

Douglas Elementary Schools

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HANDBOOK 2018-2019

Badger Clark (Grades K-3)
Troy Volesky, Principal
401 Don Williams Drive
Box Elder, SD 57719
(605) 923-0080
Troy.Volesky@k12.sd.us

Francis Case (Grades K-3)
Jeannie Clark, Principal
441 Don Williams Drive
Box Elder, SD 57719
(605) 923-0070
Jeannie.Clark@k12.us

Vandenberg (Grades 4-5)
Lezlie Larsen, Principal
561 Briggs
Box Elder, SD 57719
(605) 923-0060
Lezlie.Larsen@k12.sd.us

Visit the Douglas School District Web Site at <http://dsk12.edlioschool.com>

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Welcome to Parents

Dear Parents:

We welcome all students to the Douglas Elementary Schools and we wish to extend a warm and cordial welcome to you, the parents. We can assure you, your children are entering schools, staffed with extremely capable teachers who are interested in the educational and personal welfare of the students placed in their care.

We, the administration and staff of the Douglas Elementary Schools, believe that education is a cooperative venture shared by the school, the home, and other community agencies. As such, it is a continuous developmental process that reflects the society we serve and emphasizes the value of individual worth.

The rules and regulations of the school have been developed for the benefit and protection of every student. These rules and regulations have been developed for the proper operation and function of the school and to protect the rights and privileges of everyone.

Parents are the primary and most important teachers of children. You expect the school to extend and develop your child's education that has begun at home. To do this, the school needs your help and cooperation. We ask that you:

- ✍ Keep in close touch with your child's progress by visiting the school.
- ✍ Send your child to school every day healthy, rested, clean, suitably dressed, nourished, and in a frame of mind to learn. Students should be sent to school every day, on time. Punctual and regular attendance is very important to a child's learning.
- ✍ Treat school and learning as important: that you know what they are learning, and that you take the time to talk with them, listen to them, read to them, and be involved in their school activities.
- ✍ Continue to work with us in teaching children to respect themselves, to cooperate with their teachers, to do their best, to get along with others and to play safely.
- ✍ Continue to work with us in teaching your child manners, self-discipline, responsibility, and appropriate behavior.
- ✍ Assist us in developing your child's sense of self-esteem, self-concept and appreciation for their cultural heritage.

We look forward to a year of growth for each child. We also look forward to working with you as partners in your child's education.

Douglas School District Mission

Prepare all students to meet the challenges of an ever-changing world.

Douglas School District Philosophy

The Douglas School District promotes an environment conducive to teaching and learning.

The district, working as partners with the educational community, will develop individuals who realize self-worth and have the opportunity to create a productive role as responsible citizens in an ever-changing world.

Douglas School News

The Douglas School News is now on line for parents to access at their convenience. It contains a school menu (breakfast and lunch), calendar, and other information that is helpful to students and parents. **www.dsdk12.net**

Policy Notification Statement

It is the policy of the Douglas School District 51-1 that no employee or student shall be discriminated against on the basis of sex, race, national origin, religion, disability or marital status in any program, service or activity for which the Douglas School District is responsible as required by Title 1X, Public Law 93-112, Section 504 and other state and federal laws.

Any person wishing to discuss their rights under the District's nondiscrimination policies may contact the Superintendent or designee, Douglas School District, 400 Patriot Drive, Box Elder, South Dakota 57719, (605) 923-0000.

Inquiries concerning disabilities may be directed to the Director of Special Education, 400 Patriot Drive, Box Elder, South Dakota 57719, (605) 923-0013. For further information, contact 1-816-880-4200 or write Office for Civil Rights, 10220 North Executive Hills Blvd, Kansas City, Missouri 64153-1367.

Student Records

Through district policy JO, the principal of each school will be the legal custodian of all student records for that school. Parents and guardians have access to their child's school records. Annually, parents are notified of the following:

- The type of records kept;
- The procedure for inspecting and copying these records;
- The right to inspection;
- The right to challenge data thought to be erroneous, the procedure for correcting or expunging the data or inserting a rebuttal statement;
- The right to lodge a complaint with the U.S. Dept. of Education if mandates are not adequately implemented.

