

Oldham-Ramona
Jr.-Sr. High School

Student Handbook 2018-19



Table of Contents

STAFF LIST	3
FOREWORD	4
QUESTIONS UNANSWERED	4
UPDATING THIS HANDBOOK	4
ABOUT THE SCHOOL	4
MISSION STATEMENT	4
EDUCATIONAL PHILOSOPHY	4
ACADEMIC INFORMATION	5
CLASS DESIGNATION	5
DROPPING/ADDING CLASSES	5
GRADING	5
GRADING-HONOR ROLL	6
GUIDANCE AND COUNSELING	6
HIGH SCHOOL GRADUATION REQUIREMENTS	6
DISTANCE LERNING	7
TEXTBOOKS.....	8
EXTRA-CURRICULAR PARTICIPATION	8
EXTRA-CURRICULAR ACTIVITIES LISTED	8
ELECTION TO GIRLS/BOYS STATE.....	8
NATIONAL HONOR SOCIETY.....	8
STUDENT COUNCIL.....	8
EXTRA-CURRICULAR PARTICIPATION.....	9
EXTRA-CURRICULAR ELIGIBILITY REQUIREMENTS.....	9
RULES SPECIFIC TO EXTRA-CURRICULAR PARTICIPATION.....	9
RELIGIOUS ACTIVITIES	10
AWARDS, RECOGNITION, AND SCHOLARSHIPS	10
ACADEMIC ACHIEVEMENT AWARDS	10
ACTIVITY AWARDS	10
CITIZENSHIP AWARDS	10
PERFECT ATTENDANCE.....	10
SERVICE AWARDS.....	10
SOUTH DAKOTA OPPORTUNITY SCHOLARSHIP	11
POST-SECONDARY SCHOLARSHIPS	11
SPECIAL HONOR AWARDS.....	11
GENERAL POLICIES AND INFORMATION	11
ASBESTOS MANAGEMENT.....	11
COMPLAINT POLICY	12
DELINQUENT LUNCH BILLS	12
LOCKERS	12
LUNCHROOM RULES	13
DIRECTORY INFOMRATION – PUBLIC NOTICE.....	13
RELEASE OF SCHOOL RECORDS AND PHOTOS	14
NON-DISCRIMINATION POLICY	14
NOTIFICATION OF RIGHTS UNDER FERPA	14
PARENTS RIGHT TO KNOW	15
PUBLIC DISPLAYS OF AFFECTION	15
PUBLIC LAW 94-142.....	15
SCHOOL BOARD MEETINGS	15
SENIOR PRIVILEGES	16
STUDENT AUTOMOBILES & PARKING.....	16
TITLE IX	16

THE OLDHAM-RAMONA SCHOOL DISTRICT AS A MEDICAID PROVIDER	16
WEATHER CANCELATIONS	17
EARLY DISMISSAL	17
STANDARD RULES VIOLATIONS	17
ATTENDANCE POLICY	17
PROCEDURES.....	18
STUDENT ABSENCES.....	18
PROCEDURAL GUIDELINES FOR ABSENCES.....	18
TRUANCY	19
TARDIES.....	19
ATTIRE AND APPEARANCE	19
BUS RULES FOR STUDENTS.....	20
SUSPENSION OF BUS PRIVILEGES FOR RULES VIOLATIONS.....	20
CELL PHONES	20
DAMAGE TO SCHOOL OR PRIVATE PROPERTY.....	21
FOOD AND DRINK	21
STUDENT BULLYING.....	21
WEAPONS POLICY.....	24
FOR ADDITIONAL INFORMATION ABOUT PROPER CONDUCT, VIOLATIONS, AND CONSEQUENCES.....	24
SUSPENSION	24
SHORT-TERM SUSPENSION.....	24
NOTIFICATION OF PARENTS/GUARDIANS.....	24
LONG-TERM SUSPENSION OR EXPULSION.....	25
NOTICE OF HEARING.....	25
WAIVER OF HEARING	25

STAFF LIST

Michael Fischer Superintendent mike.fischer@k12.sd.us	Andrew Johnson PK-12 Principal/AD andrew.r.johnson@k12.sd.us	Cassi Johnson Business Manager cassi.johnson@k12.sd.us	Kim Hyland Secretary kim.hyland@k12.sd.us
Chad Trigg Colony: Grades K-3 chad.trigg@k12.sd.us	Travis Wicks Colony: Grades 4-8 travis.wicks@k12.sd.us	Deanne DeRungs Preschool/JH English & SS deanne.derungs@k12.sd.us	Rebecca Hanson Kindergarten rebecca.hanson@k12.sd.us
Carli Lager 1 st Grade carli.lager@k12.sd.us	Katie Eide 2 nd Grade katie.Eide@k12.sd.us	Jane Kattke 3 rd Grade/Lead Teacher jane.kattke@k12.sd.us	Nikki Larsen 4 th Grade nikki.larsen@k12.sd.us
Emily Ver Burg 5 th Grade emily.verburg@k12.sd.us	Brady Clark 6 th Grade brady.clark@k12.sd.us	Kelly Sullivan Elementary Special Education kelly.sullivan@k12.sd.us	Cassi Schneider Elementary SPED Para cassi.schneider@k12.sd.us
Tony Fischer Ind. Arts/Elem. PE/Health/Bus tony.fischer@k12.sd.us	Carol Allgaier Special Education carol.allgaier@k12.sd.us	Amber Misar K-12 Music & Elem. Computer amber.misar@k12.sd.us	Lon Ihler Social Studies/JH-HS PE lon.ihler@k12.sd.us
Kaylee Vander Wal Math kaylee.vanderwal@k12.sd.us	Dean Koster Science dean.koster@k12.sd.us	Bob Bergstrom Business/Comp. & Tech Cor. robert.bergstrom@k12.sd.us	Maren Fischer English maren.fischer@k12.sd.us
LaDonna Marlette Counselor ladonna.marlette@k12.sd.us	Deann Hildebrandt E-Mentor/Assistant Cook dean.hildebrandt@k12.sd.us	Rachel Pearson Sped Para rachel.pearson@k12.sd.us	Carol Halverson Head Cook carol.halverson@k12.sd.us
Theresa Gordon Assistant Cook theresa.gordon@k12.sd.us	Sue Pederson Colony HS & Elem Para sue.pederson@k12.sd.us	Chris Hoek Head Custodian/Bus Driver chris.hoek@k12.sd.us	Beth Misar Sped Para/Custodian beth.misar@k12.sd.us

FOREWORD

This student handbook is prepared and intended for the orientation of new students and those already enrolled. This material should be carefully reviewed by the student and the student's parents/guardians.

QUESTIONS UNANSWERED

No handbook can answer all questions or address all possible situations. It is the hope that the information in this handbook answers most of the questions you might have about our school. In the event that you have a question that is not addressed, please call the school at 482-8244 or stop and visit with our administration. We will do our very best to give you the information you need and your child the education he or she deserves.

UPDATING THIS HANDBOOK

This manual will be periodically reviewed and updated. This process requires input from parents, students, community members, teachers and administrators. If you have questions or concerns related to the content of this manual, please convey those concerns to the school. Revisions and additions will be considered. Any recommended revisions must be approved by the Oldham-Ramona School Board before taking effect.

