



STURGIS ELEMENTARY SCHOOL

STUDENT HANDBOOK

2021-2022

1121 Ball Park Road—347-2386

Chantal Ligtenberg — Principal
Amanda Christensen — Assistant Principal

Welcome Parents and/ or Guardians,

I am looking forward to an exciting and successful year! Please take the time to read this handbook and share important points with your child. We believe communication with parents is essential; for students to exceed. If you have any questions or concerns, do not hesitate to contact us.

Chantal Ligtenberg
Sturgis Elementary Principal
Chantal.Ligtenberg@k12.sd.us
605-347-2386.

Amanda Christensen
Sturgis Elementary Assistant Principal
Amanda.Christensen@k12.sd.us

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, 605-347-4454. Inquiries concerning ADA may be referred to Brett Burditt, 1230 Douglas Street, Sturgis, SD 57785, 605-347-2524. Inquiries concerning Section 504 may be directed to Deb Wilburn-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

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 Wilburn-Kerstiens, 504 Coordinator, at 605-347-4770 or Brett Burditt, ADA Coordinator, at 605-347-2524.

Meade School District 46-1 Title I Policy

It is the intent of the Meade School District's Title I 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/Special/programs/title_1.htm.

The "Parent Involvement Policy for Sturgis Elementary" is found at the Sturgis Elementary website at http://www.meade.k12.sd.us/elementary/parent_resources.htm. This link is referenced in the Student/Parent Handbook which is given out to families at the fall open house. The policy is reviewed annually by the Title I Family Involvement Committee.

TITLE I SCHOOL-WIDE PLAN

<http://www.meade.k12.sd.us/index.php/Sturgis-elementary/parent-information/>

1. Sturgis Elementary Schoolwide Plan
2. School Wide Title I Compact
3. Sturgis Elementary Parent Involvement Policy
4. District Wide Parent Involvement Policy

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MEADE SCHOOL DISTRICT MISSION STATEMENT

OUR MISSION: To build knowledge and skills for success today and tomorrow.

TELEPHONE NUMBERS FOR YOUR CONVENIENCE

Principal / Assistant Principal	605-347-2386
School Nurse	605-347-2610
Counselors	605-347-2386
Special Services	605-347-4770
Superintendent's Office	605-347-2523
Food Service	605-347-3601
Harlows Bus Company	605-347-5066

PHONE USE

Our school phone is a business phone. **Students are not allowed to use it to make social arrangements.** We try to keep use to a minimum. **Students and teachers will not be called to the telephone during class time unless it is an extreme emergency.** Please leave a voicemail message when possible, or the secretary or other staff member will get a message to your child or teacher. **Students who bring their cell phones/devices to school must keep them turned off and in their backpacks during school hours.**

TRANSPORTATION POLICY

(Board Policy File: EEA – second paragraph)

Elementary (K-8) students whose residence is outside the incorporated limits of a city and who live more than 2.5 miles from the school to which they are assigned, either will receive bus service or will receive mileage payments for the number of miles in excess of 2.5 miles. Elementary students living more than 2.5 miles from the bus route to which they are assigned will receive mileage payments for the number of miles in excess of 2.5 miles.

PARKING LOT

Drop off and dismissal are busy times, please use caution and be courteous to others as you drop off and pick up your child. Please use the **west** parking lot to drop off and pick up students as this area has a crossing guard. Students eating breakfast may be dropped in the south parking lot. **The south parking lot is PERMIT PARKING ONLY for staff** – many come and go from other schools throughout the day. Please do not park there.

SCHOOL HOURS

The start and dismissal of classes will be staggered as follows:

8:10 a.m. – 3:00 p.m. Kindergarten – dismiss through main doors
8:10 a.m. – 3:05 p.m. First grade – dismiss through southwest doors
8:05 a.m. – 3:05 p.m. Second grade – dismiss through west doors
8:05 a.m. – 3:05 p.m. Third grade – dismiss through front doors
8:05 a.m. – 3:05 p.m. Fourth grade – dismiss through west doors

ATTENDANCE PROCEDURES

The first whistle for the 8:05 a.m. and 8:10 a.m. entry will occur five minutes before entry time. This allows students time to line up. **If a student is absent, the parent or guardian should call the office @ 347-2386 before 8:45 a.m. If the office does not receive notice of a child's absence, an attempt will be made to contact parents in order to confirm the child's whereabouts.** Students arriving after the school day begins will be tardy. Students arriving after 9:30 a.m. will be considered absent for the attendance period. There are four attendance periods in a day.

