

LIW Elementary School



Parent/Student Handbook

2024-2025

Welcome Students and Parents!

Elementary school is a time to thrive, learn and discover interests and talents. I would like to welcome you to Laura Ingalls Wilder Elementary School and to the 2024-2025 school year! This new school year represents a blank slate of opportunity, and this handbook is intended to be a guide for these opportunities. It provides beneficial information regarding practices, policies, procedures and programs that are common to our school.

Something newer to LIW Elementary is PBIS (Positive Behavior Intervention & Supports). We are proud of this program which has helped students have a safe, positive learning environment and consistency in all areas of our school. Students learn about the P.A.W.S expectations: Positive attitude, Act responsibly, Wise choices, and Show respect. We have school-wide and classroom challenges to celebrate the success of students meeting their goals. For students that need additional support in making good decisions, we will be starting a Check-In/Check-Out system to provide additional structure and communication. Research shows that when the home and school work together, student learning is more successful. Practice the school-wide expectations at home and encourage your child to use their P.A.W.S!

You are the most essential part of your children's education and it is important that we build a strong relationship in order to best serve your children's educational needs. Likewise, your input and involvement is greatly appreciated as we work to accomplish our school goals.

Thank you for taking the time to learn the information in this handbook. I hope that it helps you as we work together in the service of children.

I am looking forward to a fantastic 2024-25 school year!

Educationally,



Dr. Abi Van Regenmorter
Superintendent/Elementary Principal

Parent's Right to Know Policy

What do I know about my child's teacher? A federal education law 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.

NONDISCRIMINATION

The Board is committed to a policy of nondiscrimination in relations to race, sex, religion, nationality, handicap and other human differences. Respect for the dignity and worth of each individual will be paramount in the establishment of all policies by the Board and in the administration of those policies. The Constitutions of our nation and state, pertinent legislation enacted at those two levels of government, as well as court interpretations regarding citizens' rights, undergird this statement.

In keeping with these statements, the following will be objectives of this school district:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socioeconomic, racial and ethnic groups.
3. To carefully consider, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To initiate a process of reviewing all policies and practices of this school district in order to achieve to the greatest extent possible the objectives of this policy.
5. To work toward a more integrated society and to enlist the support of individuals as well as that of groups and agencies, both private and governmental, in such an effort.

The Board's policy on nondiscrimination will extend to students, staff, the general public and individuals with whom it does business.

Abi Van Regenmorter, Superintendent of Schools has been designated to coordinate Title IX, Section 504, Affirmative Action, and the Americans with Disabilities Act compliance activities. If you have questions or believe you have not been treated fairly in regard to this policy contact Supt. Van Regenmorter by phone at 854-3963 or by writing to P.O. Box 157, De Smet, SD 57231.

PHILOSOPHY AND PURPOSE

Philosophy

We believe that education is a process whereby children grow in knowledge and skills at rates individualized to their abilities and surroundings. De Smet School District 38-2 is therefore dedicated to the purpose of providing a stimulating environment of human and material resources, which will contribute to that growth.

More specifically stated, the purpose of De Smet School District is:

1. To provide each child an opportunity to acquire a reasonable mastery of the basic skills of reading, writing, oral communications, logical problem solving, numbers, computer awareness, and the fundamental skills of learning.
2. To provide assistance to each child in formulating educational, social, and vocational objectives.

3. To provide an opportunity for children to meet the requirements for admission to post high school educational institutions.
4. To provide the means for exploring a variety of academic, vocational, and recreational areas.
5. To assist each child in developing a sense of personal and group worth.
6. To assist each child in acquiring an understanding and appreciation of the basic concepts supporting our American institutions and the civic skills and attitudes to insure the perpetuation of our process of self-government.
7. To assist each child in building habits of healthful living and the importance of wise use of human and natural resources.
8. To foster in each child awareness and appreciation for beauty and a high regard for the arts.

De Smet School District 38-2

School Board

Shane Roth - President
Evan Buckmiller - Vice President
Jared Tolzin
Blake Hojer
Daniel Albrecht

Administration

Abi Van Regenmorter - Superintendent
Cassi Johnson - Business Manager
Daniel Bettin - Middle School/High School Principal
Abi Van Regenmorter - Elementary School Principal

Laura Ingalls Wilder Elementary Staff

Abi Van Regenmorter	Principal
Traci Schoenfelder	Administrative Assistant
Kyler Julius	School Counselor
Whitney Edleman	Preschool/Jr. Kindergarten
Brittani Wilkinson	Kindergarten
Lindsey Jeffrey	Kindergarten
Stephanie Botkin	1 st Grade
Becky Albrecht	2 nd Grade
Lacey Holt	3 rd Grade
Daniel Bettin, Jr.	4 th Grade
Lexi Johnson	4 th Grade/Asst. Track
Jenn Hojer	5 th Grade
Marlys Larsen	Title Intervention
Jeanne Penney	Title Intervention
Shannon Palmlund	Title Intervention
Janice Poppen	English Learner Teacher
Emily Martian	Special Education
Rochelle Schmidt	Speech/Language Pathologist
Kayla Vockrodt	5th Grade Band
Brooke Thielbar	Music
Jennifer Stofferahn	Art
Kristen Luethmers	Paraprofessional
Deb Pommer	Paraprofessional
Vickie Giedd	Paraprofessional
Monica Roth	Paraprofessional

Food Service

Nita Muser, Teresa Palmlund,
Ralene Coughlin, Samone Grubb

Custodian

Ryan Larson

Bus Drivers: Andy Todd, Mike Martens, Mike Gunnon, Gloria Gunnon

LAURA INGALLS WILDER ELEMENTARY

Guidelines for Attendance

Student arrives between 8:20 and 9:30	Tardy
Student arrives between 9:30 and 12:00	½ Day Absence
Student departs between 12:00 and 2:30	½ Day Absence
Student departs after 2:30	No absence

LIW Daily Schedule 2024-2025

AM

8:00	Teachers Day Begins
8:20	School Begins
9:45 - 10:15	Recess
11:00 – 12:00	Recess/Lunch - All Classes

PM

12:00	Classes Resume
12:30 - 2:30	PE/Music/Art Schedules - All Classes
3:25	Dismissal
4:00	Teacher's Day Ends

Please Note: The playgrounds are not supervised before 8:00 A.M. or after 3:25 P.M. Students will need to leave the school property after school is dismissed unless they have adult supervision.