ABOUT THE SCHOOL

NAME: Oldham-Ramona School District 39-5

ADDRESS: 220 West 2nd Street, Ramona, South Dakota 57054

PHONE: 605-482-8244 **FAX:** 605-482-8282

WEBSITE: <http://oldhamramona.k12.sd.us>

TEAM NAME: Oldham-Ramona-Rutland Raiders

SCHOOL COLORS: Black/Silver/White

SCHOOL SONG: "Wave the Flag"

MISSION STATEMENT

To provide students the opportunities and facilities to become productive citizens and lifelong learners.

EDUCATIONAL PHILOSOPHY

The Board of Education and the Oldham-Ramona Public Schools are committed to a philosophy of service to the children. The school's goal is to help each child develop as a mature individual and as a contributing member of society. The board and the school believe that this goal can best be met through the development of a school program to encompass the intellectual, affective, physical, civic, and social needs of children in a democratic society.

The Board of Education realizes that an effective public school program must be directed toward the common needs of all children, but must also consider the unique differences and needs of the individual.

The Board of Education recognizes that the guardianship of public education is a trust and an obligation --- that the goals of education are fundamentally the goals of democracy. In the practical application of this philosophy, opportunities shall be provided each individual within the limits of the student's capacity to:

1. Develop the language arts, mathematics, and science skills needed for a technological world.
2. Develop physical, mental, and emotional health.
3. Develop decision-making skills based on consideration of the needs others.
4. Develop a respect for the law and the rights of other individuals.
5. Develop a sense of responsibility to family, community, and society.
6. Develop skills for effective participation in the democratic process.
7. Develop the ability to communicate ideas.
8. Develop knowledge and understanding of one's natural environment.
9. Develop economic competence as a consumer.
10. Develop marketable skills and vocational competence.
11. Develop an appreciation of the arts.
12. Develop an understanding that continuous learning and self-improvement are an important part of life.

A committee of Board members, administration, teachers and parents will meet every three years to review the Mission Statement and Educational Philosophy. After seeking input from district patrons and staff, the committee will submit a recommendation to the Board of Education for either retaining or revising the Mission Statement and/or Educational Philosophy.

ACADEMIC INFORMATION

CLASS DESIGNATION

The Oldham-Ramona School District admits students to its high school upon successful completion of the eighth grade. To qualify as a member of the various classes in High School, a student must have earned the following minimum number of credits:

5 units of credit to be considered a Sophomore

11 units of credit to be considered a Junior

16 units of credit to be considered a Senior

Students and parents should discuss elective class choices and whether those choices will best prepare the student for future career or educational plans. Students will take career interest inventories, have the opportunity to do career exploration activities, and will be allowed college/technical school visits during their high school years.

DROPPING/ADDING CLASSES

Students may drop or add classes during the first three days of the school year, or semester for semester classes, with permission from parents/guardians and school principal. Students are advised to choose their classes carefully keeping in mind requirements for graduation or special honors.

GRADING

Report cards are issued at the end of each quarter. Letter grades are used to denote pupil progress in all courses.

A = 96 - 100

B = 89 - 91

C = 82 - 84

D = 73 - 76

A - = 94 - 95

B - = 87 - 88

C - = 80 - 81

D - = 70 - 72

B+ = 92 - 93

C+ = 85 - 86

D+ = 77 - 79

I = Incomplete

Incomplete grades will only be given to those students having a legitimate excuse for falling behind in their

work (i.e. a prolonged illness, etc.). Students are given two days for each day missed to complete missed assignments and remove the incomplete grade. Students are expected to have their school work made up before they are gone for school activities. Students receive a zero for any incomplete work not completed during the time allowed. **If a student needs extra time to complete missed assignments, it is their responsibility to work with the teacher to establish an acceptable timeframe for turning in the missed assignments.**

GRADING—HONOR ROLL

A point system will be used in figuring up averages for the Honor Roll. All course grades are computed at a factor of 1.

Point Value

A/A+	A-	B+	B	B-	C+	C	C-	D+	D	D-	F/I
4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.67	0.00

Honor Roll

4.00 GPA = Straight A Honor Roll 3.67 – 3.99 = A- Honor Roll 3.00 – 3.66 = B Honor Roll

Honor Roll students will be recognized by having their names published in the “Madison Daily Leader” and the school newsletter at the end of each quarter.

GUIDANCE AND COUNSELING

All students need help in planning for their future and dealing with personal problems. Students are encouraged to consult with our teachers and guidance counselor on matters of concern to them. In addition, much valuable career material is available in the school.

Seniors should seek special assistance from our guidance counselor with respect to plans after high school. Seniors who plan to attend technical schools or four year universities should be preparing applications for scholarships, school admissions, and financial aid early during their senior year.

Students will go through extensive testing during their school career. Students will be tested for academic achievement, aptitude, and interest. Students will also have the option of taking college admission tests such as the SAT or ACT. Students and parents are encouraged to meet with the school guidance counselor to discuss test results.

HIGH SCHOOL GRADUATION REQUIREMENTS (after entering 9th grade in 2015)

A student’s Personal Learning Plan must document a minimum of 22 credits that include the following:

- 1) Four units of Language Arts –must include:
 - a. Writing – 1.5 unites
 - b. Literature – 1.5 unites (must include .5 unit of American Literature)
 - c. Speech or Debate -- .5 unit
 - d. Language Arts elective -- .5 unit
- 2) Three unites of Mathematics –must include:
 - a. Algebra I – 1 unit
 - b. *Algebra II – 1 unit
 - c. *Geometry – 1 unit
- 3) Three unites of Lab Science –must include:
 - a. Biology – 1 unit
 - b. Any Physical Science – 1 unit
 - c. *Chemistry or Physics – 1 unit
- 4) Three units of Social Studies –must include:
 - a. U.S. History –1 unit

- b. U.S. Government – 1unit
 - c. World History -- .5 unit
 - d. Geography -- .5 unit
- 5) One unit of the following—any combination:
 - a. Approved Career & Technical Education
 - b. Capstone Experience or Service Learning
 - c. World Language
 - 6) One unit of Fine Arts
 - 7) One unit of Personal Finance
 - 8) One-half unit of Physical Education
 - 9) One-half unit of Health or Health Integration
 - 10) One unit of Computer Science

Academic core content credit may be earned by completing an approved career and technical education course. Approval to offer credit must be obtained through an application process with the Department of Education. The application must include: course syllabus; standards based curriculum; teacher certification; and assessment of standards by methods including end-of-course exams, authentic assessment, project-based learning or rubrics.

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

Oldham-Ramona high school students are only allowed to take 6 study hall periods per week. Individual exceptions may be made by the administration.

DISTANCE LEARNING

E-LEARNING AND VIRTUAL HIGH SCHOOL/RECOVERY COURSEWORK GUIDELINES

Oldham-Ramona High School will accept credits from on-line courses approved by South Dakota Virtual High School (VHS) or correspondence courses that have been approved in advance by the Oldham-Ramona High School administration.

