

This Student Planner Belongs to:

Name \_\_\_\_\_



**WHITEWOOD  
ELEMENTARY  
SCHOOL**

# Student Handbook 2016-2017

**603 Garfield  
Whitewood, South Dakota 57793  
Telephone: (605) 269-2264**

**Bev Rosenboom, Principal**

**Meade School District Mission Statement  
"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 : [CR.KansasCity@ed.gov](mailto:CR.KansasCity@ed.gov)*

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**Meade School District  
2016-17 School Calendar**

In-service	Tuesday/Wednesday/Thursday		August 23-25, 2016
First Day of School	Monday		August 29, 2016
Labor Day (NS)	Monday		September 5, 2016
Parent-Teacher Conferences	Monday/Tuesday/Thursday		October 3, 4, & 6, 2016
Middle School	Monday	4:00-7:00 PM	October 3, 2016
Elementary	Tuesday	4:00-7:00 PM	October 4, 2016
High School	Tuesday	4:00-7:00 PM	October 4, 2016
All Schools	Thursday	4:00-7:00 PM	October 6, 2016
In-service Day (NS)	Friday		October 7, 2016
Native Americans Day (NS)	Monday		October 10, 2016
In-service Day (NS)	Friday		November 4, 2016
Thanksgiving (NS)	Wednesday/Thursday/Friday		November 23-25, 2016
Christmas Vacation	Wednesday thru Monday		December 21, 2016-January 2, 2017
In-service Day (NS)	Friday		January 13, 2017
Martin Luther King Jr Day (NS)	Monday		January 16, 2017
Parent-Teacher Conferences	Monday/Tuesday/Thursday		February 13, 14, 16, 21, & 23, 2017
High School	Monday	4:00-7:00 PM	February 13, 2017
Middle School	Tuesday	4:00-7:00 PM	February 14, 2017
Middle & High School	Thursday	4:00-7:00 PM	February 16, 2017
Presidents Day (NS)	Monday		February 20, 2017
Elementary	Tuesday	4:00-7:00 PM	February 21, 2017
Elementary	Thursday	4:00-7:00 PM	February 23, 2017
In-service Day (NS)	Thursday		March 16, 2017
Spring Break (NS)	Friday		March 17, 2017
Good Friday/Easter Monday (NS)	Friday and Monday		April 14 and April 17, 2017
Inservice Day (NS)	Monday		April 24, 2017
Graduation	Sunday	2:00 PM	May 21, 2017
Last Day of School	Wednesday		May 24, 2017

**2016-2017 Student Handbook**

**ATTENDANCE**

All students need to report to the office when arriving late or leaving during the day. If your child is absent, please contact the office (605-269-2264) between 8 and 9 a.m. In accordance with school law, elementary students are expected to regularly attend school for the entire school term. Perfect attendance is defined as having no tardies, no absences (other than school exempt), and no early releases.

**ATTENDANCE POLICY**

(File:JED\*)

School is preparation for future life. It is important that habits of regular attendance be developed. A student's contribution and achievement in class are directly related to attendance. Students and parents/guardians must understand that students miss a vital portion of their education when they are absent from class. Teachers and administrators are expected to communicate with students and parents/guardians about the effect of attendance upon student achievement and success in their class and in their lives as adults.

**General Provisions:**

Certain absences will be excused by the principal or designee upon receipt of a telephone call or written and signed explanation from the parent/guardian. These absences will include:

1. Illness or quarantine
2. Serious illness or bereavement in the family
3. Major religious holidays
4. Weather so inclement as to endanger the health or safety of the student

A student may also be excused for other exceptional reasons with the approval of the principal. The school may at any time refuse to grant an excused absence regardless of parental consent.

A student shall be eligible to be counted for school attendance up to five (5) days in a school term when an excuse from actual school attendance is requested by a parent/guardian for the purpose of attending events of state or nationally recognized youth programs of educational value. The principal shall have authority to require documentation verifying the student's attendance at the event and its educational value.

In instances of chronic or irregular absences reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

Students are expected to make up work missed because of absences. Teachers may establish time limitations for makeup work and may require a student to make up time missed because of unexcused absences. Teachers may also withhold credit for work missed because of unexcused absences.

Students who are habitually tardy create unnecessary disruptions to the educational process, which impedes their learning as well as the learning of their fellow students. Students are expected to be in school and in each class on time each day. Students who are habitually tardy shall be subject to disciplinary action as determined appropriate and necessary by the principal. Principals and teachers are encouraged to develop incentive programs that promote regular school attendance.

