

***“Dedicated to a Quality
Education for All Students”***

FREDERICK AREA SCHOOL STUDENT HANDBOOK

2019-2020



**Parent/Guardian Signature Page needs to be returned to school
(final page of this handbook)**

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Welcome to Frederick Area School District 06-2 Home of the Titans

PHILOSOPHY, PURPOSE AND MISSION OF FREDERICK AREA SCHOOL DISTRICT 06-2

Philosophy: We believe that education is an individual process whereby a child grows in knowledge and skills at a rate unique to his/her ability and surroundings. The Frederick Area School District #06-2 is, therefore, dedicated to the purpose of providing the most stimulating environment of human and material resources that the economy of the area will allow. More specifically stated, the purposes of the Frederick Area School District #06-2 are:

1. To provide each child an opportunity to acquire a reasonable mastery of the basic skills to reading, writing, oral communication, numbers, and fundamental skills of learning.
2. To provide assistance to each child in formulating education, social, and vocational objectives.
3. To provide the means by which each child can meet the requirements for the admission to post high school educational institutions.
4. To provide the means for exploring a variety of academic and vocational objectives.
5. To assist each child in developing a sense of personal and group worth, including the building of strong habits of moral and healthful living.
6. To assist each child in acquiring an understanding and appreciation of the basic concepts supporting our American institutions and civic skills and attitudes to insure the perpetuation of our process of self-government.
7. To assist each child in building attitudes which recognize the importance of wise use of human and natural resources.
8. To build in each child an awareness and appreciation for beauty and a high regard for the arts.

OUR MISSION IS TO PROVIDE A QUALITY EDUCATION FOR ALL STUDENTS!

Annual Non-Discrimination Statement

The Frederick Area School District advises students, parents, employees, and the general public that it does not discriminate in its education programs, CTE programs, activities, employment opportunities, and practices on the basis of gender, race, color, national origin, age, or disability. The Frederick Area School District's Department of Career and Technical Education (CTE) offers a variety of career and technical programs to all students in junior high and high school levels. The program areas include Business and Information Technology and Family and Consumer Sciences. For more information about this policy and practices please contact:

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ACADEMIC CHECKS

Teachers will have all grades posted prior to leaving the building every Thursday (Fridays when there is school or enhancement). Grades will be checked three times during each quarter. The first grade reports will be run after the second week of each quarter, the second report will occur at each mid-term, the third report will occur after the seventh week of the quarter, and final report will occur following the completion of each quarter. If a student should be failing any course when the grade reports are generated; the parents/guardians will be notified by administration as to the course(s) their child is failing.

Absences: Regular attendance is expected of all students attending the Frederick Area School District. This is in accordance with the state law and the school board policy. Regular attendance and classroom participation are keys to success in school. Many classroom-learning opportunities cannot be replicated, and therefore students who are absent miss a valuable part of their education.

If a student needs to be absent from school, the parent/guardian should make every attempt to contact the school prior to 9:00 a.m. on the day the student is to be absent. If the student will be absent for several days in succession; the school needs to be notified only once and informed of the anticipated duration of the absence. If the school is not notified of a student's absence, efforts will be made to contact the parent/guardian at home or at work to verify their knowledge of the student's absence.

For all students in grades nine through twelve, parents/guardians will be notified when a student has been absent from the same period eight (8) days during the semester. This will serve as notification to student and parents/guardians of the attendance concern. The same notification will take place if a student should reach sixteen (16) absences during the semester. If a student should reach eighteen (18) absences in any one class during a semester; that student will receive a grade of F for the semester and the parents/guardians will be notified. There are approximately 75 days per semester based on the school calendar, so missing eighteen days of any given period is roughly 25% of the class.

For elementary and junior high students, absences will be tracked by quarter rather than by semester. The same notification will occur following four (4) absences and again after eight (8) absences. If a junior high student should reach ten (10) absences in any one class during a quarter; that student will receive a grade of F for the quarter and the parents/guardians will be notified.

Absences that come about as a result of being involved with school activities – athletics, fine arts, field trips, etc... – will be exempt and not count toward the number of accumulated absences.

If a student and his/her parents believe there were unusual circumstances causing these absences, a written appeal may be given to the Superintendent and a decision will be rendered within five days. If further consideration is sought, a final appeal may be made to the school board. If an appeal is in progress, the student shall continue to be enrolled in the class or classes in question until final determination is made.

