

**“BUILDING CHARACTER FOR LIFELONG  
LEARNING AND ACHIEVEMENT.”**



**MIDDLE/HIGH SCHOOL  
STUDENT HANDBOOK**

**WARNER SCHOOL DISTRICT 6-5  
WARNER, SOUTH DAKOTA**

**2017-2018**

DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, RELIGION, SEX, DISABILITY, ANCESTRY, OR NATIONAL ORIGIN WITH REGARD TO ADMISSION OR ACCESS TO AND TREATMENT OR EMPLOYMENT IN THE SCHOOL PROGRAMS IN ACCORDANCE WITH FEDERAL LAW. (TITLE VI OF CIVIL RIGHTS ACT OF 1964, THE REHABILITATION ACT OF 1973, AND THE AMERICAN WITH DISABILITIES ACT OF 1990.)

### **Family Educational 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 right 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.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

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## **THE PURPOSE OF THIS HANDBOOK**

The purpose of this handbook is to familiarize you and your parents with the rules, regulations, activities, and the organization of Warner School District #6-5.

## **NOTIFICATION OF MEDIA USAGE**

Unless notified differently by parent or guardian, Warner School will assume permission to use digital or photographic images of your child in public media such as newspapers, school newsletters, television reports, school sponsored; web sites, social media class projects and live streaming video.

## **SCHOOL DIRECTORIES**

From time to time directories or lists of students may be published by the school district. Directory information from those records including "the students name, address, telephone number, date of birth, age and parents' names is disclosed to all school patrons in the fall of each school year. You may request that the school district not include information about your child in the public directories or lists by a written request to the superintendent of the Warner Schools.

## **SCHOOL VISITOR / STUDENT GUESTS**

All visitors are to report to the Superintendent's office to sign in and to get a visitor's badge.

No student grades 6-12 may have a visitor at school unless:

1. Your parent calls the principal in advance and requests permission.
2. Upon arrival at school, you must report with your guest to the principal's office.
3. You or your guest pays for his/her lunch.
4. Your guest agrees to obey all rules and regulations set forth by the Warner Board of Education.
5. Under no circumstances will a person be allowed as a guest if he or she is a student in an area school that is in attendance on that particular day.
6. Transportation should be available to return your guest to your home if any of the above conditions are not met.
7. Student guests will not be allowed to attend the beginning or ending two weeks of school.

## **COMPLAINT POLICY**

### **Procedure for Filing Public Complaints about any school program including Federal Funded programs such as Title I, Special Education and Education of Homeless**

Complaints and grievances are best handled and resolved as close to the origin as possible, and that staff members should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Board. Therefore, the proper channeling of complaints will be as follows:

1. Teacher/Program Advisor
2. Principal
3. Superintendent
4. Board of Education

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it shall be referred to the school administration for study and possible resolution. Whenever a complaint of any substance is made to an administrator concerning an employee, the specific employee involved shall be advised of the nature of the complaint and will be given an opportunity for explanation, comment, and presentation of the facts as he or she sees them.

The Board will not consider or act on complaints that have not been explored at the appropriate administrative level. The Board will consider hearing public complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the complaint and action desired.

If it appears necessary, the person filing the complaint, the administration, or the employee involved may request an executive session with the Board after other avenues have been exhausted. This meeting is for the purpose of reviewing information gathered, presenting additional information, making further explanations and clarifying the issues.

The Board shall conduct executive session meetings in a fair and just manner according to board policy. Decisions made by the Board may be appealed pursuant to SDCL 13-46.

LEGAL REF.: SDCL 13-46-1

## **GRADUATION REQUIREMENTS**

The graduation requirements set forth by the State of South Dakota and the Warner Board of Education states that each student must have completed a minimum of twenty-two (22) units of credit for graduation. For a detailed listing of the graduation requirements please refer to the Warner HS Course Registration Booklet. Students must attend at least eight (8) semesters of high school to earn a diploma from Warner High School with at least the last semester completed in Warner. A student must be within two full credits of meeting the requirements for graduation at the end of the first semester of their senior year to be able to participate in the graduation ceremony. The WHS graduation ceremony will only recognize students receiving a high school diploma issued by the Warner Board of Education.

## **GRADING POLICIES**

Grading System: The recommended grading system will be as follows:

94-100	A--Exceptional
86-93	B--Above Average
78-85	C--Average
70-77	D--Passing
Below 70	F--Failing
	I--Incomplete

A substitute policy may be used when approved by the administration. Any assignment not completed by the end of the quarter will turn into a 0. An appropriate grade will then be given at the end of each quarter that reflects those missing assignments.. If a student has one or more missing assignments at the end of either semester, they will then be put on the semester test list unless other arrangements are made with the teacher/advisor.

## **DROP/ADD DATES FOR CLASSES**

The end date for dropping a class or changing classes is five (5) school days after the start of each semester. An automatic failing grade will go into effect for any class that is dropped after the initial five (5) school days. Only the administration may approve a change in classes after the five (5) day period. A student that drops a class after five (5) days may be required to take an online course at their own expense.

## **SEMESTER GRADES AND GPA**

Semester grades will be averaged according to the following weighted system:

Quarter grade = 2/5 of semester grade

Quarter grade = 2/5 of semester grade

Semester test = 1/5 of semester grade

Grade Point Average (GPA) will be calculated on a 12 point scale using the following point scale:

12 - A	9 - B	6 - C	3 - D
11 - A-	8 - B-	5 - C-	2 - D-
10 - B+	7 - C+	4 - D+	1 - F

Advanced placement courses, and Senior Math will be based on a 15 point scale when figuring GPA. (To determine GPA on a 4 point scale – divide the 12 point based GPA by 3.)

## **HONOR ROLL**

Those students averaging 3.75 or higher will be listed on the A level. Students averaging 3.50 to 3.749 will be listed on the A- level. Students averaging 3.00 to 3.49 will be listed on the B Honor Roll. Any student receiving a D or F grade will not be eligible to be on the Honor Roll.

