

Colome Consolidated School District 59-3



**Colome Consolidated School District Handbook
Colome Elementary, Colome Middle, Colome High School, and
Wood Elementary
2021-2022**

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Colome Consolidated School District Mission Statement

The Colome Consolidated School District will strive to provide each student a diverse education in a safe, supportive environment that promotes self-discipline, motivation, and excellence in learning.

Students & School Patrons

This handbook is presented to you with the compliments of the Board of Education of the Colome Consolidated School. The purpose of this handbook is to acquaint you with the regulations and policies of the school. We welcome each of you and hope that you have a successful and enjoyable year!!

Philosophy of Education

Colome Consolidated School District promotes the well-rounded and continuous growth of its youth into effective citizens. To attain this goal the school provides opportunities to learn and practice citizenship. Colome Consolidated School District strives to provide:

- Suitable environment for curriculum and experiences which will assist each student to develop his/her full potential
- Training in work habits, basic skill, logical reasoning, and 21st century skills
- Guidance to demonstrate concern for his/her own welfare and the welfare of others
- Preparation for post-secondary education and or the workforce

Furthermore, the school in cooperation with home, church, and community entities shall aim to provide physical and moral well-being of all students

Policy AC: Objectives

WE BELIEVE:

1. The school should encourage each student, being mindful of individual needs and abilities, and assist all students to develop the skills necessary to become a productive member of an integrated society.
2. An ever-changing curriculum is necessary to prepare our students for today's world as well as equip them with the skills to transition to a future not yet imagined.
3. Curriculum should provide for each student:
 - a. Organized fields of information and opportunity to develop basic skills.
 - b. A constructive program of physical development and health education.
 - c. A guidance program which permits them to consider all possible procedures, select and carry to completion that course of action which will encourage unified and positive growth.
 - d. Curricular and co-curricular programs which emphasize: teamwork, good sportsmanship and skill development.
 - e. The ideals of American democracy, including the development of responsibility, respect for the rights of others, and moral obligations of themselves, their family, their school, their country and the world.
 - f. Concepts of citizenship, patriotism and understanding of governmental functions.
 - g. The development of acceptable social attitudes and desirable behavior patterns.
 - h. The development of abilities and personality.
 - i. Conservation of all resources, both human and natural.
4. Instruction should be carried on through the process of inquiry and problem solving rather than ready acceptance or rejection of new ideas. With the goal of leading students to become critical thinking individuals capable of logical reasoning.

5. That the student should be made cognizant of the cultural resources of the community and the importance of community involvement.
6. That parents and citizens should be encouraged to visit classes, ask questions of administration and become friends of the school and staff.

Board of Education

Mr. Matthew Bolie.....	President
Mr. Justin Heath	Vice President
Mr. Ryan DeSmet.....	Member
Mr. Joel Koskan.....	Member
Ms. Pamela Haukaas	Member
Mr. Matthew Vandembark.....	Member
Mr. Brett Galbraith.....	Member

Administration

Dr. Debbie O'Doan.....	Superintendent
Mrs. Betsy Rohde.....	Business Manager
Mr. Dustin Christensen.....	K-12 Principal

Elementary Faculty

Mrs. Korey Bertram	Kindergarten
Mrs. Teresa Yeaman	First Grade
Mrs. Tammi Tate	Second Grade
Ms. Teresa Lincoln	Third Grade
Ms. Samantha West	Fourth Grade
Mrs. Tracy Dehning	Fifth Grade
Mrs. Carol Slaymaker	Title I Teacher
Ms. Shelby Burkett	Special Education Teacher
Mr. Jerry Norton	K-12 Counselor
Mrs. Cheyenne Heath	K-5 Music, 5 th Band

Wood Faculty

Mrs. Heather Pfaff	K-8 Teacher/Wood Site Manager
Mr. Tom Pfaff	K-8 Teacher
Mrs. Loretta Knecht	K-8 Paraprofessional
Mrs. Marilyn Galbraith	Paraprofessional/Custodian

Secondary Faculty

Mrs. Renee Bolie	High School Math
Mrs. Shelby Ewing	Special Education
Mrs. Patty Demers	MS/HS Math & FACS
Mr. Wade Juracek	MS/HS Social Studies
Ms. Carly Sparks	MS/HS Science
Mrs. Sonya Nelsen	6th-8th Title I/ MS Teacher
Mrs. Cheyenne Heath	K-12 Band/Chorus
Mr. Logan Jager	K-12 PE Teacher
Ms. Sarah Manderfeld	MS/HS Agriculture/Shop
Mrs. Tina Novotny	MS/HS Art

Mrs. Julie Rohde	MS/HS English & Computers
Mr. Jerry Norton	K-12 Counselor
Mrs. Carol Slaymaker	Title I Teacher
Mrs. Samantha Christensen	MS/HS English
Mr. Wes Yeary	Technology/Online Classes
Mrs. Maria Bertram	MS Language Arts/6 th Sci. & S.S.

Classified Personnel

Mr. Brett Heath	Bus Driver
Mr. Dallas Anderson	Special Education Paraprofessional/Bus Driver
Mrs. Rachael Krumpus	Special Education Paraprofessional
Mrs. Lexi Nedved	Special Education Paraprofessional
Ms. Tanya Fletcher	Preschool Teacher
Ms. CarLynn Sundquist	Title I Aide
Mrs. Kate Vandebark	Administrative Assistant
Mrs. Edna Jorgensen	Head Cook
Mrs. Judy Kubal	Assistant Cook
Mrs. Stacia Paulson	Dishwasher
Mrs. Melanie Cole	Custodian
Mrs. Krystal Kubal	Custodian

NOTE: The regulations presented below are not comprehensive enough to include every possible phase of student behavior in school. COMMON SENSE WILL DICTATE IN ALL CASES.

School Hours

School hours will run from 8:15 A.M. to 3:25 P.M. Monday through Thursday. 8:15 A.M. through 12:45 P.M. on Fridays. The first bell will ring at 8:00 A.M. The school building is open at 8:00 A.M. and students may not enter the building until after the first bell.

Faculty Availability

The entire staff is always ready to lend a helping hand. Please arrange an appointment with your student's instructor if you need to further understand curriculum or assignments. If an issue arises the teacher is your first point of contact and best route to a quick resolution. Teachers are available before and after school, making an appointment ensures that the teacher will be able to meet with you and they are not in another meeting.

Bell Schedule

An automatic bell system will be used to signal the end of each class period. This does **not** mean, however, that students are dismissed when the bell rings at the end of the period. Teachers will be responsible for dismissing class.

Regular Bell Schedule (48 min) Monday-Thursday

48 Minute Class Periods	Friday 1/2 Day Bell Schedule (32 min)
8:00- Doors Open 8:15-9:03- Period One 9:06-9:54- Period Two 9:57-10:45- Period Three 10:48-11:20 Green Time/Advisory Period 11:23-12:11- Period Four <p style="text-align: center;">MS/HS Lunch</p> 12:11-12:45-MS/HS Lunch (35 Minutes) <ul style="list-style-type: none"> ● HS 12:11 Lunch Dismissal ● MS 12:15 Lunch Dismissal 12:48-1:33-Period Five 1:36-2:24 - Period 6 2:27- 3:15- Period 7 Note: Gradual Release <ul style="list-style-type: none"> ● HS Class Dismiss at 3:15 ● MS Class Dismiss at 3:20 	1 st 8:15-8:47 2 nd 8:50-9:22 3 rd 9:25-9:57 4 th 10:00-10:32 5 th 10:35-11:07 6 th 11:10-11:42 7 th 11:45-12:17 MS/HS Lunch 12:17-12:45 12:45- Early Dismissal No Green Time on Fridays

Bus Transportation and Regulations

Many students ride public school buses to school. The bus driver is the person responsible for the control and discipline of the children while they are being transported. Students are expected to extend the same courteous manner to the bus drivers as to faculty members and other school personnel. Students who are unwilling or unable to abide by the rules and regulations as established by the bus driver may be subject to dismissal from the bus.

Students wishing to ride home with another student on the bus must bring a note of parental permission and receive a permission slip from the Principal's office for the bus driver's records. Due to space on buses, all regular riders will have priority over guest riders.

Bus

The following discipline rules and consequences will be sent home:

The Bus Driver is in charge of the bus just as the teacher is in charge of the classroom. All students should remain seated while the bus is in motion. The driver should not move the bus while riders are standing.

