

Mitchell High School

Home of the Kernels

920 North Capital
Mitchell, South Dakota 57301
Telephone: 605-995-3034
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Homework Website: <http://mitchell.k12.sd.us/mhs/faculty.html>

School Websites:

<http://www.mitchell.k12.sd.us/> <http://mitchell.k12.sd.us/mhs/default.htm>
<http://www.mitchellschools.org/mhs/counseling/>

Dr. Joseph Graves, Superintendent
Mrs. Yvonne Palli, Principal
Mr. Craig Mock, Assistant Principal
Mr. Geoff Gross, Activities Director

School Colors: Black and Gold
Mascot: Kernel
School Song: On Wisconsin

On for Mitchell, On for Mitchell
Fight on for your fame
Take the ball right down the field/court
A touchdown/basket you will make – fight fight fight
On for Mitchell, On for Mitchell
Fight on for your fame
Fight Kernels, fight fight fight
To win this game.

**MITCHELL HIGH SCHOOL
BLOCK SCHEDULE**

DAY	BLACK	GOLD
8:15 to 9:45	1	1
9:50 to 11:20	2	2 SRB*
11:25 to 1:25	3	3
1:25 to 1:40	Channel 1	Channel 1
1:45 to 3:15	4	4

DAY	BLACK	GOLD
8:15 to 9:45	1	1
9:50 to 11:20	2	2 SRB*
11:25 to 1:25	3	3
1:25 to 1:40	Channel 1	Channel 1
1:45 to 3:15	4	4

***SRB – Student Responsibility Block**

Times for Lunch Periods are as follows:

- (A) 11:25 – 11:55**
- (B) 11:55 – 12:25**
- (C) 12:25 – 12:55**

IT IS EACH STUDENT'S RESPONSIBILITY TO KNOW EVERYTHING IN THIS HANDBOOK, INCLUDING ANY INSERTS.

PREFACE

This Student Handbook has been prepared for the benefit of the students of Mitchell Senior High School. It is your responsibility to know what is expected of you in regard to your participation in the high school program.

You are at Mitchell Senior High School because you have met the academic requirements and have progressed far enough in democratic living so that you know how to act as young ladies and gentlemen. Since you are aware of the right things to do, you will be expected to do them. If you are in doubt, consult the principal, a counselor, or a teacher.

The patrons of this school district, through their elected Board of Education, have spent large sums of money to provide you with fine educational facilities and competent staff members who are interested in your welfare. Your high school years will afford you many opportunities to develop mentally, physically, socially, and emotionally. Make sure these memorable years are filled with memories you will be happy to recall during the rest of your life.

MITCHELL SCHOOL DISTRICT PHILOSOPHY

The Mitchell School District No. 17-2 believes that people are our society's most valuable resource. We further believe in the supreme worth, dignity, and uniqueness of each individual.

It is the responsibility of the Mitchell School District to provide academic, vocational, and activity programs which will give each student the opportunity to attain full potential in academic achievement, intellectual development, economic understanding, positive relationships, social responsibility, aesthetic appreciation, and physical development.

The ultimate purpose of the educational process in the Mitchell School District is to prepare each student to accept responsibility to self, family, community, country, and thus to become a contributing member in our changing society.

These educational responsibilities and purposes can best be attained through a joint effort of students, parents, staff and the community as they work together to motivate students to achieve their individual potential. These groups also must work together to encourage all citizens to understand the need for life-long learning.

MITCHELL SCHOOL DISTRICT MISSION STATEMENT

To empower all students to succeed as responsible, contributing members of a global society.

CODE OF ETHICS MITCHELL SENIOR HIGH

I will not overlook the fact that school is for learning.

I will maintain honesty in my relationships with others.

I will be responsible for my actions at all times.

I will show others the respect they deserve.

I will realize that I have responsibilities to the groups of which I am a part.

I will judge people solely by their merits, regardless of race, religion, or social standing.

I will always stand for what I believe to be right and will not be influenced otherwise by any group or individual.

KERNEL LOGO, MASCOT, and NAME USE

The Mitchell School District places great value in its name, trademarks, and mascot. They represent the school and all the staff and students within it. Therefore, students and others should be aware that they need to secure permission from their building administration in order to use school trademarks, which includes all school names (including but not limited to 'The Kernels,' the Mitchell Kernels; etc.), logos and trademarks, including all recognizable depictions of the Cornelius, the school mascot.

Unauthorized use of any of the above may result in legal action against all persons involved in the production, design, manufacture, sales, or distribution of the items. This would include T-shirts and all other materials. Legal action may seek legal fees and damages and may also seek to seize such materials and proceeds therefore.

STUDENT CLASS LOADS

Each year, every student must enroll in a minimum of six subjects each semester. Students are not allowed to decrease the number of courses they take after the registration process has been completed. Schedule changes will not be made to give students an open hour or to change when their open hour falls in their schedule.

SCHEDULE CHANGES

Due to the ever-increasing number of student and parental requests for student schedule changes and because these changes were affecting the educational program at the high school, on April 10, 1979, the Board of Education passed a resolution stating that there will be no student schedule changes unless the changes are based on educational needs.

