

Flandreau Elementary

FLANDREAU WARRIORS Student Handbook

2022-2023



Flandreau Elementary School

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www.flandreau.k12.sd.us

"Empowering all students to become learners and leaders in a diverse and dynamic world."

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1. INTRODUCTION

- a. This student handbook was prepared for the purpose of orientating new students of Flandreau Public Schools and for use as a guide for those already enrolled at Flandreau Elementary. It is the position of the school board of Flandreau Public Schools that learning can best take place in an orderly environment in which all students may develop to their fullest potential. To maintain this environment, students must be made aware of their rights and of certain conditions accompanying these rights. This handbook is intended to promote consistent and fair treatment of all students in an atmosphere of open communication, self-discipline, and clearly understood rules and regulations.
- b. It is impossible to cover all of the situations that will present themselves to students so all students are urged to discuss their problems with their teacher and/or principal. It is sincerely hoped that each one of you will have a successful and enjoyable school year.
- c. A review of the student handbook shall be given to the students by their teacher and principal the first few days of school.

2. ELASTIC CLAUSE

- a. The student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student, school, and community will be considered. Each situation is different and will be handled on an individual basis

3. COMMUNICATION

- a. Phone Numbers
 - i. Flandreau Elementary: 605-997-2780
 - ii. Toll Free Number if out of town: Flandreau Public School: 1-888-997-3536
- b. Elementary School Website
 - i. Parents and students can view the elementary school's website for information and pictures regarding events occurring at the elementary school. You can access the elementary website by visiting Flandreau Public's webpage at www.flandreau.k12.sd.us.

4. REGISTRATION

- a. All students who enter school in South Dakota must have on record the following information:
 - i. Copy of the student's Birth Certificate
 - ii. South Dakota Immunization Form filled out and signed by a doctor or nurse.
- b. South Dakota Immunization Entry Laws/Policies
 - i. Minimum immunization requirements for kindergarten through twelfth grade are defined as having received at least:
 1. Four or more doses of diphtheria, pertussis and tetanus containing vaccine, with at least one dose administered on or after age 4. Children 7 years and older needing the primary series only need three doses. The first dose of the primary series should be Tdap and the second and third doses should be Td, with at least 6 months between dose two and three. Children receiving six doses before age 4 do not require any additional doses for school requirements. The maximum a child should receive is six doses.
 2. Four or more doses of poliovirus vaccine, at least one dose on or after age 4.
 3. Two doses of a measles, mumps, and rubella vaccine (MMR) or submit serological evidence of immunity.

4. One dose of varicella vaccine. History of disease is acceptable with parent/guardian signature.
5. The additional immunization requirement for kindergarten entry only is two doses of varicella vaccine. History of disease is acceptable with parent or guardian signature.
6. **Note:** Hib, Hepatitis A, Hepatitis B, and Pneumococcal vaccines are recommended but not required

5. DIRECTORY INFORMATION

- a. The Flandreau School District No. 50-3 designates the following student information as "directory information", which can be disclosed without prior written consent. Parents will be notified of this disclosure through school newsletter or at the time of registration.
 1. The student's name.
 2. The names of the student's parents.
 3. The student's address.
 4. The student's date of birth.
 5. The student's class designation (i.e. 1st grade, 10th grade, etc.)
 6. The student's extra-curricular participation.
 7. The student's achievement awards or honors.
 8. The student's weight and height if a member of an athletic team.
 9. The student's photograph.
 10. The school or school district the student attended before he or she enrolled in the Flandreau School District No. 50-3.
- ii. Within the first three weeks of each school year, the Flandreau School District will publish in the official newspaper the above list, or a revised list, of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parents or the eligible student at the time and place of enrollment.
- iii. After the parents or eligible students have been notified, they will have two weeks to advise the school district in writing (a letter to the Superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about that student.
- iv. At the end of the two-week period, each student's records will be appropriately marked by the records custodians to indicate the items the district will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parents or eligible student.

6. SCHOOL DAY

- a. Regular school hours are from 8:30 a.m. – 3:25 p.m. On Wednesday, school is dismissed at 3:00 for teacher in-service. Students need to be in their classrooms by 8:30 a.m. so they are not counted tardy or absent.
- b. Breakfast is served from 7:45 – 8:15 in the elementary commons. There is no supervision on the school playgrounds before 8:00 a.m. If students come before 8:00 a.m. they will go right to the cafeteria until 8:00 a.m. at which time they will be dismissed to recess or their classroom.
- c. The Boys and Girls Club program is open after school until 7:00 p.m. You can register your child with the Boys and Girls Club coordinator if your child needs to attend.