## **HONOR GRADUATES**

Graduating seniors that have compiled a cumulative grade point average (GPA) of 10.5 or above and have met the requirements as a Regents Scholar will graduate with High Honor. Graduating seniors that have compiled a GPA of 9.0 and have met the requirements as a Regents Scholar will graduate with Honor. Students that are not Regents Scholars must obtain an 11.25 GPA to graduate with High Honor or a 10.5 to graduate with Honor. All High Honor Graduates will give a short speech at graduation. If no students graduate with high honor, the two students with the highest GPA will speak at graduation. Grades from grade nine through the second semester of their final year will be used to determine their final GPA and status as High Honor or Honor Graduates.

## **GRADUATION ESCORTS**

The top two boys and the top two girls in the junior class, based upon their GPA, will serve as escorts for graduation.

## **REPORT CARDS**

No report card will be issued until the student's record is clear in every respect. This means that any item the student has checked out from the school must be returned and all fees owed to the school must be paid.

## **ELIGIBILITY**

Warner High School belongs to the South Dakota High School Activities Association and all athletic and most other contests/activities in grades 7-12 are held under the rules of the association. Students must be passing the prescribed courses to be eligible to compete in contests governed by the South Dakota High School Activities Association and other contests and activities outside of the school building where students are representing Warner School. The requirements are as follows:

**PROBATION:** Eligibility will be on a week-to-week basis. Grades will be checked on the first day of the school week. If a student has a 'D', is failing or has an incomplete in a class, that student will be on probation until noon of the first school day of the following week for that class. At noon of the first school day of the next week, the student will either be cleared to participate or be placed on ineligible status until noon of the first school day of the following week. All work must be turned in on the first school day of the week by 8:25 a.m. The student will be able to practice and/or participate during the probation period. A probation/ineligible list with Student ID numbers will be posted on the wall outside the principal's office and on our school website to inform students of their status.

**INELIGIBLE:** All ineligible students will be required to receive additional help as directed by teacher; failing to meet this requirement will result in Saturday school at the end of the week. Failure of ineligible students to attend Saturday School will result in Saturday School consequences (see Saturday School consequences). All students that are ineligible for more than one class will be assigned a full day of Saturday School unless other requirements are met through working with teachers. Any student ineligible for one class only will be assigned a half day of Saturday School unless other requirements are met through working with teacher. If a student is ineligible at the end of the semester, that student is ineligible for that week only. If school is not in session for more than a week that student will be eligible to participate the following week. No student on the ineligible list will be allowed to leave for an activity even if that activity is for a grade. It will be the instructors' responsibility to inform the student of an alternative assignment to make up for the points lost.

Additionally, students can lose eligibility for an entire semester based on the rules of the South Dakota High School Activities Association, which state that students must earn 2 full credits [or units which are used for the issuance of a diploma] in their most recent semester of attendance at an accredited high school. This rule does not apply to students in their first semester of high school. Cheerleaders and mascot will abide by the same rules. To compete in two sports at the same time, a student must have all grades of C-'s or better in courses used for the honor roll. A copy of the South Dakota High School Activities Association, Constitution and By-Laws is located in the Principal's Office.

## **MIDDLE SCHOOL INELIGIBILITY POLICY**

1. Middle School Students who are on the ineligible list will report to the assigned teacher as soon as they are finished eating lunch and spend the time working on school-work.
2. Middle School Students who are on the ineligible list may not be able to leave class for music lessons, but will be allowed to make up lessons before or after school.
3. Middle School Students who are on the ineligible list will not be able to participate in school sponsored sports activities, but will be able to practice with the team.
4. Students on the ineligible/probation lists and with incompletes will be assigned time after school or on Saturdays to complete the assignments.
5. A middle school student needs to pass 4 out of 5 core curriculum classes each semester in order to be eligible for activities in the next semester.

## **ABSENCES**

A student's contribution to achievement in class is directly related to attendance. Both students and parents must understand that students miss a vital portion of their education when they are absent from school. While it is true that written work can be completed for make-up, class instruction including presentations, discussions, some audiovisual presentations and student teacher interaction can never be made up. With the foregoing in mind, together with the provisions of state law, the official attendance policy of the Warner School for grades 6-12 shall be outlined in the paragraphs below.

On any day that a child is absent from school we would like the parents or guardian to call the school before 9:00 a.m. or have someone (a brother or sister for example) stop and tell the office. This is a safeguard for the students. Students who find it necessary to be absent from school should make advance arrangements through a written request from home or a phone call from a parent. If an advance request has not been presented, bring a written excuse or have a parent call the school the day the student returns.

Work should be made up before the absence in all situations where this is possible. In all cases of student trips for contests, tournaments, or other events, it is the responsibility of the student to make arrangements for and turn in all class assignments before the absence occurs. When a student has been absent and has been granted an excused absence, he or she will have two days to make up work for each day absent. One day absent equals two days to make up work. Two days absent equals four days to make up work. If a student is absent on a test day only, the student will complete the test the first day upon returning to school. On the third day of absence upon request, the homework may be picked up or will be sent home. Any work not completed in the required time, will be given a grade of 0 or I. Students will not be excused from class or study hall without authorization from the office. If the student misses more than 15 minutes of any period they are absent for that period.

### **CLASSIFICATION OF ABSENCES**

Excused absences include the following:

Illness	Death in the Family
Family Illness	Doctor and Dentist appointments
Inclement Weather	Work (necessary and approved)

A student must be in attendance for at least the LAST three class periods to participate in any school activity. There are a few exceptions such as funerals, university visits, some medical appointments, and etc. All exceptions must be approved in advance by the principal.

### **PARENTAL REQUESTS**

An absence for the convenience of your family, requested by a parent or guardian, and approved by the administration is classified as a parental request. All students having notes from parents for early dismissal, etc., are to bring the notes to the office upon arrival at school. Assignments and class discussions for the duration of your absence will be your responsibility.

### **UNEXCUSED ABSENCES**

If any absence is deemed to be unjustifiable, the student will be required to make up time, and receive no credit for the time lost. Students will be required to attend Saturday School to make up time for unexcused absences or for disciplinary reasons. Students will receive 3 Saturday School points for each period that is considered an unexcused absence. (3 pts. x 7 periods = 21 points per day)

### **SCHOOL TRIPS AND ACTIVITIES**

The Department of Education & Cultural Affairs and the South Dakota High School Activities Association state that school students are under the jurisdiction of the school which they attend while at all school sponsored activities in town or not, sponsored by home school or not, regardless of the time or place.