Schedule changes should be initiated with the counselors and must receive both parental and administrative approval. A form to verify approval is available in the counselors' office. No schedule changes will be approved after the first week of each semester.

ADDING A COURSE

A student is strongly encouraged to work out a sound educational plan with the guidance department well ahead of the upcoming year. It is not permissible for a student to add a course after a full week of school has been completed each semester. The administration and/or guidance department will deal with exceptional cases that arise.

RECOMMENDED GRADING SYSTEM

Grading criteria will be established and standardized within each department. Each instructor will explain to their students how grades will be determined.

The semester grade will be derived according to the following procedures:

1st 9-weeks=40%, 2nd 9-weeks=40%, Semester Test=20%

A student receiving an F for any two of these three grades for a class will be deemed to have not adequately met the requirements of the class and will not receive the credit.

GRADUATION REQUIREMENTS

Requirements for the granting of a diploma of graduation from Mitchell High School are necessary to meet state requirements, direct the studies of each student into areas essential to success, and to establish the standards of achievement for a graduate of this program. It is critical that a student who receives a diploma from this district be certified as having successfully met rigorous standards.

In view of this philosophy, the following standards are established for all persons who are to graduate from Mitchell High School:

1. Successful completion of twenty-four (24) units will be required in Grades Nine (9) through Twelve (12).
2. Successful completion of:
 - a. Four (4) units of English including English I, English II, Speech or Debate, English III or CP English III, and 1 English elective.
Based on previous test scores, which include the results of the 8th grade Dakota Step Test, students who score Basic or Below Basic in reading will be required to take the Reading for the Future class. Students will take the reading class in addition to their Freshmen English class.
 - b. Three (3) units of social studies, which shall include ninth grade Civics, World History I or II, US History A and B, American Government, and Geography.
 - c. Two (2) units of science, which include Physical Science (as a laboratory course) and Biology.
 - d. Three (3) units of mathematics at the high school; one of which must include or exceed Algebra I.
 - e. One-half ($\frac{1}{2}$) unit of computer studies;
 - f. One (1) unit of Fine Arts. The Fine Arts classes include visual arts, vocal music, instrumental music, dramatics, or any combination of these.
 - g. One (1) unit of ninth-grade physical education;
 - h. One-half ($\frac{1}{2}$) unit of ninth grade careers education.
 - i. One-half ($\frac{1}{2}$) unit of Personal Finance or Economics.

Students need to have the following number of credits to be classified for the indicated grades: 6 credits = sophomore, 12 credits = junior, 18 credits = senior

EARLY GRADUATION

Students requesting early graduation need to complete an Early Graduation Application and submit it to the Counseling Office by April 1st of their junior year. Students must meet the following criteria: 2.5 cumulative GPA by the end of their 1st semester of the junior year; approval from parents and MHS principal; and 24 credits including required coursework by the end of their 7th semester in high school. See policy 990.5.

COMMENCEMENT ACTIVITIES

Mid-year graduates are welcome to go through the graduation ceremony with those graduating in the spring. Students who have not applied to be mid-year graduates must attend school for the full 8 semesters to be eligible to graduate and participate in commencement activities. Students must have 19.5 credits at the end of the first semester in order to participate in graduation ceremonies.

GOLD HOODS FOR GRADUATION

Seniors who have earned a 3.5 GPA or higher by the end of the first semester of their senior year (7th semester of high school) will be issued a gold hood to be worn at graduation ceremonies in May of that year.

HONOR STUDENTS

At the end of the nine weeks, the Honor Roll is published. Students with less than six (6) subjects, a "D" grade or an "F" grade will not be considered for the Honor Roll.

Roll of Excellence/Gold	4.000
Roll of Merit/Silver	3.600-3.999
Roll of Honor/Bronze	3.000-3.599

INCOMPLETES

Anyone receiving an incomplete on their report card must consult with the teacher involved and hand in all work in accordance with the time allotted by the administration. Only in very special cases will this time exceed two weeks. Failure to meet all class requirements will result in a failing grade.

MAKE-UP WORK

When a student is absent, they must make up the work they have missed. Upon reporting back to school, it is the student's responsibility to arrange to make up work with their teacher/teachers. Generally, a student would be permitted one day for each day of absence before the missed assignments are due. (Example: If you are absent on Monday, your work is due on Wednesday. If you are absent on Tuesday, your work is due on Thursday, etc.) Certain types of absences require that the work be made up before the student is excused. If the work is not made up before attending an activity, students will be expected to be prepared for the next day's class work.

REPORT CARDS

Report cards are issued after each quarter. They will either be handed out in SRB to students or mailed home to parents.

WARNING SLIPS AND FAILING NOTICES

When the quality of work the student is doing becomes "unsatisfactory" or "failing," the student and/or parents will be notified. It would seem advisable that when such a notice is received, that the student will get in touch with the teacher as to how to improve the work. If desired, conferences can be arranged through the counselors, preferably with a parent, instructor, and students.

ATTENDANCE INFORMATION (SECONDARY SCHOOLS 7-12)

The entire process of education 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 for an individual student who has missed them. This is the essence of schooling. A student's contribution to and achievement in class are directly related 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.

With these educational and legal requirements in mind, the following requirements for attendance covering all regularly enrolled students in Grades 9-12 will be enforced.