Parents will also be notified regarding the collection or use of personal information from students, for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

Educational or school records include all materials directly related to a student that a school maintains. Records and notes maintained by school staff for their own use, and which are not available to others are exempted from this definition, as are records maintained by law enforcement officers assigned to schools.

The school is required to obtain written consent prior to information other than directory information being divulged to third parties. Directory information, which is information generally not considered harmful or an invasion of privacy if release, can also be disclosed to outside organizations without a parent's prior written consent. School district employees who have legitimate interest in viewing the records, as well as officials in other schools

in which the student seeks to enroll may have access without parental consent. In some cases, other parents and other law enforcement personnel may have access to records without parental consent if there is a danger to the health and/or safety of others.

Directory Information

The Family Education Rights and Privacy Act allows the district to disclose appropriately designated “directory information” from student records, without parental consent. The primary purpose of directory information is to allow the district to include this type of information in certain school related publications. Examples may include but not limited to: playbills/drama productions, yearbooks, honor roll or other recognition lists, graduation programs, or sport publications. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent such as companies that manufacture yearbooks. The district has identified the following information as directory information: student’s name, address, telephone listing, email address, photograph, date and place of birth, the most recent educational agency, grade level, parent or guardian, school activities, awards, accomplishments or achievements, and individual or group photographs, videos or web pages.

A parent or eligible student may refuse to permit the release of the directory information by notifying the building principal in writing annually stating regarding what information may not be released. Such notification can be made at any time during the school year.

American Disabilities Act

This document is available in alternate formats upon a five (5) working day request. Examples of alternate formats include: Braille, large print, tape,

etc. Please contact the building principal, or for a TDD/Relay System number call 1-800-877-1113, to make a request.

Public Complaints

Areas of concern brought to the attention of the Board will be addressed through policy KL. The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board

Complaints will be handled courteously and professionally. Matters referred to the Superintendent and/or Board must be stated specifically in writing. Anonymous letters and phone calls will not be given serious consideration.

A copy of Board Policy KL, Public Complaints, is available in each building office or the Administration offices.

Student Registered Sex Offenders and Non-Student Registered Sex Offenders

Board Policy restricts the movement of registered sex offenders in Douglas School premises. A copy of policies JECBC and KO may be obtained at Central Office or school building offices. Any person failing to comply with these policies will be subject to removal from school premises and suspension of privileges. In addition, law enforcement may be notified if a violation takes place.

Douglas School District Board Policy – Section J, File JECBC; Section K, File KO

Child Abuse and Neglect

The Douglas School District has endorsed and supports SDCL 26-8A-3 Reporting Child Abuse and Neglect. The South Dakota Legislature, under SDCL,

mandates that school personnel make reports of suspected child abuse and neglect. 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 a parent or other person, will report orally or in writing this information to one of the following: the building principal, superintendent or designee, the State's Attorney.

Public Complaints for Federal Programs

A parent, student, employee, or district stakeholder, who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent. The superintendent or designee will investigate the circumstances of the complaint and render a decision in writing within two weeks. The complainant will be allowed one week to react, either by accepting or disagreeing with the decision in writing, to the superintendent before decision becomes final. If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. A written explanation of the district's decision will be provided, including the rights to appeal the decision.

Unresolved complaints may be forwarded to the S.D. Dept of Education for review by the stakeholder. Disputes addressing enrollment, transportation, and other barriers to the education of children experiencing homelessness are also addressed under this. The complaint may initiate the dispute resolution process directly at the school they choose as well as at the district or district's homeless liaison's office. The complaint shall be provided with a written explanation for the school's decision including the rights to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

Smoking and Tobacco Use On School Grounds

The board, through policy KGC, recognizes, "that the use of tobacco products presents a health hazard, which can have serious consequences both for the smoker and non-smoker. Statistics indicate that there has been a reduction in the percentage of the total population who smokes. The Douglas School Board is dedicated to providing a healthy, comfortable, and productive environment for staff, students and citizens.

For the purpose of this policy, smoking and tobacco use includes, but is not limited to, all forms of tobacco, including cigars, pipes, chewing tobacco, and cigarettes. Smoking of any substance is prohibited. The use of all forms of tobacco by visitors and/or guest is prohibited in all District buildings (in compliance with Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994), on school grounds, in all school vehicles at all times and at any school-related functions.