7. ATTENDANCE

- a. Please notify the school office with a note or phone call if your child is ill, going out of town, or going to be late for school. If we do not hear from the parents, all absences are counted unexcused.
- b. We want to be assured that your child is where he/she belongs. A message can always be left on the school answering machine before and after the school closes if need be. **A phone call will be made home if we do not hear from parents.**
- c. If students are absent three or more consecutive days due to illness, we ask that you please send a doctor's note verifying the extended illness.
- d. All doors are locked at 8:30 A.M. If students arrive to school after this time, they will have to use the main entrance doors.
 - i. 8:30 – 8:45am: Tardy for the AM
 - ii. 8:45 – 10:00am: ¼ Day Absent
 - iii. 10:00 – 11:45am: ¼ Day Absent
 - iv. 11:45 – 1:30pm: ¼ Day Absent
 - v. 1:30 – 3:25pm: ¼ Day Absent

8. TARDINESS

- a. Tardiness is the failure to be in one's classroom when the school day begins. Students may also be counted tardy at any time throughout the school day if they are not ready to begin class (students taking too much time in hallway, restroom, etc.).

9. TRUANCY

- a. If a student is ill three or more consecutive days, a note must come from a doctor. **Excessive absences and tardies will be considered truancy and turned over to the State's Attorney for prosecution under South Dakota Codified Law 13-27-1, which states that truancy is a crime of Failure to Send a Child to School.**
- b. Truancy Policy
 1. The district administrator, or designee, will serve as the school attendance officer for the district and deal with all matters relating to school attendance and truancy.
 2. Truancy - means any absence or part of all of one of more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian and also means intermittent carried on for the purpose of defeating the intent of compulsory attendance.
 3. Habitual Truancy means a pupil who is absent from school without an acceptable excuse for part of or all of 5 or more days on which school is held during a semester.
- c. Truancy Procedures
 1. When a child's number of absences has reached 5 days, a formal letter of warning will be sent to parents.
 2. When a child's number of absences has reached 10 days, a formal letter will be sent to parents notifying them that a referral has been made to the district truancy team.
 3. The Truancy Team will determine the action that needs to be taken, and will send a letter informing the parents of their decision.
 - i. The truancy team is a quorum of committee members, to include: school principals, a school board member, school social worker, and the School Resource Officer. The Title VI Coordinator and school counselors will be invited to attend, as applicable.
 - ii. The truancy committee will meet bi-weekly or as needed.
 4. Action taken by the Truancy Team may include, but is not limited to, the following:
 - i. Citation by the School Resource Officer

- ii. Attendance Improvement Plan
- iii. Referral to Family Services
- iv. Referral to the States Attorney

10. PEANUT AWARE SCHOOL

- a. Flandreau Elementary is a peanut aware school. Any foods containing nuts or nut products brought into our school may result in an allergic reaction of one or more of our students due to the severity of the nut and peanut allergies. This includes peanut butter sandwiches, nuts in salads, candy with nuts, trail mixes or granola bars with nuts, cereal with nuts, etc.
- b. We encourage all families to ensure that **no one brings any foods containing any type of nut onto the school property**. This means any foods sent in for lunch, snack, or any class events should be carefully checked to make sure they are nut free. This extends to school events, field trips, etc.

11. TELEPHONE USE

- a. Students are asked to use the telephone for emergency calls only.
- b. Students will not be allowed to use the telephone to arrange their personal after-school play activities.
- c. Incoming calls and messages to the school for students should be kept at a minimum and reserved for emergencies only.

12. CHECKING A STUDENT OUT EARLY

- a. A parent or their designee must come to the office, located directly inside the front entrance, to check their child out of school before 3:25 pm.
- b. Children are not allowed to leave the premises without a pass and the parent/guardian coming to the office.
- c. **If a parent designee is picking your child up, please notify the school to that effect.** Safety is very important to us.

13. PARENT OR OTHER VISITORS

- a. We will have many activities that include parents during the year. We encourage your participation in them. Volunteers are accepted to read or work with individual children. Advance notice is appreciated.
- b. Parents are welcome and encouraged to visit the school. Please schedule all classroom visits with your child's teacher prior to visiting. **For the safety of all children and staff, all adults who do not work for the Flandreau Public Schools 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.
- c. We discourage students having friends or relatives that do not attend Flandreau Elementary visit during the school day. This is a distraction to the teaching-learning process.

14. MEDICATION

- a. Students may not keep medicine with them at school. Everything should be brought to the office where the following procedures MUST be met:
 - 1. Prescription medication must be brought in the container from the pharmacy.
 - 2. A Request and Authorization for Medication/Treatment form must be filled out by the parent/guardian and signed by the doctor for administration of medicine. You will have the opportunity to choose from Option 1 or Option 2 on the form enclosed at the end of this handbook. **No medicine can be given without this form completed and on file.**

3. Non-prescription medicine such as Tylenol must be brought to school in its original container and the parent/guardian must fill out the same form in order for the child to get one when needed.