Responsibility of Students

The following are responsibilities, which each student is expected to assume:

1. Quality of Work - Students must do their best each day and complete assigned lessons including homework and assignments missed because of absence.
2. School Rules - Each student must conform to school rules and regulations and accept the leadership of teachers, school administrators, and others who have been assigned supervisory responsibility.
3. Care of School Property - De Smet School District belongs to many generations and is not the property of any annual group of students. Thus, it is the privilege and obligation of any one-student body to appreciate fully, use carefully, preserve faithfully, and pass to future generations, the buildings, grounds and equipment without further blemish. Anyone who damages or defaces school property will replace or pay for the damage.
4. Attendance - Students must be regular and punctual in attendance.
5. Relation to Others - Students are required to respect the rights and privileges of each person in the school. This includes respect for the property of individuals and the school.
6. Personal Standards - Students must dress appropriately; meet standards of health and cleanliness; be honest, courteous, and moral; use only acceptable language, and refrain from profanity and obscenity.

Responsibility of Parents

The ultimate responsibility for student behavior rests with parents. The following are among their specific responsibilities:

1. Support the school in requiring students to observe all school rules and regulations and accepting responsibility for any willful misbehavior on their part. Send students to school with proper attention having been given to health, personal cleanliness and neatness of dress.
2. Maintain an active interest in the student's daily work. Make it possible for them to complete assigned homework by providing a quiet place and conditions for study.
3. Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
4. Cooperate with the school in attending conferences set up for exchanging information of progress in school and for planning for continuous maintenance and improvement.

Admission and Registration Procedure

De Smet School District is organized to provide instructional and supporting services to children from pre-school through grade twelve for regular education and children from birth to age 21 in need of special or prolonged assistance.

A child must be four years of age on September 1st of the year enrolled to begin pre-school. A child must be five years of age on September 1st of the year enrolled to begin Jr. Kindergarten and Kindergarten. All new enrollees including students entering kindergarten must have records proving immunization as required by South Dakota law.

Allergy Sensitive Environment

In order to create a safe and nurturing environment for our students, the district will maintain guidelines to address the needs of students with life threatening allergies that have been clearly documented by the primary care physician or a board certified allergist. The LIW staff and professional partners will work in cooperation with the parents and students to create an individual health plan, promote self-advocacy and competence in self-care, and provide appropriate educational opportunities to meet the needs of all of our students. The De Smet School District strives to reduce the risks associated with allergy exposure; however, it is impossible to create an environment that eliminates all such risks.

Attendance Policy

Whenever a student is absent from school for any reason, he/she is required to bring a note from parent or guardian stating the reason for the absence to the principal's office upon returning to school. Telephone calls from parents will be accepted in lieu of written notes. Failure to do this may result in a student receiving an unexcused absence from school. Student absences will be excused for reasons of personal illness, work for parent, medical appointments and family emergencies. Providing a signed doctor's note, student absences may be exempt.

The principal reviews frequent absenteeism/tardiness. The principal will contact you to determine a course of action to remediate the problem. A letter will be sent to the parent/guardian after 5 absences or tardies. Prolonged absences of 10 or more with no medical documentation will result in notifying the Kingsbury County States Attorney. Students who are consistently tardy may be required to make up those minutes after the school day. Research has confirmed that absenteeism patterns that occur in elementary school continue in middle school and high school.

If students are not in school, they cannot participate or attend extra-curricular activities that evening.

Bully Prevention Policy

Persistent bullying can severely inhibit a student's ability to learn effectively or a member of the staff's ability to do their job. The negative effects of bullying can have an impact on a person for their entire life. We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending himself or herself.

The forms of bullying:

Physical-involves harmful actions against another person's body

Verbal-involves speaking to a person or about a person in an unkind or hurtful way

Emotional-involves behaviors that upset, exclude, or embarrass a person

Sexual-involves singling out a person because of gender and demonstrates unwarranted or unwelcome sexual advances

Racial-involves rejection or isolation of a person because of ethnicity

The school board expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and staff.

The school board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The school board requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying.

The school board requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violation of this policy. All school employees, students, parents, visitors or any other member of the community are required to report alleged violations to the school principal. The school principal and/or principal's designee are to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and or principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident.

The superintendent and /or designee shall develop an annual process for discussing the school district policy on bully prevention with student and staff. The school district will incorporate information regarding this policy in each school handbook. (Board Approved on August 13, 2012)

Bus Routes, Rules and Policies

Bus drivers will contact patrons as to pickup times and schedules. Any resident student of De Smet School District living outside of the incorporated limits of the City of De Smet will be eligible for transportation to and from school subject to the established school bus routes of the District. Special requests for transportation need to be made to the school board.

Bus Rules:

Students will:

1. Sit in their seats. No kneeling or sitting on the floor.
2. Sit facing the front of the bus.
3. Not move from seat to seat.
4. Keep all balls, toys and games in their school bag while riding on the bus
5. Not bring food or beverages to eat or drink on the bus unless approved by the bus driver.
6. Refrain from loud talking, singing, or cheering.
7. Be courteous to one another.
8. Refrain from throwing objects in or from the bus.
9. Not be allowed to have hands, arms, heads, etc. out the bus windows at any time.

10. Make prior arrangements with the bus driver and the school when bringing a group of friends on the bus to attend birthday parties etc.
11. At all times obey the reasonable directions of the bus driver.
12. Masks are recommended to be worn on the bus.

Failure to abide by these rules and other reasonable standards of safety could result in the loss of privileges to ride the bus.

Cancellation of School

If stormy weather and blizzards prevail this winter, the De Smet School will operate in the following manner:

1. Notice will be sent out over School Messenger, REMIND messages, KELO-TV, KDLT-TV, and KSFY-TV.
2. In general, there will be three kinds of school closings:
 - A. School will close early because of an approaching storm.
 - B. Buses will start later than usual—classes will begin at 10:00 a.m.
 - C. School closed, buses will not run, no one reports to school.
3. If a storm comes up after children are in school, buses may or may not return children home depending upon weather conditions. Announcements will be made on previously listed television stations.
4. Parents and students are asked to make emergency arrangements for students to stay in town in case of bad weather.

Cell Phones

During the school day, student cell phones should be placed safely inside backpacks so they do not disrupt learning. This includes watches and any devices that are connected to cell phones. The school is not held responsible for lost or stolen electronic devices. If an electronic device disrupts instruction, the device will be confiscated and returned only to a parent.