Excused Absences: Certain absences of students will be excused by the Administration. Usually, a telephone call from the parents or guardians, prior to the absence, will be expected to explain the reason for the absence.

1. Personal illness of such seriousness as to make attendance at school unsafe, impracticable, or harmful either to the student or to others, or for quarantine. (1 count per day, up to 2 per series)
2. Bereavement or serious illness in the student's immediate family. (1 count per day, up to 3 per series)
3. Weather so inclement as to endanger the health or safety of the student. (1 count per day)
4. Observance of major religious holidays. (1 count per day)
5. Absence due to vacations. (1 count per day limited to 3 upon completion of a prior arranged project.)
6. All other absences excused or unexcused. (1 count per day) A student may be excused for other exceptional reasons with approval by the Administration. Also, upon such approval, a student may be excused for school attendance for up to five days to attend a state or national recognized youth program of educational value, including the South Dakota State Fair, during which time the student shall be counted as "exempt."

In the case of chronic or irregular absence reportedly due to illness, the Administration will request a physician's statement certifying the validity of such absence before the counts will be limited to two (2) for the series.

In order to encourage regular attendance, the following process will be used by the administration to cover all absences (excused and unexcused).

1. After a student has been absent from any class for eight (8) counts during a semester (13 counts for a class that meets everyday), the student will be deemed to not have sufficient credit in the affected class to obtain a passing grade and may be expelled from the class, unless extenuating circumstances convince the administration to allow one more absence
2. Furthermore, the student will be confined to the school building on all days of attendance. Absences from study hall or SRB in excess of seven (7) times per semester will be made up after school.
3. Similarly, when a student has been absent from any one class thirteen (13) days (22 days for a class that meets everyday), regardless of the number of counts, they will be deemed to not have sufficiently met the requirements of the class and credit will not be given. This includes all no-count absences like school-sponsored activities, certain educational trips, and extended medical absences.

Unexcused Absences Defined: Unexcused absences are those absences, which are not excused by the school. Such absences might be the outright skipping of a class or skipping one class to study or work on another class, tanning, hair appointments, shopping, taking a driver's test, senior pictures, going to concerts, oversleeping, taking too long at lunch, being ticketed en route to school, transportation problems, etc. This means that even though the parents/guardians excuse the student, the school may not. The school reserves the right to determine when an absence shall be excused. After a student has been at school, if they leave without checking out in the office, the absence will be unexcused.

Credit will not be given for work missed during an unexcused absence and points will be assigned. Additional absences will result in assignment to closed campus. Credit will not be given for work on the day(s) a student is serving an out-of-school suspension.

Work Requests: The administration feels it is the responsibility of parents to see that their child's absence from school does not jeopardize their scholastic standing. Request for excused absences for work purposes will be denied except on occasion when a family emergency necessitates it.

"Skip Day": In accordance with the Board of Education resolution of March 17, 1958, Mitchell High School does not excuse any student for a "skip day." Students absent for such a "skip day" will be assigned points for each block absent as with any other unexcused absence.

PROCEDURES FOR HANDLING ATTENDANCE

1. When students have been absent the previous school day, they are to report to the office by 8:00 a.m. to fill out an admit slip.
2. The office will issue admit slips for all absences; both excused and unexcused. These admit slips are to be picked up by 8:00 a.m. If a student is not to class on time due to filling out an admit slip, a tardy will be issued.
3. Students that leave during their open campus or open lunch and become ill and cannot return to school for their next class, must have their parents call within one (1) hour of the time the student leaves the senior high, or the absence will be unexcused.
4. Parents/guardians may call in notification of impending or past absences or sign and send written notification. The purpose of the parent/guardian notification shall be to inform the school that parents know of the absences. Excuses must be at the office within 24 hours of the student's return to school. Use or attempted use of a "fake" note, a "fake" phone call or falsifying the reason for an absence will result in 5 points. 3 points will also be assigned for each block that is missed as with any unexcused absence. The student will receive a "0" grade for the unexcused blocks.
5. The parents/guardians will be notified by letter after a student has missed any class 4 or 6 times.

All absences will become a consideration in the classroom teacher's final evaluation of the student's academic performance, contribution to class, and final grade.

This is a general policy on attendance, and the school administration is empowered to use its discretion in the enforcement and the application of the policy.

Tardiness: Promptness to class is very important. A student will be considered tardy if not in their seat when the bell rings. Students will get a tardy slip from the teacher. There are no excused tardies. One point will be assigned for each tardy a student receives. Students must clear the hallways within 5 minutes after the tardy bell or they will be issued a tardy.

SATURDAY SCHOOL

Saturday School Hours: 8:30 am – 12:30 pm

Saturday School will be assigned for every five points. Students who have accumulated an excessive amount of Saturday School points beyond the Saturdays available may be suspended. Points start over each semester. (The cut off for scheduling Saturday School is Wednesday.)

Rescheduling Saturday School:

- Funeral of a close family member or doctor's verification for illness = no additional penalty.
- Illness verified by parent but no doctor's verification = reschedule + 1 point.
- Other special situations will need to be approved in advance through the administration =reschedule + 1 point.