This policy does not include absences that are due to school sanctioned activities. However, it is expected that all school sanctioned activities will be scheduled so as to minimize the absences from class and that students who participate in such activities will do so only if they are in good academic standing as determined by SDHSAA and/or Meade School District 46-1 criteria.

#### Elementary Schools and Middle School:

In accordance with school law, elementary and middle school students are expected to regularly attend school for the entire term.

Absences other than excused absences shall be considered truancy. Excessive absenteeism shall be defined as exceeding ten (10) days per school year for any reason. If a condition of excessive absenteeism occurs, the principal shall provide the parents/guardians with written notice of the school's concern. If absenteeism continues, legal authorities will be notified, unless it has been determined that the excessive absenteeism is for reasons beyond the control of the parent and/or student. (i.e. illness and/or hospitalization)

Failure to attend school regularly and failure to make up required work are factors which will be considered in determining the promotion or retention of elementary and middle school students.

#### **ARRIVAL**

Classes will begin at 8:00 a.m. Be advised that the playground is not supervised until 7:45 AM.

#### **ANIMALS**

Some children are allergic to animal dander, therefore, pets may be brought to school with permission of principal and following requested guidelines.

#### **BICYCLES, SCOOTERS, SKATEBOARDS**

Students who bring skateboards, bicycles or scooters to school may not ride them once they get on school property because of the danger to other pupils in a crowded area. School officials cannot be responsible for bicycles, scooters, and skateboards lost or damaged at school. A parking rack is provided for such items.

## **BUS REGULATIONS**

Riding the school bus is a privilege not a right. If students abuse the privilege of riding the bus, they may be removed from the bus route and it will be the parent's responsibility to get their child to and from school. The primary responsibility of the bus driver is to provide a safe trip to and from school.

1. Bus drivers are an extension of the school system and have the same authority as other school officials when supervising students on the bus.
2. Behavior on the bus that takes away from the bus driver's ability to concentrate on safely driving the bus will not be tolerated.
3. Absolutely no tobacco, alcohol or other controlled substances allowed on the bus.
4. Students are asked to assist the bus driver ability to concentrate on safely driving the bus will not be tolerated.
5. The camera system on the bus is designed for the bus company and the school administration to monitor activity and student behavior on the bus. The video will be used when assessing disciplinary action. The viewing of the video is not accessible to parents.
6. In the event of a bus accident, the bus accident protocol is on the district website.

School board policies JFCC: Student conduct on School Buses, JG: Student Discipline and JFCG/JFCH/JFCI Comprehensive Drug Prevention Policy can be found on the district website.

*Harlow's Bus Company ~ 347-5066*

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

Students are responsible for the textbooks and library books issued to them during the school year. In case of damage or loss of any book, a replacement fee will be paid. The replacement fees for workbooks, textbooks, and library materials will be based on market value.

## **CHANGE OF ADDRESS**

In the event of a change of address or telephone number during the school year, the change should be reported to the principal's office. This is important in case of emergency.

## **COMPLAINT POLICY**

The Meade District has a formal complaint policy if it is felt that an issue cannot be resolved at the building or superintendent level. For information regarding the formal complaint policy and procedure, please contact the principal's office at the following number: 269-2264 or visit the district website at [www.meade.k12.sd.us](http://www.meade.k12.sd.us) for Board Policy KL.

### **Administrative Memorandum #3 Meade School District 46-1**

#### **Bus Accident Protocol**

##### **Bus Driver/Harlows**

1. Immediately notify 911 or appropriate first responders. Assess the accident and let first responders know if medical attention is needed. Always error on the side of safety.
2. Notify Harlow's Bus Company of the accident and Harlow's Bus Company will immediately notify the school.
3. Fill out the passenger list so that there is a copy for the first responders and for the school.
4. Assist first responders and the law enforcement agency in any and all ways possible.
5. Provide for additional transportation for students if necessary.

##### **City/County**

1. Will establish a command center and will be in charge of the situation. The first law enforcement agency will be in charge of the situation (command center) until or unless they are relieve by a different law enforcement agency. All law enforcement will work through the command center.

##### **First Responders**

1. Assess the situation, do initial evaluation, determine whether students need additional medical attention.
2. Work with the school for permission/treatment authorization.

