



**DELL RAPIDS ELEMENTARY SCHOOL**  
**STUDENT & PARENT**  
**HANDBOOK**

Approved by the Dell Rapids School District 49-3  
Board of Education

Annually for the Fall Semester

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# **PREFACE**

## **NON DISCRIMINATION**

The Board reaffirms the principle that every child -- regardless of race, creed, color, sex, cultural or economic background, or handicap -- should be given maximum educational opportunity for educational development.

Further, no student will, on the basis of sex, be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The school district will treat its students without discrimination on the basis of sex as this pertains to course offerings, athletics, counseling, employment assistance, and extra curricular activities.

Students, their parents, and employees of the Dell Rapids District are hereby notified that this school district does not discriminate on the basis of sex and is required by Title IX not to discriminate on the basis of sex in its educational activities and employment practices. Any person having inquiries concerning the Dell Rapids School District's compliance with Title IX is directed to contact Mr. Tom Ludens at 428-5473. Mr. Ludens has been designated by the Board of Education to coordinate the school district's effort to comply with Title IX.

## **FOREWORD**

We encourage parents to be involved with their child's school education and to make a commitment to visit your child's classroom at least once during a regular school day. Open communication between school and home is essential in meeting the needs of the students. We look forward to working with you!

Understand that elementary teachers spend more concentrated time with your children than their own parents have an opportunity to spend. They are anxious to partner with you in your child's academic and social development. Be sure to attend parent/teacher conferences.

Please feel free to call us with any ideas, questions, or concerns. The office number is 428-5473 option #1

## DELL RAPIDS PUBLIC SCHOOL PLAN

During the 1992-93 school year the community, school staff, and students developed a plan to guide the Dell Rapids School District in its decision-making and operation. A team of teachers led a process with the rest of staff, students participated in their classrooms, and the community participated through the Community Council. In the spring, these groups met to develop consensus on the Dell Rapids Strategic School Plan and formalize the Plan into this document. This plan has been revamped during the 2003-04 school by the NCA Mission/Vision committee and will continue to be reviewed yearly. The mission statement is a broad statement of the unique purpose for which the district exists and the specific function it performs. The vision statement is the guiding principles that establish the framework within which the district will accomplish its mission. Finally, our beliefs are statements of the district's fundamental convictions, values, and character.

### MISSION

We promote spirited thinking, responsible citizenship, and lifelong learning.

### VISION

We will sustain an environment where education is valued, excellence is expected, and improvement is continuous.

### BELIEFS

#### **We believe that all students must be challenged.**

- With higher order thinking skills of analyzing, synthesizing and evaluating information.
- With emphasis on basic skills, creativity, cooperative learning, service learning and hands on experiences.
- Standards and curriculum must be relevant, challenging and embraced.

#### **We believe that high expectations result in high performance.**

- Expect the best; work for the best will result in higher performance levels.
- Students, faculty and staff must set the bar high in order to enhance achievement and improve performance.
- Students need a variety of role models to influence lifelong learning.
- Successful teaching takes place when students are learning.

#### **We believe that continuous improvement yields excellence.**

- The students, staff, school and community must continuously make improvements.
- Performance assessments that demonstrate continuous academic growth mean excellence.

#### **We believe that a safe, secure, supportive and adaptive environment is essential to learning.**

- The school system is a community learning center made up of buildings and equipment that is safe, secure and adaptable to future educational needs.
- Learning improves when the environment is stimulating, safe and secure, and based on mutual respect for one another.

#### **We believe that the spirit of community is central to the Dell Rapids School District culture.**

- The school, community and families must work cooperatively to meet the educational and co-curricular needs of the students.
- The students, school, community and families share the responsibility to educate each student.

#### **We believe that trust and respect form the cornerstone of the Dell Rapids School District culture.**

- Students learn best in an atmosphere of trust, respect, honesty and integrity.
- School improvement can only flourish in an atmosphere of mutual trust and respect with open communication.

#### **We believe that public education is vital to a democratic society.**

- Public education produces responsible citizens who respect the rights of self and others who contribute to the betterment of society.
- Our democratic society could not survive without an educated citizenry.
- Students shall be educated in a well-rounded manner emphasizing the physical, emotional, social and intellectual aspects of development.

- Students must be taught to respect people of diverse cultures and to recognize the contributions of all heritages.

**We believe that students, staff and community will learn from and accept responsibility for their own actions and behaviors.**

# ELEMENTARY SCHOOL BUILDING POLICIES & RULES

## GENERAL SCHOOL RULES

Every segment of life is governed by rules relative to the situation. It is difficult to have a rule for every specific situation in life and in school. However, some very general rules for appropriate behavior apply to all of us at all times. The basic rule of our school is that students, staff and parents are responsible at all times for maintaining a safe and happy place for our students.

1. We will all work to make the school setting a safe and educationally rewarding place for everyone.
2. Respect for ALL people will be expected—respect for those in authority as well as respect for other students.
3. No activities, which are dangerous or physically aggressive to you or to others, will be tolerated.
4. All degrading and/or negative talk is unacceptable – this includes conversations which hurt the feelings of others, teasing, and foul language.
5. Respect for ALL public and private property will be expected.

### Indoor Rules:

1. Students are expected to pass in an orderly way at all times.
2. Students will walk in the building at all times.
3. Students will keep hands and feet to themselves.
4. Students will pass quietly in the halls so as not to disturb others at work in the building.
5. Students will observe designated traffic patterns.

### Outdoor Rules:

1. Permission is needed to enter the building before school and/or during recess breaks—this includes entering for bathroom breaks, warm-ups or to see the nurse.
2. Objects, which may be dangerous, are not to be thrown on the school grounds.
3. Students will be expected to use all playground equipment safely and properly.
4. Grade 1-4 students are expected to use the upper playground area only. The lower playground area and equipment shall be reserved for use by the Kindergarten.

## PLAYGROUND SAFETY RULES & GUIDELINES

### Playground Safety Rules for Students:

1. SLIDES - No head first, do not climb up slide; one person at a time. Do not stand on top of playground bars/beams. No tag/chase is permitted on playground equipment.
2. The school is not responsible for items brought from home that are lost, broken or stolen on the playground.
3. Physical Education game rules will be used. No winged footballs, hard balls (baseballs, golf balls, etc.) or super balls are permitted.
4. In winter weather conditions, snowballing or sliding is not permitted. Students must stay on the playground side of snow mounds. Tunneling deep into large snow mounds is not permitted.
  - a. Stay on blacktop.
  - b. Playground supervisors and teachers may restrict where individual students can play on the playground based upon type of winter dress that students wear such as snow pants and boots.
  - c. Student must wear weather and safety appropriate clothes for their teacher to give them full playground privileges.

5. No fighting or "play" fighting is permitted.
6. Students must have a supervising adult's permission to leave the playground.
7. All injuries are to be reported to adult supervisors.

## **DISCIPLINE POLICY**

Our staff believes that discipline is an important part of every child's education—it is associated with learning, working, and living with others. Parents need to help their child(ren) be well acquainted with the rules and policies that the school feels are necessary for a safe and orderly learning environment. Student self discipline and cooperation are what is expected. Students are expected to follow the rules and expected to comply with all staff requests or directives. If a child chooses inappropriate behavior, he/she chooses to be disciplined. Please see Discipline Plan in Appendix C. State law provides for only a few remedies to keep schools orderly so that all children can learn. The primary remedy is suspension. If a student will not respond to school staff requests or directives the student can not remain in the school building. It will be a parent responsibility to find supervision for their child under such circumstances just as they would if their child were ill.

Since discipline is not unique to the school environment, we are asking you as parents to cooperate with the school to insure high standards for student behavior. An attempt will be made to make any consequences meaningful and directly related to the violation. As parents, you should encourage your child(ren) to obey the rules and policies of our school. Your support and cooperation will be vital in our working together.

