

**Elementary  
Student Handbook  
2021 - 2022**



**Harrisburg School District**  
HOME OF THE TIGERS

[Website](#)

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## **WELCOME**

This handbook has been designed to answer some of the questions you may have about our school and its policies. We encourage each student and parent/guardian to become familiar with the information in the handbook. If you have any questions, feel free to call. We want to work closely with you to provide the best education possible for your child. Remember that the safety of your child is our number one priority.

## **ACTIVITY TICKETS**

If you are interested in purchasing activity passes, please contact the High School office.

Activity tickets cannot be used for tournaments or play-off games.

## **ANTI-BULLYING/HARASSMENT OF STUDENTS**

The Harrisburg School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Therefore, the school district prohibits harassment or bullying.

Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. Thus, bullying is strictly prohibited and shall not be tolerated.

Bullying consists of repeated physical, verbal or non-verbal, written, electronic or any conduct directed toward a student (s) that is so pervasive, severe and objectively offensive that it:

1. Has the purpose of creating or resulting in an intimidating, hostile or offensive academic environment, or
2. Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

This policy applies while students are on school property; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; while using school equipment; and while students are away from school grounds if the misconduct directly affects the good order and efficient management of the school and the welfare of the students in the District.

This policy shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

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

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

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

## **Anti-Discrimination Policy (Title IX)**

The Harrisburg School District believes that a valuable element of education is the development of respect for all individuals and seeks to provide equal access/equal opportunity for students, employees, and the public to District programs and activities. The District is committed to prohibiting discrimination in its policies, employment practices, programs and activities on the basis of race, color, creed, age, religion, gender (including pregnancy), sexual orientation, disability, national origin or ancestry, military/veteran status, genetic information or any other category protected by law. The District prohibits acts of discrimination toward any individual(s) while on District property or at District sponsored activities and is committed to supporting those in our educational community who are discriminated against in other venues.

To encourage development of respect for all individuals, the District will play a key role in the education regarding the prevention of discrimination. Training of employees and awareness education for students are examples of methods in which the District will assist in being proactive against discrimination. Violations of this policy may result in discipline up to and including expulsion for students, up to and including termination for employees and suspension from attending school activities for citizens. These consequences are independent of any legal consequences that may ensue, depending on the circumstances of each case. The District prohibits retaliation against any individual who reports a claim under this policy or participates in an investigation of any such claim. Additional information regarding the District's anti-discrimination policy, including complaint procedures, are outlined in School Board Policies AC and AC-R. Inquiries concerning equal opportunity/non-discrimination or retaliation may be referred to the Harrisburg School District Human Resources Manager at 605-743-2567 x3003 ([Jennifer.Conway@k12.sd.us](mailto:Jennifer.Conway@k12.sd.us)).

## **ATTENDANCE**

Daily attendance of students enrolled in a Harrisburg Elementary School is required in accordance with state law. South Dakota statutes require the local board of education to enforce definite standards of attendance, with few valid excuses for absences. A student's

contribution to and achievement in classrooms 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.

Students will be allowed ten (10) absences per semester. School missed because of attendance at a school-sponsored trip or activity will not be considered an absence. A doctor's note may be required for absences due to illness of three (3) or more consecutive days. The administration will take into consideration any special situations that may arise.

While it is true that written work can be completed for make-up, classroom instruction or presentations, discussions, technology, activities, and student-teacher interaction can never be made up.

With the foregoing in mind, together with the provisions of the state law, specifically SDCL 13-27-1, the official attendance policy of the Harrisburg Elementary Schools shall be as outlined in the paragraphs below.

- At 10 days absent per semester, the principal will determine to either submit a petition to the Court for resolution or seek an alternate remedy. It is also important to note that the discretion of the building administrator will be used in a case-to-case basis. For the benefit of the family, if attendance becomes a concern, a notice will be sent home as a communication tool.

### HOME-TO-SCHOOL COMMUNICATION REGARDING ABSENCE / TARDY

Parents are expected to call or email the school by 8:15 a.m. to report if a child will be tardy or absent and the reason for the tardy or absence. A note to the school is acceptable if a call/email cannot be made. If a child is absent and no call or note has been received, school personnel will contact the parent either at home or at work. A student will be marked tardy if not in school when the day starts at 8:15 a.m.

8:15 - 8:30am	Tardy for AM
8:30 - 10:00am	¼ Day Absent
10:00 - 11:45am	¼ Day Absent
11:45 - 1:30pm	¼ Day Absent
1:30 - 3:15pm	¼ Day Absent

If tardiness becomes excessive, the principal will contact the parents. If the issue continues, the school truancy officer may be contacted. This will be at the discretion of the building principal.

## **Behavior Matrix- See Appendix E**

### **CELL PHONES / ELECTRONIC DEVICES**

The use of a cell phone or any device that has cellular access (including smart watches) by a student inside the school during school hours is prohibited unless the student has secured staff permission to use it. A student may bring a cell phone or electronic device to school and place it in his/her locker or school bag. It must remain off during school hours. If the above guidelines are not followed, the device will be turned into the office and a parent will be contacted to come and pick it up from school.

### **CHILD NUTRITION- SEE Appendix A**

### **CONFERENCES**

A parent/teacher conference will be held in the winter. Every child will be scheduled for one 15-minute conference. If you have any questions, please feel free to contact the teacher at school at any point throughout the school year.

### **DAILY SCHEDULE**

- 7:45 a.m. Students may enter the building only if eating breakfast
- 7:50 a.m. Students may be dropped off on the playground
- 8:15 a.m. School day begins
- 3:15 p.m. Dismissal for elementary students

### **DELIVERIES**

Having gifts, such as flowers or balloons delivered to your child during the school day is discouraged. If there is a delivery for a student during the school day, the student's teacher will be given a note that the student has a delivery in the office. If time permits in the daily schedule, the student may come to the office to view their delivery, but it will remain in the office until the end of the day. This procedure is implemented to assist the teacher in limiting distractions to students during the day. If you decide to send something to your student, please be mindful of how he/she will be getting it home; large objects and balloons can be a safety issue on buses.