Child Abuse and Neglect - Mandatory Reporting

South Dakota's child abuse and neglect law (SDCL 26-10-1) states that it is unlawful for any person to willfully, negligently or unnecessarily expose, torture, torment, cruelly punish or neglect any child under 18 years of age, or deprive a child of necessary food, clothing, shelter or medical attention. Persons suspecting child abuse or neglect and reporting in good faith are immune from liability, civil or criminal, that might otherwise be incurred. They are also immune from liability resulting from participation in judicial proceedings resulting from such a report. Child abuse and neglect information is confidential and unauthorized disclosure by anyone is a misdemeanor.

School officials, school counselors and teachers are required to report suspected cases of child abuse and neglect. Teachers will report such suspicions to the superintendent of schools through the appropriate principal.

Conduct at School Events

It is important for parents to assume responsibility for their children's conduct at athletic contests and other school events. Students are expected to sit and watch the activities of the event and not run around the gym where they become a danger to themselves and a bother to other spectators. Students, who run about the gym or other event area unnecessarily, will be first warned, second turned over to their parents and third asked not to remain at the event or subsequent events.

Conduct Off School Grounds

Whenever students are engaged in a school-sponsored activity, the authority of school officials is the same as if the activity took place on school property. All rules and regulations that apply on school grounds will also apply off school grounds.

Dangerous Weapons in the School

State and federal law as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary or legal action or both shall be pursued.

A dangerous weapon is defined as any firearm, or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at firing ranges, gun shows, and authorized supervised school training sessions for the use of firearms.

Any student intentionally bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The chief executive officer/superintendent shall have the authority to recommend to the school board, and the school board shall have independent authority to modify the expulsion requirement on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

Dress

It is the responsibility of the parent to make sure students are properly dressed for the weather of the day when they arrive at school. Students are allowed to wear shorts during the fall and spring, however good judgment should be used especially in the late fall and early spring. Students should not wear clothing which displays suggestive slang or advertising (alcohol, drugs), or inappropriate language. Tank tops, spaghetti straps, crop tops, low cut shirts or shirts exposing the midriff are not allowed. During winter and cold months, students should have hats, gloves, boots, a winter coat and snow pants. Students not properly prepared for the weather may be kept in during recess. Also parents may be called asking for their cooperation in providing proper dress. The school asks that parents make sure students have a pair of shoes to wear in school when boots are worn to school. Students need to have shoes on at all times as emergencies arise and students may have to go outside with a very short notice.

Hats and hoodies are not allowed to be worn in the elementary building. Students wearing hats to school must remove them before entering the building. Hats may be worn during outdoor activities.

Flag Salute and Pledge of Allegiance

The school may legally provide for a flag salute and pledge of allegiance as a regular school exercise. Participation by students in these exercises, however, cannot be required of any student who objects to them on grounds of conscience. A state law makes it a misdemeanor to willfully and maliciously abuse or show contempt for the flag of the United States of America.

Fundraising, Depositing Funds and Purchasing

All school district employees and students must understand that any fundraising projects using the school name, school facilities or equipment by any school group must be first cleared by the building principal. It is further understood that any money so raised must be deposited with the school business manager. No separate bank accounts will be kept or used by student organizations.

All expenditures of school district funds from whatever source must be done in accordance with established school purchasing practices. A fundraising request form can be obtained on the school's website.

Purchases made contrary to this policy may become the financial responsibility of the student or employee as well as the company notified to accept no further orders from the school placed by the offending employee.

General School Rules

In order to provide the best classroom atmosphere and the highest quality education, PBIS (Positive Behavior Supports and Interventions) will be used in the elementary school. PBIS is a framework to teach and reinforce behaviors that we want our students to exhibit at school. Students and staff share clear and consistent expectations about how students should act in different settings (classroom, hallways, cafeteria, restrooms, etc.). Students will be rewarded with P.A.W.S tickets for meeting and exceeding expectations. These tickets will be used to purchase items at the Bulldog store. School-wide celebrations will also be held as a reward.

	Bathroom	Hallway	Playground
P. Positive Attitude	<ul style="list-style-type: none"> I will use kind language. 	<ul style="list-style-type: none"> I will use kind language. I will be kind and courteous. 	<ul style="list-style-type: none"> I will use kind language. I will show good sportsmanship.
A. Act Responsibly	<ul style="list-style-type: none"> I will tell an adult if there is a problem. 	<ul style="list-style-type: none"> I will use walking feet. I will look at displays with my eyes only. 	<ul style="list-style-type: none"> I will dress for the weather. I will stay in my zone.
W. Wise Choices	<ul style="list-style-type: none"> I will use facilities appropriately. I will keep the bathroom clean. 	<ul style="list-style-type: none"> I will go directly to my destination. 	<ul style="list-style-type: none"> I will use equipment as intended.
S. Show Respect	<ul style="list-style-type: none"> I will be courteous to others. I will value privacy. 	<ul style="list-style-type: none"> I will keep my hands at my sides. I will keep the hallway clean. 	<ul style="list-style-type: none"> I will take turns. I will include others.

Injuries, Accidents, and Sickness

Accidents, injuries, or sickness that occurs during the school day are to be reported to the principal or administrative assistant. Students are to be sent home from the office only. Teachers and school staff must take care to see that students are always well supervised.

Leaving School Grounds

Students must have permission from the principal's office to leave the school grounds.

Musical Instruments

Musical instruments owned by the school district may be issued to students. Students will be expected to assume the cost of repairs, which are a direct result of user neglect.

PTO

Are you a parent or volunteer that might like to get involved in our school? Would you like to promote educational and fun activities for all students? The PTO is an important part of our school's success. They strive to help us make LIW Elementary a better school for all students. PTO meetings are usually held on a monthly basis. Contact the office for the next scheduled meeting.

Promotion and Graduation Requirements

Students in grades Kindergarten through five will be promoted on the basis of satisfactory completion of course work as indicated by daily grades and trimester progress reports. A meeting will be held with parents when determining if a child should be retained.

Pupil Assignment and Classification

Children may be given grade placement based upon evidence of grade or course completion and/or on the basis of standardized achievement tests.

Reporting Student Progress

Student progress will be reported to parents at the end of each trimester period. In addition to the report card, a parent-teacher conference will be scheduled in the fall and spring. The main objective of the fall conference is to bring parents and teachers together early in the term. Both parents and teachers are encouraged to schedule additional conferences as needs arise. The spring conference is primarily an evaluation conference where the student's progress for the year is reviewed and plans formulated for the next year. Parents may also secure an Infinite Campus password from the school and monitor student progress in grades 3-5 with the use of the Internet or telephone. For additional information on this please contact Mrs. Traci Schoenfelder at 854-3963.

