

# SIOUX VALLEY SCHOOLS 5-5

## ELEMENTARY STUDENT-PARENT HANDBOOK 2020-2021



BRUCE - SINAI - VOLGA  
SOUTH DAKOTA

627-5657 [www.svs.k12.sd.us](http://www.svs.k12.sd.us)

## TABLE OF CONTENTS

ACADEMIC PROGRAM.....	2
ACCIDENTS AND INJURIES.....	2
ACTIVITY TICKETS.....	2
ANIMALS IN SCHOOL .....	2
ATTENDANCE.....	2
CAUTION TO STUDENT – PROTECTION OF VALUABLE ITEMS .....	3
CELL PHONES.....	3
CHILD CUSTODY.....	3
COMMUNICABLE DISEASES OR CONDITIONS .....	3
DANGEROUS WEAPONS IN THE SCHOOLS.....	4
DISCIPLINE .....	4
ELECTRONIC DEVICES, TOYS, AND GAMES .....	5
EMERGENCY SCHOOL CLOSINGS.....	5
ENTRANCE REQUIREMENTS.....	5
FAMILY EDUCATION RIGHTS AND PRIVACY ACT .....	5
FIELD STUDY TRIPS .....	5
GENERAL SCHOOL CONDUCT .....	5
GRIEVANCE PROCEDURE .....	5
HARASSMENT/BULLYING.....	5
HOMEWORK.....	6
HOMEWORK FOLDER.....	6
INTERNET ACCEPTABLE USE AND ACCESS POLICY.....	20
LEAVING SCHOOL EARLY.....	6
LIBRARY.....	7
LICE POLICY.....	7
LOCKER INFORMATION.....	8
MEDICATION.....	8
NONDISCRIMINATION/ACCESSIBILITY .....	8
PARENT/GRANDPARENT VISITATION.....	9
PARTIES.....	9
PLAYGROUND PROCEDURES & RULES.....	9
REPORTS TO PARENTS.....	10
RETENTION .....	10
SCHOOL BREAKFAST AND LUNCH SERVICE .....	10
SCHOOL CALENDAR.....	11
SCHOOL HOURS .....	13
SCHOOL SUPPLIES.....	12
SCOOTERS, BICYCLES AND ROLLERBLADES .....	13
SPECIAL SERVICES.....	13
STATEMENT OF EXPECTED BEHAVIOR.....	14
STAYING AFTER SCHOOL.....	15
STUDENT DISCIPLINE PLAN.....	16
STUDENT DRESS.....	17
TITLE 1 TARGETED ASSISTANCE PROGRAM.....	18
TRANSPORTATION.....	19
VOLUNTEERS.....	19
TITLE 1 PARENT STUDENT SCHOOL COMPACT.....	20

## 2020-2021 ELEMENTARY STAFF

### ELEMENTARY TEACHERS

### GRADE

Sarah Jensen.....	Jr. Kindergarten
Taylor Martens.....	Jr. Kindergarten
Madison Carlson .....	Kindergarten
Dawn Lucas .....	Kindergarten
Amy Verhelst.....	Kindergarten
Emily Hesby .....	First Grade
Kathy Intermill .....	First Grade
Jaclyn Rothschadl.....	First Grade
Jennifer Cotton.....	Second Grade
Nancy Heylens .....	Second Grade
Stacey Dufek.....	Third Grade
Vicky Schneider .....	Third Grade
Amy Christopherson.....	Fourth Grade
DeShawn Scott .....	Fourth Grade
Kim Ristesund .....	Fifth Grade
Faye Schmidt.....	Fifth Grade
Courtney Nash-Keller.....	Special Ed (3-5)
Kari Knutson.....	Special Ed (K-2)
Alanna Bezdichek .....	Title 1
Stephanie Caron.....	Art
Stephanie Caron.....	Computer
Donna Kahler.....	Librarian Assistant
Lindsey Friedrichsen.....	Vocal Music
Sheri Holt .....	Vocal Music
Tim Holter.....	Tech Coordinator
Stephanie Oeltjenbruns.....	5 <sup>th</sup> Grade Band
Olivia Taschner .....	Counselor
Bill Vincent.....	Physical Education
Rita Wiese.....	Speech Services

### SUPPORT STAFF

Deb Moberg .....	Secretary
Isabela Haroldson.....	Special Ed Assistant
Brooke Kilber.....	Special Ed Assistant
Misty Larson.....	Special Ed Assistant
Keri Longhenry.....	Special Ed Assistant
Tara Squires.....	Special Ed Assistant
David Nettleton.....	Custodian

### ADMINISTRATORS

Laura Schuster.....	Superintendent
Belinda Miller.....	Middle School/High School Principal
Heather Hiltunen.....	Elementary Principal/SPED Director
Lori Nelson .....	Business Manager
Moe Ruesink.....	Dean of Students JK - 12

### OFFICE PHONE NUMBERS

Administrative Office .....	627-5657 Ext. 1
Middle School/High School Office.....	627-5657 Ext. 3
Elementary Office.....	627-5657 Ext. 2
Before and After School Program ( <u>Nikki Moir, Director</u> ).....	627-5657 Ext. 215
<b>Bus Garage .....</b>	<b>627-5523</b>



Dear Parents/Guardians,

On behalf of the staff at Sioux Valley Elementary (SVE), I would like to welcome you to our school environment. I encourage you to take an active role in your child's education.

Due to COVID-19, please expect some of your participation and involvement within your child's educational life to look and feel a bit different during our 2020-2021 school year. Please be patient, seek input, and plan for many adjustments to be made. Safety, learning, and well-being is of our utmost importance. We are in this together. SV is here to support our families and communities as well. Everyone is learning how to cope in this new way of moving forward. The staff at SVE is fully equipped with the desire to keep going and never give up. SVE staff are highly qualified and have hearts of gold. No matter what the circumstance may be, we are "Cossack Strong."

Our mission statement for Sioux Valley Elementary is every "Cossack will feel safe and supported in a positive learning community. A culture of collaboration will be felt by all stakeholders: students, staff, parents/guardians, and community members. There will be an expectation of a shared responsibility to ensure the growth of all and to celebrate learning." This mission is going to mean so much more now during this time of unknown. We need each other to support each other more than ever.

We have also created an on-line "One-Stop Shop," for all of your learning needs. Please go to our school district website for access to our grade-specific content and other resources that relate directly to Sioux Valley Elementary: [svs.k12.sd.us](http://svs.k12.sd.us)

We got this.

Together in education,

*Heather K. Hiltunen*

JK-5 Sioux Valley Elementary Principal

JK-12 Sioux Valley Special Education Director

BASE Supervisor

Title I Director

# #CossackPride



## **ACADEMIC PROGRAM**

Students receive instruction in the following areas: language, reading, writing, speaking, listening, spelling, social studies, science, math, physical education, music, computer, and art.

## **ACCIDENTS AND INJURIES**

The school will make every effort to notify parents in cases of illness or serious injury at school. If you cannot be contacted in an emergency, your child will be taken to the hospital. Hospital personnel will contact the physician listed on the health form. Children should immediately report any injuries to their teacher or to the office.

## **ACTIVITY TICKETS**

Elementary student activity tickets may be purchased in the business office. Holders of tickets may attend all home athletic events by presenting the ticket to the ticket taker. Elementary student activity tickets cost \$10.00.

