









August, 2015

Dear Rural Parents/Guardians,

This coming school year brings with it another change. This time, though, it is a change that came from within the district instead of some state or federal mandate. The Meade District will be proceeding with a four-day school week for the students and staff of the rural schools. Superintendent Kirkegaard identified three advantages of the proposed changes in a letter to rural patrons in April of 2015. Those advantages were as follows:

1. Provide rural teachers with quality planning time.
2. Reduce the amount of travel for rural parents who drive their children to and from school.
3. Align the Meade District school calendar with that of neighboring school districts, recognizing that many families have children attending high school in those districts.

All of these are intended to continue to provide a quality educational experience to the students of the rural schools.

We know that there may be things we didn't take into consideration or that there are adjustments that will need to be made. We hope though that we have covered the greatest extent of considerations that needed to be made.

We want to thank the teachers, staff, and parents who gave input in the process and after the change was proposed. Overall, the response was supportive.

We know that there will still be a need for students to miss school for various reasons but we hope parents will try to schedule appointments and events outside of the school day calendar to the greatest extent possible as we promote academic rigor and relevance in the students' school year.

Thank you for your support of this venture. Let me know if there are concerns or comments you may have throughout the year.

Here's to a great 2015-2016 school year!

Bev Rosenboom, Principal  
Whitewood/Rural Schools

Meade School District  
2015-16 School Calendar

Inservice	Tuesday/Wednesday/Thursday		August 25-27, 2015
First Day of School	Monday		August 31, 2015
Labor Day (NS)	Monday		September 7, 2015
Parent-Teacher Conferences	Monday/Tuesday/Thursday		October 5, 6, & 8, 2015
High School	Monday	4:00-7:00 PM	October 5, 2015
Middle School	Tuesday	4:00-7:00 PM	October 6, 2015
Elementary	Tuesday	4:00-7:00 PM	October 6, 2015
All Schools	Thursday	4:00-7:00 PM	October 8, 2015
Inservice Day (NS)	Friday		October 9, 2015
Native Americans Day (NS)	Monday		October 12, 2015
Thanksgiving (NS)	Wednesday/Thursday/Friday		November 25-27, 2015
Inservice Day (NS)	Friday		December 4, 2015
Christmas Vacation	Wednesday thru Friday		December 23, 2015 - January 1, 2016
Inservice Day (NS)	Friday		January 15, 2016
Martin Luther King Jr Day (NS)	Monday		January 18, 2016
Parent-Teacher Conferences	Monday/Tuesday/Thursday		February 8, 9, & 11, 2016
Middle School	Monday	4:00-7:00 PM	February 8, 2016
High School	Tuesday	4:00-7:00 PM	February 9, 2016
Middle & High School	Thursday	4:00-7:00 PM	February 11, 2016
Presidents Day (NS)	Monday		February 15, 2016
Elementary	Tuesday	4:00-7:00 PM	February 23, 2016
Elementary	Thursday	4:00-7:00 PM	February 25, 2016
Inservice Day (NS)	Thursday		March 10, 2016
Spring Break (NS)	Friday		March 11, 2016
Good Friday/Easter Monday (NS)	Friday and Monday		March 25 and March 28, 2016
Graduation	Sunday	2:00 PM	May 22, 2016
Last Day of School	Tuesday		May 24, 2016

	Student Days	PT Conf	Inservice	Total Contract
August	1		3	4
September	21	0	0	21
October	20	1	1	22
November	18		0	18
December	15		1	16
January	18	0	1	19
February	20	1	0	21
March	19		1	20
April	21	0	0	21
May	17		0	17
<b>Total</b>	<b>170</b>	<b>2</b>	<b>7</b>	<b>179</b>

Any snow days will be made up by adding additional days at the end of the school calendar. Furthermore, February 15, March 11 and March 28, 2016 could also be used at the discretion of the Meade School Board with recommendations from the Superintendent.

Quarter Dates	Start Date	End Date
	Monday, August 31, 2015	Friday, October 30, 2015
	Monday, November 2, 2015	Thursday, January 14, 2016
	Tuesday, January 19, 2016	Friday, March 18, 2016
	Monday, March 21, 2016	Tuesday, May 24, 2016

Trimester Dates	Start Date	End Date
	Monday, August 31, 2015	Friday, November 20, 2015
	Monday, November 23, 2015	Friday, February 26, 2016
	Monday, February 29, 2016	Tuesday, May 24, 2016

# RURAL PICTURE DAY SCHEDULE

Thursday, September 24 , 2015

Location: Central Meade County Community Center  
Starting at 8:10 a.m.  
Preschool - Welcome

*Smile*



A **“BOOK FAIR”** will held be at the CMCCC on picture day.

Retakes Thursday, November 5, 2015

Central Meade County Community Center



**“To Build Knowledge and Skills for Success Today and Tomorrow”**

## **NONDISCRIMINATION**

The Meade School District does not discriminate on the basis of gender, color, disability, national origin, race, creed, religion, homelessness, marital status, pregnancy or age in the education programs or activities it offers or to admission to or employment in its education programs or activities. Inquiries concerning Title VI or Title IX may be referred to Jeff Ward, 1230 Douglas Street, Sturgis, SD 57785, and 605-347-4454. Inquiries concerning ADA may be referred to Brett Burditt, 1230 Douglas Street, Sturgis, SD 57785, 605-347-2523. Inquiries concerning Section 504 may be directed to Deb Kerstiens, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4770. Inquiries concerning Title X, Part C may be directed to Chrissy Peterson, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4770. Inquiries may also be directed to the Kansas City Office, Office of Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816-268-0550, Fax: 816-823-1404, TDD: 877-521-2172, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

### **Federal Acts Designed to Eliminate Discrimination**

**Title VI** is part of the Civil Rights Act of 1964 that indicates that no person in the United States shall be subject to discrimination under any program or activity receiving Federal financial assistance.

**Title IX** is part of the Education Amendments of 1972 which is designed to eliminate (with exception) discrimination on the basis of sex in any educational program or activity receiving Federal financial assistance.

**Title X, Part C** is part of the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 which is designed to eliminate discrimination on the basis of homelessness in any educational program or activity receiving Federal financial assistance.

**Section 504** states that no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that receives Federal financial assistance.

**ADA, Title II** is part of the Americans with Disabilities Act of 1990 which is designed to enforce equal opportunity access to programs, services, and activities through specific architectural standards to avoid discrimination.

**Age Discrimination in Employment Act of 1967** is designed to prohibit age discrimination in employment.

### **Accessibility Contingency Plan**

In the case of an emergency, Meade School District staff will be assigned to assist students with a disability to ensure that they are able to get to safety and be with their class at the appropriately assigned area. In order to facilitate participation, accommodations will be made on an individual basis. Each disability is unique; the reasonable accommodations principal should be applied on a case by case basis for both students and staff. The 504 Coordinator will work with Meade staff to coordinate who may need additional assistance in the case of an emergency. The ADA Coordinator may refer issues regarding accessibility and accommodations for students to the student services department. If further information is needed, please contact Deb Kerstiens, 504 Coordinator/Assistant Special Education Director, at 605-347-4770 or Brett Burditt, ADA Coordinator, at 605-347-2523.