Restraint and Seclusion

Reasonable efforts should be made to prevent the use of restraint and the use of seclusion. A non-aversive effective behavioral system should be used to create a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students. The District believes that the school environment should be one in which the care, safety, and welfare of all students and staff members are priorities. Efforts to promote positive interactions and solutions to potential conflict should be extensive. In the event that an individual's behavior presents a threat of imminent harm to self or others the use of approved physical intervention or seclusion strategies to maintain a safe environment may be used as a last resort.

Definitions

Physical Restraint:

The use of physical contact that immobilizes or reduces the ability of a student to move their arms, legs, body, or head freely. Such term does not include a physical escort, mechanical restraint, or chemical restraint.

Physical restraint does not include brief, but necessary physical contact for the following or similar purposes:

- To break up a fight;
- To knock a weapon away from a student's possession;
- To calm or comfort;
- To assist a student in completing a task/response if the student does not resist the contact;
- To prevent an impulsive behavior that threatens the student's immediate safety (i.e. running in front of a car).

Seclusion:

The involuntary isolation of a student in a room, enclosure or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier. It does not include a timeout.

Time Out:

A behavioral intervention in which a student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

Use of Restraints or Seclusion

The staff at LIW Elementary has been trained and will maintain training in proper and safe methods for restraining and secluding to reduce the risk of immediate physical harm to students. Parents will be contacted the same day when the use of restraint or seclusion was deemed necessary.

Any use of restraints or seclusion by the staff at LIW Elementary will be in accordance to Board Policy JGB.

School Meals

We are fortunate to have a wonderful school nutrition program. Our cooks work hard to prepare and serve healthy, filling options.

Costs	Breakfast	Lunch
PreK-5	\$1.45	\$3.20
6-12	\$1.60	\$3.45
Adults	\$2.60	\$5.00
Reduced	\$0.30	\$0.40

Application forms for free and reduced-priced meals will be sent home with students on the first day of school or they can be downloaded from the school website.

Second milks will be charged \$0.40. The school district uses an automated system to record payments for meals. The system works like a checking account, requiring money in the family account in order to provide meals to students. Parents/guardians are expected to maintain a positive balance in their family's meal account.

At the beginning of the school year, families are to send money to the school to be deposited in their family account. Any deposit is acceptable; however larger payments (i.e. one month's payment) are encouraged. For families with children attending more than one school, a single check can be sent to any school for all its children. The money will be deposited in the family account. Payments for school meals can also be made online through the Infinite Campus Parent Portal. When a family account drops below negative \$25.00, the student or parents/guardians will be informed.

Administrators shall work cooperatively to resolve delinquent accounts.

Students at the elementary level do not have open lunch. Students are to eat the school lunch provided or bring a sack lunch. If a student needs to leave during lunch, it is necessary for parents to make arrangements with the school prior to lunch dismissal.

Elementary students who eat school lunch will have access to the salad bar. Students in grades 3rd-5th will be allowed to have second entrees. The cost will be \$1.35. **Parents, please have a discussion with your child if they are able to have breakfast and second entrees.** Student accounts will be charged for these items. Parents are welcome to eat lunch at the school with their son/daughter. If a parent or another adult plans to eat school lunch with the students, they must notify the school by 9:00 a.m. The cost for an adult meal is \$5.00.

UNCOLLECTED BALANCES

Administrators are expected to protect patrons of the district by making a reasonable effort to collect all delinquent food service charges. The school board authorizes the business manager to collect food service charges that are 60 days delinquent through legal means including but not limited to small claims court or use of a collection agency. Costs for collection services will be added to the family account.

REFUNDS

At the end of the year, if a family no longer has children attending school, moves out of the district, or becomes eligible for free meals, the family will be refunded any balance in the family account. Funds for families with students continuing the following school year will remain in the family account for the next school year.

School Records

Parents of students under the age of 18 years or students themselves if 18 or older, may request to see their school records. School authorities may require that a school official be present to interpret the records. Student's records are not available to other persons, with the exception of certified school staff and specified state and federal officials, without written permission of the student's parents or the student if of legal age. When a student's records are examined for any reason, the person examining said record will sign a form indicating the date and purpose of the examination. This form shall become a part of the student's permanent record. Building principals will be in direct charge of student records.

Security System

LIW Elementary School has a security video system to monitor the interior and exterior of our school. This will provide digital storage of activity in and around our school. Main entry/exits of the school will be monitored and locked for additional safety and security for our students and staff. Visitors will need to be buzzed in during locked hours. Doors will be unlocked at the start and end of the school day.

Student Grievance Procedure

Any student who feels that a school staff member has dealt with him/her in an unfair or unsatisfactory manner may appeal a decision to a higher authority. A student may appeal a decision of a teacher to the principal and the principal's decision to the superintendent. Further appeal is to the School Board for consideration and review. Each level of higher authority must be addressed during the process. Grievances are to be submitted in writing, signed and dated by the student. A parent may co-sign a grievance.

Telephone

Parents and students should avoid use of the telephone except in matters of vital importance. Messages to students must be transmitted through the office. Teachers or students will not be called to the telephone during class periods unless it is an urgent matter. Students should make after school arrangements before arriving to school, excessive use of the phone after school will not be permitted.

Student Due Process

Definitions:

- 1) "Expulsion," the action of the school board that terminates a pupil's membership in school for not more than 12 consecutive months;
- 2) "Long-term suspension," the exclusion of a pupil by the superintendent or school board from class or classes or from school for more than 10 but not more than 90 school days;
- 3) "Parent," a parent, guardian, or person in charge of a pupil;
- 4) "Policy," a rule, regulation, or standard enacted by a school district board;
- 5) "Short-term suspension," the exclusion of a pupil by a principal or superintendent from a class or from school for not more than 10 school days.

Short-Term Suspension Procedure

If a short-term suspension from a class, classes, or school is anticipated because of a pupil's violation of a policy, the principal or superintendent shall give oral or written notice to the pupil as soon as possible after discovery of the alleged violation, stating the facts that form the basis for the suspension. The pupil must be given the opportunity to answer the charges. If a pupil is suspended, the principal or superintendent shall give the parent oral notice, if possible, and shall send the parent or a pupil who is 18 years of age or older or an emancipated minor a written notice which provides information regarding the pupil's due process rights. A pupil who is an unemancipated minor may not be removed from the school premises before the end of the school day without contacting a parent unless the pupil's presence poses a continuing threat or danger, in which case the pupil may be immediately removed from the school and transferred into the custody of a parent or law enforcement.

