

STUDENT'S HANDBOOK

2022 - 2023

CENTERVILLE ELEMENTARY

CENTERVILLE, SOUTH DAKOTA

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FORWARD

The Student Handbook comes to you through the courtesy of the Centerville School Board of Education. In it you will find information regarding the regulations and the policies set up for a successful school. We hope that you and your parents will enjoy reading the contents and that you will then both know more definitely what is offered for you and what is expected of you as a student of Centerville School.

BOARD OF EDUCATION

Laura Hybertson, Chairperson
Ryan Austin, Troy Knudson, Michael Moore, Maggie Stevens

PHILOSOPHY OF EDUCATION

MISSION STATEMENT

Centerville School District, in collaboration with parents and the community, will empower students to become productive citizens possessing the necessary skills for lifelong learning.

BELIEF STATEMENTS:

- Parents are the first and most important teachers in a child's life.
- As advocates for children, this board will make all decisions based on the best interest of all students.
- The School Board supports the philosophy of accountability in all aspects of education.
- A fundamental responsibility of the educational process is to create and maintain a safe environment to foster the dignity and self-esteem of students, parents and staff.
- We must strive to help each student reach his or her full individual potential.
- School staff must receive support from parents, administrators, the school board, and the community to provide a positive learning environment.
- All students have the right to be treated with respect.
- The board supports using the common core standards as a method to improve the school curriculum.

BOARD GOALS:

- 1) The Centerville School District will support the increase of student achievement at all levels while maintaining fiscal responsibilities.
- 2) The Centerville School District will engage the community and all stakeholders as partners in education.
- 3) The Centerville School District will provide a positive, safe, and caring environment to promote staff and student growth.
- 4) The Centerville School District will continue to improve and update educational facilities and infrastructure.

ANNUAL NON-DISCRIMINATION NOTIFICATION

The Centerville School District 60-1 in compliance with the Office of Civil Rights Guidelines which is based on the following authorities:

Title VI of the Civil Rights Act of 1964 (Race, Color, National Origin)
Title IX of the Educational Amendments of 1972 (Sex)
Section 504 of the Rehabilitation Act of 1973 (Disabled)

Informs its student's staff and all parties to whom this might pertain, that education programs or activities and employment opportunities will be offered without regard to sex, race, color, national origin, or disability.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title VI Coordinator

Alyssa Lindstrom
Centerville School District
PO Box 100, Centerville, SD 57014
605-563-2291

504 Coordinator

Stacy Peterson
Centerville School District
PO Box 100, Centerville, SD 57014
605-563-2291

Title IX Coordinator

Alyssa Lindstrom
Centerville School District
PO Box 100, Centerville, SD 57014
605-563-2291

South Dakota Regional U.S. 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

Any student or staff who feels he/she has been aggrieved may contact the superintendent's office for the adopted grievance procedures to follow for complaints alleging any discriminatory practice.

Superintendent Eric Knight
Centerville School District
PO Box 100
Centerville, SD 57014
605-563-2291

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records with 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent of eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Centerville School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
If the district decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving in the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
As school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the District discloses education records without consent to officials of another school distinct in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
4. The right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education,
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Directory Information: Information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed, such as the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates and attendance degrees and awards received, and the most recent previous educational agency or institution attended.

A copy of these policies and regulations may be obtained in the building principal’s or superintendent’s office of Centerville School District. Complaints regarding violation of rights accorded parents and students should be submitted to the Superintendent of Schools of the Centerville School District, or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4675.

**THE ASBESTOS HAZARD EMERGENCY RESPONSE ACT
(AHERA)**

The Asbestos Hazard Emergency Response Act (AHERA) requires that all public school buildings be inspected or re-inspected for the presence of asbestos containing materials every three years after a management plan is in effect. The same statute also requires initial and annual notifications of the availability of a management plan which outlines the steps to be taken to eliminate any hazards.

The Centerville System has a very limited amount of asbestos containing materials in the school building and it is being managed in strict compliance with all pertinent federal regulations. A copy of the inspection report which details the locations of these materials and the proper management procedures is available for public inspection during normal working hours in the Administration office.

**PARENTS RIGHT TO KNOW
ESSA STATUTE SECTION 114-95**

At the beginning of each school year, any local educational agency that receives federal funds such as Title I monies shall notify the parents of each student attending Centerville School of their right to have the school provide information regarding the professional qualifications of any of their children's classroom teachers, including, at a minimum, the following:

- 1) Whether the teachers have met State qualifications and licensing criteria for the grade levels and subject areas in which the teachers provide instruction.
- 2) Whether the teachers are teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
- 3) The baccalaureate degree major of the teachers and any other graduate certification or degree held by the teachers, and the field of discipline of the certification or degree.

Parents also have the right to know:

- 1) Information on the level of achievement of the parent's child in each of the State academic assessments as required under this statute.
- 2) Timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

CENTERVILLE SCHOOL DISTRICT
Title 1 Parental Involvement

SCHOOL LEVEL PARENTAL INVOLVEMENT PLAN

Policy Involvement

Each school shall:

- 1) Convene an annual meeting where parents of eligible children are invited to attend. This meeting is held at a convenient time and used to inform parents of the programs and activities carried out with Title 1 funds. Parents are informed of their right to consult in the design and implementation of Title 1.
 - a. Meeting is held during Parent Teacher Conferences in the Music Room.
 - b. Invitations are sent home to Title 1 parents.
- 2) Offer meetings at different times and locations. Funds received through Title 1 can be used to provide child care or transportation, if needed to promote parent involvement.
- 3) Involve parents with ongoing planning, review, and improvement of programs.
 - a. Parents are surveyed yearly regarding satisfaction of Title 1 services and suggestions for improvement are encouraged.
 - b. Open House
- 4) Provide parents of participating children a description and explanation of the curriculum in use at the school, forms of academic assessment, and proficiency levels students are expected to meet.
 - a. Conferences
 - b. Progress reports go home quarterly.

Shared Responsibility for Student Achievement

Each school shall build capacity for involvement:

- 1) Develop a school-parent compact that outlines how parents, school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents will build a stronger partnership.
 - a. Compact reviewed annually, and comments taken through survey.
- 2) Describe how the school is responsible to provide a high-quality curriculum and offer instruction in an environment that assists students to meet the academic achievement standards established by the state. The parent's role in this process is to be responsible for supporting their child's learning.
 - a. All Title 1 teachers are certified elementary teachers and highly qualified.
- 3) Address the importance of communication between parents and teachers on an on-going basis, such as parent-teacher conferences, report cards, and being involved in their child's education.
 - a. Title 1 interaction during parent-teacher conferences.
 - b. Title 1 progress reports sent quarterly to parents.
 - c. Encourage parent involvement in child's classroom.