### **Disciplinary Action:**

**Preventative Time Out** - Time out is designed to prevent escalation of a student's misbehavior. It seeks cooperation as an alternative to escalating aggression and non-compliance. Time out helps the child by avoiding the shame and guilt resulting from inappropriate behavior and keeps the child from learning that he/she can control others with inappropriate behavior. If a student will not respond to school staff requests or directives, and/or engages in attention-getting behavior during time out, the student will be suspended out-of-school.

**Suspension** – Suspension is a temporary denial of privileges/activities for a period of time. The suspension might be either an in-school suspension (ISS, suspension in the school setting) or an out-of-school suspension (OSS, suspension outside the school setting), depending on the individual situation/offense. Out-of-school suspension may be used for serious disciplinary incident and non-compliant students. If a student will not respond to school staff requests or directives, and/or engages in attention-getting behavior during in-school suspension the student will be suspended out-of-school.

## **SUSPENSION INFORMATION & GUIDELINES FOR PARENTS**

State law provides for only a few remedies to keep schools orderly so that all children can learn. The primary remedy is suspension. Suspension can either be in-school or out-of-school. If a student will not respond to school staff requests or directives the student can not remain in the school building. It will be a parent responsibility to find supervision for their child under such circumstances just as they would if their child was ill.

In-school suspension will only be considered an option for a student if the student follows the standards and directions of the person supervising the in-school suspension. If the principal does not believe the student will adhere to such standards or they are violated, the student will be given out-of-school suspension instead of in-school suspension.

The Dell Rapids School District authorizes the summary suspension of pupils by the principal of the elementary school for not more than ten school days for each and any subsequent suspensions. There is no limit put on the total number of days a student can have summary suspension by the principal in a year as long as each individual suspension is not more than ten days. A summary suspension is the result of the following:

1. A complaint charging violation of rules or policies, insubordination, or misconduct by a pupil
2. The student being (a) given an oral or written explanation of the facts and basis for the proposed suspension, and (b) given an opportunity to present his/her version of the incident.
3. The principal considers the complaint, facts, and student's response. If the student:
  - a. Has violated rules or behavior boundaries (by action or verbally) for which the school has low tolerance,
  - b. Has flagrantly disrupted and continues to demonstrate an ongoing threat of disrupting the academic process for students or teachers,
  - c. Or repeatedly violated any standards for conduct or for attendance,the principal will consider and administer summary suspension for up to ten consecutive days.
4. The principal reporting suspension to the superintendent of schools.

Summary suspension is considered temporary or short-term suspension. The superintendent may suspend students for more than ten days and up to ninety days (referred to as long-term suspension). In case of a suspension by the superintendent for more than ten school days, the student or his/her parents or others having his custodial care may appeal the decision of the superintendent to the Board of Education.

**Out of School Suspension notification:**

If a student is immediately suspended out of school, the parent will be contacted using the same communication channels used to notify parents of a sick child and with the same expectations to take the child under their care. If a student is suspended out of school starting the next school day, the parent will have the same parental responsibility to make arrangements for their child as if their child were ill and unable to attend school. It is the parent's supervisory responsibility to make sure their child's time out of school is appropriately punitive and encourages future self-discipline. It is fundamental that parents/guardians understand that they have a child in need of supervision when their child is suspended out of school. Moreover, the parents/guardians of a student suspended out-of-school have a child with a much greater need of supervision than a child home for routine illness. Parents will receive the Notice of Suspension Form in the mail. Obtaining the Notice of Suspension form on the day of the incident at the elementary school office will depend upon time available to complete the form that day.

**In-School-Suspension Notification:**

If a student is suspended in-school, the parent will be notified with a Notice of Suspension form. In-school suspension will usually occur on the same day the principal completes the investigation and the report of the incident. As part of your child's consequences, your child is expected to give the Notice of Suspension to his/her parent/guardian to sign and return to the principal. A separate notice will also be mailed to the parent. It is the parent's supervisory responsibility to make sure their child's in-school suspension is appropriately punitive and encourages future self-discipline. It is important that parents/guardians understand that our nearly 350 students, their parents/guardians, their teachers, the administration will not allow one or a few students to disrupt the academic process, positive environment, or safety of our students. The community expectation is that the school will administer consequences that do not allow disruptions to persist and consequences that eliminate disruptions.

There is not parent/guardian notification for day to day redirection of students, or for routine staff, teacher, or principal discipline such as loss of recesses.

Not only does our community expect well disciplined schools, so does our state. South Dakota Codified Law (SDLC) has the following laws to empower schools to maintain well disciplined schools.

- (SDCL 13-32-5: Injury to school property as grounds for suspension or expulsion.) Any student, who cuts, defaces, or otherwise injures any schoolhouse, equipment, or outbuilding thereof, is liable to suspension or expulsion.
- (SDCL 13-32-6: Disturbance of school as 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 a 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.

## ATTENDANCE/TARDINESS POLICY

South Dakota State Law requires that parents/guardians have their children registered and attending school regularly. The Dell Rapids Elementary School has adopted the following attendance policy:

1. Students are expected to be in attendance at school daily.
2. When a child is not in school, parents/guardians **are to call the school** to verify the absence by 9:00 AM (428-5473 - Option #1). During off hour's parents have the convenience of leaving a message on the elementary school answering machine.
3. When the student returns to school, please have him/her bring a written excuse from home when he/she returns if no prior contact has been made. If a student absence is not verified with a call, answer machine message, or note, the absence or tardy will be unexcused as appropriate.
4. If parents/guardians need to remove their child(ren) during school hours, they will report to the office first. The person removing the child from school will be asked to sign out the child of the school. If someone other than a parent/guardian requests that a student be allowed to leave during school hours, the parent is expected to advise the school of permission before the school will allow the student to leave. The school will be extremely reluctant to make exceptions to this expectation if the parent can not be contacted.
5. Frequent absenteeism or tardiness is to be referred to the principal by the counselor or your child's teacher. The office determines excused and unexcused absenteeism or tardiness. The principal will determine a course of action to remediate unexcused and/or frequent tardiness and absences upon conferring with your child's teacher. In the case of frequent absenteeism, a statement from the family physician explaining absence from school may be requested. Parents not cooperating with school efforts to remediate frequent absenteeism or tardiness will be referred to the superintendent, the district truant officer.
6. Tardiness is defined as "a situation where the student arrives late to his/her assigned workstation." If parents/guardians know their child(ren) will be arriving to school late, these parents are to call the school to confirm the reason for the tardy and the estimated time of arrival at school.
7. A student who misses more than 1 hour and 45 minutes per day will be recorded as absent half of a day. Students regularly taken out of school for shorter periods of time may be recorded as a half-day absence at the end of a quarter to reflect actual attendance in school.

## HOMEWORK

The amount of homework varies with the grade level, the teacher, and the subject involved. As a rule, there is very little assigned homework in the primary grades (K, 1 and 2). In the intermediate grades (3 and 4), there will be times when students are required to complete lessons or practice lessons learned in school at home. It helps if students have a set time and place at home to study. Showing interest in your child's homework provides the opportunity to share in their learning experiences. Bringing home large amounts of schoolwork may mean that the child is not using his/her time in school properly. You are invited to consult the teacher if a concern arises in this matter.

## REPORTING TO PARENTS

**Progress Reports to Parents** – Student Progress Reports are mailed home the fifth week of the quarter. This is a mid-quarter report to parents of students who are doing unsatisfactory work. These reports may not be sent to every child in the class. If you are concerned at any time, please contact your child's teacher.

**Report Cards** – Report cards go home with the students at the end of each nine-week period. The kindergarten children do not have a written report to take home. Grades 1-4 have a report card, which is sent home to be discussed with the student.