Long-Term Suspension Procedure

Written Report Required

The superintendent must file a sealed, written report with the school board by the end of the fifth school day following the first day of the long-term suspension and may request that a hearing be held before the school board. The report must include the facts of the situation, the action taken, the reasons for the action, and the superintendent's decision or recommendation. The report must remain in the possession of the school board secretary or business manager, sealed and unavailable for review by individual school board members, until the time set for a hearing. The superintendent must send a copy of the report to the pupil's parents or to the pupil if the pupil is 18 years of age or older or an emancipated minor at the same time the report is filed with the school board's secretary or business manager.

Right to Request Hearing-Notice of Hearing

If the superintendent finds ground for a long-term suspension from a class or classes, the superintendent may exclude the pupil from a class or classes by using the short-term suspension procedure in 24:07:02:01. The superintendent shall give a written notice to the pupil's parent or to a pupil who is 18 years of age or older or an emancipated minor and may schedule a hearing. The notice shall contain the following minimum information:

- 1) The policy allegedly violated;
- 2) The reason for the disciplinary proceedings;
- 3) Notice of the right to request a hearing or waive the right to a hearing.
- 4) A description of the hearing procedure;
- 5) A statement that the pupil's records are available at the school for examination by the pupil's parent or authorized representative; and
- 6) A statement that the pupil may present witnesses.

If a hearing is requested, the superintendent shall give notice to each school board member of an appeal to the board for a hearing. The superintendent shall set the date, time, and place for the hearing and send notice by first class mail to each school board member and by certified mail, return receipt requested, to the pupil's parent or to a pupil who is 18 years of age or older or an emancipated minor.

If no hearing is requested or the hearing is waived, the action of the superintendent is final.

Right or Waiver

The pupil, if of the age of majority or emancipated, or the pupil's parent may waive the right to a hearing in writing to the superintendent. If the hearing is not waived, the hearing shall be held on the date, time, and place set in the notice unless the parties agree to a different date, time, and place.

Hearing Procedure

The school board is the hearing board and shall conduct the hearing in the following manner:

- 1) The school board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer;
- 2) Each party may make an opening statement;
- 3) Each party may introduce evidence, present witnesses, and examine and cross-examine witnesses;
- 4) Each party may be represented by an attorney;
- 5) The school administration shall present its case first;
- 6) The hearing is closed to the public. A verbatim record of the hearing will be made and will be sealed pending court order;
- 7) Witnesses may be present only when testifying. All witnesses must take an oath or affirmation administered by the school board president or business manager;
- 8) Each party may raise objections; however, objections are limited to relevancy and scope of the question;
- 9) All relevant evidence must be admitted; however, unproductive or repetitious evidence may be limited by the hearing officer;
- 10) The hearing officer may ask questions of witnesses and may allow other school board members to interrogate witnesses;
- 11) Each party may make a closing statement;
- 12) After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the hearing officer may meet with the school board during deliberation. The school board may seek advice during deliberation from an attorney. Consultation with any other person during deliberation may occur only if a representative of the pupil is present; and
- 13) The decision of the school board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The motion must omit the name of the pupil and must state the reason for the board's action. The school board shall notify the pupil or the pupil's parents in writing of the decision. The notice must state the length of the suspension or expulsion.

Right of Appeal

The student may appeal an adverse decision by the school board to the circuit court.

Attendance Policies

The attendance policy of the school district may not exclude a pupil from a class or from school for more than ten days without providing due process procedures pursuant to this chapter.

Referral to Placement Committee

If a pupil identified as in need of special education or special education and related services pursuant to SDCL 13-37-1 is expelled or subjected to long-term suspension, the procedure in 24:05:26:09 applies.

Expulsion Procedure

Written Report Required

If expulsion is anticipated because of a student's violation of a rule or policy or for insubordination or misconduct, the superintendent must file a sealed written report with the school board no later than the end of the fifth school day following the first day of the student's removal from one or more classes or from school and schedule hearing before the school board. The report must include the facts of the situation, the action, the reasons for the action and the superintendent's recommendation. The report must remain in the possession of the school board secretary sealed and unavailable for review by individual school board members, until the time set for a hearing.

At the same time that the report is filed with the school board's secretary, the superintendent must send a copy of the report to the student's parent or to the student if the student is 18 years of age or older or is an emancipated minor.

Notice of Hearing

If superintendent finds grounds for expulsion from one or more classes or from school, the superintendent may exclude the student immediately by using the short-term suspension procedure in 24:07:02:01. The superintendent shall give a written notice to one or both of the student's parents or to a student who is 18 years of age or older or an emancipated minor. The notice must contain the following information at a minimum:

- 1) The rule, regulation, or policy allegedly violated;
- 2) The reason for the disciplinary proceedings;
- 3) Notice of the right to request a hearing;
- 4) A description of the hearing procedure;
- 5) A statement that the student's records' are available at the school for examination by the student's parent or parents or another authorized representative;
- 6) A statement that the student may present witnesses; and
- 7) A statement that the student may be represented by an attorney.

The superintendent shall set the date, time, and place for the school board hearing. The superintendent shall send notice of the hearing to each school board member by first class mail and to the student's parent or to a student who is 18 years of age or older or an emancipated minor by certified mail, return receipt requested. If the superintendent recommends expulsion, the school board must act on the recommendation before it is implemented.

Right of Waiver

The student, if of the age of majority or emancipated, or the student's parent may waive the right to a hearing in writing to the superintendent. If the hearing is not waived, the hearing shall be held on the date and at the time and place set in the hearing notice unless a different date, time, and place are agreed to by the parties. IF the hearing is waived in writing, the school board may consider the matter at a regular or special meeting without further notice to the student or the student's parents.

Hearing Procedure

The school board is the hearing board and shall conduct the hearing in the following manner:

- 1) The school board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer;
- 2) Each party may make an opening statement;
- 3) Each party may introduce evidence, present, examine and cross-examine witnesses;
- 4) Each party may be represented by an attorney;
- 5) The school administration shall present its case first;
- 6) The hearing is closed to the public. The school board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
- 7) Witnesses may be present only when testifying. All witnesses must take an oath or affirmation administered by the school board president, hearing officer or other person authorized by law to take oaths and affirmations;

- 8) Each party may raise any legal objection to evidence;
- 9) The hearing officer shall admit all relevant evidence; however, the hearing officer may limit unproductive or repetitious evidence;
- 10) The hearing officer may ask questions of witnesses and may allow other school board members to interrogate witnesses;
- 11) Each party may make a statement;
- 12) After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the hearing officer may meet with the school board during deliberation. The school board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of the student is present; and
- 13) The decision of the school board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The motion shall omit the name of the student and shall state the reason for the board's action. The school board shall notify the student's parent or parents or a student who is 18 years of age or older or who is an emancipated minor in writing of the decision. The notice shall state the length of the expulsion.

