

# Dell Rapids Elementary School



## Elementary Student Handbook 2021-2022



Approved by the Dell Rapids School District 49-3 Board of Education August 2021

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## PREFACE

### **Non-Discrimination**

The Board reaffirms the principle that every child – regardless of race, creed, sex, cultural or economic background, or disability 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 extracurricular 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 education activities and employment practices. Any person having inquiries concerning the Dell Rapids School District's compliance with Title IX is directed to contact Julie Wynja at (605) 428-5473. Julie Wynja has been designated by the Board of Education to coordinate the school district's effort to comply with Title IX.

## FOREWORD

This handbook has been provided to share information with parents and students of the Dell Rapids Elementary school. Please take time to read it and discuss its contents with your student(s). Keep in mind that this handbook serves as a guide for many of the situations we encounter during our school year but is not all encompassing. If you have a question that is not answered within this handbook, please feel free to contact the building principal or classroom teacher. At Dell Rapids Elementary, we recognize that successfully educating our students is a cooperative effort between school and home. We look forward to working together to make this a positive learning and growing experience for all students!

Julie Wynja  
Dell Rapids Elementary Principal  
[Julie.wynja@k12.sd.us](mailto:Julie.wynja@k12.sd.us)  
(605) 428-5473 opt 6

# DISTRICT INFORMATION

## Dell Rapids Public School 49-3

### Statement

*We Empower Each Other to Excel*

### Board of Education

Jeff Trail, President  
Matt Weiland, Vice President  
Troy Randall  
Paula Harvey  
Lee Bollock

### Administration

Dr. Summer Schultz	Superintendent
Drew Bunkers	High School Principal
Fran Ruesink	Middle School Principal
Julie Wynja	Elementary Principal
Steve Helgeland	Special Education/Special Service Director
Jeff Krumm	Technology Director
Jeff Dvorak	Activities Director/Facilities Manager
Barb Littel	Business Manager

### School Contact Information

Dell Rapids District Office  
1216 N. Garfield Avenue  
Dell Rapids, SD 57022  
(605) 428-5473 Opt 1  
Fax: (605) 428- 5609

Dell Rapids High School  
1216 N. Garfield Avenue  
Dell Rapids, SD 57022  
(605) 428- 5473 Opt 2  
Fax: (605) 428-5609

Dell Rapids Middle School  
1216 N. Garfield Avenue  
Dell Rapids, SD 57022  
(605) 428-5473 Opt 5  
Fax: (605) 428- 5609

Dell Rapids Elementary School  
309 W. 15<sup>th</sup> Street  
Dell Rapids, SD 57022  
(605) 428-5473 Opt 6  
Fax: (605) 428-5631

### District Website

<https://www.dr-k12.org>

### District Facebook Page

<https://www.facebook.com/DellRapidsHighSchool>

# DELL RAPIDS ELEMENTARY STAFF

## **Office Staff**

Julie Wynja, Principal  
Heidi Adams, Secretary  
Lindsey Peters, Counselor  
Jill Dvorak, School Nurse

## **Kindergarten Prep Teachers**

Tasha Davis  
Jessica Hendrickson

## **Kindergarten Teachers**

Erin McInroy  
Nichole North  
Jody Stone

## **First Grade Teachers**

Shannon Albrecht  
Sarah Anderson  
Erin Matthiesen  
Jenna Reiff

## **Second Grade Teachers**

Marcy Anderson  
Jailyn Hemmer  
Emma Huntimer  
Katie Wolff

## **Third Grade Teachers**

Karla Gruis  
Theresa McMahan  
Kennedy Sweeter  
Bobbi Snyder

## **Fourth Grade Teachers**

Lisa Craig  
Ryan Kooima  
Brooke Swoboda

## **Activity Teachers**

Kim Gaul, Music  
Shannon Tjaden, Physical Education  
Staci Simons, Art

## **Title I Teacher/Interventionist**

Sherry Koopman – Title I  
Katelyn Haisch – Title I/Interventionist

## **Special Education Teachers**

Eric Magnuson  
Briggett McCallum  
Virginia Wick (Early Childhood)

## **Speech Therapists**

Katie Diez  
Abby LeBrun

## **Library**

Christy Lee

## **Educational Associates**

Emily Decker  
Samantha Dishman  
Brittany Goodale  
Darcie Kringen  
Avery Meyer  
Angela Montgomery  
Jamie Monroe  
Carrie Nirva  
Rachel Pierson  
Sara Schoeberl  
Laurie Schultz

## **Custodians**

Brett Gruis  
Kaleb Bunkers

## **What do I know about my child's teacher?**

The federal education law called the Elementary and Secondary Education Act (ESEA) requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this information, you may send your request to the building principal who will provide a response.

## ARRIVAL/DISMISSAL

If your child does not arrive by bus, please time his/her arrival NO EARLIER than 8:05 AM. Playground supervisors are on duty at 8:05 AM. All students arriving to school by walking, riding bike, or by car should enter the front doors of the school building. The students may come into the classroom when the first bell rings at 8:25 AM. Class begins when the bell rings at 8:30 AM.

School is dismissed at 3:18 each day. Students attending afternoon Haven are dismissed first (3:15), followed by walkers (3:17), riders (3:19), and finally bus students (3:21) are dismissed from classrooms.

## ATTENDANCE

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:

- Students are expected to be in attendance at school daily.
- 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 #6). During off hour's parents have the convenience of leaving a message on the elementary school answering machine.
- 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, answering machine message, or note, the absence or tardy will be unexcused.
- 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 cannot be contacted.
- 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 will be referred to the superintendent, the district truant officer.
- 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.
- 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.