ATTENDANCE REGULATIONS (Meade School Board 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.”

NOTIFICATION OF ABSENCES

A student can be excused by the student's parent/guardian by writing a note, sending an e-mail to Stephanie Evens (Stephanie.Evens@k12.sd.us) Angela Wetz (Angela.Wetz@k12.sd.us), or making a phone call to the main school office at 347-2386 between the hours of 7:00 am and 3:30 pm during school days.

1. A note or phone call should include:
 1. First and last name of the student;
 2. The date and/or hours of the absence;
 3. The reason for the absence;
 4. A telephone number where the parent may be reached during the day;
 5. The parent/guardian signature.

EXCUSED ABSENCE

All students at Sturgis Elementary School will be allowed a maximum of seven (7) absences per period, per trimester. Any absence after the seven will result in an unexcused absence. Parents/guardians may request that their student be excused from school for the following reasons:

1. Personal illness: Each absence that is excused by a parent or guardian due to personal illness. In instances of chronic or irregular absences reportedly due to illness, the school administration will require a physician's statement certifying such absences to be justifiable.
2. Appointments: Medical, dental and legal appointments will be excused when written notification from a physician's office, dentist office, or court services' office is provided to the attendance office. Dr. appointments, with written notification, will not count toward the ten absences per semester. Written notification should include the name of the student, date, time, and reason for the appointment.
3. Parent or family request: For funerals, weddings and other special family events, the school reserves the right to determine whether or not an absence is excused. If the family/student does not wish to state the reason for the absence, the student may be assigned an unexcused absence.
4. Inclement weather or poor road conditions: On days of bad weather, parents will have to use their own discretion in sending their children to school. Road and weather conditions may vary throughout the school district.
5. Family vacation: All absences of this classification must be requested with reasonable advance notice by the parent or guardian. The student's parent/guardian must telephone the attendance office or visit the assistant principal's office stating why and when the student will be absent.
6. Major religious holidays.
7. COVID-19: Students who are required to self-quarantine per CDC guidelines will be marked excused absent. These absences **will not** count against the students' attendance.
8. Special circumstances upon prior approval by the administration.

Any absence other than those listed above may be considered truancy or unexcused. Administration may at any time refuse to grant an excused absence regardless of parent consent.

UNEXCUSED ABSENCE

1. Not obtaining contact from a parent/guardian of the student's absence.
2. Failure to provide documentation for appointments may result in an unexcused absence(s) as they near 7 days and/or periods.
3. Administration may at any time refuse to grant an excused absence regardless of parental consent.

TARDINESS

The goal of Sturgis Elementary is to teach positive habits and skills including being on time for class. If a student is more than ten (10) minutes late, the student will be considered absent and will need to follow the procedure for being absent.

PERFECT ATTENDANCE

To qualify for a PERFECT ATTENDANCE award at the end of the school term, a student must have no TARDIES OR ABSENCES. If a student leaves early it will count as an absence for the last quarter of the day.

EVACUATION LOCATION IN CASE OF DISASTER

All Sturgis Elementary K-4 students

Sturgis Fire Station

1901 Ball Park Road, 347-5801

Reunification Site: Sturgis Community Center

CRISIS PLAN

The Meade School 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. Copies are kept with teachers, staff and administration.

SCHOOL CLOSING

Parents and students are asked to refer to the Meade District website, www.meade.k12.sd.us for up-to-the-minute school cancellations or closings. Parents and students may also tune to local radio or television stations for information regarding school cancellation, early dismissal, or other adjustments due to weather or other emergencies.

We will also use the "Infinite Campus Messenger System." This is an automated notification program that will automatically call all the phone numbers listed for each student to notify the families of school closings.

NOTE: Parent decisions as to the weather conditions will be honored at all times. If a parent decides the weather conditions are such that the student shall not go to school or is to be excused during the school day, a note or phone call to the principal will excuse the student for the time missed.

BREAKFAST AND LUNCH

The school lunch program for the 2021-2022 school year will be offering free breakfast and lunch for all students.