- Students will not eat or drink on the school bus.
- Tobacco/alcohol/drug use is prohibited.
- If the driver finds that some students cannot ride without causing a commotion, he may assign a student a seat either on a daily, weekly or yearly basis.
- Speaking should be kept to a normal voice.
- There should be no shouting or loud talk.
- Profane language will not be tolerated.
- No horseplay is permitted such as throwing things or hitting someone on the head with a book.

- If a driver corrects a student, he/she should accept the correction without a show of ill feeling.
- If a serious infraction of bad behavior takes place on the bus, the driver will report the incident to the school Principal who will notify the parent.
- If behavior continues, the Principal will develop a corrective action plan.
- The bus is not allowed to stop downtown for students.
- Buses will wait no more than 2 minutes past the designated pick-up or drop-off time.
- Parents will have to bring students to school or pick them up at school if they cannot meet the bus at the designated time.
- If parents know students will be late, please phone the school and the bus drivers will be contacted by radio.

JED: Student Absences and Excuses

Colome Consolidated School District strives to provide a quality education which requires a regular continuity of instruction, classroom participation, learning experiences and individual study in order to reach the goal of maximum educational benefits for each student. While it is true that written work can be completed despite a student's absence from class, class instruction and presentation, discussions, audio-visual presentations and student-teacher interaction can never be made up when an individual student is not in attendance. This is the essence of schooling. A student's contribution to, and achievement in a class are directly correlated to attendance.

It is critical for both students and parents to understand that students miss an essential portion of their education when they are absent from class. Furthermore, South Dakota statutes require the local Board of Education to enforce definite standards of attendance with few valid excuses for absence. Student will be allowed six unexcused absences per semester. With these educational and legal requirements in mind, the following requirements for attendance covering all regularly enrolled students in grades K-12 will be enforced.

Wood K-8 and Colome Elementary Guidelines

Absence from school can never really be made up. Success at school requires – like success at any job – promptness, responsibility, and dependability. The school feels that the student must not only complete his schoolwork satisfactorily, but maintain a good attendance record as well.

Absences that will not count towards the six days include:

- 1) Illness or injury with note from parents
 - a. A doctor's written examination is required if absent for 3 or more consecutive days.
- 2) Family emergencies, such as death, serious injury, etc.
- 3) Medical or dental appointments with a doctor's written excuse.
- 4) Participation in school-sponsored activities.

- 5) Other reasons at administrator's discretion- examples include special circumstances with prior permission, inclement weather, etc.
- 6) College Visits- Limited to two visits.
- 7) Covid Quarantine with approved note from South Dakota Department of Health, Health Care provider, or positive test result at school.

Note: Education Absent Days: If any student is absent because of participation in the South Dakota State Fair, the Western Junior Livestock Show (or similar shows) or any other activity judged as educational shall not have those days counted as days absent. All work must be made up beforehand (or other arrangements must be made). SDCL: 13-27-6.

The following procedures will be applied to student absences:

- All absences, except for illness and emergency situations, must be cleared with the administration for the absence to be excused.
- Written notes or phone calls from parents are necessary for all absences and should include the following: student name, date of absence, reason for absence & parent or guardian signature. Note should be given to the principal or secretary.
- Students going to an appointment (doctor, dentist, etc.) should provide a note from the doctor stating the date & time of the appointment for the absence to be excused.
- A student present a total of 2 hours in a half day of school will be counted present for a half day. (Elementary Only)
- Students will not be allowed to leave the school during the day unless the parent contacts the school in advance.
- Students participating in school related activities will be required to complete work prior to the absence and the student will not be counted absent from school.
- Students who plan to participate in an evening school related activity must be in school for at least four periods. Exceptions must be approved by administration prior to the date of the activity. Students who leave school due to illness will not be allowed to participate in events that day.
- Student athletes should not make a habit of missing school the day after a game. Exceptions must be approved by the administration.
- Special circumstances will be addressed by the administration (prolonged illness, hospitalizations, etc.)

The following procedures will be followed in K-12 regarding absences:

- After the third (3) absence in a semester, a letter will be sent home reminding parents of our attendance policy

- At the fifth absence the student will meet with guidance counselor and principal to develop an action plan and review the circumstances
- After the sixth absence (6) in a semester, a letter will be sent home reminding parents of our attendance policy, their statutory obligation, the school's obligation to file truancy, and a meeting with the parents.
 - Upon the sixth absence school officials will meet with parents to discuss the attendance plan. If a meeting is not held within four days after notification the matter will be referred to the State's Attorney's Office. The plan could include, but is not limited to, grade reduction, Saturday School, law enforcement referral, States Attorney referral, suspension from ungraded extra-curricular activities such as field trips, dances, senior trips, and etc
- 7th- Report with the State's Attorney. 8th- Law Enforcement
- 9 or more unexcused that are not excused will be treated as truant and the student will be dropped from the course or possibly the school rolls.

Tardiness

Students are expected to be punctual, a warning bell rings at 8:10 A.M. The tardy bell rings at 8:15 A.M. (it is expected that students will be seated in their first period class.) When a student is tardy to start the school day they must report to the office with a note and pick up a tardy slip. The following period's tardies will be marked by the teacher.

Because tardiness to school is neither conducive to positive learning nor a good habit builder, Colome Consolidated High School will not condone the practice. In keeping with this position, the following procedures will be as follows:

- Upon receiving the third tardy the student will be alerted on how many they have.
- The fourth tardy will result in 30 minutes of after school detention.
- The fifth tardy will result in parents being contacted and one week of lunch detention.
- The sixth tardy will mean an automatic parent notification to set up a conference with the Counselor, Principal, and parents/guardian and student to discuss late arrival habits, and the student will be subject to an action plan.

All after school time will be spent in the Principal's Office. Subsequent tardies will result in possible Board of Education action. Parents will be kept aware of unexcused tardies (dates, reasons and punishment).

If a student is detained by a staff member, they are to pick up a pass from that staff member. This pass will allow the student to enter your next class with no penalty. Remember by definition, "tardy" means "not at the appointed place at the appointed time."

Admit Slips

Make-up/admit slips will be issued by the principal's office. It will be the responsibility of the student to see their teacher and complete the assigned work for his absence.

Parent Request for Early Dismissal

If a parent/guardian believes it is advisable to withdraw their child before dismissal time, they must come to the office and the child (children) will be located. Students will only be released to their parents/guardian unless we have WRITTEN permission on file to do otherwise.

Alternative After School Arrangements

It is important that arrangements be made with friends, neighbors and/or relatives to care for children should the parent/guardian happen to be absent from your home or area. Be sure that children are thoroughly familiar with these arrangements and know where they are to go when dismissed from school. Parents are expected to communicate with the office when the student's normal routines aren't going to be followed.

Special Communication

Request to be excused from Physical Education: If a child is to be excused from physical education classes for health reasons a doctor's request must be on file in the office. This must be kept current annually

Enrollment

In the Colome School each student is required to submit proof of birth, a completed immunization form verified by health authorities, as well as completing an authorization form for the transfer of records from their previous school of attendance. This is usually completed by the parent or guardian.

Policy JEB: Entrance Age

KINDERGARTEN

All children entering kindergarten for the first time must be five (5) years of age on or before September 1.

FIRST GRADE

All children entering first grade must be six (6) years of age before September 1.

Proof of birth date will be required, by submitting a certified copy of the child's birth certificate or affidavit. The school will make a copy of the original and place it in the school files.

For full policy refer to JEB

Change of Address

In the event of a change of address or telephone number during the school year, the change must be reported to the Principal's office.

School Withdrawal

Students moving or withdrawing from the school district require a note or phone call to the office from parent/guardian five days prior to leaving the district. Please provide the following information:

New address at home and school

Date of last day of attendance here

Upon receiving this information the office will then prepare the child (children)'s records for forwarding to the new school at their request.

Lunch Procedures

Students who eat lunch at school will eat their lunch in the Multi-Purpose Room. Sophomores, Juniors and Seniors are allowed to walk downtown during lunch time.

Students that are caught driving to lunch will be assigned detention and lose their privileges to leave the school during the lunch period.

Middle and High School Students may not leave the lunchroom until the bell signals the end of lunch.