## **School Responsibilities**

1. Building principal/designee will notify parents of students involved ASAP.
2. Superintendent/designee will coordinate all press releases in conjunction with law enforcement agency in charge in command center.
3. Building principal/designee will provide treatment authorization forms, when accessible to First Responders.
4. Work under the direction of the command center and assist when possible.
5. Provide for a central location in one of the schools for all the students that were on the bus to meet with nurses, counselors, administration, etc.

Date: September 14, 2015

## **CONFERENCES**

The first conference will be scheduled during the fall and the second one in the spring. If needed, other conferences may be arranged. Parents are invited to call for special appointments if they wish to discuss their child's progress at other times.

## **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, Whitewood Police Department and Meade County Sheriff's Office, as well as Lawrence County Law Enforcement. Copies are kept with all teachers, staff, and administrators.

## **DRESS AND APPEARANCE**

All students are expected to dress in a manner conducive to learning, health, and safety. Parental discretion is advised on this manner. Students who dress improperly will be required to correct the situation. Please make sure your child dresses for the possible changes in temperature. Reference: Student Dress Code (File:JFCA)

## **EMERGENCY AND DISASTER PROCEDURES**

Emergency drills will be held throughout the year for the safety of the students and staff. These include fire, disaster, tornado, lockdowns, and evacuation. A detailed emergency plan outlining actions in given situations is on file in the principal's office. Specific information for fire drills is posted in each room.

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 a 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.

## **EVACUATION SITE**

A designated individual will be at Immanuel Lutheran Church to direct parents to the whereabouts of their child. Students will only be released to parents or guardians following consent from law enforcement and/or building principal.

## **FOOD SERVICE**

Free and reduced meal forms are available in the school office as well as the food service office at 1121 Ball Park Road, Sturgis, 347-3601. Tickets for breakfast, lunch, and milk are sold daily. When purchasing tickets, it is very helpful to send money or checks made payable to Meade 46-1 in an envelope with the child's full name and grade written on it. Parents also have the ability to make on-line payments and view their child's account status through a website called [www.myschoolbucks.com](http://www.myschoolbucks.com).

## GRADING SCALES

Kindergarten through fifth grade teachers will use the following levels of achievement based on the South Dakota State Standards:

M = Meets Grade Level Expectation

P = Progressing Towards Standard

N = Needs improvement—minimal progress

Blank = Skill not addressed

Music, computer, and P.E. teachers for grades kindergarten through fifth will use M,P,N. Teachers in sixth grade will use A, B, C, D, or I in all subject areas.

### Grade Score for Sixth Grade

A	100-96	Excellent	D+	77-76	Below Average
A-	95-93		D	75-72	
B+	92-91	Above Average	D-	71-70	
B	90-88		F	69 & below	Failing
B-	87-86		I		Incomplete
C+	85-84	Average			
C	83-80				
C-	79-78				

*Your child's grades are available on the Internet on the Infinite Campus School site. Contact the Whitewood School office to receive a log in and password to access your child's attendance and grades.*

## KEEPING CHILDREN AFTER SCHOOL

Teachers may occasionally keep students after school for special help or to make up time. Every effort will be made to notify parents in this event.

## LEAVING THE SCHOOL GROUNDS

When a pupil reports to school, he/she is not permitted to leave the grounds without permission, except at the regular dismissal time. If for some reason the child is needed earlier, please send a written note.

## MONEY AND VALUABLES

Children are discouraged from bringing large sums of money or valuables to school. Any money brought to school should be in an envelope labeled with the student's first and last name, the amount of money, and what the money is for. Electronic devices such as Ipods, MP3 players, video gaming devices will remain off until the end of the day.

## NURSE INFORMATION—Health Safeguards

To protect the health of all children and to check contagion, the cooperation of all parents is requested. If your child has a contagious disease, please inform the school as soon as possible. If there is special information concerning the health of the child, such as a heart condition, diabetes, etc., please inform the school of these facts. *Emergency contact numbers and alternate contact numbers are very important and should be provided to the school.*

All medications brought from home (Tylenol, Ibuprofen and etc.) to be administered at school must have written permission with instructions from the parents and be in original labeled container. Prescription medications must be in a labeled container. 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 degrees.
- 2) Communicable disease is suspected—lice, pink eye, chicken pox, impetigo, etc.
- 3) There is appearance of a skin infection.
- 4) There is presence of pediculosis (head lice).