- VHS and E-Learning correspondence courses may be taken by students in grades 9-12.
- VHS and E-Learning courses will be based on a limited enrollment including space, availability, and facilities.
- Students enrolling in VHS and E-Learning classes will be required to meet with the guidance counselor, and parents/guardians prior to acceptance into the class.
- Students are not allowed to participate in a VHS or E-Learning class if the same class is offered in the Oldham-Ramona secondary schedule.
- The Oldham-Ramona School District will pay for VHS classes if the student receives a C (or percentage equivalent) average for the semester. If a student is on an IEP and a class is part of the student's plan then the Oldham-Ramona School District will pay for the class. Students not receiving a "C" average will be required to pay for the course.
- The Oldham-Ramona School District will not cover any expenses for any correspondence course or a course that is used for credit recovery.
- Students will be required to follow all guidelines of VHS and the E-Learning Center.
- **Costs, including materials, for any class taken for dual credit (which goes on both the High School and the college transcript) or college credit (which goes on the college transcript only) will be the responsibility of the student.**

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point

average, class rank, and eligibility for athletic and extra-curricular activities.

TEXTBOOKS

Textbooks are provided for the use of the students. Students typically take 5 to 6 classes per year and the average cost of each textbooks is approximately \$ 50.00. There is no charge for the use of the textbooks. Students are expected to take care of the books provided and are subject to assessed charges if a book is returned damaged. Students are responsible for replacing any lost books at a cost sufficient to replace the text with a used book in very good condition. Books are to be kept either with the student or in the student’s locker.

EXTRA-CURRICULAR PARTICIPATION

EXTRA-CURRICULAR ACTIVITIES LISTED

All State Chorus	Chorus	Girls' State	School Play
Annual Staff	Cross Country	Homecoming/Coronation	Student Council
Band	Declam/Oral Interp	National Honor Society	Track
Boys’ Basketball	FFA	One Act Play	Volleyball
Boys’ State	Football		
Cheerleading	Girls' Basketball		

Election to Girls State and Boys State

Each year the American Legion and American Legion Auxiliary choose an outstanding junior boy and girl to participate in a program designed to bring high school juniors throughout the state of South Dakota together for the purpose of introducing them to the subject of state and local government and politics in general. A program of lectures, discussions, and participation in mock campaigns and elections affords these students the opportunity to learn more about the fascinating field of government and to become more informed citizens.

National Honor Society

The National Honor Society was founded in 1921 for the purpose of recognizing outstanding high school students in the areas of scholarship, service, leadership, and character. Sophomores, Juniors, and Seniors from Oldham-Ramona High School are eligible for membership in the Society provided they are able to meet the basic scholastic requirement which is a "B" average (84%). A faculty committee of five members reviews the qualifications of each eligible candidate and makes the final selection. It should be remembered that the earning of high grades doesn't automatically entitle a candidate to membership in the National Honor Society. Candidates must also rate high in the areas of service, leadership, and character. Candidates receiving this honor are inducted during the spring at a dinner and ceremony hosted by the National Honor Society members.

Student Council

The Student Council provides our students with an excellent opportunity to supervise and direct some of the activities of the school as well as suggest school improvements. The Student Council is made up of 13 members. The presidents of each class in grades 7-11 and one student council representative from each class shall serve on the Council. The senior class will have three representatives on the council with the president of the senior class serving as council president and voting only in the case of ties.

The years in which you represent Oldham-Ramona High School in interscholastic competition conducted under the auspices of the South Dakota High School Activities Association may be the most enjoyable years in your young life. Oldham-Ramona High School has established rules and regulations for participation in all high school activities that meet or exceed the guidelines set forth by the SDHSAA.

Oldham-Ramona High School and its’ staff feel that participation in activities is a very beneficial part of a student’s education. These activities offer the students the opportunity to develop the qualities of honesty, self-motivation, and leadership. Students also learn the value of working as a member of a team in a competitive

environment.

EXTRA-CURRICULAR PARTICIPATION

Students choosing to participate in activities are asked to put forth 100% effort. Putting in any less cheats themselves and the other students involved in the activity. Students choosing to participate in activities should realize that their primary responsibility must always be academic success. Extra-curricular activities are provided to enhance the educational experience, but must always be considered secondary to academic goals.

When a student enters an activity, the student is making a commitment to himself/herself, the coach or advisor, the other students, the school and the community. The student agrees to follow the rules and regulations established by the Oldham-Ramona School Board and the SD High School Activities Association. The rules have been formulated to emphasize excellence in academic development, physical development, and character development. The rules and regulations apply to:

1. All sports and fine art activities sanctioned and under the governance of the South Dakota High School Activities Association.
2. All field trips or activities **that would require students to miss class time** – including, but not limited to: decorating for prom, preparation for homecoming, FFA events, band trips, senior trips, yearbook workshops, student council meetings, etc.

EXTRA-CURRICULAR ELIGIBILITY REQUIREMENTS

The Oldham-Ramona and Rutland School boards have approved the following guidelines and consequences regarding eligibility for students participating in activities sponsored cooperatively. Any activities sponsored solely by the one school will be addressed in their handbooks.

- Any student in grades 7-12 who is failing a course (calculated Monday morning through the end of the school day Friday) will be ineligible to participate the following week.
- Grades must be submitted by **8:30 AM** on Monday mornings to be considered for the eligibility timeframe.
- The weekly eligibility-grading period commences at the beginning of the fourth week of each quarter.
- A failed course will cause the student to be ineligible for the first three weeks (or after the fifteenth day) of the following quarter. The fourth week then constitutes the beginning of the weekly eligibility.
- This rule is applicable from the spring semester to the fall semester of the new school year.
- Some cases may warrant individual consideration at administration discretion.

RULES SPECIFIC TO EXTRA-CURRICULAR PARTICIPATION

1. All students must have a current physical examination on file prior to participation in athletic practice or contests. Students have the option of taking a physical on a yearly basis or taking a physical which is good for three years. If a student decides to take a three-year physical and has a medical problem within that three-year period, the student would need to take another physical after the medical problem was corrected. Oldham-Ramona High School makes arrangements with the Madison Clinic to provide exams in July prior to the start of football, girls' volleyball, and cross country.
2. Seventh and eighth grade students are eligible to participate on high school teams subject to the same rules as high school students. Seventh grade students may not participate in varsity football.
3. **Students must be at school by 9:00 AM the day of an extra-curricular event in order to participate.** Participation in an extra-curricular event ahead will not be put ahead of a student's personal health. Students may participate if they have missed a portion of the day for scheduled appointments.
4. Students who are going to miss a class for an extra-curricular activity are required to meet with the

- teacher before they leave and have the work completed when it is due for the rest of the class.
5. All athletic programs are voluntary. Students choosing to participate are agreeing to follow the written rules as well as direction from the coaches. Students may be suspended for violating written rules, but may also be suspended if they are unable to follow directions, work with their teammates, or exhibit a lack of sportsmanship.
 6. Students must be on time and attend all scheduled practices. Permission to miss a practice must be approved by the coach prior to the practice. The penalty for missing a practice is up to the coach.
 7. Students will follow SDHSAA guidelines relating to proper attire, hair styles, tattoos, and jewelry. Students choosing to disregard the guidelines will not be allowed to participate.
 8. Curfew Guidelines for Parents: The suggested guidelines are provided by the coaches in reference to curfew hours. Students will be home no later than ½ hour after the bus returns from a contest during weekday nights. Students should be home by 11:00 p.m. on any night before a game, meet, or activity. They should be home by 1:00 a.m. on Friday and Saturday nights, unless a game is scheduled.