## BICYCLES

Students are allowed to ride bikes to school. All bikes must be parked in the bike racks provided. The school district assumes no responsibility for damaged or stolen bicycles.

## 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. Please refer to district policies addressing bullying (JFCD and JFCD-R) at district website <https://www.dr-k12.org>

## BUS TRANSPORTATION/BUS RULES

The bus driver is in full charge of the students and the bus. The driver's relationship with the students should be similar to 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. 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. Specific bus rules and the Bus Discipline Process are listed in policies of this handbook.

### Bus Rules

1. Students must be on time at bus stops. Students should always be at the bus stop at least five minutes before the bus is scheduled to be there. Students should remain well back from the roadway while awaiting the arrival of the bus.
2. 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.
3. Students must keep their hands, arms and heads inside the bus at all times.
4. Students should not cross a highway before the bus arrives.
5. 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.
6. 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 or school official.
7. The aisles must be kept clear. All articles such as athletic equipment, books and book bags, musical instruments, etc. must be kept out of the aisles.
8. Conversation must be carried on in a normal tone of voice. Shouting, screaming, running, fighting, vulgar language, and pushing are not permitted on the bus. When approaching a railroad crossing, absolute quiet is required.
9. It is against state laws to throw anything from a vehicle upon the streets or highways.
10. Students will not be destructive (Removing screws from back of seats or cutting upholstery) as it could affect the safety of the bus. Any damage to the bus will be paid for by the rider or riders inflicting the damage and will be subject to suspension or expulsion from school.
11. The driver of the bus is in charge and must be obeyed. In the event of road emergency, children are to follow the directions of the driver. The bus driver is authorized to assign seats.
12. 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.



## CELL PHONES/ELECTRONIC DEVICES

Cell phones disrupt the learning environment and are not to be used during school hours. If a student needs to bring a cell phone, smart watch, or electronic device (ex. iPod, MP3 player, etc) to school, it must be turned off and stored in their locker, backpack, or other safe/non-distracting place determined by teacher. At no time during school hours are students allowed to use their cell phone or watch for the purpose of calling or texting unless approved by teacher/principal. Students that are caught using their phone during school hours they will have it taken away and given to the office to be picked up later. If you need to get a message to your student, please call the office and that message will be delivered. The school is not responsible for any lost, stolen, broken, or damaged devices. For this reason, please avoid bringing such items unless absolutely necessary.

## CONFERENCES

Parent-teacher conferences are scheduled twice within the school year. Parents or teachers may request special conferences at any other time of the year. Due to the limited amount of time during conferences, each child will be allotted one conference time for both parents. Exceptions for extenuating circumstances should be approved by the building principal. Please make every effort to attend your child's conferences as they are a very important part of your child's education.

## DISCIPLINE/STUDENT EXPECTATIONS

Classroom teachers are responsible for maintaining good discipline and appropriate behavior in the classroom. In more serious cases or in repeated offenses, the principal/building administrator will be consulted. This may result in the need for a parent contact and/or conference. Disrespect for adults, other students, school property, or property of others will not be allowed. The discipline procedure for misconduct beyond a normal classroom disruption will be as follows (1) minor offenses will be handled by teacher and student and (2) major offenses will be handled by principal, teacher, student, and communication to parents. Major offenses may include, but are not limited to fighting, physical aggression, intimidation, verbal threat, bullying, repetitive defiance, cheating, intentional damage to property, non-compliance after a warning, weapons, vandalism, inappropriate use of technology that violates district policy, harassment, and stealing.

## Behavior Expectations at School

### Playground Expectations

1. Students will play in the designated playground areas appropriate for their grade level and play safely at all times.
2. Students will treat playground equipment with respect, use equipment appropriately, and return equipment when recess is over.
3. Aggressive play is not allowed. This includes wrestling, pushing, kicking, tripping, or tackling.
4. Slides are to be used one student at a time. Students must go down the slide feet first.
5. Students will share and include others in their play.
6. Students will treat supervising adults and other students respectfully.

### Winter Weather Expectations

1. Students must wear the appropriate winter gear including snow pants, boots, coats, hats, and gloves/mittens.
2. Students are not allowed to throw ice, snow, or snowballs.
3. Students are not allowed to play or slide on the ice.
4. Students will be allowed to play on small snow hills. When snow hills become too large or slippery, students will not be allowed on them.

### Bathroom Expectations

1. Students will use quiet voices in the bathrooms.
2. Students will keep their hands, feet, and objects to themselves.
3. Students will keep the restroom clean and pick up after themselves.
4. Students will go, flush, wash, and exit the bathroom.

### Hallway Expectations

1. Students will walk on the right side of the hallway. No running.
2. Students will keep their hands, feet, and objects to themselves.
3. Students will use a quiet voice.

### Lunchroom Expectations

1. Students will treat the lunchroom staff and supervisors with respect.
2. Students will use a regular speaking voice at the table.
3. Student will use good table manners.
4. Students will clean up their table spot and put their trays, silverware, and trash in the appropriate places.
5. Students will keep their hands, feet, and objects to themselves.

## DRESS CODE

Children should wear neat, clean clothing. Extremes in styles should be avoided. Appropriate hygiene and proper dress ensure safety and set the atmosphere. Each student in attendance is to be dressed in good taste. Students will not wear clothing which is offensive, promotes alcohol, drugs or tobacco products while in the building or at school sponsored activities or events. Students wearing such apparel will be required to call home for a change of clothing or asked to turn the article inside out.