STURGIS ELEMENTARY BREAKFAST / LUNCH SCHEDULES

Breakfast will start being served at 7:30 am for all grades

Grade	Lunch Group A	Lunch Group B
K	10:50-11:20	11:00-11:30
1st	11:10-11:40	11:20-11:50
2nd	11:50-12:20	12:00-12:30
3rd	12:10-12:40	12:20-12:50
4th	12:45-1:15	12:55-1:25

With multiple sections of lunch periods rotating in the lunchrooms and the activity areas, it is imperative that schedules be followed as closely as possible.

MONEY AND VALUABLES

Children are discouraged from bringing large sums of money or valuables to school. Electronic devices such as video game devices, smart watches and phones should remain off until the end of the day. School holds no responsibility in the loss or damage of personal property.

STUDENT ACCIDENT INSURANCE

Meade School District does not assume responsibility for accidents which may occur. However, school district officials recognize the advantage of making school accident insurance available by cooperating with the company offering these services. If you are interested in this supplementary insurance, please contact the school and we will provide literature explaining the program.

DENTAL INSURANCE

Delta Dental will provide dental insurance to all students who wish to participate in this low cost program. You can get all of the information at their website, www.deltadental.sd.com. Please remember YOU must contact the company concerning your claims and/or settlements. Meade School District does NOT sell insurance or process claims.

BUS CONDUCT AND REGULATIONS

(STURGIS BUS COMPANY 347-5066)

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 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, e-cigarettes, alcohol or other controlled substance, including paraphernalia, are allowed on the bus.
 4. Students are asked to assist the bus driver in keeping the interior of bus clean.
 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 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.

BUS SCHEDULE

Buses will arrive at Sturgis Elementary at approximately 7:45 a.m. – 7:55 a.m. Buses will leave Sturgis Elementary at approximately 3:15.

STUDENT TRANSPORTATION ON SCHOOL TRIPS

(Board Policy: 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, the 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 extracurricular 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 a 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

Bus Accident Protocol Bus Drivers / 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 relieved 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 the 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.

GRADING CRITERIA FOR MEADE SCHOOL DISTRICT ELEMENTARY SCHOOLS

Kindergarten through Grade 4 Uses a standards based report card

M = Meets grade level expectation

P = Progressing toward standard

N = Needs improvement - minimal progress

Blank Box - Skill not addressed.

Please remember that with the standards based report card your child is being assessed by the expectation of proficiency at the **end** of the year for each skill. It is common to have P's on the report card for the first trimester. By the end of the third trimester, the report card will reflect growth or mastery in each skill as the student progresses towards proficiency. Helping your child at home with these skills will enable them to complete the tasks independently. Please contact your child's teacher with any concerns about their progress. Teachers may use the comment section of the report cards for additional information.

REPORTING TO PARENTS

Sturgis Elementary report cards describing a student's progress are given to parents and/or guardians at the end of the three reporting periods. Two parent/teacher conferences are scheduled with parents and/or guardians of students during the school year. Parents and/or guardians will be notified by the teacher regarding the time of these conferences.

HOMEWORK PLAN

HOMEWORK may be assigned according to the individual needs of the student as determined by the classroom teacher. Teachers may also require students to come in before school starts or to stay after dismissal for special instruction when needed, for specific skills instruction, or when assignments and tests need to be made up.

It is important that parents promote a positive attitude toward school. It is our desire that your children are successful in school.

Individual grade level teachers will provide specific instructions for your child's homework procedures.

STUDENT DRESS (Board Policy File: JFCA)

The Meade School Board recognizes that it is the prerogative of the parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. Students dress and grooming should not create a health or safety hazard, invade the rights of others, or be disruptive to the educational environment by distracting from decency and decorum in school. **The wearing of clothing promoting alcohol, tobacco, or obscenities will not be permitted.** It will be the responsibility of the building principal to determine violations and take necessary action.

DAMAGE TO SCHOOL PROPERTY

Any pupil who shall intentionally or accidentally destroy or damage any school property shall compensate the school district for the assessed damages. This includes but not limited to textbooks, furniture, equipment, etc.