**Grading System** – Dell Rapids Public School uses a traditional grading system:

1 <sup>st</sup> and 2 <sup>nd</sup> Grade	3 <sup>rd</sup> and 4 <sup>th</sup> Grade	
	Achievement Marks	Effort and Attitude Marks
E is Excellent S is Satisfactory N is Needs Improvement I is Improvement has been shown N/A is Not Applicable	A is Excellent B is Above Average C is Average D is Below Average F is Unsatisfactory	E is Excellent S is Satisfactory I is Improving U is Unsatisfactory (check) is Improvement Needed

**Parent/Teacher Conferences** – Parent/Teacher Conferences are scheduled at the end of the first quarter and middle of third quarter of the school year. Both parents are encouraged to attend the conferences. In addition to the regularly scheduled conferences, either the parents or teachers may request other conferences. If you feel there is something you would like to discuss with a teacher, please feel free to make an appointment by contacting the teacher.

## SCHOOL DAY ROUTINE

**Arrival/Dismissal Times** – School begins at 8:55 AM. Buses arrive between 8:45-8:55 AM. Provisions are not made to supervise students before 8:40 AM. For the safety of your own children, they are not to come earlier than 8:40 AM. Arrangements for activities after school are to be made before the school day begins. Students will not be allowed to use the office phone to make after school plans.

**Lunchroom** – Students will be given approximately 15-20 minutes to eat lunch in the cafeteria. They may stay in the lunchroom for longer if they wish more time to eat. They are expected to observe all school rules and use good manners. Children will be encouraged to eat the food that they choose and will clean up their table areas before leaving the lunchroom. Students are required to take from three out of the five food groups.

Lunch/milk tickets may be purchased in the school office. A note from the teacher will notify parents when that student needs to bring additional lunch/milk money.

## EMERGENCY SCHOOL CLOSINGS

In the event of school closings, an announcement will be made over the radio prior to the dismissal. Students must prepare for this in advance by planning where they will go in case of a mid-day school cancellation. Parents are asked to plan in advance with their children for situations like this. Other emergency school closings will be announced over both radio and television stations from Sioux Falls: KELO, KSFY and KDLT television stations and KELO/AM (1320) and KELO/FM (92.5) radio stations.

If you wish to relay emergency information about weather conditions related to school closings, it is best to call the high school where decisions are made about school closings.

## **DRESS CODE**

We expect students to come to school clean and neatly dressed. Footwear must be worn at all times. Tennis shoes are to be worn in PE classes. Attire, which is disruptive to the usual school process, will not be acceptable. If improper attire is worn, the student may either be sent home to return in acceptable school attire, required to correct the improper attire at school, or given temporary clothes from school to wear.

## **SCHOOL SAFETY**

The safety of all students is a primary concern for all personnel at the elementary school. In order to maintain a safe educational environment for all students, certain personal items will not be allowed at school, such as water guns, pocket knives, pop bottles, slingshots, matches, lighters etc. Food items will not be allowed on the playground area for cleanliness and safety reasons. If students wish to provide snacks or treats for a classroom, please arrange this with his/her classroom teacher.

**Bicycle and Street Safety** - The following rules will be taught and emphasized at our school:

1. Bicycles and scooters need to be walked on the school block.
2. Ride in single file on the right hand side of the street.
3. Ride only one person on a bicycle or scooter.
4. Do not ride your bicycle or scooter anywhere on the playground.
5. Park and lock bicycles only in the bicycle rack areas.
6. Use appropriate hand signals when riding a bicycle.
7. Obey all stop sign and other traffic control signals.
8. Damaged or missing bicycles should be reported to the office.
9. Cross streets ONLY at the intersections (cyclists and pedestrians).
10. Safe skateboarding is not provided for on school grounds and not allowed at any time for the safety of skateboarders and others.
11. Parents who pick up children after school should park/wait in an area away from the bus lanes after school. Student pick-up points should be on the south, east or west sides of the building. Parents who park in handicapped parking even to wait risk fines.

**Bus Safety and Conduct** - The bus driver is in full charge of the pupils and the bus. The driver's relationship with the pupils should be on the same plane as that of any other authority figure. Bus transportation for pupils is not a right, but a privilege, conditional upon courteous behavior and obedience to the established rules. The safety of the bus and its passengers demands complete cooperation from the students. It shall be the duty of the bus driver to report to the school administrator the names of any students who persist in violating the bus passenger regulations. The bus driver may find it necessary to temporarily withhold the privilege of riding the bus from those students who fail to cooperate accordingly. Specific bus rules and the Bus Discipline Process are listed in Appendix A.

**Communication about Bus Incidents and Concerns** - The parties most directly involved in working with bus concerns/incidents are the students, parents, and bus drivers. Use the following procedures in addressing concerns about bus incidents and concerns.

1. Students who ride the bus need to tell their bus concerns/incidents to their bus driver.
2. When student bus concerns/incidents are told to parents by students, parents then need to contact their child's bus driver by phone.
3. Bus drivers, with concerns and for all written bus incident reports, need to call the student's parents.

## SCHOOL REGISTRATION

School registration takes place during August. Materials needed for registration and specific registration dates will be mailed to families in the school district during the month of August. Registration dates will also be published in the local newspaper. Parents have an opportunity to fill out the necessary forms at home before coming to school registration. These forms include State Immunization forms, updated health and family information forms, accident insurance applications, and free/reduced lunch application forms. The school does not have insurance that pays for medical care resulting from accidents at school. As a convenience, families wanting this kind of medical coverage may apply for accident insurance at registration at family expense. Lunch and milk tickets will be available for purchase at this time. Families of the next year's kindergarten class are encouraged to attend our pre-school registration activity in early spring and take this opportunity to meet teachers who will be working with their children during the next school year.

## HEALTH POLICIES

The Dell Rapids School District employs a full-time school nurse. If your child becomes ill or is hurt (outside of minor scrapes and bruises), we will attempt to contact you. If we are unable to contact you, we will attempt to contact a person named by you on the Student Health and Emergency Update completed during registration week. For more serious injuries, an accident report will be completed by the school following the injury.

**Medication Sent to School** - It is our hope that medication can and will be administered at home. Only professionally prescribed medicine by a doctor and filled by a pharmacy will be administered by the school. In the event that there is a need for the student to take medicine during the school day, the medicine must be brought to the office and will be administered by trained personnel. As described by Board of Education policy, the following procedures must be followed:

All medications, required to be taken at school, **must be** in a container from the pharmacy labeled with the student's name, name of the medication, correct dose, time to be given, and doctor's name (no unlabeled medication will be given). Ask your pharmacist for a second container with the above information on the label for school use. Every medication must have a Medical Authorization Form with the student's name, medication name, dose, time to be given, and a parent's signature. No telephone permission will be allowed.

Only the School Nurse and those who have taken the medication administration course will be allowed to measure medications. If a liquid medication must be taken at school, it must be sent to school on a daily basis with only the amount to be given that day. The container will be returned to the student to be refilled for the next day. A small bottle with the correct label should be obtained from your pharmacist.

All scheduled II controlled substances, such as Ritalin and Dexedrine, must be brought to the school by the parents. Transportation of these medications by the student will not be allowed. Parents must bring in enough medication for one calendar month at the beginning of the month and the empty bottle will be sent home with the student at the end of the month for a refill.

Any health related service provided at the school, particularly physician prescribed services, may or may not be appropriate for the district to provide. Requests to determine if specific services are appropriate for the district to provide are made to the school nurse. Requests made to the nurse are subject to referral, review, and determination by the administration. Such services as medication and tube feedings fall under such review and determination.