15. ILLNESSES

- a. Please do not send your child to school if he/she has a temperature of 100° F or above, has vomited, has diarrhea, or has a rash that may be disease related or with no known cause. In such cases, please consult your physician before sending your child to school. If your child will be absent, please notify the school office.

16. LICE

- a. If your child is found to have lice, you will be immediately called and must pick up your child from school. Before your child can return to school, the Public Health Nurse or the Tribal Health Nurse must check the hair. If all live bugs are cleared, they will give you a slip noting such that you are to bring to the school in order for your child to return. We hope that with separate lockers and cubbies in the primary area, this will greatly reduce the occurrences.
- b. When promptly cared for, students normally are able to return to school the next day. Excessive absences due to head lice will not be accepted and procedures related to truancy will be enforced.

17. DISCIPLINE (APPENDIX A and B)

- a. School is a place where people of varying backgrounds meet together for the purpose of learning. Student respect for each other and the teachers is expected. Use of foul language, obscene gestures, and other disrespectful behavior will not be tolerated and are subject to disciplinary action, including removal from class, time-out from recess, detention, or short-term suspension.
- b. Your child will be given a copy of the Discipline Plan the first day of school. This plan will be reviewed in detail with them. A copy of the elementary plan is included in this handbook for your referral.
- c. The Flandreau Elementary School will model lessons around the Positive Behavioral Interventions & Support (PBIS) system. This will allow the staff to facilitate positive behavior change in the students and staff. Our school will follow the SOAR expectations for all:
 - i. S–Safety
 - ii. O–Open-Minded
 - iii. A–Accountable
 - iv. R–Respectful
- d. The goal is to reduce the number of inappropriate behaviors occurring across campus through the education of students and staff and reinforcing appropriate behaviors.

18. CELLULAR TELEPHONES & OTHER ELECTRONIC (SMART) DEVICES

- a. Students shall not use cellular telephones or other Smart Devices (watches, tablets, etc.) not of school issue during school hours.
- b. Students who are found violating this policy will have the cell phone or Smart Device confiscated until the end of the school day.
- c. If a student has a cell phone or Smart Device confiscated a 2nd time, parents will be called to come in and pick up the cell phone or Smart Device from the principal's office.

19. APPROPRIATE DRESS

- a. Your individual grooming, the way you dress, and how you behave can have a direct bearing on how others react to you. Dress and grooming should be clean and appropriate to the situation. The administration reserves the right to determine whether a student's attire and appearance is potentially

hazardous, disruptive to the educational process, appropriate, or acceptable. The administration may request a student to change attire. The following are examples of appropriate and inappropriate dress:

- i. Footwear must be worn at all times.
 - ii. Students may not wear caps, hats, visors, or bandanas in the building during the school day.
 - iii. All students must wear shirts, blouses, or sweaters that cover the chest, stomach and back.
 - iv. Sunglasses may not be worn in the building unless required for medical reasons and a note has been issued from a doctor.
 - v. Shorts and skirts may be worn during the 1st quarter and 4th quarter. Shorts and skirts of reasonable length are permitted. Dresses, skirts and shorts, as well as slits in any of these garments and shorts are not to be shorter than fingertip length or mid-thigh.
 - vi. Pants are not to be worn so that they expose the posterior part of the body or any underclothing.
 - vii. Clothing bearing inappropriate images or messages is not permitted. Inappropriate is identified as related to drugs, alcohol, cigarettes, sexual content, discrimination, gang related clothing/gang symbols or any other subjected banned by Board policy or regulation.
 - viii. Yoga pants, spandex shorts/pants, leggings, tights and similar articles of clothing must be covered by shorts, pants, a skirt or long top that is fingertip length from front to back.
 - ix. Immodest dressing is not permitted. Cut-offs, swimsuits, see-through tops and/or pants or clothing with immodestly located holes are not to be worn during school hours. Lounging and/or sleep wear, pajamas or bed garments are not permitted. Under garments shall not be exposed or worn as outer garments.
 - x. No string/spaghetti strap tank tops or dresses may be worn during the school day.
 - xi. Spikes, chokers, dog collars, and chains are not permitted.
- b. Acceptability of attire will be determined by building administration. Students failing to meet stated standards of dress will be sent to the office where they will change, be sent home, or request a change of clothes from a parent or guardian. Students will not be allowed back into the classroom until they have changed. Additional violations may result in detention or being issued in-school suspension. The administration may suspend the dress code for special events.

20. PROMOTION AND RETENTION OF STUDENTS

- a. The administration and teaching staff must strive to create plans of instruction and instructional organization that will permit pupils to progress through school according to their needs and abilities.
- b. The Flandreau Public School Board has adopted an Elementary Promotion and Retention of Students policy. A copy is included in this handbook. Students normally will progress annually from grade to grade. However, exceptions will be made when it becomes evident that a student's progress is not meeting expectations. The parents will be notified if a teacher is concerned about a student not progressing academically. At this time, a plan of action will be prepared in accordance with the promotion and retention policy.