PHYSICAL EDUCATION CLASSES

All grades, K-4, participate in physical education classes. If a child is physically unable to take part, he or she should obtain a medical excuse from the family doctor and present it to the school. Temporary excuses for one day may be written by the parent. Only tennis-type shoes can be worn in gym class. No snow boots or waffle stomper shoes are allowed. If no shoes are worn, a safety problem arises because of slipping and sliding. Also, fire drills occur during class periods and students should not go outdoors without shoes.

STURGIS ELEMENTARY DISCIPLINE PLAN

The development of responsible behavior and self-discipline among students occurs at three levels within our school. First, since the student spends the greatest amount of time during the school day in the classroom, the classroom teacher must assume the primary 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.

Intervention by the teacher may consist of a discussion, consequences, time-out and parent notification. Teacher discipline and intervention with students will be referred to as **Level One** in our discipline plan.

At other times, disciplinary problems occur which are beyond the scope of the classroom teacher's area of responsibility or are of a more serious nature. These problems will be referred to a multi staff team for intervention. The type of problems/behaviors that would be dealt with at this level is primarily of the violence/disrespect nature and repetitive misbehaviors. Interventions at this level would consist of consequences, corrective teaching/counseling and parental notification. The multi staff intervention with students will be referred to as **Level Two** in our discipline plan.

Lastly, disciplinary problems may arise that are of a serious enough nature to require referral to the administration (principal and assistant principal). The problems that require this level of intervention will vary but would include continued repetitive misbehaviors, and more serious violence/disrespect behaviors. Interventions at the administrator level would consist of consequences, STOP assignment, corrective teaching/counseling, parental notification and/or conferences, and suspension. The administrators will operate from a carefully developed set of rules and consequences that insure fair treatment, consistency and due process. The administrator intervention with students will be referred to as **Level Three** in our discipline plan.

In summary, the discipline plan has three major levels. Misbehaviors by students will generally fall within one of these levels. Interventions at each level will vary. Specific guidelines have been established to deal with misbehaviors that fall within the area of violence/disrespect. The three levels of intervention and the staff who intervene are

Level I - Teacher Intervention

Level II - Multi-staff Intervention

Level III - Administrative Intervention

MATRIX OF DISCIPLINE FOR STURGIS ELEMENTARY

Level	Type of Behavior	Intervention Person	Possible Consequences/ Interventions
I	<ul style="list-style-type: none"> * Behavior that disrupts the Learning environment *Violation of classroom/school rules *Uncooperative behavior *Teasing or put-downs *Inappropriate physical contact 	Classroom Teacher	<ul style="list-style-type: none"> *Conference with teacher *Corrective teaching *Phone call to parent *Reflection sheet completed by student *Time in Refocus *Loss of privileges(such as on the bench recess) *Verbal apology
II	<ul style="list-style-type: none"> *Any level 1 behaviors that are repetitive *Misbehavior in cafeteria/recess *Offensive/abusive language *Disrespect to staff 	Classroom teacher School Counselor	<ul style="list-style-type: none"> *Conference with parent and teacher *Individual behavior plan/goal setting *Reflection sheet completed by student *Time in Refocus room *Loss of recess or lunch with peers *Verbal apology
III	<ul style="list-style-type: none"> *Repetitive level II behaviors *Bullying *Threatening *Possession of tobacco, alcohol, drugs *Property damage Fighting Bus Incidents Disrespect of serious nature Physical attack on others 	Principal Assistant Principal	<ul style="list-style-type: none"> *Written documentation of incident *Conference with parent *Before/After school time *STOP *OSS *Expulsion

SMOKING/ALCOHOL/DRUGS
(Board Policy Files: JFCG, JFCH, JFCI)

Students shall not possess, use or distribute a controlled substance while on or near school property, while traveling in school-provided transportation, or while attending any school function.

These prohibitions apply to interscholastic athletic contests, field trips, and any other trips or activities.

Penalties for violation of these policies are outlined in the discipline procedure.

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 in 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, 605-347-2649, Section 504-Chrissy Peterson, 605-347-477, 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

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 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.