## **ANIMALS IN SCHOOL:**

Parents must check with the student's teacher before bringing any animal/s to school. There are diseases that can be passed from animals to humans. To ensure safety, parents must check with the student's teacher or school administration before bringing any animal to the school. Please let the student's teacher know if your child is allergic to certain animals. Animals are not allowed in any school vehicles and may not ride on the bus. Any animals brought to school must have the required shots/vaccinations. Parents must bring the pet to school and take it home the same day. School personnel have the right to ask students to leave animals at home. Please do not bring animals into the school while you wait for your children.

## **ATTENDANCE**

Class attendance is necessary for students to gain optimum benefits from their school experience. When your child is ill, has a doctor's appointment, is going to be with you on family business, or will be absent for other reasons, please contact the school before **8:50 a.m.** If we do not hear from you, we will make every attempt to call you at home or work to make sure your child is safe. A written excuse sent with a sibling is necessary unless parents have called the school beforehand.

The principal reviews frequent absenteeism/tardiness. The principal will contact you to determine a course of action to remediate the problem. A letter will be sent to the parents/guardian after 5 absences or tardies. Prolonged absences of 10 or more with no medical documentation will result in calling the school truancy officer. Students who are consistently tardy, will make up those minutes during a recess. Research has confirmed that absenteeism patterns that occur in elementary school continue in Middle School and High School.

Please note that if your primary students have a change in dismissal routine, a note or a call to the office or teacher is needed before 2:30PM if possible.

### **If students are not in school, they cannot participate or attend extra-curricular activities that evening.**

Students are encouraged to attend the various school activities. However, the expectation is that students who have been absent during the day due to illness will not attend after school activities. Supervision of students at activities in the school facilities is the responsibility of the parents. While attending athletic activities, students in grades 4, and 5 may sit on the bleachers in the south designated student section. Students in Preschool, Kindergarten through grade 3 are expected to sit with an adult/guardian in the adult sections of the bleachers. For safety reasons, students are asked to only leave the gym during quarter and half time breaks unless accompanied by a parent/guardian. Students should not be running around on the bleachers or in the building. If this behavior persists, these students may be banned from further attendance or asked to go home for the evening.

School personnel supervising activities are not responsible to see that students remain in the facility and stay away from danger. Therefore, students are not permitted to leave the school building unless they have received permission from the ticket sellers or administration.

## **ATTENDANCE (continued)**

We would like to remind parents that the school playground is only supervised during recess when school is in session and when BASE is using it. BASE is in session until 5:45 PM. It is the responsibility of the parents to supervise their children before 8 am and after 3:45 pm while on school grounds and/or while attending any school activity that occurs outside on school grounds. For safety reasons, please be sure that children stay behind the fenced off areas around the football fields. Students who ride bicycles or scooters to games are expected to park them and not ride them during games. The school is not responsible for any supervision outside of the Sioux Valley spectator section of the bleachers. We ask for parental support on these policies to ensure the safety and welfare of our students. This is especially important when there are track meets, softball games, baseball games, or other recreational activities that are taking place in the general vicinity. The playground often attracts children and young people and this lends itself to problems when there is no adult supervision. Please do your part in keeping your children and ours safe.

## **CAUTION TO STUDENT – PROTECTION OF VALUABLE ITEMS**

Students are encouraged to leave money, jewelry, or anything of value at home. Leaving valuables in a jacket pocket, book bag, or desk is not advisable. If you do so, it is at your own risk, and the school will not be responsible if such items disappear. Articles left in school at the end of each 9 weeks and not reclaimed will be donated to the Salvation Army or Goodwill. We do not store Lost & Found articles in the elementary area for health reasons.

## **CELL PHONES & GIZMOS**

Cell phones & Gizmos must be kept in a student's backpack or locker during the school day. Texting and use of phones will not be allowed during school hours without permission. Texting from students who may be absent to students who are in school is not allowed as it interrupts the academic setting. Should a cell phone cause any disruptions of the academic setting, the classroom teacher is authorized to confiscate the cell phone and turn it in to the principal, who will record the violation. The student will be required to call her/his parent, who may choose to have the principal return the cell phone to the child at the end of the day or to have the principal hold the cell phone until the parent can pick it up. Any repeated violations will result in a notification slip with designated consequences.

The school accepts no responsibility for the loss, theft, or damage of cell phones.

## **CHILD CUSTODY**

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If you have a court order that limits the right of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal access to both natural parents. Please inform our office if you need two report cards.

## **COMMUNICABLE DISEASES OR CONDITIONS**

Children occasionally contract communicable diseases or conditions that require that they be excluded from school. In the event a child contracts a communicable disease or condition, readmission may require a certificate from a physician or consultation with the school health official. If your child contracts a contagious disease, inform the school personnel so they can take preventive measures at school. Examples of communicable disease or condition are the following: chicken pox, impetigo, head lice (see policy), scabies, infections, ringworm and pinkeye.

## **DANGEROUS WEAPONS IN THE SCHOOLS**

### **Possession or Use of a weapon**

**PROHIBITION:** No person shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any weapon on any school premises, (or in any vehicle on any school premises), in any school vehicle used by the school or for school purposes, in any school building or other building or premises used for school functions, whether or not any person is endangered by such action.

For the purpose of this policy, the term "weapon" shall include:

- A. Any controlled weapon including a firearm, silencer, machine gun, or short shotgun as those terms are defined in SDCL 22-1-2 (17), (23), and (46);
- B. Any "dangerous weapon" material or substance, whether animate or inanimate which is calculated or designed to inflict death or serious deadly harm, or by the manner in which it is used is likely to inflict death or serious bodily harm;
- C. Any "destructive device" including any bomb, grenade, explosive missile or similar device.
- D. Any "explosive" including any substance, or combination of substances, that is used for the purpose of detonation.
- E. Any "firearm" including any weapon from which a projectile or projectiles may be discharged by gunpowder.
- F. Any "stun gun" including any battery-powered, pulsed electrical device of high voltage and low or no amperage that can disrupt the central nervous system and cause temporary loss of voluntary muscle control of a person;
- G. Any "knife", "club", "numchuk", "sling-shot device", or similar item that is designed to, intended to or used in such a manner as to incapacitate or cause any bodily injury or any threat of bodily injury by the designer or user of the item.

Exceptions to this policy would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, authorized supervised school training sessions for the use of firearms, and weapons used as learning tools in an approved curriculum.

**PENALTY:** Violation of this policy will result in expulsion for a period of not less than 12 months according to the suspension and expulsion policies of the school district. The superintendent or chief administering officers of the school district may increase or decrease the length of a weapons-related expulsion on a case-by-case basis. Unless there are unusual mitigating factors, the penalty for the offense will be expulsion for a period of not less than 12 months.

Adopted 07/08/96

Revised 07/06/00

**Please note pocket knives are considered to be a dangerous weapon.**

**Please note that toy guns are not allowed in school and would not be an appropriate item for "Show and Tell".**

## **DISCIPLINE**

Rules of student conduct and discipline for elementary schools have been established and will be provided to parents or guardians. Each year the school will furnish further specific information on classroom and school wide rules and procedures. The classroom teacher will provide this. We will continue to use notification slips for communication between home and school.



## **ELECTRONIC DEVICES, TOYS, AND GAMES**

Bringing unassigned materials to school that interfere with the learning process create problems for the student and the student's peers. Please do not bring toys or personal devices to school.

The school cannot assure the safety of these items, some of which are very expensive. What may be safe or appropriate for your child to play with may not be safe or appropriate for another child to use. The school will not be responsible for these items if they are broken or stolen. If your child chooses to bring these types of items to school, they are to remain in their book bag during school hours. Please note that toy guns and knives are not appropriate items for the school environment. Pocket knives are considered to be a dangerous item.