Compulsory Age: In compliance with the Compulsory Attendance Laws of the State of South Dakota (SDCL Chapter 13-27), the following procedures are in effect for the Frederick Area School District:

1. A child who is at least five years old by the first day of September, but who has not exceeded the age of eighteen, is of compulsory school age. It is the responsibility of every person having under their control a child between those ages to see to the child's attendance at school until the child has reached the age of eighteen, unless graduated or excused. All children shall attend kindergarten prior to age seven. Any child who transfers from another state may proceed in a continuous education program without interruption if the child has not previously attended kindergarten. Any person who does not see to the school attendance of a child in their care may be guilty of a misdemeanor and if convicted, may be subject to a fine as established by law.
2. Any student who has reached the age of eighteen (18) may be withdrawn from school attendance with parental consent. Any student who withdraws from school under the law has the right to be readmitted to school upon request, so long as the student has not completed the secondary school program and remains under twenty-one (21) (unless attainment of age 21 occurs during the fiscal school year).

Truancy: South Dakota Law (13-27-11) states that, "Any person having control of a child of compulsory school age who fails to have the child attend school as required by the provisions of this title, is guilty of a Class 2 misdemeanor for the first offense. For each subsequent offense, a violator of this section is guilty of a Class 1 misdemeanor."

1. Truancy is defined as any absence not approved by the school or a pattern of irregular attendance. Skipping a class and/or leaving school grounds without permission is considered truancy.
2. School procedures/consequences for truancy may include making up missed time through detention, parent notification, parent conference, suspension, and/or loss of credit. Repeated truancy instances will result in a referral to legal authorities.

BUS CITIZENSHIP

In order to guarantee your child and the other children riding the bus the safe transportation they deserve, we are using the following plan:

Our Philosophy: We believe all students can behave appropriately and safely while riding on a school bus. We will tolerate NO student stopping drivers from doing their job or preventing other students from having safe transportation.

The following student responsibilities will be strictly enforced.

Parents: Please read these rules with your child(ren) and sign on the appropriate signature page of the handbook, which states that you understand and will obey the bus rules.

- Be on time. The bus cannot wait and be expected to maintain its schedule.
- Remain in your seat while the bus is moving.
- Students are to keep books, body parts, back packs, etc. out of the aisles at all times. Do not yell or throw things out the bus window at any time.
- Talk must be kept at a conversational level.
- Profane, foul, and disrespectful language or gestures are forbidden.
- Possession or use of tobacco, alcohol, or other illegal drugs, weapons or pornographic material is prohibited.
- Fighting on the bus is absolutely prohibited.
- Disruptive behavior or defiance of authority is forbidden.
- If parents want their children to ride on a different bus, or bring a friend on the bus, the child must have a permission slip from parents.

Consequences of Violating Student Responsibilities

If a student riding the school bus continues to make poor decisions regarding behavior, the following steps will be taken to improve this behavior:

- 1st offense: Warning from the bus driver. The driver will notify the parents of behavior concerns.
- 2nd offense: Suspension of bus privileges for five school days with parent notification.
- 3rd offense: Suspension of bus privileges for ten school days with parent notification. Continued violations could result in further ten day suspensions or suspension of bus privileges for the remainder of the school year.

Understand that if the offense is of a more violent and serious nature, the student can be removed from the bus at any time without following the offense steps. The bus driver will have the authority to determine the discipline with school administration.

CELL PHONES AND OTHER ELECTRONIC DEVICES

The use of electronic devices by students in the school setting can be disruptive to the orderly educational environment. Examples of electronic devices could include the following, but would not be limited to: cell phones, smart watches, pagers, laser-pointers, electronic games, audio players (iPods and MP3 players), camera phones, cameras, and calculators used for playing games.

Cell phones are a privacy risk and a possible disruption for school. If a student should choose to carry a cell phone, it may remain in their possession; but should be turned off and out of sight during the school day. The only exception allowing student use of these devices will be during his/her lunch period; or with permission granted by a staff member.

If a student is observed with a cell phone / electronic device out in plain sight at any time during the regular school day; to exclude the lunch period mentioned in the paragraph above, the staff employee will confiscate the phone / electronic device and turn it in to school administration. The first offense will result in the student having to leave the confiscated device in the office during school for the following four weeks. It will be left in the morning when the student arrives and can be picked up at the end of the day when the student leaves. The student will receive a 30-minute detention and the parents/guardians will be notified. The second offense will result in administration keeping the device for one calendar week, the student receiving one day of In School Suspension and the parents/guardians will be notified. Subsequent offenses will follow the same punishment as the second offense.

Any student taking or possessing pictures taken on or within school property for inappropriate purposes will be subject to discipline. This would include pictures taken in locker rooms and restrooms.