If students return from a school activity before 2:00 a.m. everyone is expected to be in school at the regular time. If the bus returns between 2:00 a.m. and 3:00 a.m. students may come to school 90 minutes late. If they return after 3:00 a.m. the students may come in 3 hours late. Coaches and advisors are always expected to be at school at the normal time. Spectators and other non-participants are also expected to be at the school at the normal time.

### **EXCESSIVE ABSENCE POLICY – HIGH SCHOOL/MIDDLE SCHOOL**

Chart of consequences for excessive absences (per semester):

5 absences	Notification of student and parents
7 absences	Notification of student and parents

Conference requested with principal or Dean of Students

10 absences	Dropped from class if failing
12 absences	Dropped from class regardless of academic standing

Any absence beyond 12 will be turned over for truancy charges to the State's Attorney.

The student, parent, or guardian may appeal the decision by the school to the Superintendent/School Board

### **TARDINESS**

School officially begins at 8:20 a.m. and the tardy bell rings at 8:25 a.m. Students arriving late to school must sign in. If the tardiness is deemed inexcusable, the student will be counted tardy and will have discipline points added to their total. Students will be allowed three (3) tardies per semester. All tardies beyond three will result in 2 Saturday School Points for Middle School and High School Students.

If an instructor should be responsible for your being late, you are to get an excuse slip signed by that instructor and take the excuse slip with you for your next class admittance.

### **TEXTBOOKS**

A basic textbook is used in most subjects offered at Warner Middle/High School. Check the condition of your text and compare it with the condition as recorded by the instructor. Upon returning the textbook at the end of the year, you may be required to pay a fee for damages done to the book during the year if the instructor sees that the damage done is beyond normal wear.

### **MIDDLE SCHOOL RETENTION POLICY**

It is the goal of the Warner Middle School to identify students who are at risk of academic failure and to provide these individuals with appropriate remedial interventions during the school year. The interventions may include, but are not limited to:

- Tutorial assistance
- Extended learning time
- Modifications in curriculum and / or instruction
- After school study sessions
- Saturday School study time

In spite of interventions some students may not successfully meet standards for promotion. No student shall be promoted to the next grade level based upon age or other social reason unrelated to academic performance. A student who is retained may be given the option of attending district-sponsored summer school program if one is conducted. Should the student successfully complete the summer school program, he/she may be promoted to the next grade. Students who do not attend summer school or who do not successfully complete the summer program will continue in the same grade level. However, in every case, the principal shall make the final determination regarding the promotion or retention of students in accordance with District policy.

To be promoted, students must meet standards regarding grades and attendance. Specific criteria has been established which is used to determine when a student is retained. A middle school student who fails two core curriculum classes (Reading, English, Science, Math, Social Studies) for the year (or semester in Reading), misses more than 12 class periods in a semester long class, or 24 days in a year long class will be recommended for retention in that grade level by the middle school principal. An F for two of four quarters in English, Science, Math and Social Studies or an F in one quarter of Reading will be considered failing.

A summer school option may be recommended by the middle school principal, but it will be at a charge of \$100.00 per class if it is held. The principal will set the standards for passing summer school in terms of grading and attendance. Summer school is not a guarantee, and that retention in that grade is the first option.

Timely notice will be given to parents via report cards, Campus Grading Portal, Parent/Teacher conferences and the weekly ineligible list posted on the bulletin board and the school website. A documented phone call or letter will be sent to the parent in the spring if it becomes apparent that a student is not going to pass two of the core courses. The principal will have discretion in all matters of retention, including attendance and prorating the attendance of a student who transfers in during the year. Students with disabilities will be considered on a case by case basis by their IEP team.

### **SEMESTER TESTS**

Students in grades 6-12 may opt out of the semester tests in each of their classes if they miss four (4) or less class periods in any one course and are passing both quarters. In the case of a severe illness or injury, a prolonged student absence under a doctor's prescribed orders will result in one (1) absence per every three (3) consecutive days missed. A doctor's scripted order prescribing absence from school must be provided to the building principal. **NO SEMESTER TESTS WILL BE RESCHEDULED.** Failure to take a semester test at the assigned time will result in a "0" for that test.

### **DRESS AND APPEARANCE**

Students should be dressed appropriately and be well groomed at all times. Standards may be set by the student council and faculty. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual, the school and the community. Decent shorts will be acceptable. Shorts and skirts must be mid-thigh or longer. Examples of inappropriate dress may be tank tops, blouse tops with bare midriffs or shoulders exposed, T-shirts with inappropriate slogans, etc. Hats must be taken off when students enter the building for the school day and can be put on when students leave the building for that day. There are certain restrictions necessary on a student's dress and grooming when such dress and grooming may create a safety or health hazard, invade the rights of others, or be disruptive to the educational environment by detracting from decency and decorum in the school. It shall be the responsibility of the building principal to determine violations of the intent of the above policy and to take necessary action. Physical Education clothing shall not be worn for academic classes.



## **LOCKER AND LOCKER INSPECTIONS**

All students are provided locker facilities for storing books and school supplies. The locker facilities are the property of the Warner School District and school officials reserve the right to search them at any time. It is the responsibility of the students and student-athlete to purchase their own locks and to keep their lockers secured. Lockers are expected to be cleaned out periodically. Items and locks left after the school year ends will be collected and disposed of.

## **TELEPHONE/CELL PHONE**

The use of cell phones in school by students is prohibited, although students may have a cell phone in their possession during the school day. If the student is seen using their phone or the phone is heard during the school day the following consequences will be followed. Students may use the school phone at any time in the case of an illness or emergency only.

1<sup>st</sup> offense phone will be taken and the student may have it back at the end of the day. 2 Saturday School Points will be awarded.

2<sup>nd</sup> offense parent must come and get it. Plus 3 Saturday School Points will be awarded.

3<sup>rd</sup> offense phone must be turned in each morning for a week.

4<sup>th</sup> offense & beyond possible Out of School Suspension

## **STUDY HALL REGULATIONS AND SIGN-OUT PROCEDURES**

The student must return with the slip before the end of the period. Failure to return will result in disciplinary action. All students enrolled in on line courses will be assigned a study hall during that time. All study hall rules will apply to on line course students. Students enrolled in on line courses will be counted absent if they miss more than 15 minutes of that study hall.