The following rules shall apply:

1. The district shall not provide medical diagnosis and treatment of illness by any school personnel including the school nurse. Medical diagnosis and treatment are not the responsibilities of the district and shall not be practiced by any school personnel.
2. School personnel shall not provide aspirin or any other medication to students. The only exception to this rule shall be school personnel specifically designated by the school nurse and confirmed by the building principal.
3. "Over the counter drugs" shall not be supervised or kept in the health office unless directed by the physician. In the K-4 building, students are not allowed to have over-the-counter medications on their person or in their control.
4. PRESCRIPTION: Medications shall be stored in a locked location provided for medication storage.
5. Students requiring prescription medications at school shall be identified by the parent to authorized school personnel.
  - a. A completed "Request and Authorization for Medication" form shall be submitted to the school office. This form must be completed for each medication to be given at school. This form must be updated annually or with any change in medication dose or time to be given.
  - b. Medication shall be brought to school by the parent in a bottle, labeled by the pharmacy, including the student's name, medication name, physician and dosage of the drug to be taken.
  - c. The medication shall be supervised and recorded immediately after being administered by trained school personnel as delegated and supervised by the school nurse.
  - d. In specific situations, students may be responsible for their own medication and self-administration. Parents shall send only the medication needed for the day with the student.
  - e. All medication not picked up by a parent by the last day of school will be destroyed.
6. The need for other physician prescribed services shall be reported to the principal and school nurse.
7. Recording forms for physician prescribed services will be retained at school in a Health Services working file for a year and then destroyed. The Health Record for physician prescribed services other than oral, topical and inhalation medications will reflect that services were provided by a summary in the space provided for additional information. Records for services reimbursed by Medicaid will be retained for six years.

**Recess Required** - We believe that if a student is healthy enough to be in school, he/she should be able to go outside for a short recess. Children benefit from the fresh air they get while outside. We realize there are special situations where students should remain indoors for a short period of time after an illness. If this is necessary, please send a written excuse to the teacher with the reason specified for keeping the child indoors. If your family doctor feels your child should stay indoors for an extended period of time longer than two days, please have the physician write us a note stating his/her medical opinion regarding outdoor activities for your child.

## **SCHOOL VISITATION**

Parents are invited to visit the school while classes are in session. We also encourage parents to visit with teachers about any concerns regarding your child. Parents need to call the school and make an appointment prior to the visit. Parents visiting the school need to check in at the office first. Parents needing to visit with the principal should call the school to make an appointment. The principal is half time in the elementary building.

## **GUIDANCE AND COUNSELING SERVICE**

Our Elementary School Counselor is available on a daily basis for individual counseling, small group counseling, and/or classroom counseling needs. Students and parents are encouraged to contact the school counselor whenever the need arises. Parents needing to visit with the counselor should call the school to make an appointment. The elementary counselor is often scheduled into classes and unavailable for drop-in appointments.

## **KID'S CIRCLE**

Students in first through fourth grade are part of a group led by a staff member, which is called Kid's Circle. Each group consists of students in all grades and a staff member. The groups meet 6 times per year for team building games and activities. The groups stay together throughout a student's elementary school years. The goal is to provide students with another way of meeting and interacting with other students and staff.

## **ROOM PARTIES/ROOM PARENTS**

Time is set aside for room parties on Halloween, the last day before Christmas vacation, and on Valentine's Day. If parents wish to send a treat for other special occasions, arrangements should be made with the classroom teacher. Room parents are needed to help organize some of the room parties and work with the teacher in planning other special events for students. Any other classroom celebrations should be cleared with the office.

## **FIELD TRIPS**

Occasionally classrooms will take short trips away from the building. Parents will be informed about these trips in advance. Students will be supervised during the field trip just as during the course of a school day.

## **ATHLETICS**

Sports and recreational activities are available for students in many elementary grades by parents. The school does not conduct these activities but does allow the use of the facility for volunteers who want to run activities for students. Information about particular athletic activities is sometimes sent home with students prior to the beginning of the activity by the parents leading the activity. Because these activities are non-school run, the notices will not be on school stationary. The arrangements to use school facilities are made through the school secretary by filling out a request form.

## **ACTIVITY TICKETS**

As a convenience, activity tickets are available for each student in the elementary office only during registration. After registration, the activity tickets can be purchased at the high school office. Purchase of an activity ticket entitles the student to attend all home events (except for tournaments and double headers) without an additional charge.

Students must have their activity ticket with them when they attend events, or they will be charged the established entrance fee. Replacements for lost activity tickets may be purchased in the High School office for \$1.00 during the regular school day.

## **PHONE CALLS**

The school will gladly cooperate with parents or guardians to relay messages to students during school hours. However, calls for students during school hours are disturbing to the school routine and should be limited. Arrangements for after-school activities should be completed before the school day, rather than

from the school office after school. Students will be discouraged from using the school phone for personal matters during the day.

## **CHILDREN'S POSSESSIONS**

Please mark your child's personal belongings clearly using the child's full name on all items he/she brings to school. This should include lunch box, coats, boots, school bags, supply boxes, and other belongings children lose easily. A permanent felt tip pen works well for marking personal items. Items not identified will be displayed during conferences as "lost and found" items. Items unclaimed by the end of each school quarter will be given to charitable organizations.

## **WINTER DRESS**

Students should have appropriate clothing for outdoor play during the winter months. Playground conditions are such that some type of boot is required during these months or the supervisor or teacher may restrict outside play. Playground supervisors or teachers may insist on appropriate attire before allowing students to play in/on the snow.

## **PARENT VOLUNTEERS**

Parents are encouraged to share their time and talents with the school community. Parents are welcome to volunteer their services as teacher aides, clerks, etc. at the elementary school. Please contact the school office at 428-5473 option #1 if you are interested in volunteering. The secretary will put you in touch with principal/teachers who may have projects. Teacher and employees are encouraged schedule volunteers for no longer than a month.

## **FIRE AND TORNADO DRILLS**

Fire and tornado drills are important safety precautions. It is essential that when the first signal is given, students follow directions promptly. The teacher in each classroom will give instructions.

## **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, equipment, and furniture provided by the school. Students who do damage to supplies, equipment, furniture, or the buildings may be required to pay for all damages done, and/or be referred to the appropriate law enforcement agency for prosecution.

**APPENDIX A**

**STUDENT RELATED  
SCHOOL BOARD POLICIES**

# **APPENDIX A: STUDENT RELATED BOARD POLICIES**

## **JFC STUDENT CONDUCT**

The Board recognizes that acceptable behavior is essential to development of responsible and self-disciplined citizens and to provide an effective school program. Positive behavior is based on respect for one's self and for the worth and human dignity of others. Development of such positive behavior in students is a dual function of the home and of the school.

The Board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus (see policy JFCC).

Each student is responsible for the following areas if he/she is to receive an education in the Dell Rapids School District:

1. Do the required school work and put forth a reasonable effort in assigned work.
2. Bring appropriate equipment and material.
3. Be responsible for his/her own school work.
4. Attend school and classes punctually and regularly.
5. Respect the rights of fellow students to be free from physical and/or verbal abuse and intimidation.
6. Respect the rights of fellow students to receive an education free from disruption in an orderly learning environment.
7. Abide by the rules and regulations governing conduct established by law the Board of Education, the administration, and teaching staff.

Students who refuse to accept these responsibilities will be subject to action which may lead to temporary denial of the opportunity for education in the Dell Rapids School District, through suspension or expulsion.

ADOPTED: MAY 11, 1987

## **JFC STUDENT DRESS CODE**

Students attending any of the schools in the Dell Rapids School District 49-3 or representing the school district at a school sponsored function will not be allowed to wear any articles of clothing which convey any message of profanity, of drug, alcohol or tobacco, are sexually suggestive, or display racial slurs.