21. REPORTING STUDENT PROGRESS

- a. In order to check your child's progress, reporting periods are set up quarterly. Parent-Teacher Conferences will be held the 2nd week of October and the 2nd week of February. In addition, parents are encouraged to visit with your child's teacher any time you have a question or concern.
- b. Parents are also encouraged to call the central office (997-3263) and request a password to access your child's academic progress through the online Infinite Campus Parent Portal.

22. COLD WEATHER

- a. During winter months all students must have footwear for indoor use, and snow pants and snow boots for outdoor wear.
- b. Students are expected to go outside during recess, so make sure your child is dressed properly. If it is extremely cold or rainy, the students will be allowed to enter the building and go to their classroom.
- c. If students are not to go outside for recess for three or more consecutive days due to illness, we ask that you please send a doctor's note stating the fact.

23. EXITING THE SCHOOL BUILDING

- a. Students who ride the bus line up and exit the building through the main entrance doors on the south side of the building. All other students need to exit the building through the east doors.

24. INTERROGATIONS AND SEARCHES

- a. **Searches by Staff:** The right of inspection of student school lockers is inherent in the authority granted school boards and administrators. Lockers remain the property of the school district and the school district has the right of access to these lockers at any time for any reason. This authority may be exercised as needed in the interest of safeguarding children and their own and school property.
 - i. Whenever school authorities have any cause to believe that articles may be in a locker, desk, or other storage space, or are in violation of a school rule, a search will be made. The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.), and the seizure of items in his/her possession:
 1. There should be reasonable cause for the school authorities to believe that articles are kept in the locker, desk, or other storage space whose possession constitutes a crime or rule violation.
 2. A school official's search of an area assigned to a student shall be in the presence of another school staff member or law enforcement official.
 3. General housekeeping inspection of school property may be conducted with reasonable notice.
 4. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.
- b. **Searches of Student Property by Police:** A proper search warrant is required for any search of a student's personal property kept on school premises; however upon notification to the administration, if the police have reason to believe any item that might pose an immediate threat to the safety or security of others is kept in a student locker, desk, or other storage space, searches may be conducted without a previously issued warrant.
- c. **Interrogation by Police:** The school district has physical custody of students during the school day and during hours of approved extracurricular activities. School authorities stand in loco parentis to the students and thus have responsibility regarding the circumstances under which access to students is allowed.
 - i. Therefore:
 1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or the student's designee will cooperate. A school administrator or counselor shall be present for questioning. A documented effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
 2. Parents or guardians will not be contacted in child abuse cases or other interrogations if the law enforcement official requests confidentiality.

3. If custody and/or arrest are involved, a documented effort will be made to contact the student's parent or guardian.

25. TITLE I PARENT'S RIGHT TO KNOW

- a. The federal education law called the Elementary and Secondary Education Act (ESEA), requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child.
 - i. This information may include:
 1. Whether the teacher has met the state requirements for licensure and certification for the grade levels and subject matters in which the teacher provides instruction;
 2. Whether the teacher is under emergency or other provisional status through which state qualification or licensing criteria have been waived;
 3. The college major and any other degree; and
 4. Whether the child is provided services by paraprofessionals, and if so, their qualifications.
 - ii. If you are interested in this information, you may send your request to the building principal who will provide a response. In addition, you will be provided timely notice if your child has been assigned or has been taught four or more weeks by a teacher who is not highly qualified to include long-term subs.

26. FLANDREAU COMPLAINT POLICY FOR FEDERAL PROGRAMS

- a. A parent, student, employee or district stakeholder who has a complaint regarding the use of Federal ESEA funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent.
- b. Disputes addressing the enrollment, transportation (including inter-district disputes) and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure.
- c. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office.
- d. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision.
- e. Students should be provided with all services for which they are eligible while disputes are resolved.
 - i. The Superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
 - ii. The Superintendent will notify the complainant of the decision in writing.
 - iii. The complainant will be allowed one week to react to the decision before it becomes final.
 - iv. The complainant will either accept or disagree with decision and will provide such acknowledgement in writing, addressed to the district superintendent.
 - v. If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parents, guardian, or youth to appeal decision.
 - vi. Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure)

27. FLANDREAU HOMELESSNESS/UNACCOMPANIED YOUTH POLICY

- a. The Flandreau School District policy is to:

- i. Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e., academic records, medical records, proof of residency or other documentation
- ii. Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- iii. Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.
- iv. Provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:
 1. Transportation services
 2. Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary—Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency
 3. Programs in vocational and technical education
 4. Programs in gifted and talented students
 5. School nutrition programs