Any person failing to comply with this policy may be subject to removal from the premises and/or suspension of privileges.

This policy will be posted in all district owned facilities and vehicles."

Student Supervision

Student supervision is provided from:

| | |
|---------------------|------------------------------|
| Badger Clark | 7:40 a.m. – 3:00 p.m. |
| Francis Case | 7:40 a.m. - 3:00 p.m. |
| Vandenberg | 7:30 a.m. - 2:45 p.m. |

Classroom Visits

Parents are welcome and are encouraged to visit school. Contacting the school prior to a visit helps provide a more meaningful experience for all. During instruction time and parties, we ask that parents refrain from bringing siblings with them into the classroom.

For security purposes only staff are allowed on the playground. All doors at Douglas Schools are locked and utilize a secure entry system.

Building Visitors

Parents and Visitors must buzz the office to gain access to the buildings. Upon entry visitors are required to stop in the office to get a Visitor's Pass and sign their name in the Visitor's Log each time that they visit the building. *We also ask that parents/visitors check out when they leave.* This will help us to identify individuals that are in the building.

Attendance/ Tardiness

Students are required by law to attend school each day unless they are ill. Parents are asked to call the school office if an absence will be necessary. After daily attendance is taken, the office will attempt to call parents who have not made previous contact. When contact has not been made, parents are asked to send a written excuse with their child upon their return to school. If a child misses more than 2 hours in a school day, they will be counted absent for at least a ½ day.

School starting and dismissal times are:

Badger Clark: 8:00 am-3:00 pm
Francis Case: 8:00 am-3:00 pm
Vandenberg: 7:50 am-2:45 pm

Any child entering the building after the start of school day must report to the office for a pass prior to going to class.

Consistent attendance is vital to student progress. The district is required to report excessive absenteeism and tardiness as truancy.

Parents will receive notification of their child's attendance record updating them of the status of their attendance as necessary. If attendance is not consistent,

parent/guardians may be subject to truancy complaints filed with the State's Attorney.

Time missed from school cannot be made up. Schedule vacations around the school calendar. **Make up work or tests missed because of absences will be given when the student returns to school. If you have specific questions about your child's makeup work, please contact your child's teacher.** For each day of excused absence, the student will be given 2 days to make up the missed work.

Leaving School During The School Day

If it is necessary for a student to leave school, a parent or guardian must come to the office to sign out the child on the appropriate form. At that time the student will be called from the classroom. At no time shall a child leave the premises without such a signature, nor will they be released directly from the classroom. **The adult signing the child out needs to be listed on the student's school records.** Identification may be requested. If you want to add a person's name to our records, please stop in the office.

Unless the office has a copy of custody papers limiting parental rights to one parent, children will be released to either parent.

Food Service Guidelines for Breakfast and Lunch

Breakfast and lunch are offered each day. Breakfast begins at 7:30 a.m. in all elementary buildings. Money can be placed in the student's account at each individual school. Both free and reduced breakfast are available. Contact food service office, 923-0055.

For those new to the District, parents must obtain an access key to their Parent Portal account to utilize the Campus Lunch feature from the building secretary.

Parents have the ability to access their student's lunch accounts through the Douglas School District website. You can check account balances, see how much students are spending per meal, deposit money with a credit/debit card or an e-check and set up an email notification when an account gets low.

When a student's account reaches \$10.00 or less, a text and email are sent to the primary household on file. This allows parents the opportunity to send money to school, or make a payment online. Money in your Campus Lunch account rolls over from year to year. Parents can check their balance via their Parent Portal account, as well as fill out a new application for Free/Reduced lunches for the next school year.

Students will be allowed to charge up to two lunches. For students who have reached this charge limit, a minimal meal (consisting of toast/milk at breakfast; peanut butter or cheese sandwich/milk at lunch) will be offered.

Food Substitutions Requirements

The Douglas food service program will accommodate food substitution requests for children who have a disability that threatens a major life activity. Yearly, parents are required to complete the Douglas School District Allergy Form if a food substitution is needed. This form is available through the building nurse's

office. The form requires a licensed South Dakota MD's signature. The completed form must be on file before any food substitutions are provided.

Peanut Free Table

A peanut free table is provided for students within each cafeteria. Students with peanut allergies may sit at the table to limit their contact with peanut products.