- 4) Provide information to parents on topics including the state's academic content standards, state and district assessments, how to monitor progress and how to work with teachers to improve academic assessment.
 - a. District annual report card includes assessment data, teacher quality, attendance and graduation rates.
 - b. Report cards and progress reports sent to parents.

- 5) Provide materials and training to help parents to work with their children to improve their academic achievement. Provide information from parental and resource centers (SD Parent Resource Network) and supply support for parental involvement activities as parents may request.
 - a. Grade level/curricular materials sent to parents.
 - b. Title 1 Handbook
SD Parent Resource Network
<http://www.sdpiirc.org>
1-800-219-6247

- 6) Educate teachers and school staff on topics that include valuing parents, communicating and working with parents and building ties between parents and schools.

- 7) Integrate as possible, parent involvement with the preschool programs to encourage parent participation in their child's education.
 - a. Preschool programs are located within the elementary building; parent involvement linked into the elementary grades.

- 8) Ensure that information related to schools and parent programs is sent in a format that is practical and in a language parents can understand. Provide opportunities for the participation of all parents with limited English, parents with disabilities, and parents of migratory children.
 - a. Personal phone calls made to parents who need assistance understanding material sent home.
 - b. Interpreter is brought in, if needed, as well.

CENTERVILLE ELEMENTARY SCHOOL PARENT INVOLVEMENT POLICY

Parents of Centerville School have the opportunity to become involved in all aspects and programs including all federal and state programs by the following means:

1. Parents are selected to participate on the Consolidated Application Planning Committee which meets quarterly.
2. A community hearing is held on the Consolidated Application at the yearly July School Board Meeting.
3. Parents are invited to attend the annual School Board Retreat in which all school programs are discussed.
4. Parents are given an opportunity to respond about all federal and state programs in our annual School Community Survey which is sent out each spring before school is out. This survey is given to each parent and members of the community are given access to the survey also. This gives each patron an opportunity to evaluate any policy, program or strategy that is school related.
5. Parents have an opportunity to discuss their children's school programs at our annual Open House which is scheduled before school begins each fall.
6. The Centerville School will notify each child's parents in a timely manner that their child has been selected to participate in the Title I program and why their child was selected.
7. 2 Parent-Teacher Conferences are scheduled each school year and all Title I parents have specific times set for their Title I conferences.
8. A Title I meeting is held each school year during Parent-Teacher Conferences. At this meeting parents will be informed of their school's participation in the Title I program and their right to be involved. The agenda will include a discussion on planning, review and program improvement policies.
9. The Title I teachers are in constant communication with the parents of the Title I students they are serving. They provide materials and suggestions to parents to help them promote the education of their children at home. They also address any questions a parent may have on understanding the Title I program.
10. Develop and review a Student-Parent-Teacher Compact which outlines how parents, students and teachers share the responsibility for student achievement and the means by which the school and parents will build and develop a partnership to help achieve the standards set by the Consolidated Application.
11. Progress Reports will be included in each Title I student's report card given at the end of each nine-week time period to inform the parents of their child's growth and present level of achievement.
12. The policy is reviewed annually by the Centerville Board of Education, Consolidated Application Committee and at the annual Title I Parent meeting.

HOMELESS POLICY

If I am homeless, what documents do I need to enroll my child? Typically, you will need a birth certificate, immunization records, and school records. If you do not have these documents, your child cannot be denied entry into school. The school must help you obtain any necessary documents for enrollment.

Can my child ride the school bus? You cannot be denied access to the school that's in your child's best interest because of lack of transportation. The school must arrange transportation for your child.

What about school lunch? Students who are considered homeless automatically qualify to participate in the free breakfast and lunch programs.

What else can I do to help my child during this time? School districts often have special services available to all students that may benefit your child. Be sure to ask about tutoring and mentoring programs, pre-school, special education programs, before and after school programs, summer school, programs to help children learn English, and programs for gifted students. Your district may also be able to help with basic school supplies and other helpful resources.

Who can I call with questions? Each school district has a homeless education liaison. Contact your local district administration office or your school principal.

How do I know if I'm considered homeless? Federal law guarantees school enrollment for any child who lacks permanent housing and lives in inadequate or temporary settings, including:

- Emergency or transitional shelters
- Motels, hotels or campgrounds
- Cars, parks, public places, bus or train stations or abandoned buildings
- Doubled up with relatives or friends
- In these conditions and is a migratory child or youth

If I am homeless, where will my child go to school? As a homeless parent, you have the right to decide, along with your child's school, whether it is in your child's best interest to:

- Stay in the same school he or she attended before you became homeless (this is the "school of origin"), or
- Transfer to the school that is closest to your new location

How is "best interest" determined? The decision about which school your child attends should be based on several factors including:

- Any special needs your child may have
- Continuity of instruction
- Length of stay in your new location
- Time and distance to transport your child to and from school

Educational rights of children and youth lacking fixed, regular and adequate housing. Your child has the same rights to school programs and services as all children including:

- Go to school, no matter where you live or how long you have lived there. You must be given access to the same public education provided to other students.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment
- Continue in the school attended before you became homeless, if that is your choice, it is feasible, and in the best interest of the child, the school district's education liaison must assist you, if needed, and offer you the right to appeal a decision regarding the choice of school should it go against your wishes.
- Enroll and attend classes while the school arranges for the transfer of school and immunization

records or other documents required for enrollment.

- Enroll and attend classes in the school of your choice even while the school and you try to resolve a dispute over enrollment. The district must provide you with a written explanation of a placement dispute occurs and inform you that you have the right to appeal
- Receive the same special programs and services, if needed, as provided to all other students. These programs could be before and after school programs, special education, gifted and talented programs, career and technology education, etc.
- Automatically participate in free breakfast and lunch programs
- Receive transportation to the school and school programs you attended before you became homeless (or the school you last attended)
- Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from the regular school program because they are homeless

FACULTY

Eric Knight, Superintendent/Elementary Principal
Doug Edberg, MS/HS Principal & Athletic Director
Alyssa Lindstrom, School Counselor
Angie Poll, Business Manager
Candy Bennett, Administrative Assistant
Bruce Bennett, School Nurse
Melissa Cole, Preschool Teacher
Kortney Keller, Kindergarten Teacher Assistant Volleyball & Track Coach
Stephanie Ruter, 1st Grade Teacher
Brittany Olson, 2nd Grade Teacher, Head Volleyball Coach
Jennifer O'Connell, 3rd Grade Teacher
Edann Cloos, 4th Grade Teacher Assistant Volleyball Coach
Jodi Childress, 5th Grade Teacher
Kelly Ostrem, Title I Teacher
Stacy Peterson, Special Education Teacher Special Education Director
Alexa Nelsen, Special Education Teacher
Sandi King, Special Education Teacher
Nikki Johnson, Speech Language Pathologist
Vocal Music Teacher
Kay Herrboldt Band Instructor
Sarah Skatvold, Middle School Teacher
Katie Clayton, Middle School/High School Science Teacher
Tucker Tornberg, Middle School/High School Science Teacher Head Girls Basketball Middle School