## **INCLEMENT WEATHER**

School closings and early dismissals will be announced on local TV and radio stations. You will also receive a notification on your designated phone(s) from our parent notification system. Please ensure phone numbers are kept up-to-date with school secretary.

## **ACTIVITY TICKETS**

Activity tickets are to be purchased by **ALL** students in grades 6-12. These are to be purchased at the same time school begins in the fall. These tickets will admit you to all regularly scheduled (home) varsity and junior high athletic events, the school play (matinee only), and assemblies. These tickets also help defray the cost of extracurricular activities. The yearly ticket prices are as follows:

K-5: \$15.00

6-12: \$25.00

Adults: \$50.00

Family: \$130.00

Senior Citizen (55-65): \$40.00

Royal Blue Card (+65): Free

## **SCHOOL LUNCH AND BREAKFAST**

Breakfast: K-12 - \$1.50, Reduced - \$0.30

Lunch: K-5<sup>th</sup> - \$2.00, 6<sup>th</sup>-12<sup>th</sup> - \$2.20, Reduced - \$0.40

Adult Breakfast: \$1.75, Adult Lunch: \$3.00

Seconds 6<sup>th</sup>-12<sup>th</sup>: \$0.50, Milk - \$0.30

All lunches and breakfasts are recorded on computer. Each student is assigned their own number which they will use for both lunch and breakfast. This works like a bank account; you put money into a family account and when the student eats, the price of a lunch or breakfast is subtracted from that account. Every student is linked to a family account, so if you have three (3) children, they will all be drawing off the same family account. If a student wants to purchase extra milk, this may also be subtracted from the family account. This helps eliminate the handling of money in the lunch line.

## **LUNCH/BREAKFAST PAYMENTS**

Please mail payment to Lunch Accounts, Warner School, P.O. Box 20, Warner, SD 57479-0020 or send with the student. Lunch accounts balances can be found on the parent portal. Parents may also add money to lunch accounts through the parent portal. **Please be prompt sending in payments as there is no charging.**

## **SACK LUNCHES**

Students may bring sack lunches. Sack lunches for students in Grades K-5 will be stored in the student's locker. Students bringing sack lunches will eat in the lunch room with their respective grades. Students are not allowed to have pop or any type of coffee in the school from 8:00 – 3:30. Students may have a water bottle in class filled with water only. High School students who live in the Warner city limits may go to **their** home for lunch. Any student violating this could lose the privilege of leaving the school. Milk may be purchased. Again this can be subtracted from their family account, which helps eliminate the handling of money in the lunch line.

## **STUDENT COUNCIL AND CLASS OFFICERS**

Each class will elect a president, vice-president, secretary, treasurer, and one student council representative. The student body of grades 9-12 will elect one senior student to be the student body president and one junior or senior student to be the vice-president who will be elected as a team. The student body president and vice-president cannot hold any other class office. Each class will elect a student council representative except the president and vice-president who are elected by the student body. All elections will be conducted before the end of each school year. The purpose of the Student Council is to act as a liaison between students and administration. Also, the council is to consider questions for improvement and development of Warner High School.

## **APPLICATIONS FOR GRANTS AND PROGRAMS**

Teachers and students applying for grants, programs, and/or holding fundraisers that involve matching or additional school funds or the loss of school time must have approval by the Superintendent prior to teacher or student application.

## **PHYSICAL EDUCATION**

Students in grades 6-9 will dress in appropriate gym clothing for P.E. They will need shoes, socks, trunks, T-shirts, and a towel. Shoes worn on the gym floor must not be worn outside in an effort to protect the playing surface for safety and performance purposes. The students are required to shower following most sessions. Failure to do so will result in Saturday School points, grade reduction and/or failure of the class.

## **GUIDELINES FOR TAKING A-TEC COURSES**

1. Graduation requirements are the priority; any conflicts mean they need to be met first
2. Cost is \$200 per semester; it will be reimbursed after completion of the course with a 'C' or higher grade. Payment will need to be made to the school prior to class starting and money will be returned following the completion of the course.
3. Student/Family is responsible for any additional costs, including but not limited to—Dual Credit Costs, AP Test costs, additional material costs, etc.
4. "One and Done Rule" If you fail a course, are removed from a course for discipline reasons or you excessive absences (8+). You will not be allowed to register for another course at A-TEC in the future.
5. School provides transportation to and from A-TEC
6. WHS Academic Eligibility Rules Apply; you can be placed on probation and become ineligible for A-TEC Course grades just like any other course.

## **GUIDELINES FOR TAKING DUAL CREDIT COURSES THROUGH SD BOARD OF REGENTS**

1. Graduation requirements are the priority; any conflicts mean they need to be met first
2. Cost is \$48.33/credit hour (subject to change). The school will reimburse seniors (parents) for one course/semester. Payment will need to be made to the school prior to class starting and money will be returned following completion of the course with a "B" grade or higher.
3. Student/Family is responsible for any additional costs, include but not limited to—books, lab fees, additional material, etc.
4. Students taking a DUAL Credit class will be assigned to a study hall that fits their schedule. (Students will not be allowed to sit unsupervised in the commons, hallways, library, etc.)
5. WHS Academic Eligibility Rules Apply; you can be placed on probation and become ineligible for DUAL Credit Course grades just like any other course.

## **BUILDING**

The building will be available to the students from 8:00 a.m. until 4:00 p.m. Students in the building before 8:00 a.m. or after 4:00 p.m. must be under the direct supervision of a school staff member. **All visitors must be admitted to the building by school staff. Visitors must stop at the central office and check in.** No student may leave the building or grounds while school is in session for any cause except by permission from the principal or dean of students unless an extreme emergency causes an instructor to give permission.

## **STUDENT PURCHASES THROUGH THE SCHOOL**

Technology projects must be paid for before beginning the project, unless arrangements have been made with the instructor.

## **CLASS AND ACTIVITY FUNDS**

All money earned or placed in the hands of classes or activity organizations will be turned over to the faculty sponsor who will turn it into the Principal's Office on a timely basis. All money turned in will be accounted for and a receipt will be issued.

## **SPONSORING OF ACTIVITIES**

All activities such as dances and parties must be planned out and approved by the advisor of the activity. Final approval must be obtained from the principal one week in advance of the scheduled time the event is to take place. Sponsors should show the hours the activity will be who the chaperons are, and who is responsible for decorations, cleaning up, and any other necessary information. The class advisor must attend the activities he or she approves.