Students are expected to be dressed according to the weather. Please help your child understand the reason for dressing appropriately.

Shoes – Shoes are to be worn in school and should be appropriate for playing and running during recess or physical education classes.

Hats – Students will not be allowed to wear hats in school. Only exceptions to be made will be for special dress-up day activities.

Snow boots – Students must wear snow boots when there is snow and/or ice on the ground. Students who do not have snow boots during these times will be restricted to certain areas of the playground.

Outerwear – Students should be prepared with appropriate outerwear for the weather. Coats, snow pants, hats, mittens/gloves, and boots are necessary for winter weather. Not only do they keep the student warm, but also protect their shoes and clothes from getting wet. It is recommended that between seasons, students be prepared for days when the temperature fluctuates from cold mornings to warmer afternoons.

## EMERGENCY PLANS AND DRILLS

The district's school board members have a written plan regarding tornado or emergency evacuations of the buildings. School personnel have a specific written plan regarding the complete procedure for this and it is reviewed each year.

Emergency evacuation drills, lock-down drills, fire drills, and tornado drills are held throughout the school year for the protection of all persons in the building.

## FOOD POLICY

Dell Rapids Elementary is a Peanut Aware school. This means ***we will make every attempt to keep peanuts and peanut products out of the facility.*** Please keep this in mind when sending school lunches or classroom snacks. Classroom teachers will update parents concerning any allergies within each classroom. Please consult classroom teacher before sending snacks. We also recommend that no pop or candy be given to students for their lunchtime meals.

## FOOD SERVICES/LUNCH PROGRAM

A breakfast and hot lunch program is available at our schools. Dell Rapids Elementary participates in the National School Lunch Program. This allows children from households that meet certain household sizes and monthly income criteria to receive either a free or reduced-price meal. You may apply for these benefits at any time during the year by notifying the school office and requesting the appropriate forms. Your application is strictly confidential and will be used only to determine eligibility and verification of data.

The lunch program is a debit program and all meals are to be paid for in advance. You will be contacted if your balance is a negative. If you pay by check, please make the check out to **Dell Rapids Elementary School**. If you send cash, please seal it in an envelope labeled with your child's full name and teacher's name/grade.

**My School Bucks** is a free online meal payment and information portal. You will find access to this program on the district website at <https://www.dr-k12.org> There is a My School Bucks icon on the main page. If you wish to sign up, you will need to contact the elementary school office to get your child's student ID.

<b>MEAL PRICES (2021-2022)</b>			
<b>Breakfast</b>		<b>Lunch</b>	
All students K-4 regular price	FREE	All students K-4 regular price	FREE
Reduced price	FREE	Reduced price	FREE
Milk only	\$0.50	Milk only	\$0.50
Adult/Guest price	\$2.00	Adult/Guest price	\$4.05

### GIFTS

Gifts that are delivered are kept in the office and will be given to the student at the end of the day. A student who has a gift delivered will need to pick it up as they leave for the day.

### HAVEN

Haven is a before and after school program that is available to all students in the Dell Rapids School District. Additional information is available at the elementary office or additional contact information is listed below.

Dell Rapids Community Haven  
 Phone: 366-8612  
 Website: <http://haven-dellrapids.k12.sd.us>

### SCHOOL NURSE/HEATH POLICIES

The Dell Rapids School District has one full-time nurse, who is shared between all three buildings. This nurse along with trained personnel will provide health services for students at Dell Rapids Elementary School. Please alert the school nurse if your child has a health concern that could affect his/her learning.

Vision and hearing screenings will be held regularly or by parent/teacher request. Parents will be notified if results are not within normal limits. Routine screenings are not intended to replace medical check-ups by your doctor.

### Accident Policy

All accidents must be reported to the school nurse's office as soon as possible. A written report will be completed by the school personnel involved with an accident requiring medical attention at the clinic or emergency room and will be kept on file in the nurse's office.

## Illness

When a child develops a fever or other symptoms of illness, the parent will be notified. If the school is unable to reach the parent, they will notify other persons listed on the student's emergency contract form. It is the parent's responsibility to provide or arrange transportation home for the child. This should be done as soon as possible.

## Exclusion from School

A child should be excluded from school for the following health conditions:

1. Contagious disease – chicken pox, mumps, pink eye, impetigo, strep throat, etc. The student must be treated for at least 24 hours before they can return to school.
2. Skin eruptions or suspicious rash
3. Vomiting and/or diarrhea – the student must stay home for 24 hours **after** the last incident of vomiting or diarrhea.
4. Abnormal temperature (100 degrees or more) – student must remain at home until 24 hours after their fever has broken without medications.
5. Persistent cough to the point of vomiting or disruption of class – student may return to school once the cough is under control.

A child who has been absent from school for several days because of an infection or contagious condition is required to present a statement from a doctor upon return to school. Contagious conditions such as pink eye, strep throat, and impetigo must be treated for 24 hours prior to your child returning to school. If your student is found to have head lice, fleas, or scabies, you will be notified, and your student will be sent home. It is the expectation of the school that you and your children will seek the appropriate medical attention immediately. Appropriate steps need to be performed to your home *in addition* to those being done on your child and family. They may then return to school after the appropriate treatment(s) have been performed.

## Immunization Policy

Parents will be asked to show the school nurse that immunizations have been given or have been started. IF there is a medical reason why the child cannot be vaccinated or if a parent/guardian objects to the immunization this must also be documented on the appropriate form which is available from the school nurse.