Any student that is suspended from school by the principal or the Superintendent may be required to enroll in a family-counseling program of their choice before readmission to school is granted. The superintendent or principal will determine all such cases.

Right of Appeal

The student may appeal an adverse decision by the school board to the circuit court.

Attendance Policies

The attendance policy of a school district may not exclude a student from one or more classes or from a school for more than ten consecutive days without providing the due process procedures in this chapter or chapter 24:07:03.

Referral to Placement Committee

If a student identified as in need of special education or special education and related services pursuant to SDCL 13-37-1 is the subject of proposed expulsion, the procedure in 24:06:26.01:08 applies.

PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT

The following is a description of the rights granted under Federal Law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with students without disabilities to the maximum extent appropriate. It also includes the right to have the school district make accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided to students without disabilities;

6. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
7. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child identification, evaluation, educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. File a grievance if you have a disagreement with the school;
15. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you;
16. File a complaint with the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 08-7010, 1244 Speer Boulevard, Denver, Colorado, 80204-3582

The person in the district who is responsible for assuring that the district complies with these laws is: Abi Van Regenmorter, Supt., Telephone number 854-3963.

Public Notice Regarding
Personally Identifiable Information;
Access to Information;
and Disclosure of Directory Information

The De Smet School District in accordance with the Family Educational Rights and Privacy Act, FERPA, (34 CFR 99.7; 99.31; and 99.37) has established the following policies and procedures:

Access Rights: Parents and eligible students have a right to:

1. Inspect and review the student's educational records;
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's educational records except to the extent that the Act and the regulations in this part authorize disclosures without consent;
4. File with the U.S. Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of the Act and this part;
5. Obtain a copy of this policy and regulation in the building principal's or superintendent's

office of the De Smet School District 38-2.

Directory Information: Means information contained in an education record of a student, which would not generally be considered harmful, or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended.

Disclosure: Means to permit access to or the release, transfer, or other communication of educational records, or the personally identifiable information contained in those records to any party, by any means, including oral, written, or electronic means.

Personally Identifiable Information: Includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number or student number; a list of personal characteristics that would make the student's identity traceable, or other information that would make the student's identity easily traceable.

Disclosure of Directory Information: The school district shall disclose directory information if it has been given public notice to parents and students of:

1. Types of personally identifiable information that the school district has designated as directory information.
2. A parent's or student's right to refuse to let the school district designate any or all of those types of information about the student as directory information; and
3. Fifteen (15) days from this public notification of disclosing directory information, the parent must contact the school district in writing of their refusal to release some or all of the directory information.

Disclosure of Personally Identifiable Information:

- A. An educational agency or institution may disclose personally identifiable information from an education record of a student without the consent required by subsection 99:30 if the disclosure meets one or more of the following conditions:
 1. The disclosure is to other school officials, including teachers, within the agency or institution that the agency or institution has determined to have legitimate educational interests.
 2. The disclosure is subject to the requirements of subsection 99:34, to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.
 3. The disclosure is, subject to the requirements of subsection 99.35, to authorize representatives of:
 - i. The Comptroller General of the United States;
 - ii. The Secretary; or
 - iii. State and local educational authorities.
 4. (i)The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to: A) Determine eligibility or the aid; B) Determine the amount of the aid; C) Determine the conditions for the aid; or D) Enforce the terms and conditions of the aid.

(ii) As used in paragraph (a) (4) (i) of this section, "financial aid" means a

payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution.

(Authority: 20 U.S.C. 1232g(b)(1)D))

5. (i) The disclosure is to state and local officials or authorities, if a State statute adopted before November 19, 1974, specifically requires disclosures to those officials and authorities.

(ii) Paragraph (a) (5) (i) of this section does not prevent a state from further limiting the number or type of state or local officials to whom disclosures may be made under that paragraph.
6. (i) The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to:
 - A. Develop, validate, or administer predictive tests;
 - B. Administer student aid programs; or
 - C. Improve instruction.(ii) The agency or institution may disclose information under paragraph (a) (6)(i) of this section only if:
 - A. The study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization; and
 - B. The information is destroyed when no longer needed for the purposes for which the study was conducted.(iii) For the purposes of paragraph (a)(6) of this section, the term "Organization" includes, but is not limited to, federal, state, and local agencies, and independent organizations.
7. The disclosure is to accrediting organizations to carry out their accrediting functions.
8. The disclosure is to parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
9. (i) The disclosure is to comply with a judicial order or lawfully issued subpoena.

(i) The educational agency or institution may disclose information under paragraph (a)(9)(i) of this section only if the agency or institution makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.
10. The disclosure is in connection with a health or safety emergency, under the conditions described in subsection 99.36.
11. The disclosure is information the educational agency or institution has designated as "directory information", under the conditions described in subsection 99.37.

12. The disclosure is to the parent of a student who is not an eligible student or to the student.

B. This section does not forbid or require an educational agency or institution to disclose personally identifiable information from the educational records of a student to any parties under paragraphs (a)(1) through (11) of this section.

(Authority:20 U.S.C.1232G(a)(5)(A), (b)(1) and (b)(2)(B))

A copy of these policies and regulations may be obtained in the building principal's or superintendent's office of the named school district. Complaints regarding violation of rights accorded parents and students should be submitted to the Superintendent of Schools of the De Smet School District, or the Family Education Rights and Privacy Act Office, Department of Health, Education and Welfare, 330 Independence Avenue SW, Washington, DC 20201.

COMPLAINT AGAINST SCHOOL EMPLOYEE POLICY

It is the belief of the School Board that complaints may arise as the result of a misunderstanding which could be resolved through the mutual efforts of the person having the complaint and the employee involved. For that reason, efforts should be made by all parties involved to resolve the complaint at the lowest procedural level. It is only in those situations when the complaint cannot be resolved that the Board should be involved. The person having a complaint must initiate the complaint procedure within thirty (30) calendar days from the date the complainant knew or should have known of the conduct of the employee giving rise to the complaint. Any complaints against a school employee will be handled in accordance to Board Policy KL.