28. FLANDREAU PUBLIC SCHOOLS NON-DISCRIMINATION STATEMENT

- a. The Flandreau School District 50-3 advises students, parents, employees, and the general public that educational programs or activities and employment opportunities will be offered without regard to sex, race, color, national origin, or disability. The person designated to coordinate Title IX is Nichole Herzog, High School Principal and for Section 504 compliance activities, each school principal is in charge of those. If you have any questions or concerns about this policy, you should contact:

Kristi Fischer Title IX Coordinator
 Flandreau School District
 600 West Community Drive
 Flandreau, SD 57028
 (605)-997-2455

Regional Director, U.S. Department of Education, Office of Civil Rights, 8930 Ward Parkway,
 Suite 2037, Kansas City, MO 64114. Phone (816) 268-0550. Fax (816) 823-1404

29. FLANDREAU ELEMENTARY PARENT INVOLVEMENT POLICY

- a. Flandreau Elementary School will complete the following in order to ensure that our school encourages and promotes parent involvement.
 - i. **Flandreau Elementary will** convene an annual meeting, at a convenient time, to which all parents are invited and encouraged to attend and to inform parents of our school's participation in Title I and to explain the requirements and the rights of the parents to be involved. This meeting is to be held annually in October in the Elementary Commons. Other opportunities for parents to learn about the Title I program are during Family Reading Night and Family Math Night. These activities take place various times throughout the school year in the elementary library and commons.
 - ii. **Flandreau Elementary will** involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs including planning, review and improvement of the school parental involvement policy. Suggestions will be noted at each meeting to revise the

Parent Involvement Policy. Parents will also be given a copy of our School-Parent Compact at the beginning of the school year to sign and return to the elementary office.

- iii. Flandreau Elementary will provide parents of participating children:
 1. **Timely information** about Title programs.
 2. **Describe and explain the curriculum** in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
 3. **If requested by parents**, opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children, and respond to any suggestions as soon as possible.
 4. **If the school wide program** is not satisfactory to our parents, this will be documented on our School wide Plan.
 5. **Flandreau Elementary will** provide assistance to the parents of our children in understanding such topics as the State's academic content standards and the State student academic achievement standards, state and local academic assessments and how to monitor a child's progress and work with educators to improve the achievement of all of our children. This will be fulfilled at parent-teacher conferences, our six Family Reading Nights and Family Math Activity Hours, and during our Back to School Night held in August in which teachers explain procedures and expectations to parents for the upcoming school year. Teachers and the principal are available to answer any questions regarding content standards and/or assessments.
- iv. **Flandreau Elementary will** educate teachers, paraprofessionals, and other staff, with the assistance for parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. This will take place at our beginning of the year in-service where the building principal places an emphasis on establishing parent involvement. Each teacher is required to keep a log of the number of times parent contacts are made throughout the year. These logs are turned in to the elementary office quarterly.
- v. **Flandreau Elementary will** coordinate and integrate parent involvement programs and activities with Moody County Head start, private preschools, and all relevant entities. Our school will also utilize the parent resource network to encourage and support parents in more fully participating in the education for their children. An annual preschool screening is completed in March and outside referrals are also addressed with Moody County Head Start staff. All programs are in coordination by telephone, email and also meetings pertaining to the needs of a specific child or children.
- vi. **Flandreau Elementary will** ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and to the extent practicable, in a language parents can understand. Our school employs interpreters when needed and also disseminates information via the newspaper, weekly school newsletter, and our public access channel to ensure each parent is aware of each meeting, program or other activity.
- vii. **Flandreau Elementary will** provide support for parental involvement activities such as our annual Back to School Night in August, our informational/collaborative meeting about Title in October and our Family Reading Nights and Family Math Nights held throughout the school year. Parents are also encouraged to observe/volunteer time in their child's classroom.
- viii. **Flandreau Elementary will** provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent

practicable, in a language such parents can understand. Interpreters will be available when needed and all information, including assessments, will be sent in “parent-friendly” language, always attached with clear directions in how to interpret.

- ix. **Flandreau Elementary will** assist parents of parental organizations by informing them of such existence and purpose of these centers at our annual meeting. Literature is disseminated throughout the year to ensure that all requirements of Title I are met.
- b. The building principal, school counselor or principal’s designee will be responsible for investigating all complaints by students alleging bullying or harassment. All documentation associated with a complaint shall be maintained by the building principal.

30. GUIDANCE/SUPPORT SERVICES PROGRAM

- a. Our Mission: The mission of the Flandreau School Guidance/Support Services Department is to provide a comprehensive, developmental program that will empower and assist all students in acquiring the skills, knowledge, and attitudes needed to become learners and leaders in a diverse and dynamic world. Flandreau’s school guidance/support services program is an integral part of the school’s total program with a commitment to individual uniqueness and the maximum development of human potential.