## Health/Medical Policy

The 1987 Legislature passed a statute dealing with giving medication in school. The statute is as follows: *“A licensed school nurse or, in the absence of the nurse, a principal, teacher or secretary may administer medication prescribed for a pupil under the conditions set forth in this section. Administration of medications by school personnel must only be done according to the written order of a licensed physician and written authorization of a parent.*

*Medication to be administered must be brought into school in a container appropriately labeled by the pharmacy or physician. Medications that are not taken orally or that have the potential of dangerous side effects may be administered by a licensed school nurse/public health nurse.”*

### Medication/Prescription Policy

Students may take medication during school hours according to the following procedures:

1. **Non-Prescription:** Medications available without a prescription (over the counter) should be brought to the school in their original containers and left with the school nurse. A permission form will need to be completed by the parent.
2. **Prescription:** There will be forms at the doctor's office that can be filled out when a prescription is written, thus parents will immediately have the written order of the physician and the prescription bottle. Please consider adjusting medication schedules so it may be given at home.
3. **Medication:** Students who require daily prescription medication **MAY NOT** carry it on their person or keep it in their desk or locker. Medication **must** be in the original container and left with the nurse. A permission form must be completed by the parent. Students with asthma or allergies may carry their own prescribed inhaler if a doctor's order for the same is on file.

### Epinephrine Auto-Injectors Policy

The District may acquire and maintain a stock of epinephrine auto-injectors pursuant to a prescription issued by an authorized health care provider for use in an emergency situation of a severe allergic reaction causing anaphylaxis.

All epinephrine auto-injectors must be stored in a locked medicine cabinet, managed by the school nurse or school personnel trained in administration of epinephrine auto-injector or administration of medication. Epinephrine auto-injectors to be stored and/or administered must be in a pharmacy labeled container. The label must specify the name of physician/licensed health care provider, the date of the prescription and the directions for use.

No school employee, other than the school nurse, shall be required to be trained by a licensed health care professional for the purpose of being trained in the administration of epinephrine autoinjectors, or shall be required to administer epinephrine auto-injectors, without the employee's prior written consent. Any school nurse, or other school personnel who have received appropriate training, may:

- Administer an epinephrine auto-injector to a student in accordance with a prescription specific to the student on file with the school;
- Administer an epinephrine auto-injector to any student during school hours if the school nurse or designated school personnel believe that the student is experiencing anaphylaxis in accordance with a standing protocol from an authorized health care provider, regardless of whether a student has a prescription for an epinephrine auto-injector or has been diagnosed with an allergy.

Prior to administering an epinephrine auto-injector made available by the school, each designated school personnel shall be trained by a licensed health care professional:

- To recognize the symptoms of a severe allergy or anaphylactic reaction;
- To know the procedure for the administration of an epinephrine auto-injector;
- To know the procedure for storage of an epinephrine auto-injector; and
- To know the emergency care and aftercare for a student who has an allergic or anaphylactic reaction.

Pursuant to state law, no administrator, school nurse, or designated school personnel, the District or the School Board, that makes available or possesses or epinephrine auto-injectors pursuant to law, may be held liable for any injury or related damage that results from the administration of, self-administration of, or failure to administer an epinephrine auto-injector that may constitute ordinary

negligence, however, this immunity does not apply to an act or omission constituting gross, willful, or wanton negligence.

The District, through the student handbooks and such other means as identified by the Superintendent, shall notify the parents or guardians of each student about the policy.

## LIBRARY

Students in Kindergarten Prep through fourth grades will have library once each week as part of their schedule. Students may have the opportunity to check out books from the school library during their scheduled library time. It is school policy that students having overdue or lost library books will not be issued a final report card until the items are returned for paid for.

## LOST AND FOUND

Each year we have a large collection of apparel which has not been claimed. Careful consideration should be given to the following suggestions to help eliminate lost items.

- Clearly label your child's belongings with his/her full name. This includes such items as coats, boots, mittens, school bags, supplies, and lunch boxes.
- When a personal item is lost have your child report the loss as soon as possible.
- Use caution in allowing articles of sentimental or monetary value to be brought to school. Remind your child to check the lost and found when something has disappeared at school. Lost articles that are not claimed by the end of the year will be given to charity.

## MONEY/PERSONAL BELONGINGS

There are times when it may be necessary to send money to school with your child (ex. Field trips, lunch account, etc.) If you send cash, please seal it in an envelope labeled with your child's full name and teacher's name/grade. Except for these special circumstances, we discourage students bringing money to school to avoid it being lost or stolen.

Please have discussions with your child regarding personal belongings they bring to school that are not necessary for their education. While we understand that students are excited to share special items, we do not want these items to be lost. Please help avoid having your child bring items of great monetary or sentimental value to school if they are not needed for their education.

We discourage trading cards at school as they have shown to interrupt the education process and can cause distraction from learning. Should your child bring trading cards (ex. Pokemon cards) to school, they may be asked to leave them at home by the classroom teacher if they are posing a problem between students in the classroom or at recess.

## PLEDGE OF ALLEGIANCE

Dell Rapids Elementary School will recite the Pledge of Allegiance daily during the school year.

## **SMOKE/TOBACCO FREE ENVIRONMENT**

Smoking and/or use of tobacco products is prohibited by students and adults within all owned and leased buildings and school vehicles of the Dell Rapids School District.

## **POLICY AGAINST RELIGIOUS, RACIAL, AND SEXUAL HARASSMENT AND VIOLENCE**

Everyone at Dell Rapids School District has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.

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. Complete district policies are available online at <https://www.dr-k12.org>

## **PARENT PORTAL**

The Parent Portal is available for parents to check on student's achievements. Keep in mind that grades reflected through the Parent Portal are updated weekly and may not indicate exact grades for daily homework. Parents interested in signing up for the Parent Portal can call the school office to receive a username/password.