Health/ Medications and Nursing Services

The Douglas School District has nurses providing services to all the buildings. Nursing services are available during school hours to meet the needs of students. In order to provide nursing services in a quality manner to your child, we need to have accurate information available to the school personnel. In case of a typical emergency situation, the procedure below will be used:

1. Contact a parent or guardian at home or work.
2. Contact emergency contact person listed on the Student Registration Card.
3. Call 911. In instances where medical attention is needed without delay, the parent/guardian will be called at the same time as the emergency personnel, or immediately thereafter. The child's family will be financially responsible for the care given by emergency personnel.

It is imperative that school records are up-to-date and accurate. The school must be notified immediately of any changes in your address or phone numbers. A second emergency contact number must be provided. If we are unable to contact you, this individual will be called if your student is ill or injured.

Illness

Should your child become ill at school, you will be contacted to take the child home. Conditions that will merit removal from school are a fever at or above 100 degrees, nausea or vomiting, head lice, contagious disease or if the child is unable to participate in his/her daily school activities. **These conditions apply to all students unless we receive written instructions from a physician directing us to act otherwise.**

When contacted by the school to

remove your child due to illness, we ask that the child be picked up as soon as possible. The school office is not equipped to provide long-term care for ill children. Habitual refusal of a parent/guardian to take an ill child home will result in a referral to the appropriate social agency.

Student Insurance

The school district does not carry medical liability insurance that covers injuries received or accidents that occur at school or at school sponsored activities. The school district recommends that if the family does not carry medical insurance that covers accident or injuries, that the family purchase the student accident/liability plan that is available through a private insurance company at: <http://www.1stagency.com>.

Medications

District policy prohibits dispensing any over-the-counter or prescription medications without authorization/release for each medication. If your physician prescribes a medication that will be needed during the school day, please contact the school nurse to arrange for proper handling. Prescription medications must be in the original container from the pharmacy with a current prescription label for dosages and time. The school will accept a 10-day supply of the medication. An authorization must be filled out and signed for each prescription medicine to be given at school. These are available in the front office or from the school nurse.

Over the counter medications must be in the original package and clearly labeled. A written authorization must accompany the medication indicating proper dose and time to be administered. It is the nurse's discretion as to how long over the counter medication will be given at school. If the condition for which medication is being given persists longer than 5 days, it is recommended that the child see a medical professional.

Communicable Disease Guidelines for Students

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

| Disease and Incubation Period | Rules for School Attendance |
|---|--|
| Acquired Immune Deficiency Syndrome (AIDS) 6 months - 5 years | Determination should be made by the team process as outlined by the Communicable Disease Policy. The State Department of Health's School Children with Aids policy shall be used as reference. |
| Chicken Pox 14 - 21 days | The student may attend school after all pox are dry and scabbed. |
| Enteric Infection (Diarrhea) (Giardia, Salmonella, Shigella, Campylobacter, Rotavirus, E-Coli, Pin-Worms) | The student may attend school if no fever. The student may attend school if the student practices hygienic bathroom skills. Good hand washing in all cases should eliminate risk of transfer of infection. |
| Herpes Simplex | The student may attend school during an active case if the student has the ability and practices appropriate personal hygiene precautions, and the area of lesion is covered. |
| Impetigo | The student may attend school if treatment is verified and area is dried. |
| Hepatitis A 15 - 40 days | The student may attend school with physician's written permission, and if the student has the ability to take appropriate personal hygiene precautions. |
| Hepatitis B 45 - 160 days | Treat all blood as potentially infectious. Universal pre-cautions, as posted in all schools, shall be enforced. Student may attend school. |
| Rubeola (Red, Hard, Measles) 8 - 14 days | The student may attend school after a minimum of seven days. Students who have had contact with Measles may attend school if immunization is up to date. |
| Infectious Mononucleosis (Glandular Infection) 2 - 6 weeks | The student may attend school as directed by the physician. The student may need adjusted school days and activities. |
| Lice, Crabs | The student may attend school after treatment is verified. There can be no live lice and a decreased number of nits, before the child will allowed to return to the classroom. |
| Pink Eye (Conjunctivitis) | The student may attend after the eye is clear, under treatment or with physician's written permission. |
| Ring Worm (Scalp, Body, Athlete's Foot) | The student may attend school if the area is under treatment and covered. Restrict known cases of Athlete's foot from pools and showers while under treatment. |
| Scabies (7 year itch or mites) | The student may attend school after treatment. |
| Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat) | The student may attend school 24 hours after initiating oral antibiotic therapy, and is clinically well. |
| Influenza 3 - 7 days | The student may attend school if no fever. Good washing should eliminate risk of transfer of infection. |