11. There will be absolutely **no tobacco use, illegal drugs, dangerous weapons** on or near the bus.
12. Students will assist the driver in keeping the interior of the bus clean, and in sanitary orderly condition. Students must not throw any objects in the bus or out any windows. No drinking or eating is allowed on the bus.
13. Students will not open or close the windows without permission of the bus driver. Students must not put hands, arms, or head out of the bus windows.
14. Violations of bus regulations by a student are to be reported by the driver to the parent, bus contractor and principal by using the form: **Student Transportation Incident Report**. The student will be given a copy to take home to inform the parents. This copy **Must** be signed by the parent and returned by the student to the bus driver the next school day. Failure to return the signed form may result in denial of bus privileges. Violations of the bus rules may cause the student to lose the bus as means of transportation.
15. Violations of sufficient magnitude will result in **immediate and permanent suspension**.
16. School students receiving bus conduct slips may be automatically suspended from riding the bus on the **first** offense. Subsequent offenses may result in **permanent** removal from the bus. The following inappropriate behavior will result in automatic suspension of transportation privileges: (a) physical harm to another student, (b) property damage, (c) refusal to obey the bus driver.
17. Violation of sufficient magnitude will result in **immediate and permanent suspension**.
18. Any endangerment of a bus or its passengers may result in suspension or expulsion. Careless driving or harassing of a bus by any other drivers is included. Taunting or Teasing a driver in another vehicle while riding in a bus may result in suspension/expulsion.

“Our objective is to help you reach yours” Harlow Bus Co. 347-5066

### **CHANGE OF ADDRESS**

Please notify the student’s teacher and the office of any change of address or telephone number during the school year. This is important in case of an emergency.

### **CONFERENCES**

Parents of pupils are invited to come to school for conferences on the progress of their children. Both parents are urged to attend if possible. The first conference will be scheduled during the fall and the second one in the spring. If needed, other conferences maybe arranged. Parents are invited to call for special appointments if they wish to discuss their child’s progress at other times.

### **COMPLAINT POLICY**

If a concern arises regarding a school issue, we encourage you to first address the issue with the staff member immediately involved. If the matter is not resolved at that level, contact the building administrator or program director for further review. After trying these steps and the issue is not resolved, the formal complaint procedure should be followed.

For information regarding the formal complaint policy and procedure, please contact the principal’s office at the following number: 605-269-2264 or visit our website at [www.meade.k12.sd.us](http://www.meade.k12.sd.us) for Board Policy KL.

## **CRISIS PLAN**

The Meade District has identified procedures for situations involving immediate safety concerns. They were prepared by the school administration with input from the Sturgis Police Department and Meade County Sheriff's Office.

The district has also identified procedures for a Crisis Management Team that is available to assist students, staff members, and community people in dealing with the personal issues associated with various crisis situations.

The building principals are responsible for ensuring that all staff have been provided the Meade School Crisis Intervention Plan and are aware of its procedures. Copies are kept with all teachers, staff, and administrators.

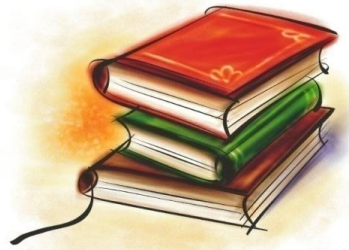
## **DAMAGE TO SCHOOL PROPERTY**

Please help your child develop a sense of responsibility and respect for public property.

Students will be responsible for the cost of replacing any school district materials or property that is lost or damaged through the student's negligence.

## **CARE OF TEXTBOOKS. LIBRARY BOOKS, ETC.**

Students are responsible for all textbooks and library books issued to them. ALL lost or damaged books must be paid for by the student.



## **EARLY DISMISSAL**

If the need arises for school to be dismissed at an earlier time, your child's teacher will contact you. If you need to take your child before regular dismissal time, please notify the teacher in advance. We will not allow a child to leave school before dismissal without parental permission.

## **EMERGENCY AND DISASTER PROCEDURES**

In any emergency, the safety and welfare of students and staff is our most important concern.

If an emergency occurs, an announcement will be made to inform everyone of procedures. In a crisis, students should follow the directions of the teacher in charge.

Students are advised to remain calm and quiet.

If a decision is made to send students home or to another location, every attempt will be made to notify parents by radio and TV announcements on Sturgis and Rapid City stations. If school is closed during the day and buses cannot run, parents are responsible for making arrangements for their children. Staff will supervise the orderly evacuation of the building and remain with the students.

Emergency drills will be held throughout the year. These include fire, disaster, lockdowns and evacuation.

There will be two disaster drills each year in addition to the required fire drills. A detailed emergency plan outlining actions in given situations is on file in the principal's office.

## **EXPECTATIONS FOR DRESS**

All students are expected to dress in a manner conducive to learning, health, and safety, Parental discretion is advised on this manner. However, it is felt that the following items of clothing are considered unsuitable for an education environment:

- Clothing with profanity or obscenity
- Clothing promoting smoking, alcohol, or drugs
- Shoes with wheels
- Halter tops, loose-fitting tank tops, spaghetti straps
- Half shirts (short, mid-section exposed)
- Short shorts or short skirts—should be half way down upper leg
- Hats taken off inside building

A neat appearance of the student body can have a good influence on your school. Students who dress improperly will be required to correct the situation. Please make sure your child dresses for the possible changes in temperature.

## **GOOD CITIZENSHIP AND COURTESY**

Academic and social activities require students to be aware of others as well as themselves. Building positive social skills is a valued part of the instruction.

## **GRADING SCALE**

Kindergarten, through fifth grade teachers will use a Standards Based grading scale using the numbers M, P, N. Computer, music and PE will use M, P, N, in grades K-5. Teachers in sixth through eighth grade will use A, B, C, D, F or I in all subject areas.

### **Level of Achievement Based on the South Dakota Standards**

**M = Meets Grade Level Expectation** Student has mastered the majority of grade expectations/standards and performs satisfactorily on assessments.

**P = Progressing** Student has mastered some grade level expectations and is working toward grade level competency and proficiency on assessments.

**N = Needs Improvement** Student has not yet demonstrated mastery of grade level expectations/standards and needs support and reinforcement to achieve proficiency on assessments.

**Blank = Skill** or concept has not yet been introduced and/or assessed.

**Meade School District 46-1 Grading Scale**

<b>Kindergarten, First, Second, Third, Fourth Grade, Fifth Grade</b>		
M – Meets Grade Level Expectation		
P – Progressing		
N – Needs Improvement		
Blank - Not Introduced		

<b>Sixth, Seventh, Eighth Grade</b>		
A= 97-100 Excellent	C+ =85-86 Average	D- =73-74
A- =94-96	C =82-84	F= 72 Failing
B+= 92-93 Above Average	C-= 80-81	I= Incomplete
B= 89-91	D+= 78-79	
B- =87-88	D= 75-77	

*Students' grades are available on the Internet on Infinite Campus School site. Please contact the Whitewood/Rural Office @ 269-2264 to obtain access.*

**GUIDANCE COUNSELING**

Guidance is for all children and focuses on helping children know, understand and accept themselves, and to become responsible for their choices and actions. The counselor does classroom presentations and provides individual conferences whenever a student, teacher, or the counselor deems it necessary. The counselor welcomes the opportunity to talk things over with any student, parent or teacher.

**HOMEWORK**

The amount of homework assigned should depend upon the age of the students. Students normally will be given time in class to work on assignments. Parents are encouraged to take an active interest in their students' homework.

## NURSE INFORMATION

This may be your first child to attend school or you may be an “Old Hand” at this. Because you are so familiar with your child, you may not want to “bother” school personnel with minor medical problems.