Breakfast Program

The cost of a student breakfast is as follows:

- Grades K-12 - \$1.25 per Meal
- Visitors & Adults - \$1.75 per Meal

Hot Lunch Programs

Hot lunch is available every day that school is in session unless otherwise noted. A hot and nutritious meal is prepared each day. Children may bring their own lunch if they wish and milk will be provided to them at a charge of .25 cents. Free and reduced meals are available for low income families. The application forms will be sent home with your child on the first day of school.

The cost of a student lunch is as follows:

- Grades K-5 - \$2.75 per Meal
- Grades 6-12 - \$3.00 per Meal
- Visitors & Adults - \$3.75 per Meal
- Milk for student or adults: \$0.25 each

In accordance with federal regulations additional servings of the entrée will cost \$0.75 per serving for all students, regardless of free and reduced lunch status. Additional servings of fruits and vegetables have no additional cost. If you do not wish to pay for additional servings, please be sure to communicate this with your child and the office. Colome Consolidated School District encourages parents and guardians to visit school and eat lunch with their child/children. Please notify the office prior to the visit.

Policy JC: Lunch Account

Colome Consolidated School District Lunch Account Policies are as follows:

On the first of each month, the school's automated service will send out a phone call and/or text message to the parent/guardian contacts on each student's Infinite campus account. The school secretary will also mail out statements showing each child's lunch balance. Immediate payment is expected on an account with a balance below \$0 at any time – not just when monthly statements are issued.

Notices of low balances will be issued per student. If a parent/guardian wishes to transfer money from one student to another (in the event one student does not regularly eat lunch at the school while another has a low balance), they must contact the school secretary to have the money moved from one student to another. The school will not move funds without this request.

The school's automated service will send out a phone call or text message when a student's balance reaches \$10 or below.

Once a student's balance reaches \$0, the secretary will send home a reminder letter to make payment immediately. Another reminder will be issued at negative (-) \$10.

Once a student's balance reaches a negative (-) \$10, the student will be denied any requests for seconds or milk (if bringing lunch from home).

Once a student's balance reaches a negative (-) \$25 balance, parent/guardian will be notified that their student will be served an alternate meal of a cheese or peanut butter sandwich with the vegetable of the day and milk at a rate of \$1.50 until the balance is paid or the student has been served the alternate meal 5 times.

Students can receive the alternative meal a maximum of five (5) times during the school year. When a student has used all alternative meals, he/she will have the opportunity to call home during the lunch period; however, the student will not be provided food by the school district.

Any final lunch balances not paid by the end of May will begin a collection process, starting with a letter to the responsible party. If there is no response within 2 weeks, a second letter will be sent. After it is judged that the usual methods to collect the money owed the district have failed, then action will be considered to collect in small claims court.

After two insufficient fund checks have been written from the same checking account, only cash or certified funds will be accepted for future lunch account deposits.

Any credit balances on a student's account will be carried over to the next school year unless the student graduates, indicates they are transferring to another school, or requests a refund. All graduating and transferring students will receive a refund during the June regular school board meeting. If a student transfers in the middle of the year, a refund will be issued at the next regular school board meeting.

USDA NONDISCRIMINATION STATEMENT

SNAP and FDPIR State or local agencies, and their sub-recipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age,

political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Halls and Passes

If a student wishes to see a teacher during Green Time they must have arranged for this in advance. That teacher must issue a pass granting permission to be excused from Green Time. If a student is going to see more than one teacher, they must have a pass from each teacher they wish to see. Students shall remain in their Green Time unless they have a pass or are on the Green Time list. Students on the Green Time list will be required to go to that teacher during Green time until they have their work caught up. Students must have a pass at all times to be in halls except for during regular passing time.

Policy JFCA: Student Dress Code

Students attending Colome Consolidated School District 59-3 schools will not be allowed to wear any articles of clothing that convey any message of profanity, drugs or alcohol, are sexually suggestive, display racial slurs, gang symbols, or gang colors.

Shorts and skirts will be long enough so that they extend the same length down the leg as the fingertips of the wearer when the arms are held relaxed at the sides. This will be the minimum length.

All tops and shirts must extend to the beltline of the shorts, skirt or pants being worn so that no midriff is exposed during normal school activities. Care should be taken when wearing tank tops so that straps are a minimum of two inches wide so that underwear and excessive skin is not exposed. Pants should be worn so undergarments are not visible. Out of concern for health and safety, shoes are to be worn at all times. The principal's discretion will be used in these situations.

Hats, caps or having hoods up in the school building will not be permitted during the school day.

In case of violation:

1. A verbal redirection will be issued
2. Parents will be called and the student will be asked to either return home to change or request that their parents bring suitable clothing.
3. Due to a repeat offense lunch or after school detention may be assigned.
4. If dress code policy violation is not remedied, students may face detention, suspension or expulsion. If a student or parent/guardian is unsure as to what is considered appropriate, the office will be glad to give assistance in this area. The following are visual examples:

<p>HEAD No caps, visors, hoods, bandanas or other head gear, except with administrative permission.</p>	<p>ACCEPTABLE</p> 	<p>NOT ACCEPTABLE</p> 
<p>UPPER GARMENTS All garments must cover shoulder to shoulder. No rips/tears or skintight items. All garments must be long enough to clearly overlap the beltline or stay tucked. NO halter tops, tanks tops, spaghetti straps or muscle shirts.</p>	<p>ACCEPTABLE</p> 	<p>NOT ACCEPTABLE</p> 
<p>LOWER GARMENTS Undergarments and the buttocks MUST remain entirely covered even while seated. Dresses, skirts and shorts must be at least mid-thigh or below in length. No rips/tears or skintight items.</p>	<p>ACCEPTABLE</p> 	<p>NOT ACCEPTABLE</p> 

Age/Married Students

Any student attending Colome High School, regardless of age or married status, must follow all rules and regulations and must keep the same attendance hours as the other high school students. Failure to follow these rules and regulations will require disciplinary action, including detention, suspension, and expulsion.

Food and Drink

Students will not be allowed to have any food or drink, except water, in classrooms unless they have permission of the teacher and Principal. The beverage machines in the gymnasium lobby may be used with teacher permission and during passing times.

Money and Valuables

Students are discouraged from bringing large sums of money and/or valuables to school. The practice of leaving such items on or in a desk, coat closet, coat or purse is a decided risk. Students are encouraged to lock lockers with padlocks or combinations (if available).

Lost and Found

Found articles are to be turned in to the principal's office at once. Lost items are to be reported immediately.

Backpacks

Students will not be allowed to carry backpacks or large bags from class to class. Backpacks may be used to transport books, etc. to and from school and then stored in student lockers.

Policy JFCK: School Telephone/Cell Phone

The telephones in the rooms are for school business and can be used only by request. Students and teachers will not be allowed to take calls during class except in cases of emergency. Teachers and students will not be called from class for phone calls.

Cell phones/ Smart Watches/ Electronic Devices (Tablets, Music Players, etc.) Cell phones/Electronic Devices need to be turned off and placed into a cell phone basket or pocket as designated by the classroom teacher in each classroom. Cell phones will be taken and given to the student at the end of the class period. Cell phones and personal electronics are non-permissible items.

If these items are being used by students during school instructional time, the following will apply:

1st Offense: The student will forfeit their property to the teacher and may pick it up in the office after school.

2nd Offense: The student will forfeit their property to the teacher and their parent/guardian may pick it up in the office after school.

3rd Offense: The student will forfeit their property to the teacher and their parent/guardian may pick it up after a conference with the principal. The student will lose his/her privilege to bring such items to school for the remainder of the year

Parents/Guardians are asked to communicate with their student's cellular device before school or at lunch.

The school will not be liable for any damage or loss of a student's cell phone.

Leaving School Grounds

Once a student has reported to school, he/she is not permitted to leave the grounds without written permission from parents, teachers or the Principal except at dismissal time. Students will be released only to parents/guardians for early dismissal unless

written permission is presented from the parents/guardians. Violation of this will result in detention and/or suspension.

With administration approval, seniors may be permitted to leave campus for work study.

