band, solos, and ensembles.

**CREDIT**—Credit for music classes will be based on the amount of time spent in class. Each student will receive ½ credit for each year of successful participation in chorus and ½ credit for each year of successful credit in band.

**MUSIC GRADING POLICY**— Music grades will be based on performance tests given each quarter as well as participation, attendance at events and attitude. Attendance at all concerts is required unless you have an excused absence from the school the day of the concert. This also includes all contests attended. The Music grade will be dropped one letter grade for an unexcused absence from a concert or contest. The instructor and the administration reserve the right to excuse an absence under extreme circumstances.

**INSTRUMENTAL RENTAL POLICY**—

1. Anyone using a school owned instrument will pay rent.
2. Rent of \$20 per semester or \$40 per year shall be charged for each brass or woodwind instrument.
3. Rent of \$10 per semester or \$20 each year shall be charged for percussion instruments.
4. Percussionists shall provide their own sticks.

## CHOIR AWARD AND POINT SYSTEM

Choir—full year participation	150
Swing Choir	50
Contest Ensembles	25
Superior Ensembles	10
Auditions:	
Swing Choir	25
All State Chorus	50
Honor’s Choir	75
Jr. High Honor’s Choir	75
Memorial Day (Vocal Performance/Accompanist)	25
Membership:	
All State Chorus	75
Honor’s Choir	150
Jr. High Honor’s Choir	150
Accompanist:	
Points per piece	5
DEMERITS:	
Unexcused absence from concert or contest	-50
Not in assigned attire for concert or contest	-50
ATTIRE: Ladies-dresses or skirts	
Men-dress slacks	
NO BLUE JEANS, SHORTS OR TENNIS SHOWS ALLOWED!	

### AWARDS TO BE GIVEN FOR OBTAINED CHOIR POINTS

Letter, pin, and bar	400 points
2 <sup>nd</sup> bar	700 points
3 <sup>rd</sup> bar	1,000 points
4 <sup>th</sup> bar	1,300 points

\*The final decision to letter a student lies with the instructor.

\*Seniors having been in choir for 4 full years will receive a 4-year pin guard.

\*The Senior having been in choir for 4 full years and band for 6 full years with the highest total points, best attitude, most enthusiasm, and most cooperation will receive the “ALL MUSIC” Award.

## **BAND AWARD AND POINT SYSTEM**

Band-full year participation	150
Stage Band	50
Contest Ensembles	25
Superior Ensembles	10
Memorial Day (Instrumental Performance/Accompanist)	25
Contest Solo	50
Superior Solo	10
Auditions:	
All State Orchestra	75
All State Band	75
Membership:	
All State Orchestra	150
All State Band	150
Accompanist:	
Points per piece at contests or concerts	5
DEMERITS:	
Unexcused absence from concert or contest	-50
Not in assigned attire for concert or contest	-50
ATTIRE: Ladies—dresses or skirts	
Men—dress slacks	
NO BLUE JEANS, SHORTS, OR TENNIS SHOES ALLOWED!	

## **AWARDS TO BE GIVEN FOR OBTAINED BAND POINTS**

Letter, pin, and bar	450 points
2 <sup>nd</sup> bar	750 points
3 <sup>rd</sup> bar	1,050 points
4 <sup>th</sup> bar	1,350 points
5 <sup>th</sup> bar	1,650 points
6 <sup>th</sup> bar	1,950 points

\*The final decision to letter a student lies with the instructor.

\*Seniors having been in band for 6 full years will receive a 6-year pin guard.

\*The Senior having been in band for 6 full years and chorus for 4 full years with the highest total points, best attitude, most enthusiasm, and most cooperative will receive the "ALL MUSIC" Award.

## ELIGIBILITY FOR ACTIVITIES (PARTICIPATION)

General Requirements-Only undergraduates or students who have not fulfilled requirements for graduation by attending high school for four first and four second semesters of high school and no more than eight semesters in all are eligible to participate in interscholastic activities as representative of a member school and in addition a student must meet the following requirements:

- a. Must be under 20 years of age at the time of participation.
- b. Must have enrolled no later than the sixteenth school day of the current semester.
- c. Must have successfully completed 20 hours of high school work per week in courses approved for graduation by the state educational authority for the preceding semester or for the most recent semester of attendance in school. For the purposes of this subsection, enrollment in school for about 15 school days or participation in one or more contests shall constitute a semester in determining eligibility. Provided however the Board of Control shall have the right to waive the 15 day attendance rule when and if a student withdraws from school after 15 days of attendance as a result of an injury or illness and does not return to school for the remainder of the semester and he/she does not receive any high school course credits and he/she has not participated in one or more inter-scholastic contests. The Board of Control of this Association shall request proper affidavits from the student's attending physical attesting to the fact that the injury or illness necessitated his/her withdrawal from school.
- d. Must have done passing work in at least 20 hours – 4 academic classes, of such courses from the beginning of the current semester up to the time of participation. Students not passing 4 academic classes after the semester will ineligible to perform. The State Association does not allow reinstatement for semester ineligibility. For the semester, passing marks shall be determined from the records at the end of the semester which show the final grade.

For the purpose of the section, the first semester shall be considered as ending at midnight on Friday of the last week of that semester. Second semester of the school year, ends with the final day of school rather than the date of graduation exercise or diploma date. The state track meet is considered part of the second semester.

For all extra-curricular activities: No student shall be permitted to participate in an extra-curricular activity practice or event if he/she is not **present at least one half day of school day** of the practice, meet, or contest. (usually afternoon), unless approved by the Principal.

In regard to academic grades and eligibility, all requirements of the South Dakota High School Activities Association are to be met by students to be able to participate in co-curricular activities. The White Lake Board of Education also requires a student with a failing grade at any grading period to be ineligible for competition within any non-graded co-curricular activity until the next established grading period. Students who become ineligible at the end of the first semester will remain eligible until 2<sup>nd</sup> semester begins.

Priorities in co-curricular activities will be granted to those activities that offer credit for graduation in the event of conflict.

Students with a deficiency (grade F) at any grading period will not be allowed to attend or participate in any activity during school hours unless it is a class or unless attendance is approved by the principal. Those with a deficiency (grade D) are still fully eligible to participate in any activity during school hours.

## **ATTENDANCE AT ATHLETIC CONTEST AND OTHER SCHOOL ACTIVITIES**

Students who attend any school related event are subject to the same regulations that they would be during school time. The same regulations apply to both home and away activities.

All students are expected to stand for the school song and give the teams and cheerleaders the support needed to help produce a successful team.

All students are expected to remove headgear and to stand at attention facing the flag during the playing of the National Anthem.

Members of the student body who find it necessary to harass officials or members of the competing team will be evicted from the auditorium or stadium and may be restricted from attendance at future school activities. This conduct is also subject to additional school discipline, depending on the severity of the misconduct.

## **SCHOOL SPIRIT**

School spirit may be divided into three categories:

1. **Courtesy**- Toward teachers, fellow students, visiting opponents, and the officials of school athletic activities
2. **Pride**- In everything our school endeavors to accomplish and has accomplished.
3. **Sportsmanship**- The ability to win and lose gracefully. School spirit means loyalty to all school functions. A loyal student supports the school and does his/her utmost to keep scholastic and activity standards at the highest possible level.

## **STUDENTS IN THE BUILDING AFTER HOURS**

All students are required to be out of the school buildings by 3:30 pm unless under the direct supervision of a faculty or staff person. Only those students directly involved in an after school activity will remain after 3:30 pm.

## **ACTIVITY PRACTICE TIME**

All activities shall cease so students may clear the building or area by 7:00 pm. This will enable all students the opportunity to eat their evening meal with their families, and the opportunity to complete their homework at a decent hour. In addition, all Wednesday night practices must be concluded by 6:00 pm in order to allow kids to participate in religious education courses at night.



## MARKING SYSTEM

We will use a single marking system this school year. The traditional marks for scholastic achievement will be as follows:

1. Grade "A" (Superior): The student does more than is required and does it exceptionally well. Few students earn this grade.
2. Grade "B" (Above Average): The student is accurate, complete and does more than is required.
3. Grade "C" (Average): The student does the work required but shows evidence of needing encouragement. Most students do average work.
4. Grade "D" (Below Average): The student does not meet all assignment requirements of the teacher.
5. Grade "F" (Failing): Work is unsatisfactory.

Grades entered on the permanent records shall directly reflect those as entered by the instructors on the report cards.

## SEMESTER TESTS

All students, grades 6-12, will be required to take semester tests, unless criteria is met to opt out. Two days at the end of each semester will be designated semester test days. Students who met all criteria: earned no less than an (A, 95%) on both previous 2 quarter grades and have all work submitted may opt out. Semester tests comprise 20% of the semester grade. However, teachers have the authority to require all students to take semester tests.

Only students with privileges will be allowed to miss any study hall time during semester tests. Students may leave after their last scheduled test time both days.

## PERCENTAGE GRADING POLICY OF THE WHITE LAKE SCHOOL DISTRICT

Percentage	Letter Grade
100%	A+
95-99%	A
92-94%	A-
89-91%	B+
86-88%	B
83-85%	B-
80-82%	C+
77-79%	C
74-76%	C-
71-73%	D+
68-70%	D
65-67%	D-
64% and lower	F

## INCOMPLETE GRADE POLICY White Lake Public School

If a student has been absent and has not completed the assigned work in any scheduled class at the end of the term (Quarter or Semester), he/she will receive an incomplete. When computing grade point averages, honor roll, class rank, etc., (at the end of the quarter or semester) the incomplete is computed as a zero and counts the total number of classes taken during that period.

After two weeks, the incomplete work must be made up and the appropriate grade will then be reflected in the students' records. If the work is not made up after two weeks, the incomplete will become an "F". After two weeks, an adjusted grade point average and class rank will be recorded to reflect the final grade as earned by the student. Any students with an incomplete will not be eligible for Honor Roll unless otherwise permitted by the principal.

## HONOR ROLLS

Grade points for the Honor Roll will be awarded according to the following 4-point scale:

"A+" = 4.00 (4.00 and higher)

"A" = 3.90 (3.80-3.99)

"A-" = 3.65 (3.50-3.79)

"B+" = 3.35 (3.20-3.49)

"B" = 3.00 (2.80-3.19)

"B-" = 2.65 (2.50-2.79)

"C+" = 2.35 (2.20-2.49)

"C" = 2.00 (1.80-2.19)

"C-" = 1.65 (1.50-1.79)

"D+" = 1.35 (1.20-1.49)

"D" = 1.00 (.80-1.19)

"D-" = .65 (0.50-0.79)

"F" = .35 (0.00 -0.49)

The Honor Roll will be divided into three categories as follows: **GOLD** = Grade Point Average of 3.80 to 4.00\*, **SILVER** = Grade Point Average of 3.50 to 3.79, and **BRONZE** = Grade Point Average of 3.20-3.49.

\* A student with a perfect 4.00 GPA will be identified on the Gold Honor Roll with an "\*". A grade of a "D" will disqualify a student from any Honor Roll. A student must be enrolled in at least five units of academic credit (not to include band or chorus) to qualify for the honor roll.

The Honor Roll will be published at the end of each nine week marking period. We will also publish a semester honor roll at the end of each semester and at the end of the school year.

Seniors who wish to qualify for HONOR STUDENT status must have an accumulative semester GPA (grade point average), in grades 9-12, of 3.10 AVERAGE (or greater). These students will receive gold honor cords to wear over their gown when graduating.

## **CLASS RANK**

Only academic courses will be used to determine class rank. Class rank will be figured after each semester using semester grades and will be determined using the four-point system as follows: (Beginning with Freshmen entering in 2010, Band and Chorus will also be used in determining class rank).

“A+”, “A” and “A-“ = 4.00

“B+”, “B”, and “B-“ = 3.00

“C+”, “C”, and “C-“ = 2.00

“D+”, “D”, and “D-“ = 1.00

“F+” and “F” = 0.00

In case of ties between two students for Valedictorian, both students will be awarded Co-Valedictorian and no Salutatorian will be awarded. In the case of a tie for Salutatorian, both students will be awarded Co-Salutatorian while still having a single Valedictorian.

## **TWELVE POINT SYSTEM**

The twelve point system accompanies the “Percentage Grading Policy of the White Lake School District” may be used in a support roll to validate the GPA (grade point average); the Honor Roll; the Class Rank.

## **NATIONAL HONOR SOCIETY STUDENTS**

The White Lake High School encourages and recognizes students who are outstanding on the basis of character, leadership, service, and scholarship.

Students must acquire and maintain a grade point average of 3.0 or better throughout their high school career and demonstrate the characteristics noted above.

After these junior students have been declared eligible by their 3.0 GPA, they are then rated by a panel of faculty members. If score warrants, they will be inducted into the White Lake Chapter of the National Honor Society.

## **WHITE LAKE SCHOOL DISTRICT 1-3 HIGH SCHOOL ACADEMIC LETTER POLICY**

A student may earn an academic letter by maintaining at least a 3.5 GPA or better on a 4.0 point scale. A student “letters” by earning the appropriate grade point average in three (3) out of the last four (4) semesters in attendance at the high school level. The student must also meet the minimum attendance requirements as established by the White Lake School District.

To be eligible, a student must be enrolled as a full time student. A full time student is defined as someone enrolled in a minimum of six academic courses and/or 5 academic courses plus instrumental and/or vocal. Transfer students and home school students are eligible if they meet or exceed the same qualifications as stated above.

When a student earns an academic letter the first year, he/she will receive a certificate and a chenille award.

## SCHOOL HOURS

School hours are 8:15 am till 3:20 pm. Students should NOT be at school before 7:45am. (Main Vestibule doors will be locked until 7:45am). Upon entering students will report to assigned homerooms. School dismisses at 3:20 pm. Students need to leave the building no later than 3:25pm unless they are part of an after school group or other arrangements have been made. Students will not be allowed to stay on school property unsupervised after this time.

## STUDENT ATTENDANCE REGULATIONS

**Attendance** is an important part of each student's permanent record. Colleges, as well as future employers, are very much concerned about high school attendance. A large number of companies who employ high school graduates require that a specific explanation accompany transcripts which indicate why a student has been absent from school. All reasons for absenteeism and tardies for the four years will be recorded and filed in the student's personal folder.

Daily attendance of all students who are enrolled in the White Lake School is required in accordance with the state law and school board regulations. Students who are constantly absent cannot expect to earn passing grades.

Once a student has been in attendance at 8:00 AM, he/she will not be excused from school without first presenting the office with a written parental excuse or a telephone call from the parent. The student's parents are asked to call the school by 8:15 AM if the student is going to be absent that day, unless the student brought a parental slip the day before. If no call is received by 8:15 AM, a call will be made to the parents to verify the absence.

## EXCUSED ABSENCES

Absences of students will be excused by the principal upon receipt of a written, signed explanation from the parent/guardian. A telephone call from the parent/guardian will also be acceptable. These absences will include:

1. Personal illness of such seriousness as to make attendance at school unsafe, impractical, or harmful either to the student or to others.
2. Bereavement or a serious illness in the student's immediate family.
3. Weather so inclement as to endanger the health or safety of the student.
4. Observation of a major religious holiday.
5. Doctor's appointment.
6. College visitation/job shadowing for juniors and seniors. (1 day each year unless approved by principal)
7. Working with parents at home **UNLESS** it becomes habitual.

All of these absences unless approved by the principal will be counted day for day. Once a student has missed 8 times during a semester, **then each absence thereafter will require a medical slip to explain the student's absence or the principal's approval.** Failure to provide a medical slip or get the principal's approval will result in an unexcused absence. **Any unexcused absence after 8 during a semester will be reported as truancy.** It is critical for the students and parents to conserve the 8 excused absences for emergencies.

A student may be excused for other reasons with the approval of the principal. Students who have missed 8 days will need suitable grades ( A's, B's, C's ) before consideration will be given to excusing any further days. Also, extended absences for things such as hunting, fishing, concerts, games, vacations, etc. will require suitable grades and principal permission. Students with good grades may be excused from school attendance for up to 5 days to attend a state or nationally recognized youth programs of educational value. ( ie. State Fair, Science Fair, etc. ) Students who attend the State Fair will not be counted absent, but they will be responsible for making up their school work.

### **UNEXCUSED ABSENCES**

Any absence not listed under "Excused Absences" or approved by the principal is unexcused. Credit will not be given for work missed for any reason which is unexcused.

Absenteeism reaching beyond 8 absences per semester will require a physician's statement certifying the validity of such absence.

In order to encourage regular attendance, the following process will be used by the principal governing all absences.

1. Each student is allowed 8 absences per semester. Parental/guardian notification will be needed each time the student is absent.
2. The parent/guardian will be notified by telephone, E-mail, or letter when a student has missed 8 times.
3. Once a student has missed 8 times, the 9<sup>th</sup> time no matter what reason will require principal permission or a physician's statement verifying an illness.
4. If a physician's statement or principal permission is not received, the student will receive a "Zero" for any grade taken in the classroom the day of the absence and a truancy report will be filed.
5. Principal permission will hinge on the quality of grades the student has during the 2 week grading period. (Any "D" will keep the principal from excusing any absence)

### **COUNTING ABSENCES**

Absences will be counted in the following manner:

1. Absences due to participation in school sponsored activities will not be counted.
2. Absence due to a serious illness, bereavement, or serious illness in the student's family can be counted as one absence---taken on a case by case basis.
3. Other than the state fair all other absences unless approved by the principal will count one-for-one for the days missed.
4. Days will be divided down into 8 class periods. Consequently, 8 absences from a class will result in the 9<sup>th</sup> absence as being unexcused unless properly handled as listed above.