Sexual Harassment

It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

Definition:

Any unwelcome sexual advance, solicitation of sexual activity by promise of rewards, coercion or threat of punishment, verbal sexist remarks, or physical sexual assaults constitutes sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

Responsibility:

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

Complaints:

Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his/her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the guidance counselor and/or the appropriate administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

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

Prohibition Against Retaliation

The District strictly prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment, or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure, including the accused discussing the allegations directly with the accuser except where such discussion has been arranged and facilitated by the appropriate administrator. Retaliation is itself a violation of federal and state laws prohibiting discrimination and may lead to separate disciplinary action against the offender.

Please see School Board policy for more information.

FEDERAL PROGRAMS COMPLAINT PROCEDURE

Complaints against Titles I, II, IV, or V programs and expenditures may be received at the local, state, and national level. The expeditious and reasonable handling of these complaints is necessary for the effective conduct of the program as well as to promote community understanding and involvement. Complaints shall be translated into constructive suggestions and recommendations for improvement of Titles I, II, IV, and V programs.

The following procedures are outlined for use at De Smet School District.

Record Initiated – A written record containing information pertinent to both the source and nature of the complaint should be initiated.

Complaint Hearing – Within fifteen (15) days following receipt of complaint, a hearing concerning the complaint shall be held by a hearing committee. Recommendations of the committee shall address answering the complaint. The committee shall be appointed by the Superintendent. No less than two persons shall be assigned to the committee, preferably the local coordinator and a parent.

Hearing Minutes – Minutes of a complaint hearing shall be taken and maintained at the local education agency. A copy of such minutes along with committee recommendations and administrative action shall be filed with the South Dakota Department of Education.

State Follow-Up – The South Dakota Department of Education shall maintain a record of all complaint hearings. The designated State Coordinator shall review the records of the complaint hearing and make contacts with the local education agency regarding a follow-up and possible remedial action.

If the complaint is not resolved to mutual consent of both parties, then either party can appeal through the state level procedures.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

• Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or

8. Income, other than as required by law to determine program eligibility.

•Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•Inspect, upon request and before administration or use –

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

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

The De Smet School District develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The De Smet School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The De Smet School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The De Smet School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

•Collection, disclosure, or use of personal information for marketing, sales or other distribution.

•Administration of any protected information survey not funded in whole or in part by ED.

•Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education

Student Communicable Diseases

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

Students who are afflicted with a communicable, contagious, or infectious disease and who are infected with communicable parasites, or who are liable to transmit such a disease or parasite, may be excluded from school attendance.

A 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 administrator or designee. (See Board Policy JHCC for more information.)

De Smet School District Medication Policy

For the safety of all students, please take note of the following important information about the administration of medication during school hours.

Parents are requested to give medication at home whenever possible. Students will not be permitted to take medication while at school unless such medicine is given them by the school district personnel certified to dispense medication, acting under the specific written request of the parent or guardian and under the written instructions of the student's physician.

When such a request is made by a parent or guardian, a full release from the responsibilities pertaining to the administration and the consequences of such medications must also be presented to the personnel certified to dispense medication upon written authorization of the parent or guardian.

No medication except cough drops can be stored in a student's desk, locker, backpack, or student's coat/jacket. If a student demonstrates inappropriate behavior in assuming this responsibility, the parents will be contacted. Medications **cannot** be sent to the DeSmet Schools in envelopes, plastic bags, or other non-pharmacy labeled containers. Prescriptions and non-prescription medications will only be given if it is in the **original container** and a current authorization is on file at the school.

If it becomes necessary to administer medication to students during school hours the following regulations will be observed:

- A **parent/guardian** must deliver to the school all medications to be administered by school personnel.
- Prescription medication to be administered must be prescribed by a licensed medical professional to the student and be in the *original* prescription container with the prescription attached. Medication improperly packaged or labeled *will not* be administered.
- Non-prescription medication must be in the original packaging. Non-prescription medication improperly packaged or labeled *will not* be administered.
- Parents/Guardians must provide the information requested below and sign the form granting the school permission to administer the medication.
- Student is responsible for remembering when medication needs to be administered.

I request and authorize officials at De Smet School District to supervise the below stated prescribed medication and dosage. If your child is not currently taking a prescribed medication, please indicate NA.

Medication Name(s): _____ **Dosage(s) and Time:** _____

Method (oral, ear drops, etc.): _____

Possible Side Effects: _____

There may be times when students would benefit from certain medicines at school to treat non-emergency symptoms such as headache, ear ache, stomach ache, or sore throat. These are examples of situations that can make it difficult for a student to do his/her best work, yet are not severe enough to send the student home. This form also gives parents the option of allowing school staff who are trained in medication administration to give medications listed below without calling for permission every time. Nonpharmacological interventions such as heat, cold, food, fluids, or rest will be attempted first. Parents will be contacted if medications are being given frequently or trends are noted. Parents will be contacted to pick up a student if fever is present.

Please indicate with your initial which of the following unscheduled medications you give permission for your child to receive. Tylenol (dosed according to weight): _____ **Ibuprofen** (dosed according to weight): _____

Other: Please list _____

Would you like to be called each time the unscheduled medication is administered? _____

Parents Right to Know Notification

According with the Elementary and Secondary Education Act, Section 111 (h) (6) PARENTS'-RIGHT-TO-KNOW, our Title I school is required to notify each parent of their right to request and receive information in a timely manner regarding the professional qualifications of their child's classroom teachers. This information regarding the professional qualifications of their child's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught.
- If the teacher is teaching under emergency or temporary status in which South Dakota qualifications and licensing criteria are waived.
- The teacher's baccalaureate degree major, graduation certification and field of discipline.
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

The De Smet School District will provide parents timely notice if and/or when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

De Smet School District Bus Expectations for All Students

The bus driver is an official representative of the school and has full authority to discipline students on the bus. It is the duty of each student who rides the bus to do his/her part to keep the bus in good condition and to abide by the bus rider expectations. Violation of bus rider expectations can mean referral to the building principal. The student may have a loss of school privileges that may include removal from the bus.

The bus rider expectations are as follows:

Be Safe

- Walk
- Remain seated until bus is stopped
- Keep aisle clear

Be Responsible

- Keep belongings to yourself
- Keep a clean bus
- Sit in assigned seat

Be Respectful

- Use inside voices
- Use only school appropriate language
- Keep hands/feet/objects to self
- Follow directions

School Bus Principals Office Referral Procedure:

- The first notice is a warning.
- The second notice of misbehavior results in the student's loss of bus privileges for three full days.
- The third notice of misbehavior results in the student's loss of bus privileges for five days.
- For the fourth notice of misbehavior, the student will lose bus privileges for the remainder of the semester. (A referral received during the last week of school shall be carried over to the next school year.)