CAMERAS & SECURITY

For the safety of all, security cameras are installed around various parts of the building and do record building activity. Footage is archived and will be used exclusively for security, disciplinary, policy enforcement, and/or law enforcement purposes. Video monitoring of the school is limited to uses that do not violate the standard of a "reasonable expectation to privacy" as defined by law.

Frederick Area School recently completed a project to upgrade security in our school. **ALL** visitors to the school will be admitted through the new system; which will require visitors to push a button and the office staff to then allow the doors to be opened.

CLASS REGISTRATION

A student must be enrolled in at least six and a half (6.5) academic credits per semester. Only one study hall is allowed; with the exception being that if a student is in band or chorus, but not both; they would have a study hall and a half.

Withdrawals or schedule changes must be made within the first two weeks of each semester with parental permission and must be approved by administration. Any changes to Vocational Courses must be done within the first week of school and must be approved by the administration of both schools. Vocational courses may not be changed second semester unless advised by administration.

DETENTIONS

A detention may be issued by any employee at school for student misbehaviors/infractions. The detention will be served with the assigning individual whenever possible; or with another staff member. Detentions can be served on the day issued, or on a mutually agreed upon day, and will be 30 minutes in length. Parents will be notified by the assigning party of the detention. Failure to show up for an assigned detention will result in a day of in-school suspension.

DRESS CODE

Trousers, jeans, and shorts must be worn at the waist. Bib overalls will be buckled at least over one shoulder. Shirts must cover the abdomen. Tank tops are not allowed. Skirts, dresses and shorts must be at least mid-thigh. Dark glasses and caps or hoods are not to be worn in the building. Out of concern for health and safety, footwear must be worn at all times. Clothing displaying alcohol, drugs, tobacco, weapons, violence, profanity, or sexual messages are not to be worn in school. Students will be asked to change their clothes or be sent home with an unexcused absence for the rest of the day. If a student is judged not in compliance with reasonable standards of decency, safety and healthfulness, parents will be contacted to help take care of the problem.

DRIVING OF AUTOMOBILES

Students who drive a vehicle to school must accept rules and regulations that are necessary for the safety of others. Please follow the following rules:

- Use extreme caution in the parking lot and do not exceed five miles per hour.
- Students are not allowed to drive – nor be a passenger – during the school day. This includes the time during lunch. Students wishing to drive their vehicle during the school day must get permission from the office prior to doing so and then check back in upon returning to school.
- Students are not allowed to go out to their vehicles during school hours (except during open lunch) unless they first receive permission to do so from the office.

First offense – 30-minute detention; Additional offenses – one day of In School Suspension.

ELASTIC CLAUSE

The student handbook does not include everything that may possibly happen during the school day/year. If any situation not specifically covered should arise the administration will make every effort to act fairly and quickly. The best interest of the student, school and community will be greatly considered. Each situation is different and will be handled on an individual basis. It is sincerely hoped that each one of you will have a successful and enjoyable school year. Take the time to know the rules and regulations you are expected to follow and many of the little problems can be avoided. If you have questions or problems, please visit with administration. They enforce the rules and can best help explain them to you.

ELEMENTARY SPECIFIC

1. We do not encourage children to stay in during recess. If there are circumstances where a child is required to stay in, please send a note or call the school. Please remember to dress your child appropriately for the weather.

2. As there is no supervision on the playground after the buses leave, the Frederick Area School District will accept no liability for children using the playground outside of school hours. Parents must supervise students on the playground outside of school hours.
3. The amount of homework will vary with the grade level, the teacher, and the subject involved. As a rule, there is some assigned homework in primary grades. In grades 3-6 there will at times be assignments which students are required to complete at home. The bringing home of large amounts of schoolwork may mean that the child is not using his/her time in school properly. You are invited to consult the teacher if a problem of this matter arises.
4. All elementary students are required to have an extra pair of shoes at school for recess.

EMERGENCY DRILLS

Fire and tornado drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone must obey orders promptly and seek safety in the appropriate manner. Familiarize yourself with the proper procedures.

Extra-Curricular Eligibility

While attending school is a right, participating in extra-curricular activities is a privilege. It is expected that students will adhere to this Eligibility Policy to perform or compete in any extra-curricular activities offered by the school. This policy applies to all students in grades 7-12 (6th graders will be included in activities if they are brought up to be a part of the junior high program). All SDHSAA eligibility rules will also be enforced.