5) Vomiting at school or has vomited within last 12 hours.

### **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.

### **IMMUNIZATION REQUIREMENTS: ADMINISTRATIVE MEMORANDUM #6**

#### *Student Immunizations Policy*

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 recommendations 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.

### **PLAYGROUND**

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. When the wind chill falls below zero, all students may come indoors.

### **RELEASE OF INFORMATION**

School Board Policy JO indicates that directory information may be disclosed without prior consent. Directory information includes names, addresses, names of parents or guardians, date of birth, dates of attendance, school attending, participation in school-recognized activities, weight and height of members of athletic teams, grade in school, individual and group photographs pertaining to school activities, awards, achievements, or honors received. *Parents or students over 18 may notify the school in writing if they do not wish to have such information released or published.*

### **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 the following radio stations:

KBHB (810 AM); KOTA (1380AM) KOUT (98.7 FM); KFXS (100.3 FM); KIMM (1150 AM); KKMK (93.9); KKLS (920 AM); KRCS (93.1 FM); KSQY (95.1 FM); KIQK (104 FM); KTOQ (1340 AM); KDDX (101.1 FM); KZZI (95.9 FM); and KDSJ (980 AM). Local television stations KOTA, KEVN, 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 are responsible for making alternate arrangements for their children in the event that school is closed early and/or if buses cannot return the children home.

### **SCHOOL VISITATION**

Student visitations will be limited to an hour and need to be cleared in advance with the classroom teacher and principal. All preschool age visitors must be accompanied by an adult. ALL VISITORS - PLEASE CHECK INTO THE OFFICE or make prior arrangements before coming.

## SEXUAL HARASSMENT

(File: GBEE\*)

I. It is the policy of Meade School District 46-1 to maintain a 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 to 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. Failure to comply with this policy may result in termination of the cooperative agreement. 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



## **STUDENT ACCIDENT INSURANCE/DENTAL PLAN**

The Meade 46-1 School District does not assume responsibility for accidents which may occur. School accident insurance information is offered to parents wishing coverage for students enrolled in our schools. The Meade 46-1 School District's role is only to (1) send literature home to parents explaining the programs and providing forms for student enrollment, and (2) to have available the forms for filing claims for accidents covered by the insurance. The Meade 46-1 School District does not approve claims; the company does this.

## **STUDENT GRIEVANCE PROCEDURE**

### *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 an 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 complaint shall consume more than 15 days time in all. The burden of proof is upon the student to show that a rule is unfair, is discriminatory, or that an unfair procedure (lack of due process) has been perpetrated. The final resolution of the grievance is to be in writing at the principalship 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 I:

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 I, 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 II, 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 III they may appeal to the Board of Education.

## **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.

**SUPPLIES NEEDED**

The teacher will specify what supplies are needed by students. A supply list is available at the Whitewood School office. Students are required to have non-marking shoes for P.E. and encouraged to have a second pair for inside the building.

**TELEPHONE CALLS AND MESSAGES**

The school telephone may be used by students for matters of importance. Students who have cell phones are asked to turn them off in school. Students should ask for permission from their teacher to use phones, if needed.

**TITLE I PARENTAL INVOLVEMENT**

It is the intent of the Meade School District's School Wide Title program to encourage parental involvement. The "District Wide Parental Involvement Policy" can be found on the Meade School District Website at <http://meade.k12.sd.us/SpecialS/programs/title1.htm> .

The "Parent Involvement Policy for Whitewood Elementary" is found at the Whitewood Elementary website. This link is referenced in the Student/Parents Handbook which is given to families at the fall open house. The policy is reviewed annually by the Title I Family Involvement Committee.

**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- Brett Burditt, 605-347-2523, Section 504-Deb Kerstiens, 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:

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.

**WHITEWOOD ELEMENTARY SCHOOL**  
**DISCIPLINE PROGRAM**

**PARENT NOTIFICATION AND TEACHER REFERRAL**

The majority of inappropriate student behavior and misconduct can be handled at the teacher level. Students' parents can be assets 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.

**CLASSROOM DISCIPLINE**

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 and assign him/her to the Student Time-Out Room (STOP).

**STUDENT TIME-OUT ROOM (STOP)**

The purpose of assigning a student to STOP is 1) to re-establish the learning atmosphere which the student has disrupted, 2) to provide a setting for the student to examine his/her actions which prompted his/her removal, and 3) to make a commitment to correct the behavior.