1<sup>st</sup> Reading: July 13, 2009

Approved: August 10, 2009

## MAKE-UP WORK

Any student tardy or absent for any reason must obtain a make-up slip or admit slip from the school secretary's office before being admitted to class. The student will have two (2) days for each day absent to make up worked missed from personal illness or death in the immediate family. All other absences will require work made up prior to the absence. The make-up slip shall contain assignments the teacher has determined to be made up and is to be initialed by each teacher. The slip is then returned to the secretary's office on or before the due date indicated on the slip. Absences for school related activities will not require make up slips.

If a student cannot make up the work in the allotted time, additional time may be arranged with the instructor and principal,

Work not made up in allotted time will result in a zero (0%).

## LEAVING SCHOOL DURING THE DAY

When a student finds it necessary to be absent from study hall or class after attending part of the day, it will be necessary to obtain permission from the **Principal** or in case of emergency, from the teacher in charge, to leave the school premises.

## TARDY POLICY

A student is tardy when he/she is inexcusably late for a class.

Tardies become a part of a student's permanent record. Tardies also become a bad habit. In many cases, tardies are a more important factor to employers than are grades.

Tardies any time of the day will be treated the same.

### Per Nine (9) Week Period:

- 0-2 Tardies----no detention
- 3 Tardies---1/2 hour detention
- 4 Tardies---1 hour detention
- 5 or more Tardies ----1 hour detention for remainder of assigned detention dates for that quarter (if no assigned dates remain 1 day ISS will be assigned)

Each 9 weeks is a new slate for tardies.

## ABSENCE FROM SCHOOL FOR AN ACTIVITY

Participation in any school activity is not listed as an absence even though it takes the student away from school. Attendance at the event must be approved by the **Principal** and make-up work must be done ahead of time or the students will not be allowed to attend the activity.

The school officials will encourage attendance in the activity as long as the student can profit from the attendance and his/her conduct is compatible with the welfare of the group.

## **DRESS POLICY FOR STUDENTS**

Students may wear shorts during the fall semester until November 1<sup>st</sup> and during the spring semester from April 1<sup>st</sup> until the end of the year. No tank tops, tube tops, no bare mid-ribs, etc. will be permitted. Shirts or tops with logos advertising tobacco or alcohol or with profanity and unseemly wording will not be permitted. All clothing should exhibit good taste. Shorts must be no shorter than an arm length. Caps or hats shall not be worn inside the buildings at any time other than special events---special days such as Western Day, etc. during homecoming week. Punishment will be 1<sup>st</sup> offense Warning-(ordered to change immediately)-2<sup>nd</sup> offense=1/2 hour detention; 3<sup>rd</sup> offense-1 hour detention; any offense thereafter constitutes insubordination. On the field trips, activity trips, etc. appropriate dress will be established by the supervisor in charge.

All visiting students must abide by the dress codes of the White Lake Students.

## **GUIDANCE SERVICES**

Guidance service has been set up for all students desiring information and assistance with problems they may be confronted with during the school year. The main objectives of the guidance service are to help students help themselves, to help them think for themselves; and to give them the resources to depend on themselves rather depending on others.

The following services have been set up by the guidance department to assist students in making wiser, more realistic decisions:

### **1. Counseling Services**

All students in the White Lake High School will have at least one scheduled counseling period sometime during the year. Educational planning, test interpretation, and occupational information will be discussed during that time.

Counseling services will also be available to students on a voluntary basis for those desiring additional information or help. All matters discussed during counseling interviews will be held confidential.

### **2. Tests and Interviews**

The Stanford Achievement Test and other batteries and inventories will be administered throughout the school year by the guidance department.

### **3. Cumulative Records**

A cumulative record will be kept for each student in the White Lake School System and will include such information as: test scores, school grades, health records, work experience, discipline records, family records, and other information that will be meaningful to the school.

### **4. Information services**

Students are encouraged to check with their counselor and other faculty members when information on college enrollment and scholarships are desired.

## **PARENT/TEACHER CONFERENCES**

There will be a conference session between parents and teachers during the first and during the third marking periods of the school year. Report cards or progress reports may be issued to parents on the day of the conferences. Teachers or parents may request additional conferences during mutually agreed upon times.

## **STUDY HALL RULES**

1. Each study hall teacher will prepare a seating chart for his/her study hall and keep this chart at the teacher's desk.
2. Study halls are to be completely quiet unless the teacher has given a student permission to speak. (Students are to stand by the desk of the person to whom they are speaking. Speaking time will be limited to two minutes and must pertain to classwork. Only one student may be allowed to speak at one time.)
3. If students want to study together, they must obtain permission from the study hall teacher.
4. Students are to use the restrooms and drinking fountain in the west MS/HS hallway. Each study hall teacher will maintain a sign out sheet.
5. Computer usage will be limited to teacher/supervisor discretion during the school day.
6. Students wishing to see a teacher during the study hall time must have a pass from the study hall monitor or teacher requesting consultation.

These rules are to serve as a guideline for conducting a study hall.

## **LIBRARY RULES**

The librarian will post regulations concerning the use of the library. Library books may be checked out for a period of two weeks. When a book becomes due, an extended checkout may be obtained for a period of one week. A fee of 5 cents a day will be charged for books that are overdue. Any lost or damaged books will be paid for by the student who loses the book or who damages the book.

## **SCHOOL BREAKFAST AND LUNCH PROGRAM**

Breakfast and lunch will be served each school day beginning on the first day of school. Students are expected to remain in line while moving through the serving area. Running, shoving, and jumping line will result in the student being placed at the end of the line. In regards to late starts, breakfast will not be served.

Breakfast will be served for \$1.75 and noon lunches will cost \$2.75 for Grades PreK-5 and \$3.00 for Grades 6-12. Afterschool snacks are \$1.00. Extra milk is \$.50.

School meals should be paid for in advance. Breakfast and Hot Lunch Accounts with no credit balance will have 3 school days "grace period." After the 3-day grace period, arrangements must be made with administration.



## **SCHOOL BUSES**

1. Students must be on time. The bus drivers cannot wait for those who are tardy.
2. Conversation with the driver while the bus is in motion is prohibited.
3. Students are to remain seated at all times. Once a student has taken a seat on the bus, the student must remain in that seat until the bus has reached the drop off point for that student. Any violation of this rule will lead to: a) a seating chart which places that student in the front seat next to the driver. b) forfeiture of that student's right to ride the bus. **STAYING SEATED IS A SAFETY REGULATION**
4. Classroom conduct is to be observed by the students while they are riding the bus. Any student who is guilty of misconduct (**SWEARING, THROWING OBJECTS, MOVING FROM SEAT, HARASSING OTHERS, ETC.**) will forfeit the right to ride the bus.
5. Waste receptacles are available on each bus. Purposely throwing paper, cans, or any rubbish on the floor of the bus will result in the student cleaning the bus.
6. For safety reasons, the students will not be allowed to extend their arms or head out of the bus windows.
7. Students should await the signal from the driver to cross a road or highway. By looking through the mirrors the driver can see if a car is coming from either direction while students cannot. Students should cross at approximately 10 feet in front of the bus.
8. Any damage to a bus should be immediately reported to the driver.
9. Students who will not be riding the bus should notify the driver in advance so he can make necessary time adjustments.
10. If school vehicle is used instead of a bus, all passengers must wear seat belts.

### **BUS SERVICE DURING INCLEMENT WEATHER/POOR ROAD CONDITIONS, ETC.**

When inclement weather creates poor road conditions, the school bus will travel only on roads that the bus driver determines to be safe and not jeopardize the health and safety of students and driver. The drivers are very concerned about unsafe conditions caused by snow, soft road beds, soft shoulders on narrow roads, sinking culverts, etc.

We always try to keep the safety of our students and drivers as the first priority. You as a parent/guardian may choose to keep your child at home during periods of inclement weather. (Please read # 3 of Excused Absences.) If you do not feel comfortable with sending your child to school via the bus, you may want to transport them yourself.

There may be times when the school will be in session but the buses will not be running. This has been done periodically in the past, and will continue to be an option.

### **DRIVING CARS**

Students may drive cars to and from school, but will not be allowed to drive during the school day unless they have permission from their parents/guardians and the principal. If it is necessary to use a car during the school hours, including the noon hour, student may be given permission by the principal upon approval from the parents/guardians—this may be done in a written request or a telephone call. If the car is used for any purpose other than that requested, this privilege will be taken away from that student. Reckless driving on the school grounds or on the way to or from school will be turned over to the local law enforcement officials and the privilege of parking the car on school grounds will be denied to the student.

## **TELEPHONES & CAMERAS**

Students will not be called to the telephone unless an emergency exists. Call back numbers will be taken and the student notified. He/she may use the secretary's phone during study hall time. Students will not be allowed to use the school telephones unless it is absolutely necessary.

Student use of cell phones (seen or heard by staff) is strictly prohibited. The privacy issues created by camera phones and the disruption caused by all cell phones and text messages cannot be tolerated. Nor will students be allowed to leave the school building between 8:15 a.m. to 3:20 p.m. to use their cell phones unless permitted by their classroom teacher or the principal.

Cell phone and digital camera use in the locker rooms will result in immediate suspension. All other violators in regards to cell phones at school: 1<sup>st</sup> offense-1 day suspension; 2<sup>nd</sup> offense-2-day suspension; 3<sup>rd</sup> offense-3 days out of school suspension.

## **HALLWAY TRAFFIC**

For safety reasons students are not allowed to run in the hallways. Students must travel the hallways in a courteous and quiet manner. Violations of this rule will result in detention.

## **CLASSROOM BEHAVIOR**

It is imperative that students maintain self-control during their time within the school building and gymnasium. No student will be allowed to disrupt a classroom or an activity. Teachers and coaches have control of their rooms and/or area, and will assign detention to any student who misbehaves or is disruptive. If the student continues to be disruptive then he/she will be asked to leave the area and report to the principal. Parents/guardians will be notified and appropriate action will be taken as described by this handbook.

Teachers may keep a student after school anytime that they deem necessary to eliminate any negative behaviors by a student.

## **ACCIDENTS AND INJURIES**

White Lake Public School will be very proactive in trying to provide a safe and healthy environment for the students in the school and in activities. However, it is very important for students and parents/guardians to know and understand that the school does not have insurance to cover medical, optical, and/or dental expenses as a result of an accident or injury in class, on the playground, at a school sponsored activity, and etc. Classes with science labs or shop projects offer more of a risk to students than conventional lecture classes. Athletics also place students in a situation with risk of injury. Parents/guardians should review their private insurance policies to make sure that their child is properly protected from financial loss due to accident or injury.

## **FIRST AID**

The school secretary's office has basic first aid supplies—band aides, cold packs, disinfectant, etc---any other medication is unlawful for the school officials to dispense without parental permission.

## **TEXTBOOKS**

Each student will be responsible for the textbooks issued to him/her at the beginning of the year. The teachers will make note of the condition of the book when they issue it to the student and will check it upon its return. If a book is damaged, it will be necessary for the student to pay for the repair or the replacement of the book.

## **ASSEMBLIES**

General assemblies will be occasionally held for all high school students. Depending on the length, these assemblies will be held in the Gym or the study hall area.

## **“NO SCHOOL” ANNOUNCEMENTS**

“No school” announcements will be made over the radio and television stations. If possible these announcements will be made prior to 6:30 AM. Families will be notified via BrightArrow and BrightChat.

## **SENIOR PRIVILEGES**

During the school year, seniors may be granted certain privileges above and beyond those of the underclassmen. These privileges are granted on merit and are described on a permission form that is signed by the student and the parent/guardian prior to school year. Permission for these privileges has to be granted by the Board of Education through the Administration of the school upon approval of handbook.

## **COMMENCEMENT**

It is the policy of the White Lake School that caps and gowns be worn at commencement ceremonies. These will be purchased by the school and will be worn over appropriate clothing conducive to a ceremony which represents White Lake. (slacks, dress shirt, blouse, dress, etc.)

## **ACCIDENTS**

Any accident that happens on school property or during a school activity should immediately be reported to the person in charge of the activity and also to the principal. The parents should be notified as soon as possible. An accident report should be filed in the school office.

## **FIELD TRIPS**

All field trips, except those within walking distance, will be taken in a school bus. All field trips will be supervised by the teacher who organized the trip. If the group is large enough to require more supervision, the teacher may call on parents or other responsible adults to help chaperone. All field trips need to be approved in advance by the principal.

## **MONIES AND VALUABLES**

Monies and valuables brought to school are not the school's responsibility. Individuals who bring money or valuables to the school are responsible for keeping it in their own possession or giving it to a responsible adult to keep for them.

## **DISCIPLINE**

Discipline is based on the judgment of the adult who sees the wrongdoing. The purpose of school discipline is to help the student correct his/her behavior and learn what is appropriate. There is a significant difference between discipline and punishment. Discipline is teaching or training someone to act in a certain way----punishment is the consequence for not doing so. Almost every parent wants his or her child disciplined----punishment is another matter. This handbook lists many of the consequences for certain behaviors.

The students at White Lake are promised four things by their principal:

1. You will be treated with decency and respect.
2. You will be allowed to tell your side of the story.
3. If you have been wronged, you will be defended
4. If you have violated the rules, you will have to face the consequences.

**When you choose a behavior you also choose the consequences----They go together.**

## **DISCIPLINE / DUE PROCESS**

### **Violations Against Persons, Property, Public Health, Safety, and School/State**

The White Lake Board of Education has the authority to make reasonable and necessary rules governing the conduct of students in the White Lake School. Teachers and school administrators will administer discipline within the guidelines adopted by the State Board of Education and the specific policies rendered by the White Lake Board of Education.

The intent of these rules is to provide students with a definition of acceptable behavior and to equip teachers and school administrators with a code of disciplinary responsibilities. The rules will be interpreted by the principals and their designees in a manner in which they deem just—given the circumstances of the individual cases. Additionally, administrators will have the authority to enforce other reasonable disciplinary action that they find warranted by the situation.

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

The following behavior is considered unacceptable and will not be permitted in the White Lake School, on the school property, at school sponsored events or activities, or when the behavior is such nature that continuation of the child in school would clearly be detrimental to the education, welfare, safety, or morals of others. The administration retains latitude to modify the penalties as deemed necessary.

**PERSONS:**

1. Pornographic Material  
Possession of material deemed pornographic by the administration may be grounds for suspension
2. Fighting  
All individuals engaged in fighting may be grounds for suspension.
3. Violence, Coercion, Force, Threatening, Intimidation  
All individuals who demonstrate or use violence, force, coercion, threats, intimidation, insubordination, or similar conduct that constitutes interference with students, staff, or school purposes may be grounds for suspension and/or expulsion.
4. Physical Injury  
All individuals who cause or attempt to cause physical injury to any school employee, student, or guest of the school may be grounds for suspension and/or expulsion. Cases in which physical injury is caused by accident no action will be taken when there is reasonable belief that it was necessary to protect another person or self as determined by the White Lake Administration.
5. Weapons  
All individuals who possess, handle, or transmit any object or material that could inflict bodily harm or is considered a weapon by the school administration may be grounds for suspension and/or expulsion. In addition, a report of the incident will be made to the local law enforcement agency for proper disposition of the incident.
6. Disrespectful/Obscene Language and Gestures  
All individuals who use obscene or disrespectful language or communication and/or demonstrate obscene gestures as determined by the White Lake Administration may be suspended.
7. Controlled Substances  
Students can be suspended or expelled for possessing, consuming, selling, or soliciting tobacco, alcohol, marijuana, or any illegal drugs while the student is on school grounds, at a school activity, traveling to an activity, or during regular school hours. Imitation products such as “non-alcoholic malt beverage”, “near beer”, etc. will be included in the rules above. Intoxication/evidence of use prior to attending school activities either home or away may result in suspension or expulsion.
8. Profanity  
Swearing is not part of an acceptable learning environment of a good school system. Any time a student uses that kind of language, he/she is risking being disciplined. However, because society has a tendency to misuse slang, it is important to make a distinction as to the nature of swearing. Unless it is extremely vulgar or obviously premeditated, using a swear word will be treated as a minor discipline problem and result in detention. The student will not lose any privilege to participate in activities. Whether this type of problem is referred to the office or handled by the teacher is up to the teacher’ discretion. However, swearing at another human being is an entirely different matter. This degrading and intimidating action, whether light or serious in nature, will be considered a major discipline problem. It will result in an in-school suspension and possibly an out-of-school suspension; and thus, the student will lose privileges during the time of suspension.

#### **PROPERTY:**

All individuals who destroy or attempt to cause damage to private or school property, steal or attempt to steal private or school property, while serving in the capacity of representing the school as a participant, spectator, etc., may be suspended and/or expelled. In addition, full compensation shall be made to the injured party.

## **PUBLIC HEALTH AND SAFETY:**

All individuals who participate in bomb threats, false fire alarms, or other acts that impede upon the health and/or safety of others may be suspended and/or expelled. In addition such acts will be reported to the local law enforcement agency for proper disposition of the incident.