## **JFCC STUDENT CONDUCT ON SCHOOL BUSES**

The School Board believes that riding school transportation is a privilege and that the privilege can be limited, suspended, or taken away from any rider who (1) does not follow the bus rules, (2) is in violation of the student conduct policy, (3) is insubordinate, or (4) endangers safety on school transportation. This policy, its rules and procedures apply equally to riders from all schools (i.e., Public School and St. Mary's)

The driver is in full charge of the bus and the passengers. There must be no disturbance of any kind that might distract the driver and imperil the safety of the passengers. To insure safety and respect for authority during transport, bus drivers have authority to suspend students for up to five days from bus transportation.

The bus driver will contact the parent or guardian by phone or in person prior to riding privileges being denied. The bus driver will inform the parent or guardian with the reason the suspension is necessary and the day/s the suspension is in effect. If a student's bus privileges were suspended on the way to school, the student will be allowed to ride home on the bus unless the bus driver feels special circumstances warrant having transportation home being arranged through the student's building principal.

## BUS TRANSPORTATION DISCIPLINE PROCESS

The following discipline process will be used by bus drivers to keep parents and guardians informed and involved as student conduct problems develop.

1. First offense: Bus driver will call parents
2. Second offense: Bus driver will call parents, complete Pupil Transportation Incident Report and give copies to (1) Parents or guardian and (2) Student's building principal.
3. Third offense: Bus driver will call parents, complete Pupil Transportation Incident Report indicating suspension of 1 to 5 days, and give copies to (1) Parents or guardian (2) Student's building principal

A second suspension of bus privileges requires a conference with the building principal before riding privileges are reinstated. The parent must contact the building principal.

The discipline process is for student conduct problems that develop slowly. The bus driver has the option of treating more serious offenses, extreme behaviors, or quickly escalating student encounters with either Second or Third Offense consequences immediately.

## SCHOOL BUS REGULATIONS

- A. Students must be on time at bus stops. If your bus had to wait as much as one minute extra at each bus stop, it would be between twenty to twenty-five minutes late. Students should remain well back from the roadway while awaiting the arrival of the bus. Bus riders should not move to board a bus until it is completely stopped and the door is open.
- B. The bus drivers shall not start the bus until all students are seated. While the bus is in motion all students must remain seated. When students are leaving the bus they must wait until the bus comes to a complete stop before leaving their seats. This rule is critical to student safety and must be enforced.
- C. Students must keep arms and hands inside the bus at all times.
- D. Students should not cross a highway before the bus arrives.
- E. When leaving the bus if it is necessary to cross the road do not cross before the driver signals you to do so. Students should cross at least 10 feet in front of the bus and cross only after looking both ways to be sure no cars are approaching from either direction.
- F. Bus drivers will not discharge students at any place other than the regular bus stop at home or at school without proper authorization from the parents of school official.
- G. The aisles must be kept clear. Never place anything in the aisles that would impede traffic through it.
- H. Conversation must be carried on in a normal tone of voice. There should be no shouting. When approaching a railroad crossing, absolute quiet is required.
- I. Boisterous or profane language is forbidden. Vulgar language or acts should not be tolerated by students, parents, The bus driver, teachers, or any staff on buses. These incidents should be reported immediately for investigation and verification so that the violator can
- J. It is against state laws to throw anything from a vehicle upon the streets or highways.
- K. Students will not be destructive (Removing screws from back of seats or cutting upholstery) as it could effect the safety of the bus.
- L. The driver of the bus is in charge and must be obeyed.
  - a. In the event of road emergency, children are to follow the directions of the driver.
  - b. The bus driver is authorized to assign seats.
- M. Drivers and students will treat each other with mutual respect. If a student becomes a problem the bus driver will assign the student to a seat and inform the student of what is expected of him or her. The driver will also inform the parents of his action and why it was necessary to take the action.

ADOPTED: SEPTEMBER 19, 1977  
AMENDED: AUGUST 12, 1996

## **JFCD BULLYING**

The Dell Rapids School District is committed to maintaining a constructive, safe, and bullying-free school and work climate that is conducive to all students' and employees' educational and work opportunities and which fosters an environment in which all students and employees are treated with respect and dignity. Bullying can inhibit a student's educational opportunities and may also have long-term negative effects on a student. Bullying of students shall not be tolerated and is strictly prohibited. Bullying by Dell Rapids School District students of other persons, including other students of Dell Rapids School District, students of other schools who are at a Dell Rapids School District activity, school employees, and guests and visitors of the Dell Rapids School District shall also not be tolerated and is strictly prohibited.

This policy shall not be interpreted or applied to prohibit civil exchange of opinions or debate protected under the state or federal constitutions. However, conduct which substantially interferes with the work of the school, causes material and substantial interference with school work and discipline, and might reasonably have led school authorities to forecast substantial disruption of or material interference with school activities is not constitutionally protected speech and is therefore prohibited under this policy.

This policy shall apply to persons on school property and at school activities and events on non-school property, including when the person is in any school vehicle or when in a private vehicle located on school property. The prohibition against bullying shall also apply to Dell Rapids School District students when not on school property or at a school event off school property when the bullying conduct results in substantial interference with the work of the school, causes material and substantial interference with school work and discipline, or reasonably causes school authorities to forecast substantial disruption of or material interference with school activities.

Dell Rapids School District students and employees who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion or loss of employment.

LEGAL REFERENCE: SDCL 22-19A-1, SDCL 22-19A-4, SDCL 49-31-31  
ADOPTED: December 14, 2009

## **JFCH/JFCI ALCOHOL USE BY STUDENTS / DRUG ABUSE BY STUDENTS / CHEMICAL ABUSE**

The Dell Rapids Public School District recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the districts' schools. Anything that can interfere with the development of an adolescent, therefore, must be evaluated as to its impact to both the young person and the community. Psycho-active and mood altering drugs can destroy the health and well-being of an individual. The school community defines drug use as a serious health problem and is committed to discouraging this behavior and to encouraging young people to seek help should a problem arise.

This policy is in effect on property owned, leased or maintained by the school district, at all school sanctioned activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. This policy is not intended to address the use and possession of tobacco products.

1. **STUDENT DRUG AND ALCOHOL EDUCATION AND PREVENTION PROGRAM:** An age appropriate, developmentally based drug and alcohol education prevention program will be incorporated into the curriculum for all students. This drug and alcohol education prevention program shall address the legal,

social and health consequences of drug and alcohol use. Through the drug and alcohol education and prevention program techniques for resisting peer pressure to use illicit drugs or alcohol will be provided.

2. POSITION STATEMENT: The Dell Rapids School District believes that the use, sale, and possession of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. This statement will be part of the Student Handbook.
3. STANDARDS OF CONDUCT: A student shall not possess, use, transfer, conceal, sell, attempt to deliver, deliver, nor be under the influence of alcohol or a controlled/illegal substance while at school or while participating in or attending a school activity. Nor shall a student possess drug paraphernalia while at school or while participating in or attending a school activity. Students who use medication as prescribed by a licensed physician are not in violation of this policy.
4. DISCIPLINARY SANCTIONS:  
The following procedures will be used in dealing with possession, use, transmission or being under the influence of illicit drugs and alcohol.
  - A. First Offense
    1. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.
    2. The administration will suspend the student according to the suspension policies of the school district.
    3. If appropriate, the administration will notify law enforcement authorities.
  - B. Second and subsequent offenses
    1. The administration will contact the parent(s)/guardian(s) to arrange for a conference.
    2. If appropriate, the administration will notify law enforcement authorities.
    3. The administration will suspend the student for long term suspension or expulsion according to the policies of the school district.
    4. The administration will recommend to the School Board that the student be expelled unless the following procedure is followed:
      - a. The student must agree to be evaluated and treated by a trained 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 accepted treatment. If the student is accepting treatment, the recommendation for expulsion may be commuted. Fees for this assessment and treatment are the responsibility of the student and the family.

The following procedures will be used in dealing with students supplying/distributing or selling chemical (drugs/alcohol) or material represented to be a controlled substance.