However, conditions that can cause problems in school if not known by school personnel are

- Allergies—especially bee stings, food, and medicine
- Asthma—even if there is rarely an attack
- Any heart defect
- Physical deformities—congenital hip, etc.
- Surgery
- Hearing problem/Vision problems
- Diabetes
- Seizures

Each student has a health card that is used throughout his/her school year. Medical conditions are recorded on this card. A list of medical conditions are given to the physical education teachers and the nurse informs the teacher of any medical problems. Please call the school nurse’s office with any significant changes.

All temporary medications brought from home (including aspirin/Tylenol), to be administered at school, must have written permission from the parents and be in original labeled container. Prescription medications must be in a labeled container. Your pharmacist needs to give you an extra labeled bottle if you know medication will be given at school. Medications, with the exception of inhalers(allowed to be carried by student with permission of the school nurse and parent), must be kept in the office of your school.

Students will be excluded from school if:

- 1) Body temperature is elevated above 100
- 2) Communicable disease is suspected
- 3) There is appearance of a skin infection
- 4) There is presence of pediculosis (live head lice)
- 5) Vomiting

Please keep your child at home if she/he has a communicable disease (live lice, pink eye, chicken pox, impetigo, etc.), has vomited in the last 12 hours or does not feel well enough to participate in school activities such as PE or recess.

A healthy body is maintained by cleanliness. Dressing your child for the weather will prevent excess absences. The staff would like to thank you for your cooperation in these matters.

We **must** have phone numbers where you can be contacted during the day in case there is an emergency at school. Please have an alternate phone number where you or someone can be reached if you are not home. Please **update** phone numbers with school personnel as soon as they change. Doctors will not treat minor children until a parent or guardian is reached.

Jennifer Oedekoven, RN  
Marcia Potts, RN  
Julie Dobler, RN  
605-347-2610



# Nursing Station

**ADMISSIONS AND IMMUNIZATIONS REQUIREMENTS**  
**Administrative Memorandum #6**

**Student Immunization Records**

SDCL 13-28-7.1 states that..."any pupil entering school or an early childhood program in this state, shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, tetanus, and varicella, according to recommendation provided by the Department of Health."

**Parents of new students must submit** appropriate documentation that their children have received the minimum immunization requirements set forth in SDCL 13-28-7.1 **before** the first day their children enter school.

Students will not be admitted to school until and unless the school nurse has received and verified the immunization documentation.

**Procedures**

1. At the time of the initial entrance of a student into Meade School District, the appropriate documentation will be required from a parent/guardian. Students who attempt to enroll without such documentation will be denied entrance until such forms are submitted.
2. The immunization documentation will be transferred to the school nurses, in an expedient manner, for verification. If the school nurse determines that the student does not have appropriate immunization, the parents of the student will be contacted by the school nurse.
3. Parents of kindergarten students are informed of the requirements during kindergarten screening sessions prior to school. The immunization status of all kindergarten students will be reviewed and monitored by the school nurses.
4. In cases where the certification indicates that immunization have begun, but are not completed, new students may be admitted to school upon verification of the process by the school nurse.
5. The only exceptions for the above immunization requirements are:
  - a. Medical Exemption. The physical condition of the child is such that a test or immunization would endanger life or health. The parent must provide an exemption form SIGNED BY A DOCTOR.
  - b. Religious Exemption. Parents or guardians of the child adhere to a religious doctrine whose teachings are opposed to immunization. The parent must sign an exemption form.

In the case of a communicable disease outbreak, students who fall in the above two categories MAY be denied entrance to the schools during this time as a safety precaution for themselves and others.

**STOCK EPIPEN PROGRAM**

The Meade School District will maintain a stock supply of epinephrine auto injectors(Epipen) pursuant to SDHB 1167 and according to The Meade School District policy.

These epinephrine auto injectors will be for use in an emergency situation of a severe allergic reaction causing anaphylaxis regardless of whether or not the student has a prescription for an epinephrine auto injector or has been diagnosed with an allergy.

School nurses and staff will be trained to recognize symptoms of severe allergic or anaphylactic reaction. An anaphylactic reaction is a progressive whole body allergic reaction that can be fatal and can occur with hypersensitivity to food, insect stings, medication other allergens.

**LEAVING THE SCHOOL GROUNDS**

Students are not permitted to leave the grounds at any time without permission except at regular dismissal time. If for some reason the child is needed earlier, please send a written request prior to his/her leaving.

### **MONEY AND VALUABLES**

Children are discouraged from bringing large sums of money or valuables to school. MP3 players, Ipods, and video gaming devices, if brought to school, will remain off during the school day.

### **PICTURES**

Contracted photographers will be in the rural community to take school pictures. Specific date is listed on the event calendar.

### **PLAYGROUND**

Pupils should not bring hard balls, any kind of play guns, water pistols, or pocketknives to school for any reason. All tackling games or games involving hard body contact are prohibited on the playground.

Throwing snowballs on the playground or on the way to and from school is not allowed.

Students are responsible for their own behavior and are accountable to the playground supervisors. The playground supervisors have the authority to allow or disallow any activities that they feel may affect the safety of our students. The playground supervisors have the authority to decide whether students remain indoors during inclement weather.

### **PERFECT ATTENDANCE**

Student has no tardies, no absences (other than school exempt), and has not left school early.

### **RELIGIOUS RELEASE TIME**

Teachers will notify parents of the schedule as soon as they receive the information from respective clergymen.

### **REPORT CARDS**

Report cards are formal communications between the school and home. They are distributed at the end of each grading period.

### **SCOOTERS, SKATEBOARDS, ROLLERSKATES**

These items are discouraged from being at school because of the danger to students.

### **SCHOOL CLOSING**

When school is not going to be held in the Meade School District, it will be announced between 6:00 a.m. and 6:30 a.m. Closures will be announced on the school district website ([www.meade.k12.sd.us](http://www.meade.k12.sd.us)). Notification will be submitted to following radio stations: KBHB (810 AM); KOTA(1380 AM); KOUT(98.7 FM); KFXS (100.3 FM); KIMM (1150 AM); KMKK (93.9); KKLS (920 AM); KRCS (93.1FM); KSQY (95.1 FM); KIQK (104.FM) KTOQ (1340 AM) KDDX (101.1); KZZI(95.9 FM); AND KDSJ (980 AM). ILocal television stations KOTA, KEVEN, KNBN, AND KELO, will also be notified. The information will be posted on the [www.cancellations.com](http://www.cancellations.com) a website where patrons can create accounts to receive email notifications. Staff and parents will also be notified via the School Reach calling system. Parents will be responsible for making alternate arrangements for their children in the event schools are closed early and/or busses cannot return the children home.



## SCHOOL SUPPLIES

Teachers will specify which supplies the students need. It is always a good idea to wait and see if specific supplies are needed at any particular grade level.

## SEXUAL HARASSMENT

(File: GBEE\*)

I. It is the policy of Meade School District 46-1 to maintain learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the Meade 46-1 staff to harass another staff member or student through conduct or communication of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined in Section II.

II. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical contact of a sexual nature when made by a member of the school staff to a student, a member of the school staff or another staff member, a student to another student, or a student to a staff member. Such behavior constitutes sexual harassment when any of the following statements apply:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

III. Sexual harassment, as set forth in Section II, may include, but is not limited to, the following:

- a. Verbal harassment or abuse
- b. Pressure for sexual activity
- c. Repeated remarks to a person with sexual or demeaning implications
- d. Unwelcome touching
- e. Suggesting or demanding sexual involvement accompanied by implicit or explicit threats concerning one's grades, job, etc.