## **SCHOOL/ STATE:**

1. Insubordination/Habitual Disobedience  
Student conduct deemed by the administration or designee to be insubordinate or situations in which the student is shown to be habitually disobedient may result in suspension and/or expulsion.
2. Students who are determined to be untruthful to a staff member will be considered insubordinate.
3. Secret Clubs or Societies, Activities not in the Best Interest of the School  
Student participation in non-school activities in which the student's conduct presents a threat to himself/herself or others and is not in the best interest of the school may result in suspension and/or expulsion.
4. Engaging in Illegal Activities Breaking the law, the consequences of which pose a threat to the student, staff, or others and are not in the best interest of the school, may result in suspension and /or expulsion.
5. Student Dress  
Students are expected to dress with standards that enhance a learning environment. Profanity, suggestive themes such as alcohol, tobacco, drugs, sex, racial slurs, violence, colors of non-school activities, or other attire deemed not suitable by the administration will not be permitted on school premises or at school activities off premises.
6. Authorized or Unauthorized Visit to Another School  
Any offense committed by a student on another campus whether on an authorized or unauthorized visit shall be punished in the same manner as if the offense had been committed at the White Lake School.
7. Excessive Exhibition of Affection  
Students who exhibit excessive affection (anything more than holding hands) in hallways, classrooms, at school sponsored activities, etc. can be expected to be referred to the principal. Discipline can be from detention to suspension for those who are uncooperative.
8. Abuse of Computer Privileges  
Use of a computer for non-school related purposes without the permission of the classroom teacher or supervisor will result in 1<sup>st</sup> offense – ½ hour detention; 2<sup>nd</sup> offense – 1 hour detention; etc. Any other violation of the District's Internet Safety Policy or Network Acceptable Use Policy will result in suspension or expulsion.

## **DETENTION**

Detention is imposed upon disruptive students so as to maintain a better educational attitude at the White Lake School. Detention is given in ½ hour increments and is for those students that are misbehaving in the halls, classrooms, lunchroom, gymnasium, etc. Students who are serving detention must bring something academic to work on during this time. Detention is after school every Thursday (starting at approximately 3:25pm) while school is in session or the established

detention day for that week. Any student given detention on an established detention day, will serve his/her detention the following week. Detention will take priority over any other activity. Any student who misses detention without administrative permission, will be considered insubordinate (Refer to Page 33). A teacher at his/her discretion may place a student on detention who is disrespectful, discourteous, a discipline problem, and etc. The parents or guardian will be contacted by telephone by the person assigning the detention.

**1. FIRST VIOLATION OF THE YEAR**

Students will be warned and a copy of the violation will be kept on file and parents/guardians will be notified. One half (1/2) hour of detention will be assigned.

**2. SECOND VIOLATION**

Students will be counseled, a copy of the violation will be kept on file, and parents/guardians will be notified. One hour (1) of detention will be assigned.

**3. THIRD VIOLATION**

One day (1) of in-school suspension will be assigned. A copy of the violation will be kept on file, and the parents/guardians will be notified.

**4. FOURTH VIOLATION**

Three (3) days of in-school suspension will be assigned. A copy of the violation will be kept on file, and the parents/guardians will be notified.

**5. FIFTH VIOLATION**

Three days (3) of out of school suspension will be assigned. A copy of the violation will be kept on file. A meeting with the parents/guardians will be necessary before the student will be allowed to return to school.

**6. SIXTH VIOLATION AND ANY SUBSEQUENT VIOLATIONS**

Refer to habitual disobedience.

Any disciplinary action involving students will be handled on an individual basis. A principal can suspend from one (1) to ten (10) days, a superintendent can suspend from one (1) to ninety (90) days, and the Board of Education can expel from one (1) day to the remainder of the present school year.

A student who is on a short term out of school suspension (1 to 10 days) must report to the principal's office for his/her make-up assignments. The student will have an equal number of days to complete the assignments in relation to the number of days he/she was suspended. Students who are on in-school suspension will do their work while they are serving their suspension and will not be given additional time to complete their assignments. If suspended students (in-school or out of school) fail to complete their make up assignments, 0's will be given.

**NOTE:**

1. A student on in-school or out of school suspension will not be allowed to compete in activities from the time the suspension is given until midnight of the final day in which the suspension is served.
2. A student on "out of school suspension" will not be allowed on school premises until suspension is complete.
3. If a student is guilty of an alcohol-drug related offense, the student will be suspended from activities for two (2) weeks or two (2) activities whichever is the greater length of time. If a student is guilty of a second drug-alcohol offense, the student will not be allowed to participate in activities for the remainder of the season.

## **EXTENDED SCHOOL DAY**

A teacher who believes that a student is not working up to his/her potential may place the student on an extended school day. Parents will be notified by the instructor and the student will be required to stay after school the day of notification.

## **CANDY, POP, SUNFLOWER SEEDS, ETC.**

Candy, sunflower seeds, and/or any other confectionary items will not be permitted in the White Lake School. Pop machine items will not be allowed in the school before 3:30 pm, with the exception of bottled water. After 3:30 pm, pop machine items will be permitted in the school with teacher or administrator permission. Any of these items that are found in the school before 3:30 pm will be confiscated and detention will be given ---1/2 hour per incident. Gum chewing is allowed for grades 7-12. However, if gum or gum wrappers are found on the desks, floor, etc. the principal of the school has the right to terminate all gum chewing for the length of time that is necessary to curb the unwanted behavior. Any student that is caught with gum while attending music class is subject to disciplinary action---detention, removed from class, and/or teacher and principal discretion.

Water bottles are allowed.

## **CARE OF SCHOOL PROPERTY**

Students should not mark on school furniture, walls, ceilings, floors, books, or any school equipment with pens, pencils, markers, or any instrument. Students are not to tamper with the fire alarms, fire extinguishers, clocks, electrical systems, plumbing systems, thermostats, and etc. Anyone who willfully destroys school property through vandalism, arson, larceny, or creates a hazard to the safety of the other students will be referred to the proper law enforcement authorities and face suspension from school along with paying restitution for the property or disturbance that they caused.

## **VAPING, DRINKING, OR USE OF TOBACCO**

Vaping, Smoking, chewing, or using tobacco in any fashion and/or drinking alcoholic beverages by students is prohibited in the building or on the school grounds and/or at all school sponsored activities. School sponsored activities include those activities and other functions in which our school participates, either at home or away. For school purposes(rules) carrying any vaping, tobacco, drug, and/or alcohol product is also prohibited.

## **THROWING SNOWBALLS**

Throwing snowballs can be very dangerous and will not be permitted on school grounds.

## **CLASSES OUT OF DOORS**

Classes held out of doors must be approved by the principal in advance.



## **CHEATING**

Students who are caught cheating during a test or quiz will automatically be dismissed from the class in which he/she was cheating for a period of three days. The work missed must be made up but no credit will be given. The student will be referred to the Principal upon dismissal.

Students caught cheating or copying daily work will receive a “Zero” grade for the day and will be referred to the Principal.

Students who are caught cheating more than once during the year will be considered habitually disobedient. (Refer to habitually disobedient behavior that is listed earlier in this handbook.)

## **LOCKERS**

Lockers are owned by the school and are public property held in trust by the local Board of Education. While regulating and supervising the use of school lockers, school administrators act as the agents of the owners. The students exercise control of the use of his/her assigned locker by other students but not by the school officials. Student lockers may be searched by school administrators to insure safety and student welfare. Student consent will not be necessary for locker search.

## **TEXTBOOK AND BOOK LOCKERS**

Textbooks have become very expensive, and therefore, it is critical that the students take special care in keeping them in good condition. Books that are turned in with excessive wear will require an assessment to the student who had been using it. The assessment will be charged according to the damage done to the book beyond normal wear. The same principle will apply to the use of school lockers.

## STUDENT DUE PROCESS

Section 24:07 ARSD Definition of terms. Terms used in this article, unless the context plainly requires otherwise, mean:

- (1) “Expulsion” - The act of the School Board to terminate a pupil’s membership in school for a period of time not to extend beyond the end of the school year;
- (2) “Long term suspension” - The expulsion by the School Board of a pupil from a class or classes for more than five school days;
- (3) “Parent” - A parent, guardian, or person in charge of a pupil;
- (4) “Policy” - A rule, regulation, or standard enacted by a School District Board;
- (5) “Short-Term Suspension” - The exclusion of a pupil, by a Principal or the Superintendent, from a class or from school for not more than five (5) school days.

### SHORT-TERM SUSPENSION PROCEDURE

#### Section 24:07:02:01

If a short-term suspension from a class, classes, or school is anticipated because of a pupil’s violation of a rule, regulation or policy, the Principal 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, and 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.

### LONG-TERM SUSPENSION PROCEDURE

#### Section 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 Principal shall file a written report with the Superintendent by the end of the school day following the day of discovery of the alleged violation.

#### Section 24:07:03:02

Notice of Hearing. If the Superintendent deems that there are grounds for a long-term suspension from a class, classes, or for expulsion from school, the Superintendent may exclude the pupil from class or classes before the hearing by using the short-term suspension procedure in Section 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 their authorized representative; and
6. A statement that the pupil may present witness

Section 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.

Section 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 and there shall be no verbatim record by mechanical or electronic means;
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, however, 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;
13. The decision of the School Board shall be based solely on the evidence presented at the hearing and shall be formalized by a motion made in open meeting. The motion shall omit the name of the pupil and shall state the reason for the Board's action. The pupil and pupil's parents shall be notified in writing of the decision. The notice shall state the length of the suspension or expulsion.

Section 24:07:03:06

Right of Appeal. An adverse decision to the student by the School Board may be appealed to a court of law.

Section 24:07:03:07

Attendance Policies. No attendance policy may exclude a pupil from a class or from school for more than five days without providing due process procedures pursuant to this Chapter.

Section 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 13-27-1 is expelled or subjected to a 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 handicapping 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 handicapping condition, the placement committee shall immediately prepare a revised individual education 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.

**FIRE DRILLS**

Unannounced fire drills will be conducted at various times during the school year. The instruction outlined below must be followed very carefully:

THE FIRE SIGNAL – squelches followed by speaker over intercom

1. Students will walk rapidly, but do not run.
2. Students are not to take unnecessary items with them.
3. Students from each room will form and maintain a single column throughout the drill, unless otherwise instructed.
4. The first two students to the door will serve as monitors and hold the doors open.
5. The last person to leave the room will see that the door is closed.
6. The monitors will fall in behind the last column to leave the building and will again hold the doors open while the students re-enter the building.
7. Columns at all entrances will proceed far enough to permit the end of each to clear the halls of the building.
8. Absolute quiet is to be maintained in the columns during the entire drill.

**FIRE EXITS**

Primary and alternate exist and procedures are displayed in each room through the school building.

**ADVISORS**

Seniors	Mrs. Stekly and Mr. Gottlob
Juniors	Mrs. Peters and Ms. Haines
Sophomores	Mrs. Nightingale and Mr. Evans
Freshmen	Mrs. Schuldt and Mrs. Grussing
Eighth Grade	Mr. Doering and Ms. Boeding
Seventh Grade	Mrs. Moeller and Mrs. Fink
Sixth Grade	Mrs. Gottlob and Mrs. Glissendorf
Annual Staff	Mrs. Moeller
Student Council	Mr. Schroeder and Mrs. Peters

## STUDENT GRIEVANCE POLICY

### A. DEFINITION

1. A student grievance is a complaint by a person or a group of persons attending the White Lake School District 1-3, made either individually or by a duly recognized student group that there has been a violation, misinterpretation, or inequitable application of any existing agreement, policy, rule or regulation of the school district.
2. An “aggrieved person” is the person or group of persons filing the grievance.
3. The term “teacher” is considered to be any certified professional employee not classified as the administrative personnel.
4. The term “principal” is considered to be the administrator in charge of supervision of the “teacher” that the complaint is being made against.
5. The term “superintendent of schools” is considered to be the education leader of White Lake School District 1-3.
6. The term “school board” is considered to be those individuals elected to serve the district as a board of education.

### B. PRINCIPLES:

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems that may arise affecting the students.
2. Any student or group of students has the right to, at any time, present any grievance to such persons or board through such channels as are designated for the purpose.

### C. TIME LIMITS

1. Since it is important that grievance be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum. The time limits specified may, however, be extended by mutual agreement in writing.
2. The time limits set forth will be reduced to that the grievance procedure may be completed prior to the end of the school year or as soon thereafter as it is practicable.
3. It is required that a student file a grievance within thirty (30) calendar days after the alleged violation.

### D. INFORMAL PROCEDURES:

1. If a student, or group of students, has a grievance, he/she, or they shall first discuss the matter with the teacher to whom he/she or they are having the grievance with.
2. If, after such discussion, he/she or they are not satisfied with the disposition of the matter, he/she or they have the right to have the grievance brought to the student’s principal to resolve the problem informally.

### E. FORMAL PROCEDURES:

1. If the aggrieved person or persons are not satisfied with the disposition of the problem through informal procedures, he/she or they will have three working days to submit the claim as a formal written grievance to the student’s principal.
2. The principal shall within five working days render his or her decision and its rationale in writing to the aggrieved person or persons, with a copy to the superintendent of schools for his or her files.
3. If the aggrieved person or persons are not satisfied with that disposition of the grievance at the principal level, or if the decision has not been rendered within five working days after the presentation of the grievance in writing, he/she or they may file the formal written grievance with the Superintendent of school within three working days of the principal’s decision.

4. The superintendent of schools or his/her representative shall act within ten working days after receipt of the grievance to meet with the aggrieved person or persons for the purpose of resolving the grievance. A full record of such meetings shall be kept by the superintendent. The superintendent shall within three working days of the hearing render his or her decision and its rationale in writing to the aggrieved person or persons with a copy to the school board.
5. Representatives of the aggrieved shall have the right to attend and participate in the meeting of the superintendent with the aggrieved person or persons relating to the grievance presented to the superintendent.
6. If the aggrieved person or persons are not satisfied with the disposition of the superintendent, he or she may file within three working days the grievance to the school board.
7. After receiving the written grievance, the school board shall meet with the aggrieved person or persons and the aggrieved representatives, if any, at the next regular scheduled board meeting for the purpose of resolving the grievance. The decision of the school board shall be rendered in writing within five working days and shall be final.
8. Nothing contained herein shall deprive any student, teachers, principal, superintendent, or school board of any legal right.

## **WHITE LAKE SCHOOL DISTRICT DRUG POLICY**

Student Standards of Conduct. The White Lake School District recognizes the responsibility for health, welfare, and safety of the students who attend the district schools. The school is concerned about the problems of vaping, alcohol, drugs, and tobacco use and abuse.

The White Lake School will not tolerate the unlawful manufacture, use, possession, sale, distribution, or being under the influence of vaping substances, alcohol, drugs, or controlled substances while the student is at any school facility, while on school transportation, or any school sponsored activity that the White Lake School is involved. Facilities include: School buildings, school grounds, school athletic fields, or any other site that is used for school sponsored activities. School transportation includes school cars, school buses, or other means of transportation to transport student for school sponsored activities. School sponsored activities are those activities that are under the sponsorship of the White Lake School.

Disciplinary Sanctions. The White Lake School has adopted a “no use” policy which notifies the parents and students that compliance with the standards of conduct are mandatory. Any student of the White Lake School who violates the standards of conduct will have disciplinary sanctions imposed upon them that are constant with federal, state, and local laws. These disciplinary sanctions may include expulsion or referral for prosecution. A disciplinary sanction may include the completion of any appropriate rehabilitation program. The school will do whatever is appropriate to help the student rehabilitate him/her self.

The school’s control of the disciplinary sanction imposed upon a violator may be overridden by local, state or federal authority if the violation includes breaking the law.

Disciplinary sanctions will be imposed on any student who violates the standards of conduct.

INTERNET SAFETY POLICY  
ADOPTED TO COMPLY WITH  
THE CHILDREN'S INTERNET PROTECTION ACT (CIPA)  
AND  
SOUTH DAKOTA CONSOLIDATED STATUTES SECTION 22-24-55

**I. Introduction:**

The Children's Internet Protection Act (CIPA) 47 U.S.C. &254 (h)(5), and South Dakota Consolidated Statutes Section 22-24-55 require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school owned computers. This policy is adopted to implement these state and federal requirements.

**II. Internet Safety**

It is the policy of this organization to protect computer users from harassment and unwanted or unsolicited electronic communications. Any network users who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator.

- A. The organization has implemented a technology protection measure that blocks access to inappropriate matter such as child pornography, obscene material and material that is harmful to minors.
- B. In order to protect their safety and security of its students, network users are prohibited from revealing personal information to other users when engaging in online activities including but not limited to chat rooms, e-mail, social networking web sites.
- C. All network users are prohibited from hacking and engaging in any unlawful online activity.
- D. All network users are prohibited from disclosing or disseminating personal information without proper authorization regarding minors.
- E. All network users are prohibited from accessing sites or online materials that are blocked by the technology protection measure.

**III. Implementation of Technology Protection Measure**

- A. All school owned computers (used on campus) must be equipped with a technology protection measure.
- B. Adult users may request the Technology Protection Measure to be temporarily disabled in order to conduct bona fide research or for another lawful purpose. The Technology Protection Measure must be re-activated as the adult finishes using the computer for the authorized bona fide research or other lawful purpose.

**IV. Acceptable Use Policy**

Each network user shall be required to sign an Acceptable Use Policy annually in the form prescribed by the Superintendent or his/her designee. The Acceptable Use Policy shall

implement this Internet Safety Policy. Violation of this policy and/or the Acceptable Use Policy shall be subject appropriate discipline and sanctions.

## **V. Monitoring of Online Activities**

It shall be the responsibility of all personnel of this organization to monitor students' online activities and use of the network to ensure that their use is in compliance with CIPA and this Internet Safety Policy.

## **VI. Cyberbullying and Appropriate Online Education**

Students will be educated annually about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. The implementation of this provision is delegated to the Superintendent who shall report annually to the Board on the educational activities undertaken to comply with this subsection.

The curriculum shall consist of at a minimum:

Parent/Community meetings presented by Technology Coordinator  
Teacher Instruction

\*Students in grades 3-12 will sign a verification form indicating they have been educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and cyberbullying awareness and response.

\*Students in grades PreK-2 will not be required to sign off; but the presenter will list the names of those who complete the K-2 instruction.

## **VII. Definitions Used In This Policy:**

- A. *Minor*: The term "Minor" means any individual who has not attained the age of 17 years.
- B. *Obscene*: The term "obscene" is defined as material – (1) the dominant theme of which, taken as a whole, appeals to the prurient interest; (2) which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and (3) lacks serious literary, artistic, political, or scientific value.
- C. *Child Pornography*: The term "child pornography" is a visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.