## **EMERGENCY SCHOOL CLOSINGS**

Sioux Valley Schools has adopted the calling system School Reach. Your phone numbers will be automatically called with emergency or other pertinent messages. In addition, announcements concerning school closings will be broadcast over radio stations KBRK -1430 AM, KJJQ - 910 AM in Brookings, and KJAM -1390 AM, or 103.1 FM in Madison and on the school website. You may sign up to have an email message sent to you regarding school closings. Our website is [www.svs.k12.sd.us](http://www.svs.k12.sd.us).

## **ENTRANCE REQUIREMENTS**

Any pupil entering Sioux Valley Schools shall, prior to admission, present to the appropriate school authority certification from a licensed physician that he/she has received or is in the process of receiving adequate immunization. Children not immunized as required may be excluded from public school attendance.

Students shall also be required, at the time of enrollment, to provide the school with a certified copy of such student's birth certificate.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

The Sioux Valley School District, through the Northeast Educational Services Cooperative, offers an Early Childhood Program.

This program functions under state regulations to provide services for preschool children, birth through five, who display significant delays in at least two development areas. Motor skills (fine and gross), cognitive, speech and language, social/emotional, and daily living skills are the areas that are considered.

If you have a child who has delays that would qualify him/her for this program, please contact your school administration. The school believes that through early intervention a child may be better able to reach his/her potential.

This notification is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act of 1974.

The Sioux Valley School District under the Family Education Rights and Privacy Act is providing the following annual notice. Parents or eligible students have the right to the following under this act:

- a. Inspect and review the student's education records
- b. Request the amendment of the student's education records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- c. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent the Act and the regulations in this section authorize disclosure without consent.
- d. File with the U.S. Department of Education a complaint concerning alleged failures by the agency or institution to comply with the requirements of the Act and this section, and
- e. Obtain a copy of the district's policy by contacting the superintendent's office.

## **FIELD STUDY TRIPS**

Signed parental permission slips are required for all field trips. Forms will be provided at registration. Parent signatures on this form will cover all field trips taken during the year. Parents will be notified in advance as to the nature and date of each field trip. Small amounts of money may be requested to pay admission costs. If cost of these excursions becomes a hardship for your family, notify the principal for assistance.

Volunteers for field study trips are welcome as teachers need and appreciate additional adults. We ask that you find alternative daycare for your preschool children. These trips are organized for the learning of students.



## **GENERAL SCHOOL CONDUCT**

School conduct is guided by the teaching of social skills, Sanford Harmony, PBIS and Top 20, and Zones of Regulation.

- \* All students shall be encouraged to be outside for recess periods.
- \* Students shall not hurt themselves or anyone else.
- \* Students shall use hands, feet, and objects appropriately.
- \* Students shall obey and respect all school personnel.
- \* Students shall be respectful, responsible, and safe.

## **GRIEVANCE PROCEDURE**

Problems may occasionally occur which need a structured procedure for resolution. The Board of Education has approved a policy for dealing with student/parent grievances. All policies adopted by the Board of Education are available in the office.

## **HARASSMENT/BULLYING**

Harassment in any form will not be tolerated by the school district. It is the policy of the school district that no administrator, staff member, or student shall be subject to derogatory remarks, verbal or physical advances, or sexual harassment by another. Harassment includes such things as teasing, name-calling, bullying, giving put-downs, making fun of others, making others feel isolated or alone. Our staff and students will work very hard to develop strategies to combat and stop bullying. This policy is available in full at the main office. This is a District policy used by the elementary, middle school and high school.

## **HOMEWORK**

Homework for elementary-aged children, when properly planned, is an integral part of the total educational program. The amount of homework a child may be assigned will vary depending upon the grade level. Homework may result from a student not being able to complete an assignment during the allotted class time, studying for a test or quiz, or may be a supplemental project that relates to the area of study. Reviewing homework with your child presents an opportunity for you to discuss the school day and to learn more about the school's curriculum. Please review the Sioux Valley Folder and/or student planner with your student. Parental signatures are part of the homework plan.

## **HOMEWORK FOLDER**

The elementary school communicates with its families via a daily Blue Sioux Valley homework folder in Grades JK-5. Grades 4 & 5 have a student planner where homework and messages are written. This folder is your major method of information for school schedules and activities. Parents need to examine the folder each evening to see what work needs to be completed and to determine if there are any messages. Please make this a routine for your child. Organization is a lifelong skill that will help your child be successful.

## **LEAVING SCHOOL EARLY/MESSAGES AT END OF DAY**

For the protection of your children, no student is permitted to leave the school at any time during the school hours without permission from the office.

Parents desiring early dismissal for students who have medical or dental appointments should send a note of explanation prior to dismissal. Students will be released only to parents, guardians, or other authorized persons registering at the office.

If the student becomes ill during the day, the teacher, principal, or the secretary will contact the parents and a designated adult will pick the student up at the office.

Please make arrangements before 2:30 PM regarding after school plans to allow time to receive these messages. Please keep these calls to a minimum.

# LIBRARY

## Number of Books

- JK<sup>1</sup>-5<sup>th</sup> grade – 2 books
- If a teacher assigns a school project that requires a book, such as a book talk or animal report, students are allowed an additional book. However, books for school projects must be renewed just like other books.

## Length of time for library materials

- Books - 2 week check-out with option to renew for 2 more weeks

## Overdue Books

- Students in grades 1-5 are fined 2 cents per school day for books not returned by date due. This includes books for school projects. Fines continue to grow until books are returned. Fines won't exceed the cost of the book.
- Overdue notices are sent home monthly. Once a book has been checked out for 2 months, it will be considered lost. Students will be asked to replace it. If it is found before the following school year, you will be reimbursed. Notices will also include prices for damaged library materials.

## Library Book check-out

- Each class is scheduled to come to the library once a week. We teach library skills as well as support classroom curriculum. If we are teaching a class, the library door will be closed and students will see a stop sign reminding them to return to class and consult the schedule.
- On days students don't have library class, they are allowed to come once a day using a library pass.
- Students can also come after school (until 3:45 PM) to check out books.

## Accelerated Reader (AR) program

- AR incentives start in first grade. Some incentives include: Keychains, bookmarks, posters, pizza coupons, free books, etc.
- In grades 1-5, one of the two books checked out must be AR. Stars on the book spine indicate the reading level (approximate grade level).

Red star: 0.1-1.9  
Blue Star: 2.0-2.9  
Green Star: 3.0-3.9

Silver Star: 4.0-5.9  
Gold Star: 6.0 & up

## Book Fairs

- Usborne Book Fair is held in the fall during conferences.

## SHIUX VALLEY ELEMENTARY LICE POLICY

1. A student with live lice (pediculosis) will be sent home immediately.
2. A student with lice eggs (nits) within one inch from the scalp will be sent home immediately and all other members of the household who are students in the Sioux Valley School District will be checked and sent home if nits are found.
3. A student returning to school after being sent home with live lice or live eggs will need to have been treated with the recommended shampoo, be nit free and the parent or guardian bring proof of treatment such as the empty Nix bottle. If proof of treatment is not brought to the school, the student will be sent home until there is compliance.
4. Families in need of financial assistance may contact the principal.