If a student is removed from a bus, that student will have to obtain other means of transportation at no expense to the school district. The loss of bus privileges on one bus means loss of privileges on all busses. A referral received during the last week of school shall be carried over to the next school year. A student's absence or tardiness due to suspension of bus privileges is an unexcused absence or tardy.

De Smet School District 38-2 Behavior Resolution Chart

OFFENSES	1st OFFENSE	2nd OFFENSE	3rd OFFENSE	HABITUAL 4 or more (Majors)
Class One (per quarter) - Minors				
Tardy/Dress Code Technology Misuse Defiance/Non-Compliance Disrespect Minor Classroom Disruption Inappropriate Language Physical Contact/Minor Aggression Property Misuse Academic Honesty/Other	-Redirection/reteach -Conference with Student and/or Parent -Redo assignment/quiz/test &/or take reduced grade (teacher discretion) -Detention	-Redirection/reteach -Conference with Student and/or Parent -Redo assignment/quiz/test & take reduced grade (teacher discretion) -Detention	-Redirection/reteach -Conference with Student and/or Parent -Redo assignment/quiz/test & take zero grade (teacher discretion) -Detention	-Detention(s) or -Parent/Student/Teacher conference. -Zero Grade on Assignment & Removal from course -Attendance Plan -PST Referral
Class Two (per semester) - Majors				
Arrival/Departure violations Academic Honesty Skipping Open Campus violation Free Study Hall violation Major Dress Code violation Neglecting obligations Bus Incident Repeated Class one violations	Conference with student, parent contact Detention(s) 1 day off the bus	-ISS (1-3 days) or detention, parent contact -Loss of Open Campus -1 week off the bus ----- Counselor referral when appropriate. Community service	-ISS (3-5 days), parent conference -Loss of Open Campus -2 weeks off the bus ----- Counselor referral, Attendance Contract when appropriate, Community service	ISS (5 days), reduce suspension if parent/student participate in conflict resolution Loss of bus privileges for the year. ----- Attendance contract, PST, and/or Community service
Class Three (per year) - Majors				
Major Insubordination Pornographic Materials Major Disrespectful/Obscene Language or Actions/Disruption Major Physical Aggression Technology/CellPhone violation Academic Honesty	Cell Phone: 3 Detentions & Phone to Office student picks up after school. ISS (1-3 days), detention, parent contact ----- OSS if applicable-administrative discretion	Cell Phone: 5 Detentions & Phone to Office parent picks up after school. ISS (3-5 days), parent conference ----- Counselor referral when appropriate OSS (1-3 days) if applicable. Community service	Cell Phone: 1 Day ISS & Phone to Office parent picks up after school. OSS (3-10 days), parent conference ----- Counselor referral, Community service	Cell Phone: 3 Days ISS & Phone to Office parent picks up after school. OSS (up to 10 days), Suspension may be reduced if parent & student participate in conflict resolution training ----- Community service
Class Four (per year) - Majors *Severity of infraction may require movement of resolution further in the matrix.				
Violence, fighting, intimidation, tobacco policy, theft, physical injury, destruction of property, secret societies, harassment, hazing, bullying, cyberbullying, sexual misconduct, illegal technology offense	ISS (5-15 days) or OSS (3-5 days), parent conference, counselor referral, reduce suspension if student participates in counseling/education. Restitution and police referral when appropriate.	OSS (3-10 days), parent conference, reduce suspension if student and parent participation in conflict resolution training or student participates in counseling/education. Restitution and police referral when appropriate.	OSS (5-15 days), parent conference, reduce suspension if student and parent participation in conflict resolution training or student participates in counseling/education. Restitution and police referral when appropriate.	Long-term suspension or expulsion, police referral when appropriate. Student and parent must attend conflict resolution training before student returns to school.
Class Five (per year) - Majors				
	1st OFFENSE *Severity of infraction may require movement of resolution further in the matrix.		2nd OFFENSE	
Drugs, alcohol-Using or under the influence, or possessing drug paraphernalia ----- Drugs, alcohol-Possessing an amount that suggests distribution	OSS (5-10 days), parent conference, police referral. Reduce suspension if student and parent participate in drug/alcohol evaluation and counseling. Student activity rules will be followed. ----- Long-term suspension or expulsion. Student and parent must attend drug/alcohol evaluation and counseling before student returns to school. Police referral.		Long-term suspension or expulsion, police referral. Student and parent must attend drug/alcohol evaluation and counseling before student returns to school.	
Class Six (per career) - Majors				
Weapons, bomb threat, fires, endangering the of others	Long-term suspension or expulsion, parental conference, referral to authorities. Mandatory 12-month expulsion for firearm possession.			

Due Process: Students shall be afforded the rights of fair procedure or due process. This includes the right to (1) be informed of conduct which would result in disciplinary action against the student; (2) notice of any rule violation; (3) exclamation of the evidence supporting the charge; (4) an opportunity to present the student's side of the story; (5) a penalty that is proportionate to the violation.

Board approved 9/13/2021

**De Smet School District
Photo/Videotape Release Form**

Throughout the school year, there may be times when De Smet School District staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audiotape/videotape students, or interview students for school-related stories in a way that would individually identify a specific student. Those photographs and/or videotaped images or interviews may appear in district publications; on the district website; Twitter; Facebook; on YouTube; in the news media; or in other nonprofit, education-related organizations' publications. Please complete this form, and return it to your child's school.

I hereby grant unto my child's school permission to use my child's photograph and/or videotaped image for the purposes mentioned above. I understand and agree that De Smet School District may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. I further grant unto De Smet School District permission to allow my child to be photographed, audio/ videotaped, or interviewed by the news media or other organizations for school-related stories or articles.

I **do not grant** unto my child's school permission to use my child's photograph and/or videotaped image for the purposes mentioned above.

Acknowledgement of Handbook

I, the parent of _____ have read the Laura Ingalls Wilder Student and Parent Handbook and discussed these guidelines with my son(s)/daughter(s). We understand and will follow the policies, rules and regulations of Laura Ingalls Wilder Elementary and the De Smet School.

Signatures will be collected electronically.

<https://forms.gle/L7JCviYmeVqyG7HA7>