Football Coach

Shelli Eide, High School Teacher Cross Country
TJ Beacom, Middle School High School Computer Teacher Head Football Assistant Track Coach
Sheila Gust Middle School Math Gym Teacher
Tiffany Davis High School Math Teacher
Kory Muller Middle/High School Social Science Teacher Assistant Boys Basketball Coach Assistant

Track Coach

Tate DeJong, High School English Teacher Head Golf Coach Student Council Advisor Yearbook
Jessica Knutson, Middle School High School CTE Teacher, FFA
John Shubeck, Head Track Coach
Aaron Hybertson, Assistant Football Coach
Kelli Voog, Title I Aide Paraprofessional
Jasmine McAfee, Paraprofessional Tornado Time Director
Diane Bjordal, Paraprofessional
Kay Austin, Paraprofessional
Jacqueline Skotvold, Paraprofessional Bus Driver, Oral Interp Director, One-Act Play Director
Rachel Carstensen, Paraprofessional
Loretta Jorgensen, Paraprofessional
Jamie Edberg, Librarian
John Jochims, Janitor Bus Driver
Lisa Austin, Janitor
Bridget Hansen Head Cook
Mavis Austin, Kitchen Staff
Bonnie Harmon, Kitchen Staff
Chris Anderson, Bus Driver
Dean Austin, Bus Driver

ATTENDANCE POLICY

South Dakota school laws require attendance for all children of school age during the academic year. It is important for both students and parents to understand that students miss an essential portion of their education when they are absent from school. The basic responsibility for regular school attendance lies with the parents.

It is the duty of the school officials to know the whereabouts of students during the school day. If your child is ill or will not be in attendance, the school must be notified (563-2291). Absences will be excused for personal illness, serious illness or death in the immediate family, emergency medical or dental attention, inclement weather (if you feel it is unsafe). Other reasons for absence must be approved in advance by the principal. School must be notified by note, personal contact, or telephone call if the student is going to be absent and work must be completed in advance.

- a. **UNREPORTED ABSENCE:** If your child does not arrive at school, and the school was not notified that the child would be absent, a call will be placed to your home or place of employment to determine the location of the child. It is our intent to make sure that each child is safe.
- b. All students are expected to arrive at school between 7:50 and 8:10 A.M. **THE PLAYGROUND IS NOT SUPERVISED BEFORE 7:50. Parents are requested to not send their children before the proper time.**
- c. Students are dismissed at 3:25. Students are to leave the playground after dismissal.
- d. Students are not permitted to leave school except at regular dismissal time unless the parent/guardian sends a written request or comes for the child at school.
- e. Teachers will not send pupils off the playground without parent/guardian permission.

A student's contribution to and achievement in class are directly related to attendance. Both students and parents must understand that students miss a vital portion of their education when they are absent from school.

While it is true that written work can be completed for make-up, class instruction of presentations, discussions, some audiovisual presentations and student teacher interaction can never be made up.

TARDINESS

Students are expected to be in their desks when the bell rings at 8:15. A note is required explaining the tardiness. Students who are tardy frequently (more than 3 times in a 9 week period) will be required to make up 30 minutes after school. Bus related tardies are excused and no note is required.

SEVERE WEATHER/EARLY DISMISSAL

In the event of inclement weather, school closings or dismissals will be broadcast on the schools website, Centerville School District app, WNAX-570 AM/104.1 FM; KELO 1320 AM/92.5 FM; KIKN 100.5 FM radio or KELO TV; KSFY TV; KDLT all of Sioux Falls.

EMERGENCY ANNOUNCEMENTS

We use our school website's automated system for all emergency announcements such as weather related activities or crisis situations. These announcements will be delivered as a general announcement via phone, app notification, or e-mail. Parents/guardians will be given an information sheet at the beginning of each school year to list all phone numbers or e-mails that will be programmed into the system to deliver these announcements. Please include your home phone numbers or home e-mails as this system may be activated at any time, not just school hours. School late starts or closings will continue to be announced on the radio and television stations listed in this handbook.

CRISIS MANAGEMENT GUIDELINES

Purpose

The purpose of the Crisis Management Plan is to provide our school district personnel, students, and community members guidelines to appropriately manage and assist with duties/responsibilities when responding to a crisis situation.

Goal: To enable the Centerville School District administration, staff, students and community to calmly and confidently respond to crisis situation that may affect the functioning of the school.

Objectives:

- 1) To meet the needs of all students by working with parents, school staff, and community resources in the event of a crisis situation.
- 2) To communicate with staff, parents, and the general public through the most effective methods.
- 3) To present a unified and capable plan of action in the event of any crises.
- 4) To maintain a safe environment for students and staff.

CORE CRISIS TEAM MEMBERS:

Superintendent-Eric Knight
5-12 Principal-Doug Edberg
School Counselor-Alyssa Lindstrom
Law Enforcement Officers
Teacher Closest to the Situation

- ❖ **For a complete copy of the crisis management guidelines, please see one of the core crisis team members.**

SCHOOL MAKE UP DAYS

Any days missed during the school year for inclement weather or other emergencies will be added to the end of the school year calendar.

ACADEMIC

Homework--Homework for grades K-3 is minimal and consists of practice and drill. In grades 4 & 5 the level and degree of the homework will be more complex. The amount of homework your child has may be dependent on how well your child makes use of his/her time in school.

Make-up work/extra help-- When a student is absent for an extended period of time, parents should pick up homework. Parents are asked to notify the school in advance that they will be getting the assignments. Students will be given an appropriate/adequate amount of time to make up missing assignments at the discretion of the teacher.

A student who has not finished his/her work by the teacher's indicated due date may be kept after school at the discretion of the teacher. Teachers can arrange to provide extra help for students before or after school.

Special Services--Parents should inform their child's teacher or principal of special needs their child may have. Our school has special programs which may benefit your child.

1. Developmental Disabilities-Pre-school program
2. Supplemental tutoring-Resource Room and in classroom tutoring
3. Learning and Behavior Disabilities-Resource Room
4. Speech, Language, and Hearing Services
5. Psychological Testing Services
6. Physical/Occupational Therapy

P.E./MUSIC/RECESS

Grades K-5 have a regularly scheduled period for P.E. and Music. Students are required to wear tennis shoes for P.E. class. A student may be excused from P.E. because of a physical problem or illness. A note from the parent/guardian is required. Long term excuses must be verified by a physician.

Grades K-5 have a scheduled music period. Students are expected to attend the musical programs in which they are involved. Non-attendance at these performances may result in disciplinary action. Parents should contact administration if it is impossible for their child to participate.

Students should bring tennis shoes or other appropriate footwear that offer them support and protection while playing at recess. Students wearing sandals or other footwear not designed for athletic play may be limited to their activities by the teacher on duty for their protection.

PROMOTION/RETENTION

The teacher has the primary responsibility to evaluate student efforts and achievements. In addition to academic attainment; such factors as the student's chronological age, mental age, social growth, attendance pattern, physical development, emotional status, effort and purpose are considered in retention. When a teacher determines that non-promotion may be required, the principal will be so advised. A meeting will be scheduled with the parents, teacher and principal to discuss the situation.

RETENTION POLICY - GRADE 4/5

Students in grade 4/5 who fail two core classes and receive a failing grade on their end of year report cards in those two classes will be retained in their current grade level. Core classes include reading, language arts, science, math and social studies. Parents should stay informed and up to date on students work and grades through the parent portal. It is the student's responsibility to complete all assignments satisfactorily and to attend school on a regular basis so they may maintain passing grades. If a student is in jeopardy of being retained, every effort will be made to keep the parents informed so they can help remedy the situation. This policy can be waived for students on IEP's only by a decision of the student's placement committee. Decisions made by the administration regarding this policy can be appealed to the Centerville Board of Education.

BUILDING REGULATIONS

Telephone Usage /Calls--The office will gladly cooperate with parents to get messages to students during school hours. The office telephone is for school business and should not be used for personal calls. Forgetting library books, jump ropes, arranging after school activities, etc. are not considered emergencies.

School Visitation--We welcome you to visit the school and your child's classroom. Please inform the teacher if you plan to visit. Pre-school children must be accompanied by a parent/guardian. Students from other schools may visit for 1/2 day only if permission is granted in advance. Visitors are only allowed when the district is in Tier 1 of the Continuing to Instruct for Success Plan.

Illness/Accidents--Parents/guardians or the person you designate will be contacted if your child becomes ill or is injured. The school is not responsible for administering medicine of any kind. This includes aspirin. First aid treatment will be limited to cleansing and bandaging.

Party Invitation--We ask that you make arrangements for parties outside of school hours and not use the classroom mail boxes. Arrangements made by telephone or mailed invitations will help prevent hurt feelings and ensure the safety of your children.

Non-Bus Riding Students--If your child is not a regular bus student and is going to ride the bus home with a friend or be dropped off at a relative, the student must bring a note from the parent in advance.

Care of School Property--Students are issued textbooks at the beginning of the year. The condition of the book is recorded. Students will be assessed fines for damages beyond normal wear. The student will be charged full price for a book that is lost or severely damaged. Students will also be assessed fines for intentional damage to desks.

ALCOHOL AND DRUG POLICY

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

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of alcohol and/or other drugs which affect the educational process of the school. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

Disciplinary Sanctions and Implementation Procedures:

The following procedures will be used in dealing with possession, use, distribution, or being under the influence of alcohol and other drugs:

- A. First Offense
 1. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference;
 2. The administration may suspend the student for ten (10) days in compliance with student and due process procedures;
 3. The administration will notify the parent(s)/guardian(s) in writing of the suspension within thirty-six (36) hours; and,

4. The administration may notify available law enforcement authorities.

The school district will require that students with alcohol and other drug abuse problems seek professional assessment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results.

The suspension of a student who agrees to be assessed will be commuted to three (3) days. The administration will provide a list of agencies/professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.

B. Second and Subsequent Offenses:

1. The administration will contact the parent(s)/guardian(s) to arrange for a conference;
2. The administration may notify available law enforcement authorities;
3. The administration may suspend for ten (10) days in compliance with student due process procedures;
4. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension;
5. The administration will recommend to the school board that the student be expelled unless the following procedure is followed:
 - a. the student must agree to be assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency;
 - b. Upon appropriate authorization, the agency or professional notifies the administration that the student has been assessed and does or does not require treatment. If the student is accepting needed treatment, the recommendation for expulsion may be commuted. Fees for this assessment and/or treatment are the responsibility of the student and family.

C. Supplying/Distributing or Selling Alcohol and Other Drugs of Material Represented to be a controlled Substance:

1. Within thirty-six (36) hours, the administration will notify parent(s)/guardian(s) in writing of the suspension;
2. Supplying or selling chemicals may result in a ten (10) day suspension;
3. The administration will refer the case to available law enforcement authorities;
4. A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion. Expulsion may be recommended by the administration.

D. Students whose observed behavior indicates possible use of alcohol and/or other drugs will be referred to the building administrator. The building administrator and/or "first-responder" medical personnel will determine whether to contact the parent for further instruction, refer to the emergency authorization form or immediately seek additional medical treatment. Following the handling of the medical emergency, this Policy Statement for Alcohol and/or Other Drug Abuse will be followed.

E. A Biennial Review of the School District's Program Will Be Made:

1. To determine the programs' effectiveness and implement changes to the programs if they are needed; and,

2. To insure disciplinary sanctions are consistently enforced.

DANGEROUS WEAPONS IN THE SCHOOL

Schools should be an example of what is required regarding the observance and respect for law in society at large. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public.

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

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

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air-guns at fire ranges, gun shows, authorized supervised school training sessions for the use of firearms and to the ceremonial presence of unloaded weapons at color guard ceremonies. Any violations shall be reported to local law enforcement authorities.

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

SEXUAL HARASSMENT POLICY

The District is committed to a school environment which is free from sexual harassment and conducive to all students' educational opportunities. Sexual harassment can inhibit a student's educational opportunities and an employee's work. Sexual harassment of students attending school in the District or students from other schools who are at a District activity, and sexual harassment of school employees, school volunteers, parents, guests, visitors and vendors of the District shall also not be tolerated and is strictly prohibited.

All students, school employees, school volunteers, parents, guests, visitors and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies. This policy prohibiting sexual harassment shall apply to all students, school employees, school volunteers, parents, guests, visitors 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 sexual harassment. Attempts to informally or voluntarily resolve the complaint should not delay the commencement of the District's investigation. Unless a different person is designated by the Superintendent to conduct the investigation, the school administrator of the school attendance center where the sexual harassment is alleged to have occurred is responsible for investigating the alleged sexual harassment. Allegations of sexual harassment may also be reported by the administration to other authorities, including but not limited to law enforcement.

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting sexual harassing conduct must understand that should the administrator who is investigating the report determine there is reasonable cause to suspect that sexual harassment did occur which could result in administrative discipline or a referral to the School Board, the person alleged to have sexually harassed another 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 sexual harassment. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have sexually harassed another person shall not directly or indirectly (such as through a third 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 sexual harassment report should immediately contact a school administrator.

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. School volunteers, parents, guests, visitors, and vendors who violate this policy may be prohibited from being on school property.

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

SECTION 2 – Sexual Harassment Defined

Sexual harassment is defined as sexually oriented words and actions which tend to annoy, alarm or be physically or verbally abusive toward another person and which serve no legitimate or valid purpose regardless of the intent of the person accused of the sexually harassing conduct. Not all harassment falls within the definition of sexual harassment (i.e., harassment that is of a sexual nature). Other laws, regulations and policies also prohibit inappropriate conduct and provide a means for addressing inappropriate conduct should it occur.

Sexual harassment is a specific type of harassment which is prohibited under this policy. Examples of sexual harassment include, but not limited to:

1. Unwelcome sexual flirtations, advances or propositions;
2. Verbal comments, jokes, or abuse of a sexual nature;
3. Graphic verbal comments about an individual's body;
4. Sexually degrading words used to describe an individual;
5. Displaying pornographic material;
6. Physical contact or language of a sexually suggestive nature.

SECTION 3 – Sexual Harassment Reporting Procedure

Any individual who believes that he or she has been or is being subjected to sexual harassment or has reason to suspect another person has been or is being subjected to sexual harassment should immediately report it to a teacher, guidance counselor, 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 sexual harassment will be asked to either submit a signed written complaint or sign a completed Sexual Harassment Report Form, Exhibit ACAA-E(1), verifying the accuracy of its content. The written complaint or Sexual Harassment Report Form must include the following:

- the date the written complaint was filed or the Sexual Harassment Report Form was completed,
- the school employee receiving the complaint (if applicable),
- the name of the person reporting the sexual harassment,
- the address/phone # of the person reporting the sexual harassment,
- the specific conduct or nature of the sexual harassment complaint including the person(s) alleged to have sexually harassed 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 sexual harassment .

If the signed written complaint was given to a teacher or guidance counselor, or if the Sexual Harassment Report Form was completed by a teacher or guidance counselor, the teacher or guidance counselor shall forward the complaint or Sexual Harassment Report Form to the teacher's building school administrator.

SECTION 4 – Procedure for Addressing Sexual Harassment Complaints

STEP 1: School Administrator Investigation and Determination.

Should there be a report which alleges a District student, employee, school volunteer, parent, guest, visitor or vendor has been subjected to sexual harassment, an investigation into the alleged sexual harassment 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 by the school administrator responsible for the investigation shall be conducted promptly and completed in a reasonable time frame given the nature of the complaint. Unless the nature of the complaint and investigation dictate otherwise, the investigation should be completed and determination made by the school administrator on the merits of the complaint within thirty (30) calendar days of receipt of the complaint.

The person alleged to have sexually harassed 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 sexual harassment did occur.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of sexual harassment may be true, the employee, student or third person accused of sexual harassment 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 sexually harassed another person in violation of this policy shall be afforded an opportunity to respond to the allegation of sexual harassment 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 third person sexually harassed a student, employee or guest 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 school administrator shall make a determination as to whether sexual harassment did occur or whether the facts are insufficient to determine that a determination that sexual harassment occurred. The complainant and the person alleged to have sexually harassed another person will receive written notice of the school administrator's determination. Should the school administrator conclude that sexual harassment did occur, the school administrator shall take such action as deemed appropriate, which may include imposing disciplinary consequences on the person found to have violated this policy prohibiting sexual harassment.

STEP 2: Appeal to the Superintendent

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

1. If either party is not satisfied with the school administrator's decision, or if the school administrator 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 ACAA-E(2). The appeal must be filed within ten (10) calendar days of receipt of the school administrator's written decision, or ten (10) days of the deadline for the school administrator's written decision, whichever comes first. The appealing party must attach the school administrator'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 school administrator's decision, or the Superintendent may refer the matter back to the school administrator for further investigation and supplemental decision which decision may restate, modify or reverse the school administrator's initial decision. A supplemental decision by the school administrator after a referral back to the school administrator 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 ACAA-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 school administrator'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 sexual harassment 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 sexual harassment 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 school administrator 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 sexual harassment, 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 third 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 pursuant to law.

BULLYING/CYBER BULLYING POLICY

The Board of Education strives to provide a safe, positive learning climate for students in the school. Therefore, it shall be the official policy of the Centerville School District to maintain an educational environment in which bullying, cyber bullying and harassment in any form (of students by students, school employees, and volunteers who have direct contact with students) are not tolerated. This policy is in effect while students or employees are on property within the jurisdiction of the Board; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the welfare of the school or school district.

1. All forms of bullying, cyber bullying and harassment by school district students are hereby prohibited. Anyone who engages in bullying, cyber bullying or harassment in violation of this Policy shall be subject to appropriate discipline. The Board prohibits harassment, bullying, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics of the student including but not limited to: race, color, creed, gender, national origin, religion, age or disability.
2. Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member. Each report shall be given to the Superintendent/Principal and, where appropriate, to the technology coordinator for assistance in the investigation of the report. It will be the discretion of the Superintendent and Principal to determine if the severity of the incident warrants a written report of the incident.
3. Each report, whether verbal or written, shall be investigated promptly as directed by the Superintendent/Principal and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall be permitted or considered as a result of the submission of a complaint. A student found to have retaliated in violation of this policy or because a person assisted or participated in an investigation or proceeding, shall be subject to measures up to, and including, suspension and expulsion. A school employee, volunteer or visitor found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment and expulsion from school grounds.
4. The Centerville School District shall annually inform students that bullying, cyber bullying or harassment of students will not be tolerated.

Definitions:

1. Bullying shall mean, but is not limited to, unwelcome verbal, written or physical conduct, harassment, or other victimization directed at a student by another student that has the effect of:
Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs, twitters and tweets) which has the effect of:
 - a. Physically, emotionally, or mentally harming a student;
 - b. Damaging, extorting or taking a student's personal property;
 - c. Placing a student in reasonable fear of physical, emotional or mental harm;
 - d. Placing a student in reasonable fear of damage to or loss of personal property; or;
 - e. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
2. Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
 - a. Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
 - b. Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or

- c. The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.
3. All forms of bullying, cyber-bullying and harassment are unacceptable and, to the extent that such actions are disruptive of the educational process of the Centerville School District, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline.

The term "bullying", "cyber bullying" and "harassment" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Delegation of Responsibility:

1. Each staff member shall strive to maintain an educational environment free of bullying, cyber bullying and harassment.
2. Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying, cyber bullying and harassment.
3. Students shall be encouraged to promptly report bullying, cyber bullying and harassment complaints to any staff member.
4. Any staff member who receives a bullying, cyber bullying or harassment complaint shall gather information or seek assistance from the Superintendent/Principal to determine if bullying, cyber bullying or harassment has occurred and the severity of the incident. If the behavior is found to meet the definition of bullying, cyber bullying or harassment, at the discretion of the Superintendent/Principal, a written report must be filed and investigated.
5. The Superintendent/Principal or his/her designee will inform the parents or guardians of the victim and also the parents or guardians of the accused with as much information as can be provided without a violation of FERPA or any other privacy law or regulation.

Complaint Procedure:

1. A student shall report a complaint of bullying, cyber bullying or harassment, orally or in writing, to a staff member. If a parent initiates the complaint, the appropriate staff member will follow-up with the student.
2. The staff member will either gather the information or seek assistance from the Superintendent/Principal to determine if the alleged bullying, cyber bullying, or harassment conduct occurred.
3. The Superintendent/Principal will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline to ensure that the conduct ceases.

A violation of this Policy shall subject the offending student to appropriate disciplinary action, consistent with the policies on file regarding student discipline code, which may in appropriate circumstances lead to in-school suspension, out-of-school suspension, or expulsion. In addition, any incident of bullying, cyber bullying or harassment which may constitute a violation of the criminal and /or juvenile delinquency laws of the State of South Dakota may be reported to the appropriate law enforcement agency. Nothing in this policy shall be construed to prohibit or otherwise interfere with an administrator's efforts to report any incident to an appropriate law enforcement agency or prosecutor.

MEDICATION DISPENSING POLICY

All medications should be dispensed with and through the school nurse. All medications given by the school nurse require written consent from parent/guardians.

CO-CURRICULAR FUNCTIONS

Pre-school children should be accompanied by an adult. All children should confine their trips to the lobby, bathroom, etc. during game breaks. No supervision is provided outside the auditorium. Students must be in attendance at school at least 1/2 day in order to participate in or attend any school-sponsored activity that is conducted on that day. The principal may grant exception to this limitation.

DRESS CODE

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.

Students must wear appropriate attire in school and at all school functions. Clothing must be safe, sanitary, and must not be disruptive to others. Students will not be allowed to wear any articles of clothing which convey any message of profanity, of drugs, alcohol or tobacco, of sexual implications, death, suicide, violence or of racial slurs. Spaghetti-strap tops, crop tops, and other midriff-baring shirts or blouses will not be permitted. Hats will be prohibited unless there is prior approval from the principal or superintendent. Shorts that are worn shall reach finger length as the arms are put down to the student's side.

STUDENT CONDUCT

The Board expects students in the district schools to act in such fashion that their behavior will reflect favorably on the individual student and on the school; will show consideration for fellow students; and will create a safe harmonious school atmosphere.

Students are expected to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property; while on school owned and/or operated school or chartered vehicles; or while attending or engaged in school activities.

To accomplish this, all students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations.

Any of the following actions or similar behaviors will subject a student to suspension, expulsion or other school disciplinary measure:

1. Intentionally causing or attempting to cause substantial damage to school property; or stealing or attempting to steal school property;
2. Intentionally causing or attempting to cause substantial damage to private property; stealing or attempting to steal private property;

3. Intentionally causing or attempting to cause physical injury to another person except in self-defense;
4. Knowingly possessing or transmitting any firearm, knife, explosive, or other dangerous object, except as allowed by law;
5. Knowingly possessing, using, transmitting, or being under the influence of, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind except pursuant to a valid prescription which has been provided to the school;
6. Knowingly using or copying the academic work of another and presenting it as his or her own without proper attribution;
7. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators, and/or causing interruption of the school program;
8. Using a substance or device to communicate a terroristic threat;
9. Using a hoax substance or device to cause fear of a terroristic act;
10. Falsely reporting a threat.

In addition to school disciplinary measures some of the above actions are subject to punishment through civil and criminal authorities.

The above prohibited actions will be printed in a handbook or other publication and made available to students and parents.

School building administrators will not recommend a student for suspension or expulsion, except when the student has engaged in one of the prohibited actions mentioned above or other acts of misconduct while on school property or taking part in a school activity off school grounds.

CIPA POLICY

Introduction

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5), and South Dakota Consolidated Statutes Section 22-24-55 require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers.

In order to comply with this requirement the Centerville School District shall: 1) restrict access by minors to inappropriate matter on the Internet, 2) provide for the safety and security of minors when using email, chat rooms and other forms of direct electronic communications, 3) guard against unauthorized access, including hacking and other unlawful activities by minors online, 4) guard against unauthorized disclosure, use and dissemination of personal identification information regarding minors, 5) provide measures designed to restrict minors' access to materials harmful to minors, and 6) provide education to students concerning online safety.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications and access to inappropriate information on school computers.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to inappropriate matter such as child pornography, obscene material and material that is harmful to minors. Adult users may request that the technology protection measures be temporarily disabled in order to conduct justifiable research or for another lawful purpose. The technology protection measures must be re-activated as soon as the adult finishes using the computer for the authorized research or other lawful purpose. The district uses the firewall/filtering device or application currently provided by the state. The district purchases the companion product to provide off-site filtering.

Safety and Security

To the extent practical, steps shall be taken to protect computer users from harassment and unwanted or unsolicited electronic communications when using electronic mail, chat rooms, and other forms of direct electronic communications. The district uses the state provided email or another email provider with the ability to apply filtering to messages. Other electronic communications are with the staff supervision.

Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator.

Unauthorized Access

It is the responsibility of all users to ensure that a safe, secure network exists. So called “hacking” or other unlawful activity will not be tolerated. Any user, student or adult, with knowledge of such activity shall report it to the Technology Coordinator or School Administrator. Users found participating in such activity shall be reprimanded according to school policy.

Dissemination of Personal Information

At the beginning of each school year network users shall be required to complete and sign an acceptable use policy. This will include authorizing the use of certain personal information, picture, and school work in school online media. Network users are prohibited from disclosing such information without proper authorization.

Supervision and Monitoring

It shall be the responsibility of all members of the Centerville School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representatives.

The Technology Coordinator shall be responsible for monitoring the current network filtering device to ensure that it is working correctly. Any changes in filtered categories will be discussed with administration. Individual sites may be unblocked only if they are proved to be of particular educational value to an individual or shown to have been incorrectly categorized. Updating of any blocking/filtering software will be at the advice of the state.

Education Component

The school district will educate students annually concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response. The Superintendent and/or Principal is delegated authority to implement these educational requirements and report annually to the Board on the educational activities undertaken to comply with this section.

Additionally, information about technology use is provided to parents during orientation meetings, on the school website, and in the student handbook. Information also may be provided during certain PTA functions and during Parent/Teacher Conferences. Discussion includes school filtering as well as home filtering, internet safety and general use of technology.

Definitions

Minor: The term “minor” means any individual who has not attained the age of 17 years.

Obscene: The term “obscene” is defined as material – (1) the dominant theme of which, taken as a whole, appeals to the prurient interest; (2) which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and (3) lacks serious literary, artistic, political, or scientific value.

Child pornography: The term “child pornography” is a visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Harmful to minors: The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that—(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for

minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and, (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Technology protection measure: The term “technology protection measure” means a specific technology that blocks or filters Internet access to the material that is obscene, contains child pornography and/or is harmful to minors.

Computer: Any electronic device that has the ability to connect to the Internet including but not limited to desktop computers, laptop computers, tablet computers and electronic book readers.

INTERNET ACCEPTABLE USE POLICY

1. The use of any Centerville School District computer which provides Internet access is a privilege which may be revoked by instructors, staff, or administrators at any time for abusive or inappropriate conduct. Such conduct would include, but not limited to, the placing of unlawful information on or through the computer system, accessing other people's files or e-mail, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages.
2. Student access may be limited to a specified time because there may be other individuals who need to use the computers.
3. The district reserves the right to inspect any material stored in files to which users have access and will edit or remove any material which the district staff, in its sole discretion, believes may be objectionable.
4. The district's Internet access is provided primarily for educational purposes under the direction of district staff. Non-educational use for teachers and students may be limited at any time by district staff/or the administration. Information services and features contained on the district network are intended for private use of its patrons. Any commercial, or other unauthorized use of those materials, in any form, is strictly forbidden.
5. The district does not warrant that the functions will meet any specific requirements you may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.
6. Rules and regulations of system usage will be added and posted from time to time by the faculty/administration of the district and/or the network. Users of computers/Internet are subject to these rules and regulations.
7. Deleting, examining, copying, or modifying of files and/or data belonging to other users is prohibited.
8. Commercial software is placed on the computer for the use and convenience of students and staff. Any unlawful use, such as copying of copyrighted material, without the express written permission of the manufacturer or the proper license is prohibited.
9. Any unauthorized, deliberate action which damages or disrupts a computing system (including the willful introduction of computer "viruses" or other disruptive/destructive programs), alters its normal performance or causes its malfunction is prohibited. Intentional attempts to "crash" network systems or programs are punishable disciplinary offenses.
10. Only school authorized disks and CD-ROMS are to be used in a school setting.
11. Students will not be allowed to use chat rooms unless it is assigned and supervised by a teacher as an assignment regarding a particular subject area. Personal e-mail will not be used unless it is in conjunction with a class that the student is taking.

LAPTOP/TECHNOLOGY USAGE POLICY

Purpose

The Centerville School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Centerville School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Centerville School District.

Definition – Technology Resources

The Centerville School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations

The use of the Centerville School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Centerville School District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in the Centerville School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions set forth in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Centerville School District's disciplinary guide will be used to assess infractions concerning improper technology use.

User Terms and Conditions

The use of Centerville School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational or research purposes consistent with the mission, goals, and objectives of the Centerville School District along with State & Federal regulations. In compliance with federal law, the School District shall make reasonable effort to restrict access to inappropriate materials and shall monitor the online activities of the end users in the school environment.
2. User accounts are considered the property of the School District. Network administrators may review school computers to maintain system integrity and to insure users are using the system responsibly. Users laptop is SUBJECT TO EXAMINATION AT ANY TIME FOR ANY REASON, users should not expect that anything stored on school computers or networks will be private.
3. Prohibited technology resources activities include, but are not limited to, the following:

Computer Laptop Violations:

- a) Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- b) Downloading or transmitting game, music, or video files using the school network.
- c) Vandalizing, damaging, or disabling property of the school or another individual or organization.
- d) Accessing another individual's materials, information, or files without permission.
- e) Using the network or Internet for commercial, political campaign, or financial gain purposes.
- f) Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- g) Promoting or soliciting for illegal activities.

- h) Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- i) Violating copyright or other protected material laws.
- j) Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- k) Intentionally wasting school resources.
- l) Installing any software on district equipment without written authorization.

**Minimum Consequences: (not limited to)
DISCIPLINARY ACTION - According to Centerville School District Policy.
May also result in suspended home privileges or specific access suspended.**

Computer Network Violations:

- a) Attempting to log on to the Internet or network (servers, routers, switches, printers, and firewall) as a system administrator or as any person other than you.
- b) Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials or otherwise harassing any other person.
- c) Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources or installing any software on district equipment without written permission.
- d) Creating, uploading, or transmitting computer viruses.
- e) Attempting to defeat computer or network security.

Consequences: Suspension of laptop computer, referral to law enforcement authorities, and possible short term or long term suspension or recommended expulsion from school.

- 4. Centerville School District does not guarantee that its technology resources 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 Internet.
- 5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the School District explicitly agrees to pay.
- 6. Any security or equipment problems arising from the use of technology resources must be reported to the Technology Coordinator or Principal's Office.
- 7. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.
 - a) Computer batteries must be charged and ready for school each day.
 - b) Only labels or stickers approved by the Centerville School District may be applied to the computer.

- c) Computers that malfunction or are damaged must first be reported to the Technology Coordinator. The School District will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.
- d) Computers that are stolen must be reported immediately to the Principal's Office and the police department.
- e) Individual school laptop computers and accessories must be returned to the CHS Technology Coordinator at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at CHS for any other reason must return their individual school laptop computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at CHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer. Failure to return the computer will result in a grand theft report being filed with the Turner County Sheriff's Office.

Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Laptop Computer Protection plan and must return the computer and accessories to the CHS Technology Coordinator in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the computer if the damage was due to negligence of the student.

DISCIPLINE

The purpose of discipline controls is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process. Students demonstrating inappropriate behavior will be disciplined accordingly. Suspension or expulsion in accordance with Board policy may result in cases of severe behavior problems.

If a student is sent to the principal's office, the parent/guardian will be notified explaining what occurred and what action will be taken.

EMERGENCIES

If for any reason a change in address or telephone number occurs during the school year, the change should be reported to the school. This is important if the school needs to contact parents in an emergency situation.

IMMUNIZATION

South Dakota State Law (SDCL 13-28-7.1) requires proper immunization for each student entering school in grades K-12. In compliance with the law, students will be excluded from attending if they do not meet minimum requirements or if they are not in the process of being immunized. Contact the school or your family doctor for immunization requirements.

PERMANENT RECORDS

Each student has an official record. The data therein contains such information as students; name, birth date, parents' name and address, grades in each class, and other tests and other pertinent information of value over the years. It is a complete record of every major item which a student accomplishes while in elementary school. The context of this record is strictly confidential. Basically, each student writes his/her own record.

PARENT/TEACHER CONFERENCES

Conferences will be held following the first quarter and midway through the third quarter reporting periods. Conferences for grades Pre-K thru 5 will be scheduled and held in the classrooms.

PARTIES

Three parties are scheduled during the school year for grades K-5: Halloween, Christmas, and Valentine's Day. Parent volunteers may help with the arrangements.

SCHOOL LUNCH PROGRAM

For the 2021-2022 school year, the USDA program will be paying for all student lunches. Noon meals will be available at \$2.85 for grades K-5, for students who wish to take advantage of this service. Information for free and reduced lunches is available in the Office of the Superintendent. A deposit may be put towards a family account in which all charges for lunches/breakfast/milk will be deducted for that family. No lunch account may be in arrears for longer than one week without making special arrangements with the office. If accounts fall in arrears, the school reserves the right to provide an alternate menu. STATE LAW: NO POP ALLOWED IN LUNCH ROOM DURING SERVING TIME.

WITHDRAWAL/TRANSFER

Parents/guardians are requested to notify the school if students will be leaving the district.

PLAYGROUND REGULATIONS

All children are expected to go outside for recess breaks. If they have been ill, a note with the parent's signature requesting that the child remain indoors on the particular day must be given to the teacher. However; if the child is well enough to be in school, they should be able to go outside to play.

On days of inclement weather, requiring students to remain inside, students will return from the lunch room to their classrooms where they may engage themselves in quiet activity.

Students are to take playground equipment with them when they go outside. Students will not be permitted to re-enter the building during the play period, except in the case of an emergency.

1. Students are not to throw sticks, snowballs, or stones on the playground.
2. There will be no tackle football, kill-the-carrier, crack the whip, king of the mountain, contact soccer, or baseballs.
3. Students will use the slide in a proper manner. Students will use the steps to mount the slide down one person at a time.
4. Walk bicycles on the playground to the racks.
5. Respect the rights and games of others.
6. No swearing or fighting.
7. Balls are not to be bounced against the school building.
8. Students should not bring toys, games, balls, etc. from home to use at recess time. These items get lost, misplaced or broken.
9. Any type of bullying including intimidation, teasing, exclusion, harassment, name calling, or any other action meant to hurt or humiliate any student will not be tolerated.

THE PLAYGROUND SUPERVISOR WILL AT ALL TIMES STOP ANY ACTIVITY IF THE SAFETY OF THE STUDENT(S) IS IN DOUBT. THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR THE BREAKING OF PERSONAL TOYS BROUGHT TO THE SCHOOL.

COMPLAINT/GRIEVANCE POLICY

The Board desires that student/parent complaints and grievances be resolved in an orderly way and in an informal atmosphere and at the lowest possible level. In those rare cases where informal procedures do not produce satisfactory results, the Board is willing to hear the matter.

The Board established the following procedure for the formal resolution of complaints and grievances by students/parents.

1. A "grievance" under this policy shall mean a complaint which has been filed by a student/parent. Normal channels of communication from student to an administrator to Board of Education shall be used whenever feasible, in seeking clarification of questions of concern to the student, before the grievance procedure is utilized.
2. The primary purpose of this procedure is to secure at the earliest level possible, equitable solutions to a complaint if the complaint is justifiable. The proceedings shall be kept confidential as determined by the administration at each level of this procedure.
3. Level One: In a reasonable time frame, complainant student/parent will seek a solution with the child's teacher.
4. Level Two: Any student/parent who has a complaint shall attempt promptly to resolve the complaint informally by a discussion with his/her principal. If these informal efforts do not resolve the complaint, the complaint shall be submitted in writing within thirty (30) days of the original attempt to resolve the complaint, and in no event later than sixty (60) days after the action or set of circumstances occurred against which the complaint is directed. The complaint shall describe in as much detail as possible the facts of the situation. The

principal shall keep a written record of the discussion at this formal level and provide a copy to the student involved. The principal shall issue a written statement of their decision within ten (10) working days of the meeting which has followed a review of the written complaint.

5. Level Three: If the complaint is not resolved at level two, the student/parent may file his/her complaint in writing with the superintendent of schools within fifteen (15) days of receipt of the level two decision, furnishing a copy to the principal. The superintendent shall arrange a meeting to discuss the complaint within ten (10) working days of the receipt of the written complaint and subsequent meetings may be scheduled as agreed by both parties. The superintendent shall provide an answer in writing to the complainant within (10) working days of the final meeting regarding the complaint.

6. Level Four: If the complaint is not resolved at level three, the student/parent may file his/her complaint in writing with the Board of Education in care of the Business Manager. The complaint shall be filed within fifteen (15) days of the receipt of the level three decision. The board shall consider the matter at a meeting of the Board of Education within forty-five (45) days of the receipt of the complaint. The complainant and the administration and/or staff member (s) shall each have the right to present his/her position to the Board of Education. Upon such hearing before the Board of Education, either party upon two (2) days' notice in writing to other party, may have counsel present and shall have full opportunity to present all relevant evidence. The Board shall within thirty (30) calendar days after the meeting advise the complainant in writing of its action with regard to the complaint.

STUDENTS RIGHTS AND RESPONSIBILITIES

The following statements set forth the rights of students in the Centerville schools and the responsibilities that are inseparable from the rights:

1. Civil Rights - including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to disciplinary actions.
4. The right to free inquiry and expression; the responsibility to observe reasonable rules regarding the exercise of these rights.
5. The right to privacy, which includes privacy in respect to the student's school records.

BUS REGULATIONS

The following school bus regulations are in effect for the 2022-2023 school year. Parents are asked to review the rules with their children. Any child who does not abide by the rules will be subject to disciplinary action by the bus driver and school administration and may lose the privileges of riding the bus.

1. Be on time.
2. Remain seated while the bus is in motion.
3. Keep arms and hands inside the bus.
4. When boarding, cross the highway **AFTER** the bus has arrived. When leaving the bus, watch for cars and cross at least 10 feet in front of the bus.
5. Use handrails and watch your step when boarding or leaving the bus.
6. Bus aisles must be kept clear.
7. Students must follow the directions given by the driver at all times.
8. Drivers will discharge students from the bus only at home or at school. Any other arrangements must be made in advance by parents with the driver and approved by the superintendent.
9. Students may talk on the bus, in a normal tone of voice, whenever the bus is in motion. When the bus is preparing to stop and while it is stopped, the driver must have complete quiet.
10. Profanity, loud noise, or boisterous behavior is inappropriate at all times on the bus.
11. Students may not bring pop, candy, or other food items on the bus without the permission of the driver.
12. Objects must never be thrown from the bus windows.
13. Students will be expected to treat the driver and other passengers with courtesy at all times.
14. Any type of bullying including intimidation, teasing, exclusion, harassment, name calling, or any other action meant to hurt or humiliate any student will not be tolerated.

BUS DISCIPLINE PROCEDURES

STEP ONE

If, after sufficient warning/warnings, the student(s) continues to disrupt the operation of the school bus, the driver will have a private conversation with the student(s) causing the disruption. After the conversation a Discipline Notice will be sent home. The notice will contain what the student has done, what the bus driver has done and state what will happen if the behavior or any other prohibited behavior continue.

STEP TWO

If the student continues to cause problems the bus driver will refer the student to the Principal involved. The Principal will send home a Discipline Notice outlining what the student has done and what will be the consequences of their behavior.

STEP THREE

If the student is involved in a third bus violation in a period of one school year they will be referred to the Superintendent's office. The Superintendent will send home a Discipline Notice outlining the violation and what will be done to correct the problem. **STUDENTS WHO GET TO STEP THREE MAY LOSE THEIR BUS PRIVILIDGES FOR A PERIOD TIME OR REMAINDER OF THE SCHOOL YEAR.**