- A. First Offense and subsequent offenses:
  1. Supplying or selling chemicals will result in a five (5) day suspension according to the suspension policies of the school district.
  2. The administration will refer the case to available law enforcement authorities.
  3. The administration will recommend to the School Board that the student be expelled. Expulsion may be recommended by the Superintendent.
5. PROVISION OF DRUG AND ALCOHOL TREATMENT INFORMATION: The superintendent of schools will provide to any person, upon request, information identifying programs regarding drug and alcohol counseling and rehabilitation. Such information is available to students through the superintendent's office or the guidance counselor's office.
6. PROVISION OF WRITTEN POLICY: Parents and students will be provided a copy of the standards of conduct and the statement of disciplinary sanctions as part of the Dell Rapids School District's drug

prevention program. Student and parent members of the school community are expected to be aware of and understand these policies and comply with them.

7. COMPLIANCE MANDATORY: Compliance with the Standards of Conduct in this policy is mandatory of all students.
8. BIENNIAL REVIEW: A biennial review by the District of this drug prevention program to (1) determine its effectiveness and to implement changes to the program if they are needed and (2) ensure that the Disciplinary Sanctions in this policy are consistently enforced. This will occur as part of the Board of Education review and approval of student handbooks.

LEGAL REFERENCE: Public Law 101-226

ADOPTED: November 26, 1991

## **JFCJ DANGEROUS WEAPONS IN THE SCHOOLS**

The possession/use of weapons or look-alike weapons will be regulated by the School Board policies.

### **POSSESSION OR USE OF A WEAPON**

PROHIBITION: No student ((or person)) shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any weapon on any school premises, ((in any vehicle on any school premises,)) in any school vehicle used by the school or for school purposes, in any school building or other building or premises used for school functions, whether or not any person is endangered by such actions.

For purposes of this policy, the term "weapon" shall include:

- A. Any controlled weapon including a firearm silencer, machine gun, or short shotgun as those terms are defined in SDCL 22-1-2(17), (23), and (46);
- B. Any "dangerous weapon" or "deadly weapon," including any firearm, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or serious bodily harm;
- C. Any "destructive device" including any bomb, grenade, explosive missile or similar device or any launching device therefore or any breakable container which contains flammable liquid with a flash-point of one hundred and fifty degrees Fahrenheit or less and has a wick or similar device capable of being ignited. For purposes of this policy, this term includes fireworks, rifles used for sporting purposes and other devices which would otherwise be excluded under the definition found in SDCL 22-1-2(13);
- D. Any "explosive" including any substance, or combination of substances, that is used for the purpose of detonation and which, upon exposure to any external or internal force or condition, is capable of a relatively instantaneous release of gas and heat, including fireworks;
- E. Any "firearm" including any weapon from which a projective or projectiles may be discharged by gunpowder. As used in this provision, the word "gunpowder" includes any propellant that upon oxidation emits heat and light and is commonly use in firearms cartridges;
- F. Any "stun gun" including any battery-powered, pulsed electrical device of high voltage and low or no amperage that can disrupt the central nervous system and cause temporary loss of voluntary muscle control of a person;
- G. Any "ballistic knife: including any knife encased in a tubular metal sheath which when removed, uncovers a detachable blade that can be propelled by a spring mechanism operated at the push of a button;
- H. Any "knife," "club," "numchuk," "SLING-SHOT DEVICE" or similar item which is designed to, intended to or used in such a manner as to incapacitate or cause any bodily injury or any threat of bodily injury BY THE DESIGNER OR USER OF THE ITEM.

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

**PENALTY:** ((Violation of this policy will result in suspension or expulsion according to the suspension and expulsion policies of the school district.)) Referral to the Board of Education for appropriate disciplinary action up to and including expulsion. Unless there are unusual mitigating factors, the penalty for the offense will be expulsion.

#### **LOOK-ALIKE WEAPONS**

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

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

**2ND & ALL SUBSEQUENT OFFENSES PENALTY:** ((After the first offense, violations will result in suspension or expulsion according to the suspension and expulsion policies of the school district.)) Referral to the Board of Education for disciplinary action.

**ADOPTED:** December 13, 1993

### **JHCC STUDENT COMMUNICABLE DISEASES**

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

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

In situations where the decision requires additional knowledge and expertise, the principal will refer the case to a team for assistance in the decision making. The team may be composed of:

1. representation from the State Health Department
2. the student's physician
3. the student's parents or guardian(s)
4. the school principal
5. the school health services supervisor
6. the superintendent or designee
7. the student's teacher(s) and other appropriate school personnel

In making the determination, the team shall consider:

1. the behavior, developmental level, and medical condition of the student;

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

Factors or conditions that may be reason for exclusion from school attendance include but are not limited to the following:

1. physical aggression with a documented history of biting or harming others
2. child is not toilet trained, the child drools
3. presence of open draining sores in which the drainage cannot be contained appropriately.

If the district has reasonable cause to believe that a student is an infected individual, an appropriate medical evaluation of the student may be required.

If an infected student is not permitted to attend classes or participate in school activities, the district will provide the student with an appropriate education program.

Public information will not be revealed about students who may be infected. If the student is permitted to remain in the school setting, appropriate information will be provided to school employees who have regular contact with the student.

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

ADOPTED: January 25, 1988

## **ACAA SEXUAL HARASSMENT**

It is the policy of the Dell Rapids School district 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 expulsion or termination for violation of this policy.

**DEFINITION OF SEXUAL HARASSMENT:** Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or as a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or conditions relating to employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individuals' work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

**RESPONSIBILITY:** School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be displayed throughout district facilities and will be available at all administrative offices.

**COMPLAINT PROCEDURE:** Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his or her

immediate supervisor. If the immediate supervisor is involved in the activity, the alleged violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the guidance counselor and/or the responsible administrator. Resolution of complaints or problems may be pursued informally or formally at the option of the person who feels he or she has been subject to sexual harassment.

If the guidance counselor receives a report of sexual harassment he/she may pass the report onto the building administrator. If the building administrator is involved in the activity, the alleged violation should be reported to the building administrator's immediate supervisor.

After receiving a complaint of sexual harassment, the grievance officer will attempt to resolve the problem in an informal manner through the following process ( For purposes of clarity, the grievance officer shall be the supervisor or administrator receiving the complaint.):

1. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts.
2. The grievance officer will then attempt to meet with the charged party in order to obtain his or her response to the complaint.
3. The grievance officer may hold as many meetings with the parties as is necessary to gather facts.
4. On the basis of the grievance officer's perception of the situation, he or she may:
  - a. Attempt to resolve the matter informally through conciliation.
  - b. Report the incident and transfer the record to the superintendent or his/her designee, and so notify the parties by certified mail.

After reviewing the record made by the grievance officer, the superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the Board for termination or expulsion.

All matters involving sexual harassment complaints will remain confidential to the extent possible.

If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

LEGAL REFERENCE: SD Executive Order 81-08 Federal Title IX (1972 Education Amendments)  
ADOPTED: December 21, 1987

## **JHG REPORTING CHILD ABUSE**

Because of their regular contact with school-age children, school employees are in an excellent position to identify abused or neglected children.

To comply with the State Statutes, it is the policy of the Dell Rapids School District 49-3 that any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by any person including parent or other person, other than by accidental means, shall report in writing to the Principal or Superintendent who shall then immediately report to the States Attorney, or to the Department of Social Services, or to the County Sheriff, or to the City Police. The Principal or Superintendent who shall inform the school employee initiating the action within 24 hours and in writing that the report has been made. The employee shall make the report directly to the proper authorities if the Principal or Superintendent fails to do so.

The report shall contain the following information: name, address and age of child; name and address of parent or caretaker; nature and extent of injuries or description of neglect; any other information that might help establish the cause of the injuries or condition.