RELIGIOUS ACTIVITIES

Wednesdays have been set aside for religious activities in the community. School activities will not be scheduled on Wednesdays when at all possible.

AWARDS, RECOGNITION AND SCHOLARSHIPS

ACADEMIC ACHIEVEMENT AWARDS

Recognition for outstanding achievement in a major course of study. At the discretion of individual teachers, awards may be presented to students who have demonstrated exceptionally strong achievement in a major course of study. Some of these may include the Francis Malone Scholarship, John Philip Sousa Award, National School Choral Award, and the Roger Butters Music Scholarship.

ACTIVITY AWARDS

Douglas Thurow Award This award is given in memory of Douglas Thurow (Class of 1965). Each year it is presented to the Senior with the highest academic average who has participated on a regular basis in athletics and/or cheerleading during his or her high school career.

Mike Entringer Scholarship This scholarship is awarded to graduating Senior athletes each year. Scholarship funds are generated by the Entringer Basketball Classics which are held in memory of Mike Entringer, a former athletic official who promoted the ideals of sportsmanship and scholarship.

CITIZENSHIP AWARDS

The American Legion presents Citizenship Awards to student(s) in 8th grade and 12th grade who have exhibited the qualities of good citizenship and patriotism. (The school faculty votes to determine the recipients.)

PERFECT ATTENDANCE

Perfect attendance recognition is awarded to those students that are not absent or tardy during the school year.

SERVICE AWARDS

Various awards are given to those students who have performed an outstanding service to the school. These awards include recognition for work in the school library, office, etc., as well as participation on the annual staff and student council.

SOUTH DAKOTA OPPORTUNITY SCHOLARSHIP

To meet the high school curriculum requirements for the Opportunity Scholarship, all recipients must receive a C or higher on all coursework including:

- 4 units of English (courses with major emphasis upon grammar, composition, or literary analysis may be included to meet this requirement).
- 3 units of Social Studies (such as history, economics, sociology, geography, U.S. government, 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 8th grade, shall be accepted). NO 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). 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, as well as approved extracurricular activity).
- 2 units of either of the following or a combination of the two
 - Approved career and technical education courses
 - Modern or Classical Language (Includes American Sign Language)
- .5 units of personal finance or economics
- .5 units of physical education
- .5 units of health or health integration
- ACT score of 24 or higher

POST-SECONDARY SCHOLARSHIPS

Seniors are encouraged to apply for college scholarships by contacting their guidance counselor. Students should develop a resume of general information listing activities, honors, grade point average, admission test scores, etc. to help facilitate filling out the forms required for the various scholarships. Students receiving scholarships will be recognized on Awards Night.

For more information regarding scholarships, see the school counselor.

SPECIAL HONOR AWARDS

Valedictorian	Awarded to the Senior with the highest academic average in the class. Based on all eight semesters of high school.
Salutatorian	Awarded to the Senior with the second highest academic average in the class. Based on all eight semesters of high school.
Senior Honor Students	Awards presented to those Seniors maintaining a "B" average throughout their high school careers.

GENERAL POLICIES AND INFORMATION

ASBESTOS MANAGEMENT

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), the Oldham-Ramona School District 39-5 performs inspections of our school buildings for asbestos-containing building materials. These inspections are completed every three years with the most recent inspection completed in 2015. The district will complete a new inspection in the Fall of 2018. The inspection findings and asbestos management plan are kept on file in the administrative office. The Oldham-Ramona School District contains no asbestos materials except for a small number of floor tiles. These tiles are in good condition and being maintained according to prescribed guidelines.

Inspection results and the management plan may be viewed at any time during normal school hours (M-F, 8:00 am - 4:00 pm). Please contact the Superintendent of Schools if you have any questions regarding the district's asbestos management. The Oldham-Ramona School District is committed to complying with federal, state, and local regulations relating to asbestos management to insure that a safe and healthy environment is provided for students, employees, and district patrons.

COMPLAINT POLICY

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to resolve the issue, may address the complaint in writing to the district's superintendent.

Disputes addressing the enrollment, transportation, and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

The superintendent will investigate, within one week, the circumstances of the complaint and render a decision within two weeks after receipt of the complaint.

The superintendent will notify the complainant of the decision in writing.

The complainant will be allowed one week to react to the decision before it becomes final.

The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent.

If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent, guardian, or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision. The stakeholder may forward unresolved complaints to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure)

DELINQUENT LUNCH BILLS

The Oldham-Ramona School District's Food Service Department is a self-operating program. In order to maintain financial stability and equality of all food service accounts, negative student food service accounts are not acceptable. Parents/guardians are expected to keep their child's account balance in the positive at all times. However, when a student's account is in arrears by \$20, notification will be sent to the parent/guardian. If the parent/guardian does not make payment to the school, the school will provide milk or juice for breakfast and a peanut butter or cheese sandwich and milk for lunch. Payment for these items will be charged to the student's account.

Negative balances will be carried over to the following school year. These negative balances must be taken care of prior to the start of the school year as part of the school registration process. Parents/guardians with negative balances will be asked to send a lunch from home until negative balances have been taken care of or a payment schedule has been arranged and begun.

LOCKERS

All students will be assigned a locker at the beginning of the school year. Students are urged not to leave money or valuable articles in coats or lockers. The school is not responsible for lost or stolen articles. During the summer of 2000 all student lockers were modified to allow students to lock their lockers using padlocks. Students may use a combination lock or a keyed lock. Students choosing to utilize locks must comply with administration requests to inspect the locker during any random locker inspections or in any situation where the administration would have reasonable cause for requiring the inspection of a locker.

LUNCHROOM RULES

The Oldham-Ramona Public School serves nutritious meals (breakfast and lunch) every school day. Children from families whose income is at or below guidelines are eligible for free or reduced prices as established by the Federal Government. To apply at any time during the year for free or reduced price meals and free milk for your children, complete the application and return it to the school within five days of receiving the application. The school officials will inform you as to your eligibility status. If you do not agree with the decision, you have the right to a fair hearing.

All children are treated the same regardless of ability to pay. In the operation of child feeding programs, no child will be discriminated against because of his race, sex, color, or national origin.

Supervision of the students in the lunchroom is the responsibility of the teachers and principal. Appropriate behavior is just as important in the lunchroom as it is in the classroom. Students are expected to:

1. Enter and exit the lunchroom in an orderly fashion.
2. Keep noise and conversation within reasonable limits to avoid interfering with those classes that meet during the lunch period.
3. Take only the amount of food that they feel they can eat. This avoids waste and helps to keep the cost of the lunch program down for all individuals.
4. Use appropriate manners and treat others with respect.
5. Bring lunches that do not need refrigeration, if they prefer to bring their lunch from home. The lunchroom does not have the facilities and will not provide storage.
6. Oldham-Ramona complies with federal guidelines for nutrition requiring that no pop be consumed by students until after lunch.
7. No food is to be taken out of the lunchroom without permission from the office.
8. No pop or carbonated beverages allowed. It is against National School Lunch Policy to bring carbonated beverages into the lunchroom during lunch periods.