(Rescheduling will need to be done through the administration only and will not be done to accommodate work schedules.)

Consequences for Missing Saturday School:

- 1st offense - OSS on Mon (the next school day) assigned to the next Saturday School.
- 2nd offense - OSS on Mon and Tues (the next 2 school days) assigned to the next Saturday School, conference held, closed campus including lunchtime for a period of 9-weeks minimum.
- 3rd offense – 3 days OSS (Mon, Tues, Wed) and assigned the next Saturday School.
- 4th and subsequent offenses - long-term suspension or expulsion.

If the 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 can 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 can 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
- If a student skips Saturday School, they will not be allowed to attend or participate in any school function that day (examples: dances, prom, ball games.)

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 for school property or personal property. This law will be enforced as necessary. Violators will be subject to disciplinary action.

Replace/repair/restitution of damaged property and points and/or suspension may be assigned. Consequences will be dealt with on a case-by-case basis.

Stealing or Possessing lost/stolen property: Stealing or possessing stolen property will not be tolerated. Points and/or suspension may be assigned. Consequences will be dealt with on a case-by-case basis.

Vulgar/swearing/abusive language or gesture: A student's use of profanity, obscenity, or abusive language will not be tolerated in the school building, on school property, or at any school function. Violators will be subject to disciplinary action.

Inappropriate language and/or gestures will not be tolerated. Points and/or suspension may be assigned. Consequences will be dealt with on a case-by-case basis.

Harassment/Sexual Harassment: Actions that are meant to intimidate and embarrass others are very harmful in a school environment because they often result in harm to a student's educational experience. It is a type of bullying and a form of violence.

Bullying—Intimidating actions will not be tolerated. Students should report bullying to teachers, counselors, and administrators so that the bullying can be stopped. Continued bullying is harmful to a whole classroom and school. Students who laugh at it, go along with it, or fail to report it become part of the problem.

Cyber bullying is a form of harassment over the Internet or other forms of electronic communications, including cell phones. 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 cyber bullying 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 materials they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuse of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant message, text messages, digital pictures or images, or web site posting, including blogs.

Disciplinary action may include, but is not limited to, the loss of computer privileges, Saturday School, suspension, or expulsion for verified perpetrators. In addition, when any kind of threat constitutes a violation of law, it shall be reported to local law officials. See Policy 111.

Sexual Harassment in any form will not be tolerated. It is the policy of the school district that no administrator, faculty member, staff member or student shall be subject to sexual harassment by others. This policy (#115) is available in full at the Central Administration Office and all building libraries. Students or parents who report sexual harassment shall be free from retaliation, in all cases including those involving school employees. All forms of harassment should be reported to school administration.

Cheating: Cheating will be handled in the classroom unless referred to the office for further consequences

Forgery/Fake phone call (or attempted fake phone call): Forging in any form will not be tolerated. This includes the time and/or signatures on blue slips, green slips, gold cards, and parental notes/phone calls. 5 points for each offense

Hats in the classroom: 1 point for each offense and the student must put the hat away (book bag or locker)

Pop in the hallways/classroom (7:30 am -3:30 pm): 1 point for each offense that is referred to the office

Dress Code: (See also School Dress Section) 1 point for each offense and additional points will be given until proper attire is obtained (20 minutes or less = tardy, more than 20 minutes = unexcused absence for each class missed)

Academic insubordination: When referred to the office = use the points assigned for removed from class

Lunchroom: Cutting in the lunch line = 2 points

Removed from class: Consequences listed below are on a per semester basis:
1st and 2nd offense - 3 points

3rd and subsequent offenses - 3 points 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.

3rd removal from the same class is a withdrawal/fail from that class and placement in a study hall.

NO Show to the office - additional points will be assigned (possible unexcused absence assigned).

Unexcused Absence: 3 points per class period & zero credit for work missed in the class.

Tardies: 1 point for each

Fighting: Fighting in the school building, on school grounds, or at school activities will not be tolerated. Violators will be suspended from school; 3 days OSS and mediation and follow-up with counselors.

Drugs or Alcohol: (See also Alcohol, Drugs, Tobacco and Weapons Section) 5-10 days OSS for possession or under the influence, expulsion for distribution on school grounds or at a school function.

Inhalant Policy: Due to serious health concerns, students will not be allowed to possess any item that would be considered an inhalant. Items considered an inhalant include aerosol cans (deodorant, hair spray, compressed air, etc.) Any item found in student possession will be confiscated and addressed on a case by case basis. Inappropriate use of an inhalant will be considered substance abuse. (See section on drugs and consequences.)

Tobacco: (See also Alcohol, Drugs, Tobacco and Weapons Section)

1st offense: 1 day OSS and a Sat School

2nd offense: 2 days OSS and a Sat School

3rd offense: 3 days OSS and a Sat School

Cell Phones: Students are allowed to possess cell phones during the school day, but must not use them or have them turned on while in the building. Violators will be assigned 1 point.

Photographic Equipment: Use of photographic equipment (including but not limited to cell phones with cameras) in school bathrooms, locker rooms, dressing rooms, or anywhere else students have a strong expectation of privacy may result in suspension. See Policy 1036.