## LOCKER INFORMATION (Grades 2 – 5)

All lockers are the property of the school and are on loan to the students. Periodic inspections will be held. All personal items and books should be kept in the lockers. Oversize class projects must be taken to the appropriate classroom for storage. Do not keep money or items of value in the lockers. If any item is missing from a locker, let the office or the teacher know immediately. Combination locks will be provided to students who choose to have a lock on their lockers. A deposit of \$5.00 must be received upon the issuing of a school combination lock. The \$5.00 will be returned after the lock has been returned to the office. Do not give out your combination. Do not display items that have messages of profanity, drugs, alcohol, or racism or that are sexually suggestive. All student lockers will be checked the last day of school before students are dismissed. Fines will be assessed for undue wear, writing, and damage caused by hard to remove items.

## MEDICATION

Any prescribed medicine used by children at school must be kept in the school office. All medication **must** be clearly marked on the most recent prescription container with the child's name, dosage and prescribing physician. A completed medication release form **must be on file in the school office** before medication is released to a child.

Nonprescription medication (aspirin, Tylenol, cough syrup) will not be administered by the teachers. It should be a rare occurrence to request Tylenol at school. Tylenol will not be given on a daily basis to any student. If your child needs that much medication, he/she should stay home or seek medical attention.

## NONDISCRIMINATION/ACCESSIBILITY

The Sioux Valley School District 5-5 does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, disabled, national origin, or ancestry. Inquiries concerning the application of Title VI, Title IX, or Section 504 may be referred to:

Superintendent	or	Regional Director
Sioux Valley Schools		U.S. Department of Education
200 Hansina Ave		Office for Civil Rights
Volga, SD 57071		One Petticoat Lane
Phone: 627-5657		1010 Walnut Street, Suite 320
		Kansas City, MO 64106

Phone: (816) 268-0550

TDD: (800) 437-0833

Fax: (816) 268-0559

E-Mail: [ocr.KansasCity@ed.gov](mailto:ocr.KansasCity@ed.gov) <<mailto:ocr.KansasCity@ed.gov>>

Website: <<http://www.ed.gov/ocr/>>

## PARENT/GRANDPARENT VISITATION

Parents and grandparents are encouraged to visit their children's classrooms during the school year. Parents are requested to not have preschool children accompany them in the room during the visitation. Visitations by parents or grandparents are welcome during the school year as long as previous arrangements are made with the classroom teacher. Tours will be allowed before, during, or after school with the principal or a designated employee or student.

## PARTIES

A limited amount of classroom parties are allowed for special occasions. The teacher and/or principal must authorize all parties. Invitations to private parties are NOT to be distributed at school, unless the student has obtained prior permission from the classroom teacher and the invitations include the entire class.

Please send only packaged food for birthday treats. No homemade food will be allowed except for holiday parties, and this must be organized with the classroom teacher involved. Check with the classroom teacher regarding allergies of classmates.

## PLAYGROUND PROCEDURES & RULES

The playground area for elementary students consists of the area on the north side of the sidewalk – not on the front sidewalk. The tennis court is considered part of the playground, but this does not include the baseball, softball, football, and track fields. All games using balls are to be played on the tennis court or designated areas. Students are asked to stay away from the classroom windows when class is in session.

### **The playground rules are as follows:**

1. Protect yourself and others.
2. Use hands, feet, and objects appropriately.
3. Use appropriate language.
4. Use playground equipment correctly and safely.

### **Examples:**

Standing on or jumping from swings while they are moving is not allowed.

Playing with twigs, sticks or play guns is not allowed.

Throwing snowballs, ice, or rocks is not allowed.

Climbing up the slides, on bicycle racks, or on bicycles is not allowed.

5. Use conflict resolution procedures introduced through the guidance program.

If the rules are not followed, a time out from recess privileges is required. The supervisor will instruct the student to stand by the building, or sit on a designated bench, or walk around the sidewalks for the remainder of the recess period.

If there are any questions concerning rules or procedures, please contact the teacher or the principal.



## REPORTS TO PARENTS

At the end of the quarter, report cards will be sent home with the students or distributed at Parent-Teacher-Student Conferences. Grading Scales are listed below for elementary students:

### JK & KINDERGARTEN GRADING SCALE

**Key for Performance Levels** (The goal is for all students to reach Level 3, Proficient, by the end of the year.)

<b>4</b>	Exemplary	Student demonstrates an advanced understanding of concepts, skills and processes taught in this reporting period. Exceeds the required performance. Upon mastering a skill for two consecutive quarters, a student can receive an exemplary mark.
<b>3</b>	Proficient	Student consistently demonstrates an understanding of concepts, skills and processes taught in this reporting period.
<b>2</b>	Developing	Student is not yet consistent in demonstrating an understanding of concepts, skills, and processes taught in this reporting period.
<b>1</b>	Emerging	Student does not demonstrate an understanding of grade level concepts, skills and processes taught in this reporting period. Student is performing significantly below grade level expectations.
<b>NA</b>	Not assessed	Not assessed this reporting period.

### GRADES 1-2 GRADING SCALE

Explanation of Symbols			
<b>E</b>	Excellent	<b>IN</b>	Incomplete
<b>S</b>	Satisfactory	<b>+</b>	Shows Exceptional Growth
<b>I</b>	Improving	<b>*</b>	Meets Expectations
<b>N</b>	Needs Improvement	<b>-</b>	Areas of Concern
<b>NG</b>	No Grade		

### GRADES 3 –5 GRADING SCALE

Explanation of Symbols			
<b>A</b>	100 - 93	<b>IN</b>	Incomplete
<b>B</b>	92 - 85	<b>+</b>	Shows Exceptional Growth
<b>C</b>	84 - 77	<b>*</b>	Meets Expectations
<b>D</b>	76 - 70	<b>-</b>	Areas of Concern
<b>F</b>	69 & Below	<b>NG</b>	No Grade

Parent-Teacher-Student Conferences will be held twice a year. Mid-terms are sent home in grades 4 and 5 each 9 weeks. If there are concerns at any time, parents are encouraged to call the homeroom teacher or the principal regarding progress. Parents can also access the Parental Portal at the District Website. ([www.svs.k12.sd.us](http://www.svs.k12.sd.us))

## RETENTION

Retaining of students at a given grade level is a procedure practiced when students are functioning at a level significantly below grade level expectations. Criteria used to determine whether a student should be retained are: a) basic skills mastered in reading and math, b) physical, emotional, and mental maturity, and c) work habits and attitude. The teachers, principal and parents will discuss student progress during the year. A special conference will be scheduled if retention is recommended.

## SCHOOL BREAKFAST AND LUNCH SERVICE

Breakfast and hot lunches are served daily at the school. Children have the opportunity to participate in the hot lunch program or bring a sack lunch from home. Lunch money is deposited into an individual student account. Lunch notifications will be sent via letters, email, text and/or automated phone calls. Lunch balances/lunch activity may be checked on-line. However, parents are encouraged to be proactive and pay for meals in advance without a call or notification. If cash is sent with the child, please put it in an envelope with his/her name on the outside. Please note that if your student wants a second entree, he/she will be charged extra. Additional trips to the salad bar are free, and we encourage this rather than "seconds."

The District has a meal policy that may restrict negative lunch balances to no more than \$15 per student for school meals. When account balances become low and/or negative, automated emails and phone calls are made. Once an account is negative, students will not be allowed to charge extra entrees nor a la carte items. If an account is negative at least \$15, a cheese sandwich and milk may be served. Balance information and debit/credit card payments can be made at [svs.k12.sd.us](http://svs.k12.sd.us). Select the parent/student resources tab and choose lunch prepay to set up an account.

