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WELCOME

Welcome to Baltic Secondary School. The staff and community express their best wishes for you to have an enjoyable learning experience during your stay here. The following handbook has been developed in order to make you knowledgeable in the operation of your school. Please read the handbook so that you can become a contributing member of the Baltic Secondary High School student body.

MISSION STATEMENT AND BELIEFS

“Preparing Students to be Successful in Life.” The following statements epitomize the fundamental beliefs of the Baltic School District:

STUDENTS AND LEARNING

1. Students will acquire strong fundamental academic skills, as a foundation for developing communication, problem solving and technology skills in a global economy.
2. Students will share in the responsibility for their own learning through self-discipline, motivation, and achievement.
3. Students will demonstrate high moral character, good citizenship, and pride in self, school, and community.
4. With the support and involvement of parents/guardians, students will come to school ready in mind and body to learn.
5. Students will be exposed to the diverse challenges and opportunities that are available to them within and beyond the borders of the Baltic School District.

TEACHERS AND LEARNING

1. The parents/guardians will be the child’s first teacher.
2. Teachers, parents, and community members will work together to provide a well-rounded education for all children in the district.
3. Teachers will utilize effective teaching methods and will integrate academics with problem solving skills by using real life and career applications.
4. Teachers will believe in all students’ ability to learn and succeed, recognizing individual differences in interests and learning styles.
5. Teachers will model and teach the qualities of good citizenship and high moral character.
6. Teachers will integrate the use of technology throughout the curriculum.
7. Teachers will maintain their professional growth through reading and course work as they continue to evaluate their own effectiveness.

SCHOOL DISTRICT AND COMMUNITY

1. The School District and Community will work hand in hand to provide a safe and secure, violence and drug free environment for learning.
2. The School District and Community will be encouraged to share each other’s resources.
3. The School District will support the recruitment, professional development, and retention of qualified staff.
4. The School District will strive to keep the schools technologically current.
5. The School District will be actively involved in community affairs.
6. The School District will provide a well-rounded co-curricular program.

ANTI-DISCRIMINATION

The Baltic School District 49-1 resolves not to discriminate against anyone because of race, sex, creed, color, or national origin. 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 Supt. Bob Sittig,

AWARDS AND RECOGNITION

The staff of Baltic School District 49-1 strongly believes that positive reinforcement and encouragement are the most powerful tools in bringing about appropriate behavior and performance in our students. The following awards are given for academic performance, attendance, and school and community citizenship.

ACADEMIC LETTER

The academic letter is one method of recognizing the academic achievements and accomplishments of Baltic High School students. Students may earn an academic letter from Baltic High School by achieving a 3.50 grade point average cumulative of both semesters during one school year term. The following terms will be qualifying criteria:

1. GPA will be computed on a yearly basis, averaging the first and second semester GPA.
2. A first year qualifying student will receive the academic letter and one bar. Each subsequent qualifying year the student will receive a bar.
3. The academic letter is independent of all other letters.
4. Students enrolling during the school year will have grades/credits earned at previous schools used in computing the yearly GPA.
5. A student must be enrolled in Baltic High School for a minimum of one complete semester to be eligible to earn an academic letter.

PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE

This award is given to students who demonstrate high academic standards. A student must earn a 3.5 GPA, and achieve in the 85% percentile or higher in math or reading on a nationally recognized standardized test or be recommended by at least two staff members.

THE BALTIC HIGH SCHOOL CHAPTER OF THE NATIONAL HONOR SOCIETY

Students who have completed their sophomore year in school and have a cumulative GPA of at least 3.25 are eligible for selection to the Society. Members are selected by the NHS Faculty Council based on scholarship, leadership, service, and character. The NHS faculty advisor may provide more details.

VALEDICTORIAN AND SALUTATORIAN

The Board of Education wishes to recognize those students who have attained and maintained superior levels of academic achievement. As part of that recognition, a valedictorian and salutatorian will be named each year from the graduating members of the senior class. The valedictorian shall be the member of the senior class with the highest cumulative GPA through eight semesters of high school. The salutatorian will be the student with the second highest GPA through eight semesters of high school. To be considered for these awards, a student must have attended Baltic High School for their entire senior year and have met all Baltic graduation requirements. One exception to this final requirement would be if a family physically moves into the Baltic School District after the first day of the student's senior year. Students who open enroll or transfer to Baltic from a non-accredited alternative educational setting after the first day of the student's senior year are not eligible for these awards. These awards will be presented during graduation ceremonies.

HONOR AND MERIT ROLL

Academic letter marks will be used to compute GPA's for the Honor and Merit Rolls. Marks in non-academic classes such as athletics will not be used to compute GPA's. A GPA from 3.5 to 4.0 will qualify a student for the Honor Roll. A GPA from 3.0 to 3.49 qualifies a student for the Merit Roll. A student may have no failing grades for a grading period to be eligible for the Honor or Merit Roll for that grading period.

STUDENT OF THE MONTH

Teachers may nominate one student each month from the middle school and one student from the high school who demonstrate unusual cooperation or initiative, an especially positive attitude, or for a particular contribution to our school. The staff then votes to select one student as Middle School Student of the Month and one student as High School Student of the Month. The elected students receive a plaque honoring their achievement.

STUDENT CHARACTER OF THE MONTH

Teachers may nominate one student each month from the middle school and one student from the high school who demonstrate high moral standards, cooperation, participation, leadership qualities and contributions to the school. The staff then votes to select one student as Middle School Student Character of the Month and one student as High School Character of the Month. The selected students will receive a plaque honoring their achievement.

CO-CURRICULAR AWARDS

Numerous awards are presented each year by many of the co-curricular programs including the interscholastic sports programs, the vocal and instrumental music programs, the drama department, and the FHA and FFA programs. The faculty directors or coaches of these programs may provide further details.

ATTENDANCE

Because academic achievement improves when attendance is consistent, it is important for students to be in class each day. While absences are a fact of life and some lessons can be made up following an absence, much of the learning which takes place due to the interaction with the teacher and other students is lost.

Certain absences of students will be excused by the principal upon receipt of a written, signed statement from the parent or guardian explaining the reason for the absence. The following is a list of reasons generally accepted for being absent from school:

- 1.) Illness or quarantine;
 - 2.) Bereavement or serious illness in the family;
 - 3.) Family emergency;
 - 4.) Medical appointments that cannot be made outside of school hours;
 - 5.) Weather so inclement as to endanger the student's health;
 - 6.) Observances of major religious holidays;
 - 7.) Requests by parents approved by the school administration;
 - 8.) Attendance at a state or nationally recognized youth program of educational value.
- a. The final decision whether to excuse an absence shall be made by the principal.
 - b. In instances of chronic or extended absences reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.
 - c. Any absence other than an excused absence may be subject to disciplinary action.
 - d. Assignments missed during an unexcused absence may be given at the discretion of the teacher but no credit shall be granted.

- e. A student who misses school due to a school activity shall not be considered absent.
- f. A student who is suspended for disciplinary reasons is considered absent for the purposes of the following policy.
- g. For purposes of receiving course credit, a student will not be counted as absent if they are able to present a note from the attending physician, physician assistant or nurse practitioner that specifies the days of absence.
- h. A student serving an in-school suspension shall be considered absent from school.

A student is considered absent from a class when they miss more than half of the class period. After a student has been absent from any class two (2) times in a semester, a letter 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. After 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. After a student has been absent from any class for any non-school related reason six (6) times in a semester, a letter will be sent to parents stating they will receive no credit in that class for that semester and the student may be assigned to the On-Line Learning Center for credit recovery for the remainder of the semester.

If a student is going to be absent, parents should call the school between 7:30 and 8:15 am. If a student is absent and no call is received, school officials will make a reasonable attempt to verify the absence. If a call is not made, a note is expected to accompany the student back to school.

Students who arrive to school late must sign in at the front desk upon arrival. Students who leave school early must sign out at the front desk before leaving school.

A student must be in attendance for the entire school day of an evening activity in order to participate in that activity. However, for eligibility purposes only, students who arrive before 9:00 am will be considered tardy and may participate in an afternoon or evening activity but will still be recorded as absent on the daily register if they miss more than half the class period. Students must check in at the secondary office by 9:00 am to be eligible to participate in an activity later that day or night. Students who are considered absent for the first block of a late start, or who leave before the end of the school day may not participate in an evening activity. Students absent from school for the entire school day shall not be allowed to participate in any extra-curricular practices scheduled that day. Exceptions to this policy must be approved in advance by the principal.

A perfect attendance certificate will be issued at the end of the school year to students who have no absences, excused or unexcused. Absences due to school activities shall not count against perfect attendance.

BALTIC BOARD OF EDUCATION

The Baltic Board of Education conducts regular meetings on the second Monday of each month at 7:00 p.m. in the high school library.

BALTIC PARENT-TEACHER ORGANIZATION

The Baltic Parent-Teacher organization (PTO) conducts meetings with dates, times, and locations announced in advance.

BOOK FINES

Students losing or damaging book(s), material(s), or equipment will be required to pay replacement cost. Teachers shall inspect books, etc. before the closing of the school year or semester. Fines and obligations must be met before the closing of the school year or semester and before students check out or receive a report card.

BUILDING HOURS

Regular building hours are 7:45 am to 4:00 p.m. Students should not arrive before 7:45 am unless special arrangements have been made. Students should not be in the building after 4:00 p.m. unless they are under the direct supervision of a teacher.

BUSING – ROUTES

Bus services are provided to patrons of the district for their convenience. The bus driver is an official representative of the district and has full authority to discipline students on the bus. It is the duty of each rider to do his/her part to abide by the rules. Violations could mean cancellation of bus riding privileges. If a student is removed from the bus, that student will have to obtain other means of transportation at no expense to the district.

- a. Students must be on time. To wait 1 minute at each stop would add 20 to 30 minutes to the bus route time.
- b. The loading and unloading of students will be done only at regularly scheduled stops unless special arrangements are made ahead of time.
- c. All riders must obey all rules concerning safety procedures and precautions.
- d. Boisterous or profane language will not be tolerated.
- e. Students will assist the driver in keeping the bus clean and safe.
- f. The aisle of the bus will not be blocked with bags or instruments.
- g. Any misconduct will be reported to the bus driver who in turn may refer the matter to the school principal.

BUSING – ACTIVITIES

- a. All school district bus rules will be in effect.
- b. For athletic contest:
 1. There will be a charge to cover the cost of transportation to ride the bus, collected the day preceding the trip.
 2. A minimum of 20 paid riders will be necessary and must be secured by noon prior to the day of the activity.
 3. Students must return on the spectator bus unless parents pick up their child after the game, or give written permission for the child to ride with another parent.

CHEATING

Any behavior that is meant to deceive or falsify information to school staff, to take advantage of another persons efforts, or to use artificial means to enhance ones work, such as crib notes, cheat-sheets, etc., when those means have been prohibited by the teacher shall be considered cheating. Any student caught cheating on a test or an assignment will receive a zero for that test or assignment. Students may also be subject to further disciplinary action in addition to receiving zero credit.

CHURCH AND FAMILY NIGHT

There will be no school activities scheduled on Wednesday evenings. Any deviation from this established procedure must be cleared through the Superintendent.

CLASS LOAD

Freshmen and sophomores are required to enroll in at least eight (8) classes each semester. Seniors are required to enroll in at least (6) classes and juniors are required to enroll in at least seven (7) classes. Seniors may take a reduced class load if they enter their senior year with at least 22 credits or if they have accumulated 24 credits at the end of the first semester of their senior year and are on track to pass all their required courses for graduation. Juniors may

take a reduced class load if they enter their junior year with at least 15 credits or if they have accumulated 18.5 credits at the end of the first semester of their junior year.

CLASSIFICATION OF HIGH SCHOOL STUDENTS

A student who accumulates 24 or more credits by the end of their 4th year in high school and has met all other graduation requirements is eligible to receive a high school diploma. Freshman – A student who has successfully completed their 8th grade year. Sophomore – a student who has completed 6 credits by the beginning of the 1st semester, 9 credits by the beginning of the 2nd semester. Junior – A student who has accumulated 12 credits by the beginning of the 1st semester, or 15 credits by the beginning of the 2nd semester. Senior – A student who has accumulated 18 credits by the beginning of the 1st semester.

CO-CURRICULAR ACTIVITY RULES POLICY

Co-curricular activities are a major component of a balanced education program. Academic success in college is related to such variables as grade point average, class rank, and standardized test scores. Participation in co-curricular activities, however, has been found to be the only valid predictor of adult success in careers and community. With that evidence in mind, Baltic High School provides a well-balanced program of co-curricular activities for the benefit of our students. The following rules govern those activities.

DEFINITIONS

1. **SCHOOL ACTIVITIES:** School activities include, but are not limited to, athletics, band, vocal, cheerleading, drama, FFA, FCCLA, NHS, oral interpretation, royalty candidates, student council, and any other student activities.
2. **SCHOOL ACTIVITY EVENT:** A public presentation, performance, or competition associated with participation in a school activity.
3. **EXCEPTIONS:** Performances, activities and field trips that are considered to be part of a course curriculum such as pep band performances will not be considered school activity events for the purpose of this policy.

ACTIVITY RULES DISCIPLINE PLAN

1. Student participation in school activities is a privilege, not a right. Students who choose to participate in school activities are expected at all times to positively represent our school and community by demonstrating appropriate behavior year around.
2. Any junior high or high school student choosing to participate in school activities shall not possess, sell, dispense, or use tobacco or any product or device that contains nicotine; any device that is used for inhaling or ingestion unless used for medicinal purposes with a prescription; controlled or mood-altering substances such as steroids, marijuana, inhalants, alcohol, or other drugs; nor shall students possess paraphernalia specific to the use of chemicals.
3. If a student possesses and/or uses more than one of the prohibited substances listed above at the same time, they shall be considered to have violated this policy once. Example: If a student is caught with any combination of alcohol, tobacco, a product or device that contains nicotine, or a device that is used for inhaling or ingestion unless the device is used for medicinal purposes with a prescription, at the same time, they will have one violation.
4. These activity rules will be in effect from the first allowable day of practice for fall sports until midnight of the final day of the state track meet regardless of whether or not the student is participating in an activity at the time of the violation. A student

who violates these activity rules shall be ineligible to participate according to the rules listed below.

5. Efforts should be made to identify students in need of chemical dependency assistance. An exception shall be made for students, who are not participating in an activity and prior to any identified violation, voluntarily enter a treatment program and abstain from prohibited behavior. If, while in the program, the student violates the rules, they will be penalized according to the rules listed below.
6. These activity rules apply for all students participating in school activities whether the offense occurs in a school, on school property, in District vehicles or buses, at District events, or away from District property.
7. Violations shall accumulate for the entire period of time a student is enrolled as a student at Baltic Jr.-Sr. High School. Students who after one or more violations, have no activity rule violations for twelve consecutive months will be given an opportunity to start over with a clean record with no violations counted against them. A student will only be allowed to start over with a clean record twice during their grades 7-12 careers.
8. For students entering the 7th grade for the first time, these rules go into effect the first day of school of their 7th grade year in school.
9. The suspension period for an activity begins on the date a school administrator is informed of the violation by a Baltic School staff member, a law enforcement official, the parent(s)/guardian(s) of the student in violation of the policy, or the student themselves, and the student has been afforded their due process rights and determined to be in violation of this policy. The suspension period at the beginning of each school year will begin on the Monday of the week of the first scheduled co-curricular activity for that school year.
10. **CONSEQUENCES:** The following consequences are minimums only. The administrator and coach/activity supervisor may enforce a more severe penalty which may include termination from the activity, or all activities, if the violation warrants it.
 - A. **First Violation:** After confirmation of the first violation, the student shall not participate in any school activity event in which the student is a participant for 14 calendar days
 - B. **Second Violation:** After confirmation of the second violation, the student shall not participate in any school activity event in which the student is a participant for 63 calendar days.
 - C. **Third Violation:** After confirmation of the third violation, the student shall not participate in any school activity for twelve consecutive calendar months.
 - D. **Additional Violations:** After confirmation of additional violations in excess of three violations, the student shall not participate in any school activity for twelve consecutive calendar months from the date the latest violation is confirmed.
 - E. In accordance with South Dakota law, any student adjudicated, convicted, or the subject of a suspended imposition of sentence for possession, use, or distribution of controlled substances (drugs) or marijuana, or is subject to informal adjustments or to a court approved juvenile diversion program for drug offenses is ineligible to participate in any school activity events at any secondary school for one year. The student may have the one year suspension for a first violation reduced to 30 calendar days provided the student participates in an assessment with a certified chemical dependency counselor and completes any recommended accredited intensive prevention or treatment program at student/parent expense. The student may have the one year suspension for a second violation reduced to 60 calendar days provided the

student completes an accredited intensive prevention or treatment program at student/parent expense. The one year, 30 days, or 60 days commences at midnight on the day following when school officials are informed of the court action.