- D. *Harmful to minors*: The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that – (i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; (ii) depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- E. *Technology protection measure*: The term ‘technology protection measure’ means a specific technology that blocks or filters Internet access to the material that is obscene, contains child pornography and/or is harmful to minors.
- F. *Computer*: Any electronic device that has the ability to connect to the Internet including but not limited to desktop computers, laptop computers, tablet computers and electronic book readers.

**ADOPTION:**

The Board of Education advertised and held a public meeting to discuss CIPA and the White Lake School’s Safety Policy on June 18<sup>th</sup>, 2012. *This Safety Policy was adopted by the Board of Education on July 9, 2012.*

**ACCEPTABLE NETWORK AND INTERNET USE POLICY**  
**White Lake School District 1-3**  
**June 7<sup>th</sup>, 2012**

I. Introduction

The Children's Internet Protection Act (CIPA), 47 U.S.C 254(h)(5) require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This District's Acceptable Network and Internet Use Policy (hereinafter "AUP") is intended to set forth the specific obligations and responsibilities of all users, including students and staff, who access the District's Network, and to ensure such use complies with the CIPA requirements.

"Network" is defined as any and all District owned computers, servers, hardware and software, the District's local area network, wireless access points, the Internet, Internet 2, the District Intranet, email, chat rooms, other forms of direct electronic communications or other communications equipment provided by the District regardless of the physical location of the user. This AUP applies even when District provided equipment (laptops, tablets, etc.) is used on or off premises of District property.

II. Acceptable Use

The Network may be used only as a tool to support and advance the functions of the District as well as its curriculum and educational programs. Access to the District's Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District's Internet Safety Policy and this AUP.

Students may use the Network only in support of educational activities consistent with the educational objectives of the District. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the District. Faculty and staff may access the Network for limited personal use for not for any commercial or business use; however, such personal use may not violate an applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including all copyright laws and all materials on the Network should be presumed to be copyrighted.

All members of the staff who wish to use the Network must sign this AUP whenever requested by the District to confirm that the staff person has read and understands the policy and agrees to abide by it. Each student must sign this AUP annually to confirm that the student has read and understands this policy and agrees to abide by it. Students who are under 18 must have their parents or guardians sign this AUP and submit it to the District.

III. Network Etiquette

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

- A. Be polite. Do not send or encourage others to send messages that are abusive or otherwise fall in the definition of Prohibited Use in Section IV.
- B. Use appropriate language. Remember you are a representative of your school on a non-private network. You may be alone on a computer but what you write can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language.
- C. All communications and information accessible via the network should be considered private property that you cannot appropriately use without attribution and consent.

IV. Prohibited Use

The District reserves the absolute right to define prohibited use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes a prohibited use of the Network, and determine the consequence of such inappropriate use. Prohibited use includes but is not limited to the following:

- A. Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
- B. Criminal activities that can be punished under law;
- C. Selling or purchasing illegal items or substances;
- D. The unauthorized collection of e-mail addresses ("harvesting") of e-mail addresses from the Global Address List and other District directories;
- E. Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- F. Circumvention of the District's Technology Protection Measure/filter to access blocked sites;
- G. Disclosure of minors' personal information without proper authorization;
- H. Students' disclosure of personal information such as the student's name, address, phone number, password or social security number, to other users when engaging in online activities including but not limited to chat rooms, e-mail, social networking web sites.

- I. Causing harm to others or damage to their property, such as:
  - 1. Using profane, abusive, or impolite language; threatening, harassing, bullying, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
  - 2. Deleting, copying, modifying, or forging other users' names, e-mails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
  - 3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
  - 4. Using any District computer to pursue 'hacking', internal or external to the District, or attempting to access information protected by privacy laws; or
  - 5. Accessing, transmitting, or downloading large files, including 'chain letters' or any type of 'pyramid schemes'.
- J. Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
  - 1. Using another's account password(s) or identifier(s);
  - 2. Interfering with other users' ability to access their account(s); or
  - 3. Disclosing your own or anyone's password to others or allowing them to use your or another's account(s).
- K. Using the network or Internet for Commercial purposes:
  - 1. Using the Internet for personal financial gain;
  - 2. Using the Internet for personal advertising, promotions, or financial gain; or
  - 3. Conducting for non-profit business activities and/or engaging in non-government relating fundraising or public relations activities such as solicitation for religious, lobbying for personal political purposes.

V. Off Premise Use of Network

Students under the age of 18 should only access District-assigned email accounts and/or other Network components including but not limited to school-assigned computers such as laptops, tablets or e-readers off of District premises if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's off-premise use of the Network and ensuring such use complies with the AUP.

VI. Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the Network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the district, its affiliates, or employees.

VII. Enforcement

Prohibited use of the Network may, for students, result in disciplinary action up to and including suspension or expulsion from school or, for employees, suspension or termination of employment. Where circumstances warrant, prohibited use of the Network may be referred to law enforcement authorities.

When a school administrator has a reasonable belief that a student has violated a school rule, policy or the law, and there are facts and inferences that would cause a reasonable person to suspect that a search of the student's personal technology device(s) will reveal evidence of a violation and said school rule, policy or the law, the administrator shall have the authority to search such device, provided that the scope of the search relates to the suspected violation giving rise to the reasonable suspicion.

I have read, understand, and agree to comply with the Acceptable Network and Internet Use Policy.

Date: \_\_\_\_\_ School: White Lake School District 1-3

Students Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent/Legal Guardian Name \_\_\_\_\_ Parent/Legal Guardian Signature \_\_\_\_\_  
 (for Faculty Name) (Or Faculty Name)

## Internet Safety Policy (CIPA)

### Verification of Instruction Sign-Off (Grades 6-12)

I, \_\_\_\_\_, have been educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# White Lake One-to-One Tablet Computer Policy

*The focus of the Classroom Connections (One-to-One Tablet Program) at White Lake High School is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty first century students is the tablet. The individual use of the table is a way to empower student to learn at their full potential and to prepare them for the real world of college and the workplace. Tablets encourage students to solve problems and think critically by stimulating analytical thinking. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from the director of learning to a facilitator of learning. Classroom Connections (One-to-One Tablet Program) integrates technology into the curriculum anytime, anywhere.*

The policies, procedures and information within this section of handbook apply to all tablets or other forms of technology used on or off the premises of White Lake High School. All users of technology will be informed of expectations, responsibilities and consequences related to technology prior to gaining access to the equipment.

Teachers may set additional requirements for technology use in their classrooms.

## Receiving your tablet

Tablets will be distributed each fall on a date designated by the administration. Parents will attend a mandatory Parents' Night each year. At this meeting, school personnel will present information on Internet safety and the use of the tablet. Parents and students must sign and return the Use of Technology Student Agreement and Parent Approval Form along with a \$50.00 security deposit (if they haven't already) before the tablet will be issued to the student. *The \$50.00 fee will be returned when student graduates or leaves the White Lake School District if the tablet passes an inspection by school personnel for damages.*

Students will return their tablets at the end of each school year for maintenance, cleaning and software installations. Students will retain their original tablet each year while enrolled at White Lake High School.

## 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 coordinator.

### General Precautions

- \* No food or drink is allowed next to your tablet while it is in use.
- \* Cords, cables, and removable storage devices must be inserted carefully into the tablet.
- \* Students should never carry their tablets while the screen is open, unless directed to do so by a teacher.
- \* Tablets should be shut down before moving them to conserve battery life and prevent overheating.
- \* Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of White Lake School District.
- \* 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.

### Carrying Tablets

The protective cases provided with the tablets have sufficient padding to protect the tablet from normal treatment and provide a suitable means for carrying the tablet. The guidelines below should be followed:

- \* Tablets should always be within the protective case when carried.
- \* The tablet must be turned off before placing it in the carrying case to avoid overheating.

### **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 on the tablet that could put pressure on the screen.
- \* Do not place anything in the carrying case that will press against the tablet.
- \* Do not poke or write on the screen with anything other than the tablet's stylus.
- \* Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, or disks).
- \* Clean the screen with a soft, dry cloth or anti-static cloth.

## **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. Students must be responsible to bring their tablet to all classes.

### **Tablets Left at Home**

If students leave their tablet at home, they must immediately phone parents to bring it to school. If the student does not have the tablet in classes that day, the homework policy will apply. The tablet is an essential tool for learning at WLHS, so students need to have it in all classes each day.

### **Tablet Undergoing Repair**

Loaner tablets may be issued to students when they leave their tablets for repair with the technology coordinator.

### **Charging the 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 the use of the tablet has caused batteries to become discharged, students may be able to connect their tablets to a power outlet in class if it does not interfere with traffic flow in the classroom.

### **Sound**

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

### **Printing**

Students may use any printers listed on their print menu, but they need to be aware of the printer that they are using and retrieve any printed materials.

Since each student has a tablet, access to the network, and courses in Blackboard Learning, printing should be kept to a minimum. Most work can be completed electronically and submitted to teachers electronically. For printing purposes each student will be given a printing account of \$15.00 for each semester. Students will be charged the following rates for printed copies.

- \* \$0.10 for each copy from a laser black and white printer
- \* \$0.25 for each copy from a laser color printer

Each student's account will be visible on the desktop of their tablet and will give an up-to-date account of printing costs. . If the entire amount is not used during the first semester, it will be rolled over for use during the second semester.

# Managing Your Files And Saving Your Work

## Saving to My Documents

Students will be logging onto the school's 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.

The tablets are set up with a **Documents** folder in which students should save their work. The **Documents** folder will automatically save a copy of all student documents saved to the **Documents** folder to the high school server when they shut down their tablet. When a student adds a document to the **Documents** folder while working at home or away from school, that document will be copied automatically to the school server when the student logs onto the network at school.

Additional folders in the **Documents** folder may be created or added by the student. This is recommended for organization of work in various courses. All student work should be stored in one of the **Documents** folders.

Only files stored in the **Documents** folder will be automatically backed up and saved. Student work saved to a different location on the tablet will not be saved to the high school server.

Students are NOT to save personal music, video or picture files in the **Documents** folder. The White Lake School District reserves the right to monitor the contents of these folders and to delete without notice any media files not related to school work.

## Software On The Tablets

### Originally Installed Software

The software originally installed by the White Lake High School must remain on the laptop in usable condition and be easily accessible at all times.

The tablet is supplied with the current Microsoft operating system and with additional software including Microsoft Office, antivirus software, and monitoring software. Additional software for use in a particular course will be added when students are enrolled in the course. The licenses for this software require that the software be deleted from the tablets at the completion of the course.

### Virus Protection

The tablet has anti-virus protection software. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server is also installed with virus protection software and hardware.

### Additional Software

Students will not be able to run additional software on their tablets without permission. The software necessary for educational purposes has been identified by the administration and staff and has been loaded on all student tablets.

### Inspection

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

### Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the technology coordinator will copy all files in the **Documents** folder. The hard drive will then be re-formatted. Authorized software will be installed and the data files reinstated in the **Documents** folder. The school does not accept responsibility for the loss of any software deleted due to a re-format or re-image.

## Protecting and Storing Your Tablet

### Tablet Identification

Student tablets will be labeled in the manner specified by the school. Tablets can be identified in the following ways:

- \* Record of serial number
- \* Individual User account name and password

### Storing Your Tablet

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

### Tablets Left in Unsupervised Areas

Under no circumstances should tablets be left in unsupervised areas. Unsupervised areas include hallways, bathrooms, and outside; any computer left in these areas is in danger of being stolen. Unsupervised tablets will be confiscated by staff and taken to the Principal's Office.

## Repairing or Replacing Your Tablet

### Warranty

All student tablets are covered by a comprehensive manufacturer warranty. This protects the tablets from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the tablet or tablet replacement. The warranty **does not** warrant against damage caused by misuse, abuse, or computer viruses. Please report all tablet problems to the technology coordinator.

### Accidental Damage Protection

The tablets are covered against accidental damage. This includes liquid spills, accidental drops, power surges, and natural disasters. The coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. Parents will be responsible for adding the tablets to their homeowners or other insurance to protect against theft or damage outside of school, or must sign a waiver stating that they will pay the District the full amount of any uncovered damages or loss. The technology coordinators will assess the tablet damage and the machine will be repaired or replaced at no cost if the damage is determined to be accidental, infrequent, and within the coverage guidelines. Please report any tablet problems to the technology coordinator.

## Fees For Lost Items or Damage Due to Misuse or Neglect

Damage to the tablet may not be accidental and may be caused through intentional misuse and mishandling of the tablet by the student or through neglect for proper care. For this type of tablet damage, as determined by District staff, the student may be responsible to cover any repair costs incurred by the school. If a student loses their stylus, charger, bag, tablet or any other district property, they will be charged replacement cost at current market values.

Students must pay the fines for tablet damage before the tablet will be returned to them.

If students consistently cause damage to their tablets, as determined by the administration, they will be denied use of the tablet outside of the school day.



## **Tech Support**

The technology coordinator facilitates the repair work for tablets. Services provided include the following:

- \* Hardware maintenance and repairs
- \* Password identification
- \* User account support
- \* Operating system or software configuration support
- \* Application information
- \* Re-imaging hard drives
- \* Updates and software installation
- \* Coordination of warranty repairs

## ADMINISTERING MEDICINES TO STUDENTS

The White Lake School District strongly discourages the administering of prescription and non-prescription medication to students. The Board of Education recognizes that students may need to take medications at one time or another. We encourage parents to set up student medications during non-school hours. If it is impossible to avoid school hours, we encourage parent(s)/guardian(s) to close relatives to come to the school and administer the medication.

Students in Grades PreK through Five will not be permitted to take medication while at school unless such medicine is given to them by school personnel acting under specific written request by the parent/guardian and under the written instructions of the student's physician.

When such a request is made by a parent/guardian, a full release from the responsibilities relating to the administration and consequences of such medications must also be presented to the Principal by the student's parent/guardian.

The above policy covers all prescription and other drugs, including aspirin, Bufferin, and Tylenol.

Services such as medication dispensing will be provided at school when the principal has determined that it is a necessary and appropriate service for the district to provide such. The following rules apply:

1. Diagnosis and treatment of illness are not the responsibility 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. "Over the counter" drugs shall not be supervised or kept in the school office unless directed by a physician.
4. Students requiring medications at school shall be identified by the parent/guardian to authorized school personnel.
  - A. A completed "Request and Authorization for Medication" form (706A) shall be submitted to the school official.
  - B. Medication shall be brought to the school by the parent/guardian in a bottle, labeled by the pharmacy, including the student's name, medication name, physician, and dosage of the drug to be taken.
  - C. The medication shall be supervised and recorded immediately on the "Log Of Medication Supervised" form (706B) after the supervision by school personnel is delegated by the Principal.
  - D. In specific situations, students in Grades Six through 12 may be responsible for their own medication and self administration. Parents/guardians shall send only the medication needed for the day with the student.
5. The need for other physician prescribed services shall be reported to the Principal.
6. Recording forms for physician prescribed services shall be retained in the school office in a Health Services working file for a year and then destroyed.

Reviewed: 3/11/96

Adopted: 4/8/96

REQUEST AND AUTHORIZATION FOR MEDICATION

Student's Name \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ School: \_\_\_\_\_

We encourage medication hours to be arranged outside of school hours, if possible!

- 1. Diagnosis: \_\_\_\_\_
- 2. Name of Medication: \_\_\_\_\_
- 3. Total daily dosage: \_\_\_\_\_
- 4. Amount of times to be administered at school: \_\_\_\_\_
- 5. Method of Administration: \_\_\_\_\_
- 6. Duration (week, month, etc.): \_\_\_\_\_
- 7. Precautions & Reaction to observe & report: \_\_\_\_\_

\_\_\_\_\_  
Physicians Signature (required for Option I below)      Telephone      Date

\*\*\*\*\*

Parent's Statement (Circle One Option)

Option I:      I request and authorize personnel at the White Lake School District to supervise and/or administer the medication prescribed on this form to my child. I understand the medication must be provided in a bottle, identifying the name and telephone number of the pharmacy, the student's name, physician's name and dosage of the drug to be taken. I understand that the school district will not be held liable for any adverse affects of the medication.

Option II:      I authorize my child to take his/her own medication while at school and relieve the School District and personnel of all responsibility. Physician's signature is not required.

Option III:      EPL pens and inhalers only. I authorize my child to self-administer his/her prescription medication for asthma and/or anaphylaxis while at school and relieve the school district and personnel of all responsibility. Physician order and statement that student is capable of self-administration is required.

\_\_\_\_\_  
Parent/Guardian Signature      Date

\*\*\*\*\*

Date      Number Received by School      Verifying Signature      Verifying Signature

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SPECIAL DIET FORM

\* Keep a copy of the completed form for your records.