- Grades will be checked at the beginning of the third week of each quarter, and will continue to be checked on a weekly basis thereafter.
- Students with an F in one or more classes will be placed on the warning list for one week.
- Students with a failing grade after being on the warning list for one week will be unable to compete or perform for the following week (Monday through Sunday). Students will remain ineligible until they no longer appear on the F list at grade check time.
- Parents/Guardians will be notified when their child is failing a course.
- Beginning with the second quarter, students will receive a two-week grace period to establish eligibility. If a student is ineligible at the completion of any of the first three quarters, or fails a semester course, he/she will remain ineligible until the next grade check.

Unless a Coach/Advisor has their own rules against it; students will be allowed to travel with the team, as long as no school time is missed and the trip does not involve an overnight stay.

GRADING SCALE

The following is Frederick Area School District's Grading Scale:

93-100	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
59 & BELOW	F	0.00

Weighted points will be awarded based upon the grades earned for Dual Credit coursework.

A 4.67	A- 4.33	
B+ 4.00	B 3.67	B- 3.33
C+ 3.00	C 2.67	C- 2.33
D+ 2.00	D 1.67	D- 1.33

GRADUATION REQUIREMENTS

Currently, the SD Board of Education requires 22 credits to graduate. Beginning with the Class of 2021, Frederick Area School will require students to complete 24 credits to graduate. In addition, the

following criteria must also be met in the different content areas:

- (1.) Four units of Language Arts—must include:
 - a. Writing—1 unit
 - b. Literature-1 unit (must include .5 unit of American Literature)
 - c. Speech or Debate-- .5 unit
 - d. Language Arts elective—1.5 units
- (2.) Three units of Mathematics—must include:
 - a. Algebra I—1 unit
 - b. *Algebra II—1 unit
 - c. *Geometry—1 unit
- (3.) Three units of Lab Science—must include:
 - a. Biology—1 unit
 - b. Physical Science—1 unit
 - c. Science Elective – 1 unit
- (4.) Three units of Social Studies — must include:
 - a. U.S. History — 1 unit
 - b. U.S. Government — 1 unit
 - c. World History — .5 unit
 - d. Geography — .5 unit
- (5.) One unit of the following-any combination:
 - a. Approved Career and Technical Education
 - b. Capstone Experience or Service Learning
 - c. World Language
- (6.) One unit of Fine Arts
- (7.) One-half unit of Personal Finance or Economics
- (8.) One-half unit of Physical Education
- (9.) One-half unit of Health or Health Integration

Any student taking a dual credit, college level course will receive one full high school credit for each semester course taken. These credits can be applied toward the Regent Scholar award. Students taking three dual credit courses during any given semester will be allowed ONE extra study hall in their schedule.

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

HONOR ROLL

Honor roll designations are:

**"Straight A" Honor Roll – students who have earned a grade point average of 4.00.

**"A" Average Honor Roll - students who have earned a grade point average of 3.67 - 3.99.

**"B" Honor Roll – students who have earned a grade point average of 3.00 - 3.66.

Honors Graduation Requirements

- To graduate with High Honors, students must have a cumulative GPA of 3.67 or higher.
- To graduate with Honors, students must have a cumulative GPA of 3.5-3.66.
- To be considered for Valedictorian / Salutatorian, students should complete the Advanced Endorsement Requirements set forth by the SD Board of Education

ICU (Intensive Care for Instruction)

- Students are expected to complete all work on time. Any student who has a late or missing assignment is required to attend ICU sessions until the missing or incomplete work is satisfactorily completed as determined by the instructor.
- Teachers will make sure to inform students when they are being placed on the ICU list.
- ICU sessions will be held after school and will be required for any student who remains on the list at the end of the second consecutive day for the same assignment. Sessions will last until 5:00 on Monday, Tuesday and Wednesday; but students may leave prior to that time if they get the assignment completed.

- Students on ICU will not receive open lunch and will be required to remain in the lunchroom during the duration of the lunch period.
- Students participating in school activities will not be allowed to practice or participate in those activities until their work is completed and they are removed from the ICU list.
- Parents will be notified per their method of choice (text / email) based on the paperwork submitted at the start of each school year. It is the responsibility of the parent and child to arrange for transportation when students must remain after school.
- Failure to attend ICU sessions – including remaining in the building during lunch - will result in the following penalties: first three offenses – one day of In School Suspension; fourth and fifth offense – one day Out of School Suspension; sixth offense and beyond – three day Out of School Suspension.

INSURANCE

The school does not assume responsibility for accidents which may occur during school hours. Student insurance is available to all students for a nominal fee. The school does not approve claims; its role is to distribute information relative to the program and to assist in any way necessary. Students are encouraged to participate in the program or carry their own accident insurance policy.