# 

2020-2021

## 

Approved: March 9, 2020

### 

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

#### 

10 - JK-12th Grade Registration  
 18 - Teacher In-Service 8:00-4:00  
 19 - Teacher In-Service 8:00-4:00  
 20 - Teacher In-Service 8:00-4:00  
 20 - Back-to-School Night 5:00-8:00 (+50)  
 ~~~All Staff Present~~~  
 25 - CLASSES BEGIN

### 

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

### 

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

#### 

4 - Labor Day Break - NO SCHOOL  
 7 - Labor Day - NO SCHOOL  
 18 - Homecoming FB Game vs. Elk Point-Jefferson

### 

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 |    |    |    |    |    |    |

### 

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

#### 

12 - Native American Day - NO SCHOOL  
 27 - End of 1st Qtr (C-43, N-3.5)

#### 

11 - PT/ Conferences 2:30-6:00, 2:15 dismissal (+.25)  
 12 - Staff In-Service 8:00-11:30 AM  
 12 - P/T Conferences 12:00-8:00 PM (+.50)  
 13 - NO SCHOOL  
 25-26-27 - Thanksgiving Break - NO SCHOOL

#### 

11 - Staff In-Service - NO SCHOOL  
 22 - 2:15 Dismissal (includes staff) (.75)  
 23-31 - Holiday Break - NO SCHOOL

### 

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

### 

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

#### 

1 - Holiday Break - NO SCHOOL  
 4 - Classes Resume  
 13- End of 2nd Qtr/1st Sem (C-42.75, N-1.75)  
 18-Martin Luther King Day - NO SCHOOL  
 18 - Make-Up Snow Day

### 

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

### 

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

#### 

12 - Staff In-Service - NO SCHOOL  
 15 - Presidents Day - NO SCHOOL

#### 

17 - End of 3rd Quarter (C-42, N-1)  
 18 - Make Up Snow Day  
 18-19 - Spring Break - NO SCHOOL  
 25 - P/T Conferences 2:30-8:00 2:15 dismissal (+.50)  
 26 - P/T Conferences 2:30-6:00 2:15 dismissal (+.25)

### 

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

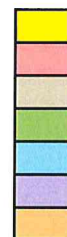
| Month     | C     | N    |
|-----------|-------|------|
| August    | 5     | 3.50 |
| September | 20    | 0    |
| October   | 21    | 0    |
| November  | 16    | 1.75 |
| December  | 15.75 | 0    |
| January   | 19    | 0    |
| February  | 18    | 1    |
| March     | 21    | 0.75 |
| April     | 20    | 0    |
| May       | 16.50 | 0.75 |

#### 

2 - Easter Break - NO SCHOOL  
 5 - Easter Break - NO SCHOOL

#### 

15 - Graduation - 2:00 PM  
 25 - Last Day of School - Noon Dismissal (.50)  
 25 - End of 4th Qtr/2nd Sem (C-44.5, N-1.5)  
 26-27 - Make-Up Snow Days  
 28 - Staff In-Service/Teacher Work Day 8:00-2:15 (.75)  
 31 - Memorial Day



Staff In-Service  
 No School  
 Registration; Conferences  
 Early Dismissal  
 End/Beginning of Quarter  
 Make-Up Snow Days  
 Graduation

The staff in-service/teacher work day on May 28 would be moved to the earliest available date if make-up snow days on May 26-27 are not needed.

Total Student Contact Days - C - 172.25  
 Total Non-Student Contact Days - N - 7.75  
 Total Contract Days - 180

# 2020 - 2021 SIOUX VALLEY ELEMENTARY SCHOOL SUPPLIES

## GRADES JK-5

VOLGA SD

### Junior Kindergarten

Crayons - box of 24  
 2 Large Glue Sticks  
 1 - 1.5" 3- Ring Binder w/slip cover  
 2 pair of Fiskar Scissors  
 Box of Gallon Size Ziplock Baggies (not expandable)  
 2 Boxes of Kleenex (200 ct)  
 Pack of Clorox Wipes  
 2 boxes of Colored Fine line markers - Crayola  
 2 bottles of White Elmer's Glue (not gel)  
 2 sets of Crayola Watercolor Paints  
 4 - Dry Erase Markers  
 1 - Pencil Bag  
 2 Rolls of Paper Towels  
 (Please label each individual crayon, marker, etc.  
 with child's initials in permanent marker)

### Kindergarten

3 boxes Crayola Crayons - box of 24  
 6 Glue Sticks (grab more when on sale)  
 Pencils - regular (NO mechanical)  
 1 Red Plastic Folder with prongs  
 Box of Kleenex (200 ct)  
 2 Containers of Clorox Wipes  
 Eraser (pink or green)  
 School Box - no bigger than 9x6x3 - no zippers  
 Regular & Fine line Crayola Markers  
 2 bottles of White Elmer's Glue (not gel)  
 Crayola Watercolor Paints  
 4 - Dry Erase Markers  
 1 - 1&1/2" 3-ring binder with slip cover front  
 Wide Ruled Spiral Notebook (70 count)  
 1 Box Gallon Bags (Boys bring)  
 1 Box Quart Bags (Girls bring)  
 Fiskars scissors  
 (Please mark all items with permanent marker)

### Grade One

Pencil Bag  
 Eraser (white, pink or green)  
 Old sock - to be used for phonics  
Crayola crayons -1 box of 24  
 2 Spiral Notebooks (70 count) wide ruled  
**#2 pencils or disposable mechanical pencils**  
**School Box** - no bigger than 9x6x3  
 6 Large Glue sticks (replace as needed)  
 White Elmer's Glue (not gel)  
 Fiskar Scissors  
 Colored Crayola Fine Line Markers  
 1 - Large box of kleenex  
 4 Dry Erase Markers  
 5 - Folders with 2 pockets & 3 metal prongs  
     (1-blue, 1-orange, 1-yellow, 1-purple and  
     1-red folder (PLAIN COLORS ONLY))  
 Headphones  
 (Please label each individual crayon, marker, etc.  
 with child's initials or name in permanent marker)

### Grade Two

Erasers - white  
 4 Spiral Notebooks (80 count - **wide ruled**)  
 Pointed scissors  
 Watercolor Paints  
 Ruler, 12" & Metric (not flexible)  
 Colored Pencils  
 2 boxes of 24 Pencils (**No Mechanical**)  
 2 plain folders with 2 pockets  
 Crayola Markers (thin) Classic washable  
 Crayola Crayons Box of 24  
 Small School Box (8x5 approximately)  
 Old sock (for eraser) or white board eraser  
 2 - Boxes of Kleenex (200 ct)  
 2 Large - Glue Sticks (replace as needed)  
 White Elmer's Glue (replace as needed)  
 Highlighter  
 4 - Dry Erase Markers  
 Clorox wipes  
 1 pkg wide ruled notebook paper  
 Box of Ziploc Baggies (any size)  
 (Please mark all items with permanent marker)

### Grade Three

2 Wide-lined spiral notebooks  
 Pencils & Erasers  
 Regular Crayola Markers (Box of 8 or larger)  
 3 - 2 pocket folders (1-red, 1-yellow, 1-blue)  
 Ruler 12" & Metric  
 2 Red Pens  
 Pointed Scissors  
 Colored Fine line markers (Box of 8 or larger)  
 Small School Box (8x5 approximately)  
 Crayons - Box of 24 or larger  
 Box of Kleenex (200 ct)  
 4 - Large Glue Sticks (replace as needed)  
 Clorox Disinfecting Wipes  
 Dry Erase Eraser or clean sock  
 Colored Pencils - Box of 12 or larger  
 4 - Low Odor Dry Erase Markers in dark colors  
 Earbuds  
 Box of Ziploc Baggies (sandwich, qt or gal.)  
 White Elmer's Glue  
 Highlighter  
 (Please mark all items with permanent marker)

*Note: When crayons, glue, glue sticks, etc. are  
 so reasonable in Aug., this would be a good  
 time to purchase several to be replenished in Jan.*



# 2020 - 2021 SIOUX VALLEY ELEMENTARY SCHOOL SUPPLIES

## GRADES JK-5

### Grade Four

Pencils  
 Red Pen  
 2 Soft Erasers  
 Colored Pencils (replenish as year goes)  
 1 Pencil bag AND 1 box  
 Crayola Fine Line Markers  
 4 - White Board Markers & Eraser  
 Highlighter  
 Scissors  
 White Elmer's Glue (replenish as year goes)  
 Glue Stick (replenish as year goes)  
 2 folders (with 2 pockets)  
 5 Spiral wide-lined notebooks  
 1 pkg (4) 3X3 inch Sticky Notes  
 Notecards (pack of 100)  
 Ear Buds  
 1 - Large box of Kleenex  
 Clorox Disinfecting Wipes  
 1 Wide Line Loose Leaf Paper  
 Scotch Tape  
 School Bag  
 No Trapper Keepers or 3 Ring Binders  
 (Please mark all items with permanent marker)

### Grade Five

Trapper Keeper to hold folders, planner, etc. (to help with organization between the 2 rooms)  
 2 - Two-pocket folders; 3 hole punched to put in binder  
 4 - Spiral Notebooks (Math, Science, ELA, Social Studies)  
 Pencils  
 Large pair of Scissors (Sharp Point)  
 Ruler  
 Colored pencils (24 count)  
 Pencil bag, not box, to carry to other rooms / fit in binder?  
 Small pencil sharpener with shavings container  
 1 - Highlighter  
 Glue Sticks  
 2 Large boxes of Kleenex  
 Ear Buds: NEED for daily work and testing  
 4 White Board Markers & Eraser/ or sock :)  
 Disinfecting Wipes  
 School Bag or Back pack  
 (Please mark all items with permanent marker)

## SCHOOL HOURS

The elementary school day is from 8:20 AM to 3:30 PM. Students are **not** to arrive before 8:00 and are to leave promptly when school is dismissed. At the end of the day, students will be encouraged to go directly home. Supervision is only provided from 8:00 am to 3:45 pm otherwise students should be supervised by an adult on school grounds. Arrangements must be made for child care/supervision before and after school as these times are reserved for teacher planning time. We encourage parents to enroll in the BASE (Before and After School Enrichment) program if the schedule does not work for your family. The BASE phone number is 691-4436. Please note that school is dismissed at 1:30 PM each Wednesday for staff development.

## SCOOTERS, BICYCLES AND ROLLERBLADES

Students are asked to use the bike racks provided for them and to bring locks for their bicycles. The school discourages the use of scooters or roller blades because they cannot be used on school property. This ban includes the time before and after school, recesses, and noon hours.

## SPECIAL SERVICES

At Sioux Valley the following educational support services are available: special education, Title 1, counseling and guidance programs, study skills, library, music, physical education, art, speech and language therapy, early childhood services, occupational and physical therapy, and psychological services.



## STATEMENT OF EXPECTED BEHAVIOR

Students are expected to follow rules of common courtesy and respect throughout the school. They are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote a safe, orderly learning environment. School rules and expected behavior are explained and modeled to the children in school. Social skills are taught throughout the year by the classroom teachers and the guidance counselor. These skills are tools for the children to use to be successful in school and life. Our behavior plan is a teaching model where we emphasize teaching skills and using logical consequences with empathy rather than punishment.

The staff believes students learn best by correcting their own mistakes. When a student creates a problem for themselves or others, the staff will intervene to help the student learn from the mistake. By being empathetic and by helping the student take ownership of the problem, the staff can help the student solve their problem and learn from their mistake.

At Sioux Valley we believe every situation is unique. The student and the situation will be handled on an individual basis. Different strategies work for different students.

Sioux Valley management plans are in place in the classrooms. The instructors handle the every day behaviors to keep the classroom a safe orderly environment. Behavior or inappropriate language, which causes the learning atmosphere to deteriorate, be disrupted, or which infringes on the rights of others in school, will not be tolerated.

### Inappropriate Behaviors

(See also Student Discipline Plan on pages 17 &18)

At Sioux Valley inappropriate behaviors are defined as (A.) Minor Offenses or (B.) Major Offenses.

#### A. Minor Offenses

When poor choices are made, a Notification Slip will be written by the teacher who witnesses the behavior. That teacher explains to the student the reason for the notification slip and then gives it to the 'homeroom' teacher. Students will keep track of the notification slips on their own Personal Self-Control Reminder Sheet. These sheets are kept in each student's Sioux Valley folder for grades 4-5. Parents will initial the assignment sheet to show that they've seen their child's Reminder Sheet. Students who can follow the classroom management plan over a period of time will participate in special celebrations.

#### B. Major Offenses

These offenses include any behavior or actions that endanger health, harm self or others, or damage property. Participation in the following activities - or any activity prohibited by law - is not tolerated on school property, at any school-sponsored activities, or areas within the supervisory control of the school. Law enforcement officials may be contacted when a major offense occurs. Disciplinary action may be taken by school authorities regardless of whether or not criminal charges result.

### RULE VIOLATION

(could be, but not limited to)

- \* Arson - intentional setting of fires
- \* Assault - attacking another to do physical harm
- \* Bomb Threats - Telephone, written or oral threat against the school community
- \* Breaking and entering school property (rooms, lockers, desks, bags, stealing)  
Someone gets into someone else's bag is a major.
- \* Gross Disrespect - Directing vulgar or profane language, inappropriate gestures, or talking back to a student or adult. Using vulgar or profane language.
- \* Excessive Pressure, Blackmail, Force - Obtaining money or property by force or threat of force, forcing persons to do something against their will, threatening to accuse another of a crime.

- \* False Fire Alarm
- \* Fighting - solving problem with intent to hurt
- \* Harassment - (see page on harassment) p. 5
- \* Improper Internet Use - (see page on internet use) p. 6
- \* Vandalism- destroying or defacing property of another person or of the school.

A Discipline Notice will be filled out in triplicate at the office. (1. Parents, 2. Teacher, 3. Office) Acceptable corrective measures will include a call to the parents by the student and may include, but are not limited to the following:

1. Student will take ownership of the problem.
2. Student will call parent/guardian at home/work.
3. Student will fulfill a major self-control contract in conjunction with a major consequence.

## **CORRECTIVE MEASURES**

- \* Time After/Before School
- \* Deprivation of privileges or preferred activities
- \* MLE (Modified Learning Environment - curriculum and support provided in a separate school setting)
- \* A contact by law enforcement after parent notification
- \* Out-of-school suspension
- \* Referral to Sioux Valley Counselor
- \* Referral to private counseling
- \* Time-out in the classroom or office
- \* Referral to the Superintendent

**Physical Restraint** - In certain instances, it becomes necessary for trained staff to use physical restraint to provide a safe environment for students. Special care will be taken with disabled children to follow guidelines written into their individual education plan (IEP).

Physical restraint may be used by trained staff members:

- \* To quell a disturbance threatening injury to others.
  - \* To obtain possession of weapons or other dangerous objects upon the person or within the control of a student.
  - \* For self-defense.
  - \* To protect other persons and/or property.
  - \* To direct the movement or actions of a student to avoid undue or deliberate disruption of the classroom or other parts of the school.
  - \* To protect an individual from his or her own actions.
- Such acts shall not be construed to constitute corporal punishment within the meaning and intent of this policy.

## **STAYING AFTER SCHOOL**

Occasionally students are asked to stay after school because of poor behavior during the school day or to complete assignments. Teachers will inform parents of such action prior to keeping the student after school.

# STUDENT DISCIPLINE PLAN

## CLASSES OF OFFENSES WITH TABLE OF LEVELS

*If a student is assigned detention or Modified Learning Environment (MLE) and does not work productively, completing work as assigned, and/or behaves inappropriately at any time during that stay, he/she will start the discipline over. OSS suspensions may be reduced if parent and student voluntarily participate in outside, professional counseling services.*

| <b>Class 1</b> | <b>Class 1<br/>(per quarter)</b>                                                                | <b>1st Offense</b>                                                                                               | <b>2nd Offense</b>                                                                                                | <b>3rd Offense</b>                                                                                                                                      | <b>Habitual Disobedience</b>                                                                                                                        |
|----------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| 1A             | Tardy (to school or class)                                                                      | Student(s) reports to office, 5 unexcused absences/tardies= letter sent home                                     | Student reports to office, 8 unexcused absences/ tardies = a 2 <sup>nd</sup> letter sent home + parent phone call | Student reports to office, 10 unexcused absences/ tardies= phone call home + a call to the school truancy officer                                       | Student reports to office, 10 or more tardies= make up lost time during the school day and/or during recess times.                                  |
| <b>Class 2</b> | <b>Offenses</b>                                                                                 | <b>1st Offense</b>                                                                                               | <b>2nd Offense</b>                                                                                                | <b>3rd Offense</b>                                                                                                                                      | <b>Habitual Disobedience</b>                                                                                                                        |
| 2A             | Disruptions/Dress Code Violations                                                               | Teacher-assigned detention, parent contact by teacher                                                            | Office referral; ISS (½ -1 day), parent contact by office                                                         | MLE (1-3 days), parent conference                                                                                                                       | OSS (1-3 days), parent conference                                                                                                                   |
| 2A             | Skipped Classroom Detention                                                                     | Parent contacted by teacher, make up double the time with the teacher                                            | MLE (½ -1 day), parent contact by office                                                                          | MLE (1-3 days), parent conference                                                                                                                       | OSS (1-3 days), parent conference                                                                                                                   |
| 2B             | Unexcused Absences (skipping class or leaving closed lunch period)                              | Office referral/ detention for double the time                                                                   | MLE (½ – 1 day), parent contact                                                                                   | MLE (1-3 days), parent conference                                                                                                                       | OSS (3-5 days) parent conference                                                                                                                    |
| <b>Class 3</b> | <b>Offenses</b>                                                                                 | <b>1st Offense</b>                                                                                               | <b>2nd Offense</b>                                                                                                | <b>3rd Offense</b>                                                                                                                                      | <b>Habitual Disobedience</b>                                                                                                                        |
| 3A             | Unexcused Absences (skipping 2 or more periods)                                                 | Noon and/or after school detention, parent contact                                                               | MLE (1-3 days), parent conference                                                                                 | MLE (3-5 days), parent conference                                                                                                                       | OSS (3-5 days)                                                                                                                                      |
| 3A             | Insubordination (Failing to respond to reasonable requests)                                     | 5 noon detentions and/or ISS (½-1 day), parent contact                                                           | MLE (1-3 days), parent conference                                                                                 | MLE (3-5 days), parent conference                                                                                                                       | OSS (5-10 days)                                                                                                                                     |
| 3A             | Missed office detention                                                                         | ISS (½-1 day), parent contact                                                                                    | MLE (1-3 days), parent conference                                                                                 | MLE (3-5 days), parent conference                                                                                                                       | OSS (3-5 days)                                                                                                                                      |
| 3B             | Disrespectful/ Obscene Language and/or Gesture(s), Pornographic materials                       | ISS (½-1 day), parent contact                                                                                    | MLE (1-3 days), parent contact, Counselor referral when appropriate                                               | MLE (3-5 days) Counselor referral when appropriate                                                                                                      | OSS (5-10 days)                                                                                                                                     |
| <b>Class 4</b> | <b>Offenses</b>                                                                                 | <b>1st Offense</b>                                                                                               | <b>2nd Offense</b>                                                                                                | <b>3rd Offense</b>                                                                                                                                      | <b>Habitual Disobedience</b>                                                                                                                        |
| 4A             | Smoking/ Tobacco/ E-cigarettes                                                                  | MLE (3-5 days), parent conference, counselor referral, police referral                                           | MLE (5-10 days), parent conference, counselor referral, police referral                                           | Long term suspension or expulsion, parent contact, police referral                                                                                      | Long term suspension or expulsion, parent contact police referral                                                                                   |
| 4B             | Cheating                                                                                        | Zero on assignment or test, verbal reprimand, parent contact                                                     | Zero on assignment or test, and/or ISS (1-3 days), parent contact                                                 | Zero on assignment or test, ISS (3-5 days), parent conference                                                                                           | Zero on assignment or test, OSS (3-5 days), parent conference                                                                                       |
| 4B             | Theft (Level of consequence is determined by severity of crime)                                 | Verbal reprimand or detention depending on severity, parent contact, police referral if appropriate, restitution | MLE (1-3 days) police referral, restitution, parent contact                                                       | MLE (3-5 days), restitution, police referral, parent conference                                                                                         | OSS (5-10 days), restitution, police referral, parent contact                                                                                       |
| 4C             | Pushing/ Shoving, Fighting, Violence, Destruction of property, Vandalism, Secret Societies/Club | MLE (1-3 days), parent contact, counselor referral, restitution and police referral when appropriate             | MLE (3-5 days), parent conference, counselor referral, restitution and police referral when appropriate           | MLE (3-5 days), parent contact, restitution and police referral when appropriate                                                                        | Long-term suspension (10 days) or expulsion, police referral when appropriate, student must seek professional counseling before returning to school |
| 4C             | Bullying/Cyber-bullying/ Intimidation/ Sexual Harassment                                        | MLE (1-3 days), parent contact, counselor referral, police referral when appropriate                             | MLE (3-5 days), parent conference, counselor referral, police referral when appropriate                           | MLE (5-10 days) or expulsion, parent conference, police referral when appropriate, student must seek professional counseling before returning to school | Long-term suspension (10 days) or expulsion, police referral when appropriate, student must seek professional counseling before returning to school |

| <b>Class 5</b> | <b>Offenses</b>                                                                                                     | <b>1st Offense</b>                                                                                                                                                                                       | <b>2nd Offense</b>                                                                                                                                                                                              |  |  |
|----------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 5A             | Alcohol, Drugs or Mood Altering Substances (using, under the influence, or possession including drug paraphernalia) | OSS (10-15 days), parent conference, police referral, student activity eligibility rules will be enforced                                                                                                | Long-term suspension or expulsion, police referral, Student must attend drug/ alcohol evaluation and counseling before returning to school                                                                      |  |  |
| 5B             | Drugs/ Alcohol-Possession of an amount that suggests distribution                                                   | Long-term suspension (10 days) or expulsion, police referral student must attend drug/ alcohol evaluation and counseling before returning to school, student activity eligibility rules will be enforced | Long-term suspension (10 or more days) or expulsion, police referral student must attend drug/ alcohol evaluation and counseling before returning to school student activity eligibility rules will be enforced |  |  |
| <b>Class 6</b> | <b>Offenses</b>                                                                                                     | <b>1st Offense</b>                                                                                                                                                                                       |                                                                                                                                                                                                                 |  |  |
| 6A             | Weapon(s), Bomb Threat, Fires, Endangering the lives of others                                                      | Long-term suspension (10 or more days) or expulsion, parental conference, referral to authorities. Mandatory 12 month expulsion for firearm possession. SDCL 22-1-2                                      |                                                                                                                                                                                                                 |  |  |

Although the discipline plan will be used in most cases, the building administration reserves the right to determine final discipline action.

## STUDENT DRESS

Students should wear clothing that is clean, in good taste, and appropriate for current weather conditions. Boots must be worn during rainy and snowy seasons. Students will be permitted to wear flip-flops in the classroom, but must have tennis shoes for P.E. class and closed/covered, strapped shoes for the playground.

Since many students have similar pieces of clothing, such as gym shoes, coats, mittens, and boots, it is required these items be marked with the students' names. Lost and found will be placed in a designated area for a couple of weeks. Items left unclaimed after several weeks will be donated.

Clothing displaying obscenities or slogans inappropriate to school, such as profanity, drugs, alcohol, sexually suggestive, or racial slurs, will not be permitted.



## **TITLE 1 TARGETED ASSISTANCE PROGRAM**

Schools selected to receive Title 1 funds that are ineligible for a schoolwide program or that choose not to operate such a program are targeted assistance schools. These schools provide supplementary services to eligible children identified as having the greatest need for special assistance. SVE is a targeted assistance program for Title 1.

Eligible children are children identified by the school as failing or most at risk of failing, to meet the State's challenging student performance standards on the basis of multiple, educationally related, objective criteria established by the local educational agency and supplemented by the school, except that children from preschool through grade two shall be selected solely on the basis of such criteria as teacher judgment, interviews with parents, and developmentally appropriate measures.

### **Components of a Targeted Assistance School Program**

Use program's resources to help participating children meet the State's challenging student academic achievement standards;

Ensure that planning for students served under this part is incorporated into existing school planning;

Use effective methods and instructional strategies that are based on scientifically based research that strengthens the core academic program of the school and that:

1. give primary consideration to providing extended learning time, such as an extended school year, before- and after-school, and summer programs and opportunities;
2. help provide an accelerated, high-quality curriculum, including applied learning; and
3. minimize removing children from the regular classroom during regular school hours

Coordinate with and support the regular education program, which may include services to assist preschool children in transition from early childhood programs such as Head Start, Even Start, Early Reading First or State-run preschool programs to elementary school programs; Provide instruction by highly qualified teachers; Provide opportunities for professional development with resources provided under this part, and to the extent practicable, from other sources, for teachers, principals, and paraprofessionals, including, if appropriate, pupil services personnel, parents, and other staff, who work with participating children in programs under this section or in the regular education program; Provide strategies to increase parental involvement; and Coordinate and integrate Federal, State and local services and programs, including programs supported under this Act, violence prevention programs, nutrition programs, housing programs, Head Start, adult education, vocational and technical education, and job training.

## TRANSPORTATION

### RESPONSIBILITIES

|                        |                                                                                                                                                                                                                                      |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bus Drivers-</b>    | To operate the bus in a safe manner.<br>To require students to follow the rules established by the school district.<br>To administer the procedures established by the district when rules are not followed.                         |
| <b>Students-</b>       | To follow the rules established by the school district.<br>To respect the rights of others to have a safe ride on the school bus.<br>To cooperate with the bus drivers at all times.                                                 |
| <b>Parents-</b>        | To read and discuss bus rules and regulations with their children.<br>To encourage proper bus behavior.                                                                                                                              |
| <b>Administration-</b> | To support the bus driver and school district in the enforcement of the rules.<br>To enforce the Rules and Responsibilities for Bus Riders.<br>To administer the procedures established by the district when rules are not followed. |

### PROCEDURES

When students do not follow the Rules and Responsibilities for Bus Riders, **the bus driver will:**

1. Inform the student of the rule(s) violated and issue a verbal warning, and notify the parent/guardian of the misconduct via the telephone.
2. If the student continues to violate bus rules, notify parents in writing using a Notice of Bus Misconduct form.
3. File a copy of the Notice of Bus Misconduct form with the building principal.

**The building principal will:**

1. Upon receiving a **first** written Notice of Bus Misconduct for a student, suspend all bus riding privileges, including activity trips, for a period of five days, and schedule a conference with the parents/guardian, student, and driver.
2. Upon receiving a **second** Notice of Bus Misconduct for a student, suspend all bus riding privileges, including activity trips, for a period of ten days, schedule and attend a conference with the bus driver, the parents, and student.
3. For further violations, suspend all bus riding privileges for a period of up to the end of the school year and notify the parents of the action taken.

***The procedures outlined above may be altered to handle serious infractions that require immediate suspension of a student to protect the safety and rights of others.***

### GENERAL BUS RULES

1. Passengers will obey all instructions of the bus driver.
2. Passengers will keep hands and head inside of the bus and remain seated at all times.
3. There will be no use of profanity (swearing).
4. We will all help to keep the bus clean.
5. Weapons/dangerous items and violence are prohibited.
6. Passengers will not destroy property.
7. Passengers will not distract the driver through misbehavior.
8. The bus driver may assign seats to passengers.

## VOLUNTEERS

Parent, grandparent and community volunteers are an important part of a child's educational experience. The evidence is now beyond dispute that when schools work together with families to support learning, children tend to succeed not just in school, but in life. Research clearly indicates that parent involvement directly affects academic achievement and improves student behavior. Sioux Valley Elementary School values family (parents or grandparents) involvement and would encourage anyone interested in volunteering to call their child's teacher or the office at 627-5657 Ext. 2. Volunteers will need a background check completed if they plan on volunteering on a consistent basis. Background check packets may be picked up in the Administrative Office

## 2020-2021 Parent Student School Compact

### SIOUX VALLEY SCHOOL DISTRICT

As a student I will:

- Always try to do my best in my work and in my behavior.
- Work cooperatively with my classmates.
- Show respect for myself, my school, and other people.
- Take pride in my school.
- Come to school prepared with my homework and supplies.

As a Parent/Guardian will:

- See that my child attends school regularly and on time.
- Provide a home environment that encourages my child to learn.
- See that all homework assignments are completed.
- Communicate regularly with my child's teachers.
- Support the school in developing positive behaviors.
- Talk with my child about his/her school activities.
- Encourage my child to read at home.
- Volunteer my time at school.

As a teacher will:

- Provide parents reasonable access to staff.
- Show respect for each child and his/her family.
- Provide parents with frequent reports on their children's progress.
- Help each child grow to his/her potential.
- Provide high quality curriculum and instruction to assist students in learning the state standards.
- Enforce school and classroom rules fairly and consistently.
- Maintain open lines of communication with the student and his/her families through parent teacher conferences at least annually.
- Seek ways to involve parents in the school program (volunteer, participate, observe).
- Demonstrate professional behavior and a positive attitude.

**I have read and reviewed the 2020-21 handbook with my child and we understand the policies and procedures at Sioux Valley Elementary School.**

**I have also read the 2020-2021 MS/HS laptop policies and procedures which elementary students will be following as located on our SV website under the NEWS Tab or under the Parent/Student Resources Tab.**

\_\_\_\_\_  
Print Student Name / Grade

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_