Colome High School Core Classes

9th

English/Language Arts I
Physical Science
Algebra I

PE/Health
Semester)
Foundations of Technology
Pre-Algebra

11th

U.S. History
English/Language Arts III
Algebra II
(applicable)
Chemistry
Careers/Personal Finance

10th

English/Language Arts II
Biology
World Geography

World History I & II (1

Geometry

12th

U.S. Government
English Language Arts IV
Senior Experience (if

Physics

Pre-Calculus

Classification of Students

Students of Colome Consolidated High School are classified according to the unit of work to their credit:

9th Grade	10th Grade	11th Grade	12th Grade
1- Language Arts I	1 -Language Art II/Speech	1- Language Arts III	1- Language Arts IV
1-Algebra I	1 Geometry	1- Algebra II/Elective	1- Senior Experience (If not in a dual credit course)
1- Physical Science	1 Biology	1- Science	1- US Government
1 - PE/Health	1 W Geo/W History	1- US History	4- El
0.5- Fine Arts	0.5 Fine Arts	2 Electives	
1.5 Elective/CTE	0.5 Personal Finance/Economics		
	1 Elective, CTE, or World Language		
Less than 6 credits	More than 6 credits, but	More than 12 credits,	18 credits or more

	less than 12 credits	but less than 18 credits	
Total Credits to Graduate with High School Base Diploma	22 credits		

Advanced Endorsements

ADVANCED ENDORSEMENT REQUIREMENTS	
Indicates a student has pursued coursework consistent with entrance requirements for postsecondary education at a university.	
4 UNITS OF LANGUAGE ARTS must include: <ul style="list-style-type: none"> • Writing: 1 unit • Speech or Debate: .5 unit • Literature: 1 unit (must include .5 unit American Literature) • Language Arts electives: 1.5 units 	1 Unit of Fine Arts
3 UNITS OF MATHEMATICS must include: <ul style="list-style-type: none"> • Algebra I: 1 unit • Geometry: 1 unit • Algebra II: 1 unit 	½ UNIT OF PERSONAL FINANCE or ECONOMICS
3 UNITS OF SCIENCE must include: <ul style="list-style-type: none"> • Biology: 1 unit • Other Lab Sciences: 2 units 	½ UNIT OF PHYSICAL EDUCATION
3 UNITS OF SOCIAL STUDIES must include: <ul style="list-style-type: none"> • U.S. History: 1 unit • U.S. Government: .5 unit • Social Studies electives: 1.5 units 	½ UNIT OF HEALTH or HEALTH INTEGRATION
1 UNIT OF ANY COMBINATION of the following: <ul style="list-style-type: none"> • Approved Career & Technical Education • Capstone Experience • World Language 	5 ½ UNITS OF ELECTIVES

Advanced endorsements outline specific coursework within the high school base diploma requirements to denote specific emphases. Students may earn one or more of three advanced endorsements: Advanced Endorsement, Advanced Career Endorsement and Advanced Honors Endorsement.

The requirements beyond the base high school diploma requirements are italicized in each endorsement section as follows:

ADVANCED CAREER ENDORSEMENT REQUIREMENTS	
Indicates a student has career experience in a concentrated area, based on academic and/or workplace experience and a related credential	
4 UNITS OF LANGUAGE ARTS must include: <ul style="list-style-type: none"> • Writing: 1 unit • Speech or Debate: .5 unit • Literature: 1 unit (must include .5 unit American Literature) • Language Arts electives: 1.5 units 	1 Unit of Fine Arts
3 UNITS OF MATHEMATICS must include: <ul style="list-style-type: none"> • Algebra I: 1 unit • Mathematic Electives: 2 units 	½ UNIT OF PERSONAL FINANCE or ECONOMICS
3 UNITS OF SCIENCE must include: <ul style="list-style-type: none"> • Biology: 1 unit • Science electives: 2 units (a state-approved computer science course may be used as 1 unit elective) 	½ UNIT OF PHYSICAL EDUCATION
3 UNITS OF SOCIAL STUDIES must include: <ul style="list-style-type: none"> • U.S. History: 1 unit • U.S. Government: .5 unit • Social Studies electives: 1.5 units 	½ UNIT OF HEALTH or HEALTH INTEGRATION
2+ <i>UNITS OF ANY COMBINATION of the following:</i> <ul style="list-style-type: none"> • Approved Career & Technical Education units from the same career cluster OR <ul style="list-style-type: none"> • Capstone Experience AND Attainment of an industry-recognized credential or National Career Readiness Certificate of Silver or higher 	4 ½ UNITS OF ELECTIVES

ADVANCED HONORS ENDORSEMENT REQUIREMENTS	
Indicates a student has career experience in a concentrated area, based on academic and/or workplace experience and a related credential	
<p>4 UNITS OF LANGUAGE ARTS must include:</p> <ul style="list-style-type: none"> • <i>Writing: 1 unit</i> • <i>Speech or Debate: .5 unit</i> • <i>Literature: 1 unit (must include .5 unit American Literature)</i> • <i>Language Arts electives: 1.5 units</i> 	1 Unit of Fine Arts
<p>4 UNITS OF MATHEMATICS must include:</p> <ul style="list-style-type: none"> • <i>Algebra I: 1 unit</i> • <i>Geometry: 1 unit</i> • <i>Algebra II: 1 unit</i> • <i>Advanced Mathematics: 1 unit (details at sdos.sdbor.edu/require/require.html)</i> 	½ UNIT OF PERSONAL FINANCE or ECONOMICS
<p>4 UNITS OF SCIENCE must include:</p> <ul style="list-style-type: none"> • <i>Biology: 1 unit</i> • <i>Any Physical Science: 1 unit</i> • <i>Chemistry or Physics: 1 unit</i> • <i>Science elective: 1 unit</i> 	½ UNIT OF PHYSICAL EDUCATION
<p>3 UNITS OF SOCIAL STUDIES must include:</p> <ul style="list-style-type: none"> • <i>U.S. History: 1 unit</i> • <i>U.S. Government: .5 unit</i> • <i>World History: .5 unit</i> • <i>Geography: .5 unit</i> • <i>Social Studies electives: .5 unit</i> 	½ UNIT OF HEALTH or HEALTH INTEGRATION
<p>2 UNITS OF ANY COMBINATION of the following:</p> <ul style="list-style-type: none"> • <i>Approved Career & Technical Education</i> <p>OR</p> <ul style="list-style-type: none"> • <i>Modern or Classical Language (including American Sign Language); must be in the same language</i> 	2 ½ UNITS OF ELECTIVES

Dual Credit Guidelines

Any 11th or 12th grade student may enroll in an advanced placement or dual credit course if the time and space is available in the current class schedule. In order to participate, students must be a qualifying junior or senior eligible to enroll at a high school in South Dakota. To qualify, students must meet one of the requirements listed

under either Sections 1 (for juniors) & 2 (for seniors), OR all of the requirements under Section 3. Students not meeting the requirements in Sections 1-3 may take and meet the required scores for an exam listed under Section 4 to qualify for the program. Fees associated with college credits will be paid by the students

1. High school junior eligible to enroll in a high school in South Dakota who meets one of the following requirements:

- a. earn an ACT composite score of 24 reflective of the 70% percentile; or
- b. rank in upper one-third of their graduating class; or
- c. earn a cumulative GPA of at least 3.50 on a 4.0 scale;

2. High school senior eligible to enroll in a high school in South Dakota who meets one of the following requirements:

- a. earn an ACT composite score of 21 reflective of the 50% percentile; or
- b. rank in the upper one-half of their graduating class; or
- c. earn a cumulative GPA of at least 3.25 on a 4.0 scale;

3. High School junior or senior eligible to enroll in a high school in South Dakota who meets all of the following Undergraduate admissions requirements:

a. ACT score of 18 (or 21 for USD & SDSM&T); and

b. Successful completion of coursework Requirements

- Four Years of English
- Three years of advanced mathematics
- Three years of laboratory science
- Three years of social studies
- One year of fine arts

4. Take one of the assessments below and meet the required score(s):

a. 10th Grade ACT Aspire Summative Assessment – (Score 434 or higher)

Students may contact their high school for more information on the ACT Aspire Assessment.

b. Accuplacer (Sentence Skills – Score 86 or higher AND Elementary Algebra –

Score 76 or higher) Students may contact a Dual Credit Campus Contact for more information on the Accuplacer Exam.

Graduation Requirements

Requirements for graduation from Colome Consolidated High School are based upon local regulations and those of the Department of Elementary and Secondary Education. Twenty-two solid credits are required for graduation. Requirements can be found on the SD Department of Education website and are available from the counselor and office upon request. Students planning to go to college are encouraged to take more math, science and social studies. The Counselor will advise you as to college entrance requirements. Electives to meet requirements may be taken from other parts of the offered curriculum.