11. The administration and coach/activity supervisor may require students who have committed a first or second violation of activity rules to attend practice sessions provided the student is not Out of School Suspended (OSS)
12. If violation occurs at school, at a school event, on school property, or while under the supervision of the coach/activity advisor, the School District rules as outlined in the Secondary School Handbook shall also be applied.
13. If a student is suspended from a school activity event that also is a graded activity to meet a course requirement, the student will have the opportunity to completely make up the grade for that activity event. The amount and type of make up work will be left to the discretion of the activity advisor, and it shall be the responsibility of the student to complete the make up work completely and on time.
14. The following due process steps must be taken prior to suspending the student:
 - A. The principal or activities director must inform the student of the rule, regulation, or policy that has allegedly been violated.
 - B. The student will be given an opportunity to answer the charges and present evidence on his or her behalf.
 - C. The principal or activities director will render a decision as soon as possible after reviewing the case.
 - D. Upon suspending the student, if possible, the principal or activities director shall provide oral notice of the suspension to the student's parents or guardian. The principal or activities director shall also provide written notice of the suspension to the parents or guardian.
 - E. In the event the student or parents believe the student's rights have been violated, they may appeal the principal's or activities director's decision to the superintendent. The student will remain ineligible during the appeal process.

15. MISCELLANEOUS ACTIVITY RULES

- A. If a student is going to miss a practice, rehearsal, or activity event, they must notify the coach/activity advisor in advance. Failure to do so may result in a penalty at the discretion of the coach/activity advisor.
- B. Students are expected at all times to display behavior that reflects well upon themselves, their sport or activity, and Baltic School and community. Failure to do so may result in a penalty left up to the discretion of the coach, advisor, or administration.
- C. Students shall ride the activity vehicle to and from an event with the following exceptions:
 1. Written permission from the parent/guardian to the coach/advisor allowing the student to ride home from the event with the parent/guardian.
 2. Written permission from the parent/guardian to the coach/advisor allowing the student to ride home with another student's parents.
 3. The activity vehicle shall load and unload students at the school only. There shall be no stops along the way for the purpose of loading or unloading students.
 4. Requests for exceptions to these rules must be made in writing to the principal, whose decision shall be final.

D. Academic Eligibility for Activities for High School Students

1. Participation in activities is a privilege and not a right, and academic achievement should take priority over participation in activities. Baltic High School students who choose to participate in activities shall assume responsibility for maintaining good academic standing in all of their classes, and the following policies are in place to assist them in doing so.
2. To participate in activities sanctioned by the South Dakota High School Activities Association, high school students must meet the scholastic eligibility requirements set by the SDHSAA which are as follows: “Students, unless they are entering high school for the first time, shall have successfully passed twenty hours of high school work per week (4 full credit) classes for the preceding semester of attendance at any accredited high school.”
3. In addition to the SDHSAA requirements, the following rules will govern participation in activities for Baltic High School students:
 - a. Students will be academically eligible for all activities at the beginning of each school year provided they meet the minimum state guidelines.
 - b. Grades will be checked at the end of the third full week of school. If a student is failing (F) more than one class, they will be ineligible to participate in any activities for one week.
 - c. Grade checks will take place on the first school day of each subsequent week with students informed of their ineligibility by the end of that day. An attempt will be made to inform parents, but ultimately it will be the student’s responsibility to inform parents.
 - d. The period of ineligibility will begin at 12:00am on the day following the grade check and ineligibility notification and run through 11:59pm the next Monday.
 - e. At the end of each quarter, quarter grades will determine eligibility for the first week of the next quarter.
 - f. Students have the opportunity for a fresh start each quarter so all students will be eligible for the first three weeks of the quarter after which the process is repeated. The one exception to this is if the student has a one-week period of ineligibility carried over from the previous quarter as explained in #6.
 - g. At the end of each semester, quarter grades will be used to determine eligibility. If a student has a failing grade (F) in more than one class, they will be ineligible for one week immediately following the end of the semester. At the end of the first semester, that would involve a time period during Christmas break. At the end of second semester, that would involve a time period after the last day of classes possibly including region and state track or golf. The exact one-week period of ineligibility will be determined on a semester by semester basis depending on the last day of classes and when grades are submitted by teachers.
 - h. There is no minimum of number of events for which a student must be ineligible for failing more than one class, and it is possible there are no events during a period of ineligibility.
 - i. Students are not ineligible for activities that are part of the grade for a class, such as, but not limited to, music concerts or pep band performances. Such graded activities must be clearly defined in the course syllabus.
 - j. The coach or advisor will determine whether an ineligible student may/must participate in practices.

- k. The coach or advisor will determine whether an ineligible student may/must attend an activity/event. However, an ineligible student may not leave school before the end of the school day to attend an activity or event.
- l. With the exception of SDHSAA eligibility requirements as defined in letter B above, academic eligibility requirements for students on Individual Education Plans (IEP's) will be consistent with these policies unless the student's IEP team specifies alternative requirements clearly documented in the student's IEP.

Academic Eligibility for Activities for Middle School Students

1. Eligibility for 7th and 8th grade students in co-curricular activities are the same as high school students with the exception that 7th and 8th grade students are required to maintain a passing grade in four of their five core academic classes (Science, Math, Language Arts, Social Studies, Reading).
2. 7th and 8th grade students who participate in a high school activity will be required to follow high school eligibility requirements.

LETTERING POLICY

Each athlete must remain an active member of the team through completion of the season. In cases where injury or illness prevent further participation, or at the coach's discretion with the approval of the athletic director, that athlete may still be eligible for an athletic award.

Criteria for receiving an athletic letter are as follows:

1. Football - to letter an athlete must play in 16 quarters of varsity competition.
2. Basketball - to letter an athlete must play in 35 quarters of varsity competition.
3. Track - to letter an athlete must score 10 points towards the team score as an individual or relay member at sanctioned meets.
4. Cross Country - to letter an athlete must run in the top twenty runners in at least 4 sanctioned meets
5. Volleyball - to letter an athlete must participate in at least 50% of the varsity games.
6. Cheerleading - to letter a cheerleader must cheer at all varsity events for which they were elected unless excused by the advisor.
7. Golf – to letter an athlete must participate in 3 varsity meets.

Parental Attendance at Pre-Season Athletic Meeting

One of the foundations of a successful athletic program is communication between staff and parents to provide information on the athletic program in general and specific sports in particular. To foster this communication, the Activities Director shall develop a Student/Parent Athletic Handbook that will be provided to all students and parents/guardians. Each student and at least one parent/guardian will be required to acknowledge in writing that they received a copy of the handbook and agree to abide by the rules and philosophy outlined therein.

It will also be required that each head coach of a varsity sport conduct a preseason meeting with parents of participants in that respective sport. Parental attendance at the respective sport meetings is strongly encouraged, but not mandatory.

COMMUNICABLE DISEASES

The Board recognizes the need and right of all children to receive a free and appropriate education. The Board further recognizes its responsibility to provide a healthy environment for all students and school employees.

A determination of whether an infected student be excluded from the classroom or school activities shall be made on a case-by-case basis, under the direction of the principal/building administrator or designee.

In situations where the decision requires additional expertise and knowledge, the building administrator will refer the case to an advisory committee for assistance in the decision making.

The advisory committee may be composed of the following:

1. a representative from the State Health Department
2. the student's physician
3. the student's parents or guardians
4. the school principal or designee
5. the school health service provider
6. the superintendent
7. primary teachers

In making the determination, the advisory committee may consider the following:

1. the behavior, development level, and medical condition of the student
2. the expected type(s) of interaction with others in the school setting
3. the impact on both the infected student and others in that setting
4. the South Dakota Department of Health guidelines and policies
5. the recommendation of the County Health Officer, which may be controlling

The advisory committee may officially request assistance from the State Department of Health. If it is determined that the student will not be permitted to attend classes and/or participate in school activities, arrangement will be made to provide an alternate educational program. If that requires personal contact between student and school employees, only trained volunteer employees shall be utilized.

Public information will not be revealed about the student who may be infected. If the student is permitted to remain in the school setting, the following procedure will be followed by the Superintendent/Principal.

Information will be provided, as appropriate, to school employees who have regular contact with the student, as to the student's medical condition and other factors needed for consideration in carrying out job responsibilities.

Health guidelines for school attendance are established and interpreted within the context of the case. The guidelines are not included but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

Instruction in appropriate handling of blood and body fluids will be provided. Hand washing after contamination, food preparation, and health/hygiene care performed in different sink and work areas, maintenance cleaning, and of personal hygiene measures are part of creating a healthy environment.

COMPLAINTS AND GRIEVANCES

The board recognizes that there may be conditions in the school district that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well conceived and understood in advance, can do much to maintain harmonious relationships between the school(s), the students and the community.

The board desires student complaints and grievances be resolved through orderly processes and at the lowest possible level, but that channels be provided for eventual hearing by the board in instances when this becomes necessary. Therefore:

1. Any student or his/her parent(s)/guardian(s) will be provided the opportunity to discuss with the student's teacher a decision or situation which he/she considers unjust or unfair.
2. If the incident remains unresolved, the student or his/her parent(s)/guardians(s) or the teacher, may bring the matter to the principal's attention for his/her consideration and action.
3. The student may also bring a matter of general student concern to the attention of class officers or the student council (in grades and schools where such are

- elected) for possible presentation to the principal.
4. If the matter is still unresolved after the procedure outlined above, it may be brought to the superintendent for his/her consideration.
 5. Complaints that remain unresolved following any action of the superintendent may be referred in writing to the board for review. The board's decision will be final unless an appeal hearing is requested.

CONDUCT AT SCHOOL ACTIVITIES

SCHOOL PARTIES, MIXERS, OR DANCES:

1. School parties, mixers, or dances may continue until 11:30 p.m. except for Prom and Homecoming, which may continue until 12:00 PM.
2. All dances and mixers must be supervised by an administrator or designee and faculty member. All school parties must be supervised by the faculty advisor and an adult assistant.
3. All school parties, mixers, and dances are strictly a school affair and attendance shall be limited to Baltic students and their guests. Students may bring only one guest, and they are responsible for the behavior of their guest. Guests must be a current high school student or a high school graduate that has not reached the age of 21. If a guest misbehaves, disciplinary action may be transferred to the Baltic host student. Students must register all out-of-school guests with the high school office within the parameters established by the administration.
4. Students will not be admitted to an activity after a certain time, with that time to be set by the supervisor of the activity. Any person admitted to the activity must remain in the school building until he/she is ready to leave. No one will be allowed to re-enter once they leave the activity unless prior permission is received from the supervisor.
5. Proper conduct must be observed. Chaperones may remove any student misbehaving. Any student ejected for misbehavior may be excluded from activities for the remainder of the school year.
6. Middle school dances are restricted to Baltic middle school students and high school dances are restricted to Baltic high school students and their guests as outlined in section 3. Prom is reserved for juniors and seniors of Baltic High School and their guests.
7. No drugs, tobacco, or drinking is allowed either before or during the activity.

ASSEMBLY PROGRAMS:

1. Enter the gym quickly and quietly and sit in assigned areas.
2. Pay attention to the speaker or program.
3. Applause should be dignified and respectful.

PLAYS AND CONCERTS:

1. Arrive and be seated before the performance begins.
2. Remain seated and quiet during the performance.
3. Show proper respect for the performance.

ATHLETIC EVENTS:

1. Show courtesy to all fans, local and visiting.
2. Respect the judgment of the officials.
3. Show respect for all participants.
4. Remove hat and stand during the school song and flag salute.

5. At any school function students must follow the directions of, and show proper respect to all Baltic School staff members.

CORPORAL PUNISHMENT

In accordance with HB1142, passed by the 1990 legislature, corporal punishment shall not be allowed in Baltic Public Schools.

13-32-2 Superintendents, principals, supervisors, and teachers and their aides and assistants, shall have authority, to use such physical force that is reasonable and necessary for the supervisory control over students. Like authority over students is given any person delegated to supervise children who have been authorized to attend a school function away from their school premises and to school bus drivers while students are riding, boarding, or leaving the buses.

DISCIPLINE

It is the objective of the Baltic Secondary School to recognize, preserve and protect the individual rights of all students, and yet at the same time to encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient and continuing school program. Therefore, discipline and structure are necessary standards for the maintenance of an atmosphere where orderly learning is possible and encouraged.

EXAMPLES OF INAPPROPRIATE BEHAVIOR

The following examples of inappropriate behavior are prohibited and may lead to disciplinary action (Said list is not all inclusive.):

1. Possession and/or use of dangerous or nuisance items is prohibited. (See weapons policy)
2. Possession, distribution, or use of tobacco products, drugs, alcohol, controlled or mind altering substances is prohibited.
3. Hazing or harassment of students or staff members is prohibited.
4. Fighting, physical violence, or intimidation of students and staff is prohibited.
5. Use of profanity or obscene gestures is prohibited.
6. Insubordination to staff members by refusing to obey or follow their instructions or open defiance or rebelliousness is prohibited.
7. Public displays of affection are prohibited.
8. Failure to properly identify oneself upon the request of any Baltic school employee is prohibited.
9. Other incidents of inappropriate behavior not listed above may result in disciplinary action deemed by the administration appropriate to the situation.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

Teachers are encouraged to work with students to handle problem behaviors. To help students who have demonstrated inappropriate behavior, any or all of the following steps may be taken:

1. Counseling
2. Parental conference
3. Informal detention
4. Formal detention
5. Saturday School
6. Suspension or permanent dismissal from a class
7. In school suspension
8. Out of school suspension
9. Expulsion

In the process of handling inappropriate behaviors in the classroom, teachers may find that consequences imposed have not been effective. At that point, teachers may refer students to the office by completing an “officer referral” form. Teachers are also expected to make an office referral in cases of serious misconduct. The principal will then determine which consequence to apply at the time of receipt of the referral.

INFORMAL DETENTION

Informal detention is one tool that can be used to address incidences of misbehavior. Any staff member can assign an informal detention. The informal detention can take place before or after school, and is usually served with the staff member who assigns the detention. In unusual circumstances, informal detention may be referred to the staff member supervising Formal Detention.

FORMAL DETENTION

Detention is one tool used to address incidences of misbehavior. Detention is a serious matter and will be taken as such. The following are guidelines for detention:

1. Office referrals may be completed by any staff member for inappropriate behavior or violation of any school or classroom regulation.
2. Only the principal may assign formal detention.
3. Detention shall run for 30 minutes, from 7:30 to 8:00am most school days.
4. A student assigned detention will serve the detention the next school day. Under extreme circumstances a parent may make a request to the principal to postpone the detention.
5. A student who skips a detention or is late for a detention will be required to serve the detention the next day, and they will be assigned to the next Saturday School.
6. Detention will be supervised by a faculty member.
7. Students who display inappropriate behavior in detention shall be subject to additional disciplinary detentions, Saturday School, out of school suspension, or expulsion.
8. Students may not sleep in detention. Food, beverages, and headphones are prohibited in detention.
9. The student is responsible for his/her transportation to detention.