LEGAL REFS.: Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972
Title X, Part C - McKinney -Vento Homeless
Education Assistance Improvements Act of 2001
Section 504 of the Rehabilitation Act of 1973
Title II of the Americans with Disabilities Act of 1990
Age Discrimination in Employment Act of 1967

SEXUAL HARASSMENT (File: GBEE*)

1. 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.
2. 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 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
- 3. 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.
- 4. 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.
- 5. 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.
- 6. 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. It also will be distributed to all organizations in the community having written cooperative agreements with the District. Information on the prevention of sexual harassment will be provided to teachers and students in all schools 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

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 as 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 investigate
- *No retaliation will be taken against complainant/individuals involved in the investigation Process
- *Retaliators will be disciplined up to and including suspension and expulsion.

HAZING (File: JFCF)

It is the goal of the Meade School District to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational process and are prohibited at all times.

No student, administrator, teacher, volunteer, contractor or other employee of the School District shall plan, direct, encourage, aid or engage in hazing. No student, administrator, teacher, volunteer, contractor, or other employee of the District shall permit condone, or tolerate hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

This policy applies to behavior that occurs on or off school property.

A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization (see definition below) shall be subject to discipline for that act.

The District will act to investigate all complaints (formal or informal, verbal or written) of hazing and will discipline or take appropriate action against any student or other school staff who is found to have violated this policy.

I. Definitions

- A. Hazing means committing an act against a student or coercing a student into committing an act that creates a risk of harm, in order for the student to be initiated into or affiliated with a student organization (see Section B below). The term hazing includes, but is not limited to any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 1. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activities that subject the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 2. Any activity involving the consumption of alcoholic beverages, drugs, tobacco products, or any other food, liquid or substance that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity that intimidates or threatens the student with ostracism, that subjects a student to undue mental stress, embarrassment, shame, or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 4. Any activity that causes or requires the student to perform a task that involves violation of city ordinance, state or federal law, or School District policies or regulations.
- B. Student organization may refer to a school, a group, a club or an organization having students as the primary members of participants. It may also refer to grade levels, classes, teams, activities, or particular school events.

II. Reporting Procedures

- A. Any person who believes he or she has been a victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the administrator. Any person may also report hazing directly to the Superintendent.
- B. Teachers, administrators, volunteers, contractors, and other employees of the district shall be particularly alert to possible situations, circumstances, or events that might include hazing, any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute hazing shall inform the building principal immediately.
- C. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's further employment, grades, or work assignments.

III. School District Action

- A. Upon receipt of a complaint or report of hazing, the District shall undertake or authorize an investigation by District officials or a third party designated by the district.
- B. The District may take immediate steps to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the District will take appropriate action against any students or other school staff who is found to have violated this policy. District action taken for violation of the policy. District action taken for violation of the policy will be consistent with the requirements of the District student discipline policy.

IV. Reprisal

The district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the District who retaliates against any person who makes good faith report of alleged hazing or against any persons who testifies, assists, or participates in an investigation, or against any person who testifies assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Adopted March 13, 2012

CYBER BULLYING (Policy JFCD)

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 cyberbullying 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

STUDENT RECORD (Board Policy 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, or 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 may 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 students for educational reasons but are required to keep such information confidential.

LEGAL REFS.: Family Educational Rights and Privacy Act (FERPA) of
1974, P.L. 93-380
ARSD 24:03:04:10

SCHOOL ADMISSIONS AND IMMUNIZATION REQUIREMENTS

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.

The only exceptions for the above immunization requirements are;

- a. Medical Exemption. They 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 immunizations. 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.

SCHOOL NURSE INFORMATION

Conditions that can cause problems in school if not known by school personnel are;

- 1) Allergies - especially bee stings, food and medicine
- 2) Asthma - even if there is rarely an attack
- 3) Any heart defect
- 4) Physical deformities - congenital hip, etc.

- 5) Surgery
- 6) Hearing/Vision problems
- 7) Diabetes
- 8) Seizures

Each student has a health information form that is used throughout his or her school year. Parents record medical conditions on this form. A list of these medical conditions is given to the physical education teacher and the nurse informs the teacher of any medical problems. Please call the school nurse's office with any significant changes that occur throughout the year.

All medications brought from home (Tylenol, Ibuprofen, 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. 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 the child's school.

Please keep your child home if he/she has a communicable disease (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.

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 at 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.

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.

Thank you,

Julie Dobler, RN, Jennifer Oedekoven, RN, Heidi Komes, RN
Meade School District 46-1 School Nurses