If a senior student does not successfully complete the required coursework for graduation; that student will not be allowed to participate in the graduation exercises. A diploma will not be given to the student until he/she has successfully completed the required coursework for graduation. Seniors in danger of not graduating will be put on alert at the end of the 3rd Quarter. Seniors will be on track and eligible for graduation by midterm of the 4th Quarter or they will not be allowed to participate in graduation exercises, regardless of their status at the end of 4th Quarter and graduation time.

Students that fail classes that are required for graduation must repeat the failed class during the regularly scheduled time for that class. If class schedule conflicts do not allow a student to repeat the class during the regular school day the student may take the class for credit through an approved correspondence school. This will be done at the student's own expense. The DIAL Virtual School will be used to make up this credit.

Credits towards Graduation

One credit is earned for the successful completion of any class that meets for 48 minutes for 1 school year. A ½ credit is earned for the successful completion of any class that meets 48 minutes per class for one semester.

Student Load

Each student is required to carry at least seven subjects each semester. Band and chorus will count as one of the seven subjects.

Schedule Changes

Changes in students' class schedule will only be allowed the first week of classes (5 days) in each semester. Courses that students have pre-enrolled such as dual credit or South Dakota Virtual High School that are an added expense to the district cannot be dropped until semester. Exceptions due to special circumstances will be determined by the administration.

Green Time Regulations

The following list of rules regarding Green Time is used as a general guideline. Teachers may set additional rules.

1. Roll is taken immediately.
2. Remain in your assigned seats until roll is taken
3. No one is allowed to check out to see a teacher without a pass.
4. It must be quiet at all times so students can get their work done.
5. Five minutes before the study period ends, there is to be no one checked out of the room, and the room is to be left neat, clean and orderly.
6. Abuse of the privileges will result in the taking away of privileges.
7. Students may, with teacher permission, work together on class work but it must be quiet.
8. Additional uses for this time are meetings, college recruiting, special events, assemblies, music practice, etc.
9. Students on the ineligibility list or green time request sheet are not allowed to attend meetings until they are off the list

Colome Consolidated Schools Grading Scale

The following system is used at Wood K-8, Colome Elementary, Colome Middle School and Colome High School in the Colome Consolidated School District:

“A”	(100-90)	Indicates the student has done work thoroughly and Exceptionally.
“B”	(89-80)	Work above average in quality and quantity.
“C”	(79-70)	Student has done average work in the subject.
“D”	(69-60)	Student has done work that is passing, but below average. Students who maintain a “D” average in their schoolwork are not recommended for college.
“F”	(59-0)	Work is unsatisfactory to such an extent that credit is not given.
“0”		No Credit
“I”		Incomplete; must be made up within two weeks or the grade will be recorded as an “F”. Students and instructors must see that the <u>Incompletes</u> are removed within that time.

The grading scale will be used by each classroom teacher (except Kindergarten, Music, PE and Art which are graded with “S” and “U”) for the purpose of computing daily grades as well as report card grades is listed below:

High School Grade Point Average

Grade Point Average is calculated based on the following scale:

A=4.0 B=3.0 C=2.0 D=1.0 F=0.0

No change is made in GPA calculation based on plus or minus grades. (Example: a B+ or B- still earns 3.0 points towards GPA calculation.)

Advanced Placement Classes will be graded on a 5.0 scale: This includes Dual Credit courses:

A=5.0 B=4.0 C=3.0 D=2.0 F=0

Grade Point Average is calculated by adding the numerical value of all grades and dividing the total by the number of grades earned.

All classes for which credit is earned and grades are given will be used to calculate GPA. Exceptions to this are Driver’s Education, Band and Chorus.

Credit will be given for participation in Band and Chorus for all four years of high school.

Driver’s Education taken during the summer will earn ¼ credit and will not be used in GPA calculation.

Homework

Learning at home is an important pattern to develop. Homework develops responsibility as well as reinforces skills in the classroom. Homework will be given to students on an increasing basis as they progress in school. Parents may wish to set aside 20-60 minutes each evening for children to read, be read to, practice spelling or math, or do assigned homework.

Progress Report

Parents are expected to check their child's grades on Infinite Campus. Parents can contact the school office to get set up with an account. If a student has a D or below, teachers should contact parents and document the time and date of contact.

Report Cards

Report cards are to be handed out quarterly (each nine weeks). Report card slips must be taken home, signed by parents and returned to the principal's office within one week. Failure to return report cards in the assigned time will result in detention.

Parent Teacher Conferences

Parents or guardians are invited to contact your child's teacher at any time to review your child's progress. Parent/Teacher Conferences are scheduled twice a year; during the middle of the first and third nine weeks.

National Honor Society

Colome High School students that have earned a 3.4 grade point average through their third high school semester are eligible for membership in the National Honor Society. Students invited to join are selected by the Faculty Council and current NHS members. Leadership, Service, Character and Scholarship are guidelines to determine membership in the National Honor Society. The constitution, handbook and by-laws are available from the NHS advisor.

Honor Roll

SUPERIOR	All "A"s regardless of the number of subjects taken.
EXCELLENT	Any combination of "A" & "B"s (no 'C's).
"B"	A "B" Average (no 'D's).

Honor Students

In order for a senior to qualify as an honor student at commencement; the senior must have a GPA of a B+ (3.75 better).

For commencement, in addition to the cap and gown, honor students will wear a chord honoring their achievements during commencement.

Valedictorian: Double Gold

Salutatorian: Gold

Honor Students (3.75 GPA or above): Silver

ACT (Score 26 or better): Kelly Green

Student of the Month

Each month a student of the month certificate will be given to one elementary, one middle school and one high student.

Teaching staff will vote on this award each month. Winners will be based on a majority decision.

State Testing

The Smarter Balance Science Test are given to grades 3, 8, and 11 each spring. The Smarter Balance Testing for ELA (English/Language Arts) and Math are for grades 3-8 and 11. Smarter Balance Test results are sent home at the beginning of the school year following testing. If you do not receive a copy of your child's test scores you should contact the school and ask for their test scores

Quarterly and Semester Testing

Nine weeks tests are given at the discretion of the classroom teacher. Semester tests or semester projects will be given at the close of each semester for 9th-12th grade

Semester 1 Semester Schedule		Semester 2 Semester Schedule	
Day	Periods	Day	Periods
December 14	1st, 3rd , and 7th	May 12th	1st, 3rd
December 15	2nd and 4th	May 16th	2nd, and 4th, 6th
December 16	5th and 6th	May 17th	5th and 7th
		Note: During second semester testing students will checkout during the designated semester testing time.	

SD Stars Report Card

The South Dakota Department of Education releases a report card on each school in South Dakota. This report card contains important information regarding the performance of schools relative to annual yearly progress in math, reading, attendance, graduation rates, etc. This information can be accessed by logging onto the Colome School District Website www.colome.k12.sd.us and clicking on Click here to view SD STARS Report Card. If you do not have access to the Internet or have trouble navigating the Department of Education Website, you are welcome to come to the school and use a school computer or the school can print and send you a copy of the report card.

Visiting School

All visitors to Colome School are asked to please report to the Principal's office when they arrive at the building, located on the 2nd Floor of the High School. Visitors will sign in and receive a visitor pass.

We value your interest in your student's education. We would like to encourage you to visit our school. Please contact the principal to establish an optimal visit time; visitation is not advised during testing times.

In general, children are not allowed to visit school unless accompanied by an adult. Permission must be obtained by the principal one week prior to the visit of a child. From time to time we have received requests by people to bring other children, relatives, preschool brothers and/or sisters to visit school. We strongly discourage this type of visit and ask for your cooperation. The visitor will be limited to one day of visitation and must give the Principal one week's notice before visiting.

Driving During School Hours

Driving during school hours is prohibited by the Board of Education. The following consequences will occur:

- First Offense: Students will lose open campus lunch privileges for 2 weeks.
- Second Offense: Students will lose open campus lunch privileges for the rest of the semester. If this occurs within a month of the end of the school year, they will lose privileges for the fall semester.
- Third Offense: Students will lose open campus lunch privilege for the rest of the year. If this occurs within a month of the end of the school year, they will lose privileges for the fall semester.
 - Riding with another student is considered the same as driving and will result in the same consequences.