Note: We request that parents plan ahead and not deliver lunches or fast food items during the lunch hour. If your student is gone for an appointment, please have them eat before returning to school and not bring food for other students.

DIRECTORY INFORMATION—PUBLIC NOTICE

Notice is given that the Oldham-Ramona School District 39-5 will release student directory information to other educational institutions and scholarship review committees unless parents or eligible students request that such information not be released. This information may include the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, class rank, grade point average, and the most recent previous educational agency or institution attended.

Parents or eligible students that want part or all of this information restricted should notify the Oldham-Ramona School District 39-5 during the first 15 school days of the school year by contacting the school principal. Parents with students that transfer into the district after the start of the school year will have 15 school days to notify the school if they want part or all of this information restricted.

Parents or eligible students may file a complaint if they believe that the Oldham-Ramona School District 39-5 has released information that goes beyond that specified above or has released inaccurate or misleading information. Grievances can be filed at the Oldham-Ramona School District office or complaints may be mailed directly to the Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-4605.

RELEASE OF SCHOOL RECORDS AND PHOTOS

Schools may share students' records if there is written consent from the student's parents specifying records to be released, reasons for such a release, and to whom. Copies of records may also be released to a student's parents and to the student if desired by the parents. If the school is required to release a student's records in compliance with a judicial order the parents and the student will be notified of such orders or subpoenas in advance of compliance.

Student pictures and identifying names will be printed in the school annual and school paper and given to the local news media on those occasions that warrant it. However, the student (or the student's parent if the student is under the age of 18) may request that his or her picture not be published in the media or the school yearbook. Such a request is to be made in writing to the principal of the high school. This does not cover pictures taken by the news media of school events.

NON-DISCRIMINATION POLICY

The Oldham-Ramona School District 39-5 resolves not to discriminate against anyone because of race, sex, creed, color, national origin, or handicap. Educational programs and/or activities and employment opportunities will be offered without regard to sex, race, color, national origin, or handicap. Persons seeking information or having complaints may contact the Superintendent of Schools, Oldham-Ramona School Distr. 39-5, 220 West 2nd Street, Ramona, SD 57054, who coordinates Title IX and Section 504, Affirmative Action, and The Americans With Disabilities Act Compliance Activities. You may also contact: Regional Director, U.S. Department of Education, Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153-1367.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Oldham-Ramona School District to amend a record that they believe is inaccurate or misleading by submitting a written request to the principal, clearly identifying the part of the record they want changed and the reason(s) for the request. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their own right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
Note: One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failure by the

Oldham-Ramona School District to comply with the requirements of FERPA. The office that administers FERPA is:

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-4605

Parents or eligible students may file a complaint if they believe that the Oldham-Ramona School District 39-5 has released information that goes beyond that specified above or has released inaccurate or misleading information. Grievances can be filed at the Oldham-Ramona School District office or complaints may be mailed directly to the Family Compliance Office address listed above.

PARENTS' RIGHT TO KNOW

Parents have the right to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this information, you may send a request to the Oldham-Ramona School who will provide a response.

PUBLIC DISPLAYS OF AFFECTION

Public display of affection in school or school related activities does not add to good appearance and is a distraction. Keep your hands to yourself.

PUBLIC LAW 94-142

Public Law 94-142 charges all school districts with a basic commitment to educate all children with disabilities in the "least restrictive environment". The Oldham-Ramona School District employs a speech therapist and special education teachers to help determine and meet the needs of children with disabilities. The services of psychologists, physical therapists, and occupational therapists are provided through the services of the Prairie Lakes Educational Cooperative. Students requiring services that cannot be adequately provided within the Oldham-Ramona school system are enrolled outside the district where proper facilities and services are available.

In order to identify students with special needs, the Oldham-Ramona School District must have the cooperation of parents, instructors, counselors, health organizations, and other community organizations. Through the efforts of all, the Oldham-Ramona School can then identify and provide the necessary services to give students with disabilities the opportunity for an appropriate education. This may take the form of special placement, but all must keep in mind that the child must be placed in "the least restrictive environment".

To implement this, the Oldham-Ramona School District must have input from parents, instructors, and others concerned with the education of children under the age of 21. If you have a child in need of or know of a child in need of special services or assistance, please contact the school superintendent at 605-482-8244. Observation, testing, and other evaluative procedures will then be employed to determine the student's needs and every effort will be made to meet those needs.

SCHOOL BOARD MEETINGS

School board meetings are normally held on the second Monday of every month at 7:00 p.m. Items for the Board Meeting Agenda must be approved by the Superintendent prior to 4:00 p.m. on the Wednesday preceding the meeting. All meetings are open to the public and the public is encouraged to attend; however, persons wishing to address the Board must contact the Superintendent's office to be placed on the meeting agenda.

SENIOR PRIVILEGES

Senior privileges will begin around the third week in October. Students and Parents must read and sign senior privilege guideline sheet. Students must maintain a C- or higher in every class to be eligible for student privileges that week. Administration reserves the right to deny students senior privileges due to tardiness, absence, attitude and participation in classroom, and violation of other school rules. Students are prohibited from bringing any food back to the school from when there were gone on their open lunch period. If a student brings something back, tardy consequences will be followed.

STUDENT AUTOMOBILES & PARKING

1. Student vehicles are to be parked east of the school building in the parking lot provided. Seniors that have open lunch are allowed to park in the staff parking lot.
2. Students must obey school zone speed limits being careful of any students walking or riding bicycles near the school.
3. Students are to park their cars in the designated areas, immediately upon arrival at school and should not move or go to the cars during the time classes are in session, during lunch, or between classes without PRIOR permission from the office.
4. Students that have permission to leave school early should park either on the street or an area of the parking lot that will allow them to leave easily.
5. Student drivers need to be very careful when approaching or passing school buses. Watch for bus warning lights and always come to a complete stop when buses are loading or unloading students. Small children on buses don't always watch for cars, so please make sure you watch for them.
6. Students are subject to disciplinary action if they are driving fast or recklessly in a school zone. Bus drivers are required to report all drivers to law enforcement if they pass illegally or fail to stop when a bus is stopped with its warning lights flashing. Please help us to make sure all students get to school and back home again safely.
7. Student drivers should take extra precautions during winter driving conditions. The district strongly suggests that students dress appropriately and maintain emergency supplies in their vehicles. Students with cell phones may call the school office if they breakdown or get stuck on their way to school. Parents are encouraged to have high school students ride the school buses during extremely cold or dangerous weather.
8. Those students that drive to school will be dismissed at 3:25 and must wait to leave until all school busses have turned onto Pleasant Avenue. When leaving, students should use extreme caution as there are students that will be walking on the roads around the school.

TITLE IX

This notice is given that the Oldham-Ramona Public School is in compliance with Title IX which applies both to students and employees of educational institutions receiving federal financial aid. Title IX provides that "no person in the United States shall on the basis of sex be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational activity receiving Federal financial assistance".

Educational programs and activities covered by Title IX and affecting students are: comparable facilities, admission, aids, benefits, or services to students; discrimination on the basis of sex in employment. All of these areas are adhered to by the Oldham-Ramona Public School in accordance with regulations set up by the Title IX programs.