Any other inappropriate behavior not listed in this document, will result in disciplinary action assigned by the administration. A variety of Community Service projects may be offered as part of this program. They may be in the school or on school property or within the community.

HOMEWORK GUIDELINES

The following guidelines have been established to conform with School Board Policy #939:

1. Students will be expected to complete all homework assigned.
2. When students are absent, they must make up the work they have missed. For absences due to illness, students will be permitted one day for each day absence before the missed assignments are due. (ex. If you are absent on Monday, your work is due on Wed; if you are absent on Tues, your work is due on Thurs.) All absences that are known about in advance (examples: school activities, vacations, etc.) shall have the homework made up in advance unless other prior arrangements have been made with the instructor.

3. Homework assigned will be relevant to the class and therefore be an extension of the classroom.
4. New concepts that require skills not previously taught will not be assigned as homework.
5. Homework should not require more than five (5) hours of time commitment per week on the average for any subject.
6. Homework should be given with a purpose that is understood by the students. Individual homework guidelines and expectations will be conveyed to each student and shall be available to parents.
7. Each instructor will notify his/her students as to when they are available for additional (individual) assistance.
8. Instructors should exercise good judgment in making homework assignments by also considering other academic classes and extracurricular activities that are competing for the same time.
9. Students and parents may access students' homework by logging on to <http://www.mitchell.k12.sd.us/mhs/faculty.html> .

OPEN/CLOSED CAMPUS (9-12)

All students in grades 9-12 shall be on closed campus, except as provided below, and shall be required to obtain authority each time they leave the school campus during the school day. Failure to obtain such permission shall subject the student to appropriate disciplinary action.

Open Campus Definition: Open campus allows senior students and second semester junior students the freedom of leaving the school grounds whenever they are not scheduled for class if the permission slip is on file in the office and if the student continues to maintain specified academic, attendance and behavior requirements. If this permission slip is not on file, or if the student does not meet specified academic, attendance and behavior requirements, the student will be automatically assigned to a study hall during their free period. Open campus may be revoked by the administration if a student is disruptive, has a parking violation, or has disciplinary infractions or abuses their open campus privileges. Open campus privileges are earned each semester. To be eligible for open campus privileges, the student would need to demonstrate the following in the semester immediately preceding an open campus semester:

- Be passing in all subjects during the preceding quarter and semester.
- Have fewer than 6 tardies in a semester.
- Have fewer than 5 absences in a semester.
- Have fewer than 2 unexcused absences in a semester.
- Attend all homeroom meetings, assembly programs/pep assemblies.
- Have a signed (parent/guardian) permission slip on file.
- Have fewer than 10 Saturday School points.

Grade-level open campus privileges:

- 9th grade - no open campus (A 9th grade student that leaves the cafeteria area without permission at lunch time will receive an unexcused absence, will be assigned a seat in the lunchroom, and will be required to check in daily with the lunchroom supervisor.)
- 10th grade - open campus during lunch only
- 11th grade - 1st semester - open campus during lunch only - 2nd semester - earned open campus according to eligibility in the above definition.
- 12th grade - open campus is earned according to eligibility in the above definition.

After qualifying for open campus, a student must adhere to the following requirements or they will lose their open campus for the remainder of the semester and be assigned to a study hall. In addition, he/she

will automatically be ineligible for open campus the following semester due to the necessity to re-qualify each semester based on the preceding semester.

- Have fewer than 6 tardies in the semester.
- Have fewer than 5 absences in a semester.
- Have fewer than 2 unexcused absences in a semester.
- Not appear on the failing list in any more than one class in a given week.
- Not have violations of behavior problems.
- Have fewer than 10 Saturday School points.

SCHOOL RULES

A. Inside School:

1. Appropriate behavior will be expected at all times.
2. The auditorium is off limits at all times except during scheduled events or when permission has been granted for its use.
3. Students may go to their lockers during the five minute passing period between classes, and with permission from the hall monitors.
4. Water in plastic see-through bottles is the **ONLY** beverage students are allowed to take into the classroom and hallways.
5. Unapproved presence in the halls during restricted times will result in a tardy being assigned.

B. Outside School:

1. Permits to leave the school grounds during a regularly scheduled class must be secured from the office. These should be obtained by 8:00 a.m. on the day of school the student wishes to leave.
2. **All means of transportation to and from school are used at your own risk. The school is not responsible for any vandalism to or theft of/from vehicles while in the parking lot.**
3. Ample parking is available in the north parking lot, south parking lot, and stadium parking lot. Center parking will not be permitted.
4. Park within the designated parking spaces.
5. In accordance with state law, you must not park in a space designated for handicapped unless you qualify. These spaces are located at each end of the building.
6. Vehicles not parked within the lines or parked in areas designated for handicapped or staff are subject to being ticketed and/or towed.
7. Throwing snowballs will not be permitted.

Initiation: Initiation of students is not allowed on or off school property. Any student who voluntarily participates in the initiation of other students will receive severe consequences and maybe suspended from school. Students that participate in school activities will lose eligibility under policy #1071 Extra-Curricular Participation Code of Conduct and Academic Requirements.