Shop and CTE Classes

Students are to go directly to the shop or CTE Classroom and return directly to the school when finished. There will be NO driving to the Shop or CTE Classroom during school hours.

Online Classes

Students are expected to follow classroom rules in the online room, just as in any other classroom. Students are to be respectful to the online room monitor. Students are expected to work while they are in the online classroom and may not disrupt or disturb other students. Online room rules are as follows below. Students not following these rules will no longer be eligible to take online classes.

Online Classroom Expectations

- Be respectful
- Ask permission to leave the room
- Be on time
- You must listen and do as requested the first time
- You may NOT talk back
- You must work while in this room
- You may not disturb other students
- Do your work on time, work ahead
- Be on the websites you are supposed to be on
- Work Bell to Bell
- You must pass your classes
- Group labs- Participate and do your share of the work
- No Rumors/Drama allowed
- Accept responsibility for your own actions!
- LAN School will be used

Band Classes

Students who are renting equipment from the school are to pay rent on their instruments PRIOR to taking them home. It is preferred that this is paid within the first 5 days of school. If this cannot be done in the first 5 days, other arrangements must be made through the superintendent.

Manner in Which Students Address Staff

Students should at all times address faculty members as Dr. Mr. Mrs. Ms., Miss, or Coach. The use of first names or last names alone is considered disrespectful and will not be tolerated.

K-12 General Classroom Guidelines

The following is the general classroom discipline plan to be followed by the all teaching staff.

GENERAL RULES:

1. No student will be allowed to disrupt the educational process in the classroom or study hall.
2. Students are to follow the directions of the teacher.
3. Students should keep hands, feet and objects to themselves.
4. No teasing, swearing or talking back.
5. A student leaving the classroom without permission will be treated the same as a referral to the Principal's office.
6. Teachers may also establish individual classroom rules, in addition to these.

Consequences for Breaking Classroom Rules

1. Verbal warning/redirection.
2. Teacher will talk to the student after school and call parents or guardians to discuss student behavior.
3. Teacher/Parent Meeting will be held
4. Sent to the Principal

Once a student is sent to the principal, the attached discipline matrix (Appendix A) will be used as a guide. The principal and/or superintendent is allowed to deviate from the matrix when necessary.

After School/Detention

It is sometimes necessary for the teacher and/or principal to keep a student after school – be it for special help, make-up work or for disciplinary measures. There will be advanced notice given by the teacher and/or Principal.

- Parents will be notified by the student, teacher and/or Principal. Alternate transportation arrangements for bus or out of town students are the responsibility of the parent or guardian.
- A student riding a bus will not be given preferential treatment or modified measures during after school detention; however, the student may stay the following night for disciplinary measures if alternate transportation cannot be arranged.

- Students may be assigned detention for behavior problems, unfinished school work or other reasons as needed. Detention time will be used for schoolwork and will be held in the assigned room. Failure to report to an assigned detention may result in suspension.

Note: All discipline is subject to the principal and/or superintendent's discretion. Also, the following steps will be implemented on a per semester basis:

1. The first referral will result in a discipline referral form will be sent home detailing the behavior problem. Detention will be assigned. An attempt will be made to contact the parent by phone.
2. The second referral to the principal in a semester will result in detention or In-School Suspension or both.
3. Third referral will result in a conference with guardians and in-school suspension.
4. Fourth referral will result in Out-Of-School Suspension: The student is not allowed to attend school and receive zeroes in all classes. (One to five days possible.) All out of school suspension days will count toward the student's absence total. Fifth referral will result in a hearing before the Colome Consolidated School Board of Education for possible expulsion.

Stealing, Fighting, and Profanity

Will be subject to the Discipline Matrix (Appendix A).

Plagiarism

Plagiarism is a violation of CHS school policy. 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

- 1st Offense: Governed by classroom teacher rules and consequences and which will include loss of credit for assignment, parent contacted by teacher or principal. Alternate assignments will need to be given for half credit.
- 2nd Offense : Loss of credit for assignment, meeting with administrator, parent contacted and 2 days of after school detention
- 3rd Offense: Loss of credit for assignment, meeting with administrator, parent contacted. 2 Days of ISS

Policy JFA: Student Due Process'

Discipline in the schools is critical to the provision and implementation of public education. The Colome Consolidated School Board and school administrators have the legal authority to deal with disruptive students and student misconduct. The United States Constitution and The South Dakota Constitution entitle all students to due process when they are subjected to deprivation of a property right. The Board recognizes the importance of safeguarding a student's constitutional rights. For the full policy please visit the school website.

Guidance Counselor

The Colome Consolidated Schools has a guidance counselor that works with all K-12 students in large groups, small groups and individually; therefore, the district is not required to notify parents each time a child meets with the counselor. Some examples of

guidance work include, but are not limited to: Preparing for and completing high school requirements, preparing for post-secondary education, preparing for middle school (transition from elementary), making positive choices, being a good role model, drug and alcohol abuse, making and keeping friends, behaving appropriately, scheduling, taking pride in our school, etc.

Textbooks

Textbooks are furnished by the district free of charge. Good care must be given to all books and equipment loaned by the school. Students are responsible for books. Instructors are authorized to charge students for any damage incurred. Reasonable wear is accepted.

Middle and High School students transferring out & checking out of school

In the event that a student transfers from Colome Consolidated Middle or High School, the student must get a transfer sheet from the principal's office. The student must give the sheet to each of his/her teachers. The teacher will indicate books returned or not, fines levied and the current grade. The counselor, librarian, hot lunch coordinator and business manager must also sign the sheet. The student must also request a set of transcripts be sent to the school he/she is transferring to. Parents of elementary students will notify administration of request of transfer

College Visitation

Each Junior and Senior may be granted a maximum of two days each year to be used for the purpose of college visitation. These two days will not count against the Junior/Senior as days absent but all work must be completed prior to the visitation. In the event that the Junior/Senior is visiting a college on the day of a regularly scheduled school event that Junior/Senior may at the discretion of the advisor/coach of that event participate in that event. Excuse slips must be returned to the office. All such visitations must be scheduled through the Colome Consolidated School Counselor's Office and the make-up slips must be completed. If these two conditions are not met, the days missed will count against the Junior/Senior as unexcused absences and all rules pertaining to non-participation shall apply. This is extended to Juniors/Seniors of Colome Consolidated High School only.

Inclement Weather Closing

School will be closed when in the judgment of the Superintendent or a designee, conditions would not be safe for students to drive, walk or ride the buses to school. The official statement regarding the dismissal will be made over radio station KWYR and KPLO and TV stations KELO, KSFY, and KDLT at about 7:00 A.M and Campus Messenger telephone services. Students will not ordinarily be sent home early once school is in session. The only possible exception to this would be if the emergency warnings and/or statements are early enough and the Superintendent is able to notify all parents, radio, TV and other outlets, and is able to send home all children at once.

In the event of a tornado warning at the end of the day, Campus Messenger will notify when students will be released

Special Drills

To ensure students and faculty are aware of emergency procedures it is necessary for us to conduct special drills during the course of the school year.

- Fire Drills: Fire drills will be held as required by law. These drills are important and will be taken seriously. Each classroom has a specific route for evacuation that is posted in the classroom
- Fire drills will be conducted by the school and the City of Colome Fire Department. The signal for the fire drill will be the continuous ringing of the fire bell. Directions for fire drills are located in each room of the building. All personnel, students, staff and non-teaching employees must observe this.
- There may be times however when the routing for dismissal during fire drills may be altered. A fire has no respect for exits or pre planned routes. Classroom teacher will direct students.

Tornado/Emergency Drills: The purpose of tornado/emergency drills is to assist in the safe evacuation and care of students, faculty and others in the event of an actual tornado or emergency during the hours of a school day. In the case of an emergency warning situation near the end of the day, students will be cared for at the school instead of putting them on buses – this decision is at the discretion of the Superintendent.

Bus Evacuation Drill: Within the first month of school, all students will watch the bus evacuation drill video and practice the drill on a school bus.

In Emergency Situations, PLEASE AVOID CALLING BY TELEPHONE. In such instances we need access to fire, police and hospital services.

Emergency Lockdown Drills: The Crisis Team will develop plan and practice lockdown procedures. Students will practice each procedure to ensure that they know what is expected when an emergency situation may arise.

Family Emergencies

In the event of a family emergency, parents may pick up their child (children) at school at any time, unless we are in a lockdown or other emergency situation.