## **REPORT CARDS**

Report cards for grades 1<sup>st</sup> through 4<sup>th</sup> are issued at the end of each quarter. Students are evaluated in all subject areas, as well as, in study habits and social-emotional growth areas.

## **ROOM PARTIES/BIRTHDAYS/PARTY INVITATIONS**

Time is set aside for room parties on Halloween, the day before Christmas vacation, and on Valentine's Day. Each classroom and/or grade level decides on the planning and activities for their parties. Parents who do not wish for their child to participate in these activities will be excused. Students who wish to share treats on their birthday may bring treats to be passed out. Please be mindful that we are a Peanut Aware school, and do not send any treats or snacks containing nuts for birthdays or classroom parties.

Party invitations are not to be handed out a school. This helps to prevent hurt feelings among those not invited. Thank you for your cooperation in doing this.

## **SCHOOL OFFICE**

Elementary office hours are from 7:30 a.m. to 4:00 p.m. If you should need to contact the office for any reason during this time, the telephone number is 428-5473 opt. 6. Answering machines are available to take any messages in the event that no one is able to answer your call.



## SECURITY

To provide a safe environment for all students and staff, the following safety practice will be followed each day. After the bell rings to indicate the start of the school day, the office and custodial staff will lock and secure ALL doors to the elementary school. **All visitors must enter through the main doors, report to the main office, and follow the current registration practice.** All visitors will receive a visitor badge.

The elementary school has security cameras installed throughout the inside of the building, as well as, by the entrance doors. These cameras will enable the office personnel to monitor activities inside and outside the school building which will help to provide a safer environment for all students and staff.

## STORMS/EMERGENCY DISMISSAL

Official announcements regarding the operations of Dell Rapids Schools are broadcast on local television stations. You should also receive a text and/or phone call via Bright Arrow communications with any school delay or cancellation information. Please do not call the school.

If school is in session and the weather does not permit the buses to return the children to their homes, the school will refer to the in-town contact designated by parent on their contact information sheet.

***\*\*Please plan in advance with your child for emergency dismissal situations.***

## SPECIAL EDUCATION

Special Education is a federal program under the Individuals with Disabilities Education Act (IDEA) and serves students ages 0 to 21. The district is obligated to identify students with disabilities through processes such as screening and evaluation. The district conducts formal screenings for students ages three to five each year in the fall or by contacting the early childhood special education teacher at the elementary. The district also conducts informal screenings for older students based on parent(s)/guardian(s) and/or teacher concerns. When educational and/or behavioral concerns arise a referral is made to the Problem Solving Team (PST). The PST consists of the PST coordinator, current classroom teacher, previous classroom teacher, special education teacher, and title teacher. Others that may be included are the principal, school psychologist, school counselor, or speech therapist. The PST will discuss current concerns and implementation of strategies to help the child in the classroom. The team will meet periodically to re-evaluate the success of these strategies. The team will determine if there is a need for a referral for special education evaluation and who will administer these evaluations. Parents will be informed of a referral to the PST, as well as, any and all strategies and recommendations from the team.

Special education evaluation requires parental consent to begin the process. The team of evaluators administers all assessments that were consented by parents in the areas of suspected disability and related services areas. Related services may include, but are not limited to speech/language therapy, occupational therapy, and/or physical therapy. After all assessments have been completed the district will contact parents to schedule a meeting to review the results. The team (including parents) will determine the student's eligibility for special education services based on South Dakota eligibility criteria. Once a student has been identified as eligible for special education services, and there is parent consent to these services the team (including parents/guardian) will develop an Individual Education Plan (IEP).

The IEP outlines the student's strengths/needs, their annual goals, accommodations/modifications needed, and the special education/related services based upon their needs.

For more information on special education services in the district, please contact the Director of Special Education at 428-5473 opt. 1.

### TEACHER/CLASSROOM REQUESTS

Each year a combination of elementary staff work to develop class lists. There are a number of factors that go into dividing our groups of students into the next year's classes. We do our best to balance each classroom and consider each student's academic skills, behavior, social-emotional skills, friend dynamics, additional supports needed, etc. If as a parent, you wish to make a request for a specific placement for your student these requests must be submitted in writing by May 1 to the building principal. Along with your request, parents/guardians must state an educational reason for their teacher request. We will take parent requests into consideration. However, we are not always able to guarantee parent requests.

### TECHNOLOGY/INTERNET USE

The Dell Rapids School District (DRSD) recognizes that access to technology gives students and staff greater opportunities to learn, instruct, communicate, and develop skills that will prepare them for work, life and citizenship. In support of its mission of teaching, research, and public service, the DRSD provides access to computing and information resources for students, faculty, administration and community. The computing and information resources at DRSD are to be used for educational purposes only. Educational purposes include but not limited to academic research, completing class assignments and software training. Our goal is to provide all students with appropriate access to our computing and information system according to the needs of their classes. Access to technology is a privilege and therefore the DRSD reserves the right to limit, restrict or extend computing privileges and access to its information resources.

The Acceptable Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally owned devices on the school campus.

### Internet Publishing and Video Production Policy

As DRSD continues to strive to provide your son or daughter with enriching and innovative educational programs, your son/daughter will have the opportunity to post his/her work and photograph on the Internet. This exciting opportunity will allow your son or daughter's school project to be viewed by others around the world. Student work will be published with only the first name of your child being published.

Group and individual pictures of your child are taken quite often for classroom and co-curricular activities. Group and individual pictures may be published to the Internet but no first or last names will be used to identify the picture.