<b>Part A – Participant, Parent/Guardian, and School/Agency Contact Information – To be completed by a parent/guardian or school/agency contact person –</b>		
<b>1. School/Agency Name</b>	<b>2. Site Name (if applicable)</b>	<b>3. School/Agency Telephone</b>
<b>4. Name of Participant</b>		<b>5. Date of Birth</b>
<b>6. Name of Parent or Guardian</b>		<b>7. Parent/Guardian Telephone</b>
<b>Part B – Special Diet – To be completed by a medical authority as defined above.</b>		
<b>7. Check One:</b>		
<input type="checkbox"/> a. Participant has a <b>disability</b> .		
<input type="checkbox"/> b. Participant has a food allergy/intolerance or other medical condition that does not rise to the level of a disability.		
<b>8. Specify the disability, food allergy/intolerance, or medical condition requiring a special meal or accommodation (use extra pages if needed):</b>		
<b>9. If participant has a disability (see definition on instructions page), provide a brief description of participant's major life activity (see list on instructions page) affected by the disability (e.g. allergy to peanuts affects ability to breathe):</b>		
<input type="checkbox"/> Check if not applicable		
<b>10. Describe the TYPE OF SPECIAL DIET REQUIRED (e.g. low sodium, gluten-free, diabetic, etc.) Use extra pages if needed:</b>		
<input type="checkbox"/> Check if not applicable		
<b>11. Modified Texture:</b>	<b>12. Modified Thickness:</b>	
<input type="checkbox"/> Not Applicable <input type="checkbox"/> Chopped	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Nectar	
<input type="checkbox"/> Ground <input type="checkbox"/> Pureed	<input type="checkbox"/> Honey <input type="checkbox"/> Spoon or Pudding Thick	
<b>13. Special Feeding Equipment (large handled spoon, sippy cup, etc.):</b>		
<input type="checkbox"/> Check if not applicable		

**14. Foods to be omitted and substituted: (List specific foods to be omitted and suggested substitutions. You may sign and attach a sheet with additional information as needed.)**

Check if not applicable

**A. Foods To Be Omitted**

**B. Suggested Substitutions**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IMPORTANT:** For a participant who does not have a recognized disability, the only fluid milk substitutions allowed by USDA are: (1) lactose-free fluid cow’s milk or (2) a non-dairy beverage with a nutrition profile equivalent to cow’s milk as specified in federal regulations. Currently the only beverages meeting these specifications are certain brands of soy milk.

<b>15. Signature of Preparer</b>	<b>16. Printed Name</b>	<b>17. Telephone Number</b>	<b>18. Date</b>
<b>19. Signature of Medical Authority</b>	<b>20. Printed Name</b>	<b>21. Title</b>	

**Part C – Parent/Guardian Permission – To be completed by a parent/guardian**

I give permission for school/agency personnel responsible for implementing my child’s special diet to discuss my child’s special dietary accommodations with any appropriate school/agency staff and to follow the special diet for my child’s school/agency meals. I also give permission for my child’s medical authority to further clarify the special diet on this form if requested to do so by school/agency personnel.

<b>22. Parent/Guardian Signature:</b>	<b>23. Date:</b>
---------------------------------------	------------------

**Part D – Request Substitution for Fluid Cow’s Milk due to Lactose Intolerance, Allergy, Vegan Diet, Religious, Cultural, or Ethical Reasons – To be completed by parent/guardian.**

24. Instead of fluid cow’s milk, please provide the individual named in Part A of this form with the following substitute (check ONE):

- Lactose-free cow’s milk
- Non-dairy beverage with a nutrient profile equivalent to fluid cow’s milk per federal regulations

<b>25. Parent/Guardian Signature:</b>	<b>26. Date:</b>
---------------------------------------	------------------

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html) found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

As stated above, all protected bases do not apply to all programs, the *first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.*

**WHITE LAKE SCHOOL DISTRICT**  
**410 E. 4<sup>th</sup> STREET      PO BOX 246**  
**WHITE LAKE SD 57383**  
**PHONE: 605-249-2251    FAX: 605-249-2725**

Policy On Children and Youth In Transition  
White Lake School District #1-3

Homelessness exists or has the potential to exist in our community. A combination of high housing costs and poverty causes many families to lose their housing. Many young people leave their homes due to abuse, neglect, and family conflict. Children and youth who have lost their housing live in a variety of places, including motels, shelters, shared residences, transitional housing programs, cars, campgrounds, and others. Their lack of permanent housing can lead to potentially serious physical, emotional and mental consequences. This school district will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities to succeed in our schools. This district will also follow the requirements of the McKinney-Vento Act.

It is the policy of our district to view children as individuals. Therefore, this policy will not refer to children as *homeless*; it will instead use the term *children and youth in transition*. Under federal law, children and youth in transition must have access to appropriate public education, including preschool, and be given a full opportunity to meet state and local academic achievement standards. They must be included in state and district-wide assessments and accountability systems. Our schools will ensure that children and youth in transition are free from discrimination, segregation, and harassment.

Information regarding this policy will be distributed to all students upon enrollment and once during the school year, provided to students who seek to withdraw from school, and posted in every school in the district, as well as other places where children, youth, and families in transition receive services, including family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments, health departments, and other social service agencies.

Any complaints encountered by children and youth in transition or their parent, guardian, or caretaker should contact the local Homeless Liaison at the address listed above for assistance in the resolution of the problem

**WHITE LAKE SCHOOL DISTRICT**  
**410 E. 4<sup>TH</sup> STREET PO BOX 246**  
**WHITE LAKE SD 57383**  
**PHONE: (605) 249-2251 FAX (605) 249-2725**

***COMPLAINT PROCESSING FORM***  
***Education of Homeless Children and Youth***

<b>Date Call Received:</b>	<b>Time Call Received:</b>
<b>Name of Caller:</b>	Phone Number where caller can be reached:
<b>Name of Student(s) Involved:</b>	<b>Birthdate(s)</b> <span style="float: right;"><b>Grade Level(s):</b></span>
Where is the student currently living? (name of Shelter/relative/friend/other)?	What School is the student attending or trying to enroll in?  In what District is the school located?
What is the nature of the Complaint?	
Who has the complainant talked with to get the problem resolved?	
Name:	Position:
Name:	Position:
<b>Follow Up Information (to be completed by Homeless Coordinator)</b>	
Date and time of follow-up calls:	Action requested by complainant
Phone Contact with School Official Date:  Time:	Action agreed to be taken by the school:
Final Disposition Of Case:	

## **BULLYING**

Bullying is intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated.

Bullying differs from conflict. Two or more persons can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a person who has difficulty defending himself or herself.

### **FORMS:**

**Physical:** Physical bullying involves harmful actions against another person's body.

Examples include: biting, kicking, pushing, pinching, hitting, tripping, pulling hair, any form of violence intimidation.

**Verbal:** Verbal bullying involves speaking to a person or about a person in an unkind or harmful way. Examples include: sarcasm, teasing, put-downs, name calling, phone calls, spreading rumors, or hurtful gossip.

**Emotional:** Emotional bullying involves behaviors that upset, exclude, or embarrass a person.

Examples include: nasty notes, saying mean things using technology, intentional exclusion from games or activities, tormenting, threatening, humiliation or social embarrassment.

**Sexual:** Sexual bullying singles out a person because of gender and demonstrates unwarranted or unwelcome sexual behavior. Examples include: sexual comments, abusive comments, unwanted physical contact.

**Racial:** racial bullying involves rejection or isolation of a person because of ethnicity. Examples include: gestures, racial slurs or taunts, name calling, make fun of customs/skin color/accent/food choices.

Cyberbullying is a form of indirect or social bullying that uses technological communications to humiliate, harass, embarrass, tease, intimidate, threaten, or slander one or more students.

Cyberbullying is the act of being cruel to others by sending or posting harmful material or compromising photographs online or through a cell phone.

Bullying will be monitored and/or handled by the White Lake School District staff, administration, and board of education on a case by case system. Bullying will not be tolerated and can lead to strict discipline including suspension. Families will be notified as timely as possible.

1<sup>st</sup> Reading: July 13, 2009

Approved: August 10, 2009



# VIRTUAL SCHOOL

The White Lake School will accept credits from the virtual school providers in the State of South Dakota. Those providers are currently: Rapid City Public School, DIAL Virtual School, and Northern State University. The White Lake Board of Education, administration, and staff encourage White Lake Students to take virtual school classes--- classes that are not offered at White Lake.

The majority of the virtual school classes cost approximately \$315 per semester. The White Lake School will pay for the classes and the books that are required for graduation and/or for the South Dakota Opportunity Scholarship---Calculus, Spanish I, Spanish II, and Health. The White Lake School will also accept responsibility for helping IEP Students with additional or replacement classes. The White Lake School may pay for the tuition, but not the books for classes such as Medical Terminology, Animal Science, Agriculture Technology, Art, Parenting, AP Classes, or any individualized college preparation class. Whether or not the school pays the tuition will depend upon the grade that the student receives. If a student receives an "A", "B", or "C" the school will pay. However, if a student receives a "D" or "F", then the student must pay for their own class. Students will not be allowed to drop or withdraw from a class after 1<sup>st</sup> week of semester.

## Process:

- A. The student's family must deposit with the school a check for the actual tuition for the class.
- B. The check will be returned or refunded to the student's family upon successful completion of the course with an acceptable grade.
- C. If the course is not successfully completed with an acceptable grade, then the tuition money will be remitted to the school.

1<sup>st</sup> Reading: July 13, 2009  
Approved: August 10, 2009  
Updated: August 12, 2019

## **Parent Permission for Online Publication of a Student's Image and Work**

Today's students are growing up in a digital environment. 21<sup>st</sup> century curriculum must be infused with skills necessary for living and working in an ever-changing society. We must utilize the ability to share with a global audience and use this opportunity to teach our students proper on-line communication.

Please check one of the following choices and sign below:

\_\_\_\_\_ I give the White Lake School permission to post my child(ren)'s picture, information concerning school activities, and projects/assignments onto the school website/Internet. I also give permission for my child to be televised on the Midstate Sports channel for various sport activities.

\_\_\_\_\_ I *DO NOT* give the White Lake School permission to post my child(ren)'s picture, information concerning school activities, and projects/assignments onto the school website/Internet. I also *DO NOT* give permission for my child to be televised on the Midstate Sports channel for various sport activities.

\*Examples: pictures of sporting events, Math and Reading Nights, classroom activities, band and chorus activities, oral interp, class officers, class pictures, student council representatives, homecoming activities, individual winners of Academic Festival or other competitions. This also includes assignments such as personal writings, voice narrations, videos, and other projects or assignments.

Student(s) Name \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## NONDISCRIMINATION IN FEDERAL PROGRAMS

White Lake School will not violate any of the provisions of applicable federal programs, statutes or regulations, including but not limited to Title IX, ESEA/Title I, Rehabilitation Act Section 504, Title II (Americans with Disabilities Act), NCLB and McKinney-Vento Act (homeless children). White Lake School will not discriminate in any of its policies and programs on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability.

The White Lake School will provide the following:

1. an adequate, reliable, and impartial investigation of complaints, including the opportunity for the complainant and alleged perpetrator to present witnesses and provide evidence;
2. evaluation of all relevant information and documentation relating to a complaint of discrimination;
3. specific, reasonably prompt time frames at each stage of the grievance process;
4. written notice to all parties within a specified timeframe of the outcome or disposition of the grievance at each stage of the process;
5. an opportunity to appeal the findings or remedy, or both;
6. an assurance that the White Lake School will take steps to prevent recurrence of any discrimination and correct discriminatory effects on others; and
7. language in the policies and grievance procedures indicating that any attempts to informally or voluntarily resolve the complaint or grievance should not delay the commencement of the school's investigation.

In compliance with applicable federal laws and regulations, the Board has appointed the Superintendent/designee to coordinate program compliance with federal programs. The Superintendent can be reached at:

WHITE LAKE SCHOOL 410 East 4<sup>th</sup> Street  
PO Box 246  
White Lake, SD 57383  
Phone #: 605-249-2251

A complaint may also be filed with the United States Office for Civil Rights, U.S. Department of Education at: 1010 Walnut Street, Suite 320, Kansas City, Missouri 64106; Telephone: (816) 268-0550; Facsimile: (816)268-0599; Telecommunication Device for the Deaf: (877) 521.2172; E-mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

### COMPLAINT PROCEDURE

The White Lake School has adopted a specific procedure to ensure that parental/student/public complaints related to the provisions of applicable federal programs, statutes or regulations, including claims of retaliation are addressed. The Cooperative will not discriminate, in any of its policies and programs, on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability.

The purpose of this complaint procedure is to outline a procedure for addressing parental/student/public complaints about federal program compliance and/or discrimination. *Complaints against school employees and complaints related to sexual harassment are addressed through other cooperative policies and not through this policy.*

For the purposes of this policy, a "complaint" is a perceived or alleged violation of federal programs, statutes or regulations (e.g., Title IX, ESEA/Title I, Rehabilitation Act Section 504, Title II (Americans with Disabilities Act), NCLB, McKinney-Vento Act (homeless children), etc.) and/or discrimination in a policy and/or program on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability.

To protect the confidentiality of all concerned, it is imperative that any school employee in receipt of a complaint treat the complaint as confidential and that the complaint not be reproduced in any form, nor disclosed or discussed with any person other than those identified as proper recipients of the complaint (i.e., Superintendent, supervisor, or board).

When a federal program compliance complaint or discrimination/harassment complaint based on race, color, national origin, age or sex (excluding sexual harassment complaints) is brought directly to an individual board member or the entire Board, the board member or entire Board may listen to the person's complaint but shall take no action unless there has been compliance with this Policy. The person bringing the complaint will be directed to the procedure as set forth below. The following procedure is designed to ensure the proper balance in protecting the rights of the person(s) bringing the complaint and the rights of the employee against whom the complaint is made. It is only when the person having the complaint and the employee involved cannot resolve the problem, and the complaint cannot be resolved at the administrative level, will the Board and board members become involved.

Should it be determined that discrimination or harassment occurred based on race, color, national origin, age or sex, the White Lake School will take steps to prevent recurrence of any discrimination or harassment and to correct its discriminatory effects on others, if appropriate.

### **STEP 1: Initial Complaint**

- A.** The person having the complaint related to federal program compliance or discrimination/harassment complaint based on race, color, national origin, age or sex (excluding sexual harassment complaints), the person must initiate the complaint procedure in one of the following ways:
- meet and discuss the concern with the Employee involved; OR
  - meet and discuss the concern with the Employee's Supervisor/Director.
1. If the Complainant met with the Employee and the complaint was not resolved, the Complainant must meet and discuss the complaint with the Supervisor/Director within ten (10) calendar days of the meeting with the Employee. The Supervisor/Director shall complete a Complaint Form, Exhibit AC-E (1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its content.
  2. If the Complainant initiates the complaint by meeting with the Supervisor/Director, the Supervisor/Director shall complete a Complaint Form, Exhibit AC-E (1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its contents.
- B.** Upon the Complaint Form being signed and dated by the Complainant, the complaint shall be given to the Compliance Officer (Supervisor/Director). The Supervisor/Director shall also give a copy of the complaint to the Employee and schedule an informal meeting with only the Complainant, Employee and Supervisor/Director present. At the meeting, the Supervisor/Director shall attempt to facilitate discussion between the Complainant and Employee by seeking clarification of the issue(s) and seeking a resolution to the complaint. However, attempts to informally or voluntarily resolve the complaint should not delay the commencement of the school's investigation. Should a resolution be obtained, the resolution shall be noted on the Complaint Form. Should a resolution not be obtained, the Complainant and/or the Employee may request a decision by the Supervisor/Director on the merits of the complaint by making the request on the Complaint Form.
- C.** If the Supervisor/Director is asked to make a decision on the merits of the complaint, the Supervisor/Director has the authority to investigate the complaint beyond the information received from the Complainant and Employee during the meeting with the Complainant, Employee and Director. During the Supervisor/Director's investigation the complainant and alleged perpetrator shall both have the opportunity, at separate times, to present witnesses and provide evidence to the Supervisor/Director. The Supervisor/Director shall evaluate all relevant information and documentation related to the complaint of discrimination or harassment and shall render a decision in writing within fourteen (14) calendar days of the request for a decision on the merits of the complaint. The time frame for rendering a decision by the Supervisor/Director may be extended by the Supervisor/Director for good cause and upon written notification to the Complainant and Employee. The notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant and the Employee shall receive written notification of the Supervisor/Director's determination/resolution.
- D.** The Supervisor/Director's decision may be appealed by the Complainant or Employee to the Board within (10) ten calendar days of receipt of the Supervisor/Director's written decision pursuant to Step 2. If the Supervisor/Director does not render a written decision within the required time frame (14 days unless extended) the Complainant or Employee may appeal to the Board pursuant to Step 2.

*Should the complaint be against a Director, the Board shall address the complaint through the procedure set forth in Step 1. An appeal by the Complainant pursuant to Step 1D may be filed with the Board pursuant to Step 3.*

*Should the complaint be against the Director the Complaint Form, Exhibit AC-E (1), shall be given to the Business Manager. The Business Manager shall give the Complaint Form to the Board President or Chairperson. At the Board meeting, the Board will designate a person who is not an Employee of the School to address the complaint through the procedure set forth in Step 1. An appeal by the Complainant pursuant to Step 1D may be filed with the Board pursuant to Step 2.*

## **STEP 2: Complainant's Appeal to the Board**

The following procedure shall be used to address an appeal of the Director's decision made in Step 2, or if the Director failed to render a decision in the required time frame:

- A. An appeal to the Board shall be in writing using Exhibit AC-E (3). The Complainant must attach the complaint, the Supervisor's written decision if a decision was rendered, the appeal to the Director, the response to the appeal if any, and the Director's decision if one was rendered.
- B. The appeal must be filed with the President/Chairperson of the Board or Business Manager within ten (10) calendar days of Complainant's receipt of the Director's written decision, or within ten (10) days of the deadline for the Director's written decision, whichever comes first.
- C. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the Employee involved.
- D. Upon receipt of an appeal to the Board, the Board shall schedule a date, time and location for the appeal hearing.
- E. The following procedure shall be applicable at the appeal hearing before the Board:
  1. The Board shall appoint a board member or a person who is not an employee of the cooperative as the Hearing Officer.
  2. Within thirty (30) calendar days of an appeal being filed with the Board, the Board shall conduct a hearing in executive session.
  3. The Complainant, Employee and Director each have the right to be represented at the hearing.
  4. The Board shall make a verbatim record of the hearing by means of an electronic device or a court reporter. This record and any exhibits must be sealed and must remain with the Hearing Officer until the appeal process has been completed.
  5. The issue on appeal is whether the Director's decision should be upheld, reversed or modified by the Board; in the absence of a decision by the Director, the Board will make a decision on the merits of the complaint.
  6. All parties shall be given the opportunity to make an opening statement, with the Complainant being given the first opportunity, followed by the Employee and then the Director.
  7. The Complainant shall present his or her case first, and the Employee shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The Hearing Officer and board members may ask questions of any witness.
  8. After the Complainant and the Employee have presented their respective cases, the Director shall then present the basis of his/her decision which led to the appeal, if a decision was rendered. The Complainant and Employee shall have the opportunity to ask the Director questions. The Hearing Officer and board members may also ask questions of the Director.
  9. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the Hearing Officer rules otherwise. All witnesses must take an oath or affirmation administered by the Board President/ Chairperson, Hearing Officer or other person authorized by law to take oaths and affirmations.
  10. The Hearing Officer shall admit all relevant evidence. The Hearing Officer may limit unproductive or

repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 595. 602 (S.D. 1979) (“This [school board hearing related to teacher contract nonrenewal] does not mandate nor necessitate the use of strict evidentiary rules.”).