IV. Any person who alleges sexual harassment by any staff member or student in the District may contact the Title IX Coordinator, Jeff Ward, at 605-347-4454 and use the procedure detailed in the Title IX policy (File GBMA\*) or may complain directly to his/her immediate supervisor or building principal. In the event that the complaint is filed directly with the immediate supervisor or building principal, the immediate supervisor or building principal shall conduct a timely investigation into the matter and shall report the results of the investigation to the Superintendent. Any subsequent action taken shall be consistent with the results of the investigation and with Section V of this policy should the charges be substantiated. Filing of a Title IX grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. The right of confidentiality, both of the complainant and of the accused, will be respected, consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

V. A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action, up to and including discharge. A substantiated charge against a student in the District shall subject that student to disciplinary procedures.

VI. This policy will be reviewed on an annual basis with all employees and students in each administrative unit and incorporated into teacher and student handbooks. Information on the prevention of sexual harassment will be provided to teachers and students in all schools as needed.

LEGAL REF:           South Dakota Executive Order 81-08 "Sexual Harassment"  
                          Title VII of the Civil Rights Acts of 1964  
                          Title IX of the 1972 Education Amendments

## **SEXUAL HARASSMENT – STUDENTS**

Under the provisions of the Civil Rights Acts of 1987 and the Title IX regulations, the school is directed to maintain learning and working environment free from sexual harassment.

Students are specifically forbidden to harass other students or staff through conduct or communications of a sexual nature.

Such behavior consists of inappropriate verbal or physical conduct of a sexual nature, which interferes with an individual's academic performance or creates an intimidating, hostile, or offensive educational environment.

Behavior may include, but is not limited to:

- a. Verbal harassment or abuse
- b. Pressure for sexual activity
- c. Repeated remarks to a person with sexual or demeaning implications
- d. Unwelcome touching
- e. Suggesting or demanding sexual involvement accompanied by implicit or explicit threats

Student in violation of these provisions shall be subject to disciplinary action.

## **STUDENTS RECORDS**

**(File: JO)**

The Board designates the following personally identifiable information in a student's education record as "directory information," which may be disclosed without prior written consent:

1. Name
2. Address
3. Names of parents or guardians
4. Date of birth
5. Dates of attendance
6. School attending
7. Participation in school-recognized activities
8. Weight and height of members of athletic teams
9. Grade in school
10. Individual and group photographs pertaining to school activities
11. Awards, achievements, of honors

The above list will be published in the District's legal newspaper each year, and the parent, legal guardian, or student over 18 years of age notify the school in writing of their refusal to permit the release of any or all of this information.

Other student records will not be released without written consent and may be reviewed by a parent, legal guardian, or student over 18 years of age. Procedures for requesting amendment of records will be developed by the administration in accordance with law.

District personnel may review all material pertaining to student for educational reasons but are required to keep such information confidential.

## **SMOKING/ALCOHOL/DRUGS**

Students shall **not** possess, use, or distribute controlled substances, tobacco, or alcohol while on or near school property, while traveling in school provided transportation or while attending any function.

**STUDENT TRANSPORTATION ON SCHOOL TRIPS**      **(File: JHFE)**

The following constitutes the arrangements of the Meade School District concerning the transportation of students to and from extra-curricular school activities and school functions:

1. In most instances, District shall provide transportation to the students for all trips of more than ten (10) miles one way from the attendance center. This shall apply to all school functions where the attendance of the student is required, as well as extra-curricular activities. In most cases, the District will pay the cost of transportation, but in some cases, a student may be assessed a transportation fee. A student must travel on the school provided bus or van both ways. School personnel may release students to ride with the custodial parent, legal guardian, or other persons authorized by the parent and school, with written request.
2. In the case of school activities or school functions which are less than ten (10) miles one way from the attendance center, the District will generally provide transportation, provided the entire class is being transported. If less than the entire class is being transported, or in the case of extra-curricular off-campus home events, the students may be asked to provide their own transportation or be transported by District personnel or in private vehicles driven by a licensed and insured adult.
3. No student may ride with another student to or from a school function or activity during the school day, unless the students are siblings.

**COMPREHENSIVE DRUG PREVENTION POLICY**      **(FILE: JGCH/JFCH/JFCI)**

The possession and use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful, and illegal except when used as directed (prescription drugs) by a physician. Students are prohibited from using, selling, attempting to sell, possessing, distribute, delivering, transferring, concealing, or being under the influence of alcohol and/or other drugs or materials/substance (including tobacco and alcohol), or chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in alcohol and/or drug use/abuse nor possess paraphernalia specific to use of alcohol and/or other drugs.

This policy is in effect on premises owned, leased or maintained by the school district, at all school –related activities on and off campus, on vehicles used to transport students to and from school or to other activities, and in vehicles parked on school property. Students and parent members of the school community are expected to know and understand the policy provisions and its mandatory nature. A copy of the policy will be provided to all students and parents. Compliance with this policy is mandatory for all students.

In accordance with Federal Drug Free Schools and Campuses legislation (Section 5145 of the Drug-Free Schools and Communities Act), the Board authorizes the use of programs aimed at the facilitating awareness, prevention, and intervention regarding the use/misuse of alcohol and other drugs. The comprehensive drug prevention and education program in place includes age-appropriate, developmentally based drug and alcohol which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol for students in grades K-12. Programs may vary in scope according to individual needs of each school with the following provisions:

The primary responsibility for helping students seriously involved with alcohol and other drugs lies with the students and their parents. The District will recommend that students with alcohol and other drug abuse problems seek professional assessment from a trained chemical dependency counselor or a license physician trained in chemical dependency.

The administration will provide a list of agencies/professional who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.

The Board authorizes District efforts to provide a supportive school environment for students armed by alcohol and other drugs.

School chemical abuse prevention programs should provide:

- a) group experiences

- b) individual counseling
- c) such other services as are judged to be necessary by school personnel and their involved agencies
- d) programs for persons who desire more information
- e) programs for those who need help with intervention in an existing problem (their own or someone else's)
- f) programs for those who need help completing the goals of rehabilitation program.

Information related to all program elements can be found in the District's Drug Prevention Activities Handbook.

The superintendent and /or designee shall develop and implement comprehensive programs addressing these six areas as deemed appropriate or at the request of individual administrative sites

Students who violate this prohibition will be subject to disciplinary sanctions as provided in the discipline plans of the administrative units, up to and including suspension and/or expulsion. Students who violate this prohibition also will be referred to appropriate legal authorities for prosecution.

A biennial review of the District's program will be made in order to determine the program's effectiveness and implement changes if needed, and to ensure that disciplinary sanctions are consistently enforced.

### **STUDENT ACCIDENT INSURANCE PLAN**

The School District **does not** assume responsibility for accidents which may occur. However, School District officials recognize the advantage of making school accident insurance available as well as school dental protection by cooperating with companies offering these services.

The insurance mentioned will be offered to parents wishing coverage for students enrolled in our schools. The school district's role is only to:

1. Send the literature home to parents explaining the programs and providing forms for student enrollment.
2. Have available the forms for filing claims for accidents covered by the insurance.

The school district **does not** approve claims, the company does this.