Safety

Inclement Weather

Weather in South Dakota changes very quickly and unpredictably. Please prepare your child for year-round temperature change. When inclement weather or another emergency make it necessary that school be called off, local radio and television stations will be notified before 6:30 a.m. or the previous evening when possible. When uncertain weather conditions exist, parents are encouraged to listen to the radio or watch their local TV station for school announcements.

When closing announcements are made, we will be identified as the Douglas School District. The district uses a phone calling system to notify parents of school closures as well as late starts. In addition, emergency closing information can be found on local TV/Radio Stations as well as the School District Webpage www.dsdk12.net

Any time school begins two hours late. A two-hour late start includes the following:

- District busses will run two hours later than originally scheduled.
- The Before Care program is **not available** on those mornings.
- **Breakfast is not offered.**
- Staff supervision is not available until 15 minutes prior to the start of the school day. Students should not be dropped off at school until 15 minutes prior to the start of the day.

Early Dismissals

Weather may change unexpectedly which may result in an early dismissal. Parents who may not be home if an early dismissal occurs are to make arrangements ahead of time concerning how their children can be returned home safely. Please cover this plan with your

child periodically to assure he/she can verbalize the operation correctly. It is the parent's responsibility to be sure their child knows what to do. **Calling is not an option due to time constraints.**

Red Flag

During bad weather, a red flag will be flown from the entry of each building. **Such a day will be called if it is raining, extremely windy and/or temperatures with wind chill of zero degrees or below.** The red flag means: All students will enter the building through assigned entryways and go directly to their classrooms. Students will go outside on all other days.

Emergency Procedures

The students practice procedures for fire, tornado, and ALICE, throughout the school year.

ALICE

Douglas School District is ALICE certified. ALICE is a response protocol that provides all staff and students with proactive responses in the unlikely event of an active shooter or other violent intruder event. **ALICE** stands for Alert, Lockdown, Inform, Counter, and Evacuate. These are not sequential steps to be taken, but options to be considered in a dangerous situation. Douglas School District works closely with law enforcement to provide training to all staff and students in **ALICE**. Important things for you to know:

1. Student safety is our primary objective and will be our focus.
2. In the event of an emergency situation, the district will do all it can to provide you with as much information as possible-keep in mind that school personnel will be dealing with different things and it may take some time for messages to be sent.

3. Calls to the schools may not be answered as the staff is busy dealing with an emergency situation; phone lines should be left open for communications with emergency responders.
4. We have rally points should evacuations occur, **DO NOT** come to the schools0traffic clogging streets will prevent responders from getting to where they need to be.

Parents can find detailed information about the district response plan on the website at: www.dsdk12.net

Safe Schools Alert reporting system:

Our district is now using SafeSchools Alert, a tip reporting service that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. **Phone: 844-325-8063**
2. **Text: Text your tip to 844-325-8063**
3. **Email: 1611@alert1.us**
4. **Web: <http://1611.alert1.us> or click on the button on the Douglas Website (dsdk12.net)**

Surveillance Cameras

Surveillance cameras are in use in school facilities and on school buses to promote safety and to encourage reasonable orderliness in school, on school property, at school functions, and on school buses. Any person entering a school facility, on school property, at a school function, or riding a school bus is subject to being videotaped. **Videotaped recordings are considered security data and are the property of the Douglas School District.**

Dress Code

Clothes worn to the elementary schools (K-5) should be suitable for school and in accordance with health and safety regulations. **Students**

may not wear apparel that advertises or promotes drugs, alcohol, weapons or tobacco; is harassing or sexual in nature (i.e., halter tops, spaghetti straps, short shorts, belly shirts); has obscene pictures or is gang related; or disrupts learning.

Students are not to wear hats in the buildings except when entering or leaving, or designated “hat days”.