11. Both parties shall be given the opportunity to make a closing statement, with the Complainant having the first opportunity, followed by the Employee, and then the Director. The Complainant shall be given the opportunity for a brief rebuttal.
12. After the evidentiary hearing, the Board shall continue to meet in executive session for deliberations. No one other than the Hearing Officer may meet with the Board during deliberations. During deliberations, the Board may seek advice from an attorney who did not represent any of the parties in the hearing. Consultation with any other person during deliberation may occur only if a representative of the Complainant, Employee and Director are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date.
13. Within twenty (20) calendar days of the hearing, the Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to the Complainant, Employee and Director. The notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.
14. The decision of the Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will reconvene in open session. The Board may uphold, reverse, or modify the Director’s decision, or render a decision on the merits of the complaint in the absence of a Director’s decision. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion, shall be in writing and approved by the Board. The Complainant, Employee, Supervisor, and Director will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the Board.
15. If the Complainant is dissatisfied with the Board’s decision, the Complainant may appeal the decision by filing an appeal to the circuit court pursuant to SDCL Ch. 13-46.

**State Reference**

SD Constitution Article 6  
 SDCL 13-37  
 SDCL 20-12  
 SDCL 20-13

**Description**

Bill of Rights  
 Special assistance and related services  
 Municipal and county protection of human rights  
 Human rights

**Federal Reference**

Public Law 94-142  
 Title VI, Civil rights Act of 1964  
  
 Title VII, Civil Rights Act of 1964  
 USC Title 20 Chapter 38 §§1681-1688  
 USC Title 29 Chapter 14  
 USC Title 29 Chapter 16 §701  
 USC Title 42 Chapter 76 §6101-6103

**Description**

Education for All Handicapped Children Act of 1975  
 Nondiscrimination in Federally Assisted Programs  
 Prohibits discrimination by covered employers on the basis of race, color, religion, sex or national origin  
 Discrimination Based on Sex or Blindness  
 Age Discrimination in Employment  
 Vocational Rehabilitation  
 Age discrimination in Federally Assisted Programs

Adopted: 7-19-2021

**NONDISCRIMINATION IN FEDERAL PROGRAMS  
COMPLAINT REPORT FORM**

Date Form

Completed: \_\_\_\_\_

Form Completed by:

\_\_\_\_\_

Person Filing the Complaint (Complainant):

\_\_\_\_\_  
\_\_\_\_\_

Address/Phone # of Complainant:

\_\_\_\_\_  
\_\_\_\_\_

Employee Involved:

\_\_\_\_\_

Nature of Complaint: The person making the complaint shall with specificity identify the basis of the complaint (i.e., what, when, where, witnesses, and any other pertinent information).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (use  
additional sheets if necessary).

Was a meeting held between the person having the complaint and the employee?

Yes \_\_\_\_\_ No \_\_\_\_\_

If a meeting was held, when was it held, what happened at the meeting and what was the outcome of the meeting: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If a meeting was not held, explain why not:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resolution requested/sought by complainant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Completing the Report Form

Step 1 mutually agreeable resolution was reached:

Yes \_\_\_\_\_ No \_\_\_\_\_

If resolution, manner in which the complaint was resolved:

\_\_\_\_\_  
\_\_\_\_\_

Complainant (initial/date) \_\_\_\_\_ Employee (initial/date) \_\_\_\_\_

If no mutually agreed upon resolution was reached, I request a decision by the Superintendent on the merits of the complaint:

Yes \_\_\_\_ No \_\_\_\_ Complainant (initial \_\_\_\_\_) Date \_\_\_\_\_

Yes \_\_\_\_ No \_\_\_\_ Employee (initial \_\_\_\_\_) Date \_\_\_\_\_







**WHITE LAKE SCHOOL DISTRICT #1-3**  
**WELLNESS POLICY**  
(Adopted August 8, 2022)

**I. Preamble**

The White Lake School District is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social successes, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year. Good *nutrition* and adequate *physical activity* are essential components of positive student outcomes.

The White Lake School District will utilize a wellness committee to establish and promote positive nutrition and physical activity guidelines and opportunities.

**II. Wellness Committee**

The White Lake Wellness Committee will include the following representation: School Administrator, Physical Education Teacher, Food Service Director, Head Cook, School District Patron, School Health Professional, School Board Member and Student.

The Superintendent will coordinate meetings and facilitate development of and updates to the wellness policy, and ensure district’s compliance with the policy.

<b>Wellness Committee Members</b>			
<b>Name</b>	<b>Title/Relationship to the District</b>	<b>Email Address/phone number</b>	<b>Role on Committee</b>
<b>Robert Schroeder</b>	<b>Superintendent</b>	<b>robert.schroeder@k12.sd.us</b>	<b>Facilitator</b>
<b>Will Gottlob</b>	<b>Lead Teacher</b>	<b>will.gottlob@k12.sd.us</b>	<b>Implementation / evaluation</b>
<b>Rebecca Moore</b>	<b>Physical Education Teacher</b>	<b>rebecca.moore@k12.sd.us</b>	<b>Implementation / evaluation</b>
<b>Lori Peters</b>	<b>Food Service Director</b>	<b>lori.peters@k12.sd.us</b>	<b>Implementation / evaluation</b>
<b>Lily Simpson</b>	<b>Head Cook</b>	<b>lily.simpson@k12.sd.us</b>	<b>Implementation / evaluation</b>
<b>Annie Johnson</b>	<b>Patron</b>	<b>Anniejohnson683@gmail.com</b>	<b>Implementation / evaluation</b>
<b>Lacy Wiczorek</b>	<b>County Health Nurse</b>	<b>Lacy.wiczorek@state.sd.us</b>	<b>Implementation / evaluation</b>
<b>Duane Beckman</b>	<b>School Board Member</b>	<b>605-680-0536</b>	<b>Implementation / evaluation</b>
<b>Stu. Co. Pres.: Beau Kirsch</b>	<b>Student</b>	<b>bk3401@k12.sd.us</b>	<b>Implementation / evaluation</b>

### **III. Wellness Policy Implementation, Monitoring, Accountability, and Community Engagement**

The White Lake School Wellness Policy will be made available on the school website: [www.whitelake.k12.sd.us](http://www.whitelake.k12.sd.us). The wellness committee will meet yearly to update, modify, and assess the effectiveness using the Healthy Schools Program online assessment tool located at <https://schools.healthiergeneration.org/dashboard/>.

#### **Triennial Assessments**

The White Lake School District will assess the wellness policy at least every three years to measure its success in meeting wellness policy requirements, the extent to which the district is complying with the wellness policy, and the progress in attaining the goals of the wellness policy.

#### **Recordkeeping**

The District will retain records to document compliance with the requirements of the wellness policy in the Superintendent's office for the past 3 years. Documentation will include but will not be limited to:

- The written wellness policy
- Documentation of efforts to review and update the School Wellness Policy including date, time, and members in attendance at yearly meeting.
- Documentation that policy has been made available to public
- The most recent assessment of wellness policy
- Documentation that most recent assessment of policy is made available to public.

#### **Policy Updates**

The Wellness Committee will update the wellness policy based up the results of the triennial assessments, federal and state regulations, school health assessments results, district priorities, and emerging scientific information.

#### **Annual Notification of Policy and Public Involvement**

The District will inform families and the public each year of the basic information about the policy, including any updates to the policy and implementation status. The District will also actively communicate ways in which others can participate in the development, implementation, and review of the wellness policy via involvement in the wellness committee. This information will be available to our community via the District website and through a monthly newsletter mailing.

### **IV. Nutrition**

#### **School Meals**

The White Lake School District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, meats and meat alternatives, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams of trans fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. Our school meal program aims to improve the diet and health of our children,

help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs. We will also aim to accommodate special dietary needs and food allergies.

Our District participates in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and the Fresh Fruit and Vegetable Program (FFVP). Our District will make every effort to ensure, to the maximum extent practicable, that the method of payment does not identify a student as eligible for free or reduced-priced meals. Our District is committed to offering school meals through these programs that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Establish practices related to feeding students with unpaid meal balances that do not embarrass or stigmatize the student;
- Ensure that students are served lunch at a reasonable and appropriate time of day;
- Encourage staff to model healthy eating behaviors;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards);
- Promote healthy food and beverage choices, such as one or more of the following:
  - Whole fruit options are displayed in attractive bowls or baskets
  - Sliced or cut fruit is available daily
  - Daily fruit options are displayed in a location in the line of sight and reach of the students
  - All available vegetable options have been given creative or descriptive names
  - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
  - Student surveys and taste testing opportunities are used to inform menu development
  - Student artwork is displayed in the service and/or drinking areas.
  - Daily announcements are used to promote and market menu options.

### **Staff Qualifications and Professional Development**

All school nutrition program directors and staff will meet or exceed hiring and annual continuing education/training requirements. These school nutrition personnel will refer to the CANS website to search for training that meets their learning needs.

### **Water**

To promote hydration, free, safe, and unflavored drinking water will be available to all students throughout the school day. Students can bring and carry approved water bottles filled with only water before, during, and after school day.

## **Competitive Foods and Beverages**

Currently the White Lake School District does not provide food or beverage opportunities to students, outside of our school meal programs, during the school day.

## **Celebrations and Rewards**

The district will ensure that classroom celebrations and rewards are also consistent with our nutritional goals. All food and beverages offered in the classroom that is not part of the school meal program will meet dietary needs and be under the teacher's discretion. The district recommends utilizing rewards that promote nutritional health. Food and beverages will not be withheld as a punishment for any reason.

## **Fundraising**

Fundraising during school hours will sell only non-food items or foods and beverages that meet or exceed the Smart Snacks nutrition standards. These fundraisers may include but are not limited to: cookie dough, candy, pizza and frozen food sales.

## **Concessions**

Concessions will be available during home game nights after school hours. Our concession stand will incorporate healthy food options into its offerings including fresh fruits and/or vegetables.

## **Nutrition Promotion**

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence based techniques and nutrition messages, and by creating food environments that encourages healthy nutrition choices and participation in school meal programs. Students and staff will receive consistent nutrition messages throughout hallways, classrooms, and cafeteria.

## **Nutrition Education**

The White Lake School District will teach, model, encourage, and support healthy eating by all students. Our school will provide nutrition education and engage in nutrition promotion that includes but is not limited to:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through various subjects;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Nutritional and physical activity that is developmentally appropriate, culturally relevant, and physically participatory in nature;
- Promotes physical activity/exercise;

## **Food and Beverage Marketing in Schools**

The White Lake School District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. It is the intent to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus during the school day in areas that are highly visible to students. All other advertising and marketing strategies will be minimized over time.

## **V. Physical Activity**

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program. White Lake School will provide various daily opportunities for its students to be physically active.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) **will not be withheld** as punishment for any reason. Alternative ways to discipline students will be utilized.

The white Lake School District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. Necessary inspections and repairs will be conducted.

### **Physical Education**

The White Lake School District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts. The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to all for equitable participation for all students and will adapt physical education classes and equipment as necessary.

Students in grades K-5 will each receive physical education for at least 60 minutes per week throughout the school year. All secondary students are required to take the equivalent of one academic semester of physical education and one academic semester of health education, and meeting the state PE/Health Education requirements. Curriculum will cover a broad range of topics including, but not limited to:

- The physical, psychological, or social benefits of physical activity;
- How physical activity can contribute to the academic learning process
- Phases of an exercise session including warm-up, workout, and cool-down
- Preventing injury during physical activity
- Monitoring progress toward reaching activity goals;
- How to influence, support, or advocate for others to engage in physical activity

## **Classroom Physical Activity**

Classroom physical activity will be offered in addition to physical education and recess and at all school levels. This is to happen in both planned and unplanned academic instruction. Such activities benefit students by improving concentration, reducing disruptive behavior, improving motivation, improving academic performance, and increasing daily physical activity. The district encourages:

- Classroom physical activity to be incorporated into planning throughout the day;
- Physical activity to be provided in the classroom outside of planned instruction
- Barriers to classroom physical activity be minimized; and
- Classroom physical activity to not be withheld from students as a disciplinary approach.

## **Recess**

All elementary students will be engaged in at least 45 minutes of recess on all days during the school year. Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever possible. The district will:

- Provide students with adequate space, facilities, equipment, and supplies for recess;
- Ensure spaces and facilities for recess meet or exceed recommended safety standards;
- Prohibit the exclusions of students from recess for disciplinary or academic reasons; and
- Provide equipment to allow for inclusion of students with disabilities into activities.

## **Other Activities that Promote Student Wellness**

The White Lake School District will integrate wellness activities across the entire school setting. The District/ along with community collaboration will help coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same goals and objectives promoting student/adult well-being, optimal development and strong educational outcomes. Some of these activities include:

- \* Jump rope for Hearts
- \* White Lake Community Fitness Challenge
- \* Ikiarod
- \* White Lake Elementary Track and Field Day
- \* Open gym activities
- \* After School Program



## ADMINISTRATION OF MEDICAL CANNABIS TO QUALIFYING STUDENTS

The White Lake School District restricts the administration of medical cannabis during school hours and at school-sponsored activities unless, in accordance with a practitioner's recommendation, administration of medical cannabis cannot reasonably be accomplished outside of school hours or school-sponsored activities.

The District permits students with a valid registry identification card for medical cannabis under South Dakota law to be administered medical cannabis on school property or at a school-sponsored activity by their parent/guardian or other registered designated caregiver in accordance with this policy and South Dakota law. In order for a parent/guardian or other designated caregiver to administer medical cannabis to a qualifying student, the District will require the following to be provided initially and thereafter at the beginning of each school year and at any time when the qualifying student's administration of medical cannabis changes:

- Presentation of the student's valid State of South Dakota Department of Health approved registry identification card or nonresident card with the State of South Dakota Department of Health's confirmation of registration (a copy of which will be kept by the school in the student's educational record);
- Presentation of the State of South Dakota Department of Health approved caregiver's card showing his/her status as the registered designated caregiver for the qualifying student (a copy of which will be kept by the school in the student's educational record); and
- A written dated and signed certification by the qualifying student's recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.

The parent/guardian or other registered designated caregiver is the only person who may provide, administer, or assist the student with the consumption of medical cannabis. Schools will not store, and school personnel will not administer, medical cannabis.

Administration of medical cannabis to qualifying students shall be in accordance with this policy.

Administration of all prescription and nonprescription medications to students shall be in accordance with applicable law and the District's policy concerning the administration of medications to students.

### **Definitions**

The following definitions apply for purposes of this policy:

1. "Designated location" means a location identified in writing by the school district in its sole discretion and may include a location on the grounds of the school in which the student is enrolled, upon school property in South Dakota, as that term is defined herein, or at a school-sponsored activity in South Dakota.
2. "Permissible form of medical cannabis" means non-smokable products such as oils, tinctures, edible products or lotions that can be administered and fully ingested or absorbed in a short period of time. Patches and other forms of administration that continue to deliver medical cannabis to a qualified student while at school may be appropriate for students who receive

ongoing adult assistance or on a case-by-case basis as determined by the district when adequate protections against misuse may be made. Smoking or vaping medical cannabis is strictly prohibited and is not a permissible form of medical cannabis for students in a school setting under any circumstances.

3. “Designated caregiver” means the qualifying student’s parent, guardian or other responsible adult over twenty-one years of age who is the qualifying student’s registered designated caregiver and who has a caregiver’s card approved by the South Dakota Department of Health. In no event shall another student be recognized as a designated caregiver. A designated caregiver is the only individual permitted to possess and administer to a qualifying student. Any designated caregiver seeking access to school property or school-sponsored activity for purposes of this policy must comply with the Board’s policy and/or procedures concerning visitors to school and all other applicable policies.
4. “School property” means any school premises, vehicle, or building, or on or in any premises, vehicle, or building used or leased for the school district’s functions.
5. “Qualifying student” means a student who possesses a valid registry identification card approved by the State of South Dakota Department of Health for the use of medical cannabis.
6. “Written certification” means the completed South Dakota Department of Health form dated and signed by a physician who is licensed with authority to prescribe drugs to humans, stating that in his/her professional opinion the patient is likely to receive a therapeutic or palliative benefit from the medical use of cannabis to treat or alleviate the patient’s debilitating medical condition or symptom associated with the debilitating medical condition. The document must specify the patient’s debilitating medical condition and that it is made in the course of a bona fide practitioner-patient relationship.