LATE HOMEWORK

If a student is absent from school, their homework is due when they return or the next day. If there was an announced test on the day they were absent, they will take the test when they return to school. If students turn in late work the following policy will be followed: 10% of the grade will be docked per day late. After 4 school days late, NO credit will be given for the assignment.

LOCKERS

Lockers will be furnished to all students. No locker may be locked with any other lock other than one owned by the school. The school reserves the right to inspect lockers at any time. Do not deface with decals, etc., as the school owns the lockers. Any item on the outside of a locker must be checked with the office. Do not keep anything of value in your locker. Keep your lockers clean. There is to be nothing on top of the lockers, including books, papers etc.

LUNCH PROGRAM

Meal prices are:

\$3.05 for students K-6

\$3.40 for students grades 7-12

\$4.00 adults (staff and visiting parents)

Lunch Hours are approximately 11:20 – 11:45 for grades four through six, 11:50 – 12:15 for Kindergarten through third grade, 12:33 – 12:57 for grades 7-12.

Each family has a family account so money will be deposited into that account. Try not to send cash on a daily basis as there is too much chance of it being lost. If your child wishes to bring his/her lunch and would like to buy milk to go with it, milk can be purchased for \$.30 a carton. Students in grades 7-12 may purchase second helpings of the main entree for an extra fee of \$1.00. The computer system in place does **NOT** allow for charging. You must pay for lunches in advance. By September 1, all accounts must be current. If accounts have balances at the end of the year, these balances will be carried over to the next fiscal year unless a written parent/guardian request is made for a refund with the exception of seniors (with no younger siblings.) These balances will be refunded on the last day of senior classes.

The Frederick Area School District has a policy of providing free and reduced priced lunches for those students whose parents are not able to pay for them. This policy is in compliance with the regulations set by Education Food Services Division of the South Dakota Department of Public Instruction.



All students are encouraged to participate in the school lunch program. Any parent who wishes to apply for free or reduced price lunches should contact the school office.

The Frederick Area School has successfully provided nutritious Type A lunch for the students. This program can be continued with your cooperation. Elementary children will be able to walk home for lunch but only with a note or phone call from home prior to lunch. If your elementary child will be going home for lunch every day, only one note stating this needs to be sent at the beginning of the year.

Students are to eat only in the cafeteria during the regular lunch break. Water/Juice machines are to be used outside of lunch time only. Sunflower seeds are strictly prohibited. Gum is allowed in the classroom with the teacher's permission.

MAKE-UP WORK

Students have the responsibility to complete work missed on days that they are absent. If a student does not know in advance they will be absent (illness, family emergency, etc...), work should take approximately the same time as the time missed from class. Students are given two days of make up for every one day missed, and unexcused absences will result in no credit given for the work missed.

MEDICATION AT SCHOOL

If your child must take **ANY TYPE** of medication at school, you must:

1. An authorization form is required to have on file – this form was sent home (one per family) on the first day. Please contact the school if you need another or print a form from our school website.
2. Send the medication in a prescription bottle or original container.
3. Instruct your child that he/she must remember to come to the office to get their medication at the proper time.

If you send the medication without signing the form, the medication will be held until the end of the school day and then returned to you via your child.

PERMISSION TO LEAVE SCHOOL GROUNDS

All requests to leave school grounds while school is in session must be cleared through the office. Failure to do so may result in disciplinary action.

PROGRAMS FOR STUDENTS WITH SPECIAL NEEDS

The Frederick Area School currently belongs to the North Central Special Education Cooperative. The Cooperative gives us services such as: speech therapy, school psychologist, occupational/physical therapy, pre-school testing, and pre-school instruction. The services of home-school instruction are also available through the North Central Special Education Cooperative.

The Frederick Area School currently offers programs in both special education and Title I geared to the specific needs of the children involved.

REPORT CARDS

Report cards will be completed at the end of each nine-week period unless otherwise notified. Anyone who receives an "I" (incomplete) has two weeks to complete the work or the grade automatically goes on the record as an "F". It is recommended, however, that a student complete the work within one week, if possible, so he/she does not have conflicts with work that is currently being assigned.

RESPONSE TO INTERVENTION

Frederick Elementary School implemented RTI (Response to Intervention). This program is to help our students achieve reading success early in their academic careers. It is a process that provides intervention and educational support to all students. Frederick Elementary School's RTI model includes children in grades K-3. There are three tiers of intervention, each tier building upon another, each offering more intensive levels of support. Students in grades K-3 are given an academic screening test throughout the year. This screening helps to identify students who need supplemental instruction.