There may be unique circumstances in which a parent may not want their child's work and/or picture published on the Internet. If it is your desire not to have your child's work and/or picture published on

the Internet, please make sure to select the appropriate check box in the Media appearance section of the Acceptable Use Policy agreement.

### TELEPHONE CALLS

Students may not be interrupted during the school hours by outside calls and messages, ***except in the case of an emergency***. If it is necessary to reach your child at school, the secretary will relay the message to your child's classroom teacher. In most cases, teachers will not be called from their classroom when they are instructing. If you need to contact your child's teacher by phone, contacts should be made before or after school.

### EMERGENCY PHONE NUMBERS

We must have on file the name, address, and phone number of a relative or friend in case we cannot reach parent(s)/guardian(s) in an emergency. It is important that this record be kept current. Please notify the office if there are changes or additions during the school year.

### TRUANCY

Through cooperation with parents, strict adherence to regulations in regard to tardiness and unexcused absence, and diligence in investigating the causes of absence, the Board will endeavor to reduce tardiness and truancy.

The district truancy officer will be responsible for enforcing the compulsory attendance laws, which require regular attendance, provide for penalties if parents and guardians do not carry out their responsibilities, and establish procedures for referral of a truant student to juvenile authorities. The district truancy officer shall make and file truancy complaints, and any teacher, school officer, or any citizen may make and file a truancy complaint before the circuit court judge.

### VANDALISM

If any school property is damaged due to inappropriate acts or behavior by a student, the principal shall assess the cost against the student and/or parent and will determine any other disciplinary action for the student.

### VISITING THE SCHOOL

Parents and guests are always welcome! If you wish to visit, a call to your child's classroom teacher is appreciated. In order to provide a safe and secure environment for our students, the district policy requires that **all** guests who come into the building must register with the office manager. You will be given a name tag to indicate to other school staff members that you have been in the office. Your cooperation each and every time when you visit our school is greatly appreciated. With the DRPS Return to Safe Learning District administration has the authority to monitor local infection COVID rates and temporarily pause school access accordingly.

## WEAPONS POLICY

A dangerous weapon may be many things. It includes (but is not limited to) guns, switchblades, brass knuckles, nunchucks, certain liquids, and pellet guns. It does not matter whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon or through its use, is capable of injury. Bringing a dangerous weapon, a replica weapon, or a BB gun onto school property is a violation of school policy and/or South Dakota law and/or the Federal Gun-Free Schools Act. Law enforcement officials will be notified when this policy is violated. **You may NOT possess a dangerous weapon at any time on school property.**

A replica firearm is defined as a device or object that is not defined as a dangerous weapon, and that is a facsimile or toy version of, and reasonably appears to be a pistol, revolver, shotgun, sawed-off shotgun, rifle, machine gun, rocket launcher or any other firearm. Possession on school property includes on a school bus, on any property leased or owned by the school and whether the school is public or private. Violation of this policy will result in penalties including expulsion from school in addition to statutory penalties, which include significant fines and prison. Complete district policies are available online at <https://www.dr-k12.org>

## WEATHER GUIDELINES

As the weather changes to colder temperatures, it is important that students come to school in appropriate clothing. The weather can change quite suddenly over the course of the day so preparation is important. The staff adheres to the following guidelines to determine if the students will be going outside.

*If the Fahrenheit temperature is at zero or below OR the wind chill is at zero or below the students WILL stay indoors during any recess or noon time. If it is raining, we WILL stay inside. If there is snow, mud, or puddles on the playground, students will be required to wear boots. If they do not have boots, they will be required to stay in a designated area.*

# Dell Rapids Public School 2021-2022

July 2021						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
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22	23	24	25	26	27	28
29	30	31				

September 2021						
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19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
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31						

November 2021						
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28	29	30				

December 2021						
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26	27	28	29	30	31	

January 2022						
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23	24	25	26	27	28	29
30	31					

February 2022						
S	M	Tu	W	Th	F	S
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13	14	15	16	17	18	19
20	21*	22	23	24	25	26
27	28					

March 2022						
S	M	Tu	W	Th	F	S
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27	28	29	30	31		

April 2022						
S	M	Tu	W	Th	F	S
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May 2022						
S	M	Tu	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
S	M	Tu	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### Special Days

First Day of School- August 26  
 Last Day of School-May 24  
 End of Quarter- Oct. 29 , Jan. 14 , Mar. 23  
 Graduation- May 21

### Parent/Teacher Conferences /Comp Day

Oct. 7 12:30 Dismissal / Conferences 1:00-8:00  
 Oct. 8 NO SCHOOL  
 Feb. 17 12:30 Dismissal / Conferences 1:00-8:00  
 Feb. 18 NO SCHOOL

### Holiday Days and Breaks

Sept. 6 Labor Day  
 Oct. 11 Native American Day  
 Nov. 24 - 26 Thanksgiving  
 Dec. 22 - Jan. 2 Winter Break  
 Jan. 1 New Years Day  
 Feb. 21 Presidents' Day  
 March 17 & 18 Spring Break(s)  
 April 15 & 18 Easter  
 May 30 Memorial Day

### Staff In-Service Days/Work Days (NO SCHOOL)

Aug. 24-25, Jan. 17 , May 25

### New Teacher Orientation

Aug. 23

### 1:00 Early Release

Sept. 29 , Oct. 27, Dec. 21, Mar. 30 , Apr. 27

### Student Contact Days

1st Quarter- 44  
 2nd Quarter-44  
 3rd Quarter-43  
 4th Quarter- 42  
 Total Student Days-173

\* First snow (emergency) day forgiven

\* Built-in snow days contingent upon one week notice.