Possession of Electronic Devices

Cell phones, iPods, Smart Watches, hand-held gaming devices, etc. are not permitted in classrooms during the academic day. **These are extreme high theft items for which our school will not be responsible.** Cell phones may not be used during the school day and will be confiscated. They may be returned at the end of the day.

Bus Conduct

The bus driver is in charge of the students and the bus. The same courteous conduct expected in the classroom must be observed on the bus. Bus transportation is a privilege. Please visit with your child about bus safety. Help your child understand the importance of exercising caution while waiting for the bus and being seated while riding the bus.

The teacher must have a written note if your child is not to ride the bus, or if the bus route is to be changed on a particular day. All bus changes must be made no later than 30 minutes prior to dismissal.

For the safety of your child, we ask that you come to the office and we will assist you in getting your child off the bus. Bus drivers are not acquainted with all of the parents/guardians and do not have the time to ask for identification or the availability to check student records to verify your request.

School staff and bus drivers cannot accommodate the huge number of requests for changing bus stops for children. Children will be picked up and

delivered each day to the stop(s) designated by the parents at enrollment time unless other arrangements are made with the school on a permanent basis. Only in the event of a bona fide emergency will we deviate from this policy. Questions or concerns regarding bus transportation should be directed to the Transportation Coordinator: 923-0022.

Discipline Policies K-5

The Douglas School District strives to assist students in making effective decisions and developing personal responsibility. It is the belief of the Douglas School District that students can make appropriate choices for themselves and demonstrates respect, responsibility and reasoning skills.

The Douglas School District Elementary expects students to:

1. Respect themselves and others.
2. Work and play safely.
3. Walk in a quiet and orderly manner in the school building.
4. Use good manners and appropriate behavior.
5. Allow teachers to teach and others to learn.
6. Come to school ready to learn.



Effective discipline begins in the classroom with clear expectations for positive student behavior. It is also believed there are natural consequences for inappropriate behavior. Consequences, not punishment, are necessary to help the student take responsibility for their actions and lead the student to make positive choices.

Most disruptive behavior can be handled at the classroom level. However, the behaviors listed below require removal of the student from the classroom to the Time Out Room or principal:

- | | |
|----------------------------------|-----------------------|
| ▪ Bullying | ▪ Endangerment |
| ▪ Cheating/Plagiarism | ▪ Harassment |
| ▪ Destruction of Others Property | ▪ Inappropriate Dress |
| ▪ Disorderly Conduct | ▪ Profanity |
| ▪ Disregard of School Rules | ▪ Theft/Stealing |
| ▪ Disruptive Behavior | ▪ Vandalism |

The following behaviors will result in an automatic referral to the principal:

- | | |
|-------------------------|-----------------------------|
| ▪ Assault/Battery | ▪ Instigation |
| ▪ Bomb Threat | ▪ Insubordination |
| ▪ Bullying | ▪ Intimidation |
| ▪ Drugs/Alcohol/Tobacco | ▪ Intimidation of Staff |
| ▪ Fighting | ▪ Physical Assault on Staff |
| ▪ Fire Alarm | ▪ Vandalism |
| ▪ Flagrant Disrespect | ▪ Weapons |
| ▪ Gang Activity | |

Weapons in the School

The legislature, under SDCL 13-32-7, states “Any person, other than a law enforcement officer, who intentionally carries, has in his possession, stores, keeps, leaves, places or puts into the possession of another person, any firearm or air gun, whether or not the firearm or air gun is designed, adapted, used or intended primarily for imitative or noisemaking purposes, or any dangerous weapon, on or in an elementary or secondary school function, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor.”

Students need to understand that this includes any knife, chain, jackknife, play gun, popgun, or anything that looks like or could be used as a weapon. This includes bringing any of these items for “Show and Tell.”

If any student has any such item, the parent and/or the school’s liaison officer will be notified immediately. Disciplinary action for a dangerous weapon other than a firearm shall range from a short-term suspension to expulsion.

Disturbance of School

SDCL 13-32-6. Disturbance of School. “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 of management of a public or non-public 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.” The Douglas School District is committed to maintaining an environment that is free of discrimination. In keeping with this commitment, harassment will not be tolerated by anyone, including any school employee, student, parent or visitor.