Extracurricular Activities and Advisors

Student Council	Mrs. Julie Rohde
Yearbook	Mrs. Julie Rohde
Lariat	Mrs. Julie Rohde
Athletic Director	Mrs. Kathy Hrabanek
Head Football	Mr. Terrance Kinzer
Assistant Football	Mr. Chase Hrabanek
Head Boys Basketball	Mr. Vince Thieman
Assistant Boys Basketball	Mr. Scott Hannon
Head Girls Basketball	Mrs. Shelley Heath
Assistant Girls Basketball	Mr. Dustin Christensen
Head Girls Volleyball	Mrs. Kathy Hrabanek

Assistant Girls Volleyball	Mrs. Dee Temple
Head Track Coach	Mrs. Cheyenne Heath
Boys MS Basketball	Mr. Logan Jager
Girls MS Basketball	Mrs. Tracy Dehning
Girls MS Assistant Basketball	Ms. Manderfeld
“C” Club	Mrs. Kathy Hrabanek
MS Football	Mr. Logan Jager
MS Volleyball	Ms. Taylor Hrabanek
MS Assistant Volleyball	Ms. Casie Jo Shippy
Band & Chorus	Mrs. Cheyenne Heath
NHS	Mrs. Renee Bolie
Cheer Football/Basketball	Ms. Rachael Krumpus

Policy JOC: Extracurricular Eligibility

The Colome Consolidated School adheres to the eligibility regulations of the South Dakota High School Activities Association. In addition to the SDHSAA eligibility regulations the Colome School has implemented additional regulations which will apply to all Colome Consolidated School students that participate in extracurricular activities.

The procedures of the policy can be found on the school website.

Eligibility Standards

A student must be passing in all his/her classes to be considered eligible for extra-curricular participation in a SDHSAA sponsored event. In the event the student is not passing in one or more classes, the following procedures will be in effect.

Extra-curricular activities are those school activities outside the school’s regular curriculum that are voluntarily engaged in by students, have approval of the school administration, and are sponsored by the school. Rules concerning eligibility apply to fine arts and sports as they are considered both curricular and extra-curricular

- If a student has a 69% (D) or lower in any class, the student will be put on the warning list and have a one week grace period to bring the grade up. After the one week grace period students will be ineligible.
- If a student has a 59% (F) or lower in any class, they will be placed on academic probation.
- Students will be ineligible until the grade is above a 69%
- Students who are on academic probation at the end of a nine week period will be ineligible for two weeks.
- If a student is on academic probation, he/she may not participate in any extra-curricular activities or events, including SDHSAA sponsored activities or events. The student may be allowed to continue to practice while on probation.
- Students on probation will not be allowed to miss any school time for activities.
- Upon entering into a third consecutive week of probation, that student will not be allowed to travel to events with the team.

These regulations shall cover students in grades 5, 6, 7,8,9,10,11 & 12. These regulations are in addition to any and all regulations of the South Dakota High School Activities

Association.

In order to participate in a contest or practice, the student must have been in school at least two periods on the day of the contest or practice. When the activity in question occurs on a holiday, a Saturday or a Sunday the student will generally be permitted to attend or participate if:

- His or her absence on the last regular school day is legitimate. And
- He or she expects to be in school on the next regular school day.

The only exceptions to the 2 period a day rule are:

- Pre-approval from Principal. This should be a scheduled appointment and a doctor's note should be provided.
- Attending a Funeral.

Homeschool students participating in activities will be required to follow the same rules as other students and those set forth from SDHSAA.

JOD: Extra-Curricular Programs

Practices will not be held on evenings past 6:00 P.M. with the exception of Wednesday where practice will be completed by 5:30 P.M. If an athlete needs to leave practice for another event, they are allowed without any penalty. Athletes need to inform the coach ahead of time.

Middle School Students attending the Wood Attendance Center are encouraged to participate in activities in Colome but may participate at neighboring districts should they desire. School activities, voluntary or otherwise, will not be scheduled on Sunday.

State Rates for Meals, Rooms, and Mileage

In State Travel:	Breakfast - \$6.00
	Lunch - \$14.00
	Dinner - \$20.00
	Mileage - \$.42 per mile

Rooms- Hotel arrangements will be made through the business office to ensure we get state rates.

School Events and Dances

These must be cleared through the Principal's office to eliminate conflicts. Events should be well organized and planned so that all students are out of the building by 12:00 A.M. The teachers in charge should be in the building at least 15 minutes before scheduled starting time and must remain until all students have left the building. Care of equipment and building should be stressed in planning. Groups should leave the building clean when they leave. Non-school organizations wishing to use the facilities will make arrangements with the superintendent at least 20 days in advance and adhere to the contract.

Students in grades 9-12 are eligible to attend prom. Alumni and students under 21 from other towns may accompany a Colome student if they have been registered in the Principal's office and are approved. There shall be no open high school dances held in

Colome High School unless cleared in advance by the superintendent.

Season Activity Passes

An Activity Pass for all home high school athletic contests will again be available to all school students. Purchase of the Activity Passes is strictly optional and will be available at the office after school begins.

Student Passes: \$10.00 for 5 Events - \$20.00 for 10 Events - \$40.00 for 20 Events

Adult Passes: \$20.00 for 5 Events - \$40.00 for 10 Events - \$80.00 for 20 Events

Individual event Student prices are \$3.00 and adults \$5.00; Double-header student prices are \$4.00 and adult prices are \$6.00 (activity passes will be accepted).

All Student, Adult, and Family season passes will not be non-refundable

Concessions

Concessions for ball games are fundraising activities for school organizations; Girls Volleyball (first 4 games) to the Freshmen Class, Football to the Sophomore Class, Boys Basketball and Girls Basketball are available upon request.

Driver's Education

Driver's Education is being offered in cooperation with other area districts. All seventh and eighth graders, freshmen and sophomores wanting to enroll for driver's education class must check with the office. Most insurance companies give a discount on car insurance for students who have completed 30 hours of classroom work and six hours of driving time. A 1/4 credit is given for completion & passing of Driver's Ed. If you have any questions about this matter inquire with your insurance company.

Senior Privileges

The Senior Class may request "Senior Privileges" for the last quarter by sending a representative or representatives to the School Board Meeting to request the following senior privileges:

- a. Students must have a current grade point average of 2.5 or higher. Current grades must all be "C" or above.
- b. Seniors will be allowed one day in the spring to combine a service project and team-building activity. The class and their advisor will present the service project idea and activity to administration and the school board for approval.
- c. One Senior BBQ or similar event is allowed in the fall in lieu of harassment/hazing of freshmen during homecoming week. Parents are responsible to help organize/plan this event.
- d. The entire class will suffer the loss of these privileges if they are abused.

Policy JEF: Work-Study

The Colome Consolidated School District recognizes the value of real-life work experiences. Below are the requirements the student must meet to participate in work-study.

1. Must be a Senior.
2. Maintain a B average at midterm or the end of the Quarter in every course.
3. Have less than 6 limited absences per semester.
4. No dress code violations.
5. No drug and alcohol policy violations.
6. Report of work duties/experiences will be turned in weekly and needs to be signed by the work supervisor.
7. Must be utilized during the first two or last two open periods if open.

The principal reserves the right to remove the student from the work-study program for any disciplinary reasons.

Health Services and Safeguards

If your child has a contagious disease, inform the office as soon as possible. You are urged to keep the child at home if there is any indication of illness. Students who have a fever or serious sore throat will be sent home until fully recovered.

If there is special information concerning the health of the child, such as a heart condition, diabetes, etc., you are advised to inform the classroom teacher and office of these facts. Please explain in writing so that a notation can be attached to the child's permanent record.

Students transferring to Colome from out of state are no longer required to take a TB test but are subject to state immunization standards.

Periodically the community nurse does eye screening, hearing checks, lice checks, general health check and scoliosis screening of the students in our school.

Policy JHCD: Administration of Medicines to Students

Students will not be permitted to take medication while at school unless the administration of such medicine is coordinated by the school secretary, the County Health Nurse or designated health aide and they are acting under specific written request of the parent or guardian and under the written instructions of the student's physician. Appropriate medical paperwork must be completed and kept on file at the school for administration of medication to take place. The district will follow guidelines and be in compliance with administrative rules set forth by the state board of education regarding administration of medications to students. For full policy and procedures see the school website.