### **STUDENT DENTAL ACCIDENT PLAN**

Delta Dental Accident Insurance will not be sending schools the enrollment forms. If you are interested in purchasing the accidental dental insurance for your children apply online at [www.deltadentalsd.com](http://www.deltadentalsd.com) Those of you currently on a plan will receive a renewal in the mail. If you have questions please call 800-627-3961.

### **STUDENT VISITATION**

Student visitations need to be cleared in advance with the classroom teacher and are limited to an hour.

### **TARDINESS**

Punctuality is important. Students are encouraged to be on time daily. Any continued tardiness will be brought to the attention of the parents by the building principal and we will work together to find a satisfactory solution.

### **TELEPHONE CALLS AND MESSAGES**

#### **PARENTS AND OTHERS ARE ASKED TO RESTRICT CALLS TO SCHOOL FOR MATTERS OF IMPORTANCE.**

Please adhere to this guideline as every time the phone rings in the classrooms it does interfere with the daily learning process. If you need to leave a message for your child, please try to do so during lunch and recess.

Students are also asked to realize the necessity for the restricted use of the school telephone. Students should ask for permission to use the phone.

Students who have a personal cell phone are asked to turn them off at school. Students should ask for permission to use if needed.

**GRIEVANCE PROCEDURE FOR TITLE VI, TITLE IX, TITLE X, Part C, SECTION 504,**

**ADA AND AGE DISCRIMINATION ACT**

**(File: GBMA\*)**

Any person who believes that Meade School District 46-1 or any part of the school organization has inequitably applied the principles and/or regulations of Title VI, Title IX, Title X, Part C, Section 504, ADA, or the Age Discrimination Act may file a grievance. The District coordinators for each of these programs are Title VI and Title IX-Jeff Ward, 605-347-4454, ADA-James Harris, 605-347-2649, Section 504-Chrissy Peterson, 605-347-4770, Title X, Part C-Chrissy Peterson, 605-347-4770. The grievant should contact the appropriate coordinator to initiate the grievance procedure.

The grievant first shall discuss the alleged grievance informally with the coordinator, who shall investigate the complaint and reply to the grievant within five (5) business days. If the reply is not acceptable, the grievant may initiate formal procedures according to the following steps:

**LEVEL I --** The grievant shall submit a written statement of the grievance to the coordinator within five (5) business days of the receipt of the reply to the informal complaint.

The coordinator, within five (5) business days of receipt of the written grievance, shall require the employee or group who allegedly committed the grievance to submit a written grievance answer to the coordinator. Such answer shall a) confirm or deny each fact alleged in the grievance; b) indicate the extent to which the grievance has merit; and c) indicate acceptance or rejection of any desired redress specified by the grievant, or outline an alternative proposal for redress.

Within ten (10) business days of the receipt of the written grievance, the coordinator shall submit a written reply to the grievant.

**LEVEL II ---** If the grievant is not satisfied with the resolution of the grievance at Level I, he/she may submit a written statement of appeal to the Superintendent within five (5) business days of receipt of the written reply of the coordinator. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievant within ten (10) business days.

**LEVEL III --** If the grievant remains unsatisfied, he/she may submit a written statement of appeal to the School Board within five (5) business days of receipt of the written reply of the Superintendent. The School Board shall meet with the concerned parties and/or their representatives no later than the next regular School Board meeting following receipt of the appeal. A copy of the Board's disposition of the appeal shall be sent to the grievant within ten (10) business days of the meeting.

**LEVEL IV --** If the grievant still is not satisfied, he/she may appeal to the Kansas City Office, Office for Civil Rights, U. S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816-268-0550, Fax: 816-823-1404, TDD: 877-521-2172, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

**Special provisions:**

- 1) A grievance must be filed within forty-five (45) days after the occurrence that gave rise to the grievance. If the grievance is not filed within this time limit, it shall be considered null and void.
- 2) If the grievant fails to appeal from Level I to Level II or from Level II to Level III within the specified time limits, the grievance shall be considered null and void. If the coordinator or the Superintendent fails to reply within the specified time limits, the grievance shall automatically advance to the next Level.
- 3) The grievant has the right to be represented at his/her expense by knowledgeable persons, organizations, or groups of his/her selection at any point during the initiation, filing, or processing of the grievance. The coordinator shall provide help in identifying such knowledgeable persons or groups.
- 4) The District shall provide assistance to the grievant, including access to copies of the regulations, related guidelines, memoranda, and other relevant materials supplied to the District by the Federal government, and access to public

grievance records. In addition, the coordinator and designated representatives shall provide consultation and assistance in the interpretation of such information and the use of the grievance procedure.

- 5) The grievant and the District shall jointly determine whether any grievance hearing or other grievance procedure shall be open to the public or open only to participants.
- 6) No person shall be subject to discharge, suspension, discipline, harassment, or any form of discrimination for having utilized or having assisted others in the utilization of this grievance procedure.
- 7) It should be understood that a complaint can be made to the Office for Civil Rights without following the District's grievance procedure, but the grievance procedure provides a method for getting a prompt and equitable resolution of a complaint.

## Grievance

### **A. Student Grievance**

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices:

1. that a school rule is unfair
2. that a school rule or regulation discriminates between students
3. that a unfair procedure has been used in arriving at a punishment

Grievances are processed through 3 steps:

1. to the Counselor
2. to the principal; and
3. to the superintendent

in that order. On all three levels an informal conference is to be held within five (5) days of the date of filing of the complaint so that no student's complain shall consume more than 15 days time in all. The burden of proof is upon the student to show that a rule is unfair procedure and has been perpetrated. The final resolution of the grievance is to be in writing at the principal level and designed to provide the student with a basis for resolution of the problem as originally stated.

### **B. Student Grievance Procedure**

If a student has a grievance, they should present it in writing to:

**Level 1:** The school counselor should be scheduled for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The counselor must hold a conference within five (5) days of the date of the filing.

**LEVEL II:** If a student is not satisfied with the resolution made at Level 1, that person may appeal in writing to the Principal for an informal conference and discussion of said grievances.

**LEVEL III:** If a student is not satisfied with the resolution made at Level 2, they may appeal to the Superintendent for an informal conference and discussion of said grievances.

**LEVEL IV:** If a student is not satisfied with the resolution made at Level 3 they may appeal to the Board of Education.

## WITHDRAWAL FROM SCHOOL

Please notify your child's teacher as soon as you know if you are making a move from the school attendance area. Also contact the principal's office in Whitewood. This helps us facilitate the transfer of records so as to make the transition to a new school as smooth as possible.



# Rural Schools Discipline Plan

**Atall**

**Hereford Elm Springs**

**Enning/Union Center**

**Opal**

## DISCIPLINE PLAN

### PHILOSOPHY

The development of responsible behavior and self-discipline among students occurs at two levels within the school. First, since the student spends the greatest amount of time during the day in the classroom, the classroom teacher must assume the primary responsibility for gaining the respect and cooperation of the students so that an effective learning environment may be maintained. Each teacher must apply a carefully thought out approach to classroom discipline and administer it with a sense of fairness and consistency.

At other times, disciplinary problems occur which are beyond the scope of the classroom teacher's area of responsibility or are of a serious enough nature to require referral to the principal. Through the principal's administration of the discipline program among all of the rural schools, he/she will set the tone for acceptable behavior throughout the schools. He/she will also operate from a carefully developed set of rules and consequences that ensure fair treatment, consistency, and due process.