SCHOOL CLOSING

If school is not to be held because of severe weather conditions, etc., Hub City Radio and Dakota Broadcasting will be contacted. Television stations KELO, KSFY and KDLT will be contacted. These can also be checked online at the television stations' websites.

School Messenger, the parent notification system will be used for inclement weather situations such as early dismissals, late starts, and school cancelations. You will receive a call/message on your home phone and primary cell phones.

SCHOOL ISSUED SUPPLIES

The school district provides textbooks and supplementary workbooks for all students at no cost. In addition, electronic devices are issued to students for use in and sometimes out of school. Every student is responsible to give these materials the best of care. They are to be used, not abused. If a student loses any of these materials, he/she will be required to pay the replacement costs.

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SENIOR PRIVILEGES

Seniors meeting the requirements listed below will be excused from their study halls.

- Privileges will begin following the first grade check of the first quarter (approximately third week)
- Student must have a C or better in all classes. This will be monitored each week with grade checks. If a student falls below a C in any class; they will lose their privileges for the week (just like eligibility).
- A student must not accumulate more than two unexcused tardies in either semester, must not exceed eight (8) absences during any of their class periods during either semester, and shall not be suspended from school for any reason.
- Students who choose not to leave the school facility during periods when they are eligible for senior privileges must attend study hall. Students will not be allowed to hang out in other areas of the school (gym, locker area, etc...)
- A senior privilege form must be signed by a parent/guardian, the student, and Superintendent prior to the start date of privileges.
- If senior privileges are removed from a student, whether due to grades, tardies or absences; failure to report to study hall will result in one day of In School Suspension for each violation.

These are special privileges given to you; therefore, you are expected to observe every rule stated above. If any violations should occur, you will be notified that your senior privileges have been terminated. Administration reserves the right to deviate from this policy to fit the needs of the individual students.

SMOKING

It is unlawful for a minor to purchase, possess, receive or consume tobacco products, which include electronic cigarettes (vaping). Any student that is caught possessing or using tobacco products in the school building or on school property is subject to suspension.

Any and all students seen smoking on property adjacent to or near the school grounds should be reported to administration. The principal will take the appropriate disciplinary action and will also notify local law enforcement.

Punishment for infractions will be:

First offense – One day Out of School Suspension

Second offense – Three day Out of School Suspension

Third and subsequent offenses – Five day Out of School Suspension

STUDENT CONDUCT & DISCIPLINE

Students attending our school are required to conduct themselves with respect for self and others through their actions, their language, and their dress. Student behavior will reflect favorably on the individual and on the school, will show consideration for others, and will create a harmonious learning atmosphere. Students must recognize their individual responsibilities and obligations and discharge them in accordance with school

regulations. When a school employee acts to assist a student in proper conduct, the emphasis shall be toward student growth in self-discipline.

It is not possible to list every misbehavior that can occur. Administration and staff reserve the right to respond to misbehaviors using discretion on a case by case basis. The consequences for misbehavior apply to all students while on District property, in District vehicles/buses, and at school or District events. Consequences are designed to be fair, firm, and consistent for all students in the Frederick Area School District.

Actions which may be used by District staff to discipline students and/or encourage them to modify their behavior include, but are not limited to: student conference, parent or guardian notification, parent or guardian conference, counseling, fine, restitution, detention, removal from class, in-school suspension, dismissal from school, out-of-school suspension, exclusion, expulsion, referral to law enforcement authorities, conflict resolution training and recommendations to alternative community services.

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

Bullying / Harassment

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

Bullying and harassment are intentional harmful behaviors initiated by one or more students and directed toward another student or students which in turn create an objectively hostile school environment including, but not limited to, the following:

- Physical – harmful action or threat of harmful action against another person
- Verbal, Written or Electronic – threatening, unkind, abusive or hurtful communication to a person or about a person
- Emotional – taunting or other conduct intended to upset, exclude, or embarrass a person

This policy applies while students are on school property, while in school-owned or school-operated vehicles, while attending or engaged in school-sponsored activities, or while using school equipment. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated or filed a false complaint in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

Cyberbullying

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Administration will be responsible for investigating all complaints by students alleging bullying or harassment. Disciplinary action may include, but is not limited to: the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

SUSPENSION FROM SCHOOL

There are two types of suspensions that can be imposed as punishments: 1) In-School Suspension (ISS) and 2) Out of School Suspension (OSS). Students who are on In-School Suspension will spend the day in school, but will be outside of their classrooms and away from their peers. They will be required to complete their work and will receive 50% credit for completion of said work. Students receiving Out of School Suspension will not be allowed on the premises and will receive ZERO credit for any work missed on the days of suspension.

TARDY POLICY

Students who are tardy for first period class MUST have a pass from the office to be admitted to class. Students without a pass will be sent to the office to obtain one. The same procedure will be followed for fifth period class following open lunch. All other tardies will be marked accordingly in Campus and the number of tardies will be monitored in the office.

Once a student receives their third tardy, a 30-minute detention will be issued, as will be the case on a fourth and fifth tardy. Upon receiving a sixth tardy, students will receive a day of ISS (in-school suspension) and will continue to do so for each additional tardy after that.

The number of tardies are reset at semester time and each student starts at zero again. Punishments for tardies are applicable only to unexcused tardies.

VALEDICTORIAN / SALUTATORIAN

The valedictorian and salutarian will be determined by the student's grades received at the end of the third quarter of the senior year. If there is a tie for either honor, the tie will be broken by the student with the highest ACT composite score at the end of the third quarter of the senior year.

VISITORS/GUESTS

Any visitor (friend) must report to the main office upon arrival. Arrangements should be made in advance for guests to visit the school for the day.

VOCATIONAL SCHOOL / A-TEC Academy

All Juniors and Seniors are provided the opportunity to attend vocational school classes at the A-TEC Academy in Aberdeen. Along with this opportunity go a few responsibilities, which are:

- 1) No student is to drive any motor vehicle without permission being given (written or phone) by parents/guardians and school administration.
- 2) Anyone driving to vocational school must not give any other student a ride to or from the vocational school.
- 3) If students obtain rides with other students without permission from parents and the school administration, the practice will result in suspension from school for both the driver and the rider and continued breaking of the rule will result in withdrawal from the vocational school class.
- 4) The vocational bus/vehicle will travel to and from vocational school on Highway 281.
- 5) Any student not returning to the high school on the vocational bus/vehicle must have approval from parent/guardian and communicated to administration ahead of time.
- 6) A student is to notify the driver if he/she is not returning on the bus/vehicle.
- 7) Students are not to request that a driver make personal stops for any reason.

Weapons

State and federal law, as well as board policy, forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a student shall be reported to the student's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary or legal action or both shall be pursued by the administration. Disciplinary action could range from detention to out of school suspension.

A dangerous weapon is defined as any firearm, air-gun, knife or device, chain, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. This is also to include any item that the administration or staff sees as being potentially threatening to the welfare of staff or students.

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, or any school building or other building or premises used for school functions. This would include personal vehicles parked on or adjacent to school property or used for school purposes. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, or authorized supervised school training sessions in the use of firearm.

Any student bringing a firearm to school shall be expelled for not less than twelve (12) months and will be referred to law enforcement authorities. The Superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

K-12 Acceptable Network and Internet Use Policy Frederick Area School District

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. The Frederick Area School 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 Frederick Area School District's Network, and to ensure such use complies with the CIPA requirements.

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

II. Acceptable Use

The Network may be used only as a tool to support and advance the functions of the Frederick Area School District as well as its curriculum and educational programs. Access to the Frederick Area School 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 Frederick Area School 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 Frederick Area School District. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the Frederick Area School District. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however, such personal use may not violate any 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 Frederick Area School District, to confirm that the staff person has read and understands this 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 Frederick Area School 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 appropriate for your own use without appropriate attribution and consent.

IV. Prohibited Use

The Frederick Area School 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 email 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 Frederick Area School 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, email, 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, emails, 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 Frederick Area School District computer to pursue “hacking,” internal or external to the Frederick Area School 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, promotion, or financial gain; or
 - 3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

V. Off-Premise Use of Network

Students under the age of 18 should only access Frederick Area School 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 Frederick Area School 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 this AUP.

VI. Disclaimer

The Frederick Area School 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 Frederick Area School District's network are to be borne by the user. The Frederick Area School 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 Frederick Area School 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 of 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.

Consequences:

First offense – Office intervention or 10 day (2 week) technology device suspension

Second offense – 20 day (4 week) device suspension

Third offense – Device(s) suspended for remainder of quarter or not less than 30 days (6 weeks).

Fourth offense – Board Action

2019-2020 Frederick Area Staff Roster / Contact Information

School Board

Richard Schlosser - President	329-2738	Frederick Area School	(w) 329-2145
Rich Achen	216-6777	PO Box 486	(f) 329-2722
Jon Ellwein	329-2037	Frederick, SD 57441	
Alex Hart	216-1019		
Dan Nickelson	329-2094	Leola School	(w) 439-3142

PO Box 350	(f) 439-3206
Leola, SD 57456	

Administration

Jeff Kusters, Supt / AD	(w) 329-2145		
	(c) 230-1172	NCSEC	(w) 626-3359
Jessica Ringgenberg, Principal	(w) 329-2145	Kristi Hilzendeger, Director	(f) 626-3360
	(h) 262-0048	1200 S. Jay St	
Janel Wagner, Business Manager	(w) 329-2355	Aberdeen, SD 57401	
Julie Brotzel, Tech Coordinator	(c) 941-7656		
Stacey Sumption, Admin Asst	(w) 329-2145	A-TEC Academy	(w) 725-8100
	(h) 329-2849	Scott Pudwill, Director	(f) 725-8199

Certified Staff

Melissa Meidinger, Kindergarten	881-6257
Maggie Ulmer, 1st Grade	233-1336
Tonya Zinter, 2nd Grade	329-2631
Jennifer Little, 3rd Grade	380-2480
Janel Bergan, 4th Grade	216-5536
Jennifer Dallmann, 5th Grade	994-2389
Jennifer Hoyle, 6th Grade	216-2668
Jennifer Anliker, Elem SPED	216-8522
Christine Kusters, JH-HS SPED	230-1173
Paula Tschosik, Title I	701-349-2841
Ashley Larsen, Counselor	949-3811
Crystal Arthurs, Art/FACS	460-0881
Janelle Barondeau, Math	329-2305
Marty Morlock, Phys Ed / Health	824-5555
Brock Pashen, Social Studies	320-287-0637
Caitlin Podoll, Language Arts	228-1648
Sarah Sumption, Science	329-2532

Newspaper / Bank / Post Office

Groton Independent	397-2352
PO Box 588	
Groton, SD 57445	
First National Bank	329-2455
314 Main St	
Frederick, SD 57441	
Frederick Post Office	329-2441

Bus Drivers

Lance Podoll, Supervisor	715-6541
Mark Christianson	380-0885
Keith Underberg	329-7619

Pre-School

Ellen Schlosser	329-2738
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Support Staff

Renee Brooks, Paraprofessional	228-3882
Janet Elsen, Paraprofessional	994-2269
Donna Hoffman, Paraprofessional	577-6569
Michelle Sumption, Library	252-6578

Custodial Staff

Zachary Kusters, Head Maint	230-0302
Thersia Cox, Asst Maint/Cook	290-6766

Kitchen Staff

Faye Gunther, Head Cook	626-1455
Ashley Gunther, Asst Cook	626-1508

****DETACH THIS FORM AND RETURN IT IMMEDIATELY****

Frederick Area has established a tradition of excellence in both academic and extracurricular activities. Together we can continue that tradition. You've just read the guidelines to help you to a successful year. If you have any constructive suggestions that could improve the conditions in our school, please bring them to the attention of the principal. If you have any problems, feel free to discuss them with the staff. Please read and sign below:

- I have read and understand the rules in the **STUDENT HANDBOOK** and the **FERPA Information** and will abide by them.
- I have read and understand the **Bus Citizenship** rules and expectations in the **STUDENT HANDBOOK** and will abide by them.
- I have read, understand and agree to comply with this **Acceptable Network and Internet Use Policy**. I agree to follow the rules contained in this policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures. I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the district system. Including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.
- I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.
- I gave permission to issue an account for my child(ren) and approve of the use of the internet. I certify that the information contained in this form is correct.

Family Name (PRINTED): _____

Parent or Guardian Signature _____ **Date** _____

Student Signatures: _____ **Grade:** _____

_____ **Grade:** _____

_____ **Grade:** _____

_____ **Grade:** _____

SEE BACK OF THIS PAGE FOR ADDITIONAL INFORMATION AND SIGNATURES

Parent Permission for Posting Student Pictures on Web Page

Personnel at the school will be updating the Web site for the Frederick Area School. We would like your permission to post various student pictures. Pictures that are posted are often accompanied by a caption containing their first and last name. The Journalism class will also have issues of the school newspaper on the school website with student names and/or pictures. If permission is not received for a student, individual pictures will not be used and group pictures will be posted with the student's picture covered. Please check one of the options below and sign.

Approve

Do Not Approve

Parent Signature _____ Date _____

Student Directory Information

In accordance with FERPA and SD 13-28-50, student directory information for those in grades 7-12 may be released to post-secondary institutions for post-secondary preparation and interest. Directory information may include student's name, mailing address, student ID number, grade level, and dates of attendance. By checking release, you are allowing FASD to send information to post-secondary institutions upon request.

Release

Do Not Release

Parent Signature _____ Date _____