When a student accumulates formal detentions (detentions for excessive tardies, and to make up time for truancy excluded) they shall face consequences as indicated below:

- a. When a student is assigned their third formal detention in a semester, they will be required to serve the detention, and they will also be assigned one Saturday School along with a principal-student conference.
- b. When a student is assigned their fourth formal detention in a semester, they will be required to serve the detention, and they will be assigned Saturday School along with a mandatory conference to include the student, parent(s) administrator, counselor, and teachers who made office referrals along with any other teachers with concerns about the student’s behavior. The student will also be referred to the Baltic Student Assistance Team.
- c. When a student is assigned their fifth formal detention in a semester, they will be assigned one day out-of-school suspension, and they will be required to serve their detention on the day following their suspension. A conference between the student, parent, and principal is required before re-admittance.
- d. When a student is assigned their sixth formal detention in a semester they will be required to serve the detention, and they will be referred to the Superintendent for

possible long term suspension or to the Baltic Board of Education for possible expulsion from school for the remainder of the current school year.

- e. When a student is assigned their tenth formal detention in one school year, they will be required to serve the detention, and they will be referred to either the Superintendent or Board of Education, see item d. above.

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, asking of questions, food, liquids, cell phones, pagers, walkmans, 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 be assigned a detention the following Monday.
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.

SUSPENSION OR DISMISSAL FROM A CLASS

If a student continually displays inappropriate behavior in a class, even after a teacher has taken disciplinary action against them, the teacher may send that student to the principal's office. Occurrences will be handled in the following manner:

High School:

1. On the first occurrence in a semester, the student will spend the remainder of the block in ISS, and will be suspended from the class for the next three (3) class periods. The student will be assigned to The Learning Center during the suspension from class where they will receive credit for any assignments completed on time. The teacher will notify parents that the student was removed from class.
2. On the second occurrence in a semester, the student will spend the remainder of the block in ISS, and will be suspended from the class for five (5) class periods. The student will report to The Learning Center where they will receive credit for any assignments completed on time. The principal will schedule a meeting to include the student, parents/guardians, teacher, counselor and principal before the student is readmitted to class.
3. On the third occurrence in a semester, the student will be permanently dismissed from the class with loss of credit for that semester and an F recorded on the permanent transcript. Students will be required to attend The Learning Center during the class period in question. Parents will be notified by the principal and may appeal the loss of credit to the Superintendent.

Middle School:

1. On the first occurrence in a semester, the student will spend the remainder of the block in ISS, and be assigned a detention by the principal. The teacher will notify the parents that the student was removed from class.
2. On the second occurrence in a semester, the student will spend the remainder of the block in ISS, and be suspended from the class for three (3) class periods. The student will report to The Learning Center where they will receive credit for any assignments completed on time. The teacher will notify parents that the student was removed from class.
3. On the third occurrence in a semester, the student will spend the remainder of the block in ISS, and be suspended from the class for five (5) class periods. The student will report to The Learning Center where they will receive credit for any assignments completed on time. The principal will schedule a meeting to include the student, parents/guardians, teacher, counselor and principal before the student is readmitted to class.

STUDENT DUE PROCESS

In compliance with South Dakota Codified Law, the South Dakota Board of Education adopted a resolution defining the minimum standards for procedural due process guaranteed a public school student when suspended or expelled from school. The Baltic School District, in complying with the resolution, sets the following minimum standards for student due process.

1. Adequate notice of the charges.
2. Reasonable opportunity to prepare for and meet the charges.
3. An orderly hearing adapted to the nature and circumstances of the situation.
4. A fair and impartial hearing.

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 5th hour will be assigned.

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 out of school suspension. Students may complete makeup homework assignments for 50% credit. Students will be given the opportunity to make up major assignments and tests for full credit. 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.

EXPULSION

Expulsion is the action of the school board to terminate a student's membership in school for a period of time not to extend beyond the end of the school year. This action requires a formal hearing before the school board. A student will be referred to the Baltic Board of Education for possible expulsion when they accumulate 6 detentions in one semester, 10 detentions in one school year, for repeated violations of school rules, or for any other incident of serious behavior.

EXTENUATING CIRCUMSTANCES

If the principal feels that extenuating circumstances warrant a deviation from the discipline policy as described above, the principal has the power to make such a deviation. In such instances the principal shall notify the superintendent of the circumstances they felt justified deviating from policy. The superintendent may override the principal's decision and enforce the stated policy.

DISCIPLINE OF STUDENTS ON IEP'S OR SECTION 504 PLANS

Students on an Individualized Education Plan (IEP) will be disciplined in accordance with the Baltic Secondary School discipline Policy and the provisions and guidelines of the Individuals with Disabilities Education Act (IDEA) and its amendments. Students on a Section 504 education Plan will be disciplined in accordance with the Baltic Secondary School discipline Policy and the provisions and guidelines of Section 504 of the Rehabilitation Act of 1973 and its amendments.

DRESS CODE

Your individual grooming, the way you dress, and how you behave have a direct bearing on how others react to you. Dress and grooming should be clean and appropriate to the situation. The administration reserves the right to determine whether a student's attire and appearance is potentially hazardous, disruptive to the educational process, appropriate or acceptable. The administration may request a student to change attire. Students will be suspended for the remainder of that school day if they fail to abide by these rules. The following are examples of appropriate and inappropriate dress:

- Clothing that displays alcohol, tobacco, drugs, or otherwise obscene phrases or implications will not be permitted
- Any clothing that represents threat/hate groups such as gangs or supremacist groups is prohibited.
- Acceptable footwear such as shoes or sandals must be worn at all times
- Hats, bandannas, chains, sunglasses, blankets and tank tops may not be worn in school during regular school hours
- Shorts and skirts must be at least mid-thigh in length. Shorts, pants, skirts or similar apparel with holes or tears cannot have any holes or tears higher than mid-thigh.
- Shirts and pants must be worn in such a way that skin is not showing between them.
- Underwear must not be visible (including, but not limited to bras, thongs, boxer shorts).

Backpack Policy

Students are allowed the use of backpacks for the sole intent of carrying their books and school supplies to and from school but not to the classrooms. However, students may use backpacks designed to protect tablets in the classroom in place of school issued tablet cases. Any backpack designed to carry laptops used by students must be approved by the administration to ensure that the backpacks meet the minimum requirements necessary to protect the tablets. Students may use a tablet case issued by the district or a school approved backpack, but not both.

Non-approved backpacks or bags such as sling bags are not allowed to carry school supplies to the classroom. Middle school students will be required to use school issued carrying cases for their tablets and will not be allowed the use of backpacks in the classrooms.

DRIVERS EDUCATION

Baltic School District 49-1 will offer a Driver's Education course to be taught by individuals certified by the state of South Dakota. Students who wish to take Driver's Ed must be at least 14 years of age within 12 months of the first date of classroom or driving instruction.

DUAL CREDIT POLICY

1. Dual credit is an opportunity for high school students who meet admissions standards to enroll in public technical institutes in South Dakota and simultaneously earn credits for both their high school diploma and postsecondary degree.
2. The following rules will govern Dual Credit at Baltic High School.
 - A. BHS students applying for Dual Credit must be juniors or seniors.
 - B. The student requesting dual enrollment must receive permission from the administration prior to applying for a dual credit course.
 - C. The student may request withdrawal from the course in conjunction with the drop/add time frame of the corresponding post-secondary institution. Students who drop a dual enrollment class during the drop/add time frame will be required to enroll in another on-line class or a class in the regular schedule. Students will not be allowed to withdraw from a Dual Credit class after the drop/add period ends at the institution.
 - D. Students interested in taking dual credit courses from one of the six South Dakota Board of Regents institutions must:
 - Meet ACT college-ready benchmarks in all subtests; or
 - Meet undergraduate admissions requirements (ACT or coursework); or
 - If a high school senior, rank in the upper one-half of their class or score at or above the 50th percentile on a nationally standardized, norm-referenced test, such as the ACT or SAT; or
 - If a high school junior, rank in the upper one-third of their class or score at or above the 70th percentile on a nationally standardized, norm-referenced test, such as the ACT or SAT.
 - E. Each approved Dual Credit course must be equivalent to at least a 2 credit post-secondary credit course.
 - F. The student enrolled in a Dual Credit course may request to be excluded from the minimum class load requirement at Baltic High School.
 - G. Students are required to follow the class start and end dates as deemed by the distance provider.
 - H. Students enrolled in a Dual Credit course will have their grade weighted in accordance with the Honors Course weighted grading scale and will be figured into the student's cumulative grade point average. The grading scale of the institution providing the instruction will be used for the course.
 - I. Each unit of college credit earned will be equivalent to 1/6 high school credit.
 - J. The student will be classified as a full-time student at Baltic High School and must adhere to all rules, policies, and procedures of Baltic High School.
 - K. Students will be required to participate in the Dual Credit course in a manner conducive to completing work when assigned by the coordinating instructor. For on-line courses, students who do not complete work in a timely manner may be issued consequences to aid them in completing the work in question.
 - L. All fees and costs associated with a Dual Credit course are the responsibility of the student and parent/guardian including transportation to and from the site of the course.

- M. The parent/guardian assumes responsibility for the student from the time the student leaves Baltic High School until they return.
- N. If a student fails a Dual Credit course, they are no longer eligible to participate in Dual Credit.
- O. Students interested in taking a dual credit course from one of the four South Dakota Technical Institutes must meet the specific program enrollment requirements of the course they are taking.
- P. Home school students are eligible to participate in the Dual Credit program. Home school students wishing to access the program will need to have a waiver of public school exemption on file with the South Dakota Department of Education in order to participate and must work directly with the Department of Education to complete a memorandum of understanding.
- Q. By state rules, students may take an unlimited number of credits from a South Dakota technical institute, but they may only take 9 credits per semester from a South Dakota Board of Regents college or university. The Baltic School District will limit students to nine (9) credits per semester.
- R. An incomplete (I) grade is used under specific circumstances when a student is unable to complete the requirements of a course they are enrolled in prior to the end of the semester. Incomplete grades do not calculate into any GPA, as Board of Regents policy establishes that the grade does not carry forward beyond one academic term. Incomplete grades may be granted only when all of the following conditions apply:
 - 1) A student has encountered extenuating circumstances that do not permit him/her to complete the course.
 - 2) The student must be earning a passing grade at the time the Incomplete is necessitated. Anticipated course failure is not a justification for an incomplete.
 - 3) The student does not have to repeat the course to meet the requirements.
 - 4) The instructor must agree to grant an incomplete grade.
 - 5) The instructor and student must agree on a plan to complete the coursework.
 - 6) The coursework must be completed within one semester; extensions may be granted by the Vice President for Academic Affairs.
 - 7) If the student completes the course within the specified time, the grades that may be assigned are A, B, C, D, F, S, RS, RU, or U.
 - 8) If the student does not complete the course within the specified time, the grade assigned will be F (Failure) or U (Unsatisfactory) or RU (Remedial Unsatisfactory) if the student had requested S/U within the time specified in BOR policy 2:6.9.

Students who received a grade of incomplete will be able to still complete the course and receive one of the grades specified above in #7. However, students who fail to complete the course after receiving an “I” will eventually be assigned a grade that will negatively impact their GPA and/or their transcript.

FUND RAISING

All fund raising projects must be prepared and approved in advance by the sponsoring advisor and submitted to the administration for final approval. Any expenditure by a school organization must be handled in the same manner. All monies collected by the school activity are school funds and must be deposited in a school account. The administration will set or control the number of fund raising projects sponsored by each organization. Only fund-raisers for school organizations or projects approved by the administration will be allowed.

GRADING SCALE

The following grading scale will be used in grades 7-12:

Perfect score* for grading period A+

| | |
|--------|----|
| 95-100 | A |
| 93-94 | A- |
| 91-92 | B+ |
| 88-90 | B |
| 86-87 | B- |
| 84-85 | C+ |
| 79-83 | C |
| 77-78 | C- |
| 75-76 | D+ |
| 72-74 | D |
| 70-71 | D- |
| 0-69 | F |

*A perfect score means they did not miss a single point during the entire grading period.
Weighted and Non-Weighted Scale for GPA, Class Rank and Scholarships

Baltic High School uses a weighted and non-weighted grading scale for all high school students. The weighted scale is used to determine grade point average, class rank, Honor Roll, Merit Roll, class valedictorian and salutatorian, and all scholarships except for the Opportunity Scholarship. Baltic High School maintains both a non-weighted GPA with corresponding class rank and a weighted GPA with corresponding class rank. Both weighted and non-weighted grades and class rank will appear on all student transcripts and end of semester report cards. Students may use either for college scholarships and admission requirements, whichever the specific scholarship or higher institution requires. Classes that qualify as “weighted” classes are Advanced Placement courses, Project Lead the Way courses, and honors courses.

Transfer students with honors, Project Lead the Way and/or Advance Placement classes on their transcripts will have their GPA calculated to the applicable Baltic High School grading scale. When a student transfers to Baltic from another school, their grades and GPA will be calculated as follows:

1. If transfer grades are expressed in percentages, a letter grade will be assigned using the grading scale listed above, and that letter grade will be used to calculate the student's GPA using the appropriate scale listed below.
2. If transfer grades are expressed in letter grades, the student's GPA will be calculated using the appropriate scale listed below.
3. If a transfer grade is recorded as both a percentage and a letter grade, the letter grade will be used to calculate the student's GPA using the appropriate scale listed below.
4. If a transfer grade for an honors course is listed as a weighted grade on the transcript, the transfer grade will be converted to the weighted scale for honors courses listed below.

The following scale will be used to compute non-weighted grade point averages (GPA's)

| | |
|----|------|
| A | 4.0 |
| A- | 3.66 |
| B+ | 3.33 |
| B | 3.0 |
| B- | 2.66 |
| C+ | 2.33 |
| C | 2.0 |
| C- | 1.66 |
| D+ | 1.33 |
| D | 1.0 |
| D- | 0.66 |
| F | 0.00 |

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

| | | |
|----|------|------|
| A | 5.0 | 5.0 |
| A- | 4.66 | 4.58 |
| B+ | 4.33 | 4.16 |
| B | 4.0 | 3.75 |
| B- | 3.66 | 3.33 |
| C+ | 3.33 | 2.91 |
| C | 3.0 | 2.5 |
| C- | 2.66 | 2.08 |
| D+ | 2.33 | 1.66 |
| D | 2.0 | 1.25 |
| D- | 1.66 | .83 |
| F | 0.00 | 0.00 |

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:

| | | |
|----|------|------|
| A | 4.5 | 4.5 |
| A- | 4.16 | 4.12 |
| B+ | 3.83 | 3.75 |
| B | 3.5 | 3.38 |
| B- | 3.16 | 2.99 |
| C+ | 2.83 | 2.62 |
| C | 2.5 | 2.25 |
| C- | 2.16 | 1.87 |
| D+ | 1.83 | 1.5 |
| D | 1.5 | 1.13 |
| D- | 1.16 | .74 |
| F | 0.00 | 0.00 |

GRADUATION REQUIREMENTS

To graduate from Baltic High School, students must complete all required work in grades 1-8, and they must earn the minimum number of credits as outlined in the **REQUIRED CREDITS SECTION BELOW**. Students must earn a minimum of 24 credits. In addition, the student must attend school in Baltic for a minimum of the 2nd semester of their senior year in order to receive a Baltic High School diploma. Exceptions to the one semester minimum, requirement must be approved by the Baltic Board of Education. It is recommended that when a student graduates, they will have completed 10 hours per year or five hours per semester of volunteer service as a freshman and sophomore, and 20 hours per year or 10 hours per semester as a junior and senior. Documented hours of volunteer service will be noted on the student's transcript and included in their cumulative folder.