**SCHOOL AND CAMPUS DISCIPLINE**

The administration retains the right and privilege to issue penalties for discipline not specifically stated herein and to alter any penalties as considered necessary.

**DISCIPLINARY INFRACTIONS AND CONSEQUENCES**

**A. School Attendance**

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

**LEAVING SCHOOL:**

Leaving school campus without checking out.

Consequence: K-2 ½ day in STOP; Grades 3-6 one day in STOP

**TRUANCY:**

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

Consequence: K-6 one day in STOP

**B. Student/Student Relations**

**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.

**REPEATED SERIOUS CLASSROOM DISRUPTION:**

Consequence: K-2 one hour in STOP; Grades 3-4 ½ day in STOP; Grades 5-6 one day in STOP

**ABUSIVE/OFFENSIVE LANGUAGE:**

Used in the presence of staff members and/or students, including written notes or published material as well as vocal.

Consequence: K-2 one hour in STOP; Grades 3-4 ½ day in STOP; Grades 5-6 one day in STOP

**BULLYING:**

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

(Board Policy File: JFCD, JFCE, JFCF)

Consequence: K-2 one hour in STOP; Grades 3-4 ½ day in STOP; Grades 5-6 one day in STOP

**DISRESPECT:**

To insult, call derogatory names, spread rumors, use obscenity, dishonor, make gestures, disrespect privacy, or abuse another student in a verbal or written manner.

Consequence: K-2 one hour in STOP; Grades 3-4 ½ day in STOP; Grades 5-6 one day in STOP

**PROPERTY DAMAGE:**

Restitution required, parental contact.

Consequence: K-2 one hour in STOP; Grades 3-4 ½ day in STOP; Grades 5-6 one day in STOP

**THREATENING OR INTIMIDATING ACTS:**

The act of threatening the well-being, health or on route to or from schools. This includes verbal threats, hitting, and kicking. Possible referral to police.

(Board Policy File: JFCD, JFCE, JFCF)

Consequence: K-2 one hour in STOP; Grades 3-4 ½ day in STOP; Grades 5-6 one day in STOP

**THEFT:**

Restitution required, parental contact. Referral to police when appropriate.

Consequence: K-4 ½ day in STOP; Grades 5-6 one day in STOP

**C. Student/Staff Relations**

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

**ABUSIVE/OFFENSIVE LANGUAGE:**

Used in the presence of staff members and/or students, including written notes or published material as well as vocal.

Consequence: K-2 one hour in STOP; Grades 3-4 ½ in STOP; Grades 5-6 one day in STOP

**INSUBORDINATION:**

The willful failure to respond or carry out a reasonable request by authorized school personnel.

Consequence: K-2 one hour in STOP; Grades 3-4 ½ day in STOP; Grades 5-6 one day in STOP

**DISRESPECT FOR THE PROPERTY OF A MEMBER OF THE SCHOOL STAFF:**

Damage and theft. Restitution required, parental contact.

Consequence: K-2 ½ day in STOP; Grades 3-4 one day in STOP; Grades 5-6 two days in STOP

**DISRESPECT:**

To disrespect privacy, insult, call derogatory names, dishonor, make gestures or abuse any member of the school staff either verbally or in writing.

Consequence: K-2 ½ day in STOP; Grades 3-4 one day in STOP; Grades 5-6 two days in STOP

**FIGHTING:**

The act of involving hostile bodily contact in or on school property including any activity under 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.

Consequence: K-2 one day in STOP; Grades 3-4 two days in STOP; Grades 5-6 three days in STOP

**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 threat assessment. (Board Policy File: JFCK)

Consequence: K-2 one day in STOP; Grades 3-4 two days in STOP; Grades 5-6 three days in STOP

**THREATENING OR INTIMIDATING ACTS:**

Threatening the well-being, health, or safety of any member of the school staff either verbally or by gesturing. Possible referral to police.

Consequence: K-2 one day in STOP; Grades 3-4 two days in STOP; Grades 5-6 three days in STOP

**BEING AN ACCESSORY TO A SCHOOL RULE VIOLATION:**

Consequence(s) assigned at principal's discretion depending upon level of involvement.

**D. School Property**

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

**IMPROPER CAFETERIA BEHAVIOR:**

Throwing food or participating in inappropriate behavior.

Consequence: K-2 one hour in STOP; Grades 3-4 ½ day in STOP; Grades 5-6 one day in STOP

**THEFT:**

Theft not serious enough to be reported to police.

*Minor:* Restitution required through parental contact.

*Major:* Considerable enough to be reported to the police.

Consequence: K-2 ½ day in STOP; Grades 3-4 one day in STOP; Grades 5-6 2 days in STOP

VANDALISM:

The act of willful destruction of public property.

Restitution required through parental contact. Possible referral to the police.

Consequence: K-2 ½ day in STOP; Grades 3-4 one day in STOP; Grades 5-6 2 days in STOP

**E. Protection of the Public Safety**

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

DETONATION OF FIRECRACKERS OR OTHER EXPLOSIVE DEVICES:

Possible suspension/expulsion; Referral to police.

FALSE ALARMS:

The act of initiating a fire alarm or a report warning of a fire or other catastrophe without just cause.

Referral to police or fire marshal. Possible suspension/Expulsion.

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 the police. Possible suspension/expulsion.

BOMB THREATS:

Possible suspension, expulsion, referral for threat assessment. Referral to police.(Board Policy File: JFCK)

POSSESSION OF WEAPONS ON PERSON OR IN SCHOOL:

Referral to police. Possible long-term suspension or expulsion. (Board Policy File: JFCJ)

**F. Alcohol, Tobacco and Drugs**

**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.

BEING IN THE COMPANY OF THOSE USING DRUGS OR ALCOHOL:

Referral to police. Possible suspension/expulsion.

NOTICEABLY UNDER THE INFLUENCE OF ALCOHOL OR DRUGS (Reasonable suspicion) Referral

to police. Possible suspension/expulsion.

POSSESSION OF ALCOHOL AND DRUGS:

Referral to police. Possible suspension/expulsion.

SELLING OR TRANSMITTING ALCOHOL OR DRUGS:

Referral to police. Possible suspension/expulsion.

BEING IN THE COMPANY OF STUDENTS USING TOBACCO:

Referral to police. Possible suspension/expulsion.

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.

**File: JFCE**

**ANTI-BULLYING/HARASSMENT OF STUDENTS**

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

File: JFCD

## **CYBER BULLYING**

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, 2011



### **COMPREHENSIVE DRUG PREVENTION POLICY**

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, distributing, delivering, transferring, concealing, or being under the influence of alcohol and/or other drugs or materials/substances represented to be a narcotic drug, depressant, or controlled 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 the 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. Student 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 facilitating awareness, prevention, and intervention regarding the use/misuse of alcohol and other drugs.

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 licensed physician trained in chemical dependency.

- 2) The Board authorizes District efforts to provide a supportive school environment for students harmed by alcohol and other drugs.
- 3) School chemical abuse prevention programs could provide:
  - a) group experiences
  - b) individual counseling
  - c) such other services as are judged to be necessary by school personnel and other 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 a rehabilitation program.

Students who violate this prohibition will be subject to disciplinary sanctions as provided in the disciplinary 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.

LEGAL REF.: Public Law 101-226

Revised November 13, 2012  
Revised November 15, 1994  
Revised June 15, 1992  
Revised May 27, 2016



## ASBESTOS INFORMATION

Dear Parents and Students:

The Meade School District 46-1 completed an asbestos survey of all the school buildings in April of 2016. A product of the audit is a report known as the Asbestos Management Plan that documents the areas that have asbestos containing materials. This plan also provides us with the information necessary to maintain the asbestos in a safe condition until its eventual removal. The AMP is on file for review at 12940 E. Highway 34, Sturgis, SD 57785, in the Building & 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 or encapsulated, 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 may 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. It is important to realize that not all buildings contain asbestos and the Asbestos Management Plan identifies 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 encapsulated safely, it then removed. All remediation is performed in strict compliance with State of South Dakota and federal regulations. Activity involving asbestos within the district during the FY 2015-2016 was the removal of tile and mastic at SBHS in conjunction with the office remodel project. All removal was conducted by a profession contractor in compliance with state and federal regulations. The removal was updated in the district plan.

District personnel completed the Asbestos supervisor/contractor training in April 2016.

Should you have any questions or comments, or if you would like to review the AMP, please contact me by phone at 605-347-2523 or stop by the Williams Administrative Building at 1230 Douglas St., Sturgis, SD 57785.

Sincerely, Brett Burditt  
Business Manager