### **Permissible administration of medical cannabis to a qualifying student**

A qualifying student’s designated caregiver may administer a permissible form of medical cannabis to a qualifying student in a designated location if all of the following parameters are met:

1. The qualifying student’s parent/guardian provides the following to the school before the administration of medical cannabis is allowed on school property or at a school-sponsored activity and thereafter at the beginning of each school year and at any time when the qualifying student’s administration of medical cannabis changes:
  - a. The qualifying student’s valid registry identification card from the State of South Dakota Department of Health or nonresident card with the State of South Dakota Department of Health’s confirmation of registration authorizing the student to receive medical cannabis;
  - b. The completed and signed Form JHCDE-E(1)(Medical Cannabis Administration Plan);
  - c. The designated caregiver(s) card approved by the State of South Dakota Department of Health; and

- d. Written certification dated and signed by the student's recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.
2. The qualifying student's parent/guardian provides written notice to the school within ten (10) days of any of the following:
  - a. Change in a designated caregiver;
  - b. The student ceases to have a debilitating medical condition, as that term is defined in South Dakota law; or
  - c. The registry identification card is void, expired or revoked.
3. In the event that a new registry identification card is issued, the qualifying student's parent/guardian provides the new card to the school district within ten (10) days of the issuance of the card;
4. The qualifying student's parent/guardian signs the written acknowledgement in Form JHCDE-E(1)(Medical Cannabis Administration Plan) assuming all responsibility for the provision, administration, maintenance, possession, storage and use of medical cannabis under state law, and releases the district from liability for any claim or injury that occurs pursuant to this policy;
5. The qualifying student's parent/guardian or designated caregiver shall be responsible for providing the permissible form of medical cannabis to be administered to the qualifying student, shall transport it in a container that meets the packaging and labeling requirements specified by the South Dakota Department of Health, and shall not at any given time possess on school property an amount of medical cannabis that exceeds the qualifying student's prescribed daily dosage;
6. The district will determine the location and the method of administration of a permissible form of medical cannabis so to not create risk of disruption to the educational environment or exposure to other students;
7. After administering the permissible form of medical cannabis to the qualifying student, the student's designated caregiver shall remove any remaining medical cannabis from the school property or school-sponsored activity;
8. The written dated and signed plan contained in Form JHCDE-E(1)(Medical Cannabis Administration Plan) is prepared that identifies the form, designated location(s), and any protocol regarding administration of a permissible form of medical cannabis to the qualifying student.

### **Additional parameters**

School personnel, in their role as employees of the school district, will not under any circumstances:

1. Assist a qualifying student or his/her designated caregiver in obtaining, administering, or using medical cannabis;
2. Store or hold medical cannabis in any form;

3. Ensure the qualifying student is properly using the medical cannabis as instructed by his/her recommending practitioner; or
4. Serve as the qualifying student's designated caregiver of medical cannabis.

This policy conveys no right to any student or to the student's parents/guardians or other designated caregiver to demand access to any general or particular location on school property or at a school-sponsored activity to administer medical cannabis.

When a school-sponsored activity occurs at another South Dakota public school, the location identified by that school will serve as the designated location for the designated caregiver's administration of medical cannabis.

This policy shall not apply to school property or school-sponsored activities located outside of the state of South Dakota, on federal property or any other location that prohibits cannabis on its property.

Permission to administer medical cannabis to a qualifying student may be limited or revoked if the qualifying student and/or the student's parent/guardian or other designated caregiver violates this policy or demonstrates an inability to responsibly follow this policy's parameters.

No student is permitted to possess or self-administer medical cannabis. Qualifying students with a valid registry identification card who possess or self-administer cannabis may be subject to discipline just as any other student without a valid registry identification card would be. Student possession, use, distribution, sale or being under the influence of cannabis inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol involvement by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

If the federal government indicates that the District's federal funds will be lost or have been lost by this policy, the Board declares that this policy shall be suspended immediately and that the administration of any form of medical cannabis to qualifying students on school property or at a school-sponsored event shall not be permitted. The district shall post notice of such policy suspension and prohibition in a conspicuous place on its website.

## SEXUAL HARASSMENT

### SECTION 1 – Policy Statement

White Lake School does not discriminate on the basis of sex in any education program that it operates, including admission and employment. White Lake School is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the White Lake School may be referred to the White Lake School's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. (*34 CFR § 106(b)(1)*)

White Lake School is committed to an environment which is free from sexual harassment and conducive to all. Sexual harassment can inhibit a student's educational opportunities and an employee's work. Sexual harassment of White Lake School employees, White Lake School volunteers, parents, guests, students, visitors and vendors of the White Lake School shall also not be tolerated and is strictly prohibited.

All White Lake School employees, White Lake School volunteers, parents, guests, students, visitors and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with White Lake School policies. This policy prohibiting sexual harassment shall apply to all including students, White Lake School employees, White Lake School volunteers, parents, guests, visitors and vendors while on White Lake School property, while attending or participating in White Lake School activities, on White Lake School-owned property or on non-White Lake School property, while in any White Lake School-owned or leased vehicle, or when in a private vehicle located on White Lake School property.

Federal law (*34 CFR § 106.30*) defines "sexual harassment" as conduct on the basis of sex that satisfies one or more of the following: (*34 CFR § 106.30*)

1. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity;
- or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. (*34 CFR § 106.8(a)*)

Any student who believes that he or she has been or is being subjected to sexual harassment or has reason to suspect another person has been or is being subjected to sexual harassment may also report it to a teacher, guidance counselor, or school administrator. The report may be made verbally or in writing.

The White Lake School's response shall treat complainants and respondents equitably by offering supportive measures to a complainant, and by following a grievance process that complies with Title IX requirements before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. (*34 CFR § 106.44(a)*)

## II. Designation of Title IX Coordinator

The Board has designated the following White Lake School employee to coordinate its efforts to comply with its responsibilities as set forth in 34 CFR Part 106, who shall be referred to as the “Title IX Coordinator.” (34 CFR § 106.8(a))

Name or Title: Kim Meier  
Work Address: 410 East 4<sup>th</sup> Street, PO Box 246, White Lake, SD 57383  
Email Address: kim.meier@k12.sd.us  
Telephone Number: 605-249-2251

White Lake School has adopted and published grievance procedures (ACAA-R(1), Sexual Harassment – Regulations) that provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX and this policy. White Lake School shall provide to persons entitled to a notification under Section I above notice of the White Lake School’s grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the White Lake School will respond. (34 CFR § 106.8(c))

## V. Definitions (34 CFR § 106.30(a), except when otherwise indicated)

- a. “Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the White Lake School’s Title IX Coordinator or any official of the White Lake School who has authority to institute corrective measures on behalf of the White Lake School, or to any employee of an elementary and secondary school. Imputation of knowledge based solely on vicarious liability (when a person has a particular legal relationship to the person who acted negligently) or constructive notice (deeming notice of something to a person having been given, even though actual notice did not exist) is insufficient to constitute actual knowledge. This standard is not met when the only official of the recipient with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the White Lake School.
- b. “Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- c. “Dating violence” means violence committed by a person:
  1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - i. the length of the relationship.
    - ii. the type of relationship.
    - iii. the frequency of interaction between the persons involved in the relationship. (34 U.S.C. 12291(a)(10))
- d. “Decision-maker” means the school administrator who has primary responsibility and authority related to students, staff and attendance center where the alleged sexual harassment occurred, unless otherwise designated by the Board, and who has the authority to make a determination on the complaint as to responsibility of the respondent. (ASBSD sample definition)
- e. “Domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction. (34 U.S.C. 12291(a)(8))

- f. “Education program or activity” includes locations, events, or circumstances over which the White Lake School exercised substantial control over both the respondent and the context in which the sexual harassment occurs. (*34 CFR § 106.44(a)*)
- g. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the White Lake School investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the White Lake School. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator, and by any additional method designated by the White Lake School.
- h. “Document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the White Lake School) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Should the Title IX Coordinator sign the formal complaint, the Title IX Coordinator is not a complainant or otherwise a party, and the Title IX Coordinator must comply with the Title IX requirements.
- i. “Notice” includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator.
- j. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- k. “Sexual assault” means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent. (*20 U.S.C. 1092(f)(6)(A)(v)*)
- l. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - 1. fear for his or her safety or the safety of others; or
  - 2. suffer substantial emotional distress. (*34 U.S.C. 12291(a)(30)*)
- m. “Supportive measures” means nondisciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the White Lake School’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the White Lake School’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, escorting the complainant while on White Lake School property or while a White Lake School off-campus activity, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

## **VI. White Lake School’s Response to Sexual Harassment (*34 CFR § 106.44*)**

- A. General response to sexual harassment. Regardless of whether or not a formal complaint is filed, should the White Lake School have actual knowledge of sexual harassment in a White Lake School educational program or activity against another person in the United States, the White Lake School shall respond promptly in a manner that is not deliberately indifferent (i.e., if the White Lake School’s response to sexual harassment is clearly unreasonable in light of the known circumstances).

The Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

- B. Response to a formal complaint. In response to a formal complaint, the White Lake School shall follow the grievance process as set forth in ACAA-R(1), Sexual Harassment – Regulations.
- C. Time frames. The timeframes set forth in the regulations shall be considered as a maximum length of time within which the related step is to be completed, however, the time frames may be extended for good cause upon written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause includes, but is not limited to, utilization of the informal resolution process, availability of an investigator if not a school employee, complexity of the investigation, absence of a party, a party's advisor, a witness, or decision-maker (including a person necessary for addressing an appeal), concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.
- D. Emergency removal. Nothing in Title IX regulations or this policy prohibits the White Lake School from removing a respondent from the White Lake School's education program or activity on an emergency basis, provided that the White Lake School undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal, however, nothing in Title IX regulations or this policy may be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act. Additionally, nothing in the Title IX regulations or this policy prohibits the White Lake School from placing an employee respondent on administrative leave during the pendency of a grievance process, however, nothing in Title IX regulations or this policy may be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

## **VII. Informal Resolution** (34 CFR § 106.45(b)(9))

- A. White Lake School may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this policy.
- B. White Lake School may not require the parties to participate in an informal resolution process under this policy and may not offer an informal resolution process unless a formal complaint is filed.
- C. At any time prior to reaching a determination regarding responsibility the White Lake School may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the White Lake School:
  - 1. provides to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;



2. obtains the parties' voluntary, written consent to the informal resolution process; and
3. does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

**VIII. White Lake School's Grievance Process for Formal Complaints of Sexual Harassment** (34 CFR § 106.45(b))

- A. For the purpose of addressing formal complaints of sexual harassment, the White Lake School's grievance procedure as set forth in ACAA-R(1), Sexual Harassment – Regulations, shall be followed. There must be compliance with the requirements of this section, and any provisions, rules, or practices other than those required by this section that the White Lake School adopts as part of its grievance process for handling formal complaints of sexual harassment must apply equally to both parties.
- B. Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following written notice to the parties who are known (34 CFR § 106.45(b)(2))
  1. Notice of the White Lake School's grievance process, including any informal resolution process.
  2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice shall inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice shall inform the parties of any provision in the White Lake School's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
- C. White Lake School shall treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent. Remedies may be disciplinary in nature. Such remedies may include the same individualized services identified as supportive measures. Remedies must be designed to restore or preserve equal access to the White Lake School's education program or activity. (34 CFR § 106.45(b)(1)(i))
- D. White Lake School shall follow the grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. (34 CFR § 106.44(a))
- E. Investigation of a formal complaint. When investigating a formal complaint and throughout the grievance process, the White Lake School:
  1. shall have the burden of proof and the burden of gathering evidence sufficient to reach a determination, and the parties shall not have either burden; (34 CFR § 106.45(b)(5)(i))
  2. cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the White Lake School obtains that party's voluntary, written consent to do so for a grievance process under this section. If a party is not an "eligible student," (i.e., student who has reached 18 years of age), the White Lake School must obtain the voluntary, written consent of a "parent," (i.e., natural parent, guardian, or an individual acting as a parent in the absence of a parent or a guardian; (34 CFR §

- 106.45(b)(5)(i)*
3. shall provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; (*34 CFR § 106.45(b)(5)(ii)*)
  4. shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence; provided, however, nothing in this provision prohibits the White Lake School from taking disciplinary action due to a party retaliating against any person due to that person having made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. (*34 CFR § 106.45(b)(5)(iii)*)
  5. shall provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the White Lake School may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. (*34 CFR § 106.45(b)(5)(iv)*)
- F. There shall be an objective evaluation of all relevant evidence, and credibility determinations may not be based on a person's status as a complainant, respondent, or witness. (*34 CFR § 106.45(b)(1)(ii)*)
- G. No individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by the White Lake School to facilitate an informal resolution process, may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. (*34 CFR § 106.45(b)(1)(iii)*)
- H. The Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process, shall receive training on the definition of sexual harassment, the scope of the White Lake School's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. (*34 CFR § 106.45(b)(1)(iii)*)
1. The decision-makers shall receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
  2. The investigators shall receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
  3. No materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, may rely on sex stereotypes, and training materials must promote impartial investigations and adjudications of formal complaints of sexual harassment.
- I. Until a determination regarding responsibility is made at the conclusion of the grievance process, the respondent is presumed to not be responsible for the alleged conduct. (*34 CFR § 106.45(b)(1)(iv)*; *34 CFR § 106.45(b)(2)(i)(B)*)
- J. White Lake School's grievance procedure as set forth in ACAA-R(1), Sexual Harassment – Regulations, shall:
1. include a reasonably prompt time frames for filing and resolving appeals and informal resolution processes if White Lake School offers informal resolution processes; (*34 CFR § 106.45(b)(1)(vi)*)
  2. include a process that allows for the temporary delay of the grievance process or the limited

- extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities; (34 CFR § 106.45(b)(1)(v))
3. include the range of possible disciplinary sanctions and remedies or list the possible disciplinary sanctions and remedies that the White Lake School may implement following any determination of responsibility; (34 CFR § 106.45(b)(1)(vi))
  4. state that for all formal complaints of sexual harassment filed against students and employees, the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard. (34 CFR § 106.45(b)(1)(vii))
  5. include the procedures and permissible bases for the complainant and respondent to appeal; (34 CFR § 106.45(b)(1)(viii))
  6. describe the range of supportive measures available to complainants and respondents; (34 CFR § 1045(b)(1)(ix)) and
  7. not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. (34 CFR § 106.45(b)(1)(x))
- K. If, in the course of an investigation, the White Lake School decides to investigate allegations about the complainant or respondent that are not included in the notice provided pursuant to provision B in this section, the White Lake School shall provide notice of the additional allegations to the parties whose identities are known. (34 CFR § 106.45(b)(2)(ii))
- L. Any party whose participation is invited or expected, shall be given written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate. (34 CFR § 106.45(b)(5)(v))
- M. All parties shall have equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. (34 CFR § 106.45(b)(5)(vi))
- N. Prior to completion of the investigative report, the White Lake School must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report. (34 CFR § 106.45(b)(5)(vi))
- O. The investigator shall create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to a determination by a decision-maker regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. (34 CFR § 106.45(b)(5)(vii))
- P. No adversarial hearing shall be held unless the determination of the Superintendent is appealed to the Board, or unless the Superintendent recommends the long term suspension or expulsion of a student, or the suspension without pay or termination of employment of an employee. (34 CFR § 106.45(b)(6)(ii))
- Q. The Director may also make a recommendation to the Board that an employee determined to having sexually harassed another person be suspended without pay or the person's employment with the White Lake School be terminated. Should either recommendation be given by the Superintendent, a formal adversarial hearing shall be held before the Board as set forth in ACAA-R(1), Sexual Harassment –

Regulations. (34 CFR § 106.45(b)(8)(ii))

## **IX. Appeal**

- A. Both parties have the right to appeal to the Board the Superintendent's determination regarding responsibility, and also from a dismissal of a formal complaint or any allegations therein, on the following bases:
1. Procedural irregularity that affected the outcome of the matter; (34 CFR § 106.45(b)(8)(i)(A))
  2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; (34 CFR § 106.45(b)(8)(i)(B)) and
  3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. (34 CFR § 106.45(b)(8)(i)(C))
- B. As to all appeals, the Title IX Coordinator shall: (34 CFR § 106.45(b)(8)(iii))
1. notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
  2. ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
  3. ensure that the decision-maker(s) for the appeal complies with the standard of evidence as required in this policy;
  4. give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
  5. ensure that a written decision is issued describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.