## **EMERGENCY DRILLS**

### **FIRE, LOCKDOWN, SEVERE WEATHER, & OTHER EMERGENCY SITUATIONS**

Students and staff will practice responding to emergency situations during regular intervals during the school year.

## **GENERAL HARASSMENT POLICY**

**HARASSMENT:** A repeated pattern of unprovoked aggressive behaviors of a physical and/or psychological nature carried out by an individual or a group against an individual or group with the effect of causing harm or hurt. All forms of harassment meet the standards of being unwelcome, unwanted, and uncomfortable in the view of the recipient. They all have the effect of creating a hostile environment. It is the Harrisburg School District's policy that no student may interfere with another individual's academic or work performance by creating an intimidating hostile threatening or offensive environment. After informing the offender that their behavior is unwelcome, students should report the behavior to a staff member. Formal written complaint forms are available in from the HSD Administrative Offices located at 200 Willow Street, Harrisburg, SD.

## **HARRISBURG SCHOOL DISTRICT**

### **Motto:**

"Building Strong Foundations for Success"

### **Vision:**

It is the vision of the Harrisburg School District to create a legacy of exemplary academics, paired with a comprehensive scope of extra-curricular activities and opportunities that will develop an educational environment of leaders who foster citizenship, exemplify integrity, and evoke critical thinking. As an innovative, leading-edge school district, together we will maximize positive change and transcend barriers.

### **Mission Statement:**

The Harrisburg School District optimizes student potential through the pursuit of educational excellence in partnership with the school community.

## **HARRISBURG SCHOOL DISTRICT NETWORK ACCEPTABLE USE POLICY**

New technologies are changing the way information may be communicated, accessed and transferred. We believe that it is essential for our students to gain the knowledge and skills needed to utilize these technologies -- for this is their future. The Harrisburg School District offers networked electronic resources and Internet access to its students and staff in order to access unique resources and electronic communication with the world; and to improve learning and teaching through research and collaborating with other educators in sharing successful educational practices, methods and materials.

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all materials. Ultimately, the school staff, parents and guardians of minors are responsible for setting and conveying the standards that students should follow when using media and information sources. The Harrisburg School District supports and respects each family's right to decide whether or not to allow their child to apply for access to the Internet.

### **Network Use – Rules and Responsibilities**

Users are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Use of the school computer network and access to the Internet is provided for students and staff to conduct research and communicate with others in relation to schoolwork. Access to network services is given to users who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Any abuse of the network or the Internet, intentional or unintentional, including violation of current laws, any financial transaction, etc. will be the sole responsibility of the user, including the student's parent. Therefore, based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decisions are final. The system administrators may close an account at any time. The administration and faculty of the Harrisburg School District may deny, revoke or suspend specific user accounts.

The user is expected to abide by the following network rules of etiquette:

- Be polite. Do not write or send abusive messages.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Transmission of obscene materials is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.

- Do not reveal the personal address or phone number of yourself or other students.
- Do not communicate any credit card number, bank account number, or any other financial information.
- Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Inappropriate messages can result in suspension of privileges.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- Vandalism – any malicious attempt to harm or destroy data of another user will not be tolerated. Any questionable action will result in the cancellation of user privileges.
- Violation of any of the above mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions.
- The Network User Agreement and Parent Permission Form will be completed and acknowledged by parents annually through the online registration process.

## **HEALTH AND SAFETY ISSUES - SEE Appendix B**

## **LEARNING OPPORTUNITIES / HOMEWORK**

Teachers may assign learning opportunities if they feel the student needs additional practice on a skill and/or needs to complete activities or projects. Learning opportunities will vary by content and age level and will only be used to support learning. We encourage every student to read at least 20 minutes every night.

## **MODIFICATIONS FOR INDIVIDUALS WITH A DISABILITY**

The Harrisburg School District will make modifications to its programs, facilities, employment practices, and activities to accommodate all qualified individuals with a disability. The district will assure that all educational services will be provided and offered to all students including disabled/disadvantaged students. The district assures that all students will receive an equal opportunity to achieve educational benefits including vocational technical education programs.

## **NON-DISCRIMINATION STATEMENT**

The Harrisburg School District does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, disability, national origin or ancestry.

Inquiries concerning the application of Title VI, Title IX, Section 504, Affirmative Action, and the Americans with Disabilities Act compliance activities, may be referred to Ms. Kristin Hamman at 200 Willow Street, Box 187, Harrisburg, SD 57032-0187, phone 605-743-2567 or to the Office for Civil Rights, U.S. Department of Education, 8930 Pkwy, Suite 2037, Kansas City, MO 64114-3302, Phone: 816-268-0550, Fax: 816-823-1404, TDD: 877-521-2172 E-mail: OCR-Kansascity@ed.gov

It is the policy of the Harrisburg School District that no individual be discriminated against based on the grounds of race, color, national origin, creed, religion, sex, disability, or age.

## **PARENT / FAMILY INVOLVEMENT**

We encourage parents and grandparents to volunteer at our school. There are many ways to become involved in and out of school that will benefit the children and help make our school an even better place for our children's growth and learning. Our goal is for every family to participate in some way. Please contact your child(ren)'s teachers or the Parent/Teacher Organization for more opportunities to volunteer.

## **PARENT PORTAL**

The Parent Portal can be accessed through the school website. Here you will find instant access to accurate, current and confidential information about your child(ren)'s school attendance, behavior data and more! Here are some Frequently Asked Questions about the program. If you have any other questions, please contact the school.

### **Who is eligible to have a Parent Portal account?**

Parents of current students are eligible to activate a Parent Portal account, after agreeing to the terms and conditions of use.

### **How do I sign up?**

When you register your child for school, you will receive an email that includes a link to sign up for Parent Portal. If you have misplaced this information, please contact Jean Hudson at 743-2567 x3010 ([Jean.Hudson@k12.sd.us](mailto:Jean.Hudson@k12.sd.us)).

## **PARENTS RIGHT TO KNOW**

The Federal education law "Every Student Succeeds Act" (ESSA) requires that all parents in a school which receives Title 1 funds be notified and given the opportunity to request information about the professional qualifications of classroom teachers and/or paraprofessionals instructing their child.

If you are interested in this information, you may send your written request to the building principal who will provide a response in a timely manner. The information received must include, at a minimum, the following:

Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents may also request information on the level of achievement of their child in each of the State academic assessments and timely notice that their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

## **PBIS (Positive Behavior Interventions and Supports)**

Best practice in school-wide behavior management emphasizes school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Harrisburg Elementary Schools utilize a continuum of positive and proactive behavior supports for all students in areas including classroom and non-classroom settings (such as playground, hallways, buses, and restrooms) to reinforce prosocial and positive behaviors.

### **Expectations**

Harrisburg Elementary Schools have adopted the universal expectations, Tiger “PAWS”itive Expectations, within instructional and non-instructional settings. These expectations provide a framework for school-wide rules in all settings.

- P Practice Safety
- A Accept Responsibility
- W Work Hard
- S Show Respect

### **Response to Behavior**

The Behavior Response Matrix (see Appendix E) defines levels of behaviors as well as possible proactive and consequential responses that may be utilized when students fail to meet school-wide rules and expectations.

## “Paws”itive Notes

Students who meet the expectations and exhibit outstanding character will be rewarded with “Paws”itive Notes.

## PETS

Pets may be brought to school ONLY if permission is obtained from the classroom teacher and building principal. There are many different situations that need to be considered, examples include allergies and intolerance to animals. The principal will evaluate the situation on an individual basis and will deem whether or not the visit is safe and/or enhances an educational experience.

## PUBLIC COMPLAINTS

Constructive criticism of the schools is welcomed by the Harrisburg School District when it is motivated by a sincere desire to improve the quality of the education program and to help the school personnel in performing their tasks more effectively.

The Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful or negative criticism and complaints.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, the complainant will be instructed to refer the matter to the school administration for study and possible solutions. The Board or individual Board member shall inform the administration, as soon as possible, that the complainant may contact them. The individual employee involved shall be advised of the nature of the complaint and will be given every opportunity for explanation, comment and presentation of the facts as he/she sees them.

In case of discipline or other school matters relating to their children, parents will first discuss the matter with the teacher. If, for some reason, they are not satisfied, they may further discuss that matter with the following persons in the following order: The Principal of the building, then the Chief Executive Officer (CEO)/Superintendent or his designee. If the Chief Executive Officer (CEO)/Superintendent is unable to satisfy the parents, he will report the case to the Board for consideration and action. The Board will not consider or act on complaints that have not been explored at the appropriate administration level. The Board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the complaint and the action desired.

If it appears necessary, the administration, the person who made the complaint or the employee involved, may request an executive session of the Board for the purposes of further study and a decision by this body. Generally, all parties involved, including the school administration, shall

be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations and clarifying the issues. Hearsay and rumor shall be discounted, as well as emotional feelings except those directly related to the facts of the situation.

The Board will render its decision which Chief Executive Officer (CEO)/Superintendent will implement. The decision of the Board may be appealed pursuant to 13-46.

Exceptions to this policy will be made when complaints concern Board actions or Board operations only.

## **RECESS**

Students in Grades K-3 will have a short recess during the instructional day in addition to a scheduled recess following lunch. Students in Grades 4 and 5 will have a scheduled recess following lunch. Teachers will teach and practice the playground rules and expectations throughout the school year. Consequences for not following the playground rules will follow the Behavior Response Matrix- see Appendix E. Recess will be outside if the temperature and/or wind chill is zero (0) degrees Fahrenheit and above. Students will be expected to wear a coat or something similar (e.g., sweatshirt) if the temperature is below 60 degrees Fahrenheit. If there is inclement weather, recess will be held indoors. Please send your student(s) prepared for the day's weather.

Recess is a part of the educational process. All students are expected to participate in recess every day. Students will not be allowed to stay inside for health purposes unless the student has a doctor's note.

## **REGISTRATION**

The following items are needed to register your child for school: an original certified copy of their birth certificate, current immunization records, and proof of residency. Please contact the Registrar at 743-2567.

## **SAFETY ISSUES**

### **Walking To School:**

Students walking and riding bikes to school should utilize the sidewalks and designated paths.

Students are encouraged to park bikes in the bike racks provided.

### **Riding the Bus to School:**

Please refer to the Transportation Policy under Appendix C.

## Drop Off:

- Students are to be dropped off following each school's drop-off procedures. Do not stop for extended periods of time in order to keep traffic moving. If you need to get out of your car, please park in the lot.
- Students may enter the building if escorted by a parent or if they arrive after 8:10 a.m.
- Supervision of students on the playground begins at 7:50 a.m., students should not arrive before 7:50 a.m.
- In case of inclement weather, students will be allowed in the building and will wait in a designated area.
- Breakfast students being dropped off, should enter the building and go directly to the breakfast program. Students eating breakfast are allowed to enter at 7:45 a.m.

## Pick up:

- Parents are expected to coordinate a meeting location with their student. It is important that the classroom teacher knows the pick-up plan each day.
- For safety purposes, it is essential to try and maintain a consistent schedule. Having multiple pick up plans and calling at the last minute to change plans makes it very difficult for the classroom teacher.

## **SCHOOL CANCELLATION AND EARLY DISMISSAL**

The Harrisburg School District also uses a program for mass emergency and non-emergency notices. This program allows us to contact parents, students and staff in a matter of minutes via phone or email. This may be used for emergency school closings or standard school announcements, if necessary. It is essential to keep this information current, so you receive notifications.

School cancellations, late starts and early dismissals will also be announced on most local radio or TV stations and a notification may be pushed out on the Harrisburg App.

In the event of an emergency early dismissal, the notification system will be used. Please have an alternative plan for your student to be picked up in a timely manner.

## **SCHOOL / HOME COMMUNICATION**

Open communication between home and school is a top priority.



## Website

### Harrisburg School District Website

The website contains information on all the schools. Calendars, lunch menus, school activities and other data on the elementary schools are available through the elementary links.

### Harrisburg School App –

You can download the official Harrisburg App on your smartphone. Search in your app store for Harrisburg, SD

## SCHOOL INSURANCE

Student accident insurance is available; enrollment forms will be distributed at Open House. Delta Dental insurance is available online at [www.deltadentalsd.com](http://www.deltadentalsd.com). This insurance is optional; parents are responsible for enrolling their child.

## SCHOOL CELEBRATIONS AND TREATS

If a classroom has a party, it will be designated as a fall, winter, and/or Valentine's Day party. Teachers are always looking for parents to help with these festivities. Please contact your child's teacher if you are interested.

The District is encouraging healthy habits. Birthdays will be celebrated with nonfood items, no outside birthday treats.

Our school is peanut and tree nut restricted. **Please refer to the school's website for the full policy.**

## SENDING MONEY TO SCHOOL

It has proven safer and more efficient to send checks instead of cash, but if it is necessary to send cash, please put it in an envelope with your child's name, teacher's name and purpose of the money clearly marked on the outside. If sending a check, please make the check out to the Harrisburg School District, unless directed otherwise by the teacher or principal. An example would be for book orders, in which the checks are typically made payable to the book company.

## SPECIAL SERVICES

At Harrisburg, the following educational support services are available:

- Homebound Instruction for long-term illness
- Psychological Evaluation
- Resource Room for children with special learning needs
- Pre-School for children with special learning needs
- Speech and Language therapy
- Occupational Therapy and Physical Therapy
- Counseling Services
- Health Services
- Gifted and Talented Student Programs
- Adaptive PE
- English Language students (ELL) Program
- Band instruction for 5th
- Reading Specialist
- Math Specialist
- Title I
- Tiger Learning Center (behavior program)

## **STUDENT DRESS CODE**

During the school day, students are expected to dress with standards that enhance the learning environment and not distract from it. Suggestive themes, such as alcohol, drugs, sex, or violence will not be permitted on school attire. Bare midriffs, strapless, low cut necklines or clothing that exposes undergarments will not be permitted. Footwear must be worn in the building at all times. Hats are not to be worn in the building during the school day.

Students have recess year-round, so please dress your child accordingly.

*MARKING OF CLOTHING* - All items of clothing such as coats, boots, sweaters, jackets, caps, gym clothes, etc. should be marked with the child's name on the inside. This is recommended for all grades.

## **TOBACCO, ALCOHOL AND DRUGS**

Using, possessing, selling, dispensing, or being under the influence of tobacco (in any form), alcohol, mood-altering chemicals or any illegal drug is forbidden at all times, in any school building, on any school grounds or at any school-sponsored event. This rule is also in effect while being transported by the school, or while under school supervision at any school function.

## **TOYS AND/OR PERSONAL ITEMS**

If your child brings toys or personal items to school, please note the Harrisburg School District is not responsible for lost, broken or stolen items.

## **TRANSPORTATION SERVICES - SEE Appendix C**

## **VIDEO SURVEILLANCE**

The Board authorizes the use of video surveillance on district property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for video surveillance.

The Superintendent will notify staff and students through staff and student handbooks or by other means that video surveillance may occur on District property.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

## **VISITORS**

Parents are welcome and encouraged to visit the school. Please schedule all classroom visits with your child's teacher prior to visiting. All visitors are required to check in at the office, obtain a visitor badge or sticker and wear it during the visit. Please check out in the office as you leave the building. If parents have a concern about someone visiting their child during the school day, please contact the office.

Students are not allowed to have visitors (e.g., cousins and/or friends) attend class with them. However, they may join them for lunch with an adult chaperone. In an effort to establish good routines we strongly encourage no visitors for lunch until October 1<sup>st</sup>.

## **WEAPONS IN THE SCHOOL**

Schools should be an example of what is required regarding the observance and respect for the 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 student shall be reported to the student's parents. Confiscation of weapons may be reported to the police. The building principal shall pursue appropriate disciplinary, legal action, or both.

A dangerous weapon is defined as any firearm, air gun, knife, 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, authorized military personnel and authorized supervised school training sessions for the use of firearms.

Any student bringing a dangerous weapon to school 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-to-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504.

## **Appendix A: Child Nutrition**

Harrisburg School District's Child Nutrition Department is dedicated to providing wholesome and nutritious lunch and breakfast meals to all students. All of our menus meet or exceed the meal pattern requirements introduced in January 2012. The meal pattern is designed to meet the requirements of the *Healthy, Hunger-Free Kids Act of 2010*. Currently our lunch and breakfast meals offer students milk, fruits and vegetables, proteins and grains, and they must meet strict limits on saturated fat, sodium and portion sizes. Harrisburg School Districts' lunch, breakfast and Ala carte items currently meet additional standards requiring:

- Age-appropriate calorie limits
- Larger servings of vegetables and fruits (students *must* take at least one serving of produce)
- A wider variety of vegetables, including dark green and red/orange vegetables and legumes

- Fat-free or 1% milk
- Most grain items will be 51% or more whole grain
- Less sodium

## Student Accounts

The Child Nutrition Department utilizes a computerized point of sale system to track student meals and account balances. Each student is issued an individual account and they are issued an Identification Badge which is linked to their individual account. They will utilize this ID for breakfast and/or lunch purchases. If they lose, misplace, or damage their card they will need to purchase a new one for \$5.00.

## Depositing Money into Student Accounts

Money can be deposited into a student's individual account either by sending cash or check with the student to school or you can use our online payment system ([www.myschoolbucks.com](http://www.myschoolbucks.com)). When a check is sent, please indicate the student's name(s) and dollar amount to be deposited, in the memo section on the check.

## Meal Prices

Student meal prices for the upcoming school year can be found on the Harrisburg School District [website](#) after July 15<sup>th</sup>.

## Ala Carte Items

Only 4<sup>th</sup> and 5<sup>th</sup> grade students are allowed to purchase extra entrees or extra milks with their meal. Students in all grades can purchase a milk if they bring a lunch from home.

## Ala Carte Restrictions

Parents can request that we set up ala carte purchasing dollar limits on each individual student account. We can set dollar limits by the day, week or month. Once a student has reached the dollar limit that has been set, our point of sales system will not allow additional purchases until the time limit has passed. Ala carte is defined as any purchases outside of the normal lunch or breakfast. This includes extra entrees and extra milks.

## District Meal Charge Policy

All students will be required to have enough money in their account to pay for the items in which they choose. Please see [EFBA Meal Charge Policy](#) listed on the [District Website](#) for a detailed explanation.

## Low Balance Notifications

To receive low balance notifications for your student's account, you must set them up on the My School Bucks website ([www.myschoolbucks.com](http://www.myschoolbucks.com)). There are tutorials on how to do this on the My School Bucks website or on the [District Website](#).

## Free or Reduced Meal Forms

Children from families whose income falls within certain guidelines may be eligible for either free meals or reduced meals. Children of families, who qualify for the Supplemental Nutrition Assistance Program or SNAP, automatically qualify to receive free meals. To apply for free or reduced priced meals, please complete an application available online at the [Parent Portal](#). This form cannot be completed using a smartphone or tablet. If you do not have a computer, you can use the ones located in the public library or the computers available at the District Office.

## Meal Change or Special Diet Forms

All students that require a special diet or modifications need to have the *Meal Change* form filled out and on file with the Child Nutrition Department. This can be obtained from the school office or online at the [District Website](#). Once the form has been filled out it only needs to be updated unless the special diet or modification has changed. A new form no longer must be filled out every year.

## Peanut & Tree Nut Restrictions

Harrisburg School District's Middle and Elementary Schools have been declared a [Peanut & Tree Nut Restricted Zone!](#) Please see the [District Website](#) for the Peanut & Tree Nut Policy. Students that have peanut or tree nut allergies can have life threatening reactions. Do not send snacks or foods that contain peanuts or tree nuts. This includes all items sent in student's sack lunches. A list of peanut free foods & snacks can be found in the school office or on the [District Website](#).

## Classroom or Large Group Parties

The Harrisburg Child Nutrition Department requires two weeks' notice prior to any classroom or large group parties in which the students will not be eating lunch on that day. This will allow them to make any necessary changes to their food orders and plan accordingly.

## Parent & Adult Meals

Parents, guardians or grandparents are welcome and encouraged to eat lunch with their students. Please see the Harrisburg website for the price of an adult meal. Payment is required at the end of the meal line. Harrisburg School District encourages and teaches our students to make healthy choices for their meal so please refrain from bringing pop into the meal area during that time.

If you have questions or comments regarding Harrisburg's Child Nutrition Department please contact Chris Beach, Director of Child Nutrition, at 605-743-9031 or via email at [chris.beach@k12.sd.us](mailto:chris.beach@k12.sd.us).

## **Appendix B: General Health Information**

### [Health Information](#)

If your child has special health care needs, a chronic health care condition, or requires medication(s) and/or treatment(s) during the school day, please contact the school nurse.

### **Health Documents**

**Medication and Treatment Administration:** In the event that your child needs medication while in school, both prescription or over-the-counter, the Harrisburg School District requires a completed *Medication and Treatment Authorization Form* prior to administration. Parent/Guardian must complete and sign this form in its entirety prior to the administration of any medications. Any prescription medication or chemical/homeopathic substances and compounds will also require provider consent and signature prior to administration. Forms can be picked up in the health office at each school building as well as below.

Complete for medications and/or treatments that must be administered during school hours and cannot be given at home. The school district does not provide over-the-counter medications. Medications must be delivered directly to a qualified staff member, in the original properly labeled container, and by an appropriate individual. Early Childhood-5<sup>th</sup>Grade: The parent/guardian must deliver the medication to the school and to a qualified staff member. 6<sup>th</sup>-12<sup>th</sup>Grade: Students shall be allowed to transport medication and chemical/homeopathic substances and compounds. Appropriate individual must pick up unused medication and supplies one week after the last dose is given during the school year and/or before the last nurse workday. If medication is not picked up, it will be disposed of properly.

Medication renewal is required at the beginning of each school year. For more information on our Medication Administration Policy and/or documentation, please see online.

General Health Information: Harrisburg School District follows recommendations made by the American Academy of Pediatrics and the South Dakota Department of Health.

We recommend keeping your child home if he/she presents with:

- Illness that prevents the child from participating comfortably in program activities.
- Illness that results in a greater need for care than the staff can provide without compromising the health and safety of other children.
- Fever of 100.0 or greater, lethargy, irritability, persistent crying, difficult breathing and/or other manifestations of possible severe illness.
- Persistent abdominal pain (continuous for more than two hours) or intermittent abdominal pain associated with fever, dehydration, or other systemic signs or symptoms.
- Vomiting & Diarrhea if it occurs two or more times in 24 hours or accompanied by a fever. Exceptions for vomiting that is caused by a non-communicable condition and the child is not in danger of dehydration.
- Rashes that are undiagnosed need to be seen by a health care provider. Open sores and a suspected contagious illness should be cleared by a health care provider.

## Immunizations

South Dakota Codified Law 13-28-7.1 requires students entering school or early childhood programs to present certification that they have been adequately immunized, according to the recommendations of the Department of Health. The law applies to all children entering school for the first time, including transfer students.

### Required Immunizations

### Medical Authorization Form

### Over-the-Counter/Self-Administration

### Temporary Exclusion from a School Setting

## **Appendix C: Transportation Services**

### ELIGIBILITY

- The following groups of students are eligible for transportation:
- The School Board will determine designated bus areas.
- Students K-12 who live in designated bus areas are eligible for transportation.
- Students may be transported if they are subjected to an \*unusual safety hazard\* as determined by the School Board.



## SCHOOL DISTRICT RESPONSIBILITIES

The responsibility for the daily operation, enforcement of these policies, and administration of the student transportation system is delegated from the School Board to the Superintendent of Schools, Supervisor of Transportation and the building principals. The Supervisor of Transportation and the building principals act as liaisons between the school district and the parent/guardian relating to transportation service. The school district is responsible for the safety and discipline of the students from the time a student boards the bus until a student leaves the bus.

## PRINCIPAL RESPONSIBILITIES

The principal or designees responsibilities include:

- Coordinate the unloading and loading procedures.
- Assist with problems.
- Report a change of address for eligible students during the school year.
- Investigate written complaints in conjunction with the parent/guardian.
- Provide special health care information to the Supervisor of Transportation.

## DRIVER RESPONSIBILITIES

The school bus driver shall meet the requirements for school bus drivers as set forth by the Department of Public Safety, Division of Motor Vehicles, and the Department of Education and Cultural Affairs.

### *Route*

- The driver will be expected to maintain a consistency in timing for all routes to which the driver is assigned. This means that students should be picked up at the same time and place every day.
- Bus drivers will allow only authorized riders on the bus.
- Bus drivers will not digress from their regular route except for road construction or other unusual conditions.
- Students will not be allowed to exit the bus other than at their normal drop-off point unless they have permission from the parent and only when authorized by the principal/designee.

### ***In transit***

- The driver shall be responsible for maintaining a disciplined environment while the students are on the bus.
- The driver will report all inappropriate behavior by means of the Student/Bus Conduct Report form.
- The driver will drive defensively and reasonably.

### ***Emergency procedures***

- The driver will seek emergency medical help and/or police assistance.
- The driver will report all injuries to the school principal and Supervisor of Transportation.
- In the event of vehicle breakdown:
  - The driver will report the breakdown immediately by two-way radio.
  - The driver will stay on the bus to supervise students and make them as safe and comfortable as possible until help arrives.
- The driver involved in an accident must report the accident as soon as possible to the Superintendent/Designee via two-way radio. The Superintendent/Designee will then report the accident to law enforcement authorities, building principal, and Supervisor of Transportation.
- The school administration will determine safe sites where students may be taken in the event weather emergencies occur while buses are in route.

### ***Other responsibilities***

- The safety and welfare of the bus riders shall be the first consideration of the bus driver at all times.
- The driver's personal appearance must be neat, clean and presentable.
- The driver must not smoke on or near the bus.
- The driver will activate the light system and stop arm according to statute and District policy.
- The driver's day is not complete until all students have been delivered to a destination.
- The driver will have information in the vehicle on each special needs student assigned to the bus and be familiar with the special needs of each student.

- The driver may assign students to seats on the bus to maintain discipline.
- The driver is prohibited from striking a student; however, the driver may restrain a student to protect the student from harming self or others.
- Training of driver
- The driver will have a thorough knowledge of all traffic laws and regulations.
- The driver will receive a written copy of the route description.
- The driver will receive training to serve on substitute routes.
- The driver will receive instruction on the District's transportation policies.

## PARENT RESPONSIBILITIES

- Parents must recognize that transportation is a service provided by the School District to assist in achieving quality education for their children. To provide a safe ride for all, it is imperative that parents/guardians and school officials work cooperatively to solve problems.
- Students will ride on assigned buses.
- A parent/guardian may ride the bus if prior arrangements are made with the building principal and Supervisor of Transportation.
- Student passengers will not get on or off the bus at a place other than their regular stop, unless they have permission from the parent/guardian and only when authorized by the building principal/designee.
- The parent/guardian is encouraged to contact the building principal regarding any problems with school bus transportation.
- The parent/guardian and student are responsible for damages to the vehicle caused by the student.
- In the event of bad weather/emergency closings:
  - The child should know where to go when school is dismissed early.
  - The parent/guardian should listen to the radio or television for information about school closings or early dismissals.
  - School officials will use their best judgment about school closings or early dismissals, but a parent has the right to keep children home or to pick up the children from school if they feel the weather requires this action.
- Preparing the student to ride the bus:
  - The parent shall have the student ready at the scheduled pickup time.
  - Feeding and personal needs should be completed before the school bus arrives.

- Children should be properly dressed for the weather conditions and protection in emergency situations.
- Properly label student's supplies, materials and special needs carried on the bus.
- Instruct the student to know the bus number that appears on the outside of the bus.
- Parent/guardian is responsible for the student until the student boards the bus.
- The parent/guardian is responsible to transport all medications to the school that a student takes during school hours. In those instances where this is not possible, arrangements to transport medication to the school must be made with the school principal and/or nurse.
- The parent should instruct the student on the safety rules of riding the bus and make them aware of their responsibilities for behavior.

## STUDENT RESPONSIBILITIES

Students are required to adhere to the following regulations:

- Students will ride on assigned buses.
- Students shall conform to the same standards of conduct as expected of them in school.
- Students are expected to obey the bus driver.
- Student and parent/guardian shall be responsible for damage to the vehicle caused by the student.
- Students are expected to be on time at the designated bus stop. The bus will come to a full stop but will not wait for late arrivals.
- Students should remain on the sidewalk or out of traffic lanes while waiting for the bus.
- Students should respect the property of the residents while waiting at the bus stop.
- Students must stand a safe distance from the curb and wait until the door is opened and the driver signals to enter the bus.
- Students shall remain seated while the bus is in motion.
- Students shall not extend head or limbs out of the window.
- Students shall not throw anything out of the window.
- Students shall not use profane or indecent language or gestures.
- Students shall sit in designated seats if assigned.
- Students are not permitted to bring animals or pets on the bus.
- Students are not allowed to eat, drink, or use tobacco on the bus.
- Students shall be quiet when the bus approaches a railroad-crossing stop.
- Students shall not use the emergency door except in cases of emergency or safety drills.

- Students must not cross the street/road until after the driver signals and must be
- Students shall not carry weapons, explosives, matches, or fireworks on the bus.

## DISCIPLINE

Bus transportation for students is not a right, but a privilege, conditioned upon courteous behavior and obedience to the established rules. Bus safety requires the cooperation of all involved. In cases where misconduct does occur, the following procedure will be followed:

- For minor infractions of rules, the driver will give a verbal warning to the students involved.
- For major infractions of the rules or for repeated minor infractions, the following procedure will be followed:

The following infractions may result in the revoking of a student's bus riding privileges:

- The driver will prepare a Bus Conduct Report form. The completed form will be submitted to the school principal.
- First Infraction: The principal will call the student into the office to discuss the violation and review the rules and regulations. A copy of the Bus Conduct Report will be sent to the parent/guardian. The parent/guardian will be contacted by the principal and the parent/guardian will be asked to help improve the child's conduct on the bus. In school suspension may be warranted.
- Second Infraction: The student will again be reported to the principal. The parent/guardian will be called to inform them of the consequences and the Bus Conduct Report will be sent to them. The student's riding privileges can be suspended for 20 school days.
- Third Infraction: The student will again be reported to the principal and will be notified that he/she can be suspended from riding the bus for the remainder of the school year. The parent/guardian will be called and informed of the consequences and the Bus Conduct Report will be sent to them.
- Major infractions may result in immediate suspension from riding the bus. Students and parent/guardian will be afforded due process in cases relating to the suspension of bus riding privileges.
- Insubordination: Defined to mean a direct refusal to follow the instructions of the bus driver or others in charge.
- Smoking, Drugs and Alcohol: Defined to mean any act leading to or participating in these activities.
- Fighting: Defined to mean any act leading to aggression or harm, or physical assault upon a person or persons, regardless of whether or not promoted by the action of others.

- Profane Language and Gestures: Defined to mean abusive or derogatory remarks/gestures intended to be uncomplimentary or unacceptable.
- Destruction or Vandalizing of the Bus: Defined to mean any act relating to the marring, cutting, tearing or general destruction of bus facilities.
- Repeated Offenders: Defined to mean students who have been referred for minor infractions of bus safety or misconduct not less than one nor more than three times inclusively.

## EQUIPMENT

### Vehicle

- All school buses shall be well maintained and must meet requirements as set forth by the State.

## BUS ROUTES

### *Pick-up/Drop-off Points:*

Pick-up points for students eligible for transportation will be approved by the school district, taking into consideration the proximity of the school bus stop to the student's residence and the effect on the immediate neighborhood of the bus stop. A student's pick-up/drop-off point may not be changed unless approved by the Supervisor of Transportation or Superintendent/Designee. Students will not be picked up or discharged at intermediate points.

- Students are limited to one address, one pick-up and one drop-off.
- Students will be picked up and dropped off at school at a point not requiring the crossing of any street.
- Students who are not eligible for transportation are not allowed to ride the bus for any reason without written permission from parents and the bus driver.
- All requests to change transportation arrangements must be approved by the building principals and authorized by the Supervisor of Transportation or designee.

### *Travel Time*

Students shall ride on a bus a reasonable amount of time under normal weather and road conditions.

### *Arrival/Departure Times*

- Schedules should be established to pick up students at a set time.
- Students shall be scheduled to arrive at school no earlier than ten minutes before the start of classes unless the school has a breakfast program, in which case students will be delivered 15 minutes prior to the start of school.

- The buses will depart from the schools ten minutes after the students are dismissed.

### ***Bus Route Schedules***

- All routes used in transporting students will be drawn up by the Supervisor of Transportation and approved by the Superintendent/Designee.
- All routes will be prepared prior to the start of the school year. A copy of the established routes will be available throughout the school year as follows:
  - In school buses.
  - In each school served by bus transportation.
  - In all administration offices.
- Route Guidelines
  - Routes will be developed in the most efficient way possible.
  - Routes will be established with respect to the length of riding time in an effort to treat students equitably.
  - Routes will be developed with regard to geographic location of the students and the assigned attendance centers.
  - Routes will be developed with distance and time necessary to cover a specific area as primary factors.
  - Routes will be developed with consideration of school/programs locations and grade level of students.
  - Routes will be developed with consideration for the number of students and the bus capacity.
  - Routes will be developed with safety as a primary concern.
  - Routes will be developed according to school starting and dismissal times.

### **DUE PROCESS**

Any parent or guardian who believes that the transportation services provided are not in compliance with these rules may utilize due process procedures.

Parents are responsible to:

- Submit written complaint to the building principal.
- Forward the written complaint to the Superintendent, if unresolved at the building principal level.
- Forward the written complaint to the School Board, if unresolved at the Superintendent's level.

## Appendix D: Peanut/Tree Nut Policy

- The school will make a reasonable effort to make sure that peanut/tree nut products will not be used by the school in the elementary and middle school lunchrooms, which includes products labeled “it may contain...” and will inform parents and students that food made with peanuts/tree nuts or products labeled “it may contain...” will not be permitted in student lunches brought in from outside the school lunch program. Products made with peanut/tree nuts as an ingredient will not be permitted in elementary and middle school concessions. This information will be made known to outside groups (PTO’s, etc.) using either the concession stands or other facilities.
- The High School will continue to not use peanut/tree nut products or ingredients in their lunchroom, school store, or concessions, but may have products that say “it may contain...” This information will be made known to outside groups using the concession stands and our facilities. The high school is not either peanut/tree nut “free” or “restricted” by label or practice.
- The school will inform parents and students that food brought to the elementary or middle schools during normal school hours for consumption outside of lunch time (i.e. snacks, birthday treats, in-class parties, etc.), cannot state within the ingredients list, any peanut or tree nuts or products made from peanut or tree nuts.
  - Grades PreK-2: Outside food including shared snacks or special occasion treats cannot include products containing any manufacturer warning regarding the possible presence of peanuts or tree nuts such as “it may contain”, “is manufactured in”, or “may contain traces of ...”
  - Grades 3-8: Students and adults may bring into the school products with a peanut or tree nut manufacturer warning regarding the possible presence of peanuts or tree nuts such as “it may contain” or “is manufactured in”, or “may contain traces of...” or are produced in a business, bakery or home that has peanut or tree nuts present.
- We will not be referring to our elementary and middle schools as Peanut/Tree Nut Free but will refer to it as Peanut/Tree Nut Restricted.
- Staff in elementary and middle schools may bring into any school products that contain peanut/tree nuts but must keep them stored and consumed in staff lounges/workrooms. In addition, foods brought in for inservice times will also not have any restrictions. Consumption is only for adult staff members.
- Education to staff and students will be given yearly about properly washing of hands after eating any products that may contain peanut/tree nuts or products that has a label of “it may contain.....” Information will be given to all students and staff about food allergies and cautionary procedures related to food allergies.
- All classrooms that have students who have peanut or tree nut allergies will have additional education about precautions which can be done to make their areas safer.



- All students will be encouraged to refrain from sharing of food with other students.

## Appendix E: Behavior/Response Matrix

Level	Behavior	Response
<p><b>#1: Managed by the Teacher</b> (Behaviors that are minor rule violations that result in an immediate verbal correction with a logical consequence.)</p>	<ul style="list-style-type: none"> <li>• Running in the building</li> <li>• Disruptive transitions</li> <li>• Unsafe/Rough play</li> <li>• Misuse of property</li> <li>• Play fighting</li> <li>• Spitting</li> <li>• Teasing/name-calling</li> <li>• Non-directed profanity</li> <li>• Failure to follow rules</li> <li>• Classroom disruptions</li> <li>• Uncooperative behavior</li> <li>• Cell phone/Electronic Device violation</li> </ul>	<ul style="list-style-type: none"> <li>• Redirect</li> <li>• State the rule</li> <li>• Model the behavior</li> <li>• Student practice the correct behavior</li> <li>• Acknowledge correct behavior</li> <li>• Prompts-finger tap or look</li> <li>• Reward good behavior</li> <li>• Loss of classroom privileges</li> <li>• Take a Break/Time Out</li> <li>• Apology</li> <li>• Change seats</li> <li>• Wall Placement at recess</li> </ul>
<p><b>#2: Managed by the Teacher and/or Principal</b> Results in writing a Minor Incident Report</p>	<p>Repeated Level 1 Behavior</p> <ul style="list-style-type: none"> <li>• Cheating/lying</li> <li>• Stealing</li> <li>• Harassment</li> <li>• Minor vandalism</li> <li>• Mild verbal abuse/ directed profanity</li> <li>• Intimidation/Verbal threats</li> <li>• Mild physical aggression</li> <li>• Noncompliance after warning</li> <li>• Inappropriate displays of affection</li> </ul>	<p>Level 1 Responses</p> <ul style="list-style-type: none"> <li>• Verbal correction</li> <li>• Time out</li> <li>• Loss of privileges</li> <li>• Apology</li> <li>• Student conference with staff</li> <li>• Time in office</li> <li>• Buddy Classroom</li> <li>• Wall placement at recess</li> <li>• Parent contact</li> <li>• Time in office</li> <li>• Minor Discipline Report</li> </ul>
<p><b>#3: Managed by Office</b> <b>Complete Office Referral Form</b></p> <p>(Behaviors that are serious, threaten the safety of others or themselves, or behavior that has been repeated even though response interventions were used.)</p>	<p>Repeated Level 2 Behavior</p> <ul style="list-style-type: none"> <li>• Abusive language</li> <li>• Strong and repetitive defiance/insubordination</li> <li>• Threatening/Bullying</li> <li>• Physical Aggression/fighting</li> <li>• Inappropriate use of technology that breaks district policy</li> <li>• Property damage/vandalism</li> <li>• Possession or under the influence of illegal substance</li> <li>• Weapon violation</li> <li>• Sexual Harassment/offense/misconduct</li> </ul>	<p>Office Referral</p> <ul style="list-style-type: none"> <li>• Loss of classroom/school privileges</li> <li>• Behavior plan/contract</li> <li>• Restitution</li> <li>• Conference with student and parent</li> <li>• Individualized behavior plan</li> <li>• Time in office</li> <li>• Resource officer</li> <li>• School Counselor</li> <li>• In school suspension</li> <li>• Out of school suspension</li> </ul>