## **SOCIALS**

There will be several socials throughout the year, hosted by the various classes or activity associations.

The following rules governing the dress and conduct at all socials are as follows:

1. A teacher will be in charge at the door.
2. Students who leave the social may not return.
3. Proper dress - no one will be admitted in apparel that the chaperons deem inappropriate.
4. Drinking, smoking, and/or using drugs will not be tolerated at any social event.
5. Members of the student body may bring outside dates to the 9-12 school dances only, and the dates must conform to the above rules. The names of outside dates must be listed in the office by the day before the event.
6. Doors will be opened at the beginning of the social and will be locked one (1) hour after the start of the event. Admittance will not be allowed after this time.

## **BULLYING/HARRASSMENT**

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.

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. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

The Warner School does not condone any type of hazing or initiation. Hazing is a form of harassment and is forbidden at the Warner School. Hazing activities may end up in the hands of law enforcement. Bullying and harassment of students is not tolerated by the Warner School District. The school district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Therefore, the school district prohibits harassment or bullying. Bullying and harassment are intentional harmful behaviors initiated by one or more students and directed toward another student or students, which in turn creates, an objectively hostile school environment including, but not limited to, the following:

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

This policy applies while students are on school property, while in school-owned or school-operated vehicles, while attending or engaged in school-sponsored activities, while using school equipment, and to include any matter that is a “substantial disruption of the educational process.”

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

be subject to measures up to, and including, suspension and expulsion.

### **Students who feel that they have been bullied or harassed should:**

- Communicate to the perpetrator that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the perpetrator, the individual should ask a teacher, counselor, bus driver, or principal to help.
- If the bullying or harassment does not stop, or the individual does not feel comfortable confronting the perpetrator, the individual should:
  - tell a teacher, counselor, bus driver or principal; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the perpetrator did;
    - witnesses to the bullying or harassment;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the perpetrator responded.
  - teachers, counselors, bus drivers or other school staff receiving a report, or who witness bullying or harassment, must report the incident to the building principal by the end of the school day in which the event occurred, but in no case later than the morning of the next school day.

### **Formal Complaint Procedure for Bullying or Harassment**

An individual who believes that he/she has been harassed or bullied will notify the principal or dean of students who is the designated investigator. The alternate investigator is the school counselor assigned to a student's attendance center. The investigator may request that the individual complete the Harassment/Bullying Formal Complaint form and turn over evidence of the incident, including, but not limited to, letters, tapes, or pictures. Information received during the investigation is kept confidential to the extent possible. The principal, or the alternate investigator with permission from the principal, has the authority to initiate an investigation in the absence of a written complaint.

### **SHORT/LONG TERM SUSPENSION**

Short or long term suspension from school will be done in accordance with the Schools Laws of the State of South Dakota [Article 24:07](#) regarding both short term and long term suspensions. Copies are on file in the principal's office.

### **SATURDAY SCHOOL**

Students who are habitual offenders of school policy, tardiness, or display disruptive behavior in school will be placed in Saturday School. The district policy on discipline consequences will be followed in placing students in Saturday School.

Saturday School will meet from 8:30 - 11:30 a.m. for ½ day, or 8:30 a.m. - 2:45 p.m. for a full day and will meet in a designated place in the high school. A lunch break will be taken from 11:30 – 11:45. Students who are assigned to Saturday School will serve it on the following Saturday. Students who are assigned two or more Saturday Schools, will serve them consecutively. A student that is assigned 1/2 day of Saturday School must serve this time in the morning (8:30-11:30 a.m.). Students who are tardy for Saturday School will be sent home.

#### **Rules during Saturday School:**

1. No pop, juice, water, gum, candy, or other food stuffs will be allowed.
2. Students will be required to read an appropriate book or work on school assignments.
3. Students will not be allowed to leave the room except for an emergency.
4. Students will be given one restroom break in the a.m. & p.m.
5. Students will not be allowed to have MP3 players or other electronic devices, play cards or other games, watch TV sleep, lay their head down, or talk. Computers may be used according to regular use policy with instructor's permission.
6. Any student who fails to comply with any of these rules will be asked to leave and will follow the rules for missing Saturday School.

#### **Accumulated Points**

5 pts 1/2 day Saturday School

10 pts full day

15 pts full day

20 pts and subsequent points assigned full day + student, parent, administration conference

A student that reaches 35 points in a semester will be given 1 day out of school suspension. An additional day of suspension will be given for

every 5 points accumulated thereafter. Other consequences may be added as well, such as the student having no privileges; he/she may not be allowed to participate in school activities, in-school suspension, and/or other consequences as deemed appropriate by the administration. Points start over each semester if all consequences have been fulfilled. (The cut off for scheduling Saturday School is Tuesday.)

### Consequences for Missing Saturday School

1st offense (Semester) Rescheduled for following Saturday and 2 points

2nd offense (Semester) Double Saturday school time and 2 points

3rd offense (Semester) Student may not attend, practice, or compete in activities for the following week. Student will be placed on semester test list.

4th and subsequent offenses (Semester) **conference** with parent possible long term suspension or expulsion.

Saturday School hours that are not served for the second semester will carry over to the next school year. Seniors that have Saturday School hours will make up their hours prior to graduation.

### Student has a school activity on the day he/she is assigned a Saturday School

If the activity begins after the student has completed his/her Saturday School obligation then the student may participate in the activity. If the activity is in session while the student is in Saturday School the student will not participate in the activity. If the bus for an out-of-town activity leaves after the student has completed his/her Saturday School obligation, then the student may ride the bus and participate in the activity. If the bus for the out-of-town activity leaves while the student is in Saturday School, the student will not participate in the activity.

