

# Secondary Handbook Changes for 2017-2018

## Page 10 – Attendance

A student is considered absent from a class when they miss more than half of the class period. When a student has been absent from any class two (2) times in a semester **notification** will be sent to parents stating this fact. The letter will stress the importance of good attendance and will provide a warning of the consequences of further absences. When a student has been absent from any class four (4) times in a semester, a second letter will be sent to parents once again stressing the importance of good attendance and warning of the consequences of further absences. When a student has been absent from any class for any non-school related reason six (6) times in a semester, a meeting will be held with the student, parent(s), principal and SRO with the student being issued an attendance contract detailing the consequences of future absences. After eight (8) absences from a class, the student will receive 90% credit on all assignments in that class for the remainder of the semester. When a student has been absent from class ten (10) times in a semester, the student will lose credit for that class. Credit may be restored if the student completes work sessions outside of class time with the teacher to make up the missing time. **When a student has fifteen (15) consecutive absences for skipping, or when the school is not notified of the reason for the absence, the student may be dropped from enrollment. For any child with a diagnosed medical condition that would conform to the policies outlined in the Americans with Disabilities Act, the district will make every reasonable accommodation to appropriately address the disability and/or medical condition. Exceptions to the attendance policy may be made for students with medical conditions that require excessive absences if the student provides a medical notice from an authorized physician. Medical notes must be submitted at the time of diagnosis and will be required to be updated each year prior to the start of school. If a student is out of school for an extended period of time due to illness or disability, the parent should be in contact with the administration to set up a homebound program.**

**Students who are 18 years of age or older may excuse their own absence if they no longer live at home or if they are no longer claimed as a dependent on their parent's tax returns and have documentation on file from the parents allowing them to act on their own.**

## Page 21 – Saturday School

Saturday School provides the student the opportunity to meet the responsibilities and consequences brought about by choosing inappropriate behavior or violating the attendance/tardy policy without missing class. The following policies will govern Saturday School:

1. Saturday School will meet from 8:00-11:00am.
2. Students are responsible for their own transportation to and from Saturday School.
3. Students are required to bring enough school work, reading material, etc. to occupy their time for the entire 3 hours.
4. No hats, talking, food, liquids, cell phones **or unauthorized electronic devices**, dress code violations, improper literature, putting heads down or sleeping, feet on furniture or leaving seat will be allowed. Students must follow all directions of the Saturday School supervisor.
5. Students who are tardy by not more than 15 minutes will **remain in Saturday School until the full three (3) hours are complete.**
6. Students who violate Saturday School rules, who are more than 15 minutes late for Saturday School, or who skip Saturday School shall be assigned one day of in-school suspension and shall be assigned the next Saturday School. A second such occurrence shall result in a two day in-school suspension.
7. Saturday school may be assigned to make up time for truancy offenses, for accumulating detentions, and when appropriate, for other incidences of misbehavior.

## Page 22-23 – In-School Suspension

As an alternative disciplinary measure, in-school suspensions may be used when other measures have proven ineffective or in instances of more serious misbehavior. This measure would be used to insure minimum disruption of the educational process for the other students. Although students are in school, they are out of the

classroom setting and will be considered absent for the day. Students may complete makeup homework assignments for 75% credit. Students will be given the opportunity to make up major assignments and tests for full credit. Homework assigned in in-school suspension must be turned in at the end of the day or 5<sup>th</sup> hour will be assigned. **All in-school suspensions run from 8:15-3:18 and does not exempt the blocks a student has open campus. While serving an in school suspension, students will not be allowed to attend internship or any classes off campus including, but not limited to, classes at the Career Tech Academy and/or dual credit classes.**

### Page 23 – Out of School Suspension

When other disciplinary measures have proven ineffective or in cases of severe misbehavior, it may become necessary to remove a student from the school setting so as to insure minimum disruption of the educational process for the other students. A student may be assigned out of school suspension in such instances. Also, when a student receives their fifth formal detention in a semester, they will be given one day of out of school suspension. **Students will receive 50% credit for all assignments, test and/or project missed during the suspension.** A conference between the parents, student, and principal is required before the student will be readmitted to school. Students may not participate in any school activities nor are they allowed to attend any school functions on campus the day of a suspension. Out-of-school suspensions may be converted to in-school suspensions at the request of the parents/guardians or at the discretion of the administration. **While serving an out of school suspension, students will not be allowed to attend internship or any classes off campus including, but not limited to, classes at the Career Tech Academy and/or dual credit classes.**

**When a student has served six days of out of school suspension, they may be subject to a long term suspension from school or be placed at an out-of-district alternative educational facility. The administration will have final say in determining such placement/suspension.**

### Page 26-27 – Grading Scale

The following grading scale will be used in grades 6-12:

Perfect score\* for grading period A+

<b>94.5-100</b>	<b>A</b>
<b>92.5-94.4</b>	<b>A-</b>
<b>90.5-92.4</b>	<b>B+</b>
<b>87.5-90.4</b>	<b>B</b>
<b>85.5-87.4</b>	<b>B-</b>
<b>83.5-85.4</b>	<b>C+</b>
<b>78.5-83.4</b>	<b>C</b>
<b>76.5-78.4</b>	<b>C-</b>
<b>74.5-76.4</b>	<b>D+</b>
<b>71.5-74.4</b>	<b>D</b>
<b>69.5-71.4</b>	<b>D-</b>
<b>0-69.4</b>	<b>F</b>

The following scale will be used to compute any certified Advanced Placement, Project Lead the Way, and Dual Credit courses as weighted courses to determine weighted grade point averages (GPA's) by multiplying the unweighted 4.0 scale x 1.25:

<b>A</b>	<b>5.0</b>
<b>A-</b>	<b>4.58</b>
<b>B+</b>	<b>4.16</b>
<b>B</b>	<b>3.75</b>
<b>B-</b>	<b>3.33</b>
<b>C+</b>	<b>2.91</b>
<b>C</b>	<b>2.5</b>
<b>C-</b>	<b>2.08</b>
<b>D+</b>	<b>1.66</b>

<b>D</b>	<b>1.25</b>
<b>D-</b>	<b>.83</b>
<b>F</b>	<b>0.00</b>

The following scale will be used to compute courses designated as honors courses on an official high school transcript to determine weighted grade point averages (GPA's) by multiplying the unweighted 4.0 scale x 1.125:

<b>A</b>	<b>4.5</b>
<b>A-</b>	<b>4.12</b>
<b>B+</b>	<b>3.75</b>
<b>B</b>	<b>3.38</b>
<b>B-</b>	<b>2.99</b>
<b>C+</b>	<b>2.62</b>
<b>C</b>	<b>2.25</b>
<b>C-</b>	<b>1.87</b>
<b>D+</b>	<b>1.5</b>
<b>D</b>	<b>1.13</b>
<b>D-</b>	<b>.74</b>
<b>F</b>	<b>0.00</b>

**Page 30 – Participation in Graduation Exercises**

**Students will be allowed to participate in graduation exercises at Baltic high school provided the student has met all the requirements for graduation as set forth by the state of South Dakota and the Board of Education of the Baltic School District. Students who have not met all the requirements required for graduation will not be allowed to participate in any of the graduation exercises and ceremonies.**

Students who are unable to meet graduation requirements by the end of their fourth year in high school, but still plan to get their diploma in their fifth year of high school will be referred to as fifth year seniors. Students who are enrolled or intend to enroll as a fifth year senior may enroll for less than eight class periods per day with the approval of the secondary principal. Fifth year seniors will receive their diploma upon completion of all their graduation requirements.

Seniors need to attend Baltic High School for a minimum of the second semester of their senior year to participate in graduation exercises. Exceptions to this rule may be made by the Baltic Board of Education.

Baltic High School may recognize individuals posthumously with their cohort class at graduation upon request of the deceased's family. Individuals must have been a student in the Baltic School District at the time of the individual's death. All final decisions will be made by the administration.

**Page 31 – HEADPHONES, CELLULAR PHONES, ELECTRONIC DEVICES**

**Cell phones, or any other unauthorized electronic device, may not be used during class-time nor will students be allowed to bring their cell phones or unauthorized electronic devices to the classroom throughout the school day. This provision includes, but is not limited to, the classroom, restrooms, locker rooms, and hallways. High school students may use their cell phones between classes and during their lunch period. Middle school students may check their phones before or after lunch, not during the designated lunch time in the commons, and may not use cell phones or any unauthorized electronic device at any other time during the school day.** Use of cell phones, headphones and other electronic devices at school activities or on school trips will be left to the discretion of the administration and advisor of the school activity. Unacceptable use of cell phones, headphones and other electronic devices will result in the following consequences:

First offense – The secondary principal will have a conference with the student and keep the device until the end of the school day.

Second Offense - The secondary principal will have a conference with the student, assign a morning detention, and keep the device until the end of the school day.

Third and Subsequent Offense – The secondary principal will have a conference with the student. The parents will be notified and will be required to have a conference with the principal at which time the device will be returned to the parents.

If the student refuses to hand over their cell phone to any district employee for suspected improper usage, the student will be assigned one day of in-school suspension.

**Any use of a camera, camera phone or any picture/video recording device in the locker room, restroom, or inappropriate use on school property, school events, or school vehicles that includes, but is not limited to, nudity, graphic depictions, or sexual innuendos will be subject to disciplinary action ranging from detention to expulsion, dependent on the severity of the incident, and the incident may be referred to law enforcement.**

### **Page 35 – Pregnant/Married Students**

The marriage or pregnancy of students will not affect their rights to receive a public education, their privileges as students of the district, nor their opportunities to take part in any extra-curricular activities or honors offered by the school.