School employees, including administrators shall not contact the child's family or any other person to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protection. A school employee's responsibility is limited to reporting his or her suspicion of abuse or neglect.

Any personal interview or physical inspection of the child should be conducted in a considerate, professional manner and information or records concerning reports of suspected abuse or neglect are confidential and the release to persons other than provided by law is punishable by \$1,000 fine, one year in jail or both. Failure to make a report where abuse or neglect is suspected is subject to the same punishment.

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting or from any resulting judicial proceeding even if the suspicion is proved to be unfounded.

Copies of this policy shall be distributed by the Superintendent or his designee to all school employees at the beginning of each school term and to new employees when they begin employment if at a different time than the beginning of the school term.

The Board will support any employee making a report of suspected child abuse or neglect unless it is determined that the employee was acting in bad faith in making the report.

LEGAL REFERENCES: SDCL 26-8-6, 26-10-10, 26-10-11, 26-10-12, 26-10-12.2, 26-10-12.3, 26-10-14  
ADOPTED: May 22, 1985  
EFFECTIVE: July 1, 1985

## **JO STUDENT RECORDS**

This is to notify all parents and students over 18 years of age that they are entitled to:

1. The right to inspect and review all of his or her records and to receive explanations and interpretations of the records;
2. The right to request an amendment in his or her educational records believed to be in error; the right to receive copies of all education records (a charge for copying may be made);
3. The right to request an impartial hearing if the educational agency refuses to amend an education record;
4. These records are on file in the office of the principal.

STUDENTS RECORDS POLICY: The Board of Education has adopted an educational records policy and, in implementing the release of information, that policy shall be considered.

## **JOA STUDENT DIRECTORY INFORMATION**

Dell Rapids School District designates the following personally identifiable information regarding its students as Directory information:

- A. Name
- B. Address and phone number
- C. Date of Birth
- D. School attending
- E. Dates of Attendance
- F. Parents or guardian of student

- G. Participation in school-recognized activities
- H. Weight, height, age, and grade of members of athletic team
  - I. Awards received
  - J. Individual and group photographs pertaining to school activities
- K. Similar information which denotes accomplishment or achievement
- L. Disciplinary action administered by the central office.

THE ABOVE INFORMATION WILL BE PROVIDED ONLY TO INDIVIDUALS OR GROUPS FOR LEGITIMATE EDUCATIONAL PURPOSES.

RIGHT OF PARENT, GUARDIAN OR STUDENT TO PROHIBIT RELEASE OF INFORMATION: A parent, guardian, or student over 18 years of age may refuse to permit the release of any of the Directory Information by notifying the Principal of the student's school in writing which of the above Directory Information may not be released in respect to the particular student. Such notification may be made at any time.

ADOPTED: November 18, 1985

## **KL PUBLIC COMPLAINTS AND/OR CONCERNS**

The Board of Education recognizes that situations may arise in the operation of the schools which are of concern to parents or the public. Such concerns are welcomed by the Board whenever they are motivated by a sincere desire to improve the quality of the educational program or to equip the school system to carry out its mission more effectively. The Board of Education feels such concerns are best dealt with through communication with appropriate staff members and officers such as the faculty, the principals, the superintendent, and the Board.

The following guidelines are suggested as the proper procedure to be followed by persons with questions or complaints:

1. Matters concerning individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the principal of the school.
3. Unsettled matters from (2) above or problems and questions concerning the school should be directed to the superintendent.
4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the chairperson of the Board in letter form will be brought to the attention of the entire Board.

The Board considers it the obligation of employees of the schools to give serious consideration to the questions and comments of parents or the public.

ADOPTED: JUNE 14, 1988

## **KLB PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS**

1. Before filing a written challenge, the concerned party/parties should attempt to resolve the differences as follows:
  - a. If the materials are being used in classroom instruction, the party/parties should arrange a meeting with the classroom teacher to discuss the problem.
  - b. If the materials are in general circulation, the party/parties should arrange a meeting with the librarian.

2. If the party/parties wishes to pursue the matter further, he/she may obtain a form called "Request for Evaluation of Instructional Materials" from the Principal, Superintendent or any member of the Instructional Materials Review Board. This is to be filled out and returned.
3. After the form has been returned the Instructional Materials Review Board will meet.
4. The Principal will act as chairperson of the Instructional Materials Review Board and will appoint a membership which will have an odd number composed of: principal, librarian, 2 teachers, parents, and students.
5. The Instructional Materials Review Board will review the challenge and the material in question, as well as listening to the statements of those bringing the challenge and/or teacher if necessary. A written decision will be made within 7 days of the meeting of the Instructional Materials Review Board. The decision of the Instructional Materials Review Board will be submitted to the concerned party/parties to the appropriate principal, to the superintendent, and to the Board of Education.
6. If the concerned party/parties still remains in disagreement, the case may be appealed to the superintendent within 7 days.
7. Review/hearing will be held within 7 days, with a written decision to be made by the superintendent within 7 days.
8. If the concerned party/parties still disagree, the superintendent is to be notified within 7 days. At that time, the case will be placed on the agenda of the next regular meeting of the Board of Education for its review. The Board will make a final written decision no later than the second regularly scheduled Board meeting after the appeal is heard.

ADOPTED: April 11, 1983

**APPENDIX B**

**GRIEVANCES FOR DISCRIMINATION**

# **APPENDIX B: GRIEVANCES FOR DISCRIMINATION**

## **DELL RAPIDS SCHOOL DISTRICT 49-3 STUDENT GRIEVANCE PROCEDURE & POLICY FOR DISCRIMINATION**

A grievance procedure is a means of inviting communication on matters of concern to the school and its students, short of their having to engage in disruptive behavior. The grievance procedure is not meant to lessen in any way the legal authority of the school officials to administer rules and regulations which govern student behavior.

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices: (1) that a school rule is unfair in that it hinders or obstructs students in pursuit of an education, (2) that a school rule or practice discriminates between students within the same grade, class, or activity, (3) that an unfair procedure has been used in arriving at a punishment.

Grievances are to be processed through three steps in the following order: A, to the counselor, B, to the building principal, C, to the Superintendent. On all three levels an informal conference is to be held within five school days of the date of filing of the complaint so that no student complaint shall consume more than twenty-one school days in all. The burden of proof is on the student to show that a rule is unfair, discriminatory, or that an unfair procedure has occurred.

### **GRIEVANCE PROCEDURE**

A grievance should be presented in writing within five school days of the occurrence of the alleged unfair practice to:

**Level 1:** School Counselor: The school counselor will schedule with the grievant an informal discussion of said grievance within five school days of the date of filing. It is expected that many grievances may be resolved at this level.

**Level 2:** Building Principal: If a student is not satisfied with the resolution made at level one, the student may appeal in writing to the building principal for an informal conference and discussion of said grievance. Said appeal must occur within three school days of the resolution made at level one.

**Level 3:** Superintendent: If a student is not satisfied with the resolution made at level two, the student may appeal in writing to the superintendent for an informal conference and discussion of said grievance. The decision at this level is considered final. The final resolution of the grievance at this level is to be in writing.

The student may be represented at each conference by an adult, but the student must be present to elaborate on the grievance at the given time and place of the conference. Failure to appear at the appointed time and place waives the grievant's right to the conference at each level and succeeding levels, unless extenuating circumstances make it impossible for the student to appear. Unexcused absences are not considered an extenuating circumstance.

## DISCRIMINATION GRIEVANCE FORM

A grievance is defined as a complaint in writing presented by a student to the school staff/authorities alleging one or more of the following:

- A. That a rule is unfair in that it hinders or obstructs students in pursuit of an education.
- B. That a rule in practice discriminates between students within the same grade, class, or activity.
- C. That school personnel used an unfair procedure in assessing a form of punishment.