\*Additional emergency days will be made up after May 24

## ADDITIONAL DISTRICT POLICIES RELATED TO HANDBOOK ITEMS

(complete list of district policies can be found on the district website <https://www.dr-k12.org>)

### PARENT INVOLVEMENT

Parental involvement is the participation of parents in every facet of education and development of children from birth to adulthood, recognizing that parents are the primary influence in their children's lives. Federal programs including Title I recognize that parent involvement takes many forms, including parents' shared responsibilities in decisions about their children's education, health and well-being, as well as parents' participation in organizations that reflect the community's collaborative aspirations for all children.

#### District Goals

The goal of the Dell Rapids School District is to ensure that educational success of all students by having high expectations, a commitment to excellence and a comprehensive parental involvement program, confirming the belief that parental involvement increases student achievement and self-esteem and that the difference between a good school and a great school is the involvement of its parents.

A. It is the policy of the Dell Rapids School District to involve parents in the joint development of the District Parental Involvement policy by:

1. Holding an annual parent meeting in which all parents are informed of the school's participation in the Title I program, the requirements and their right to be involved.
2. Making it possible for all parents to be involved by holding meetings that accommodate working parents as well as those parents whose dominant language is not English.
3. Involving parents in the decision making process for the Title I program.
4. Providing training sessions for parents on the curriculum used and the forms of academic assessment used to measure students' progress.
5. Involving parents in the reviewing and revising of the District's parental involvement policy.
6. Having an annual parent meeting to discuss, review, plan for and make suggestions to the Title I program.
7. Ensuring that all parents understand policies, rules, parent compacts, notices etc. by having them printed in both English and Spanish as well as conducting meeting in the language the parents can understand.
8. Providing the parents information regarding the "No Child Left Behind Act".
9. Every effort will be made to ensure that all special populations are involved.

B. Coordination and integration of parental involvement strategies with Head Start, Even Start and Birth to Three and area preschools.

C. The expectations of parental involvement are:

1. Increased student achievement due to school-parent-student compacts.
2. Increased student achievement due to parent training.
3. Increased parental input due to annual meeting.

4. Increased awareness of school policies and activities due to parent meetings and the annual meeting for Title I parents.
5. Increased school to home communications due to teacher training. Dell Rapids School District #49-3 Policies and Regulations Code: A – Foundations & Basic Commitments

D. Evaluation There will be an annual evaluation of the content and effectiveness of the Title I Parental Involvement program, and the parents will be asked for their input. The evaluation will include an assessment of how much parental involvement is increasing and what barriers to parental participation still need to be overcome. The school district will revise its Parental Involvement policy on the basis of this annual review.

## STUDENT DRESS CODE

The Board recognizes that it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. 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. These restrictions can be found in the student handbook for each building. 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 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, or drug, alcohol or tobacco, are sexually suggestive, or display racial slurs.



## STUDENT CONDUCT ON SCHOOL BUSES

Buses are provided for those students whose distance from school or health makes this service essential. Misconduct on buses will not be tolerated and will result in forfeiture of the privileges of riding.

Students are expected to discipline themselves and comply with the instructions of the bus operator. The driver will be 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.

Students will observe the following rules of conduct while riding school buses:

1. Students must be on time at bus stops. Students should always be at the bus stop at least five minutes before the bus is scheduled to be there. Students should remain well back from the roadway while awaiting the arrival of the bus.
2. 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.
3. Students must keep their hands, arms and heads inside the bus at all times.
4. Students should not cross a highway before the bus arrives.
5. 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.
6. 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 or school official.
7. The aisles must be kept clear. All articles such as athletic equipment, books and book bags, musical instruments, etc, must be kept out of the aisles.
8. Conversation must be carried on in a normal tone of voice. Shouting, screaming, running, fighting, vulgar language, and pushing are not permitted on the bus. When approaching a railroad crossing, absolute quiet is required.
9. It is against state laws to throw anything from a vehicle upon the streets or highways.
10. Students will not be destructive (Removing screws from back of seats or cutting upholstery) as it could affect the safety of the bus. Any damage to the bus will be paid for by the rider or riders inflicting the damage and will be subject to suspension or expulsion from school.
11. The driver of the bus is in charge and must be obeyed. In the event of road emergency, children are to follow the directions of the driver. The bus driver is authorized to assign seats.
12. 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.

If the student continues to violate the bus regulation after he or she has been assigned a seat, the driver will report the violation to the appropriate principal. (Public or St. Mary's)

The principal will talk to the student and inform the parents of the rule violation, and will inform the parents that another violation will result in the student losing the bus privileges for the balance of the school year.

Students are expected to obey the rules or they will lose the privilege of riding the bus. Drivers are expected to enforce the rules or they will be replaced.

## STUDENT CONDUCT

The Board of Education recognizes that acceptable behavior is essential to the 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 of Education 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 or EEACC).

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 materials.
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 receive an education free from physical and 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 the teaching staff.

Students who refuse to accept the above responsibilities will be subject to disciplinary action.

Students in the district schools are expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school; will show consideration for other students; school employees and guests at the school, and will create a positive school environment in which to learn and work. All students have individual responsibilities and obligations in their conduct towards other people and with respect to property.