Visitors to the Building: All visitors, adult and student, must report to the principal's office and declare their business before going elsewhere in the building. Students may obtain a visitor's pass for a relative or friend from out-of-town (not a drop-out from Mitchell) **ONCE** during the school year. Parental requests are required and parents are asked to request at least one day in advance of the visitation that their child have a visitor. Student visitors will be asked to have a photo ID to verify age and relation.

School Dress: It is the responsibility of parents to determine the appropriate dress and grooming for their children in accordance with the age and grade of their child. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual, the school, and the community. There are certain restrictions necessary on a student's dress and grooming when such dress and grooming may create a health or safety hazard; invade the rights of others; or, be disruptive to the educational environment by detracting from the decency and decorum in school. It will be the responsibility of the building principal to determine violations of the intent to this policy and to take necessary corrective action. Students may not wear clothing that is brief and revealing. Garments that are "see-through", cut low, or expose one's midriff are not acceptable. All pants must fit around the waist

and be properly fastened. Undergarments must not be visible. Students shall not wear hats, scarves or other headgear in district buildings except for a medical or religious purpose. Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others; that promote alcohol or drug use or violence; or that is suggestive of any of the above; or that are otherwise contrary to the school's educational mission. Footwear is to be worn in the building at all times. Exceptions to the dress code may be made by the building principal or activities director when technical violations occur through a school uniform or costume or when a student is portraying a character in a play or other dramatic production. See Saturday School section for consequences.

Alcohol, Drugs, Tobacco and Weapons: Students are not to have in their possession, use, or be under the influence of any type of tobacco, drugs, or any beverage containing alcohol in the school building, on school property, or at any school function. Violators will be subject to disciplinary action. Weapons are not allowed on school property at any time as directed by State Law and School Board Policy. Students in violation of the weapons policy may be suspended for one (1) year. See Saturday School section for consequences.

Weapons: No student shall carry on his or her person, in any way have in his or her possession, store, keep, leave, place or give to or put in the possession of another student a controlled, dangerous or deadly weapon, any destructive device or explosive, any ballistic knife, any stun gun or any firearm or air gun whether such firearm or air gun is designed, adapted, used or intended primarily for imitative or noise making purposes or not in or on any school property or premises, in any school vehicle or other vehicle being used for school purposes or in any other building, structure or property being used for school purposes or function or at which a school related activity is being conducted. This policy shall not apply to any weapon; device or other item referred to herein which is being used by authorized individuals as a part of or in conjunction with school related activities or functions. As per SD state law, any student bringing a firearm to school shall be expelled for not less than 12 months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. Any student violating this policy shall also be referred to the criminal justice or juvenile delinquency system. Refer to Board Policy #1033 for the complete policy.

Bomb Threat or Any Threat of Violence: Falsely reporting a threat is a felony. Any person found guilty of falsely reporting a threat shall pay restitution for any expense incurred as a result of the crime. The person is also civilly liable for any injury to person or property from the false report and any costs related to responding to the false report. Violators will be subject to school disciplinary action, which may include long-term suspension or expulsion.

Cafeteria Rules: The School Lunch Agreement between the government and the school district charges the school to guarantee that the sale of pop, candy, or less nutritional foods will not compete with the Type A school lunch. Therefore, except for lunches from home, students will not be allowed to bring food or drink into the school building. Lunch money will be deposited when going through the lunch line.

Library Rules: The library is open for your use from 7:45 a.m. through 3:45 p.m. Books may be checked out for a period of two weeks with the privilege of renewals. Reserved books may be checked out

overnight. Reference books may be checked out for overnight use with special permission from the librarian. Students may not remove materials from the library without permission.

Nurse's Office: The School District nurse is located in the senior high office. When a student becomes ill, they should come to the office and inform one of the secretaries so that parents/guardians may be notified. **Under no circumstances should a student lie down in the nurse's office or leave the building without the permission of the office personnel. Students are permitted to lie down twice during each semester for one class period. It is the student's responsibility to get up and go to the next class.**

Computer Information: The Mitchell School District is pleased to offer students and staff access to technology resources for schoolwork. The purpose of the Mitchell School District's technology resources is to provide additional educational resources and communication tools for the students and staff. These resources include but are not limited to the following resources: network, Internet, computer hardware, computer software, printers and copiers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available. The use of the Mitchell School District's technology is a privilege, not a right. Users are to be aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the Terms and Conditions, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

User Terms and Conditions

1. The use of the technology resources must be in support of education and research and consistent with the educational objectives of the Mitchell School District.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that anything stored on school computers or networks will be private.
3. Prohibited technology resources activities include, but are not limited to, the following:

Computer Laptop Violations:

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

- k. Intentionally wasting school resources.

Consequences:

- 1st offense – Office intervention and 5 day computer laptop suspension
- 2nd offense – Office intervention and 10 day computer laptop suspension
- 3rd offense – Laptop suspension for remainder of the quarter or not less than 15 days.
- Habitual offender – Laptop suspension for remainder of the school year.
- Referral to law enforcement authorities may take place at anytime.

Computer Network Violations:

- a. Attempting to log on to the Internet or network (servers, routers, switches, printers/copiers, firewall) as a system administrator.
- b. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- c. Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
- d. Creating, uploading, or transmitting computer viruses.
- e. Attempting to defeat computer or network security.