## **X. Consolidation of Formal Complaints**

White Lake School may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this section to the singular "party," "complainant," or "respondent" include the plural, as applicable. (34 CFR § 106.45(b)(4))

## **XI. Dismissal of a Formal Complaint.**

- A. White Lake School must investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved, did not occur in the White Lake School's education program or activity, or did not occur against a person in the United States, then the White Lake School must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment, however the dismissal does not preclude action under another provision of the White Lake School's code of conduct. (34 CFR § 106.45(b)(3)(i))
- B. White Lake School may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing: (34 CFR § 106.45(b)(3)(ii))
- a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
  - b. the respondent is no longer enrolled in or employed by the White Lake School; or specific circumstances prevent the White Lake School from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

c. Upon a dismissal required or permitted pursuant to Section A. or B. above, the White Lake School shall promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties. (34 CFR § 106.45(b)(3)(iii))

## **XII. Recordkeeping** (34 CFR § 106.45(b)(10))

- A. White Lake School shall maintain for a period of seven years records of:
1. each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
  2. any appeal and the result therefrom;
  3. any informal resolution and the result therefrom; and
  4. all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. A recipient must make these training materials publicly available on its website, or if the recipient does not maintain a website the recipient must make these materials available upon request for inspection by members of the public.
- B. For each response required under XII.A., the White Lake School shall create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the recipient's education program or activity. If the complainant is not provided with supportive measures, the White Lake School shall document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

## **XIII. Retaliation Prohibited** (34 CFR § 106.71)

- A. Neither the White Lake School or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.
- B. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by title IX or this policy, constitutes retaliation.
- C. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination pursuant to the White Lake School's Nondiscrimination Policy.
- D. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this provision.
- E. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation prohibited by this policy, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

## **XIV. Confidentiality**

- A. White Lake School shall keep confidential the identity of any individual who has made a report or

complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA), or as required by law, or to carry out the purposes of Title IX (34 CFR part 106), including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. (34 CFR § 106.71(a))

- B. White Lake School shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the White Lake School to provide the supportive measures. (34 CFR § 106.30(a))

<b>State</b>	<b>Description</b>
*Moran v. Rapid City Area School Dist.	<u>Employee hearing due process</u>
<b>Federal</b>	<b>Description</b>
CFR Title 34 Part 106	<u>Nondiscrimination on the basis of sex</u>
Title IX of the Education Amendments of 1972	<u>Title IX of the Education Amendments of 1972</u>
USC Title 20 §1092(f)(6)(A)(v)	<u>Definition of sexual assault</u>
USC Title 20 §1681-1688	<u>Nondiscrimination on the Basis of Sex in Educational Programs and Activities</u>
USC Title 34 §12291(a)(10)	<u>Definition of dating violence</u>
USC Title 34 §12291(a)(30)	<u>Definition of stalking</u>

Written: 12/4/2016  
 Adopted: 8/3/2017  
 Reviewed:  
 Revised:

**SECTION 1 - Policy Statement**

White Lake School is committed to a school environment, which is free from sexual harassment and conducive to all students' educational opportunities. Sexual harassment can inhibit a student's educational opportunities and an employee's work. Sexual harassment of students attending school in the White Lake School or students from other schools who are at a White Lake School activity, and sexual harassment of school employees, school volunteers, parents, guests, visitors and vendors of the White Lake School shall also not be tolerated and is strictly prohibited.

All students, school employees, school volunteers, parents, guests, visitors and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies. This policy prohibiting sexual harassment shall apply to all students, school employees, school volunteers, parents, guests, visitors and vendors while on school property, while attending or participating in school activities, on school-owned property or on non-school property, while in any school-owned or leased vehicle, while at a school bus stop, or when in a private vehicle located on school property during school or during school activities.

White Lake School's policy prohibiting sexual harassment is ACAA. This regulation supplements that policy, and the policy and these regulations are consistent with the federal regulations set forth in 34 CFR Part 106.

Students who violate the policy prohibiting sexual harassment shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. School volunteers, parents, guests, visitors, and vendors who violate this policy may be prohibited from being on school property.

*Complaints based on nondiscrimination in federal programs, complaint against school employees, and complaints related to bullying are addressed through other school White Lake School policies and not through the policy prohibiting sexual harassment and this regulation.*

**SECTION 2 - Definitions**

A. Sexual Harassment. Federal law (34 CFR § 106.30) defines "sexual harassment" as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Sexually oriented words and actions which tend to annoy, alarm or be physically or verbally abusive toward another person and which serve no legitimate or valid purpose regardless of the intent of the person accused of the sexually harassing conduct, constitutes sexual harassment. Not all harassment falls within the definition of sexual harassment (i.e., harassment that is of a sexual nature). Other laws, regulations and policies also prohibit inappropriate conduct and provide a means for addressing inappropriate conduct should it occur.

Sexual harassment is a specific type of harassment which is prohibited under this policy. Examples of sexual harassment include, but are not limited to:

- Unwelcome sexual flirtations, advances or propositions;
- Verbal comments, jokes, or abuse of a sexual nature;
- Graphic verbal comments about an individual's body;
- Sexually degrading words used to describe an individual;
- Displaying pornographic material;
- Physical contact or language of a sexually suggestive nature.

B. Other definitions. Other definitions applicable to these Regulations are the definitions as set forth in Policy ACAA, Sexual Harassment, Section V.

### **SECTION 3 - Sexual Harassment Reporting Procedure**

Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the TITLE IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title Coordinator.

Any student who believes that he or she has been or is being subjected to sexual harassment or has reason to suspect another person has been or is being subjected to sexual harassment may also report it to a teacher, guidance counselor, or school administrator. The report may be made verbally or in writing.

The written complaint or Sexual Harassment - Complaint Report Form, ACAA-E(1), must include the following:

- the date the written Complaint was filed or the Sexual Harassment - Complaint Report Form was completed,
- the school employee receiving the Complaint (if applicable),
- the name of the person reporting the sexual harassment,
- the address/phone # of the person reporting the sexual harassment,
- the specific conduct or nature of the sexual harassment complaint including the person(s) alleged to have sexually harassed the complaining party or another person, the date(s) and location where the conduct occurred, witnesses, etc.,
- the date the school employee completed the form (if applicable);
- the date and signature of the person reporting the sexual harassment .

If the signed written complaint was given to a teacher, guidance counselor or administrator, or if the Sexual Harassment - Complaint Report Form was completed by a teacher, guidance counselor or administrator, the teacher, guidance counselor or administrator shall forward the complaint or Sexual Harassment - Complaint Report Form to the Title IX Coordinator.

Regardless of whether or not a formal complaint is filed, should the White Lake School have actual knowledge of sexual harassment in a White Lake School educational program or activity against another person in the United States, the White Lake School shall respond promptly in a manner that is not deliberately indifferent (i.e., if the White Lake School's response to sexual harassment is clearly unreasonable in light of the known circumstances).



## **SECTION 4 - Retaliation Prohibited**

- A. Neither the White Lake School or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.
- B. The prohibition against retaliation related to a sexual harassment complaint is set forth in full in Policy ACAA, Sexual Harassment, Section XIII, and by this reference incorporated herein as if set forth in full.

## **SECTION 5 - Procedure for Addressing Sexual Harassment Complaints**

### A. General Provisions.

- 1. The Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures (see Policy ACAA, V(m)) and consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- 2. The timeframes set forth in these regulations shall be considered as a maximum length of time within which the related step is to be completed, however, the time frame may be within which the White Lake School is required to complete a step may be extended for good cause upon written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause includes, but is not limited to, utilization of the informal resolution process, availability of an investigator if not a school employee, complexity of the investigation, absence of a party, a party's advisor, a witness, or decision-maker (including a person necessary for addressing an appeal), concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities;
- 3. Nothing in the policy or these regulations prohibit the White Lake School from removing a respondent from the White Lake School's education program or activity on an emergency basis, provided that the White Lake School undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal, however, nothing in the policy or regulations may be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act. Additionally, nothing in the policy or regulations prohibits the White Lake School from placing an employee respondent on administrative leave during the pendency of a grievance process, however, nothing in the policy or regulations may be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

### B. Confidentiality

1. White Lake School shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA), or as required by law, or to carry out the purposes of Title IX (34 CFR part 106), including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.
2. White Lake School shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the White Lake School to provide the supportive measures.

C. Informal Resolution:

1. White Lake School may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this policy, may not require the parties to participate in an informal resolution process under this policy, and may not offer an informal resolution process unless a formal complaint is filed.
2. Policy ACAA, Sexual Harassment, Section VII, is the section explaining informal resolution and by this reference incorporated herein as if set forth in full.

D. Formal Complaint:

1. Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following written notice to the parties who are known:
  - a. Notice of the White Lake School's grievance process, including any informal resolution process.
  - b. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice shall inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice shall inform the parties of any provision in the White Lake School's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

2. White Lake School shall treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent. Remedies may be disciplinary in nature. Such remedies may include the same individualized services identified as supportive measures. Remedies must be designed to restore or preserve equal access to the White Lake School's education program or activity.
3. White Lake School shall follow the grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

E. Investigation of a Formal Complaint

1. White Lake School must investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved, did not occur in the White Lake School's education program or activity, or did not occur against a person in the United States, then the White Lake School must dismiss the formal complaint with regard to that does not preclude action under another provision of the White Lake School's code of conduct.
2. Unless the nature of the complaint and investigation dictate otherwise, the Investigation should be completed within sixty (60) calendar days of receipt of the complaint.
3. When investigating a formal complaint and throughout the grievance process, White Lake School:
  - a. shall have the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility;
  - b. shall provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
  - c. shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence, provided, however, nothing in this provision prohibits the White Lake School from taking disciplinary action due to a party retaliating against any person due to that person having made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy;
  - d. shall provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the White Lake School may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
4. If, in the course of an investigation, White Lake School decides to investigate allegations about the complainant or respondent that are not included in the notice provided pursuant to provision D.1., White Lake School shall provide notice of the additional allegations to the parties whose

identities are known.

5. Any party whose participation is invited or expected, shall be given written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
6. All parties shall have equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
7. Prior to completion of the investigative report, White Lake School must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report. White Lake School shall make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
8. The investigator shall create an investigative report that fairly summarizes relevant evidence and, at least ten (10) calendar days prior to a determination by a decision-maker regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

F. Determination

1. The decision-maker shall not be the same person as the Title IX Coordinator or investigator(s).
2. After the Investigator has sent the investigative report to the parties, and before reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. All parties shall have ten (10) calendar days from the date the investigatory report was sent to the parties to submit written, relevant questions to the decision-maker, who shall forward the questions to the other party following the ten (10) period, unless all parties submitted questions prior to the end of the ten (10) day period and in such case the decision-maker shall forward the questions upon receipt of questions by all parties. All parties shall have (5) calendar days to submit to the decision-maker and the other parties any written responses to the questions.
3. The decision-maker shall have fourteen (14) calendar days, after the expiration of time frame set forth in E.8. above, to issue a written determination as to the complaint.
4. The decision-maker shall not conduct an adversarial hearing unless the Board conducts a hearing following an appeal of the Superintendent's decision to the Board, or following the Superintendent's recommendation to the Board that a student determined to have sexually

harassed another person be suspended long-term or expelled or recommend to the Board that an employee determined to having sexually harassed another person be suspended without pay or the person's employment with the White Lake School be terminated.

5. Standard of evidence. For all formal complaints of sexual harassment filed against students and employees, the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard.
6. Upon recommendation of a decision-maker, on following an appeal of the decision-maker's determination, the Superintendent may make a recommendation to the Board that a student determined to have sexually harassed another person be suspended long-term or expelled (ARSD 24:07:01:01). The Superintendent may also make a recommendation to the Board that an employee determined to having sexually harassed another person be suspended without pay or the person's employment with the White Lake School be terminated. Should either recommendation be given by the Superintendent, a formal adversarial hearing shall be held before the Board.
7. Disciplinary sanctions. Following any determination of responsibility the White Lake School may implement disciplinary sanctions and remedies that include, but are not limited to:
  - a. if a student:
    - i. loss of privileges;
    - ii. detention;
    - iii. in-school suspension;
    - iv. long-term suspension;
    - v. expulsion.
  - b. if an employee
    - i. written reprimand;
    - ii. written plan of improvement, which may include directive to obtain training related sexual harassment and the prohibition against sexual harassment;
    - iii. suspension without pay;
    - iv. termination of employment.
  - c. if a guest or vendor
    - i. restrict access to school property;
    - ii. deny access to school property.
8. The decision-maker must issue a written determination regarding responsibility. To reach this determination, the decision-maker shall apply the preponderance of evidence standard of evidence.
9. The written determination shall include:
  - a. identification of the allegations potentially constituting sexual harassment;
  - b. a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
  - c. findings of fact supporting the determination;
  - d. conclusions regarding the application of the White Lake School's code of conduct to the facts;

- e. a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the White Lake School imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the White Lake School to the complainant; and
- f. the White Lake School's procedures and permissible bases for the complainant and respondent to appeal.

10. White Lake School shall provide the written determination to the parties simultaneously.

11. The determination regarding responsibility becomes final either on the date that the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

G. Appeal

1. Both parties have the right to appeal to the Board the Superintendent's determination regarding responsibility, and from a dismissal of a formal complaint or any allegations therein, on the following bases:
  - a. Procedural irregularity that affected the outcome of the matter;
  - b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
  - c. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
2. As to all appeals, the Title IX Coordinator shall:
  - a. notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
  - b. ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
  - c. ensure that the decision-maker(s) for the appeal complies with the standard of evidence as required in this policy;
  - d. give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
  - e. ensure that a written decision is issued describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.
3. Appeal to the Superintendent. The following procedure shall be used to address an appeal of the decision-maker's determination to the Superintendent:

- a. If a party is not satisfied with the decision-maker's determination, or if the decision-maker's determination does not without good cause render a written decision within fourteen (14) calendar days of the expiration of time frame set forth in E.8., that party may appeal to the Superintendent by filing form ACAA-E(2), Sexual Harassment - Complaint Appeal to the Superintendent. The appeal must be filed within ten (10) calendar days of receipt of the decision-maker's written decision, or ten (10) days of the deadline for the decision-maker's written decision, whichever comes first. The appealing party must attach the decision-maker's written determination.
  - b. Within fourteen (14) calendar days from the date the appeal was filed, the Superintendent shall render a decision in writing. All parties shall receive copies of the decision. The Superintendent shall uphold, reverse, modify the decision-maker's decision, or the Superintendent may refer the matter back to the decision-maker for further investigation and supplemental decision which decision may restate, modify or reverse the decision-maker's initial decision. A supplemental decision by the decision-maker after a referral back to the decision-maker may be appealed to the Superintendent.
4. Appeal to the School Board. If a party is not satisfied with the Superintendent's decision, or if the Superintendent does not without good cause render a written decision within fourteen (14) calendar days of the receipt of the appeal, that party may appeal to the School Board by filing with the Business Manager using Form ACAA-E(3), Sexual Harassment – Complaint Appeal to the School Board, within ten (10) calendar days of receipt of the Superintendent's written decision, or ten (10) days of the deadline for the Superintendent's written decision, whichever comes first. The appeal shall be in writing and the appealing party must attach to the appeal the decision-maker's written decision, the appeal to the Superintendent, and the Superintendent's written decision or notice of the Superintendent's failure to render a written decision.

The following procedure shall be used by the Board to address an appeal of the Superintendent's decision on the merits related to a sexual harassment complaint:

1. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the person alleged to have violated the sexual harassment policy;
2. Upon receipt of an appeal, the Board shall at its next meeting schedule a date, time and location for the appeal hearing.
3. The following procedure shall be applicable at the appeal hearing before the Board:
  - A. The Board shall appoint a board member or a person who is not an employee of the White Lake School as the hearing officer;
  - B. Within thirty (30) calendar days of an appeal being filed with the Board, the Board shall conduct a hearing in executive session;
  - C. The Complainant, person alleged to have violated the sexual harassment policy, and Superintendent each have the right to be represented at the hearing;
  - D. The 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;

- E. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified;
- F. All parties shall be given the opportunity to make an opening statement, with the appealing party being given the first opportunity, followed by the other party, and then the Superintendent;
- G. The appealing party shall present his or her case first, and the other party shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The hearing officer and board members may ask questions of any witness;
- H. The Superintendent shall present the basis of his/her decision which led to the appeal. Both parties shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent;
- I. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the hearing officer rules otherwise. 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;
- J. The hearing officer shall admit all relevant evidence. The hearing officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 595. 602 (S.D. 1979).
- K. All parties shall be given the opportunity to make a closing statement, with the appealing party having the first opportunity, followed by the other party, and then the Superintendent. The appealing party shall be given the opportunity for a brief rebuttal;
- L. After the evidentiary hearing, the Board shall continue to meet in executive session for deliberations. No one other than the hearing officer may meet with the Board during deliberations. The 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 both parties and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date. Within twenty (20) calendar days of the hearing, the Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to both parties



and the Superintendent, and the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered;

- M. 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 Board will convene in open session and a motion to uphold, reverse, or modify the Superintendent's decision shall be made and voted upon. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion shall be in writing and approved by the Board. Both parties, the decision-maker and the Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the Board.
- N. Following the Board hearing, should the Board determine there has been a violation of this policy prohibiting sexual harassment, Board action may include but is not limited to the following: (1) suspend or expel a student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities; (2) pursuant to statute, reprimand, suspend without pay, or terminate the contract of an employee, or (3) prohibit a third person from being on school property or at school activities for such time as may be determined by the Board.
- O. If either party is dissatisfied with the Board's decision, that party may appeal the decision by filing an appeal pursuant to law.

## **SECTION 6 - Miscellaneous**

- A. Consolidation of formal complaints. White Lake School may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this section to the singular "party," "complainant," or "respondent" include the plural, as applicable.
- B. Dismissal of Complaint:
  - 1. White Lake School may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
    - a. a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
    - b. the respondent is no longer enrolled in or employed by the White Lake School; or specific circumstances prevent the White Lake School from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
  - 2. Upon a dismissal required or permitted pursuant to B.1. above, the White Lake School shall promptly send written

3. Notice of the dismissal and reason(s) therefore simultaneously to the parties.
4. Any party whose participation is invited or expected, shall be given written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
5. Both parties shall have equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

Board Adopted 7/19/2021

**SEXUAL HARASSMENT  
COMPLAINT REPORT FORM**

Date Form Completed:

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Form Completed by:

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Person Reporting the Sexual Harassment:

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Address/Phone # of the Person Reporting the Sexual Harassment:

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Nature of Complaint: (With specificity, identify the person(s) alleged to have sexually harassed, the conduct which is the basis of the sexual harassment complaint, when/where the conduct occurred, the person(s) alleged to have sexually harassed, witnesses, and any other pertinent information):

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(use additional sheets if necessary).

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Employee Completing the Sexual Harassment Report

\_\_\_\_\_  
Date

\_\_\_\_\_  
Person Reporting the Sexual Harassment

Adopted: 8/3/2017  
Reviewed:  
Revised:



