

DEUEL SCHOOL DISTRICT
#19-4
ELEMENTARY SCHOOL
PARENT/STUDENT
HANDBOOK



Clear Lake, South Dakota

Deuel School District
P.O. Box 770
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Clear Lake, SD 57226
Principal
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Mission Statement:

Empower students to become independent learners, personally accountable, and responsible citizens.

Belief Statement:

Deuel School District Believes:

Everyone in the community contributes to the education of the children in our schools.

Therefore, we are committed to:

- * Personal responsibility and accountability.**
- * Respecting others and maintaining an open line of communication in the district.**
- * Providing opportunities and resources for individual success.**
- * Maintaining and communicating high academic and professional standards and expectations.**

ANNUAL NONDISCRIMINATION NOTIFICATION:

Deuel School District 19-4 Annual Public Notice Career and Technical Education

Deuel Schools Department of Career and Technical Education offers a variety of career and technical programs to all students at the middle school and high school levels. The program areas include the following.

- *Ag Food and Natural Resources*
- *Architecture and Construction*
- *Business, Management and Operation*
- *Information Technology*

Tech Prep opportunities are also available for students who are entering the workforce and/or post-secondary education through an articulation agreement with Lake Area Technical Institute. For more information about Career and Technical Education, call (605)874-2161.

The Deuel School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

*504 Coordinator-Chad Schiernbeck
PO Box 770, Clear Lake SD 57226
605-874-2161*

*Title IX Coordinator-Chad Schiernbeck
PO Box 770, Clear Lake SD 57226
605-874-2161*

South Dakota Regional US Office for Civil Rights:

*Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd floor, Suite 320
Kansas City, MO 64106*

*Telephone: 816-268-0550
FAX: 816-268-0599; TDD: 800-877-8339
Email: OCR.KansasCity@ed.gov*

Dear Parents and Students,

We welcome you to Deuel Elementary for the 2021-2022 school year. Our wish is that we all share a year of outstanding successes and that we might work together to provide a quality educational environment.

It is our desire that each student avail himself/herself of all possible opportunities for personal growth and fulfillment.

It is your responsibility to become familiar with the material in this handbook. Have a great year.

Mr. Todd Rahlf
Elementary Principal

ELEMENTARY TEACHING STAFF

Preschool	Tawnya Dahl – Tawnya.Dahl@k12.sd.us
Junior Kindergarten	Callie Dutenhoffer - Callie.Dutenhoffer@k12.sd.us
Kindergarten	Sandi Block – Sandi.Block@k12.sd.us
Kindergarten	Sarah Hagberg – Sarah.Hagberg@k12.sd.us
1 st Grade	Hannah Swenson – Hannah.Swenson@k12.sd.us
1 st Grade	Lynn Kindopp – Lynn.Kindopp@k12.sd.us
2 nd Grade	Danielle Schiernbeck – Danielle.Schiernbeck@k12.sd.us
2 nd Grade	Lynn Stoltenburg – Lynn.Stoltenburg@k12.sd.us
3 rd Grade	Leah Schwiesow - Leah.Schwiesow@k12.sd.us
3 rd Grade	Elizabeth DeBoer - Elizabeth.Deboer@k12.sd.us
4 th Grade	Jayda Templeton - Jayda.Templeton@k12.sd.us
4 th Grade	Shayla Engen – Shayla.Engen@k12.sd.us
5 th Grade	Bonnie TeKrony – Bonnie.TeKrony@k12.sd.us
5 th Grade	Jon Peterreins - Jonathen.Peterreins@k12.sd.us
Special Education	Lindsay Gratz - Lindsay.Gratz@k12.sd.us
Special Education	Rhonda Young - Rhonda.Young@k12.sd.us
Special Education	Julie Kruse – Julie.Kruse@k12.sd.us
Art	Brooke Hockett - Brooke.Hockett@k12.sd.us
Music	Doug Dyk – Doug.Dyk@k12.sd.us
Physical Education	Lynn Gudmundson - Lynn.Gudmundson@k12.sd.us
Physical Education	Kris Ulmer - Kristopher.Ulmer@k12.sd.us
5 th Grade Band	Alyssa Cassels - Alyssa.Cassels@k12.sd.us
Technology Director	Mike Gohring - Michael.Gohring@k12.sd.us
Guidance	Jessica Folk – Jessica.Folk@k12.sd.us

ELEMENTARY STUDENT HANDBOOK

GRADES PK – 5

1. PURPOSE

The primary objective of this handbook is to help students develop positive attitudes toward the school as well as to provide information in a clear, concise manner for students and parents. It is not intended to be a comprehensive set of rules for every situation and in no way restricts the faculty and the administration.

2. SCHOOL DAY

The school day begins at 8:10 a.m. and ends at 3:40 p.m. Breakfast will be served starting at 7:45 a.m. Students arriving to school before 8:00 a.m. must enter the north lunchroom door or gymnasium door and must remain in the designated area until buses unload, which will be approximately 8:00 a.m. Students that are absent for more than one (1) hour will be counted absent for ½ day. Tardies will be handled on a case-by-case basis. If necessary, parents will be notified.

3. POSITIVE PLAYGROUND RULES

The Deuel Elementary grades will be implementing a positive behavior program. It is our hope to recognize the students for their positive accomplishments and behavior. Students who feel good about themselves will learn more, will treat others appropriately, and will display responsible behavior. Positive student behavior needs to be recognized. These students will be recognized for their positive behavior by verbal praises and encouragement, positive notes, periodic class privileges, etc. The emphasis of the student behavior program is recognition of positive behavior. It is our hope that the behavior program will provide for efficient classroom management, respect from the peers and adults, and respect for the Deuel Elementary School. The program encourages the use of logical and natural consequences for inappropriate behavior at school.

The children are encouraged to remember: (1) I cause my own outcomes; (2) I have more than one choice; and (3) I have the power to pick the best choice. The following rules will be expected in an attempt to establish a consistent discipline program for the students.

I. PLAYGROUND RULES

- a. Listen to and obey the playground supervisor.
- b. Keep your hands, feet, and other objects to yourself. No fighting, throwing objects, pushing, tackling, or wrestling.
- c. Touch football will be permitted.
- d. Use playground equipment properly.
- e. Stop play and line up when the bell/whistle/voice is sounded.
- f. Inappropriate language is not acceptable.
- g. Trees, bushes, building, and tennis courts are not part of the playground.

II. LUNCHROOM RULES

- a. The students will obey and respect lunchroom supervisors.
- b. Keep your hands, feet, and other objects to yourself. No fighting, pushing, tripping, hitting or throwing objects.
- c. The students will be dismissed from the table when all food and paper is picked up from around and under the table and the entire table is quiet.

III. HALLWAY RULES

- a. Keep your hands, feet, and other objects to yourself. No fighting, pushing, tripping, hitting or throwing objects.
- b. The students will walk quietly and orderly (no running).

IV. BATHROOM RULES

- a. Keep hands, feet, and other objects to yourself. No fighting, pushing, tripping, hitting, or throwing objects.
- b. The students will use the bathroom equipment properly.
- c. The students will use a quiet voice while in the bathroom.

V. CLASSROOM RULES

- a. Student behavior in the classroom is expected to be the same as indicated above.

Realizing that discipline is essential to the normal operation of the school, any or all the following steps may be taken to help students who have demonstrated misbehavior:

1. Counseling
2. Parental Conference
3. Contracts
4. Detention
5. Suspension from class
6. In-school suspension
7. Out-of-school suspension
8. Expulsion

Understand that steps taken will depend on the nature of misbehavior, a student's past record, and more importantly, the school official's opinion as to what is necessary to ensure appropriate behavior by this particular student.

BULLYING & HARASSMENT

The District is committed to maintaining a constructive, safe, and bullying-free school climate that is conducive to all students' educational opportunities and which fosters an environment in which all students are treated with respect and dignity. Bullying can inhibit a student's educational opportunities and may also have long-term negative effects on a student. Bullying of students shall not be tolerated and is strictly prohibited. Bullying of students from other schools who are at a District activity, parents, school employees, guests, visitors, volunteers and vendors of the District shall also not be tolerated and is strictly prohibited.

This policy shall not be interpreted or applied to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. However, conduct which substantially interferes with the work of the school, causes material and substantial interference with school work and discipline, and might reasonably have led school authorities to forecast substantial disruption of or material interference with school activities is not constitutionally protected speech and is therefore prohibited under this policy.

All students, parents, employees, guests, visitors, volunteers and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies related to student, parent, employee and visitor conduct. This policy prohibiting bullying shall apply to all students, parents, employees, guests, visitors, volunteers and vendors while on school property, while attending or participating in school activities, on school-owned property or on non-school property, while in any school-owned or leased vehicle, while at a school bus stop, or when in a private vehicle located on school property during school or during school activities..

The District shall investigate all reported instances involving bullying. Unless a different person is designated by the Superintendent to conduct the investigation, the Principal of the school attendance center where the bullying is alleged to have occurred is responsible for investigating the alleged bullying. Allegations of bullying may also be reported by the administration to other authorities, including but not limited to law enforcement.

Students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. Parents, guests, visitors, volunteers, and vendors who violate this policy may be prohibited from being on school property.

Pursuant to state law:

- A. any school district employee, school volunteer, student, or parent who promptly reports in good faith an act of bullying to the appropriate school district official as designated in the school district's policy, and who makes the report in compliance with the provisions of the school district's policy, is immune from any cause of action for damages arising from failure to remedy the reported incident, and
- B. no cause of action is created against the school district, school district employee, school volunteer, student, or parent unless there has been substantial noncompliance with the school district's policy which results in injury to a person.

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting bullying conduct must understand that should the administrator who is investigating the report determine there is reasonable cause to suspect that bullying did occur which could result in administrative discipline or a referral to the School Board, the person alleged to have abused the other person may have the right to know the identity of the person(s) making the report in order that he/ she may have an opportunity to defend himself/herself.

The District strictly prohibits retaliation against any person because he or she has made a report, testified, assisted, or participated in the investigation of a report of alleged bullying. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have bullied another person shall not directly or indirectly (such as through another person) harass, pressure, or retaliate against any other person because of the complaint being reported. A violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he or she is being subjected to retaliation because of his or her involvement with a bullying report should immediately contact a school administrator.

Complaints against school employees and complaints related to Sexual Harassment are addressed through other school district policies and not through this policy.

SECTION 2 – Bullying Defined

- A. Bullying is an intentional isolated act or pattern of repeated conduct toward another person that is sufficiently severe and offensive to a reasonable person, and
 - 1. Has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, parents, employees, guests, visitors, volunteers or vendors, and/or
 - 2. Has the purpose or effect of substantially or unreasonably interfering with a student’s educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment), employee’s and volunteer’s work environment or performance, or access by parents, guests, visitors or vendors, and/or
 - 3. Places a person in reasonable fear of harm to his or her person or damage to his or her property, and/or
 - 4. Causes physical hurt or psychological distress to a person, and/or
 - 5. Constitutes retaliation against any person for asserting or alleging an act of bullying, and/or
 - 6. Disrupts the orderly operation of a school.
- B. Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking (SDCL 22-19A-1), harassment (SDCL 22-19A-4), and threatening or harassing contact by telephone or other communication devices, commonly referred to as cyberbullying (SDCL 49-31-31). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in SDCL 13-32-15.
 - 1. Hazing defined: any verbal or physical act or acts done on school property or at a school activity which directed toward another person and done for the purpose of initiation into any group, regardless of whether the group is a school sanctioned organization, when the act or acts causes or may create a reasonable risk of causing mental, emotional or physical harm to the person who is the recipient of the act or acts.

2. Stalking defined: willfully, maliciously, and repeatedly following or harassing another person; making a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or willfully, maliciously, and repeatedly harassing another person by means of any verbal, electronic, digital media, mechanical, telegraphic, or written communication.
3. Harass defined: a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.
4. Threatening or harassing contacts by telephone or other electronic communication device defined: using or knowingly permitting a telephone or other electronic communication device under his or her control for any of the following purposes:
 - (1) To contact another person with intent to terrorize, intimidate, threaten, harass or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act,
 - (2) To contact another person with intent to threaten to inflict physical harm or injury to any person or property,
 - (3) To contact another person with intent to extort money or other things of value,
 - (4) To contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.

SECTION 3 – Reporting Procedure

Any individual who believes that he or she has been or is being subjected to bullying or has reason to suspect another person has been or is being subjected to bullying should immediately report it to a teacher or school administrator. The report may be made verbally or in writing. A report may be made anonymously, although disciplinary action may not be based solely on an anonymous report. If disciplinary action is being requested, the individual reporting the bullying will be asked to either submit a signed written complaint or sign a completed Bullying Report Form, Exhibit JFCD-E(1), verifying the accuracy of its content. The written complaint or Bullying Report Form must include the following:

- the date the written complaint was filed or the Bullying Report Form was completed,
- the school employee receiving the complaint (if applicable),
- the name of the person reporting the bullying
- the address/phone # of the person reporting the bullying,
- the specific conduct or nature of the bullying complaint including the person(s) alleged to have bullied the complaining party or another person, the date(s) and location where the conduct occurred, witnesses, etc.,
- the date the school employee completed the form (if applicable)
- the date and signature of the person reporting the bullying.

If the signed written complaint was given to a teacher, or if the Bullying Report Form was completed by a teacher, the teacher shall forward the complaint or Bullying Report Form to the teacher's building principal.

SECTION 4 – Procedure for Addressing Bullying Complaints

STEP 1: Principal.

Should there be a report which alleges a District student, parent, employee, guest, visitor, volunteer or vendor has been subjected to bullying, an investigation into the alleged bullying will be initiated. The District’s investigation may include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct negatively affects the educational opportunities or employment condition of the victim, identifying prior history of a similar nature by any of the individuals involved, and attempting to obtain possible verification from other persons. The investigation shall be conducted promptly and completed in a reasonable time frame given the nature of the complaint.

The person alleged to have bullied another person will be notified that a complaint has been filed pursuant to this policy and that the complaint is being investigated. The name of the person making the complaint will not be disclosed to the person alleged to have violated this policy unless and until the investigation results in a determination that there is reasonable cause to suspect that bullying did occur.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of bullying may be true, the employee, student or other person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, including a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim.

The person alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond to the allegation of bullying but is not required to submit a response.

Pending the outcome of the investigation the school administrator responsible for conducting the investigation may take such action consistent with school policy and state law as deemed appropriate in order to facilitate the investigation and protect the rights of all persons involved. If there is reasonable suspicion to believe that a person bullied another person while at school or at a school activity on non-school property in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

At the conclusion of the investigation, the Principal shall make a determination as to whether bullying did occur or whether the facts are insufficient to determine that a determination that bullying occurred. The complainant and the person alleged to have bullied another person will receive written notice of the Principal’s determination. Should the Principal conclude that bullying did occur, the Principal shall take such action as deemed appropriate, which may include imposing disciplinary consequences on the person found to have violated this policy prohibiting bullying.

STEP 2: Appeal to the Superintendent

The following procedure shall be used to address an appeal of the Principal's decision in Step 1 to the Superintendent:

1. If either party is not satisfied with the Principal's decision, or if the Principal does not render a written decision within fourteen (14) calendar days of the request for a decision on the merits of the complaint, that party may appeal to the Superintendent by filing form JFCD-E(2). The appeal must be filed within ten (10) calendar days of receipt of the Principal's written decision, or ten (10) days of the deadline for the Principal's written decision, whichever comes first. The appealing party must attach the Principal's written decision.
2. Within fourteen (14) calendar days from the date the appeal was filed, the Superintendent shall render a decision in writing. All parties shall receive copies of the decision. The Superintendent shall uphold, reverse, modify the principal's decision, or the Superintendent may refer the matter back to the Principal for further investigation and supplemental decision which decision may restate, modify or reverse the Principal's initial decision. A supplemental decision by the Principal after a referral back to the Principal is subject to appeal to the Superintendent. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to all parties, which notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.

STEP 3: Appeal to the Board

If either party is not satisfied with the Superintendent's decision, or if the Superintendent does not render a written decision within fourteen (14) calendar days of the receipt of the appeal, that party may appeal to the School Board by filing with the Business Manager using Form JFCD-E(3) within ten (10) calendar days of receipt of the Superintendent's written decision, or ten (10) days of the deadline for the Superintendent's written decision, whichever comes first. The appeal shall be in writing and the appealing party must attach to the appeal the Principal's written decision, the appeal to the Superintendent, and the Superintendent's written decision or notice of the Superintendent's failure to render a written decision.

The following procedure shall be used by the Board to address an appeal of the Superintendent's decision on the merits related to a bullying complaint:

1. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the person alleged to have violated the bullying policy.
2. Upon receipt of an appeal, the Board shall at its next meeting schedule a date, time and location for the appeal hearing.
3. The following procedure shall be applicable at the appeal hearing before the Board:
 - A. The Board shall appoint a board member or a person who is not an employee of the school district as the hearing officer;
 - B. Within thirty (30) calendar days of an appeal being filed with the Board, the Board shall conduct a hearing in executive session;
 - C. The Complainant, person alleged to have violated the bullying policy, and Superintendent each have the right to be represented at the hearing;
 - D. The Board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any

- exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
- E. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified;
 - F. All parties shall be given the opportunity to make an opening statement, with the appealing party being given the first opportunity, followed by the other party, and then the Superintendent;
 - G. The appealing party shall present his or her case first, and the other party shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The hearing officer and board members may ask questions of any witness;
 - H. The Superintendent shall present the basis of his/her decision which led to the appeal. Both parties shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent;
 - I. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the hearing officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board president, hearing officer or other person authorized by law to take oaths and affirmations;
 - J. The hearing officer shall admit all relevant evidence. The hearing officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 595. 602 (S.D. 1979).
 - K. All parties shall be given the opportunity to make a closing statement, with the appealing party having the first opportunity, followed by the other party, and then the Superintendent. The appealing party shall be given the opportunity for a brief rebuttal;
 - L. After the evidentiary hearing, the Board shall continue to meet in executive session for deliberations. No one other than the hearing officer may meet with the Board during deliberations. The Board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of both parties and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date; within twenty (20) calendar days of the hearing, the Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to both parties and the Superintendent, and the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered;
 - M. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will convene in open session and a motion to uphold, reverse, or modify the Superintendent's decision shall be made and voted upon. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion shall be in writing and approved by the Board. Both

parties, the Principal and the Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the Board.

- N. Following the Board hearing, should the Board determine there has been a violation of this policy prohibiting bullying, Board action may include but is not limited to the following: (1) suspend or expel a student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities; (2) pursuant to statute, reprimand, suspend without pay, or terminate the contract of an employee, or (3) prohibit a person from being on school property or at school activities for such time as may be determined by the Board.
- O. If either party is dissatisfied with the Board's decision, that party may appeal the decision by filing an appeal to circuit court pursuant to SDCL 13-46-1.

4. TELEPHONE

Students will not use the office phone for personal calls except in an emergency and with teacher permission. Phone calls for students will be handled with a message. Emergency calls will be handled by the principal, principal's office, or the teacher in charge.

5. FIRE AND TORNADO DRILLS

When the fire bell sounds, all students and staff members are to leave the building quickly and quietly by the route posted in each room. When the tornado drill signal is given, all students and staff are to go to their designated area and assume the instructed position. Fire and tornado drills are to be posted in each room.

6. ABSENTEES

If your child is going to be absent from school, please notify the school by 9:00 a.m.. Your cooperation in this matter is greatly appreciated.

7. SCHOOL BUS INFORMATION

If a child is not to ride the bus home from school, or is to ride a different bus, a note is necessary.

8. RECESS

If a child is to stay in from recess for any medical reason, a written note from the doctor is needed.

9. NO SCHOOL ANNOUNCEMENT

If school is not being held because of severe weather conditions the no school announcement or early dismissal will be made using:

- a. An ITC notify statement will be sent to all district stakeholders. This will be delivered in a text message, phone call or an e-mail.
- b. Post will be created on the school website
- c. Post will also be made using the school Facebook page.
- d. Major Network affiliates will be notified prior to schools being closed.

Parents also have the option to sign up for the school messaging system. This system notifies parents of school closings/late starts via e-mail or through your home telephone. Contact the Business Office for more information.

10. PRINTED MATERIAL

Material such as magazines and posters will not be distributed in school by non-district employees without permission from the principal. Deuel School District will not tolerate obscene materials or any materials that advocate sex, drugs, violence, etc.

11. DRESS CODE/PERSONAL HYGEINE

The Board recognizes that it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual, the school, and the community.

There are certain restrictions necessary on a student's dress and grooming when such dress and grooming may create a health or safety hazard; invade the rights of others; or, be disruptive to the educational environment by detracting from the decency and decorum in school. It will be the responsibility of the building principal to determine violations of the intent to this policy and to take necessary corrective action.

12. DISRUPTION OF SCHOOL

Any student removed from a class may be sent to the principal's office.

13. PROHIBITED MATERIALS

The following materials are prohibited at Deuel School and will be handled according to policy:

1. Drugs (unless prescribed by a physician)
2. Alcohol
3. Pornographic materials
4. Tobacco products
5. Firearms
6. Any other weapons that have the express purpose of causing injury.

14. DRUG AND ALCOHOL ABUSE

Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including school buses, shall be 1) held in in-school suspension and 2) reported to the appropriate law enforcement agencies for possible legal action.

15. TOBACCO PRODUCTS

The Deuel School District recognizes its duty to promote the health and safety of students, staff and citizens on district property and during school-sponsored activities. In accordance with this responsibility, it is the intent of the School Board to establish a tobacco-free school environment that demonstrates a commitment to helping students resist tobacco use and that emphasizes the importance of adult role modeling.

The use, possession, or promotion of tobacco on school property by students, employees, vendors, visitors and invitees is prohibited. Students and employees are also prohibited from using or promoting tobacco at school-sponsored activities off school property. Students participating in school activities are also subject to such rules as may exist pursuant to an applicable activity code of conduct.

For the purposes of this policy:

1. "Tobacco" means any substance or item, in any form, containing tobacco and electronic nicotine delivery devices (e-cigarettes), which may not contain tobacco;
2. "School property" means all district-owned, rented or leased buildings, grounds and vehicles;
3. "School-sponsored activity" means any planned, organized, endorsed, or supervised activity involving district students or staff that occurs either before, during or after regular school hours;
4. "Promotion" means the use or display of tobacco-related clothing, bags, lighters, or other material that is designed to encourage the acceptance or use of tobacco.

District employees in violation of this policy will be subject to disciplinary action. Visitors, vendors and invitees in violation of this policy will be subject to appropriate consequences, which may include being directed to leave school property.

The superintendent shall provide reasonable public notification of the district's policy within student and staff handbooks.

16. DAMAGE TO SCHOOL PROPERTY

Any intentional damage to school property will result in disciplinary action plus restitution to cover the cost of the damages.

17. BOOK FINES

Students will be assessed a fine to be determined by the principal for damage to schoolbooks. The fine shall not exceed the replacement cost of the book.

18. CELL PHONES

Students are to keep all devices in their locker during the day and are not to be used in the hallway or playground. All electronic communication device policies are handled by the classroom teacher, and individual classroom rules will apply. Students who use the electronic communication devices improperly are subject to having them confiscated by teachers and/or administration.

19. VISITORS

All visitors must report to the office. Student visitors are welcome to visit our school with prior notice but should limit their visit to not more than ½ day.

20. ACTIVITIES

There will be opportunities for our elementary students to participate in volunteer operated activities. The students are reminded that they represent Deuel School District and, if any discipline problems, etc. occur, they will be handled according to District policy.

21. MEDICATION

The safe and effective use of medications for the treatment of illness and disability has enabled many children to attend school. At Deuel School, every effort should be made to administer all medications at home. When it is necessary that students receive medications at school, arrangements need to be made with the school nurse in advance. For students in grades PK-5, medication administration will be supervised. Because the law requires the nurse to have an order from a physician in order to administer medications (including over-the-counter medications, such as Tylenol), it is important for students and parents to plan ahead when medication at school is anticipated. For

example, arranging medication needs in advance, for conditions such as migraine headaches or menstrual pain, will help the school nurse keep students safe and comfortable at school.

22. HEAD LICE POLICY

Deuel School District and the school health office have established a NO NIT policy regarding the continued presence of lice eggs and school attendance. While proper treatment with shampoo (prescription or over the counter variety) is very important, it is not always effective in killing all the existing lice nits, therefore, removal of EVERY NIT is required. This can be a very time-consuming process, but it is essential. It is recommended that several inspections of your child's hair be made under a bright light, followed by manual removal of the nits and/or use of the fine-tooth comb provided in the shampoo kit. In addition, all personal items, but not limited to, combs, brushes, clothing and bedding must be properly cleaned. Before the student can resume attending school, the School Nurse must verify that all nits have been removed. **NO EXCEPTIONS WILL BE MADE.**

23. CUSTODY

If there is a custody situation that the school should be aware of, please call the principal's office to make the principal aware of it. For the children's safety, the principal must have a certified copy of all custody orders and restraining orders.

24. LOCKERS

All lockers are loaned to students and the school retains control of the lockers. Since the school retains control of the lockers, they may be inspected at any time.

25A. GRADING (K-3)

- Standards based grade reports. Each standard is measured from the following indicators.

3-Proficient
2-Approaching Proficient
1-Below Proficient

25B. GRADING (4-5)

- Standards based grade reports. Each standard is measured from the following indicators.
 - A
 - B
 - C
 - D
 - F

STUDENT POLICY FOR A GUN-FREE SCHOOL

Student and employee safety is a paramount concern to the Deuel School Board. With this in mind, the school board shall assist and cooperate with teachers and administration in the government and discipline of the school. The board may suspend or expel from school any student for violation of rules, policies, insubordination, or misconduct and administration may temporarily suspend any student in accordance with SDCL 13-32-42. The rules on policies may include prohibiting the following:

- (1) The use or possession of a firearm, as provided in SDCL 13-32-7, on or in any elementary or secondary school premises, vehicle or building that is owned, leased, or used for elementary or secondary functions or activities.

The Gun-Free Schools Act of 1994 (GFSA) requires that schools:

- (1) Comply with the State law requiring a one (1) year expulsion; this is, subject to the case by case exception, any student who brings a weapon to school must be expelled for not less than one (1) year.
- (2) Provide assurance of compliance to the State Education Association (SEA).
- (3) Provide descriptive information to the State Education Association concerning the expulsion.
- (4) Have a referral policy for students who bring weapons to school.

Therefore, if a student has intentionally brought a firearm onto school premises, vehicle, or building that is owned, leased, or used for school functions or activities, the following plan will be implemented.

- (1) Students are entitled to due process:
 - A. If, after due process has been accorded, a student is found to have brought a weapon to school the GFSA requires expulsion for a period of not less than one (1) year.
 - B. The school administration may modify the one (1) year expulsion requirement on a case by case basis.
- (2) Send a report to the SEA that includes the following:
 - A. Number of students expelled
 - B. The type of weapon involved.
- (3) A written report to the local law enforcement of the incident. The report must include name, date, and type of weapon.
- (4) Alternative educational services will only be provided if federal or state laws require the service.

The school district will allow usage of facilities for hunter safety courses. A properly certified instructor must teach the class.

STUDENT INTERVIEW POLICY POLICE/DEPARTMENT OF SOCIAL SERVICES

When students are at school or involved in a school activity off school grounds, the school has an obligation to the students, the parents, as well as to the authorities, such as law enforcement and the Department of Social Services. This policy attempts to balance the rights of students and parents with the rights and responsibilities of law enforcement and the Department of Social Services as those entities investigate juvenile delinquency/criminal matters and matters of child abuse and neglect. It is therefore the policy of the District that:

- (1) should a law enforcement officer wish to talk with a student under the age of 18* while the student is at school and interview the student for a reason other than investigating suspected child abuse or neglect, the District will not allow the law enforcement officer to question the student unless the school has first notified the student's parents and received permission from a parent for the student to talk with the law enforcement officer. The parents have the right to deny the request from law enforcement. The parents shall also have the right to be present should the parents grant permission to law enforcement officer to talk with the student;
- (2) should the Department of Social Services or a law enforcement officer be investigating suspected child abuse or neglect and wish to talk with a student under the age of 18* while the student is at school, the request to talk with a student shall be made to one of the school administrators at the school for approval of the interview. The law in South Dakota requires investigation of suspected child abuse to be kept confidential and can be done without notification to parents. Therefore, the school will not notify parents of a request by the Department of Social Services or law enforcement to talk with a student in such instances.

*When a student reaches the age of 18, the student is a legal adult and has the authority to make decisions without parental involvement. However, the student, even if age 18 or older, may choose to contact his/her parents for advice before responding to a request by the authorities to meet with and talk to law enforcement and/or the Department of Social Services.

SEPARATED / DIVORCED FAMILY POLICY

I. School Neutrality / Parent Responsibility

The Deuel School District shall maintain strict neutrality between parents who are involved in an action involving the family (separation/divorce proceeding/divorced) as it is the intent of the District to promote the best interests of each student enrolled in its schools in partnership with both parents, unless otherwise directed by Court Order. It is the responsibility of the parent wishing to restrict a parental right to notify the District of any Court Order affecting student contact/visitation and/or student records by submitting a certified copy of the Court Order to the Superintendent of Schools and a copy to the child's school building principal.

II. Student Contact / Student Visitation During School Hours

Unless a parent gives notification pursuant to paragraph 1 above, the District will assume that both parents have the right to contact and visit his or her child at school. For purposes of this provision, the Court Order restricting any right of contact and/or visitation needs to specifically restrict the right and a general Order granting physical custody to one parent will not be deemed as sufficiently specific as to prohibit the noncustodial parent's right to contact and/or visit the child while the child is at school.

III. Release of Student to Noncustodial Parent

The District will not authorize a student enrolled in the District to leave the school premises with a noncustodial parent during school hours without the permission of the parent having primary physical custody of the child. For purposes of this provision, it is the responsibility of the custodial parent to provide the District with a certified copy of the Court Order granting custody pursuant to paragraph I.

IV. Release of Student Records

Pursuant to federal law (Family Education Rights and Privacy Act) both parents, regardless of marital status, have the right to access and have copies of student records and discuss the same with appropriate school employees, unless there is a Court Order specifically restricting this right of access. Any Court Order restricting the release of confidential student records to a parent is to be submitted to the District pursuant to paragraph I.

Rules of Appropriate Computer Use

- Do not use the computer to harm other people or their work
- Do not damage the computer or the network in any way
- Do not interfere with the operation of the network by installing any software unless approved by administration
- Do not violate copyright laws
- Do not view, send or display offensive messages or pictures
- Do not trespass in another's folders, work or files
- Do not change system configuration
- Do not leave computer unattended
- Always use assigned computer bag to transport computer

Failure to follow these rules will result in suspension of computer privileges up to 30 days. Also any accidental or intentional damage to the computer or network will be the billed out to the student/parent as outlined in policy. If student owes money to the school district, the computer may be taken away until the amount is paid. **BE PREPARED** to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

Internet

The Internet is a global electronic information infrastructure, a network of global networks. Because the Internet is a constantly changing electronic environment, the information available to users is constantly changing, and therefore, it is impossible to predict with certainty what information users might locate. The School District shall make every effort to restrict access to inappropriate materials; however, it is impossible to control all materials on a global network. This networking environment requires that the user be responsible for the appropriate use of this service. Therefore, the District shall not be liable for the content or viewing of any materials not prepared by the District. Availability of some materials on the Internet does not indicate endorsement of their content by the Deuel School District. The following rules apply to the use of the Internet:

- Be polite and use appropriate language in your messages to others. Obscene, abusive, sexually explicit or threatening language will not be tolerated.
- Never reveal your, or anyone else's personal information.
- Only State K-12 Students E-mail accounts are allowed unless permission is given by administration.
- You are prohibited from accessing, uploading, downloading, distributing, viewing or possessing any pornographic, obscene, or sexually explicit material and web sites that promote racism or religious intolerance.
- You and not the Deuel School District are responsible for possession of any and all materials, and for your actions with the use of the Internet.
- You must abide by and all local, state and federal rules and regulations.
- You are responsible for any action, artifice or scheme to defraud or obtain money, property, services and other things of value by false pretenses, promises or representations while using this access.

- Develop web pages only as directed by staff members to fulfill course or school related activities;
- Access is a privilege - not a right.
- Only files relating to classroom assignments may be stored on the network file sever

Any violation of District Internet policy or rules may result in loss of computer privileges for up to 30 days. Additional disciplinary action may be imposed and will be determined on an individual basis in keeping with existing practices and procedures regarding inappropriate language or behavior. When applicable, law enforcement agencies may become involved. The Deuel School District makes no warranties of any kind, either expressed or implied, for the Internet access it is providing. The District will not be responsible for any unauthorized financial obligations resulting from the use of this account.

Network

The use of the School District's network (LAN) and Intranet is a privilege, not a right. Guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of network resources.

The School District does not guarantee that the network will be uninterrupted or error free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the School District nor any of its agents or employees shall be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of or inability to use the network or out of any breach of any warranty.

User Accounts

User accounts are considered the property of the Deuel School District. The School District expressly reserved the right, at any time, to log, monitor and review, the subject, content and appropriateness of electronic communications or other computer files and remove them if warranted, reporting any violation to the school administration or law enforcement officials.

Persons, using the District network, shall have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the District network.

Bring Your Own Device

Students bringing personal devices to school may or may not be allowed on the District's network. Student's that bring personal devices to school are not allowed to have Mobile Hotspots.

Rules of Network Use

Users of the School District Network shall:

- Be responsible for all use of the network under their accounts and user names, regardless of whether access is gained with or without the person's knowledge and/or consent;
- Use only your own account. You may not access any other person's material, information, or files without their permission;
- Immediately notify the School District if they suspect any unauthorized use of their account. The person shall remain liable and responsible for any unauthorized use until the School District is notified of the suspected unauthorized use and has a reasonable opportunity to act upon such notice;
- Not harm or destroy in any way, the data of another user, including the uploading of, or the creation of computer viruses to any computer;
- Do not transmit, download, access or place unlawful information, any abusive, defamatory, obscene, profane, sexually explicit, threatening or illegal material on the network;
- Not use the District network to solicit sales or conduct business;
- Do not transmit copyrighted material without the express consent or authorization of the owner of the copyrights.
- Any sites that are deemed bandwidth intensive some as streaming music for streaming video or any other sites defined by the Deuel School District are not allowed for personal use.

Network Security

Security of all networks connected to the Deuel School District is a high priority. Anyone observing a security problem on the District network shall notify District personnel. Any person identified as a security risk or having a history of problems with other computer systems may be denied access to the District network.

Any violation of District policy on network use may result in loss of privileges to the network or computer devices for up to 30 days. Access to the School District network may be denied, and the appropriate disciplinary action shall be applied. The School District's discipline policy shall be applied to student infractions.

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. The Deuel School District uses various resources to protect its K-12 students. The District adopted the CommonSenseMedia.org curriculum in 2011 for grades K-8. This curriculum satisfies all criteria for E-Rate compliance and is aligned to national standards for ISTE (International Society for Technology in Education), AASL (American Association of School Librarians), and the ELA (English Language Arts) Common Core. In grades 9-12, there are weekly meets for the student body focused on the use of technology and the proper use of online resources. The students in 9-12 along with their parents receive a yearly CIPA seminar in conjunction with the district's laptop rollout where students and parents can ask questions and received information on best practices.

TRANSPORTATION

TO: THE PARENTS OF TRANSPORTED PUPILS

By the authority of the Board of Education of the Deuel School District, your child is entitled to ride the school bus provided that he or she adheres to the safety rules. In the interest of safety for all pupils riding the Deuel school buses, a pupil will be reported in writing to the principal for continued and/or willful disobedience of the below safety regulations and may be suspended from riding the bus for a period of time to be determined by the administration.

During inclement weather, it is the responsibility of you, the parent, to see that your child is properly clothed to withstand the weather conditions in case of mechanical problems with the bus.

The basic responsibilities of your child while riding the Deuel School District bus include all of the following:

1. Obey the bus driver cheerfully. (He or she is responsible for your child's safety and must be obeyed.)
2. Pupils are not allowed to:
 - A. Bring candy or food items on the bus except lunches.
 - B. Put arms, heads, or legs out of the window.
 - C. Use any abusive or profane language.
 - D. Throw any objects from the bus windows.
 - E. Leave their seats while the bus is in motion.
 - F. Strike, push, or otherwise abuse another pupil while riding the bus.
 - G. Be excessively noisy while riding the bus.
 - H. Push while standing in line to board the bus.
 - I. Board or leave the bus except at their regularly scheduled bus stop without written permission from the parent.
3. No pupils will be allowed to ride the school bus unless they are registered to that particular bus unless permission has been granted by the administration.
4. Pupils are expected to enter and leave the bus in an orderly fashion.
5. Pupils are to be absolutely silent while the bus is approaching and proceeding across any railroad crossing.
6. If it is necessary to cross the road after leaving the bus, pupils are to cross ten feet in front of the bus after receiving a clear signal from the driver and all approaching traffic has stopped.
7. Pupils are to report promptly to their principal when instructed to do so by their driver.
8. Pupils shall observe classroom conduct while riding the school bus. (TREAT BUS EQUIPMENT AS YOU WOULD VALUABLE FURNITURE IN YOUR OWN HOME.) Damage to seats, windows, etc. must be paid for by the offender.

Consequences for bus infractions:

1. The first reported incident from the bus driver, transportation manager, or the principal will result in a call from the principal referring to the infraction. A verbal warning will be given.
2. The second reported incident will result in the loss of bus privileges for 5 days. The principal will contact the student and the parents/guardians.
3. The third reported incident will result in the loss of bus privileges for the remainder of the school year. The principal will again make contact to the student and the parent/guardian.

Parental Notification
School Health Assessments 2021-2022

From time to time during the year, health screening may be provided through a contract with the South Dakota Department of Health (DOH), which is subject to the rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA). HIPAA requires that the DOH provide access to our Notices of Privacy Practices. You may view the DOH notice on our website at <https://doh.sd.gov/documents/HIPAANotice.pdf> or request a printed copy by contacting us at 1-800-305-3064.

Screenings that will be provided during the 2021-2022 school year include:

- Vision Screening for students in Grades Kindergarten, 1st, 3rd, 5th, 7th, 8th, 11th
- Hearing Screening for students in Grades Kindergarten, 1st, 2nd, 3rd, 7th, 11th
- Physical Assessments for students in Grades Kindergarten and 5th
- Scoliosis Screening for girls in Grades n/a
- Scoliosis Screening for boys in Grades n/a

Abnormal curvature of the spine is usually first noticed at the beginning of the adolescent growth spurt. Often early detection and appropriate treatment can prevent progression. The screening procedure takes about 30 seconds and does require the student to remove his/her shirt or blouse in order that the spine can be visually observed by the Community Health Nurse.

A child **not** included in the grades/service listed above can be screened with the written consent of the parent/legal guardian.

Parents will be notified of any concerns identified during the health screenings so their child can be further evaluated by the provider of the parent's choice.

When a vision or hearing screening indicates additional testing is needed, the nurse can discuss with school personnel the possible accommodations in the classroom that can be made for the benefit of the child.

If you agree to your child's participation as indicated above, there is no need to sign or return this form to the school.

To Decline Services

_____ I agree to have my child participating in health screening, but do **NOT** want an abnormal hearing or vision screening result to be shared with school personnel

_____ I decline to have my child participate in school health screening

(Printed name of student) _____ (Printed name of parent) _____

(Parent Signature)

Permission to Publish

I give permission for my photograph, picture and/or projects to be published on the website, around the community or in the classroom. I understand that my name will not be used with the published photograph, picture or project. This will help ensure my privacy.

- Yes, I give permission to the school to publish photographs, pictures, and/or projects

- No, I do not give permission to publish photographs, pictures and/or projects

Student's Printed Signature (name)

Parent's Signature

Date