This discipline plan has three components, which may be implemented to develop responsible behavior. The categories are

1. Parent Notification and Teacher Referral
2. Classroom Discipline
3. School discipline

### DEFINITIONS

- TIME-OUT ROOM: Supervised time-out area used by teachers when necessary to remove students from class.
- SUSPENSION: (Out of School) the act of prohibiting a pupil from attending school-related activities for a period of no more than ten (10) school days. A suspension **must** be served away from the school building and grounds. **NO CREDIT WILL BE GIVEN FOR ASSIGNMENTS DURING SUSPENSION.**
- IN-SCHOOL SUSPENSION: (Student time-out Program) The act of prohibiting a pupil from attending classes for a period of no more than ten (10) school days.
- EXPULSION: An action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond twelve months.
- ALTERNATIVE SCHOOL PLACEMENT: A program administered by Black Hills Special Services Cooperative for students who have difficulty functioning in the regular school setting.
- DETENTION: The time a student is required to spend after school for displaying inappropriate behavior.

### PARENT NOTIFICATION AND TEACHER REFERRAL

The majority of inappropriate student behavior and misconduct can be handled at the teacher level. A student's parents can be an asset in correcting a student's behavior if they are aware of the circumstances. However, there will be situations when, in spite of parent involvement, a case will be referred to the principal. The following is the procedure for notifying parents and making referrals to the administration.



**PROCEDURE:**

TEACHER-STUDENT CONFERENCE: This step is done on an individual basis. Student is made aware of the behavior expected of him/her.

INITIAL PARENT NOTIFICATION: If a student continues to display improper behavior, an initial parent notification is to be made.

FOLLOW-UP PARENT NOTIFICATION: This step is used when the student's behavior has not improved following the initial parent notification.

REFERRAL TO THE ADMINISTRATION: If the student's behavior has not become appropriate after the three steps, he/she may be referred to the principal. In the case of a serious disciplinary issue, the principal will be notified immediately and will take the appropriate steps

**CLASSROOM DISCIPLINE**

A good learning atmosphere in the classroom is the joint responsibility of the teacher and students. This atmosphere will be promoted through clearly established and understood rules and regulations. Because of varying personalities and classroom environments, these rules may differ somewhat from teacher to teacher.

The classroom teacher will establish reasonable expectations and boundaries of classroom discipline. Students should know what is and what not acceptable classroom behavior is. Students need to understand what is expected and be held accountable for their actions.

The teacher has the responsibility to act on infractions of classroom rules. In cases where corrective actions prove ineffective, the teacher may remove the student from the classroom.

The purpose of suspending a student is 1) to re-establish the learning atmosphere, which the student has disrupted, and 2) to provide a setting for the student to examine his/her actions, which prompted his/her removal and make a commitment to correct the behavior.

When corrective actions taken by the classroom teacher have failed or the rule infraction is of a serious nature, the incident shall be referred to the principal for investigation. The severity of the consequences applied depends upon two factors: 1) the seriousness of the offense and 2) the previous disciplinary record of the student.

**STUDENT DISCIPLINE**

**(File: JG)**

Students in the District are expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school; will show consideration for fellow students; and will create a harmonious school atmosphere.

Accordingly, the Board extends to all of its school employees, professional and nonprofessional, the authority to enforce policy and regulations governing student behavior. Students will comply with the directions given them by staff members.

Principals, in consultation with teachers, will develop specific discipline procedures for their administrative units, subject to approval by the superintendent and review by the Board.

The following are guidelines established by the Board for discipline

1. Discipline procedures should be both firm and fair.
2. In so far as possible, a school's discipline plan should outline specific actions to be taken for specific offenses. At the same time, the plan should allow the principal flexibility to react appropriately to unusual circumstances.
3. While specific sanctions are to be determined by the principal, the Board supports the use of before-school and after-school detentions, Saturday detention, in-school suspension, time-out programs, and out-of-school suspension.

## STUDENT SUSPENSION/EXPULSION

(FILE: JGD/JGE\*)

Serious breaches of standards of behavior may result in suspension or expulsions from school. The principal may suspend a student for up to ten (10) school days, and the superintendent may suspend a student for up to ninety (90) days. The Board may suspend or expel a student for any number of days up to the end of the current school year. In the event of a suspension by the superintendent for more than ten (10) school days, the pupil or parent/guardian may appeal to the Board.

Hearing procedures as established by state regulations will be followed by the Board. Additional procedures mandated by state and federal law apply to special education students attending schools under the terms of an I.E.P. (Individual Education Plan)

## SCHOOL ATTENDANCE

**Right:** All students living within the boundaries of the Meade School District 46-1 who are under the age of 21 are entitled to a free public education through the 12<sup>th</sup> grade.

**Responsibility:** Students will attend all classes, assemblies, and required meetings unless properly excused by a parent or guardian. Students are required to report to school and classes on time and to remain at school during regular school hours unless excused by a pass to leave the building, which requires a note from a parent.

**Policy:** In accordance with school law, students are expected to attend school regularly for the entire school term.

**TRUANCY:** Being absent from school part or all of the school day without permission from parents or school administrators. In addition to school disciplinary action, habitual offenders will be referred to legal authorities.

**UNEXCUSED ABSENCE:** Failure to report to school without an acceptable excuse. Excessive unexcused absence referred to administration, possibly legal authorities.

**LEAVING SCHOOL:** Leaving school unexcused. Referral to administration.

**TARDINESS:** Reporting late for school, class or other required activities. Excessive tardies referred to administration.

## STUDENT/STUDENT RELATIONS

**Right:** Each student has the right to attend school and school activities and be free from threats against his/her feelings, physical well being, and property.

**Responsibility:** Each student shall be responsible to respect the feelings, property, and physical well being of other students.

**Policy:** Students will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of the property of a fellow student.

### BULLYING:

Repetitive use of written, verbal, or physical acts to intimidate, hurt, or frighten another student.

**(SEE Board Policy File: JFCD, JFCE, JFCF)**

**THREATENING OR INTIMIDATING ACTS:** The act of threatening the well-being, health, or safety of any student on school property or on route to or from school. Referral to administration, possibly law enforcement.

**PHYSICAL ATTACK:** The act of physically assaulting or in some manner attempting to injure any student on school property. When appropriate, a referral to the police may be made. Possible suspension, expulsion, referral for the threat assessment. **(SEE Board Policy FILE: JFCK\*)**

**DISRESPECT:** To insult, call derogatory names, use obscenity, dishonor, make gestures, or abuse another student in a verbal or written manner. Teacher discipline. Possible referral to administration.

**EXTORTION:** The action of extorting things of value from a person in the school, under pressure of either implied or expressed threats. Referral to the police when appropriate. Referral to administration.

**FIGHTING:** the act of involving hostile bodily contact in or on school property, including any activity under school sponsorship. Both parties involved are to be equally disciplined and share in damages unless self-defense can be shown on the part of one of the students. Referral to administration, possibly law enforcement.

**PROPERTY DAMAGE:** Restitution required through parental contact.

**THEFT:** Restitution required through parental contact. Referral to law enforcement when appropriate.

### **STUDENT/STAFF RELATIONS**

**Right:** Students and staff have a right to work study and teach in an atmosphere of mutual respect.

**Responsibility:** Students have the responsibility to respect authority, feelings, physical well-being, and property of members of the school staff.

**Policy:** Students shall refrain from disobedience, disrespect, threats, or attacks directed at members of the staff or of the property belonging to school staff members.

**INSUBORDINATION:** The willful failure to respond or carry out a reasonable request by authorized school personnel. Teacher discipline. Possible referral to administration.