Consequences: Suspension of the laptop computer and referral to law enforcement authorities. Each situation will be dealt with individually with school consequences ranging from out-of-school suspension to long term suspension or expulsion.

- 4. Mitchell School District does not guarantee that its technology resources will be uninterrupted or error free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an “as is” basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.
- 5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person’s account in connection with the use of the network or Internet except such costs, fees charges, and expenses as the school district explicitly agrees to pay.
- 6. Any security or equipment problems arising from the use of technology resources must be reported to the Computer Help Desk or Principal’s Office.
- 7. Student will be held responsible for maintaining their individual school computers and keeping them in good working order.
 - a. Students are required to bring their laptop computer to school each day and keep it in its protective case at all times when not in use.
 - b. Students are responsible for backing up all of their documents and files.
 - c. Computer batteries must be charged and ready for school each day.
 - d. Only labels or stickers approved by the Mitchell School District may be applied to the computers.
 - e. Computer bags furnished by the school district must be returned with only normal wear and no alterations to avoid paying a bag replacement fee.
 - f. Computers that malfunction or are damaged must first be reported to the Computer Help Desk in room 139. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repair to computers that are damaged intentionally.

- g. Accidental laptop damage: Students who have recorded 3 or more instances of accidental laptop damage may be asked to check their laptop in at the Help Desk after school. Laptops may be checked out again before classes begin the next day. Special permission to take the laptop home for class work may be permitted by the student's teacher and approved by the administration.
- h. Computers that are stolen or lost must be reported immediately to the Principal's Office and the Mitchell Police Department.
- i. Individual school laptops computers and accessories must be returned to MHS Help Desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at MHS for any other reason must return their individual school laptop computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at MHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Mitchell Police Department.

Furthermore, the student will be responsible for any damages to the computer and must return the computer and accessories to the MHS Help Desk in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.

DISTURBANCE OF SCHOOL AS A MISDEMEANOR

A person whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order or management of public or nonpublic school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor. (As quoted by SDCL 13-26-6.)

Superintendents, principals, supervisors, and teachers and their aides and assistants, have the authority to use the physical force that is reasonable and necessary for supervisory control over students. (As quoted by SDCL 13-32-2.)

MITCHELL HIGH SCHOOL PROM

The prom will be open to all juniors and seniors at Mitchell High School. Juniors and seniors from other schools may attend if they are the date of an MHS junior or senior. Administrative approval is needed. All other dates must be approved by the administration at least ten (10) days prior to the prom. In no instance will any student younger than a junior or 21 or older be permitted to attend.

GENERAL INFORMATION

Activity Ticket: Mitchell Senior High School has a system by which all students have the option to purchase an activity ticket that is good for admission to school activities during the entire school year. Admission to district, region and/or state tournaments is not included in the activity ticket price. Cost for the ticket is as follows: All activity tickets 9-12 = \$30.00. The ticket, which is purchased at registration time, permits the user only to attend all athletic events (except tournaments), music concerts, and drama activities. An activity ticket, once purchased by an individual, may not be lent to other students for admission to events. Inappropriate behavior or failure to follow school rules at an activity will result in removal from the activity and disciplinary action will be taken. A second such incident will result in revocation of the activity ticket and additional disciplinary action.

Fire and Disaster Drills: Fire drills are required to be held at regular intervals. Plans for procedures during fire drills have been posted on each classroom bulletin board. Students will follow the instructions of the teacher where special situations warrant it. Instructions for disaster drills and a diagram showing the proper kneeling position will be displayed in each classroom.

Fees: The Mitchell School District has accepted the responsibility for all fees required for classes. Staff members may require students involved in special projects to be charged for materials purchased through the school. Individual assessments to cover damage to school property may be imposed when abuse occurs.

Lockers: A \$5.00 deposit will be required at the start of the school year for a locker key. All replacement keys will cost \$10.00. Graduating seniors will be refunded \$5.00 per key upon graduation. Periodic locker inspections may take place throughout the school year. Unauthorized locks will not be allowed. This applies to all lockers in the hallways and physical education areas. Students will be held responsible for any damage to or defacing of their locker. Students are encouraged to keep their lockers locked at all times. The school is not responsible for theft or vandalism to articles kept in lockers.

School Insurance: It has been customary for the past few years to offer school insurance. For a very nominal amount, a limited amount of insurance coverage will be offered to be taken on a voluntary basis. This is an accident policy and has proven very helpful to those who have had injuries and **do not** have other insurance. The Board of Education is not in the insurance business and does nothing more than make this insurance available to those who wish to take advantage of group rates.

Injuries must be reported to the office or designated supervisors within three days in order that claims may be made. All claim forms may be picked up in the high school office. The school **does not** carry insurance on the students involved in either extracurricular activities or classroom activities. If insurance is desired by students involved in these activities, they must purchase it at their own expense.

Lost and Found: All articles (books, clothing, etc.) found in the building or on the school grounds should be turned in to the office secretaries immediately. If missing an article of any kind, please check at the office.