### Complaint

Date: \_\_\_\_\_

(Check one blank)

Level 1  (Counselor)

Level 2  (Principal)

Level 3  (Superintendent)

I, \_\_\_\_\_, hereby file a grievance complaint

to \_\_\_\_\_.

My grievance is based on A  B  C  above. (more than one blank may be checked)

Date grievance occurred \_\_\_\_\_. (must be filed within five school days of occurrence)

Specifically, my grievance is that (additional pages may be used to specify grievance):

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I hereby petition for a hearing on my grievance at the convenience of the school's personnel, but in no event later than five school days from the date of this petition.

\_\_\_\_\_  
Grievant's Signature (s)

The grievant may be represented at the conference by any adult, but the grievant must be present to elaborate on his grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the grievant's right to the conference provided by the school, unless extenuating circumstances make it impossible for the grievant to appear.

**APPENDIX C**

**BUILDING STUDENT DISCIPLINE PLAN**

# APPENDIX C: BUILDING STUDENT DISCIPLINE PLAN

## BUILDING SCHOOL DISCIPLINE PLAN IMPLEMENTATION

**Incident Report:** Everyone on staff, including custodians, cooks, bus drivers, and substitutes will need to fill out an incident report if they see inappropriate behavior that needs to be followed up with parental notification and an office visit. The grid is to be used only for habitual cases and requires that an incident report be completed and a parent or guardian must be contacted.

**Detention:** Detentions will begin at 3:45 on the day after the incident occurs if possible. We will ask for staff to volunteer to monitor detention. This will be done with a stipend as with the position at the high school.

**I.S.S. and O.S.S.:** In School and Out of School Suspensions will be determined by a Staffing Procedure and will be served the day after the incident occurs if possible.

**Staffing Procedure:** A staff consisting of the classroom teacher, counselor, and administrator will meet to discuss a student's behavior when the next consequence is I.S.S. or O.S.S. This is the time when individual circumstances will be taken into consideration.

**Consequences:** There will be times when a punishment is not acceptable because of individual circumstances. Some students have difficult background experiences that are not known to all staff members and is considered confidential. The consequences of a student who has been seeing the counselor or has some problems that are unknown to faculty, may be given some leniency in consequences, according to what is happening in the child's life. The people who know the situation must be trusted in this case to give appropriate consequences for the misbehavior.

**Teacher's Expectations:** This plan was not designed for teachers to disengage themselves from dealing with misbehavior. This plan was designed to define behaviors and the associated consequences more consistently. Please remember that each child is still an individual with needs that have to be met.

## CLASSES OF OFFENSES WITH TABLE OF LEVELS

### Class 1 Offenses: (Per Year)

Unexcused tardy to school;

School building, school grounds, or bus disruptions (Examples: library, lunchroom, classroom, hallway, bathrooms, bus lines, Inappropriate dress)

Level 1	Level 2	Level 3	Level 4 Habitual Disobedience
*30 minute detention beginning the day after the incident occurs. *Parental notification.	*Two consecutive 30 minute detentions beginning the day after the incident occurs. *Parental notification.	*Three consecutive 30 minute detentions beginning the day after the incident occurs. *Parental conference.	*Four consecutive 30 minute detentions beginning the day after the incident occurs. *Parental conference.

**Class 2 Offenses:** (Per Year)

Unexcused absences; Skipping a class;

Lack of cooperation (Examples: throwing snowballs, running in the halls, pushing, disrespecting the building, incomplete homework)

Level 1	Level 2	Level 3	Level 4 Habitual Disobedience
*Two consecutive 30 minute detentions beginning the day after the incident occurs. *Complete class work required for unexcused absences or skipping a class. *Parental notification.	*Three consecutive 30 minute detentions beginning the day after the incident occurs. *Complete class work required for unexcused absences or skipping a class. *Parental notification.	*I.S.S. *Length of time to be determined by staffing procedure. *Parental conference.	*O.S.S. *Length of time to be determined by staffing procedure. *Parental conference. *Re-entry conference required.

**Class 3 Offenses:** (Per Year)

Insubordination; Disrespectful, obscene language; Physical aggression; Inappropriate materials

Level 1	Level 2	Level 3	Level 4 Habitual Disobedience
* I.S.S. to be served the day after the incident occurs and the length will be determined by a staffing procedure. *Parental Conference.	*I.S.S. (See Level 1).	* I.S.S. (See Level 1).	*O.S.S. to be served the day after the incident occurs and the length of suspension to be determined by a staffing procedure. *Suspension may be reduced if parent and student participate in conflict resolution training. *Re-entry Conference required. *Reassignment considered.

**Class 4 Offenses:** (Per Year)

Directed disrespectful, obscene language (Directed means the disrespectful or obscene language that is directed at a person.);

Physical aggression (Intimidation, bullying)

Level 1	Level 2	Level 3	Level 4 Habitual Disobedience
*O.S.S. to be served the day after the incident occurs with the length to be determined by a staffing procedure. *Re-entry conference is required.	*O.S.S. (See Level 1).	*O.S.S. (See Level 1).	*O.S.S. (See Level 1). *Reassignment considered.

**Illegal Offenses - Class 5 Offenses:** (Per Year)

**Violence:** Fighting; Intimidation; Bullying; Physical injury; Destruction of property; Secret societies or clubs

**Theft:** The unlawful taking of personal property with the intent to deprive the rightful owner of it.

**Sexual harassment:** see Student Handbook Appendices A

Level 1	Level 2	Level 3	Level 4 Habitual Disobedience
<p><b>Violence</b> *O.S.S. to be served the day after the incident occurs with the length to be determined by a staffing procedure. *Re-entry conference is required.</p>	<p><b>Violence</b> *O.S.S. (See Level 1).</p>	<p><b>Violence</b> *O.S.S. (See Level 1).</p>	<p><b>Violence</b> *O.S.S. (See Level 1).</p>
<p><b>Theft</b> *O.S.S. to be served the day after the incident occurs with the length to be determined by a staffing procedure. *Report to authorities. *Re-entry conference required.</p>	<p><b>Theft</b> *O.S.S. (See Level 1).</p>	<p><b>Theft</b> * O.S.S. (See Level 1). *Suspension may be reduced if the student participates in a community service project as assigned by authorities.</p>	<p><b>Theft</b> * O.S.S. (See Level 3).</p>

**Illegal Offenses - Class 6 Offenses:** (Per Year)

**Using/Possessing:** Drugs, alcohol, or tobacco – Using; Under the Influence; Possessing drug paraphernalia

**Suggesting Distribution:** Drugs, alcohol, or tobacco - Possessing an amount that suggests distribution

Level 1	Level 2	Level 3	Level 4 Habitual Disobedience
<p><b>Using/Possessing</b>                      *O.S.S. (5 days).                      *Parent conference.                      *Police Referral.                      *SAT Referral.                      *Reduce suspension to five days if student and parent participate in drug/alcohol evaluation and counseling.</p>	<p><b>Using/Possessing</b>                      *Long-term suspension or expulsion and police referral.                      *Student and parent must attend drug and alcohol evaluation and counseling before the student may return to school.</p>		
<p><b>Suggesting Distribution</b>                      *Long-term suspension or expulsion.                      *Police referral.                      *Student and parent must attend drug and alcohol evaluation and counseling before the student may return to school.</p>	<p><b>Suggesting Distribution</b>                      *Long-term suspension or expulsion (See Level 1).</p>		

**Illegal Offenses – Class7 Offenses:** (Per Year)

Weapon(s); Bomb threat; Fires; Endangering the lives of others

First Offense
<p>*Long-term suspension or expulsion.                      *Parental conference.                      *Referral to authorities.                      *Mandatory 12-month expulsion for firearm possession.</p>

(08-29-10-01-14)