THE OLDHAM-RAMONA SCHOOL DISTRICT AS A MEDICAID PROVIDER

The Oldham-Ramona School District is a Medicaid provider for certain medical services for special needs students. Not all special needs students qualify for Medicaid and not all special needs require the services schools can provide under Medicaid. Medicaid is a program that pays medical bills for people who currently meet federal low income guidelines and meet eligibility standards. The services a school district may provide include: psychological services, physical therapy services, speech therapy services, audiology services, and

nursing services. If you think your child may qualify for Medicaid and you would like further information, please contact the Department of Social Services in your county or contact the state Department of Social Services in Pierre at (605) 773-3612.

WEATHER CANCELLATIONS

The decision to call off school or to dismiss early is based on radio weather reports and actual road and weather conditions. Whenever possible this determination will be made between 5:30 a.m. and 7:00 a.m. Please do not call the authorities or school as this hinders the process and we need to keep phone lines open for emergency calls. In either case, notification will be made by radio announcements on the following stations:

MADISON
KJAM 1390 AM, KJAM 103.1 FM

BROOKINGS
KKQQ 102.3 FM, KDBX 107.1 FM, KJJQ 910 AM, KBRK 1430 AM, KBRK 93.7 FM

The following television stations will also be notified when the cancellation is made before 10:00 p.m.:

KELO TV, KSFY TV

The school has implemented a telephone broadcast service. All parents will receive a recorded message when school is dismissed early or called off.

If road conditions on one bus route or in one area are bad, school may still be held, but buses will only run where possible. School patrons are asked to communicate with their bus drivers concerning poor road conditions. Information listing telephone numbers and emergency routes for the bus drivers is provided in the school newsletter or by calling the school office at 482-8244.

EARLY DISMISSAL

If school needs to be called off after school has started, radio stations will be notified about one hour ahead of dismissal time whenever possible so that parents can react and make arrangements for their children getting home early. We ask that students know what they are to do in case of a school cancellation. Parents with small children are encouraged to plan ahead and have a place where their children may be left in case they cannot make arrangements to be home in the event of an early dismissal. Please inform the bus driver, the office and your child of what you want done in this situation.

STANDARD RULES VIOLATIONS

Oldham-Ramona High School has listed the following actions/behaviors as inappropriate. Violation of any of the following rules may result in detention, ISS, or OSS.

ATTENDANCE POLICY

SDCL 13-27-1 Responsibility of person controlling child for school attendance

Every person having control of a child, who is six years old by the first day of September and who has not exceeded the age of eighteen, shall cause the child to regularly and annually attend some public or nonpublic school for the entire term during which the public school in the district in which the person resides, or the school to which the child is assigned to attend, is in session, until the child reaches the age of eighteen years, unless the child has graduated or is excused as provided in this chapter.

Any child under age six enrolled in any elementary school or kindergarten program is subject to the compulsory attendance statutes of this state. A waiver of the compulsory attendance requirement for children under the age of seven years of age shall be granted by the school district upon request.

Attendance is a key factor in student success and achievement. Students are expected to be in school in order to make their education as complete as possible. These expectations can only be met if students are in attendance. It must be understood that students miss a vital portion of the educational experience when they are absent. While it is possible to make up written work, it is more difficult to make-up teacher presentations, class discussions and many other activities vital to the educational experience. We expect parents and guardians to be supportive of the educational program and work in cooperation with school officials to insure attendance of all students.

Procedures

1. Students absent from school must have their parent/guardian contact the school office (605-482-8244) by 9:00 am (End of the first period) the day of the absence. If a parent/guardian is not able to call the school, the child must bring in a note signed by the parent/guardian to the office upon returning to the office. Students over the age of 18 who reside with a parent/guardian must follow the above requirements as well.
2. All students leaving the school for any reason during the day will need to have permission from the parents. Students that have permission to leave must sign out at the office before leaving.

Student Absences

1. The Oldham-Ramona School District is committed to the education of each student that attends the school. We understand and respect a parent/guardians request to keep students out of school; however, they must notify the school of the absence. Documented absences will allow students to receive credit for missed assignments. Even though the absence is documented by the parent, the student's absence will still count towards semester absences. For example: 4 vacation days will count towards 4 absences.
2. If a student is absent without proper notification to administration from a parent or guardian it will be counted towards total absences, and the student will not receive credit for make-up work.
3. Students will be required to make up all work regardless if credit is received or not. (Refusal to make up work will result in detention until work is completed)
4. Student absences due to injury, chronic illnesses, or any other understandable special issues will be dealt with on an individual basis.

Procedural Guidelines for Absences

1. Students are allowed 10 absences per class per semester.
 - a After the **5th absence** from a class during a semester, the student and the parents will be notified by letter.
 - b After the **10th absence**, students are considered excessively absent and a letter will be sent to the parents/guardians. Henceforth, the student will only be excused in the case of serious illness (doctor's verification necessary within 2 days of absence) or other extenuating circumstances. If the student is failing the class, he/she may be removed from that class *and/or* lose semester credit for the class. Students may appeal, in writing, any loss of credits to the school board.
2. Absences for participation in co-curricular and extracurricular activities are not counted as an absence.
3. Seniors will be allowed two college campus visits if approved by the principal. Students will be encouraged to arrange those visits on Fridays when possible.
4. Parents are encouraged to monitor attendance by using the Parent Portal on Infinite Campus.
5. Parents/guardians are encouraged to schedule all appointments for students after school or on Fridays whenever possible.
6. If a student has an extended illness (verified with a doctor's note that explains non-attendance) those days may be "grouped." (as determined by an administrator)

TRUANCY

1. Truancy is an absence from class or leaving school without checking out, or failure to follow procedures after an absence or any combination of the above. Continued patterns of truancy may be dealt with in a legal manner.
2. After 10 absences, the Oldham-Ramona School District will submit a truancy report to law enforcement indicating missed classes/days of school. Law enforcement will submit all truancy requests to the Deputy State's Attorney's office.

**ALL ABOVE STATEMENTS ARE A GENERAL POLICY
OUTLYING WHAT IS EXPECTED OF STUDENT ATTENDANCE.
ADMINISTRATION IS EMPOWERED TO USE ITS DISCRETION
IN THE ENFORCEMENT AND APPLICATION OF THE POLICY.**

TARDIES

1. Prior to the opening of the school day shall fall into the same reasons as absences.
2. Student being more than 20 minutes late into the class period will turn into an unexcused absence for that class period unless a parent has called, which would then be excused.
3. During the school day tardiness shall be defined as failure to be at one's assigned classroom when the class bell rings. When a student is tardy during the school day, he/she will report to the main office for an excuse for initial admittance to school and to the secretary's office for an excuse for re-admittance to class after being admitted to school. Excused or unexcused tardiness will be determined at this time, recorded on a pass and taken to the scheduled class teacher.
4. **One hour of Friday detention will be assigned for each tardy after the second tardy for each class period. Two hours of Friday detention will be assigned for each tardy after the fourth tardy.**
5. A first hour tardy or student late to school at 8:35 am or later will require a note or phone call from a parent/guardian in order for the student to be allowed into class.