STUDENT ACTIVITY ELIGIBILITY

Requirements

1. Participants in all interscholastic contests must meet the requirements of the South Dakota High School Activities Association.
2. To be eligible, a student must be passing in a minimum of five (5) academic subjects up to the date of the scheduled contest or event. In the case of a student just transferring from another school, the grades being transferred shall be used for determining eligibility.
3. A student must pass a minimum of five (5) academic subjects each semester to be eligible for competition the following semester. Any participant who is on the current failing list with at least one letter grade of 'F' may not travel to a competition or event if it means any lost school time.
4. Eligibility requirements pertain to all inter-school activities and competitive events.
5. Disregarding the eligibility ruling can lead to forfeiture of games or contests.

6. Mitchell High School policy dictates that a student will be in attendance for at least the last half of the student day of an event, competition, or practice. Final decision on such matters will be made by the High School administration.
7. Any student who voluntarily participates in the initiation of other students shall lose eligibility under policy 1071 consistent with violation of section #6. Additionally, school based consequences may be levied by building administrators under the building's discipline code.

STUDENT COMPLAINTS AND APPEAL PROCEDURE

Students who wish to file complaints or appeal decisions of school officials, or parents who wish to do so on their child's behalf, may do so through the process outlined in Board Policy #1045, available in school libraries and administrative offices. The primary purpose of the procedure outlined in this policy is to secure, at the earliest level possible, equitable solutions to a complaint or appeal, if justifiable. The proceedings at each level of this procedure shall be kept confidential by school officials. The process begins with the student/parent and teacher. If the problem is not resolved, the teacher's decisions can be appealed by the student/parent to the principal using the Appeal Filing Form as part of the same policy.

Copies of all Board policies can be obtained at the Administration and School Offices.

No set of rules can be completely comprehensive of all of the types of incidents that may occur. Items not specifically addressed by rules or special circumstances may be dealt with on a case-by-case basis. That may include penalties greater than those prescribed. In special circumstances, as determined by administration, partial credit may be allowed for work completed while a student is serving suspension.

Guidance and Counseling Information, Phone Number 995-3076

The counselors are trained professionals holding Master's Degrees in Counseling. They can assist students, staff, parents, and the community in various ways – class selection, tutoring assistance, academic concerns, post secondary options, financial aid, career information, personal and family issues, as well as drug and alcohol issues. Everyone is encouraged to stop in the office (or call the office) and get to know the counselors.

PARENTS RIGHT TO KNOW

The federal education law, No Child Left Behind, requires that all parents 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 contact your building principal or the superintendent of schools who will provide a response to the parent with a copy going to the teacher.

TITLE IX

Students, their parents, and employees of the Mitchell School District 17-2 are hereby notified that this school district does not discriminate on the basis of sex/gender and is required by Title IX not to discriminate on the basis of sex/gender in its educational activities and employment practices. Any

person having inquiries concerning the Mitchell School District's compliance with Title IX is directed to contact the Administration Center, 800 W 10th Avenue, 995-3010.

SECTION 504

Section 504 is part of the Rehabilitation Act of 1973 that applies to persons with disabilities. Section 504 is a civil rights act that protects the civil and constitutional rights of persons with disabilities. It states that no person with a disability can be excluded from or denied benefits of any program receiving federal financial assistance. Section 504 and Special Education are two separate and distinct services. Should you have questions about Section 504, please contact your building principal or the office of the superintendent of schools at 995-3010.

US DEPARTMENT OF EDUCATION, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City MO 64153-2037; Phone (816) 268-0550

ASBESTOS NOTIFICATION

In accordance with EPA regulations, Mitchell School District school buildings have been inspected for friable materials that contain asbestos. No friable (sometimes defined as 'easily crumble-able') asbestos containing material is present in Mitchell School District school buildings. In fact, all asbestos containing materials have been removed from Mitchell School District school buildings except for that in floor tile at the Mitchell High School, Mitchell Middle School, and Longfellow Elementary. All such floor tile has been encapsulated. Records of inspections and locations of asbestos containing materials and a copy of relevant EPA regulations are available at the District Central Office, located at Mitchell Middle School, 800 W. Tenth Avenue, Mitchell, SD 57301.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents of eligible students who wish to ask the school to amend the record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assistant to another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additionally, upon request, the school discloses

education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Mitchell School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

CIVIL RIGHTS VIOLATION COMPLAINTS

Parents or students who believe their or their students' civil rights have been violated may file a complaint with the appropriate federal regional civil rights regional office by contacting the Office for Civil Rights, Kansas City Office, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, FAX# (816) 823-1404; TDD (800) 437-0833.

Directory Information:

Family Education Rights and Privacy Act (FERPA) Notice on Directory Information

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that the Mitchell School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Mitchell School District may disclose appropriate designated 'directory information' without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Mitchell School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or any invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEA's) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses, and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Mitchell School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the first day of the school year or the first date of the students' enrollment if this occurs after the first day of the school year. The Mitchell School District has designated the following information as directory information: students' name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field

of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletics teams, degrees, honors, and awards received including honor roll designations, and the most recent education agency or institution attended.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
 - a. Political affiliations or beliefs of the student or student’s parent;
 - b. Mental or psychological problems of the student or student’s family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 - g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.

2. Receive notice and an opportunity to opt a student out of---
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information of others.

3. Inspect, upon request and before administration or use—
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920