EB: Accident Reports

Accurate and prompt accident reporting is essential to maintaining the safety of our students, staff, and facilities. Prompt reports are also important for proper insurance coverage and claims. The Colome Consolidated School Board requires that an accident report be filed for every accident.

Accident reports are required for an accident that:

- takes place on the school property
- involves a school vehicle

- involves students or staff on school-sponsored trips
- involves staff members on authorized school business trips.

Such accident reports are required whether or not there is an injury or damage immediately evident.

When an accident or injury involves a student, either designated health aide, or the teacher responsible for that student will promptly complete an accident report detailing where the accident occurred and any contributing factors of the incident. Accident reports will be given to the principal as soon as possible. Appropriate personnel will notify the parents/guardians of the student involved about the incident and any first aid provided.

Accidents occurring off school property or involving school transportation vehicles will be reported promptly to the principal and an accident report will be filed when returning to school. Reports will be maintained in accordance with procedures developed by the superintendent.

Accident Insurance

For those who wish to take advantage of the opportunity an accident insurance policy is available to parents for their child (children) at a moderate cost. This insurance is offered to you through a private insurance company that has no connection with the Colome Public Schools. This coverage is for those accidents incurred while on the way to or from school and while in school. Student insurance information will be sent home with your child on the first day of school. This insurance is optional.

Media & Social Networking Sites

Students must conduct themselves so that they do not distract from or disrupt the educational process. Media and social networking sites are prohibited and blocked on district computers.

When inappropriate use of computers and websites is discovered, disciplinary action will be taken. Employees and students of the school district understand that pursuant to this policy that media and social networking sites may be monitored by the school district.

Tobacco

All tobacco is illegal for use by minors **NO USE OF TOBACCO WILL BE PERMITTED** on school grounds, in school buses or in school buildings during school time or school sponsored activities. This policy also applies to electronic or smokeless cigarettes, fake cigarettes, grizzly, and other products resembling tobacco.

1. First offense may result in suspension from school for three days with parent notified and the student must upon return report to the Principal with his/her parents.
2. Second offense will result in additional suspension.
3. If there is continued abuse, the student shall be recommended to the Board for further action.

Policy JFCH: Alcohol and Drug use by students

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of alcohol and/or other illegal drugs. Students shall not

engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs.

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.

The school will periodically use Police Service Dogs to search for drugs. The dates and times will not be announced, as this compromises the process. Students will NOT be present or in the hallways during this process. The students WILL be put on lockdown during the administration of the search. If a Police Service Dog indicates a locker or group of lockers, the area will be secured, and the locker searched immediately. If a person is found in possession of illegal substances, an arrest will be made immediately.

The full policy and procedures are on the school website.

Policy JFAA: Search and Seizure

All district property, including, but not limited to, real estate, buildings, offices, desks, storage areas, lockers, computer systems and equipment, voice-mail, and vehicles, is owned by the district, and is intended for educational purposes, and district business, at all times.

Individuals using district-owned property (system users) shall have no expectation of privacy when using school property. The district reserves the right to monitor, inspect, copy, review and store (at any time and without notice) all usage of district property including computer and computer systems, including all internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed and/or received through district computers and computer systems shall remain the property of the school district.

The full policy and procedures are on the school website.

Policy CF: Reporting Child Abuse

Any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) will report orally or in writing this information to the counselor, principal or superintendent. The principal or superintendent will immediately report this information to the state's attorney; or the Department of Social Services; or the county sheriff; or the city police. If the counselor, principal or superintendent does not confirm to the teacher or the employee within 24 hours that the action has been initiated, the employee will report this information directly to the proper authorities.

For the full policy please visit the school website.

Parents Right to Know

The federal education law put in place requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this

information, you may send your request to the building principal who will provide a response.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

Parents or eligible students have the rights to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. For full policy and procedures see the school website.

Policy AG: Sexual Harassment

It is the policy of the Colome Consolidated School District that sexual harassment shall not be tolerated and that no employee or student may sexually harass another. All employees and students will be subject to disciplinary action for violation of this policy. For the full policy please visit the school website.

Policy JFCD: Bullying

Persistent bullying can severely inhibit a student's ability to learn effectively or a member of the staff's ability to do their job. The effects of bullying can have a lifelong negative impact on a person for their entire life. The Colome Consolidated School District is committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all students and teachers should be able to report it and to know that incidents will be dealt with promptly and effectively. For the full policy please visit the school website.

Cyber Bullying

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

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of

technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, text messages, digital pictures or images, or web site postings, including blogs. It is recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system, a copy of the material should be brought to the attention of a principal or teacher.

The administration shall fully investigate all reports of cyber bullying.

In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of the school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making threats off school grounds, to harm a member of the school staff or a student.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to, any entity on the system and/or damage the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law enforcement officials.

Policy JFC: Student Conduct

The Colome Consolidated School Board expects students in the district to act in such fashion that their behavior will reflect favorably on the individual student and on the school. They will show consideration for fellow students; and will create a safe harmonious school atmosphere.

Students are expected to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property; while on school owned and/or operated school or chartered vehicles; or while attending or engaged in school activities.

Students with three or more behavior incidents or write-ups will not be allowed to travel to school sponsored events or on school sponsored trips. For the full policy please visit the school website.

Policy JGD: Student Suspension and Expulsion

An in or out of school suspension may be imposed, but is not limited to, when a student's behavior creates a threat to his own or other's safety or imposes a threat to property or premises or creates a serious disruption of the school environment.

Any student bringing a firearm, or air gun, whether or not the firearm or air gun is designed, adapted, used, or intended primarily for imitative or noise making purposes, or

any dangerous weapon to school, except as authorized by law, shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The Superintendent shall have the authority to decrease the length of expulsion on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the full policy please visit the school website.

Policy JFH: Student Complaints and Grievances

The Colome Consolidated School Board desires student complaints and grievances to be resolved through orderly processes and at the lowest possible level, (in the following order: teacher, principal, superintendent) prior to bringing the situation to the Board. However, channels are provided for eventual hearing by the Board in instances when this becomes necessary. For the full policy please visit the school website.

Policy KL: Complaint against School Employee

The purpose of this policy is to outline a procedure for addressing parent/student/public complaints about an employee's conduct, performance, or an employee's administration of a curricular, co-curricular or extra-curricular program. For the full policy please visit the school website. Please contact the school principal if you would like a complaint form.

Policy JOB: Complaint policy for Federal Programs

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

In compliance with the applicable federal laws and regulations, the Colome Consolidated School District has appointed Superintendent of Schools to coordinate District programs and compliance with federal mandates prohibiting discrimination. The superintendent can be reached at P.O. Box 367, Colome, South Dakota 57528 or by calling (605) 842-0583. For the full policy please visit the school website.

ASBESTOS ABATEMENT NOTICE

The Asbestos Hazard Emergency Response Act (AHERA) requires that all public school buildings be inspected or re-inspected for the presence of asbestos containing material every three years after a management plan is in effect. The same statute also requires initial and annual notification of the availability of a management plan which outlines the steps to be taken to eliminate any hazards.

The Colome Consolidated School District has a very limited amount of asbestos containing materials in the school buildings and it is being managed in strict compliance with all pertinent federal regulations. A copy of the inspection report which details the locations of these materials and the proper management procedures is available for public inspection during normal working hours in the Administration Office.

Colome Consolidated School
School wide Compact
Student – Parent – Teacher – Administrator
School and Home Working Together

As a Student:

- I will always do my very best, whether it be school work or other activities.
- I will always be on my very best behavior.
- I will always be prepared for school.
- I will always treat all people with dignity and respect.

As a Parent:

- I will help my child/children do their very best to reach their full potential.
- I will encourage my child/children to be a good citizen.
- I will set a good example for my child/children.
- I will make sure that my child/children are prepared for school.
- I will always treat people with dignity and respect.

As a Teacher:

- I believe that every child can learn.
- I encourage the children with positive motivation.
- I keep an open line of communication with parents and students.
- I ensure that each child has the opportunity and encouragement to reach their full potential.

As an Administrator:

- Students will be encouraged with a positive attitude and motivation.
- Parents and students will be notified of any findings that need attention.
- A good example will be set for the students and parents.
- The rules of the school will be enforced.
- People will always be treated with dignity and respect.

Student _____

Parent/Guardian _____

Teacher _____

Administrator _____

Date _____