ATTIRE AND APPEARANCE

Students in the Oldham-Ramona School should be suitably dressed at school and at any school related activities. The general appearance of all students should be clean and neatly dressed. Students should not wear clothing or hairstyles that interfere with the educational process or can be hazardous to them in their school activities such as lab work and physical education. Dress shall be considered inappropriate anytime it causes a distraction from the primary purposes of education.

***The administration reserves the right to determine whether a student's attire and appearance are disruptive to the educational process, appropriate or acceptable.** * The administration may request a student to change his/her attire or require a student to wear attire provided by the school on the first offence. Students may be sent home to change.

The following items of clothing will be considered inappropriate:

1. Clothing that displays derogatory, obscene, suggestive or off colored messages or advertises/promotes alcohol, tobacco, or drug use.
2. Clothing that is unnecessarily distracting in the school and learning environment.
3. Low riding jeans, pants, or shorts that permit undergarments or skin to show. Even when a shirt is used to cover the top of jeans, it is unacceptable to wear jeans with the waist below bottom of the tailbone.
4. Clothing that is cut up, shredded, or full of holes and that is excessively soiled.
5. Undergarments that are worn as outer garments.
6. Tops or shirts that do not touch the top of the jeans or skirt.
7. Tops, such as mesh tops that permit undergarments to be seen.

8. Tops that are excessively revealing or permit excessive exposure. Tanks tops must have high back and high necklines, small arm holes and cover all undergarments and straps. All tops worn by females are to have at least a one-inch width strap or sleeve, tops should cover the stomach area.
9. Shorts or skirts excessively tight or short are not appropriate. Skirts must extend past the fingertips when arms are held at their side. This area of inappropriate dress includes but is not limited to mini-skirts, cutoffs, etc.
10. Hats-caps-bandanas-sunglasses are not to be worn during school hours.
11. Shoes must be worn at all times.
12. Undergarments are to be covered up.

1st Offense	2nd Offense	3rd Offense
Office intervention or call home and one detention if administrators deem egregious	One detention	Two Friday school sessions

**PARENTS/GUARDIANS SET EXAMPLES –
PLEASE AID THE SCHOOL IN THIS ENDEAVOR**

BUS RULES FOR STUDENTS

The driver is in full charge of the students and the bus. The driver's relationship with the students should be on the same plane as that of a teacher in the classroom. Bus transportation for students is not entirely a right, but more of a privilege conditioned upon courteous behavior and obedience to the established rules. The safety of the bus and its passengers demands complete cooperation from the students.

1. Students shall obey all instructions from the bus driver and authorized student monitors.
2. Students must occupy the seat assigned to them if seats are assigned.
3. Students must refrain from unnecessary conversation with the bus driver.
4. Students must be on time at the designated bus stops.
5. Students must not stand in traffic lanes while waiting for the bus.
6. Students will assist the bus driver in keeping the interior of the bus clean, sanitary and in neat condition.
7. Students must not at any time put hands, arms, feet, or heads out of the bus windows.
8. Students must not at any time move about inside the bus or try to get off or on while the bus is moving.
9. Students will immediately report to the bus driver any damage occurring to the bus.
10. Students must await the signal from the driver to cross the road or highway, then cross promptly (the crossing should be made approximately 10 feet in front of the bus in full view of the driver).
11. Students will be courteous to the driver, fellow students, and the general public.

SUSPENSION OF BUS PRIVILEGES FOR RULES VIOLATIONS

1st Offense	2nd Offense	3rd Offense
Formal warning from the bus driver	Loss of bus privileges for eight days	Loss of bus privileges for the remainder of the semester

The administration reserves the right to modify the length of the suspension of bus privileges for infractions as they deem appropriate. Administration may deem some offenses egregious enough to warrant losing bus privileges for the remainder of the year. Students will start out with zero offenses at the beginning of each new semester.

CELL PHONES

The use of cell phones and other electronic devices in the general classroom are prohibited unless permission is granted by the classroom teacher for academic purposes. Cell phones may be kept on the student or in a book

bag in the classroom. However, it cannot be used, seen, or heard during said class. Students may use their phones in-between classes, at lunch, and before/after the school day. As necessary for the implementation of this policy, the superintendent, principal and teachers may establish regulations, consistent with this policy, further limiting or prohibiting the possession and use of devices in their areas and or classrooms. The District assumes no responsibility for loss, damage or theft of cellular phones and digital media devices, whether in the possession of students, on school property or if confiscated by school personnel pursuant to this policy. Please see below for a list of consequences based on violations.

1st Offense	2nd Offense	3rd Offense	4th Offense
Warning by classroom teacher	Device confiscated until the end of the school day by the classroom teacher	Device confiscated until the end of the day by the principal, device picked up by parents, and one detention	Device turned into administrator at the beginning of each day for four days (returned at the end of the day), three detentions

DAMAGE TO SCHOOL OR PRIVATE PROPERTY

Any student who shall intentionally or accidentally steal or damage school and/or private property, or who shall deface by cutting or with writing or pictures, any fence, furniture, building or other school and/or private property shall immediately compensate for said damage or theft and upon refusal to do so, may be suspended from school until compensation has been made, or compliance with whatever decision has been made by the Board of Education.

FOOD AND DRINK

Food and beverages other than water will not be allowed in classrooms, lockers, or hallways. It is recommended that students use clear water bottles. If a water container is not clear, student must comply with allowing administration/teachers to inspect water container. Contents of container will be discarded if found not to be water. Gum may be chewed but teachers may use discretion in their individual classrooms if it becomes a problem. School lockers are subject to search for prohibited food/drink items upon suspicion or reasonable cause. Any food or drink items that are not allowed will be discarded. Disciplinary actions may be imposed for repeat violations. Students may bring food/drinks for special occasions with the approval of the classroom teacher and administration.

1st Offense	2nd Offense	3rd Offense
Student will be warned and asked to discard the item	One detention	One Friday school session

STUDENT BULLYING

A. Definition

Bullying: For the purposes of this policy, “bullying” means any physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive, and objectively offensive that it: has the purpose of effecting or creating an intimidating, hostile or offensive academic environment, or has the purpose or effect of substantially or unreasonably interfering with a student’s academic performance which deprives the student access to educational opportunities.

Bullying may include, but is not limited to the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, hazing, or other victimization that has the purpose of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Demeaning jokes, stories, rumors or activities directed at a student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; or
- Unreasonable interference with a student’s performance or creation of an intimidating, offensive or hostile learning environment.

Electronic: For the purposes of this policy, “electronic” means any communication involving the transmission of information by wire, wireless broadband, radio, optical cable or similar means. “Electronic” includes, but is not limited to, communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Third Parties: For the purposes of this policy, “third parties” includes, but is not limited to, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of business or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-district school events.

B. Reporting

Any individual who believes a student has been the victim of bullying, as defined above, by students, staff or third parties shall report the alleged acts immediately. The report shall be on a form available from the building principal or from the district office. At the time a report is made, district staff may request any evidence of the alleged bullying, including, but not limited to, letters, tapes, pictures or electronic communication devices.

Designated Personnel. The building principal is designated to receive written reports of bullying at each school building. Reports may also be received by an alternate, as designated by the building principal. Upon receipt of a written report, the building principal shall reasonably and promptly notify the superintendent and provide a copy of the report to the superintendent. If the complaint involves the building principal, the complaint shall be filed directly with the superintendent.

District wide. The School Board hereby designates the superintendent to receive reports of bullying from the building principal as outlined above. The superintendent shall designate an individual to receive reports in such cases that a report alleges bullying performed by the superintendent. If a report is filed involving the superintendent, the designated individual shall reasonably and promptly notify the Board Chair.

Confidentiality. The District will attempt to respect the confidentiality of the report and the individual(s) against whom the report is filed, consistent with district policy, legal obligations and the necessity to investigate allegations of bullying and take disciplinary action when the conduct has occurred.

Procedure. Any individual filing a report of bullying will be asked to put the facts surrounding the conduct in writing on a form provided by the District. The form shall include, but is not limited to: individual’s name and address; date of the incident; description of the incident; name of any witnesses; what action, if any, has been taken; and signature of the complainant.

Required Reporting. If any accusations include possible criminal activity, the superintendent shall comply with all mandatory state reporting requirements.

C. Investigation

Upon receipt of a written report, the building principal shall be responsible for reasonably and promptly conducting an investigation to determine whether an alleged act constitutes a violation of this policy. At the building principal’s discretion, an investigation may be conducted by an alternate investigator as designated by the building principal. After completion of the investigation, the investigating party shall provide written conclusions and findings to the superintendent.

The investigation may consist of personal interviews with individuals named in the report and any others who may have knowledge of the alleged incident(s) or circumstances giving rise to the report. The investigation may also consist of any other methods deemed appropriate by the investigating party.

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

D. Prohibition against Retaliation

The District prohibits retaliation against any person who, in good faith, makes a report of alleged bullying conduct or who retaliates against any person who, in good faith, testifies, assists, or participates in any investigation, proceeding, or hearing related to a report of bullying.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. If any student who has, in good faith, reported bullying or has testified, assisted or participated in an investigation, believes that he or she has been retaliated against because of his or her participation, he or she should follow the procedures set forth above.

Any charge of bullying found to have been intentionally dishonest or made maliciously without regard for truth is subject to disciplinary action consistent to district policy.

E. Consequences

Any individual found to have violated this policy will be subject to discipline consistent with district policy. The District will take action it deems necessary and appropriate, up to and including expulsion, dismissal or appropriate sanction determined and imposed by the administration or the Board. Individuals may also be referred to law enforcement.

Factors for Determining Consequences:

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between parties involved
- Context in which the alleged incident(s) occurred

Examples of Consequences:

- Admonishment
- Temporary removal from classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to principal
- In-school suspension during school week or weekend
- Out-of-school suspension
- Legal action
- Expulsion or termination

F. Notification

The district's bullying prevention efforts shall be annually discussed with students and staff and the district's policy and regulation shall be incorporated into the appropriate district handbooks, which shall be made available to district staff, students and parents.

WEAPONS POLICY

The Oldham-Ramona School District will comply with the Gun-Free Schools Act of 1994. This Act requires the expulsion of any student bringing a firearm on school grounds. Students violating this policy will be expelled for one calendar year and the local law enforcement agency will be notified. Exceptions to this policy are:

1. The chief school administrator determines that extenuating circumstances justify an alternative action by the local education agency.
2. The presence of the firearm was pre-approved by school administration and directly related to an authorized class or school-sponsored activity.

The Oldham-Ramona School District also prohibits the presence of weapons other than firearms. A weapon is considered to be any object or material with the potential to cause bodily harm to students or staff. The school administration will determine the appropriateness of any objects or materials in question, investigate student intent and take the appropriate corrective action.

It is impossible to list all potential hazards, but the school district will consider suspension, expulsion and notification of law enforcement agencies for bringing the following onto school grounds: (1) knives; (2) incendiary materials; (3) gunpowder or other types of explosives; (4) poisons; or (5) dangerous chemicals capable of releasing poisonous gases or causing burns. Please see discipline handbook for a list of the consequences to violations.

FOR ADDITIONAL INFORMATION ABOUT PROPER CONDUCT, VIOLATIONS AND CONSEQUENCES

Please see the discipline handbook for an explanation of proper conduct, possible violations, and consequences.

SUSPENSION

SHORT-TERM SUSPENSION

A short-term suspension is a denial to a student of the right to attend classes and to take part in any school function for any period of time up to five days. A short-term suspension results in the loss of credit for the day(s) lost. The principal may invoke a short-term suspension when it could benefit both the student and the school to keep the student in school. The short-term suspension shall be invoked after investigation of the misconduct of the student by the principal and only for the following reasons:

1. A violation of the school board rules prohibiting serious student misconduct; or
2. Misconduct of the same type as that prohibited by the rules governing serious student misconduct, but which does not rise to the gravity of the misconduct stated by these rules; or,
3. Misconduct that is prescribed by rules adopted by the school board covering minor misconduct.

Any suspension denying a student the right to attend school during the last ten (10) days of the school year must be approved by the Superintendent.

NOTIFICATION OF PARENTS/GUARDIANS

When a student is suspended, the principal shall:

1. Send a statement to his/her parent(s)/guardian(s) and to the superintendent fully describing his/her misconduct, stating the principal's reasons for the action.
2. Make every effort to hold a conference with the parents before or at the time the student returns to

school.

3. Secure written statements and keep on file all documents and relevant information received about the misconduct.

LONG-TERM SUSPENSION OR EXPULSION

If after an investigation, the principal decides that the student's misconduct warrants a penalty more severe than a short-term suspension, the principal may notify the superintendent and ask that a hearing date be set. The principal must decide to do this and ask for a long-term suspension before the end of the day following the day of the alleged misconduct. **Sanction Before Hearing.** The procedure described above does not effect the principal's authority to invoke a short-term suspension or other sanctions after the investigation. However, no action other than to turn the entire matter over to the hearing board is possible.

NOTICE OF HEARING

24:07:03:02 - Notice of Hearing. If the superintendent deems that there are grounds for a long-term suspension or expulsion, the president of the school board is notified as soon as possible that a hearing may be required. Within two school days from the day on which the notice of the alleged misconduct is received, the superintendent will give notice of the hearing to each school board member, the student and the student's parent(s)/guardian(s) and said notice will contain the following minimum information:

1. The rule, regulation, or policy allegedly violated.
2. A summary of the evidence supporting the violation.
3. A list of proposed witnesses.
4. A tentative date, time, and place for the hearing.
5. A description of the hearing proceedings.
6. The reason for the disciplinary proceedings.
7. A statement that the evidence and some of the student's records are available at the school for examination by the student, the student's parent(s) or guardian(s), and/or their representative.
8. A statement that the student may present witnesses and shall submit to the superintendent prior to the hearing a list of such witnesses and details of the evidence to be presented in the student's behalf.

WAIVER OF HEARING

An accused student who would otherwise be entitled to a hearing may with the knowledge of parent(s)/guardian(s), waive the necessity of a hearing and acknowledge the guilt of the charges. The waiver shall be in writing and signed by the student. The hearing may be dispensed with and punishment assessed upon the receipt of such a waiver.