Early Graduation

Early graduation is defined as graduating prior to the completion of 8 consecutive semesters of high school beginning with the first semester of a student's freshman year in high school. Early graduation will be allowed under the following guidelines:

1. Early graduation is only allowed at the end of the sixth or seventh semester.

2. All requirements for Baltic High School graduation of the student's freshman class cohort must have been met.
3. Students interested in early graduation must meet with the principal, counselor and at least one parent/guardian to develop a plan for early graduation. The plan must be developed and approved by the superintendent prior to the start of the proposed last semester of high school.
4. Diplomas will only be awarded at the end of a semester, and then only to students who completed their last semester as a full-time Baltic High School student.
5. Students who complete their work and are eligible for early graduation may participate in traditional graduation exercises at the end of the school year.
6. No separate graduation exercise will be provided for early graduates.
7. Early graduates will be included in the class rank of the class with which they are eligible to participate in graduation exercises.
8. According to the definition of valedictorian and salutatorian, early graduates are not eligible for those awards.
9. Early graduates lose all student privileges upon graduation including, but not limited to, participation in homecoming, prom, sports, and fine arts activities.
10. Those graduating in six semesters are eligible to apply for the State of South Dakota "Jump Start" Scholarship program that awards money to those graduating in three years. For more information, visit the S.D. Department of Education website at doe.sd.gov.

REQUIRED CREDITS

The following specific credits are required for graduation from Baltic High School:

5 credits of Language Arts: ½ credit Speech, English I, II, III, English IV or Advanced Placement English, and ½ credit Senior Experiences

3 credits of Mathematics: Algebra I, Geometry, and a math elective

3 credits of Lab Science: Physical Science, Biology, and Chemistry or Physics

3 credits of Social Studies: ½ World History, ½ Geography, American History, Government

1 credit of Computer Science

1 credit of Fine Arts

1 Credit 9th Physical Education/Health

½ Credit Personal Finance

17 ½ total credits

- ** Students may substitute other lab science electives for Chemistry or Physics if approved by the administration.
- ** Student schedules arranged by IEP teams may take the place of the requirements listed above.
- * Classes that meet each day are known as full-time classes and will receive ½ credit per semester. Classes that are considered less than full-time will receive ¼ credit per semester.
- ** All 6th grade students are required to participate in chorus. All students in 7th and 8th grade are required to participate in either chorus or band. They may choose to participate in both.
- ** All 7th and 8th grade students are required to participate in at least one trimester of Physical Education. Activities offered through the PE curriculum are volleyball, football, basketball, track and recreational activities.

Students are allowed to re-take courses to improve their academic standing. In doing so, the grades from the original course and the re-take will be recorded on the transcript and both grades will be figured into the students cumulative GPA. All course re-takes must have prior approval from the administration.

Baltic High School will accept credits from the Career and Technical Education Academy. Selection criteria for students to attend CTE will be based on, but not limited to: 1) Good attendance while attending Baltic High School, 2) On pace to graduate with the student's cohort, 3) Must pass all classes the previous semester, and 4) Must pass the previous semester at CTE.

Baltic 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 Baltic High School administration.

- VHS and correspondence courses may be taken by juniors and seniors.
- VHS will be based on a limited enrollment including space, availability, and facilities.
- Students enrolling in VHS classes will be required to meet with the high school principal, guidance counselor, and parents/guardians prior to acceptance into the class.
- Students are not allowed to participate in a VHS class if the same class is offered in the Baltic secondary schedule.
- Students must pay all fees at the outset of a VHS class. The Baltic School District will reimburse a student for one VHS class per semester if the student receives a C (or percentage equivalent) average for the semester.
- The Baltic School District will not reimburse students for VHS courses that the administration deems as similar to or as a substitute for classes offered in the Baltic secondary schedule or for courses used to improve a student's academic standing through class retakes.
- Students will be allowed to take VHS courses for dual credit at the expense of the student and not the Baltic School District.
- The Baltic 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.

If a student transfers to Baltic and they are short credits to meet Baltic's graduation requirements, but they have the necessary credits to meet the South Dakota Department of Education's graduation requirements, the credits they are short may be waived if it is not possible for them to make up the credits and still graduate with their class. Example: A student transfers to Baltic as a senior and they have ½ credit of Computer Science. The South Dakota Dept. of Ed. requires ½ credit Computer Science, but Baltic requires 1 credit and it is impossible for the student to makeup the ½ credit they are short and still graduate with their class. In this situation, the student may be allowed to graduate from Baltic even though they are short ½ credit of Computer Science by Baltic standards.

PARTICIPATION IN GRADUATION EXERCISES

Students must be on track for graduation at the beginning of the second semester their senior year in order to participate in graduation exercises. Students who are not on track for graduation at the beginning of the second semester may be allowed to participate in the graduation ceremony if an appropriate educational recovery plan is in place by the second week of the second semester. The recovery plan will be developed in a meeting with the student, parents or guardian, school counselor and principal. If in that meeting it is determined that the student will not be able to fulfill the Baltic Board of Education requirements for graduation at the end of the spring semester, that student will not be allowed to participate in graduation exercises. Those students who are allowed to participate in graduation exercises but fail to meet the requirements for graduation at the end of the second semester will not be awarded a signed diploma until the student completes the requirements as set forth by the Baltic Board of Education.

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.

SOUTH DAKOTA BOARD OF REGENTS ENTRANCE REQUIREMENTS

Those students who wish to enter South Dakota colleges or universities must take the following:

- 4 credits of Language Arts
- 3 credits of Mathematics to include Algebra, I or II, Geometry, or Advanced Math
- 3 credits of Lab Science
- 3 credits of Social Studies
- 1/2 credit of Computer Science
- 1 credit of Fine Arts

Entrance into South Dakota colleges and universities requires a 2.0 GPA in the above required coursework. Students must also meet one of the following criteria:

- 2.6 overall GPA
- score 18 or higher on the ACT test
- rank in the top 60% of the graduating class

GRADUATION OF SPECIAL EDUCATION STUDENTS:

Students in need of special education or special education with related services will meet graduation requirements by one of the following:

1. Meeting standard graduation requirements.
2. Meeting standard requirements with modifications as stated on their IEP (Individual Education Plan).
3. Completing an alternative program as specified on their IEP.

HEADPHONES, CELLULAR PHONES, PAGERS

The use of cell phones, headphones, and other electronic devices at school will be left to the discretion of the administration and classroom teachers. 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.

HOMEWORK – MIDDLE SCHOOL

Homework is an important part of the educational experience for each student. As such, it is important for parents and students to understand that there will be times when we expect students to complete work outside school hours. Students need to be responsible to complete coursework in a timely manner.

Homework serves two purposes in our school. First, we use it to help students become familiar with knowledge or processes that they will be tested on at the end of the unit or chapter. The repetition associated with this kind of practice will help students to recall that information or process at a later date. Secondly, we use homework to extend and refine student knowledge. At times, students will be asked to think about and produce something that shows how they are able to use knowledge and skills taught in the classroom. This kind of activity helps students learn how to develop independent thinking skills and also allows students flexibility in creating a unique response. The homework that we assign is purposeful and timely completion of the homework will help students to learn course content well.

1. PARENT INVOLVEMENT

- We understand the importance of parental involvement in the education of their children. We believe that parents can be an invaluable resource in motivating students to complete work on time. Some possible ways that parents can help students with homework are listed below.
 - **A place to do the homework:** Parents can help by assisting their child to create a place to do homework. The chosen location should be a place that is quiet, has good lighting and is free from distractions. Keep in mind that it generally is not a good idea to have the television or radio on while studying.
 - **A Schedule for completing homework:** Parents can help to set a schedule for completing homework. We know that our students are busy. Before each week begins, we encourage parents to sit down with their child to set a schedule for the week's activities. Parents should plan time for homework during the week.
 - **Motivation and encouragement:** Parents can help motivate their student by providing encouragement, checking on progress regularly and being actively aware of how well their student is doing in school. We ask that parents do allow students to do their homework independently. This allows the student to practice and apply things they have learned in class.
- Parents can keep abreast of happenings in the classroom by checking the parent portal for up to date information with regard to student grades and missing work.
- Weekly lesson plans are available on each teacher's website. Assignments and due dates can be found in the lesson plans. Keep in mind that there are times when the plans change slightly depending on what happens in the classroom during the week. Parents can also consult their student's planner to see daily assignments and due dates.

2. Late work procedures are determined by the teachers on an individual basis and are required to be outlined in all class syllabi presented to the students, including the teacher's procedure for issuing no credit for late or missing work.
3. **MAKE UP WORK**
 - When students are unexpectedly absent from class, the student will have two days to make up work that was assigned on the day of the absence. Work that was due on the day the student was absent will be due upon the student's return to class. When students are absent for more than one day, they will be given two days for the first day and one additional day for each additional day of absence. For instance, if a student is ill for three days, the student will have four school days to make up any assignments missed.
 - Students aware of an absence in advance are expected to make arrangements with the teachers to turn in assignments due on that day. Students must also make arrangements with their teacher for any work that is assigned on the day of absence. Students may be required to complete tests before they leave for a planned absence, or the student may be required to complete the exam immediately upon their return. If students fail to make arrangements in advance, work may be considered late and be subject to reductions in credit due to missed deadlines.
 - Students may not be allowed to earn credit for work if their absence from class is unexcused.
4. **ACADEMIC DISHONESTY**

Students are expected to complete work on their own unless specifically directed to work with others by their teacher. Students who take answers from another student and students who make their answers available to others will be held equally responsible for academic dishonesty and will be given no credit for that assignment. Other disciplinary action including, but not limited to, detention, Saturday school, or loss of certain privileges may also be used in addition to the loss of credit for that assignment, project or test.

HOMEWORK – HIGH SCHOOL

Homework is an important part of the educational experience for each high school student as well. As such, it is important for parents and students to understand that there will be times when we expect students to complete work outside school hours. Students need to be responsible to complete coursework in a timely manner.

Parent Involvement

- We understand the importance of parental involvement in the education of their children. We believe that parents can be an invaluable resource in motivating students to complete work on time. It is important for parents to understand that we assign homework for a reason – usually so that students have the opportunity to practice with respect to a set of skills or knowledge outside the classroom. We ask that parents help in ways that allow the students to interact directly with the course content. Keep in mind that it is easier to learn the material if students work with the information.
- Parents who would like to keep abreast of happenings in the classroom can check the parent portal for up to date information with regard to student grades and missing work.

- Weekly lesson plans are available on each teachers' website. Assignments and due dates can be found in the lesson plans. Keep in mind that there are times when the plans change slightly depending on what happens in the classroom during the week. Parents can consult their student's planner to see daily assignments and due dates.

Make Up Work

- When students are unexpectedly absent from class, the student will have two days to make up work that was assigned on the day of the absence. Work that was due on the day the student was absent will be due upon the student's return to class. When students are absent for more than one day, they will be given two days for the first day and one additional day for each additional day of absence. For instance, if a student is ill for three days, the student will have four school days to make up any assignments missed.
- When students are aware in advance of an absence, our expectations are that the student will make arrangements with the teacher to turn in assignments due on that day. Students must also make arrangements with their teacher for any work that is assigned on the day of absence. Students may be required to complete tests before they leave for a planned absence, or the student may be required to complete the exam immediately upon their return. If students fail to make arrangements in advance, work may be considered late and be subject to reductions in credit due to missed deadlines.
- Students may not be allowed to earn credit for work if their absence from class is unexcused.

Academic Dishonesty

Students are expected to complete work on their own unless specifically directed to work with others by their teacher. Students who take answers from another student and students who make their answers available to others will be held equally responsible for academic dishonesty and will not be given credit for that assignment. Other disciplinary action including, but not limited to, detention, Saturday School, or loss of certain privileges may also be used in addition to the loss of credit in the course.

HIGH SCHOOL STUDENT RESPONSIBILITY BLOCK (SRB)

Student Responsibility Block Mission: SRB is a block dedicated to providing students the opportunity to improve their academic standing through good grades and quality homework with the help of the classroom instructor. To achieve this goal, SRB allows for students to make up missing quizzes and tests outside of class time, get extra help from teachers when completing homework during the school day, and turn in and/or complete missing homework.

Students will be exempt from Student Responsibility Block (SRB) no missing work and are passing all their classes. Late work procedures are determined by the teachers on an individual basis and are required to be outlined in all class syllabi presented to the students, including the teacher's procedure for issuing no credit for late or missing work. Students assigned to SRB must remain in the classroom with the teacher(s) until at least 3:18, but the teacher may require the student to remain until 3:45 to complete the missing assignment.

All students will need to have a signed waiver from their parents/guardians, regardless of age, to be exempt from SRB.

LOCKERS

A locker with a combination lock for books and other school related articles will be assigned to each student. Students are advised that combination locks should not be altered to

prevent proper use and that money and other valuables should not be kept in unlocked lockers. The school is not responsible for lost or stolen items.

Students are not to change lockers without permission from the principal. Students are responsible to keep their lockers in a neat and clean condition. Students shall be responsible for any damage to lockers.

Lockers and all other storage areas are the property of the school and are provided for the use of the student(s) subject to inspection, access for maintenance, and search pursuant to this policy. The administration has the right to unannounced periodic locker inspections. The principal or designee may search a locker or its contents when there is reasonable cause for such a search. When the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, and no danger to the student is apparent, the student shall be notified prior to the search and given the option to be present during the search.

NOTICE AGAINST TRESPASS

No person shall be allowed in or on school premises or buildings without express permission and for a lawful purpose. Climbing in or on school buildings is expressly prohibited and violators will be prosecuted. This includes, but is not limited to climbing on building walls or roofs, or within the structure of the building. Only registered students of the Baltic School District are allowed in the hallways and classrooms of the school building. Visitors to the school must check in with the office to receive expressed permission to be in the school hallways or classrooms or be subject to the laws of trespassing.

PARKING LOT

Students are to park in designated student parking areas only. The secondary principal has the authority to issue, but is not limited to, formal detentions for student parking violations. Students must obey posted speed limits and not drive recklessly. Violations of these rules may result in disciplinary action, loss of parking lot privileges, and/or referral to law enforcement.

The principal or designee may request a law enforcement officer to search a motor vehicle on the school premises when there is reasonable cause to conduct such a search. When the car to be searched is known to belong to a certain student and that student is on the school premises at the time of the search, and no danger to the student is apparent, the student shall be notified prior to the search and given the option to be present during the search.

PERMITS TO LEAVE SCHOOL

If a student needs to leave school during the school day for any reason, the parent/guardian must call the office or send a note prior to the student leaving the building. A student shall not leave the school building without the principal's permission. Students who leave the building without prior permission or approval of the administration will be subject to disciplinary action.

POP, CANDY, AND GUM

Pop or juice is allowed only with the permission of a staff member and must be purchased from the school machines located in the commons.

Candy and other food items are not allowed without the permission of a staff member. Sunflower seeds are prohibited.

Chewing gum is allowed if it is done in a responsible manner. Individual teachers may restrict gum in their classrooms.

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 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.

REQUEST FOR STUDENT SOCIAL SECURITY NUMBER

All South Dakota school districts are becoming part of a state-wide computer reporting system which uses the student social security number to record information about school children. This information is provided to the South Dakota Department of Education and Cultural Affairs. The Department has the authority in law to "establish a system for gathering and reporting of educational data for the keeping of adequate educational and financial records and for the evaluation of educational progress." Therefore, we ask that parents provide their child's social security number, although they are legally not required to do so. A form will be given to each student which parents are requested to return to the school.