**THREATENING OR INTIMIDATING ACTS:** Threatening the well being, health, or safety of any member of the school staff either verbally or by gesturing. Notification of police when appropriate.

Referral to administration. **(SEE Board Policy FILE: JFCK, JFCE, JFCD, JFCF)**

**PHYSICAL ATTACK:** The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship. Possible supervision, expulsion, referral for threat assessment. **(SEE Board Policy FILE: JFCK\*)**

**DISRESPECT:** To insult, call derogatory names, dishonor, make gestures or abuse any member of the school staff either verbally or in writing. Teacher discipline. Possible referral to administration.

**DISRESPECT FOR THE PROPERTY OF A MEMBER OF THE SCHOOL STAFF:** Damage and theft. Restitution required through parental contact.

### **SCHOOL PROPERTY**

**Right:** Each student is entitled to a well-equipped, well-maintained, clean and aesthetically pleasing school environment.

**Responsibility:** Each student is responsible to respect and help maintain the appearance and cleanliness of the building.

**Policy:** Acts of vandalism, theft and abuse of the school buildings are prohibited.

**VANDALISM:** The act of willful destruction of public property. Restitution required through parental contact. Possible referral to law enforcement.

**THEFT:** Theft not serious enough to be reported to law enforcement. Minor: Restitution required through parental contact.

### **PROTECTION OF THE PUBLIC SAFETY**

**Right:** All people have the right to be safe and secure.

**Responsibility:** Students have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and welfare of others.

**Policy:** The infractions listed below as well as any act that poses a threat to the health and safety of students and/or staff is strictly forbidden.

**DETONATION OF FIRECRACKERS OR OTHER EXPLOSIVE DEVICES:** Three (3) days of in school suspension and parent notification. Referral to law enforcement.

**FALSE ALARMS:** The act of initiating a fire alarm or a report warning of a fire or other catastrophe without just cause. Referral to law enforcement or fire marshal.

**BOMB THREATS:** Referral to law enforcement. Possible suspension, expulsion, referral for threat assessment. **(SEE Board Policy FILE: JFCK\*)**

**ARSON:** The willful and malicious burning or attempt to burn any part of any building or any property of the school or its staff and students. Referral to law enforcement.

**IMPROPER USE OF MOTOR VEHICLES:** Referral to law enforcement.

**POSSESSION OR WEAPONS ON PERSON OR IN SCHOOL:** Referral to law enforcement. Possible long-term suspension or expulsion. **(SEE Board Policy FILE: JFCJ\*)**

**OFF-PREMISES THEFT DURING SCHOOL-SPONSORED ACTIVITIES:** Five- (5) day assignment in school suspension and parental notification. Referral to law enforcement.

### **ALCOHOL, TOBACCO AND DRUGS**

**Right:** Each student has the right to associate with students who are free from the use of alcohol, tobacco and drugs. Each student has the right to not be subjected to those wishing to buy, sell, or use such substances.

**Responsibility:** Each student has the responsibility to keep his or her mind and body in a sound, healthy condition.

**Policy:** The use, possession or sale of any non-prescription drugs, alcoholic beverages or tobacco is prohibited on school grounds as well as at or before school-sponsored activities.

**POSSESSION OF ALCOHOL AND DRUGS:** Referral to law enforcement. Possible suspension or expulsion.

**SELLING OR TRANSMITTING ALCOHOL OR DRUGS:** Referral to law enforcement. Possible suspension or expulsion.

**UNDER THE INFLUENCE OF ALCOHOL OR DRUGS:** Referral to law enforcement. Obvious behavior and mood changes and/or the smell of substances on a person would indicate this. Possible suspension or expulsion.

**BEING IN THE COMPANY OF THOSE USING DRUGS OR ALCOHOL: BEING IN THE COMPANY OF THOSE USING DRUGS OR ALCOHOL:** Referral to the administration and/or law enforcement.

### **TOBACCO**

**Use or possession of tobacco on restricted school premises or at functions under the sponsorship of the school:** (Includes both smoking and chewing tobacco). Referral to law enforcement. Possible suspension.

**Being in the company of those using tobacco.** Referral to the administration and/or law enforcement. Possible suspension.

### **OTHER**

**Repeated serious classroom disruption:** Making noise or participating in activities which makes it hard for the other students to concentrate on their studies. Teacher discipline. Principal conference. \*

**Disruption of meetings and assemblies:** Using inappropriate behavior to disturb others in a meeting or assembly. Parent notification. Teacher discipline. Principal conference.

**Forgery:** Written or spoken misrepresentation of the truth (forged passes or parent signatures, false phone calls, misinformation to school personnel, etc.). Principal conference. \* Teacher discipline.

**Improper lunch behavior:** Throwing food or participation in inappropriate behavior. Parent notification. Teacher discipline.

**Being in an unauthorized area:** Any area that has been designated as staff/teacher only, or has a danger, no trespassing sign means that students are to stay away. Teacher discipline. Principal conference.

**Being an accessory to a school rule violation:** Any student who is found to be a participant, or active member in disruptions, verbal/physical abuse of staff, fellow students, or property, or in any way breaking a school rule. Principal conference or in-school suspension. \*

Abusive or offensive language: Used in the presence of staff members or and/or other students, including written notes or published materials as well as vocal. Teacher discipline. Principal conference.\*

Kissing, embracing, or other similar improper and/or disruptive behavior: Teacher discipline. Principal conference. Conference with parents, either in person, by phone, or written notice.\*

- THE PRINCIPAL HAS THE DISCRETION TO DEVIATE DEPENDING UPON THE CIRCUMSTANCES.
- THE PRINCIPAL HAS THE FLEXIBILITY TO GIVE PENALTIES FOR OTHER SITUATIONS.

## **DANGEROUS WEAPONS IN THE SCHOOL**

**(File: JFCJ)**

Students are prohibited from bringing dangerous and/or illegal weapons to school or school-sponsored activities. Appropriate disciplinary and/or legal action shall be pursued by the building principal.

A dangerous and/or deadly weapon is defined as any firearm, knife or device, instrument, material, or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or any object which can reasonably be considered to be a weapon. Look-alike weapons, which are items that resemble or appear to be weapons, also are prohibited.

No firearms are permitted on any school premises, in a school vehicle or any vehicle used for school purposes, or in any school building or other building or premises used for school functions. Exceptions would include weapons under the control of law enforcement personnel, starting guns while in use at athletic events, supervised school training sessions for the use of firearms, weapons used in educational demonstrations, ceremonial presence of unloaded weapons used at color guard ceremonies and look-alike weapons in an approved school performance.

A student who has intentionally brought a weapon onto school premises may be expelled by the Board for a period of twelve months after appropriate due process procedures have been followed. The Superintendent may modify a weapon-related expulsion on a case-by-case basis.

## **THREATS**

**(File: JFCK)**

### **General Statement of No Tolerance:**

Schools should be an example of what is required regarding the observance of respect for law in society at large. Schools must be highly conscious of the health, safety, and welfare of students, staff and the public. The School Board prohibits threats to take the life of another person or to cause them bodily harm.

The School Board seeks to maintain a climate in the schools, which is conducive to learning and protective of the safety and welfare of staff and students. To achieve this goal, it may be necessary for school officials to investigate any threat or alleged incident.