Violation	Consequence
<b>Stealing or Possessing lost/stolen property:</b>	Substantial - 5 pts for each offense unsubstantial; 2 pts for each offense
<b>Vulgar/swearing/abusive language or gesture:</b>	1-5 pts for each offense; out-of-school-suspension in extreme cases
<b>Bullying/Harassment:</b>	1-5 points for each offense. In extreme cases out-of-school suspension and involvement of law enforcement may be necessary.
<b>Inappropriate usage of technology devices:</b>	Loss of privileges and 1-5 points for each incident.
<b>Cheating:</b>	Will be handled in the classroom unless referred to the office for further consequences. A maximum of 3 points will be given for ALL students involved.
<b>Forgery/Fake phone call (or attempted fake phone call)</b>	5 pts for each offense (examples: parent notes, pass slips, etc)
<b>Dress Code:</b>	1 pt for each offense and additional pts will be given until proper attire is obtained
<b>Removal from class:</b>	1 <sup>st</sup> and 2 <sup>nd</sup> offense - 5 pts 3 <sup>rd</sup> and subsequent offenses - 5pts each and a parent conference is required before the next school day. Any classes missed due to lack of parent conference will be considered unexcused. 3 <sup>rd</sup> removal from the same class is a withdraw/fail from that class and placement in a study hall. NO show to the office-additional pts will be assigned (possible unexcused absence assigned)
<b>Unexcused Absence:</b>	3 pts per class period & zero credit for work missed in the class
<b>Tardies:</b>	2 pts for each for HS and 1 pt each for MS (15 minutes or less = tardy, more than 15 minutes = unexcused absence for each class missed)
<b>Fighting:</b>	3 days out of-school-suspension and mediation and follow-up with counselor

<b>Drugs or Alcohol:</b>	3 days out of-school-suspension for possession or use and follow the drug and alcohol policy
<b>Tobacco:</b>	3 day out of-school-suspension for possession or use; and follow the drug and alcohol policy
<b>Cell Phones:</b>	1 <sup>st</sup> offense phone will be taken and the student may have it back at the end of the day. 2 Saturday School Points will be awarded. 2 <sup>nd</sup> offense parent must come and get it. Plus 3 Saturday School Points will be awarded. 3 <sup>rd</sup> offense phone must be turned in each morning for a week. 4 <sup>th</sup> offense & beyond possible Out of School Suspension
<b>Inappropriate Behavior:</b> i.e. not following directions, disrupting class, throwing snowballs, reckless driving on school property, etc....	1-5 pts for each offense; out of-school-suspension in extreme cases

**Vandalism: Defacing or destroying the property of a student, teacher, staff member, or the school district:**  
State laws make the student and parents financially responsible for damage and defacement of school property. This law will be enforced as necessary. Violators will be subject to disciplinary action.

### **DRIVING RULES**

The board of education has adopted the following policy:

1. Motorized vehicles are not to be moved from the school grounds between 8:30 and 3:30 without permission from an administrator.
2. Students who drive motorized vehicles to school and wish to use them at noon must present a parent's written request for such use.
3. All motorized vehicles, when in use, are to be driven by the owner, and he must have a permit from school, as well as a driver's license.
4. All motorized vehicles are to be allotted a parking space and should be kept there. Vehicles and ATVS are to be driven on roadways only.
5. Students who drive will not leave the parking area until the busses have passed the south driveway. Students are to use the south road when leaving.
6. Students are not to sit in vehicles during the noon hour.

Each student shall, by the end of the first week of school, have his license number and his driver's license registered in the office. If a license is obtained during the middle of the year, it must be registered in the office during the following week.

### **ALCOHOL AND OTHER DRUG USE BY STUDENTS**

This policy is in effect on premises owned, leased or maintained by the school district, at all school related activities on and off campus, vehicles used to transport students to and from school or at other activities and vehicles parked on school property. The rules and prohibitions apply to students regardless of whether or not they may legally use the products away from home. A copy of the policy will be provided to all students and parents.

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of alcohol and/or drugs (including tobacco products) which affect the educational process of the school. Students shall not engage in alcohol and/or drug use/abuse (including tobacco products) nor possess paraphernalia specific to the use of alcohol and/or other drugs (including tobacco products). 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.

### **Disciplinary Sanctions and Implementation Procedures**

The following procedures will be used in dealing with possession, use, or being under the influence of alcohol and other drugs (including tobacco products)

**A. First Offense**

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

The school district will request that students with alcohol and other drug abuse problems (including tobacco) seek professional assessment from a trained chemical dependency counselor or licensed physician trained in chemical dependency.

**B. Second and Subsequent Offenses**

1. The administration will contact the parent(s)/guardian(s) to arrange for a conference;
2. The administration will notify available law enforcement authorities;
3. The administration will suspend for ten (10) days in compliance with student due process procedures;
4. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) 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 assessed by a trained chemical 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 been assessed and does or does not require treatment. If the student is accepting needed treatment, the recommendation for expulsion may be commuted. Fees for this assessment and/or treatment are the responsibility of the student and family.

**C. Supplying/Distributing or Selling Alcohol and Other Drugs (including Tobacco Products) 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 ten (10) 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 administration.

**D. Students whose observed behavior indicates possible use of alcohol and/or other drugs (including tobacco products) will be referred to the building administrator.**

**E. A Biennial Review of the School District's Program Will be Made**

1. To determine the program's effectiveness and implement changes to the programs if they are needed; and,
2. To insure that disciplinary sanctions are consistently enforced.

**SCHOOL WEAPONS POLICY**

**I. DEFINITION**

**A. "Weapon"**

1. No student or non-students, including adults and visitors, shall possess, use or distribute a weapon when in a school location. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks throwing stars; explosives, fireworks, mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

**B. "School Location"** includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.

**C. "Possession"** means having a weapon on one's person or in an area subject to one's control in a school location. A

student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

## **II. CONSEQUENCES FOR WEAPON POSSESSION/USE DISTRIBUTION**

- A. The school district and the school take a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
1. immediate out-of-school suspension;
  2. confiscation of the weapon;
  3. immediate notification of police;
  4. parent or guardian notification; and
  5. recommendation to the superintendent of dismissal for not to exceed one year.
- B. Pursuant to South Dakota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least twelve (12) months. The superintendent may modify this requirement on a case-by-case basis.

## **III. ADMINISTRATIVE DISCRETION**

While the school district and the school takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

Legal References: SDCL 13-32-4.2, 13-32-7, 22-1-2

## **MEDICATION**

### **A. DEFINITIONS**

1. Definition of assistance with self-administration of medications: The term "assistance with self-administration of medications" means helping a student with one or more steps in the process of taking medication, but not actual administration of medications. Assistance with self-administration of medications may include opening the medication container, reminding the student of the proper time to take the medication, helping to remove the medication from the container, and returning the medication container to proper storage. Designated personnel will assist with the self-administration of medications.
2. Administration of Medications: The administration of medications is a nursing function. The steps in medication administration entail removing an individual dose from a previously dispensed, labeled container, including a unit dose container; verifying it with the physician's order; giving the individual dose to the student for which it is prescribed; and promptly recording the time and dose given.
3. Designated Personnel: Designated personnel means those district employees described below in Section B.