Disorderly Conduct

SDCL 22-18-35. Disorderly Conduct. “Any person who intentionally causes serious public inconvenience, annoyance, or alarm to any other person, or creates a risk there by:

1. Engaging in fighting or violent or (threatening) behavior;
2. Making unreasonable noise;
3. Disturbing any lawful assembly or meeting of persons without lawful authority; or
4. Obstructing vehicular or pedestrian traffic;

Is guilty of disorderly conduct. Disorderly conduct is a Class 2 misdemeanor.”

Searches

Public areas, including backpacks, restrooms, lockers and desks are subject to unannounced searches. Specially trained dogs may be used to assist school officials in searches. In some circumstances where a student is a suspect in an illegal act, the student may be subject to a non-invasive search.

Harassment

Harassment consists of un-welcome conduct, whether verbal, physical or visual, that is based upon a person’s protected status, such as sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, sexual orientation, disability, marital status, veteran status, citizenship status, or other protected group status. Douglas School District has a no tolerance policy.

Bullying

The Douglas School District is committed to maintaining a constructive, safe school climate that is conducive to student learning and fostering an environment in which all students are treated with respect and dignity. Persistent bullying can severely inhibit a student’s ability to learn and may have

lasting negative effects on a student's life. The bullying of students, staff or third parties is strictly prohibited and shall not be tolerated.

Policy JFCE and JFCE-R define bullying as physical, verbal, written, or electronic conduct directed toward a student that is so severe, pervasive and objectively offensive that it: has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities. Bullying may include, but is not limited to the following behaviors and circumstances:

1. Verbal, nonverbal, physical or written harassment, hazing or other victimization that has the purpose of causing injury, discomfort, fear or suffering to the victim;
2. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
3. Implied or explicit threats concerning grades, achievement, property, etc. that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
4. Demeaning jokes, stories, rumors or activities directed at a student that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
5. Unreasonable interference with a student's performance or creation of an intimidating, offensive or hostile learning environment; or
6. Sexting, including the possessing, taking, disseminating, transferring or sharing of sexually explicit digital images, message, or other data, including photographs or texts by electronic data source of any kind.

Alcohol and Other Drugs

The Douglas School District has a policy that indicates that no student can "possess, use, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of narcotics, drugs, alcohol, materials/substances represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the school community. Students shall not engage in drug use/misuse nor possess paraphernalia specific to the use of chemicals."

Use of Tobacco Products - The Douglas School District Board policy reads: "No student shall use, possess, transfer, conceal, sell or attempt to sell tobacco products which include, but are not limited to, cigarettes, chewing tobacco, cigars and pipes." (Board Policy JFCG)

In all cases, referrals will be made to the counselor. In addition, referrals may be made to law enforcement and/or the Department of Social Services.

The following matrix will be used as a guide in determining appropriate consequences for our students who have been referred to TimeOut/Planning Room.

Administration reserves the right to alter any disciplinary action based on extenuating circumstances.

| School year Discipline matrix *ISS- In School Suspension *OSS- Out of School Suspension | Formal Warning | 1 hour of Time Out | 1-3 hours of Time Out | 1/2 Day of ISS | 1 Day of ISS | 1-5 Days of ISS | 1-10 Days of OSS |
|---|----------------|--------------------|-----------------------|----------------|--------------|-----------------|------------------|
| Bullying | | | | | 1 | *2+ | |
| Cheating | | | 1 | 2 | *3 | | |
| Disorderly Conduct | | | | 1 | 2 | *3 | |
| Disregard of School Rules | | 1 | | 2 | | *3 | |
| Disrespectful or Obscene Language/Gesture | | 1 | | 2 | 3+ | | |
| Disruptive Behavior | | | 1 | 2 | | *3+ | |
| Endangerment of Self/Others (pushing, shoving, hitting, etc.) | | | 1 | 2 | 3 | 4+ | |
| Fighting | | | | | | *1 | 2+ |
| Instigating | | 1 | 2 | | 3 | | |
| Insubordination/Disrespect to staff | | | 1 | 2 | | *3+ | |
| Name Calling | | | 1 | 2 | | 3+ | |
| Other Local Board Policy Violation | | | 1 | 2 | 3 | *4+ | |
| Physical Assault on Staff | | | | | | *1+ | |
| Sexual Harassment | | | | 1 | *2 | 3+ | |
| Threat and Intimidation | | | | 1 | *2 | 3+ | |
| Threatening Staff Member | | | | 1 | *2 | 3+ | |
| Trespassing | | | | | | | 1+ |
| Alcohol | | | | | *1 | 2 | 3+ |
| Arson | | | | | | | 1+ |
| Battery | | | | | | | 1+ |
| Drugs/other than Alcohol | | | | | | | *1+ |
| Gang Activity | 1 | | | 2 | | *3+ | |
| Tobacco | | | | | 1 | *2 | 3+ |
| Weapons (firearms) | | | | | | | *1+ |
| Weapons (Other) | | | | | | *1 | 2+ |