The School Board prohibits threats as defined in this policy:

1. On any school property, including parking lots, athletic fields, or any other premises under the control of the school district, school vehicle, or any vehicle used for school purposes, in any school building or other building or premises used for school functions.
2. Off school property where the threat to take the life of another person or to cause bodily harm is detrimental to the welfare or safety of a student or staff member, adversely affects the discipline in any school, or adversely affects the educational program in any school.

### **Disciplinary Action**

A student who violates this policy will be subject to the following disciplinary actions, depending upon the nature of the violation:

- Parent notification
- Referred for Threat Assessment Inquiry
- Referred to Authorities
- Suspension for a period of 1 to 10 days
- Long-Term Suspension or Expulsion

## **ANTI-BULLYING/HARASSMENT OF STUDENTS (File:JFCE)**

Bullying and harassment of students are not tolerated by the Meade School District. The school district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Therefore, the school district prohibits harassment or bullying.

Bullying and harassment are repetitive, intentional, harmful behaviors initiated by one or more students and directed toward another student or students which create a hostile school environment including, but not limited to, the following:

- Physical – harmful action or threat of harmful action against another person;
- Verbal, Written or Electronic – threatening, unkind, abusive or hurtful communication to a person or about a person;
- Emotional – taunting or other conduct intended to upset, exclude, or embarrass a person;
- Sexual – conduct or communication based on actual or perceived trait or characteristic of a person because of gender and/or initiation of unwarranted or unwelcome sexual advances, or
- Racial – rejection, exclusion, isolation, or embarrassment of a person because of ethnicity.

This policy applies while students are on school property; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities, or while using school equipment.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated or filed a false complaint in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

The building principal, school counselor or principal's designee will be responsible for investigating all complaints by students alleging bullying or harassment. All documentation associated with a complaint shall be maintained by the building principal.

## **BULLYING/HARASSMENT INVESTIGATION PROCEDURES**

Students who feel that they have been bullied or harassed should:

- Communicate to the perpetrator that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the perpetrator, the individual should ask a teacher, counselor, principal, or other adult in charge to help.
- If the bullying or harassment does not stop, or the individual does not feel comfortable confronting the perpetrator, the individual should:
  - tell a teacher, counselor, principal or other adult in charge; and
  - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the perpetrator did;
    - witnesses to the bullying or harassment;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the perpetrator responded.
- The incident needs to be reported to the building principal as soon as possible.

## **FORMAL COMPLAINT PROCEDURE**

An individual who believes that he/she has been harassed or bullied will notify the principal, school counselor, or principal-designee. The investigator may request that the individual complete the Harassment/Bullying Formal Complaint form and turn over evidence of the incident, including, but not limited to, letters, tapes, or pictures. Information received during the investigation is kept confidential to the extent possible.

The principal or the alternate investigator, with permission from the principal, has the authority to initiate an investigation in the absence of a written complaint.

## **INVESTIGATION PROCEDURE**

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The length of the investigation is governed by the facts and complexity of each individual case but should be completed within 30 calendar days of the complaint. The superintendent may

approve an extension in special circumstances. The investigator will interview the complainant and the alleged perpetrator.

The alleged perpetrator may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

When a formal complaint has been filed, and upon completion of the investigation, the investigator will make written findings and conclusions.

## **RESOLUTION OF THE COMPLAINT**

Following the completion of his/her own investigation or upon receipt of an alternate investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

The principal will file a written report documenting any disciplinary action taken or any other action taken in response to the complaint. The remedial actions taken by the principal, including disciplinary action where appropriate, should be designed to prevent further bullying or harassment. The principal, or designee, will monitor the effectiveness of the remedial actions taken by contacting the complainant during the month following the investigation resolution. These contacts should be included in the documentation. If further remedial actions are necessary, the case shall remain open with ongoing monitoring and documentation. The complainant, the alleged perpetrator and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of all complaints, findings, and actions taken, and will maintain all documentation related to a complaint investigation during the duration of the perpetrator's school years.

## **POINTS TO REMEMBER IN THE INVESTIGATION**

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and promptly investigated.
- No retaliation will be taken against complainant/individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

Adopted March 13, 2012



**ANTI-HARASSMENT/BULLYING FORMAL COMPLAINT FORM**

Name of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser or bully: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

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Description of misconduct: \_\_\_\_\_

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Name of witnesses (if any): \_\_\_\_\_

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Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

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Any other information:

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*I agree that all of the information on this form is accurate and true to the best of my knowledge.*

Signature: \_\_\_\_\_

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

**ANTI-HARASSMENT/BULLYING WITNESS STATEMENT FORM**

Name of witness:

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Position of witness:

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Date of testimony, interview:

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Description of incident witnessed:

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Any other information:

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*I agree that all of the information on this form is accurate and true to the best of my knowledge.*

Signature: \_\_\_\_\_

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

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not delete the offending material from the system. A copy of the material should be brought to the attention of a principal or teacher.

The administration shall fully investigate all reports of cyber bullying.

In situations in which cyber bullying originated from a non-school computer or cell phone, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats or making a threat off school grounds to harm a member of the school staff or a student.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated, it shall be reported to local law officials.

Adopted March 13, 2012

**MEADE SCHOOL DISTRICT 46-1  
BUILDINGS & GROUNDS DEPARTMENT**



“To Build Knowledge and Skills for Success Today and Tomorrow”

**BRETT BURDITT  
BUSINESS MANAGER  
1230 DOUGLAS STREET  
STURGIS, SD 57785  
Phone: 605-347-2523  
Fax: 605-347-0005  
E-mail: [brett.burditt@k12.sd.us](mailto:brett.burditt@k12.sd.us)**

Dear Parents & Staff:

Meade School district 46-1 completed an asbestos survey and assessment of all the school buildings in August of 2013. From the audit, a report was developed called the Asbestos Management Plan that documents the areas that have asbestos-containing materials, and which also provides us with the information necessary to maintain the as-bestos in good condition until its eventual removal. This plan is on file for review at 12940 E Highway 34, Sturgis, South Dakota, in the Buildings & Grounds office.

The danger of asbestos comes from breathing in tiny fibers when the material has been damaged. When this material is maintained in good condition, the potential hazard diminishes and the material may be kept in place for the life of the building or until renovation will disturb it.

To avoid exposure, it is important to know what types of materials may contain asbestos, to avoid any damaged areas, and to contact the appropriate personnel when these areas are found so the problem can be immediately remedied. Common applications of asbestos in buildings have included sprayed-on fireproofing, soundproofing, or thermal insulation; acoustic plaster soundproofing or ceiling tiles, pipe insulation, cement containing asbestos called transite; and floor tile and mastic, linoleum and backing. Most buildings constructed from 1950 to 1970 contain some of these asbestos-containing materials, but it is important to realize that not all buildings contain asbestos. The management plan pinpoints these materials and their locations within our buildings.

We are continually working to maintain the asbestos containing materials in good condition through our Operations and Maintenance Program. When any material cannot be repaired or maintained it is then removed. All work is performed in strict compliance with State and Federal regulations.

Activity involving asbestos within the district during the 2014-2015 year included removal of tile in the boys and girls restroom at SBHS. All removal was conducted by a professional contractor in compliance with State and Federal regulations. The district plan has been updated to reflect the changes.

The entire maintenance staff received annual asbestos training which supports the district goals of providing a safe environment for learning. .

Should you have any questions or comments, or if you would like to review the Management Plan, please contact me by phone at 347-2523 or stop at the Williams Administrative Building at 1230 Douglas Street, Sturgis, SD.

Sincerely,

Brett Burditt  
Business Manager