### **B. DESIGNATED PERSONNEL**

1. Personnel and the Administration of Medications: Warner School Staff does not participate in the administration of medication unless appropriately trained.
2. Personnel Providing Assistance with Self-Administration of Medication:
  - a. The student, school personnel, and parent/guardian enter into an agreement which specifies the conditions under which medication may be taken.
  - b. The student should be able to identify the appropriate medication, know the frequency and time of day for which medication should be taken.
  - c. School personnel will follow a procedure for documentation of self-administration of medication.
  - d. Staff designated to administer prescribed oral medications in a specific situation (i.e. on field trips and school sponsored activities outside of the regular school day) may only administer such medication within the specific situation. They may not administer medications to students at any other time.
  - e. Only personnel of the district may be designated to assist with self-administration of prescribed medications.

### **C. PARENT/LEGAL GUARDIAN REQUIREMENTS AND INSTRUCTIONS**

Designated personnel shall assist in the self-administration of prescribed medications to students only when the district has received:

1. Parent/legal guardian request and instructions:
  - a. Request for self-administration of medication must be made in writing on the district *PARENT/GUARDIAN AUTHORIZATION FOR ASSISTANCE WITH SELF-ADMINISTRATION OF MEDICATIONS* form. The request must be current and unexpired.
  - b. The request must be signed by parent/legal guardian.



2. Medication:
  - a. Prescription medications brought to school shall be in pharmacy-labeled containers, including the student's name, the name of the drug, dosage to be taken, name of physician, and the date of the prescription with no more than a 30-day supply.
  - b. It is the parent/legal guardian's responsibility to deliver and maintain an adequate supply of the medication at school.
3. Dosage changes:
  - a. If there is a need to change the student's dosage and/or time of administration, the parent /legal guardian must submit a new *PARENT/GUARDIAN AUTHORIZATION FOR ASSISTANCE WITH SELF-ADMINISTRATION OF MEDICATIONS* form. A newly labeled container from the pharmacy indicating the new dosage and/or time is also required.
4. All unused, discontinued or outdated medication will be returned to the parent or guardian and appropriately documented. At the end of the year it is the parent/guardian's responsibility to pick up unused medication. All medication must be picked up no later than a week after the last day of school. Any medication not picked up within this time frame will be destroyed.

**D. PROCEDURES FOR ADMINISTRATION OF PRESCRIBED MEDICATION**

In addition to compliance with all other requirements set forth in this procedure, designated personnel shall:

1. Administer prescribed oral medication in substantial compliance with the written instructions of the *PARENT/GUARDIAN AUTHORIZATION FOR ASSISTANCE WITH SELF-ADMINISTRATION OF MEDICATIONS* form. It is the student's responsibility to come and receive his/her medication at the appointed time.
2. Examine the prescribed oral medication before administration to determine if it appears to be in the original container and properly labeled.
3. Keep accurate records of all prescribed oral medication using district recording forms.

**E. MEDICATION ERROR**

1. In the event there is an error in administration (time, dose, medication, student) the staff member who administered the medication shall immediately notify administrator and parent/legal guardian and document the error. It is the parent or guardian's responsibility to contact physician when necessary.

**F. SAFEKEEPING OF PRESCRIBED ORAL MEDICATION**

Designated personnel shall assure safekeeping of prescribed oral medication by:

1. Keeping all medication in the original container with no more than a month supply.
2. Storing the medication in an appropriately sized, secured, and locked cabinet located in the school office area.
3. Only designated personnel shall have access to a school's medicine storage cabinet.

**G. OVER-THE-COUNTER MEDICATION**

Over-the-counter (OTC) medications, like any other medications, are potentially hazardous to the health of students, based on quantity given, potential side effects, and interactions with other medications. Due to the aforementioned potential hazards, OTC medications will use the same guidelines as prescription medications.

**H. DIABETES CARE**

The administration of medication associated with Diabetes will follow the guidelines outlined in the Student's with Diabetes policy, Section 504 plans, and Diabetes Medical Management Plans.

**I. OUT OF SCHOOL ACTIVITIES**

All attempts should be made to assist a student to take an authorized medication prior to a planned field trip or activity outside of the school. If a medication must be taken while a student is outside the school, the same procedures should be followed as though the student is in the school. A designated adult should be responsible for safe storage, handling, and assistance with the medication in accordance with the parental/guardian authorization form.

**STUDENT COMMUNICABLE DISEASES/GUIDELINES**

The quality and quantity of learning for each student is in direct proportion to the student's physical, mental, emotional, and social levels of health. The board recognizes its responsibility to provide a healthy environment for all school students and employees; and in addition, further recognizes its responsibility that, to the extent possible, all students should be permitted to continuously attend school in a normal classroom setting. The decision as to whether an infected student should be excluded from the normal classroom setting, or from other school activities shall be made on a case by case basis by the building principal or his/her designee. In situations where the decision requires additional skill and knowledge, the

principal will refer the case to an advisory committee for assistance in determining the proper course of action in accordance with the state recommended policy on file in the procedure manual located in the Superintendent's office.

### **Inclusion or Exclusion**

**AIDS/HIV Infection:** person should not be excluded, unless he or she poses a threat to others for transmission of the virus

**Chicken Pox:** exclude until pox are dry and scabbed.

**Cryptosporidium:** person should not be excluded if he or she can practice independent hygiene and is no longer symptomatic

**E. coli 0157:H7 :** person should not be excluded if he or she can practice independent hygiene and is no longer symptomatic

**Fifth's Disease:** person may attend school with physician's permission

**Giardia:** person should not be excluded if he or she can practice independent hygiene and is no longer symptomatic

**Headlice:** exclude until after treatment has been initiated

**Hepatitis A:** exclude for one week after onset of jaundice or for those who do not develop jaundice, exclude for 1 week after onset of symptoms

**Hepatitis B:** do not need to be excluded. Utilize Universal Precautions.

**Hepatitis C:** do not need to be excluded. Utilize Universal Precautions.

**Herpes Simplex:** do not need to be excluded. Utilize Universal Precautions.

**Impetigo:** exclude until affected area is dry and being treated

**Influenza:** Exclude until no longer running a fever

**Measles:** may return to school 7 days after being diagnosed with measles.

**Mononucleosis:** may attend school as directed by physician

**Mumps:** exclude for 5 days from the onset of swelling

**Norovirus:** person should not be excluded if he or she can practice independent hygiene and is no longer symptomatic.

**Pink-eye:** exclude until 24 hours after treatment has been initiated.

**Ring Worm:** do not exclude, but area must be covered and under treatment. Restrict known cases of athlete's foot from use of pools and showers until treated.