Girls who become pregnant and wish to remain in school will be permitted to do so with the approval of their physician. The physician will state whether or not attendance and full participation in the regular school program is medically advisable. **If the physician allows the student to resume classes, the student will be allowed 10 school days of baby care beginning with the first day the mother and baby are home. At the conclusion of 10 calendar days, the student will be required to resume regular school attendance with the attendance policy in effect. If circumstances dictate for the baby's well being, the student may be exempt from a recorded absence if the student can present a doctor's note signed by a certified physician.** If continued attendance is not advised by the physician, the principal is authorized to make special arrangements for the instruction of the student and to provide an educational program designed to meet her special needs.

### **Page 36 – Semester Test**

**All students in grades 6-12 will be required to complete a year end capstone in every academic course. The purpose of the capstone is to 1) determine the amount of understanding the students gained during the course of the semester, 2) determine if the students have learned what was intended, 3) determine if the students have retained their learning, and 4) assure that the capstone is causing students to think about and apply their learning.**

### **Page 37-38 – School Lunch Procedure**

**Baltic School District participates in the Free and Reduced Price Meals Program through the National School Lunch Program for families within income guidelines. Applications are available on the district website or by request from the school business office. The information provided on the application is strictly confidential and will be limited only to the certifying official(s). Applications may be submitted at any time during the year, but eligibility may not be applied retroactively.**

**Baltic Schools have a closed lunch period, which means students may not leave school during the lunch period. Students have the option of participating in the school's lunch program or bringing their own lunch to school. Information on each of these options is outlined below.**

Students who choose to participate in the school lunch and/or breakfast program must deposit money into their individual meal account by bringing money to a school secretary or electronic deposits can be made via the school website, and it is requested the minimum payment be for 20 days. Student meal accounts will be checked **weekly**, and if a student's meal account is child's account. If a student's account becomes **less than \$0**, parents will be notified on a daily basis via email and text message and a request made to deposit money into their child's account. In addition, when a student's lunch account becomes less than \$0, they

**will not be allowed to purchase the regular student meal and instead they will be allowed to purchase a “low balance meals,”** which is one cheese sandwich and a carton of milk. After the 5<sup>th</sup> low balance meal, the student will be responsible for providing their own meal including beverage. **An exception to this will be made for students on free or reduced meals who will receive their free or reduced price meal but not be allowed seconds until they have a positive balance in their meal account.**

Families will be assigned one meal account per child. It is recommended that parents use Parent Portal on the on-line Campus information system to monitor their children’s meal activity and account. The school will not transfer money from one child’s account to another without permission from the parents.

Students who carryover a negative meal account balance from the previous school year will not be allowed to participate in the breakfast or lunch program until they have deposited money to achieve a positive balance in their meal account. An exception to this will be made for students on free or reduced meals who will receive their free or reduced price meal but not be allowed seconds until they have a positive balance in their meal account.

Students must walk to and from lunch in an orderly fashion and form a single line to receive food. Cutting in the lunch line is prohibited. When students are finished eating, they should clean up after themselves and place eating utensils and garbage in the designated areas. Students may leave the lunchroom, with permission, to use the restroom, and students may not be in the halls or classrooms.

Students may bring their lunch to school if they desire but will be required to eat in the commons. Students who bring their lunch may purchase milk at the going price. **Baltic is a “peanut aware” school and as such, students should not bring peanut products to school as part of the lunch they bring from home.** Parents are welcome to join their son or daughter for breakfast or lunch and should pay the school secretary prior to eating. Students may not have food delivered to the school, and parents and others may not bring fast food or restaurant food items to school for their children or other children. Pop, candy, gum and other food or beverage items are allowed only with the permission of the teacher, and pop is never allowed during lunchtime in the commons. The Baltic School Board sets meal prices at its annual meeting in July.

**In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability.**

**To file a complaint of discrimination, write USDA, Director for Civil Rights/Kansas City, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, or call (816) 268-0550 or fax (816) 823-1404. USDA is an equal opportunity provider and employer.**

### **Page 39 – Student Residency**

It shall be the policy of the district that any student enrolling in the Baltic School District 49-1 must reside with parent, parents, or legal guardian within the school district prior to enrollment. Students living with a guardian must present proof of legal guardianship before they can be enrolled. Exceptions to this policy may be made in cases of open enrollment, **or when a student 16 years of age or older has legally emancipated themselves from their parents. As long as students appear as a dependent on their parent’s tax return, the parents have the legal right to receive all records and documents for their student.**

### **Page 40 – Truancy and Skipping School**

#### **TRUANCY**

An absence from school without the authorization of the parents and school is an un-excused absence and shall be considered as truancy. In most cases it is a situation where the parent or school expects the child to be in attendance at school, and the child fails to attend, or skips out during the school day. When a student has been truant, the parent shall be notified by the appropriate school official. The first truancy offense shall result in the student making up the time missed in detention or Saturday School. The second truancy offense shall result in the student **being referred to the school resource officer with school consequences to be determined by school administration.** Students younger than **18** years of age who are chronically truant **will** be referred to legal authorities.

**Attendance for the On-Line Learning center shall coincide with the attendance policy for all students of the secondary school as outlined in the attendance section of the student handbook.**