RETENTION OF MIDDLE SCHOOL STUDENTS

1. Middle School Students who fail 9 quarters in any of the 5 core classes will be retained, even if the student receives passing grades for the semester.
 - a. Failure shall be defined as receiving a grade of below seventy percent for the quarter.
2. Students who have been retained once in Middle School will not be retained again
3. Middle School Students who fail 6 quarters in any of the 5 core classes will be referred to the core team for possible retention
 - a. These students will be evaluated based on classroom skill levels, grade performance, extenuating circumstances, social skills and other factors.
 - b. Parents will be informed of the possibility of retention. Parents will be given the chance to submit input in the decision, but the Principal, CORE Team and Counselor will make the decision.

*The retention of students currently on an IEP will be determined by the IEP team.

SCHEDULE CHANGES

Students are advised to select their courses with the aid of the guidance counselor, principal, and parent at registration time. Schedule changes may not be made after the first three school days of the semester. Dropping a class outside the allotted time shall result in a grade of "F" on the permanent record unless specific permission is obtained. Students wishing to drop or add a class after the first three days of the school year must have permission from the instructor, guidance counselor, parents and the principal.

SEMESTER TEST

All Baltic Middle and High School Students will be required to complete a cumulative semester assessment in every academic course. The semester assessment score will be weighed as 15% of the total semester grade. Seniors are exempt from taking semester tests for the spring semester. However, if it is determined that a senior can pass a spring semester course that is necessary for graduation by taking a semester test, the teacher of that course is required to

administer a semester test to that student. High School students who have at least an A- in both quarters of a subject area may choose to opt out of the semester test.

SENIOR PRIVILEGES

Senior privileges may include being first in the lunch line, unsupervised study halls, open campus or other privileges deemed appropriate by the administration. Privileges granted to the senior class are not guaranteed. Seniors must earn any special treatment bestowed upon them by the administration. Once given, those privileges may be taken away for reasons deemed appropriate by the administration. The privilege may be revoked for the entire group or on an individual basis. In order to earn the privilege, senior students must at a minimum show exemplary attendance, no disciplinary actions, and earn grades of at least C-. Smarter Balanced results may also be used in the determination of senior privileges. Privileges may be granted at a later date as deemed appropriate by the administration.

SENIOR SKIP DAY

It is the policy of the Baltic School Board of Education that the school will not sponsor or condone a senior skip day. An absence of this nature shall be considered a truancy and dealt with as such.

SEXUAL HARASSMENT POLICY

POLICY

It is the district's policy that sexual harassment is illegal, unacceptable, and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

DEFINITION

Any unwelcome sexual advances, solicitation, or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment.

RESPONSIBILITY

School district officers, employees, and students are responsible for maintaining a working and learning environment free from sexual harassment. Careful scrutiny will be undertaken of all allegations of sexual harassment.

COMPLAINTS

Any student or employee who believes that he or she has been a subject of sexual harassment by a district student, employee, or officer should report this incident immediately to his/her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the guidance counselor and/or the principal. All reported incidents will be thoroughly investigated and may be subject to disciplinary action. Confidentiality consistent with due process will be maintained. If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

SCHOOL LUNCH PROCEDURE

Baltic Schools have a closed lunch period, which means students may not leave the 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 breakfast or school lunch program must deposit money into their individual lunch account by bringing money to the middle/high school secretary, and it is requested the minimum lunch payment be for 20 days. Student lunch accounts will be checked on each Monday (or the first school day of each week). When a student's lunch account is at \$10 or less, parents will be notified via a note sent home with the student. Students will have until the following Monday (or first day of the school week) to get their account above \$10. If the student does not add money to their account to get their account to a positive balance, they may have a peanut butter sandwich and water for five days. After five days, the student will be responsible for furnishing their own meals. Students on a free or reduced lunch program will not be allowed seconds until their account is paid in full. Milk is available for students that bring a sack lunch.

The Baltic School Board sets lunch prices at its annual meeting in July. Students must walk to and from lunch in an orderly fashion and form a single file 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 area in order to go to the restroom. Students may not be in the halls or the classrooms.

Students may bring their lunch to school if they desire but will be required to eat in the commons. Students may not leave the school to purchase food and then bring the food back into the school nor are they allowed to have food delivered to the school. Parents or others may not bring fast food or restaurant food items to school for their children. If they desire milk it shall cost the student the going price. Students are not to have pop during the lunch hour.

Families will be assigned one account for each child. It is recommended that parents use Parent Portal on Campus to monitor their children's lunch account. The school will not transfer money from one child's account to another without permission from the parents.

STEALING

Theft of school, teacher, or student property could result in disciplinary action. Restitution may be required along with referral to law enforcement officials.

STUDENT ACCIDENT INSURANCE

The Baltic School District does not provide insurance for individual students. Individual student accident insurance is available with enrollment forms distributed at the beginning the school year.

STUDENTS ON MEDICATION

Students required to take medication during school hours on either a short or long-term basis should complete forms available in the office describing the type and frequency of medication required. School personnel will make every effort to assist the student in taking their medication, but the ultimate responsibility rests with the student and their parents. Only school personnel trained in dispensing of medication are authorized to dispense medication to students.

STUDENTS EDUCATION RECORDS

Student education records are official and confidential documents protected by the Family Educational Rights and Privacy Act (FERPA). These records may include, but not to be limited to, the following: date and place of birth, parent/guardian addresses, contacts in case of emergency; grades, test scores, courses taken, academic specialization and activities, and official letters regarding a student's status in school; special education records; disciplinary records; medical and health records; documentation of attendance, schools attended, courses taken,

awards conferred and degrees earned; personal information such as a student's identification code, social security number, picture, or other information that would make it easy to identify or locate a student.

Part of the student education record, known as Directory Information, may be released without the permission of parents. Directory Information will include the following:

1. The student's name;
2. The names of the student's parents;
3. The student's address;
4. The student's date of birth;
5. The student's class designation(i.e., 1st grade, 10th grade etc.);
6. The student's extracurricular participation;
7. The student's achievement awards or honors;
8. The student's weight and height if a member of an athletic team;
9. The student's photograph;
10. The school or school district the student attended before he/she enrolled in the Baltic School District.

Parents have the right to request that all or part of the information concerning their child be removed from Directory Information, and thus not be released without their consent. If parents wish to restrict the release of Directory Information they must notify the school in writing within two weeks of receipt of this policy.

FERPA gives both parents, custodial and non-custodial, equal access to student records unless the school has evident of a court order or state law revoking these rights. When students reach the age of 18, or when they become students at post secondary education institutions, they become "eligible students" and rights under FERPA transfer to them. However, parents retain access to student records of children who are their dependents for tax purposes.

Parents who believe records to be inaccurate may request, in writing, that changes or corrections be made. If the request is denied, parents have the right to a hearing. If the disagreement with the record continues after the hearing, the parent may insert an explanation of the objection in the record.

Parents with disabilities or those who have a primary home language other than English should contact the Baltic School District Civil Rights officer for further information or assistance.

FERPA requires schools to annually notify parents of their rights under FERPA. This section shall serve as the annual notification of parental rights as outlined in FERPA

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.

STUDENT'S RIGHTS AND RESPONSIBILITIES

- A. It is a student's right to
1. Attend school in the district in which his/her parents live until the age of 20.
 2. Obtain free textbooks and supplies needed in the course of study.
 3. Assist in making decisions affecting his/her life in school.
 4. Express his/her reasonable opinion verbally or in writing.
 5. Expect that the school will be a safe place for all students.
 6. Dress in such a way as to express his/her personality.
 7. Be afforded a fair hearing with an opportunity to call witnesses in his/her own behalf, and to appeal his/her case.

8. Be represented by an active school government.
- B. It is a student's responsibility to
1. Attend school daily until age 18 except when ill or excused.
 2. Pursue and attempt to complete a course of study prescribed by state and local officials.
 3. Express his/her opinions and ideas in a respectful and appropriate manner.
 4. Be aware of all rules and regulations for student behavior and conduct himself/herself in accordance to the rules.
 5. Dress and appear so as to meet fair standards of propriety, safety, health, and good taste.
 6. Be willing to volunteer information and cooperation within school in disciplinary cases.
 7. Assist the school in running a safe school for all.
 8. Take an active part in student government.

TARDINESS

When a student fails to be at an assigned work station when the final bell rings, he/she shall be considered tardy. All tardies shall be considered unexcused unless verification of the tardiness is provided by the teacher in charge of the student in the preceding class period or by school administration.

1. Students arriving late for the first period class must report to the principal's office for an admit slip.
2. Tardiness between classes will be reported by the teacher.
3. If a student is tardy between classes because of a teacher conference, the teacher shall provide a written excuse for the student to present.
4. For accumulating excessive tardies, students will face the consequences indicated below:
 - a. 3 unexcused tardies in a semester equals one detention
 - b. 6 unexcused tardies equals one Saturday School.
 - c. 9 unexcused tardies in a semester equals a second Saturday School.
 - d. 12 unexcused tardies in a semester equals Saturday School. After the 12th tardy, the secondary principal will have a conference with the student and the parents/guardians. An attendance contract will be issued to the student that will define further disciplinary measures for additional tardies. Chronic tardiness may result in referral to the Baltic School Board for the imposition of consequence, which may include suspension or expulsion.

TELEPHONE

The office phones are not to be used by students unless permission is received by a school official. A pay phone is available for student use, but students are not to leave class to use the telephone unless it is an emergency situation. Students do need to secure permission from a school official to use this phone as well. Students will not be called to the phone for personal messages unless they are urgent in nature.

TIME SCHEDULE

| | |
|---------------------------|---------------------------|
| Regular Schedule | Schedule with an assembly |
| First Block – 8:15-9:43 | First Block – 8:15-9:43 |
| Second Block – 9:47-11:15 | Second Block – 9:47-11:15 |
| Third Block – 11:19-1:12 | Third Block – 11:19-1:12 |
| Fourth Block – 1:16-2:44 | SRB Block – 1:16-1:46 |
| SRB Block – 2:48-3:18 | Fourth Block – 1:50-3:18 |

TITLE IX

Baltic School District 49-1 states its intent to comply with the spirit of the law and the regulations of Title IX, which prohibits discrimination on the basis of sex in education programs or activities which receive federal funds, extending to employment in, and admission to, such programs and activities. The District further commits itself to take remedial action, if it is necessary, to eliminate any existing discrimination on the basis of sex or to eliminate the effects of any past discrimination. The compliance officer shall be the Superintendent of Schools or his/her designee.

TRUANCY AND SKIPPING SCHOOL

An absence from school without the authorization of the parents and school is an unexcused 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 making up double the time missed in detention or Saturday School. The third truancy offense shall result in the student being suspended for 1 day out of school. The fourth truancy offense shall result in the student being placed on the School Board agenda for possible expulsion from school. Detentions assigned for truancy shall not count toward the maximum allowable detentions per year. Students younger than 16 years of age who are chronically truant may be referred to legal authorities.

VANDALISM

Vandalism is the willful or malicious destruction or defacement of public or private property. Any student who purposely or carelessly destroys school or private property must pay for material and labor costs involved in its repair or replacement as well as face further disciplinary action and/or referral to law enforcement.

VISITORS

Students who wish to bring a visitor to school must bring a note from their parent(s) requesting they be allowed to bring a visitor. The note must include the name, address, age, and home school of the visitor along with the specific date(s) they wish to visit. The principal has the right to deny such requests. Visitors will be subject to the same rules as all students and will be asked to leave if they disrupt the educational process.

WEAPONS POLICY

Possession Or Use Of A Weapon

Prohibition: No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any weapon on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or premises used for school functions, whether or not any person is endangered by such actions. For purposes of this policy, term "weapon" shall include:

1. Any controlled weapon including a firearm silencer, machine gun, or short shotgun as those terms are defined in SDCL 22-1-2(17), (23), and (46);
2. Any "dangerous weapon" or "deadly weapon", including any firearm, knife or device, instrument material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or serious bodily harm;
3. Any "destructive device" including bomb, grenade, explosive missile or similar device or any launching device, or any breakable container which contains flammable

liquid with a flash-point of one hundred and fifty degrees Fahrenheit or less and has a wick or similar device capable of being ignited. For purposes of this policy, this term includes fireworks, rifles used for sporting purposes, and other devices which would otherwise be excluded under the definition found in SDCL 22-1-2(13);

4. Any "explosive" including any substance, or combination or substances, that for the purpose of detonation and which, upon exposure to any external or internal force or condition, is capable of a relatively instantaneous release of gas and heat, including fireworks;
5. Any "fireworks" including any weapon from which a projectile or projectiles may be discharged by gunpowder. As used in this provision, the word "gunpowder" includes any propellant that upon oxidization emits heat and light and is commonly used in firearms cartridges; Any "stun gun" including any battery-powered, pulsed electrical device of high voltage and low or no amperage that can disrupt the central nervous system and cause temporary loss of voluntary muscle control of a person;
6. Any "ballistic knife" including any knife encased in a tubular metal sheath which when removed, uncovers a detachable blade that can be propelled by a spring mechanism operated at the push of a button;
7. Any "knife", "club", "numchuck", or similar item which is designed to, intended to, or used in such a manner as to incapacitate or cause any bodily injury or any threat of bodily injury.

This policy does not apply to starting guns while in use at athletic events and supervised schools or sessions for training in the use of firearms.

PENALTY: Unless the superintendent determines there are unusual mitigating factors, the penalty for the offense will be expulsion for one year.

Look-Alike Weapons

PROHIBITION: No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any look-alike weapon on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other buildings or premises used for school functions, whether or not any person is endangered by such actions. "Look-alike weapon" means any item which resembles or appears to be a weapon, including, but not limited to, squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades, and other similar items.

1st Offense -- The principal shall have the authority to determine the extent and nature of the disciplinary action based upon the student's age, the actions of the student in possessing and using the look-alike weapon, the student's intent and the nature of the look-alike weapon and proximate resemblance to a real weapon. The disciplinary action which may be imposed includes, but is not limited to: conference with the student and parent; detention; suspension for up to six (6) days; and referral to the Board of Education for disciplinary action including long-term suspension and expulsion.

2nd Offense and all subsequent offenses -- Referral to the Board of Education for disciplinary action.

ALCOHOL/DRUG/TOBACCO USE BY STUDENTS

The board recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the district's schools. Alcohol and drug dependency is an illness and a hazard that can interfere with a student's ability to learn and function responsibly in the school setting and community. Anything that can interfere with the development of an adolescent, therefore, must be evaluated as to its impact to both the young person and the community. Psychoactive and mood altering drugs can destroy the health and well-being of an individual.

The school community defines drug use as a serious health problem and is committed to discouraging this behavior and to encouraging young people to seek help should a problem arise.

As educators, we recognize that chemical abuse (drugs and alcohol) has become a serious problem in our country. We accept our obligation to establish a positive environment in which these problems can be addressed locally in a helpful and supportive manner rather than a punitive way. One of our goals is the prevent abuse. Accomplishing this goal, we realize, will entail training teachers, counselors and other staff members to educate the community about drug abuse. Other goals are to teach staff to identify chemical abuse problems and to know what resources are available to address these problems if they are observed. The administration recognizes that the problems of chemical abuse exceed the boundaries of the school. Therefore, we are prepared to cooperate with agencies and community groups that address these problems.

The following document outlines policy on student abuse of psychoactive or mood altering chemicals in the school district. This policy is in effect on property owned, leased, or maintained by the school district, at all school sanctioned activities on and off campus, on vehicles used to transport students to and from school or at other activities, and in vehicles parked on school property.

Student and parent members of the school community are expected to be aware of and understand these policies and comply with them. A copy of the policy will be provided to all students and parents.

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, and not be under the influence of narcotics, drugs, or alcohol, materials/substances represented to be a drug or controlled substance, or affect the educational system of the school. Students shall not engage in drug use/abuse and not possess paraphernalia specific to the use of chemicals.

Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

VIOLATIONS - The following procedures will be used in dealing with possession, use, transmission, or being under the influence of illicit drugs and/or alcohol:

A. First Offense

1. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.
2. The administration will suspend the student or accept court placement for five(5) days in compliance with student due process procedures.
3. Within thirty-six(36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.
4. Notify available law enforcement authorities.

The school district strongly recommends that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is proceeded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results.

The suspension of a student who agrees to be evaluated and treated will be commuted to three (3) days. The administration will provide a list of agencies/professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.

B. Second and Subsequent Offenses

1. The administration will contact the parent(s)/guardian(s) to arrange for a conference.

2. Notify available law enforcement authorities.
 3. The administration will suspend the student or accept court placement for five (5) days in compliance with student due process procedures.
 4. Within thirty-six (36) hours the administration will notify the parent(s)/guardian in writing of the suspension.
 5. The administration will recommend to the school board that the student be expelled unless the following procedure is followed:
 - a. The student must agree to be evaluated and treated by a trained dependency counselor or a licensed physician trained in chemical dependency.
 - b. Upon appropriate authorization, the agency or professional notifies the administration that the student has accepted treatment. If the student is accepting treatment, the recommendation for expulsion may be commuted. Fees for this assessment and treatment are the responsibility of the student and family.
- C. Supplying/Distributing or Selling Chemical(Drugs or Alcohol) or Material represented to be a Controlled Substance
1. Within thirty-six (36) hours, the administration will notify parent(s)/guardian(s) in writing of the suspension.
 2. Supplying or selling chemicals will result in a five(5) day suspension
 3. The administration will refer the case to available law enforcement authorities.
 4. A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion. Expulsion may be recommended by the superintendent.
- D. Pupils who visibly appear to be impaired from use of illicit drugs/alcohol will be referred to the building principal. The principal shall determine whether to call parents and/or law enforcement officials. A reasonable attempt will be made to not allow the student to leave school property except in the company of their parents or law enforcement officials. Following the handling of the situation, this Policy Statement for Chemical Abuse will be followed.
- E. Students who are found to be using or in possession of tobacco, any device or product that contains nicotine, or a device that is used for inhaling or ingestion unless used for medicinal purposes with a prescription, on school premises
1. The administration will try to notify parents or guardian by phone of the incident.
 2. The administration will suspend the student for three (3) days in accordance with due process procedures.
 3. Within thirty six (36) hours, parents will be notified in writing of the suspension.
 4. If the student is under the age of 18, law enforcement may be notified.
- F. A biennial review of the school district's program will be made:
1. To determine the programs' effectiveness and implement changes to the program(s) if they are needed; and
 2. To insure that disciplinary sanctions are consistently enforced.

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

Each student is provided a copy of the current handbook when they register for classes. Attached to the end of this handbook is a form where students and parents acknowledge receiving a copy of the handbook. Each student and their parent/guardian are required to sign

that form, detach it from the handbook, and return it to the principal as soon as possible after receiving and examining the handbook.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS POLICY

Access to the Internet is available to students and teachers of the school district. Online resources will allow classroom projects such as pen-pal discussions, scientific data collection, and international cultural exchanges. The internet enables worldwide connection to electronic mail, discussion groups, data bases, computer software and informational sources such as libraries and museums. The goal of the district through online resources is to promote educational excellence by facilitating resource sharing, innovation and communication within our own community, our nation and the world

With the access of online resources comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. However, it is the district's belief that the valuable information and interaction on these networks far outweigh the possibility that a user may locate material that is not consistent with the educational goals of the district.

Internet users, like traditional library users, are responsible for their actions in accessing on-line resources. Before faculty, staff, students or parents have access to Internet, they must complete a mandatory workshop. The intention of the workshop is to educate users on proper Internet conduct.

The administration will formulate the necessary regulations to carry out the policy of acceptable Internet use and the consequences if violations occur.

INTERNET USER POLICY

Users of the Internet are responsible for their actions in the use of the Internet. Users have to complete the required training before they have access to it. The District cannot guarantee that you will not encounter inappropriate or offensive material on the Internet. If offensive material would cause you embarrassment or other damage, you should not use the system.

Internet Etiquette

All users of the school district's computers and networks are expected to abide by accepted rules of network etiquette. Breaches can result in harsh criticism by others on the Net and restricted access to some sources on the Internet. These rules of acceptable behavior are as follows:

1. Use of the school district's Internet access is a privilege, not a right.
2. Use of the school district's Internet is voluntary on the part of students, teachers, administration and the community.
3. Be polite and don't become abusive to others.
4. Use appropriate language. Swearing and the use of vulgarities will not be tolerated.
5. Do not reveal your personal address or phone number or that of other students or people.
6. The electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to the e-mail. Illegal activities may be reported to the authorities.
7. Communication and information accessible via the network should be assumed to be private property.
8. Focus on one subject per message and keep paragraphs and messages short and to the point.
9. Do not place unlawful information on any network system.
10. Abbreviate when possible. For an example: FYI (For Your Information).

11. Capitalize words only to highlight an important point or to distinguish a title or a heading. "Asterisks" surrounding a word can be used to make a stronger point.
12. Place your signature at the bottom of the e-mail. Your signature should include your name, position, affiliation, and Internet address.

Inappropriate Use

Inappropriate use includes, but is not limited to: intentional uses that violate the law, that are specifically named as violations in this policy, that violate the regulations of the school district or any other use that hampers the integrity or security of the school district's computer network or any computer networks connected to the Internet.

Violation Consequences

Transmission of any material in violation of any international, United States, or state law is prohibited. This includes, but is not limited to: copyright materials and threatening, harassing or obscene material. Use of the school district Internet access for commercial "for profit" activities or product advertisements is prohibited. Vandalism and mischief while using the school district's Internet access is prohibited. Forgery of electronic mail messages, changing files belonging to users and downloading of any files into the school district's computers is prohibited.

Violations of the law, through the use of the school districts' Internet access may result in disciplinary action or litigation against the offender by proper authorities.

School disciplinary action, including suspension or expulsion, and/or appropriate legal action may be taken.

1. Preliminary determination – The school administrators with the assistance of the teacher will make the initial determination of a policy violation.
2. Student due process – Violations will be accorded due process as per school district policy.
3. Internet Access – The school administrator, as per school district policy disciplinary procedures, may deny, suspend, or revoke any Internet access as deemed appropriate.

Students who wish to use the computers and computer network of the Baltic School District including use of the Internet must sign, and have their parent/guardian sign, the agreement attached to this handbook and return the signed agreement to the school before they will be allowed access to the school computers and network.

BULLYING AND CYBER-BULLYING

Bullying and cyber-bullying are taken as very serious offenses by the Baltic School District. Students or staff who feel they are the target of bullying or cyber-bullying are encouraged to report the behavior to a school official. Information on the district anti-bullying and cyber-bullying guidelines can be found in the district policy handbook located on the school website.

ON-LINE LEARNING CENTER

Mission Statement:

The mission of the Baltic On-Line Learning Center is to assist students in achieving their highest potential through individual, flexible and structured learning experiences designed to foster confidence, self-worth and life-long learning. Student's motivation is extremely important since the On-Line Learning Center is a self-paced/self-directed learning program in a flex-scheduled environment.

Note for Students:

The Baltic On-Line Learning Center exists to see that you receive a solid high school education with a program designed to meet your needs. However, no school, no matter how the

curriculum is designed, will provide the education necessary for you to be successful unless there is a commitment by you, the student. The formula for success is good attitude + good attendance + good work = graduation. You must make this formula work with the desire and commitment you bring to school every day.

Note for Parents:

We expect the parents/guardians to take an active role in monitoring their child's attendance and progress in school. We will inform the parents by phone or letter if the student's lack of attendance is threatening their progress. Parents are urged to contact the school if they fear a potential attendance problem. We need your support and commitment as much as we need the commitment from your child. When schools and families work together, your child's success can be more easily attained.

Absences:

Parents/guardians should contact the school between 7:30 and 8:15 am to notify the school of their child's absence. The school allows 5 absences per class per semester unless the student is able to present a signed note from the attending physician. For purposes of receiving course credit, a student will not be counted as absent if they are able to present a note from the attending physician that specifies the days of absence. If a student receives six absences in a class during the semester, the student may lose credit for that course and a truancy report may be filed with the States Attorney's Office.

MAINTAINING PACE:

Students will be expected to meet required goals as set by the on-line center supervisor at the conclusion of each week. Students who fail to meet the required goal will be required to attend SRB the following week until required goal has been met and the student is on the current pace necessary to reach the following week's required goal. Students will be required to stay each day, but no later than 3:45 pm each day. Students who skip a required SRB will be assigned Saturday School the first available Saturday. If a student skips Saturday School, they will be assigned to SRB until 3:45 each day the following week.

Extra-Curricular Activities:

Students who attend the On-Line Learning Center are allowed to participate in extra-curricular activities provided they meet the minimum guidelines as outlined in the South Dakota High School Activities Association by-laws.

Transferring Back to the Traditional Classroom:

The goal of every student who attends the On-Line Learning Center is to integrate back into the regular classroom setting. Integration will be based on the following criteria:
Academic Achievement – Students must show that they can satisfactorily complete daily assignments within the classroom on a regular basis.

Attendance – Students must have regular attendance with no more than 10 absences in a semester.

School Behavior – Demonstrate proper behavior to succeed in the regular classroom.

Electronic Devices:

All electronic devices will be turned in to the classroom instructor when they enter the classroom and returned back to the student at the end of the day.

School Policy:

Except for the policies listed above, students who attend the On-Line Learning Center will be expected to follow the policies of the Baltic Secondary School Handbook.

REFERRAL AND PLACEMENT GUIDELINES

Students who will be most successful in the On-Line Learning Center are students who need instruction in an alternative setting or need learning resources other than those provided in the regular classroom setting. Students should be able to relate to an adult staff member for support and guidance. These are recommendations and not requirements, however. All students entering the alternative school will develop an Individualized Learning Plan with the referral team.

Students may be referred by teachers, an administrator, or school counselor. The On-Line Learning Center Team will assess and place students using the following process and rationale as a guideline:

Referral Process:

1. Contact the student's parent/guardian and inform them of the intent to refer the student and the reason for the referral.
2. Complete the Student Referral Form.
3. The referral form is reviewed by the On-Line Learning Center Team which consists of a building administrator, a school counselor, a teacher and the parents. (Special Education teacher will also be included if the student is on an IEP). The form must be signed by the building principal and the school counselor.
4. If the student receives special education services, the student's current IEP must be attached. If the student is approved; then an IEP team meeting must convene to change the placement prior to the student starting in the On-Line Learning Center.
5. The student will continue attending his/her current program until the entire referral process is complete.

Rationale for possible placement in the On-Line Learning Center:

1. Students who are credit deficient toward graduation requirements. (credit recovery)
2. Students who are deemed by the referral team as unsuccessful in a traditional school setting.
3. Students who have exhausted all available resources in the traditional school setting.
4. Students who receive special administrative referrals based on their performance in the traditional school setting.
5. The On-Line Learning Center will consider early release for seniors and 5th year seniors with an individualized placement plan.

TABLET POLICY, PROCEDURES, AND INFORMATION

The policies, procedures, and information within this document apply to all tablets used at Baltic High School, including any other device considered by the principal to come under this policy. Teachers may set additional requirements for computer use in their classroom.

1. TABLET SPECIFICATIONS

The tablet selected for use at the Baltic High School is the

2. RECEIVING YOUR TABLET

Tablets will be distributed each fall during "Student Registration & Tablet Orientation." Parents & students must sign and return the Tablet Computer Protection plan and Student Pledge

documents before the tablet can be issued to their child. The Tablet Computer Protection plan outlines three options for families to protect the tablet investment for the school district. Please review the Tablet Computer Protection plan included in this handbook. Tablets will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will retain their original tablet each year while enrolled at BHS.

3. TAKING CARE OF YOUR TABLET

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

3.1 General Precautions

- Food and beverages can damage your tablet. Students will be responsible for damages caused by food and beverage spills.
- Cords, cables, and removable storage devices must be inserted carefully into the tablet.
- Students should never carry their tablets while the screen is open, unless directed to do so by a teacher.
- Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of the Baltic School District.
- Tablets must never be left in a vehicle or any unsupervised area.
- Students are responsible for keeping their tablet's battery charged for school each day.
- The tablet stylus should not be shared with other students. Students are responsible for the stylus issued to them.

3.2 Carrying Tablets

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

- Tablets should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the tablet screen.
- The tablet must be properly closed before placing it in the carrying case.

3.3 Screen Care

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

- Do not lean on the top of the tablet when it is closed.
- Do not place anything near the tablet that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Wiggling and excessively moving the screen will cause damage to the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use commercial glass cleaners.
- Wrist jewelry and watches can scratch the screen.

4. USING YOUR TABLET AT SCHOOL

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

4.1 Tablets Left at Home

“Tablets left a home” is not an acceptable excuse for not submitting work.

Repeat violations of this policy may result in disciplinary action.

4.2 Tablet Undergoing Repair

Loaner tablets may be issued to students when they leave their tablets for repair at the Help Desk. Students are responsible for the care of the loaner while in their possession.

4.3 Charging Your Tablet's Battery

Tablets must be brought to school each day in a fully charged condition.

Students need to charge their tablets each evening. Repeat violations of this policy will result in disciplinary action.

In cases where use of the tablet has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class with the teacher's permission.

4.4 Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

4.5 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. If teachers require headphones, they must be in your carrying cases at all times.

4.6 Printing

Students may use printers in classrooms, the library, and office area with teachers' permission during class or breaks.

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to My Documents and/or P: Drive

- Students will be logging onto our network in order to back up their work.
- Students will have their own user account and folder on the network with ample space to back up any school-related work.
- The tablets will be set up with a My Documents folder in which students should save their work. My Documents will automatically save a copy of all student documents to the P: Drive on the High School server while they are on the High School network. When a student adds a document to the My Documents folder while working at home or away from school, that document will be copied automatically to the school server when the student logs onto the network at school. Additional folders in My Documents may be created or added by the student. All student work should be stored in one of the My Documents folders. Only files stored in My Documents will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the high school server.

5.2 Saving data to Removable storage devices

Students should also backup all of their work at least once each week using removable file storage. Removable memory cards, flash drives may be purchased at a local retailer.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

5.3 Saving personal items

All personal music, pictures, and videos must be stored in the media file on the C Drive or on removable storage devices.

6. SOFTWARE ON TABLETS

6.1 Originally Installed Software

The software originally installed by BHS must remain on the tablet in usable condition and be easily accessible at all times. The tablet is supplied with Microsoft Windows 8 operating system and with additional software.

Licensed software provided with all new tablets includes:

Adobe Acrobat Reader

Microsoft Internet Explorer

Microsoft Office 2013 including Word, Excel, Access, PowerPoint and Publisher

Microsoft PhotoStory

Microsoft Windows 8

Symantec Anti-Virus

Windows Media Player

Windows Movie Maker

From time to time, the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from tablets at the completion of the course.

6.2 Virus Protection

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

6.3 Inspection

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

6.4 Procedure for re-loading software

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

7. ACCEPTABLE USE GUIDELINES

7.1 General Guidelines

- 1) Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Baltic School District.
- 2) Students are responsible for their ethical and educational use of the technology resources of the Baltic School District.
- 3) Access to the Baltic School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Information Security, Acceptable Use, and CIPA Policy.
- 4) Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- 5) Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administration, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the BHS Code of Conduct.
- 6) Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.
- 7) Teachers have a right to manage and/or restrict student use of the tablet, software, and internet within the confines of their class.

7.2 Privacy and Safety

- Do not go into chat rooms or send chain letters without permission.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords to other people.

- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material, notify a teacher, network administrator, or the principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

7.3 Legal Propriety

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

7.4 E-mail

- The state of SD email and BlackBoard Learning are the only email approved for school use.
- Always use appropriate language.
- Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- Students should maintain high integrity with regard to email content.
- No email use during class without permission.
- BHS e-mail is subject to inspection by the school.

7.5 Consequences(2010)

- The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Noncompliance with the policies of the Tablet Handbook or Information Security, Acceptable Use, and CIPA Policy will result in disciplinary action.

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

Computer Tablet Violations:

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

Consequences: 1st Offense 2 weeks computer tablet suspension or resource suspension (email, internet, etc.)

2nd Offense: 4 week computer tablet suspension or resource suspension (email, internet, etc.)

3rd Offense: Tablet suspended for remainder of the semester or not less than 4 weeks.

Computer Network Violations:

a) Attempting to log on to the Internet or network (servers, routers, switches, printers, projectors, firewall) as a system administrator.

b) Accessing or attempting to access other privileged accounts; attempting to exceed user rights, attempting to gain administrative rights.

c) Bypassing or attempting to circumvent Baltic Schools security protocols (firewalls, proxy servers, etc).

d) Sending, accessing, uploading, downloading or distributing pornographic or sexually explicit materials.

e) Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.

f) Creating, uploading, or transmitting computer viruses.

g) Attempting to defeat computer or network security.

h) Attempting to download freeware, software, public domain software or other executable and/or installable software.

i) Using tools or techniques to circumvent or bypass current security configurations (hacking).

Consequences may Include:

Suspension of tablet computer

Suspension with possible long term suspension or recommended expulsion from school

Possible referral to law enforcement authorities

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

8. PROTECTING & STORING YOUR TABLET COMPUTER

8.1 Tablet Identification

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

_ Record of serial number

_ Individual User account name and password

8.2 Password Protection

Students are expected to use and keep their logon password confidential to protect information stored on their tablets. Disciplinary action may result due to actions of an unauthorized user.

8.3 Storing Your Tablet

When students are not monitoring tablets, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the tablet, when stored in the locker.

Students are encouraged to take their tablets home every day after school, regardless of whether or not they are needed.

Tablets should not be stored in a student's vehicle at school or at home.

8.4 Tablets Left in Unsupervised Areas

Under no circumstances should tablets be left in unsupervised areas. Any computer left unsupervised is in danger of being stolen.

Unsupervised tablets will be confiscated by staff and taken to the Principal's

Office. Disciplinary action may be taken for leaving your tablet in an unsupervised location.

9. REPAIRING OR REPLACING YOUR TABLET COMPUTER

9.1 Fujitsu Warranty

This coverage is purchased by the Baltic School District as part of the purchase price of the equipment. Fujitsu warrants the tablets from defects in materials and workmanship. This 4 year limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the tablet or tablet replacement. The FUJITSU warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

Please report all tablet problems to the Technology Help Desk.

9.2 Accidental Damage Protection

- The Baltic School District has purchased through Fujitsu 4 year coverage to protect the tablets against accidental damage such as: unintentional impacts, dropping, falls, spilled liquids, immersion in liquids, power surges (when protected by an operational surge suppressor) and other such accidental causes.
- Excessive Accidental Tablet Damage: Students who have recorded 3 or more instances of accidental tablet damage will be charged \$10 per incident of accidental damage beginning with the third incident. The student will not have access to their tablet until the fine is paid and the tablet is repaired nor will the student be allowed to check out a replacement tablet while their tablet is being repaired. Future Tablet privileges will also be determined by the Technology Coordinator and the Administration.
- This coverage does not provide for:
- Product failure caused by natural disasters;
- Loss or damage caused by fire, theft, disappearance, misplacement, or computer viruses;
- Damaged batteries
- Product damage caused by reckless, abusive, willful or intentional conduct;
- Normal wear or cosmetic change and other damage that does not affect functionality.

Fujitsu will assess the tablet damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines. The tablet is covered with a four-year Fujitsu Warranty and Accidental Protection Plan. BHS technicians will service repairs and replacements for detective parts and acts of accidental damage.

Please report all tablet problems to the technology Help Desk.

9.3 Intentional or Negligent Damage

Students are expected to keep the tablet in good condition. Failure to do so will result in fines as specified below:

| Fee Chart: | Cost |
|--------------------------------------|----------------------|
| Lost or intentionally damaged stylus | \$29.00 |
| Keyboard Replacement | \$45.00 |
| Damaged keyboard | \$15.00 minimum |
| Broken screen: accidental | \$25.00 |
| Broken screen: non-accidental | \$ 600.00 |
| Broken chassis | \$20-\$200.00 |
| Damaged/lost power cord | \$55(A/C adapter).00 |
| Rubber bumpers/pads | \$.50 each |
| Lost carrying case | \$33.00 |
| Damaged carrying case | \$10-\$20.00 |
| Damaged/lost secondary battery | \$120.00 |
| Damaged/lost primary battery | \$60.00 |
| Damaged/lost secondary battery | \$120.00 |
| Tablet replacement | \$1366.00 |

Additional fees may be assessed depending upon tablet condition

9.4 School District Protection

School District Protection is available for students and parents to cover tablet replacement in the event of theft, loss, or accidental damage by fire. The protection cost is \$25.00 annually for each tablet with a maximum cost of \$50.00 per family and includes a \$200.00 additional charge for each claim.

Students or parents may wish to carry their own personal insurance to protect the tablet in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the tablet computer.

9.5 Claims

All insurance claims must be reported to the principal's office. In instances of theft, loss, or fire, students or parents must file a police or fire report and bring a copy of the report to the principal's office before a tablet can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action.

The District will work with the Minnehaha Sheriff's Department to alert pawnshops and police departments in the area to be aware of this District owned equipment.

10. TABLET TECHNICAL SUPPORT

The Technology Help Desk coordinates the repair work for tablets. Services provided include the following:

- Filing trouble tickets for hardware maintenance and repairs;
- Battery exchanges and charges and distribution of loaner batteries;
- Distribution of loaner tablets;
- Password identification;
- User account support;
- Operating system or software configuration support;
- Re-imaging hard drives;
- Updates and software installations;
- Coordination of warranty repair;
- Oversee suspended tablet privileges.

TABLET FAQ'S

1. Can I use the Fujitsu T732 tablet computer throughout my career at BHS?

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

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

You will be required to use the school district issued tablet for school purposes. This is necessary to ensure that you have a computer that gives you network capability and the ability to run the software that you will need in your courses. The Baltic School District is also limited to provide maintenance service or assistance for only the Fujitsu T732 tablet. For these reasons, other tablet computers will not be used on the Baltic School District network at school.

4. Can I have my tablet computer this summer?

No. All tablets will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive their tablets again at their registration session in the fall to ensure that everyone receives complete information about the computer,

including its warranty, insurance coverage, software usage and BalticSchool's policy regarding the ethical use of computers.

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

Your tablet computer is very portable and very valuable, making it an attractive target for thieves. Therefore, the Baltic School District tablet protection is recommended. The protection covers the tablet for a \$25 payment. You will be responsible for paying additional charge of \$200.00 for each theft or loss claim.

The best insurance is to take care of your tablet. Do not leave your tablet in the building, classrooms, hallways, or in vehicles unattended. Always know where your tablet is! Above all, take your computer home each night.

6. Does BHS provide maintenance on my Fujitsu T732 tablet computer?

Yes. The Technical Services Help Desk staff will coordinate maintenance for students. Students enrolled at BHS will be covered by a maintenance agreement for items described in the Fujitsu warranty agreement and Accidental Protection Plan. Please consult the warranty agreement so that you understand what is and what is not covered.

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

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

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

No. Only BHS-approved software will be loaded or downloaded onto the BHS tablets.

9. Do I need a printer?

No. You need not own one since printers are located near classrooms, in the library, and at the Help Desk area.

10. Will I need to buy a modem?

No. A modem is built into the Fujitsu T732.

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

You may connect to the Internet using a cable Ethernet connection or wireless Ethernet connection. If you have service with Midcontinent Communications or Alliance, you simply need to plug the Ethernet cable into the Ethernet port on the tablet computer. If you maintain a wireless home network, you must set the tablet to connect to your wireless connection. Please stop by the Help Desk to get proper instructions on how to set up a dial-up connection. Please be aware there are many different types of service providers and networking hardware used at home, and that these differences may not allow easy hookups to the Internet in some cases. The BHS technical staff will try their best to help you get connected, but cannot guarantee a successful connection for every household.

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

Yes. When you save your documents to My Documents folder, your files are automatically saved to the school storage server. You are also encouraged to save your documents to a removable memory card that can be inserted into the 6-in-1 memory card reader on the tablet.

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

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

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

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

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

The tablet battery will be replaced by the manufacturer for defects. You will be responsible for charging your battery and proper battery maintenance. If you need to borrow a battery for class, you may check a battery out at the Help Desk. The battery must be returned before the end of the school day, and you may be asked to pay a charging fee if your personal use of school back-up batteries is frequent. Damage to either battery is not covered by warranty or Accidental Damage Protection.

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

BHS has software which is designed to help monitor Internet usage and all websites that are accessed. This software blocks inappropriate sites and also logs a history of every site that each user accesses. If a site gets by the filter, BHS can immediately add it to the filter to be blocked. This software monitors and filters websites at the school and at home. Staff and teachers also have software to help monitor all students in class and tablets can be remotely observed while on the school network.

All students that attempt to find inappropriate sites will be redirected to the principal’s office for disciplinary actions.

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

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

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

In the event that tablet accessories are stolen, you should report the lost items to the Help Desk or principals’ office. Please refer to the Fee Chart on page 10 to determine replacement costs. Information Security, Acceptable Use and CIPA Policy Baltic School District

Mission Statement

The mission of the Baltic School District: “Preparing Students to be Successful in Life.”

a. Purpose

The purpose of this document serves to create an environment at Baltic School District that will help protect all teachers, students, and staff members from information security threats that could compromise privacy, productivity, intellectual property rights, and district financial records. This policy recognizes the vital role information plays in the school district’s educational, teacher, student, and staff privacy and financial records, and the importance of taking the appropriate steps in protecting information in all forms. As information is shared within internal networks (school networks) and external networks, (Internet), a committed effort must be made to protect this information. This policy serves to protect information resources from threats from both within and outside the school’s networks by setting forth responsibilities, guidelines and practices that will help the school district prevent, deter, detect, respond to and promote an environment of secure distribution of information.

b. Scope

This policy is applicable to all students, teachers, staff, contractors, consultants, student teachers, interns, temporary employees, guests, board members and other members of Baltic School District. This policy also applies to those individuals or groups affiliated with third parties, who access Baltic School District network and computer resources.

II. Philosophy

The philosophy underlying this policy is to support the Baltic School District Mission Statement by protecting its network resources, student and teacher records, and financial records. The policy serves to reinforce policies regarding access to its network resources, acceptable use policies, copyright policies, license agreements, and other forms of intellectual properties. All

members associated with Baltic School District share in the responsibility for protecting information resources to which they have access. Individuals using the Baltic School District information resources will need adequate information, training and other resources to exercise their responsibility

III. Responsibilities

All members of Baltic School District share in the responsibility for protecting the information resources to which they have been given access. These information resources include but are not limited to, individual computer platforms, server platforms and server resources, printer servers and other net workable devices that must be protected from internal and external threats. To aid in the defense of these resources from diverse internal and external threats, several guidelines and procedures must be implemented.

a. Access Controls

Individuals will be granted access privileges (user account) to Baltic School District information resources upon request and upon agreeing with the terms and conditions of this policy and by signing an "Acceptable Usage Agreement." Individual's accessing or attempting to access other privileged accounts is strictly prohibited. Individuals attempting to exceed their user rights without explicit approval of Baltic School District administrators are strictly prohibited.

Examples of exceeding user rights include, but are not limited to: attempting to gain administrative rights and gaining exclusive rights to confidential information (see section f).

Violations and abuse of user accounts will be subject to disciplinary procedures, (see section five). Technology resources are provided for academic and work related purposes; any other use may result in loss of access. Recreational browsing of the Internet or recreational uses of technology resources is prohibited. The district protects confidentiality of records through permissions on servers, secure communications to record keeping databases located on the Dakota Digital Network and firewalls located both on the district end and state end. Baltic School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Baltic School District will not be responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or errors or omissions by users. Use of any information obtained via Baltic School District is at the risk of the user. Baltic School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

b. Passwords

Password sharing is explicitly prohibited. A person's password is confidential and is not to be shared with any other person. If an individual's password has been compromised or has been believed to be compromised, the individual is strongly encouraged to report the incident to Baltic School District administrators. A new password will be assigned to the individual. A person's password should never be documented by Baltic School District administrators or by the person possessing the password.

c. Software Downloads/Software Installation

Downloading of Freeware, Shareware, public-domain software or other executable and/or installable software is explicitly prohibited unless deemed "educational" and appropriate by Baltic School District administrators. Baltic School District administrators reserve the right to determine "educational software." Teachers and staff members must request from Baltic School District administrators explicit permission to download any software. Executable software includes, but not limited to, binary form and script(s) (i.e., Java scripts, Visual Basic scripts). Software installation by students, teachers, and Baltic staff is explicitly prohibited. Individuals wishing to have software packages installed on any platform must seek the approval of Baltic School District administrators. Baltic School District purchases licenses and site licenses for all software installed on computers. Baltic School District does not allow any software to be copied

or leave the Baltic School District premises. Any data located on Baltic School District hardware and within the physical buildings is under control of the district.

d. E-Mail/Chatting and other communications

Students are prohibited from accessing or possessing e-mail accounts without prior consent of Baltic School District administrators. Examples of e-mail services include, but are not limited to the following, MSN, and Yahoo. Baltic School District administrators will determine whether a student is granted e-mail privileges. Teachers and staff members of Baltic School District must abide by the State of South Dakota K -12 Data Center policies. Personal communication software (chatting programs) is explicitly prohibited without prior consent of Baltic School District administrators. Examples of chatting software includes, but is not limited to MIRC, MSN Messenger, web based chatting software/scripts.

e. Acceptable Usage

Any person or persons requesting access to Baltic School District information resources must sign and date an "Acceptable Usage Agreement." This agreement must state that the person or persons requesting Baltic School District information resources will abide by the guidelines and procedures set forth in this document. Failure to comply with these guidelines and procedures will be cause for disciplinary action as outlined in section five of this document. Using tools and/or techniques to circumvent or bypass current security configurations ("hacking") will be considered a violation of this policy and will be subject to disciplinary procedures as outlined in section five. Hacking tools are explicitly prohibited. Any unlawful activities are strictly prohibited and the offender will be prosecuted in accordance with the state laws. Cryptographic software is prohibited by all individuals. All documents and files (binary or text forms) are to remain in their natural format. Examples of cryptographic software include, but are not limited to PGP, PC Guardian. Baltic School District reserves the right to determine what deems cryptographic software. Exceptions include DDN Campus, staff email and any web based encrypted communications (SSL) staff may be using for school records. Bypassing Baltic School District security protocols i.e., firewalls, proxy servers, etc., is explicitly prohibited. Individuals attempting to circumvent current security protocols using software (binary or non-binary form) will be subject to disciplinary action.

f. Physical Abuse

The intentional and unauthorized alteration, damage, destruction or theft of computer hardware, software, data, or related equipment clearly is a violation of Baltic School District policy. Examples of damage and/or destruction of hardware devices (i.e. computers, printers, etc.) include, but are not limited to the following;

- Writing and/or drawing on computer hardware,
- Inserting items into a floppy drive other than a floppy disk,
- Inserting items into a CD drive other than CD disk,
- Inserting items into the 6-in-1 media card reader

Violations involving physical abuses of network devices will be subject to disciplinary action.