**Rubella:** exclude until 4 days after onset. Prevent exposure to pregnant staff and students.

**Salmonella and Shigella:** person should not be excluded if he or she can practice independent hygiene and is no longer symptomatic.

**Scabies:** exclude until after treatment has been initiated

**Streptococcal Infections:** exclude until 24 hours after treatment has been initiated.

**Tuberculosis Infection:** Must provide proof of a medical evaluation which rules out infectious TB. May attend school pending medical evaluation unless symptomatic for active TB disease.

**Tuberculosis Disease:** exclude until physician and Dept. of Health determine person is not infectious.

### **FIRE DRILL EXITS AND INSTRUCTIONS**

#### **EXITS: Middle School and High School**

Rms. 101,102,103,104,105	Exit out of the NW Doors (outside room 102) using the right side of the hallway, moving across the field.
Rms. 106,107,108	Exit out of the SW Doors (outside High School Commons) using the left side of the hallway, moving across the field.
Rms. 109,113,114,115	Exit out of the SW Doors (outside High School Commons) using the right side of the hallway, moving across the field.
Rms. 116,120,121,123	Exit out of the NW Doors (outside room 102) using the left side of the hallway, moving across the field.
Rms. 401,402,404,413	Exit out of the SW Doors (outside High School Commons) using the left side of the hallway, moving across the field.
Music Room/KidsCare	Exit using outside entrance door, moving across to football field.
Lunch Room	Exit out of the East Doors (main entrance) moving completely across the street.
Shop Areas (410,412)	Exit out through the South Shop Doors, moving to the south side of the parking lot.
Old Gym	Exit by using the South Doors of the Gym, moving to the south side of the parking lot.
Teacher Workroom	Exit through the lunchroom and use the East doors, moving completely across the street.
Band Room (406)	Exit out of the SW Doors using the left side of the hallway, moving across the field.
HS Commons Area	Exit out of the SW Doors using the left side of the hallway, moving across the field.
New Gym (502)	Exit out of the South Doors of the gym moving across the parking lot to the field.
Rms. 514,515	Exit out of the West Doors across the parking lot.
Rms. 509,512,513,	Exit out of the North Doors moving across the parking lot.
Locker Rooms	Exit out of the North Doors moving across the parking lot.

## **TORNADO DRILL INSTRUCTIONS TO STUDENTS**

### Definitions:

Tornado Watch	There is a good chance that a tornado could develop in the area.
Tornado Warning	A tornado has been sighted in the area; take shelter.

When a tornado watch is issued, the Brown County Civil Defense Office will contact the school and all teachers will be notified that a watch has been issued. This notification will be by written note or use of the all call on the intercom system. If a tornado warning is issued, the tornado alarm will sound signaling all classes to go to their designated tornado shelter areas.

### Areas are assigned as follows:

JK-5	North-South hallway in the elementary wing
6-12	East-West hallway in the secondary wing
SpEd,	North-South hallway in the elementary wing
Title I	North-South hallway in the elementary wing
Workroom/Music	East-West hallway in the secondary wing

All teachers will stay with their students, take roll call, and see that all students are seated in a protective position facing the lockers as practiced during drills. The double metal fire doors are to be closed and students as far away from the ends of the wings as possible.

1. Keep calm and quiet.
2. Follow tornado drill directions posted in classrooms.
3. When in hallways, gym, music room, shop or in washrooms, go to your assigned area.
4. Walk single file, quickly and quietly. **DO NOT RUN.**
5. Stay on correct side of hallway or stairs.
6. Wait for all clear signal before returning to classroom.
7. Return directly, quickly and quietly to classrooms. **DO NOT RUN.**
8. Sit along the edge of the wall in protective position.

### ***Weight Room/Wellness Center Policy***

The purpose of this policy is for the safety, protection, and fairness of those who use the weight room/wellness center. Any violation of this policy may lead to the loss of facility privileges.

- Weight Room/Wellness Center is open to Warner students, staff, and other approved individuals.
- **No student is allowed in the weight room/wellness center without proper supervision. For the purposes of this policy proper supervision is defined as a person of at least 18 years old, has received proper training in weight lifting techniques and practices from a post-secondary institution and/or a district sponsored training event, and has been approved by the board of education to supervise students in the weight room/wellness center.**
- **Students must be in at least 7<sup>th</sup> grade to use the weight room/wellness center.**
- Clean and appropriate footwear and attire is required.
  - For safety purposes open-toed footwear is not allowed.
  - Inappropriate slogans and logos on clothing are not permitted.
- Do not use equipment unless sure of proper procedure or use.
- **Use spotters and safety racks.**
- Do not drop, throw or slam equipment.
- **No food or drink except water.**
- Personal exercise equipment is not allowed in the weight room/wellness center.
- Proper etiquette:
  - Wipe down equipment after use.
  - Share the equipment.
  - Be courteous to everyone.
- Notify district administration of injuries or equipment problems.
- Re-rack all plates and dumbbells after each use.
- Music must be school appropriate.
- Pick up and put all items away.

#### **Community Use:**

- **Members of the community (non-students) must have a Wellness Center membership to use the facility and equipment. Memberships are available in the business office.**
- **Members of the community (non-students) must sign a “Statement of Responsibility” showing that they have read and agree to the terms of the use of the Weight Room/Wellness Center.**

My signature below indicates that I have read and understand the Warner School District # 6-5 Student Handbook. Please return this slip to the Principal's Office within two weeks of receipt of this handbook.

Student Signature & Date

Parent Signature & Date