Examples of student conduct on school grounds or at school activities which will subject a student to suspension, expulsion or other disciplinary action, and which may be reported to the legal authorities and subject to legal consequences, include, but are not limited to:

1. Intentionally or recklessly causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
2. Intentionally or recklessly causing or attempting to cause damage to private property; stealing or attempting to steal private property.
3. Intentionally or recklessly causing or attempting to cause physical injury to another person except in self-defense or threatening to do so. Dell Rapids School District #49-3 Policies and Regulations Code: J – Students
4. Possession of any firearm, knife, explosive, or other dangerous object.
5. Possession, use, transmitting, or being under the influence of any controlled drug or substance without a physician's prescription.
6. Possession of, use or under the influence of alcohol.
7. Possession or use of any tobacco product.
8. Making false fire alarms or bomb threats or similar threats.

9. Communicating a terrorist threat or using a hoax substance or device to cause fear of a terrorist act.
10. Falsely reporting a threat.
11. Cheating with respect to schoolwork or tests.
12. Using lewd, profane or obscene language, or displaying lewd, profane or obscene language or pictures.
13. Sexually harassing any other person.
14. Harassment of any other person (harassment means intentional conduct directed at another person which seriously annoys, alarms, or offends the person and the conduct has no legitimate or valid reason, and includes bullying/hazing).
15. Repeatedly and intentionally defying the valid authority of school employees and personnel, or conduct which disrupts, interrupts and interferes with the educational process or the rights of other students to learn.

Copies of this policy shall be made available to parents and to all students, either through being reprinted in student handbooks or through some other means.

## STUDENT COMMUNICATION DISEASES

The Board of Education recognizes the need and right of all children to receive free and appropriate education. The Board of Education 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 the 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 nurse;
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, development level, and medical condition of the student;
2. The expected type(s) of interaction with others in the school setting;
3. The impact on both the infected student and others in that setting;
4. The South Dakota Department of Health guidelines and policies, and
5. The recommendation of the State Health Department, which may be controlling.

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.

## 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, school counselor, school official or other school employee who has reasonable cause to suspect that a child under 18 years of age has been neglected or abused (including sexual or emotional abuse) by any person including parent or other person, shall report in writing to the Principal or Superintendent who shall then immediately report orally 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 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.

It is a Class I misdemeanor punishable by up to a \$1,000 fine, or a year in jail, or both, for a teacher, school counselor, school official or other school employee who has reasonable cause to suspect that a child under the age of 18 years has been neglected or abused to knowingly and intentionally fails to report the same as required in this policy and state law.

The report to the principal or superintendent 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 injury resulting in suspected abuse or neglect. It is not the responsibility of the school employees to determine or 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 physical inspection of the child should be conducted in a considerate, professional manner. 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.

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 or her 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.

## STUDENT RECORDS

Privacy of school records, as protected under law, continues to be an important issue facing education. Public law 93-380, to extend and amend the Elementary and Secondary Education Act of 1965, containing Section 513(a) known as the “Family Educational Rights and Privacy Act of 1974,” was signed into law by President Ford on August 21, 1974, and became effective November 20, 1974. Full regulations were published in the Federal Register on June 17, 1976, effective immediately.

This law makes it necessary for schools to develop policies and procedures that insure parents and students the right to inspect and review any and all official records, files and data directly related to their children.

Student records are an essential part of the educational process. To serve this end, information about students as may be required by law, and considered necessary to achieve the educational goals and objectives as stated in the philosophy of the Dell Rapids School District, will be collected and maintained under the supervision of the certified staff. This collection, maintenance, accessibility, dissemination, retention, and confidentiality of such information will be controlled by procedures designed to enhance the primary task of the school while protecting individual student rights and preserving the confidential nature of the various types of records.

A parent of a student or a student may waive any of his/her rights by a written waiver signed by the parent or student, as appropriate. The school may request, but not require, such a waiver and it may be revoked by the student or parent at any time after he/she becomes an eligible student. Any revocation must be in writing.

It is the responsibility of the School Board to annually, through public notice, inform parents of students and eligible student of their right to inspect and review educational records. Requests for review must be directed to the student’s building principal.

Parents and students over 18 years of age are entitled:

1. To know the records that are kept;
2. To inspect and review the records or material that pertains to them or their offspring;
3. To receive a copy of the record;
4. To receive a response to a reasonable request for explanation and interpretation;
5. To challenge a record claimed to be inaccurate, false or misleading or otherwise in violation of the privacy or other rights of students, and to a hearing if, after review, no change is made;
6. To place a statement of rebuttal in the challenged record if not change is made;
7. To file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920, if they believe any of these rights are violated.

Students under 18 years of age are entitled to the same privileges as parents and students over 18 years of age. Dell Rapids School District #49-3 Policies and Regulations Code: JO – Students Public notice must also be made by the School Board of intent to disclose to the news media personally identifiable data designed as directory information.

The parent of a student or an eligible student may refuse to be personally identified in any or all of the information categories. Such refusal must be made in writing to the student's building principal within fifteen (15) days after the notice is given.

The following information will be classified as "directory" information:

1. The student's name.
2. The student's address.
3. The student's phone number.
4. The student's date and place of birth.
5. The student's grade level.
6. The student's electronic mail address.
7. Dates of attendance.
8. Participation in officially recognized activities and sports.
9. Weight & height of members of athletic teams.
10. Degrees, honors, and awards received.
11. The most recent educational agency or institution attended.
12. The student's photograph.



## STUDENT DIRECTORY INFORMATION

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

- The student's name
- The student's address
- The student's phone number
- The student's date and place of birth
- The student's grade level
- The student's electronic mail address
- Dates of Attendance
- Participation in officially recognized activities and sports
- Weight & height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- The student's photograph

The above information will be provided only to individuals or groups for legitimate educational purposes. The 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.