31. ANTI-BULLYING/HARASSMENT OF STUDENTS (APPENDIX C and D)

- a. Bullying and harassment of students is not tolerated by the Flandreau School District. The school district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Therefore, the school district prohibits harassment or bullying.
- b. Bullying and harassment are intentional harmful behavior initiated by one or more students and directed toward another student or students which creates an objectively hostile school environment including, but not limited to, the following:
 - i. Physical –harmful action or threat of harmful action against another person;
 - ii. Verbal, Written or Electronic –threatening, unkind, abusive or hurtful communication to a person or about a person;
 - iii. Emotional –taunting or other conduct intended to upset, exclude, or embarrass a person;
 - iv. Sexual –conduct or communication based on actual or perceived trait or characteristic of a person because of gender and/or initiation of unwarranted or unwelcome sexual advances, or
 - v. Racial –rejection, exclusion, isolation, or embarrassment of a person because of ethnicity.
- c. This policy applies while students are on school property; while in school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities, or while using school equipment.
- d. 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.
- e. Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated or filed a false complaint in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

32. BULLYING/HARASSMENT INVESTIGATION PROCEDURES

- a. Students who feel that they have been bullied or harassed should:
 - i. Communicate to the perpetrator that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the perpetrator, the

individual should ask a teacher, counselor, bus driver, other staff, School Resource Officer or principal to help.

- ii. If the bullying or harassment does not stop, or the individual does not feel comfortable confronting the perpetrator, the individual should:
 1. tell a teacher, counselor, bus driver, other staff, School Resource Officer or principal; and
 2. write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - a. what, when and where it happened;
 - b. who was involved;
 - c. exactly what was said or what the perpetrator did;
 - d. witnesses to the bullying or harassment;
 - e. what the student said or did, either at the time or later;
 - f. how the student felt; and
 - g. how the perpetrator responded.
 3. teachers, counselors, bus drivers or other staff receiving a report, or who witness bullying or harassment, must report the incident to the building principal by the end of the school day in which the event occurred, but in no case later than the morning of the next school day

33. FORMAL COMPLAINT PROCEDURE (APPENDIX C)

- a. An individual who believes that he/she has been harassed or bullied will notify the principal in his/her building who is the designated investigator. The alternate investigator is the school counselor or School Resource Officer assigned to a student's attendance center. The investigator may request that the individual complete the Harassment/Bullying Formal Complaint form and turn over evidence of the incident, including, but not limited to, letters, tapes, or pictures. Information received during the investigation is kept confidential to the extent possible.
- b. The principal or the alternate investigator, with permission from the principal, has the authority to initiate an investigation in the absence of a written complaint.

34. INVESTIGATION PROCEDURE

- a. The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The length of the investigation is governed by the facts and complexity of each individual case but should be completed within 30 days of the complaint. The superintendent may approve an extension in special circumstances. The investigator will interview the complainant and the alleged perpetrator. The alleged perpetrator may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.
- b. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of bullying or harassment and produce written findings and conclusions. An alternate investigator will provide a copy of the written findings of the investigation to the principal.

35. RESOLUTION OF THE COMPLAINT

- a. Following the completion of his/her own investigation or upon receipt of School Counselor or School Resource Officer's or an alternate investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.
- b. The principal will file a written report documenting any disciplinary action taken or any other action taken in response to the complaint. The remedial actions taken by the principal, including disciplinary action where appropriate, should be designed to prevent further bullying or harassment. The principal, or designee,

will monitor the effectiveness of the remedial actions taken by contacting the complainant at least twice during the month following the investigation resolution. These contacts should be included in the documentation. If further remedial actions are necessary, the case shall remain open with ongoing monitoring and documentation. The complainant, the alleged perpetrator and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of all complaints, findings, and actions taken, and will maintain all documentation related to a complaint investigation for during the duration of school years.

36. POINTS TO REMEMBER IN THE INVESTIGATION

- a. Evidence uncovered in the investigation is confidential.
- b. Complaints must be taken seriously and promptly investigated.
- c. No retaliation will be taken against complainant/individuals involved in the investigation process.
- d. Retaliators will be disciplined up to and including suspension and expulsion.

37. CYBERBULLYING

- a. Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.
- b. Users are responsible for the appropriateness of the materials they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.
- c. Students and community members, who believe they have been victims of such misuses of technology, as described in this policy, should not erase the offending material from the systems. A copy of the material should be brought to the attention of a principal or teacher.
- d. In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day to day operations of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making threats off school grounds, to harm a member of the school staff or a student.
- e. Malicious use of District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or change the components of an entity on the network is prohibited.
- f. Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

38. PROMOTION AND RETENTION OF ELEMENTARY STUDENTS

- a. All Flandreau Elementary School students will meet the following criteria in order to be promoted to the next grade level:

i. Kindergarten:

1. The primary function of kindergarten is reading and math readiness. In addition, social and emotional maturity must be considered. The teacher's judgment of each child is of the utmost importance. The Kindergarten report card shows skill development as defined by the South Dakota Content Standards. If the teacher's evaluation and student's report card skills show lack of readiness for first grade, the child will be retained. In addition, the student must meet any recommendation made by the Special Services teacher and/or the Special Education teacher in order to be promoted to the next grade.

ii. First Grade:

1. Students must earn at least a 70% average in their math, reading, and language arts classes for the school year. The final grade will be the average of the two semesters.
2. If students do not meet the 70% average in one of the following classes: math, reading, and language arts, they then must have earned at least a 60% average for the class/es in question and six out of the following eight requirements:
 - a. After official notification of below 78%, the student must have attended at least one extra help session every week for the class/es in question.
 - b. The student must complete all of the graded assignments and return required homework.
 - c. The student must correct and redo work that does not meet 78% standard.
 - d. The student must have a 95% attendance rate for the school year. (Out of 175 days, student must not be absent or tardy more than nine days.)
 - e. The student must have no more than two in-school or out-of-school suspensions.
 - f. The student and parent must attend all progress sessions (conferences, IEP meetings, etc.) held in relation to the academic concern.
 - g. The student must reach 90% accuracy on the reading recovery book level 18 with a 1:5 self-correction rate.
 - h. The student must meet any recommendation made by the Special Services teacher and/or the Special Education teacher.
3. Students who do not meet the above criteria may petition (with their parents) to be assigned to the next grade level through the Flandreau Elementary Accountability Transition Committee.

iii. Second Grade:

1. Students must earn at least a 70% average in their math, reading, and language arts classes for the school year. The final grade will be the average of the two semesters.
2. If students do not meet the 70% average in one of the following classes: math, reading, and language arts, they then must have earned at least a 60% average for the class/es in question and five out of the following seven requirements:
 - a. After official notification of below 78%, the student must have attended at least one extra help session every week for the class/es in question.
 - b. The student must complete all of the graded assignments and return required homework.
 - c. The student must correct and redo work that does not meet 78% standard.
 - d. The student must have a 95% attendance rate for the school year. (Out of 175 days, student must not be absent or tardy more than nine days.)
 - e. The student must have no more than two in-school or out-of-school suspensions.
 - f. The student and parent must attend all progress sessions (conferences, IEP meetings, etc.) held in relation to the academic concern.

- g. The student must meet any recommendation made by the Special Services teacher and/or the Special Education teacher.
- 3. Students who do not meet the above criteria may petition (with their parents) to be assigned to the next grade level through the Flandreau Elementary Accountability Transition Committee.

iv. Third and Fourth Grade:

- 1. Students must earn at least a 70% average in their math, reading, language arts, and science classes for the school year. The final grade will be the average of the two semesters.
- 2. If students do not meet the 70% average in one of the following classes: math, reading, language arts, and science classes, they then must have earned at least a 60% average for the class/es in question and five out of the following seven requirements:
 - a. After official notification of below 70%, the student must have attended at least one extra help session every week for the class/es in question.
 - b. The student must complete all of the graded assignments and return required homework.
 - c. The student must correct and redo work that does not meet 78% standard.
 - d. The student must have a 95% attendance rate for the school year. (Out of 175 days, student must not be absent or tardy more than nine days.)
 - e. The student must have no more than two in-school or out-of-school suspensions.
 - f. The student and parent must attend all progress sessions held in relation to the academic concern.
 - g. The student must meet any recommendation made by the Special Services teacher and/or the Special Education teacher.
- 3. Students who do not meet the above criteria may petition (with their parents) to be assigned to the next grade level through the Flandreau Elementary Accountability Transition Committee.

39. PETITION PROCESS FOR GRADE LEVEL ASSIGNMENT

- a. Students who do not meet the criteria may petition (with their parent/guardian) to be assigned to the next grade level through the Flandreau Elementary School Accountability Transition Committee. This committee consists of the principal, current and potential future classroom teachers, one specials teacher (music, physical education, or art/library skills), and the counselor. If necessary, the special education teacher will be a part of the committee.
 - i. The principal will notify the parent/guardian by June 5th that their student is going to be retained.
 - ii. The parent/guardian will contact the principal to request a petition hearing with the transition committee by June 10th.
 - iii. At the hearing:
 - 1. The parent/guardian and student may bring samples of work that they feel demonstrates competency of the content standards.
 - 2. The parent/guardian and student may discuss any extenuating circumstances that should be considered.
 - 3. The committee may ask the student to respond to content-oriented questions or fulfill other appropriate requirements to give the student the opportunity to demonstrate competency of the content standards.
 - 4. The student will be required to make a statement on his/her own behalf. At the conclusion of the hearing, the parent/guardian may make a statement on behalf of their child.
 - iv. The principal will notify the parent/guardian of the committee's final decision within seven days following the completion of the hearing.

- v. The Flandreau Public School Board has designated the Transition Committee's decision as final in all general education student retention, promotion, and assignment.
- vi. For special education students, the student's case conference committee will determine any adaptations, modifications, or waivers to the policy for that student. The principal will attend the conference of students who do not meet the requirement for promotion to the next grade level. Special education teachers will convene for a conference in June (following the student's petition request to the principal) to discuss identified Special Education student's accountability plans for the next school year.

40. BEHAVIOR RESPONSE MATRIX (APPENDIX A)

DISCIPLINE

(Responses listed are minimums. Principals reserve the right to change the course of discipline based on the severity of the action.)

Behavior/Response Matrix

| Level | Behavior | Response |
|---|---|--|
| <p>#1 Managed by the Teacher/Para</p> <p>(Behaviors that are minor rule violations that result in an immediate verbal correction with a consequence).</p> | <ul style="list-style-type: none"> * Running in the building * Disruptive transitions * Unsafe/rough play * Play fighting * Spitting * Teasing/name-calling * Non-directed profanity * Failure to follow rules * Classroom disruptions * Uncooperative behavior * Cell phone/Electronic Device violation | <ul style="list-style-type: none"> * Redirect * State the rule * Model the behavior * Student practice correct behavior * Acknowledge correct behavior * Prompts – tap or look * Reward good behavior * Loss of privilege * Time out * Apology * Wall placement at recess |
| <p>#2 Managed by the Teacher and/or Principal</p> <p>(Behavior that is repeated or more serious in nature that will result in an immediate verbal correction, a logical consequence, or a written form).</p> | <ul style="list-style-type: none"> * Repeated level 1 behavior * Cheating/lying * Stealing * Harassment/Rumor spreading * Vandalism * Verbal abuse/directed profanity * Intimidation/verbal threat * Social isolation/exclusion * Fighting | <ul style="list-style-type: none"> * Level 1 responses * Verbal correction * Time out * Loss of privilege * Apology * Behavior contract * Student conference with principal or counselor * Behavior report in Infinite Campus * Parent contact * Time in the office |

| | | |
|--|--|--|
| <p>#3 Managed by the Principal</p> <p>(Behaviors that are serious, threatened the safety of others or themselves, or behavior that has been repeated even though response interventions were used).</p> | <ul style="list-style-type: none"> * Repeated level 2 behavior * Possession of weapon * Possession/Use of illegal substance * Defiance/insubordination * Obscene language or actions toward staff * Threatening/bullying of any kind * Physical aggression/fighting | <ul style="list-style-type: none"> * Office referral * Loss of privilege * Behavior contract * Restitution * Conference with student and parents * Individual instruction plan * Time in office * Resource Officer * School Counselor * In school suspension * Out of school suspension |
|--|--|--|

41. FLANDREAU ELEMENTARY EXPECTATIONS MATRIX (APPENDIX B)

| Expectations | Cafeteria | Hallway | Playground | Bathroom | Bus | Assembly | Dismissal |
|--------------------------------|---|---|--|---|---|--|--|
| S <i>Safety</i> | Two hands on your tray until seated Eat your own food as expected Stay seated | Stay in line while walking on the right side | Using equipment as expected Using hands and feet kindly | Water stays in sink and fountain Lights on Doors unlocked after using | Stay in your seat, facing forward Hands and feet to self | Hands and feet to self Stay seated | Keep belongings in locker until you leave Walk in hallway on the right side |
| O <i>Open-Minded</i> | Include tablemates in conversation | Voice/noise levels off | Including peers/inviting others to play | Wait your turn politely | Include neighbors in conversation | Be an active listener | Be friendly and courteous to others |
| A <i>Accountable</i> | Keep your area clean | Pick up feet when walking to prevent black marks Hands off the walls | Return materials/clean up | Cleaning up after yourself (flush toilet; paper towels in garbage) | Gather belongings before leaving | Take bathroom and drink break before | Go directly where you need to go |
| R <i>Respectful</i> | Respect people's food preferences | Look at the artwork and posters Listen to the adults the first time | Listen to the recess duty teachers and whistles the first time | Only take what you need (toilet paper; paper towels; 1 pump of soap/hand sanitizer) | Voices at a talking level | Keep body quiet Eyes on the presenter | Listen to teachers and adults in charge |

The Flandreau School District will continue to use PBIS (Positive Behavior Intervention and Support) this school year. This school-wide behavior system will encourage our students to **SOAR**.

42. ANTI BULLYING/HARRASSMENT FORMAL COMPLAINT FORM (APPENDIX C)

Name of complainant: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident or incidents:

Description of misconduct:

Name of witnesses (if any):

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

43. ANTI-BULLYING/HARASSMENT WITNESS STATEMENT FORM (APPENDIX D)

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed:

Any other information:

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____