- Burglary, Larceny/Theft, Robbery and Vandalism

- Consequences may range from restitution to OSS, Arrest & prosecution.
- A parent meeting may be held at school with the student in attendance after the fourth referral.
- OSS will be used prior to a citation or arrest if possible
- Chronic offenders may be referred to Behavioral Interventionist.

General Information

Animals at School

Pets should not be brought to school without teacher or principal approval. Be sure the pet is not ill. Pets brought to school for show and tell activities should be taken back home thereafter.

Classroom Treats

In order to provide a safe and healthy learning environment for our students, any food items prepared at home will not be served in classrooms. **Any homemade food item received at school for distribution will be placed in a Zip-lock bag with a note for return to the parent.** Only foods that are commercially prepared and include a complete list of ingredients will be allowed in classrooms.

Healthy treats are encouraged for all items sent to school.

Parents are welcome to bring in birthday treats for their student, but are asked to simply drop off the items unless the parent has made prior arrangements with the teacher. Teachers will find an appropriate time to distribute the treats.

Parties

Classrooms celebrate several holiday parties during the year. Individual teachers will give you information on how these holidays will be handled. **Due to the increase in student allergies to latex and plants, it is recommended that you do not send balloon or flower bouquets to school.**

Lost and Found

Articles found are placed in the "Lost and Found" area. To prevent the loss of a student's items, it is recommended that articles of clothing, school bags, lunch pails, etc. be clearly marked with the child's full name. For articles lost on the bus, parents can call 923-0022 (District Bus).

Field Trips

Teachers may choose to expand the learning experiences of students by planning field trips for their classes. Buses will be used for transportation for these trips with teachers, parents, and other staff members being present as chaperones.

Chaperones are considered a volunteer of the district are expected to abide by the district's chaperone rules. These rules include:

- A chaperone limits cell phone use to emergencies only.
- A chaperone may not bring siblings to the school event.
- A chaperone is responsible for the assigned group of children and must stay with the children throughout the event.
- A chaperone assists in supervising children and enforcing classroom and bus rules.
- A chaperone acts as a positive role model.
- A chaperone follows all Douglas School policies including tobacco use.
- A chaperone respects the students' and staffs' right to privacy.
- Chaperone names will be submitted by the building to the district office where a background check will be conducted prior to approving their attendance on the field trip.

Outside Organization Sales

We recognize that many of our students are involved in activities outside of school. Many organizations, such as girl and boy scouts do fundraising to support their organization. Because so many of our children are involved, it is impossible for staff to buy treats from every student. We appreciate the requests, but we ask that these items be sold outside of school time.

Toys

Students are not to bring toys and game balls to school. They tend to get lost or stolen. Students may bring items for show and tell if they are in a backpack or other container. **The school is not responsible for stolen items such as electronic devices, trading cards, game balls or any personal items.**

Technology

Douglas School District provides access to electronic networks. The district believes learning to access information on the internet, worldwide web, and electronic databases is an essential skill for lifelong learning. The district uses software filtering and monitoring systems that comply with the Children's Internet Protection Act. (CIPA). A copy of the Electronic Network Access policy IIBGA is available in the office.

Cancellation or denial of access to the Internet due to inappropriate use does not eliminate the requirement of obtaining

information for completing an assignment, a job, or necessary communication.

Parents or guardians of students who object to the student using the Internet must notify the school office in writing annually. In addition, some classes have web pages on the Internet and students often display their work. The students' first names will be used unless the parent notifies the office.