Users have an obligation to report physical damage or theft that they see committed by others to Baltic School District administrators.

IV. Children's Internet Protection Act

The Children's Internet Protection Act was put in place to help control and limit access to unacceptable, vulgar, illegal, and offensive content in public places like schools and libraries.

a. Filtering

Baltic School District runs filters on all Internet connections to help prevent access to pornographic, obscene, and any other content that may be harmful to minors. Baltic School District staff will be present to supervise and make certain students are not going to any harmful content. The filtering content is updated on a constant basis to assure that recent harmful content is being blocked.

b. Access by minors to harmful content

Since filters are not perfect, staff are instructed to supervise the computers the students are using to assure no harmful content is accessed. In the case harmful content is accidentally accessed, students are to immediately report the incident to the staff member that is in the presence of the computer, and the staff member is to report the harmful content to the network administrator or technology coordinator so that the content can be manually blocked. If a minor purposefully tries accessing or gets access to harmful content, that minor's privileges can be taken away for computer and Internet access. Other consequences will be determined by the administrator for the violation. The harmful content will then be manually blocked if the filter missed it.

c. Unauthorized access

Using tools and/or techniques to circumvent or bypass current security configurations ("hacking") will be considered a violation of this policy and will be subject to disciplinary procedures as outlined in section five. Hacking tools are explicitly prohibited. Any unlawful activities are strictly prohibited and the offender will be prosecuted in accordance with state law.

d. E-Mail/Chatting and other communications

Students are prohibited from accessing or possessing e-mail accounts without prior consent of Baltic School District administrators. Examples of e-mail services include, but are not limited to the following, MSN, and Yahoo. Baltic School District administrators will determine whether a student is granted e-mail privileges. Personal communication software (chatting programs) is explicitly prohibited without prior consent of Baltic School District administrators. Examples of chatting software includes, but is not limited to MIRC, MSN Messenger, web based chatting software/scripts. If a student needs access to email, the student can be assigned an unidentifiable email address from the state.

e. Unauthorized disclosure

Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is strictly prohibited. Staff should take all precautions necessary to insure students' identification safety. This may include logging out of the computer when the staff member is not in the presence of students or other practices to ensure that student data is kept secure.

V. Enforcement

Violations of the policy will be handled consistent with Baltic School District disciplinary procedures applicable to the relevant person or persons. Baltic School District administrators may suspend, block or restrict access to network resources. Student violations may be subject to warnings, suspend, block or restrict access to network resources, detention, and suspension of school activities and/or suspended from school. Teachers and staff members may be subject to warnings, suspend, block or restrict access to network resources and/or employment dismissal. Violations of state and federal laws will result in legal prosecution. Examples of these laws include but not limited to, Cyber Law's, Federal Communities Laws, Federal Wire Tap Laws, Homeland Security Act, National Information Infrastructure Protection Act of 1996, Computer Fraud and Abuse Act, Electronic Communications Privacy Act, Children's Online Privacy Protection Act, Digital Millennium Copyright Act. Individuals violating local, state and federal laws will be subject to disciplinary and/or legal action. Any individual accessing information on external networks, Internet, that is not deemed "educational" for class exercises will be subjected to disciplinary action.

VI. Resources

Information supporting this policy is listed below. This policy was developed in conjunction with the information provided from these sources listed below and the Department of Defense guidelines.

- State of South Dakota K-12 Data Center <http://www.k12.sd.us/>
- Digital Dakota Network <http://www.ddnnet.net/>
- Children's Internet Protection Act <http://www.ifea.net/cipa.html>
- Digital Millennium Copyright Act <http://www.gseis.ucla.edu/iclp/dmcal.htm>

- Homeland Security Act <http://www.whitehouse.gov/deptofhomeland/analysis/>
- Computer Fraud and Abuse Act <http://www.cpsr.org/cpsr/privacy/crime/fraud.act.txt>

VII. Vocabulary and Definitions

Malicious Code: Malicious code includes all and any programs (including macros and scripts) which are deliberately coded in order to cause an unexpected (and usually, unwanted) event on a user's PC.

Virus: A program which, when executed, can add itself to other program, without permission, and in such a way that the infected program, when executed, can add itself to other programs.

Trojan Horse: A type of virus that masquerades or hides itself in a legitimate program, but does something other than what was intended.

Worms: A type of virus which can replicate itself and send itself to other computers without permission.

Hacker: An individual which attempts to circumvent established security protocols to gain unauthorized access to information systems and/or resources.

Hacking Tools: Tools and/or techniques that are used by hackers to gain unauthorized access to information systems and/ or resources.

Password: A set of alphanumeric characters that a user requires to enter into a computer before accessing its resources.

Freeware: Copyrighted software that has no monetary value. The software is free to use and has no "expiration date."

Shareware: Copyrighted software that is free to use within a predefined time period. Once the time has expired the software will no longer function unless the user pays for continual use or registers the software for continual use.

TABLET COMPUTER PROTECTION

The Baltic School District recognizes that with the implementation of the tablet initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance.

Fujitsu WARRANTY: This coverage is purchased by the Baltic School District as part of the purchase price of the equipment. Fujitsu warrants the tablets from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the tablet or tablet replacement. The Fujitsu warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

ACCIDENTAL DAMAGE PROTECTION: The Baltic School District has purchased through Fujitsu coverage to protect the tablets against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. Fujitsu will assess the tablet damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines.

INSURANCE FOR THEFT, LOSS OR FIRE: Tablets that are stolen, lost or damaged by fire are not covered by the Fujitsu Warranty or the Accidental Damage Protection outlined above. Following are the three options that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate box.

No Insurance You agree to pay for the replacement of the tablet at a cost not to exceed \$1,366.00 should the tablet be stolen, lost or damaged by fire.

Personal Insurance You will cover the tablet under your own insurance policy and in the case of a theft, loss or damage by fire, you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the tablet replacement not to exceed \$1,366.00.

School District Protection You choose to pay the school district an annual protection payment for coverage of theft, loss or damage by fire in the amount of \$25.00 or \$50.00 for family

coverage when there are two or more children in high school using tablet computers. The \$25.00 payment is non-refundable. This protection coverage has a \$200.00 additional charge per occurrence. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST** be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office. The \$200.00 additional charge is the responsibility of the student/parent and must be paid before the tablet can be repaired or replaced. **INTENTIONAL DAMAGE:** Students/Parents are responsible for full payment of intentional damages to tablets. Warranty, Accidental Damage Protection, or School District Tablet Protection **DOES NOT** cover intentional damage of the tablets.

Student Pledge for Tablet Use

1. I will take good care of my tablet and know that I will be issued the same tablet each year.
2. I will never leave the tablet unattended.
3. I will never loan out my tablet to other individuals.
4. I will know where my tablet is at all times.
5. I will charge my tablet's battery daily.
6. I will keep food and beverages away from my tablet since they may cause damage to the computer.
7. I will not disassemble any part of my tablet or attempt any repairs.
8. I will protect my tablet by only carrying it while in the bag provided or an approved case.
9. I will use my tablet computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District tablet.
11. I understand that my tablet is subject to inspection at any time without notice and remains the property of the Baltic School District.
12. I will follow the policies outlined in the Tablet Handbook and the Use of Technology Resources Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery, stylus, or tablet case in the event any of these items are lost or stolen.
16. I agree to return the District tablet, power cords, and carrying case in good working condition.

Baltic Secondary School Behavior Plan

| OFFENSE | 1 st VIOLATION | 2 nd VIOLATION | 3 rd VIOLATION | 4 th VIOLATION |
|--|--|---|---|--|
| Class 1 | | | | |
| Excessive Tardies | 3 Tardies – Detention | 6 Tardies – Saturday School | 9 Tardies – Saturday School | 12 Tardies – Contract; Filing of Truancy with State’s Attorney |
| Excessive Absences | 2 absences – letter to student and parents | 4 absences – letter to parents | 6 absences – High School – loss of credit; Filing of Truancy Middle School – Attendance Contract; Filing of Truancy | |
| classroom infractions: disruptive behavior, homework not turned in, insubordination, interrupting class, left class early, no hallway pass, pushing/shoving, talking without permission, teasing, unprepared for class, , unacceptable language, unacceptable behavior | Teachers handle the incident as a classroom issue. | Teachers handle the incident as a classroom issue. | Excessive Minor Infractions | Referred to office for further discipline – Saturday School to in-school suspension |
| Class 2 | | | | |
| Cell Phone Violation | Warning – Failure to turn over phone – 1 day of ISS | Detention – Failure to turn over phone – 1 day of ISS | Parents called and required to pick up phone – Failure to turn over phone – 1 day of ISS | Parents called and required to pick up phone – Failure to turn over phone – 1 day of ISS |
| Computer Use Violation, Tablet Violation | Loss of computer privileges for 2 weeks | Loss of computer privileges for 4 weeks | Loss of computer privileges for the remainder of the semester | |
| Disrespect | Detention | Saturday School | 1 Day of ISS | 2 Days of OSS |
| Dress Code | Change of clothes – counted as unexcused absence and the missed time will be made up in detention or Saturday School | Change of clothes – counted as unexcused absence and the missed time will be made up in detention or Saturday School | Change of clothes – counted as unexcused absence and the missed time will be made up in detention or Saturday School | Change of clothes – counted as unexcused absence and the missed time will be made up in detention or Saturday School |
| Excessive Minor Infractions | Detention – Parents Notified | Saturday School – Parents Notified | 1 Day of ISS – Parents Notified | 2 Days of OSS – Parents Notified |
| Name Calling, profanity, vulgarity | Saturday School – Parents Notified | 1 Day of ISS – Parents Notified | 1 Day of OSS – Parents Notified | 2 Days of OSS – Parents Notified |
| Removed From Class | High School: Suspended from class 3 days – Middle School: Detention; Parents Notified by classroom teacher | High School: Suspended from class for 5 days – Parent Meeting Required; Middle School: Suspended from class 3 days, Parents Notified by classroom teacher | High School: Permanently dismissed with loss of credit – Parents notified by administration; Middle School: Suspended from class for 5 days – Parent Meeting Required | |
| Skip Detention | Saturday School | | | |
| Skip SRB | Mandatory SRB attendance for 2 weeks | Mandatory SRB attendance for 4 weeks | Mandatory SRB attendance for 6 weeks | Mandatory SRB for the remainder of the school year |
| Unexcused Absence Skipped Class | 30 minutes or less – Detention More than 30 minutes – Saturday School 3 hours or more - ISS | | | |
| Skip Saturday School | 1 Day ISS and | 2 Days of ISS | | |

| | | | | |
|--|--|--|---|--|
| | assigned to the next Saturday School | | | |
| Bus Violation | Assigned seating – Parents Notified | Assigned seating, formal detention – Parents Notified | Assigned seating, Saturday School – Parents Notified | Loss of riding privileges for 5 days – Parents Notified |
| Class 3 | | | | |
| Bullying; Forgery; Harassment | Saturday School – Parents Notified | 1 Day ISS – Parents Notified | 1 Day OSS – Parents Notified | 2 Days OSS – Parents Notified |
| Plagiarism, Cheating | 0 points for the assignment – Saturday School – Parents Notified | 0 points for the assignment – 1 Day ISS – Parents Notified | 0 points for the assignment – 1 Day OSS – Parents Notified | 0 points for the assignment – 2 Days OSS – Parents Notified |
| Hitting | 1 Day of ISS– Parents Notified | 2 Days of OSS– Parents Notified | 3 Days of OSS– Parents Notified | 5 Days of OSS– Parents Notified |
| Class 4 | | | | |
| Fighting | 1 Day of OSS; Parents notified; incident referred to SRO | 3 Days of OSS; Parents notified; incident referred to SRO | 5 Days of OSS; Parents notified; incident referred to SRO | 10 Days of OSS; Parents notified; incident referred to SRO |
| Gang Activity, Threatening or Violent Behavior | 1 Day of ISS; Parents notified | 1 Day of OSS; Parents notified | 2 Days of OSS; Parents notified | 5 Days of OSS; Parents notified |
| Gross Teacher Disrespect | 2 Days of OSS; Parents notified; incidents of threat to harm will be referred to SRO | 4 Days of OSS; Parents notified; incidents of threat to harm will be referred to SRO | 10 Days of OSS; Parents notified; incidents of threat to harm will be referred to SRO | |
| Stealing | 1 Day of ISS; restitution; Parents notified; incident referred to SRO | 1 Day of OSS; restitution; Parents notified; incident referred to SRO | 3 Days of OSS; restitution; Parents notified; incident referred to SRO | 5 Days of OSS; restitution; Parents notified; incident referred to SRO |
| Skip Mandatory SRB | 1 Day of ISS; Parents notified; incident referred to SRO | 1 Day of OSS; Parents notified; incident referred to SRO | 3 Days of OSS; Parents notified; incident referred to SRO | 5 Days of OSS; Parents notified; incident referred to SRO |
| Vandalism | 1 Day of ISS; restitution; Parents notified; incident referred to SRO | 1 Day of OSS; Parents notified; incident referred to SRO | 3 Days of OSS; Parents notified; incident referred to SRO | 5 Days of OSS; Parents notified; incident referred to SRO |
| Class 5 | | | | |
| Alcohol/Substance Use or Possession | 5 Days of OSS; Parents notified; incident referred to SRO | 5 Days of OSS; Parents notified; incident referred to SRO | | |
| Tobacco use or Possession | 3 Days of OSS; Parents notified; incident referred to SRO | 3 Days of OSS; Parents notified; incident referred to SRO | | |
| Class 6 | | | | |
| Firearms or Weapons Violation | Long term suspension or expulsion; Parents notified; incident referred to SRO | | | |

* All Consequences are a minimum. The administration has the authority to adjust or assign additional consequences as it deems necessary.

* Referral form to be completed at all steps.

* High School infractions determined by semesters and Middle School Infractions are determined by quarters.

* Codes:

ISS = In-School Suspension

OSS = Out-Of-School Suspension

SRO = School Resource Officer

**2014-2015 BALTIC SECONDARY SCHOOL
STUDENT HANDBOOK AGREEMENT FORM**

Student Acceptable Use of Computers & Network Agreement

I understand and will voluntarily abide by the school district's Acceptable Use Policy on Computers and Networks. I further understand that any violation of this policy may result in the loss of my Internet access privileges and school disciplinary action may be taken. I promise to make no attempt to access inappropriate material through use of my Internet access. Should I encounter embarrassing, obscene, or lewd material, I will not display it to any other student. The signature on this document indicates that I have read the school district's Acceptable Use Policy, understand its significance, and voluntarily agree to comply fully with all its terms and conditions. I understand that my use of the Internet is subject to monitoring by District officials.

Student Initial _____ **Date** _____

Parents'/Guardians Acceptable Use of Computers & Network Agreement

As parent/guardian of the student who has signed above, I have read the school district's Acceptable Use Policy on Computers and Networks. I understand that the school district's Internet use is designed for educational purposes. Further, I recognize it is possible that my student may be exposed to material including graphic sexual material that is not consistent with the educational goals of the district. I hereby give my permission to the school district to provide Internet access for my student and certify that the information on this form is accurate. I understand the District has policies and procedures designed to keep offensive material from being accessed; however, I realize in spite of these efforts, such exposure may occur, and I am willing to accept that risk in order to allow my child to experience the many unique advantages on the Internet.

Parent/Guardian Initial _____ **Date** _____

PROOF OF TABLET INSURANCE (Grades 9-12 only)

I have read the information on tablets and understand the consequences if something were to happen to the tablet. Please indicate your choice of insurance for the 2013-14 school year:

Personal Insurance _____

School Insurance (\$25) _____

Parent/Guardian Initial _____

I have received a copy of the 2014-2015 student handbook. I have read the handbook and understand the rules, policies, and procedures described in said handbook.

Print Student's Name _____

Parent/Guardian Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____